



TOWN COUNCIL MEETING AGENDA

Executive Session at 6:00 PM; Regular Meeting at 7:00 PM

October 20, 2026 / 250 River Circle- Alpine, WY 83128

Notice- The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email clerk@alpinewy.gov with any questions or comments.

1. CALL TO ORDER - Mayor Green

2. EXECUTIVE SESSION

- a. Seeking a motion to enter into executive session on matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.

3. PLEDGE OF ALLEGIANCE – Mayor Green

4. ROLL CALL – Town Administrator, Riley Hovorka

5. ADOPT THE AGENDA

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.*

6. CONSENT AGENDA – Mayor Green

- a. Town Council Minutes: October 6, 2026, Town Council Meeting Minutes
- b. Bills to Pay Report: 09/15/2026 through 10/20/2026
- c. 250th Celebration Charitable Distribution

7. REPORTS

- a. Mayor's Report – Eric Green
- b. Clerk/Treasurer Report – Monica Chenault - *submitted in writing*
- c. Events Committee Report - Andrea Burchard
- d. Economic Development Report – Jeremiah Larsen
- e. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- f. Public Works Director Report - Craig Leseberg - *submitted in writing*
- g. Code Enforcement Officer Report - Tara Bender - *submitted in writing*
- h. Lincoln County Sheriff's Report – *submitted in writing*

8. ACTION ITEMS

a. Consideration to Ratify the Mayor's Execution of Addendum No. 1 to the Wastewater Treatment Facility Fee Agreement:

Suggested Motion: Motion to approve and ratify Addendum No. 1 to the Wastewater Treatment Facility Fee Agreement, as executed by the Mayor.

b. Wellhouse Emergency Generator Purchase Award:

Suggested Motion: Motion to approve the purchase of one 300 kW emergency generator and 600-amp automatic transfer switch for the Town wellhouse from Western States Equipment Company in the amount of \$95,410, as described in Quote 31729986 dated September 24, 2026, and authorize staff to issue the purchase order.

c. Out-of-Cycle Travel & Tourism Grant Application - South Entrance Welcome Sign Repair:

Suggested Motion: Motion to support the Town of Alpine's out-of-cycle Travel and Tourism grant application requesting \$3,950 for repair of the south entrance welcome sign and authorize staff to pursue the funding.

d. Contracting with Jorgensen Engineering to Develop Hillside, Roadway, Lift Station, and Stormwater Design Standards in an Amount Not to Exceed \$43,900:

Suggested Motion: Motion to contract with Jorgensen Engineering to develop Hillside, Roadway (Slope), Roadway (Non-Slope), Lift Station, and Storm Water standards in an amount not to exceed \$43,900.

e. Direction on the Use of Wyoming Business Council Revenue Recapture Funds from the Sale of Melvin Brewing.

9. WORK SESSION ITEMS

a. Review and Discussion of Liquor Ordinance No. 2021-05

10. TABLED ITEMS

a. Used Service Pickup with Crane.

11. PUBLIC COMMENT

Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to address the Council on any topic. The Council may listen but will not take action on items raised during this time. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.

12. ADJOURNMENT



TOWN COUNCIL REGULAR MEETING MINUTES

October 6, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into executive session on matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried. Council entered executive session at 6:02 PM.**

No action was taken in executive session.

Councilmember Burchard made a motion to exit executive session on reconvene the regular meeting. Councilmember Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried. Executive session adjourned at 6:53 PM.**

RECONVENE THE REGULAR MEETING

Mayor Green reconvened the regular meeting at 7:04 p.m.

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the Pledge of Allegiance.

ROLL CALL

Town Administrator Hovorka conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established.

ADOPTION OF AGENDA

Councilmember Burchard made a motion to adopt the agenda with an amendment to add consideration and possible adoption of Resolution No. 2026-037 as Action Item D. Councilmember Larsen seconded the motion.

Mayor Green explained that the resolution would address Town concerns regarding the proposed Alpine Gravel Pit simple subdivision, scheduled for Lincoln County consideration the following morning at 10:00 a.m.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

APPROVAL OF CONSENT AGENDA: *Items listed on the consent agenda are considered routine and are enacted by one motion unless a Council member or citizen requests separate consideration.*

Town Council Minutes: September 15, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the September 15, 2026, Town Council Meeting Minutes. Councilmember Scaffide seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Bills to Pay Report: September 1, 2026, through October 6, 2026: Councilmember Larsen made a motion to approve the Bills to Pay Report September 1, 2026, through October 6, 2026. Councilmember Scaffide seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

F-66 and Report Summary Packet: September 1, 2026, through October 6, 2026: Councilmember Larsen made a motion to approve the Bills to Pay Report September 1, 2026, through October 6, 2026. Councilmember Scaffide seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

REPORTS

Mayor's Report - Eric Green:

Mayor Green reported on the temporary roundabout demonstration and efforts to reduce traffic speeds through Alpine. Traffic counters and a WYDOT camera were being used to gather information for evaluation. He discussed rain delays during installation and encouraged the public to complete the project survey.

Councilmember Larsen raised concerns about the weather forecast for the planned removal date. Staff would coordinate with WYDOT regarding removal and restriping. Councilmember Scaffide expressed concern that school buses were using alternate routes through private businesses. Mayor Green stated that he had contacted the school district about the issue.

Events Committee Report - Andrea Burchard

Councilmember Burchard reported that the Fall Festival and cleanup held the previous Saturday were successful. Upcoming events included an American Legion and Auxiliary movie presentation in Thayne, a community blood drive at the Alpine Civic Center, bingo, a craft fair on October 24, and Trunk or Treat at Town Hall on October 31 at 5:00 p.m.

Engineering Report - Kevin Meagher, Jorgensen Engineering

Kevin Meagher of Jorgensen Engineering reported that radio-read meter project paperwork had been submitted to the State for final review. Remaining work included troubleshooting reading issues and completing a few installations. He stated that the equipment had a one-year warranty and discussed the Town's continued responsibility for meter replacement.

Generator bids for the wellhouse project were due Thursday, October 8, at 2:00 p.m. Design coordination with Musgrove Engineering was continuing for the wellhouse and Civic Center generator projects.

Wastewater treatment plant UV equipment proposals were approximately twice the budgeted amount. Engineering was reviewing scope differences, controls, and possible cost reductions. Mayor Green stated that the project would return to Council before proceeding at the higher cost.

Mr. Meagher also reported on troubleshooting at the wastewater pretreatment plant, a proposed updated sewer rate study through the Midwest Assistance Program at no charge, and a separate rate-study cost proposal. Engineering was reviewing missing infrastructure standards and preparing proposed next steps for surveying and an RFP for Greys River Road.

WORK SESSION ITEMS

Discussion: Bear Awareness and Wildlife Safety - Reducing Attractants and Keeping Residents and Pets Safe.

Rebecca Lyon of the U.S. Fish and Wildlife Service presented on behalf of Bear Wise Jackson Hole, joined by two additional representatives. The presentation covered securing garbage and other attractants, using bear-resistant containers, managing bird feeders and fruit trees, feeding pets indoors, and promptly reporting bear conflicts to Wyoming Game and Fish.

The Council discussed recurring bear conflicts, trash-container availability and costs, overflowing garbage, mountain lion sightings, and the relationship between feeding wildlife and attracting predators. A representative recommended bear-resistant containers in areas near Trail Drive and Greys River Road.

Mayor Green requested that representatives work with staff to map recommended areas and estimate the number of affected residences. The Council discussed reviewing possible requirements, provider capacity, and enforcement needs over the winter. No ordinance or container requirement was adopted.

Discussion: Ordinance No. 2026-015 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks within the Town of Alpine.

The Council discussed the proposed ordinance prohibiting the sale, use, and discharge of fireworks within Town limits, with permitted-event exceptions. Discussion addressed wildfire risk, existing discharge restrictions, enforcement, education, economic impacts, and whether vendors would relocate outside Town limits.

Councilmembers discussed alternatives including restrictions on aerial fireworks, restrictions tied to fire danger, safety information provided by retailers, and possible additional revenue for education and enforcement. The Council also discussed obtaining community feedback and coordinating with Lincoln County.

Isaac Aznoe opposed advancing a year-round ban and asked whether existing emergency restrictions and enforcement could address the concerns. Matt Hansen opposed the proposed ban, described its effect on his family's business and other local businesses, and offered to help with safety education. He described customer acknowledgment forms used at other locations and agreed to provide an example to the Clerk's Office.

Liane Hansen spoke about longstanding family traditions of purchasing fireworks in Alpine and supporting local businesses, and encouraged education and cooperation with retailers. Patricia McQuaid supported restricting sales, citing fire danger, existing discharge prohibitions, and nighttime noise.

Staff were asked to research alternatives, prepare a follow-up staff report, develop a community survey identifying whether respondents live within incorporated Alpine or the surrounding area, and seek further information on Lincoln County's willingness to coordinate.

Discussion: Business License Updates and Special Event Permit Process

Clerk/Treasurer Chenault explained that review of the fireworks and open-burning ordinances identified references to special event permits and pyrotechnics in the business license ordinance without a clearly defined permit process. The Council discussed whether permitted fireworks displays should include safety conditions and Fire Department standby requirements.

Mayor Green noted that inspection provisions and fees also needed review because the Fire Chief did not perform the referenced inspections. The Council discussed coordinating business license and special event permit updates with any changes to the fireworks regulations. No ordinance was adopted.

ACTION ITEMS

Resolution No. 2026-036 - A Resolution Adopting the Town of Alpine 2026 Master Plan as Adopted and Certified by the Town of Alpine Planning and Zoning Commission; Repealing Resolution No. 2025-014; And Reinstating Section 1-104(B)(7) Of the Town of Alpine Land Use and Development Code:

Councilmember Larsen made a motion to approve Resolution No. 2026-036, adopting the Town of Alpine 2026 Master Plan as adopted and certified by the Town of Alpine Planning and Zoning Commission, repealing Resolution No. 2025-014, and reinstating Section 1-104(B)(7) of the Town of Alpine Land Use and Development Code. Councilmember Burchard seconded the motion.

Nora Bland with Cushing Terrell participated remotely and was available for questions. Councilmembers discussed revisions made following their meetings with Ms. Bland, incorporation of community feedback, concerns about project cost and committee representation, and the importance of periodic updates to the plan.

Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Wierda and Councilmember Larsen. **Voting Nay:** Councilmember Scaffide. **Motion carried.**

Authorization to Submit an Out-of-Cycle Travel & Tourism Grant Application for the 2027 Music in the Mountains Series - Up to \$32,000 from FY27 and FY28 Funds:

Councilmember Burchard made a motion to authorize staff to submit an out-of-cycle application to the Town of Alpine Travel and Tourism Board for the 2027 Music in the Mountains series in an amount up to \$32,000, including a request for approval of \$8,000 from FY27 Travel and Tourism funds for the June band bookings, and \$24,000 for FY28 Travel & Tourism funds for the July through September bookings subject to available funding and grant approval. Councilmember Scaffide seconded the motion.

Councilmember Larsen recused himself due to his service on the Travel and Tourism Board as Chair. Discussion addressed early band bookings, available funding, the lodging tax election, and adding two June dates in response to community survey feedback.

Voting Yea: Mayor Green and Councilmembers Burchard, Wierda, and Scaffide. Councilmember Larsen recused himself. **Motion carried**

Approval of an Additional \$3,500 in FY27 Expenses for the 2027 Music in the Mountains Summer Series, Increasing the Authorized Amount to \$23,500, with the Increase Funded from Prior-Year Fund Balance:

Councilmember Burchard motion to approve an additional \$3,500 in FY27 expenses for the Music in the Mountains 2027 Summer Series, increasing the total authorized amount from \$20,000 to \$23,500, and to fund the \$3,500 increase from the prior-year fund balance. Councilmember Scaffide seconded the motion.

Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Councilmember Larsen recused himself. **Motion carried.**

Resolution No. 2026-037 – A Resolution Requesting That Lincoln County Table Or Continue Consideration Of File 408 Ss 26, Alpine Gravel Pit Simple Subdivision, Pending Additional Review

Councilmember Burchard made a motion to approve Resolution No. 2026-037, requesting that Lincoln County table or continue consideration of File 408 SS 26, Alpine Gravel Pit Simple Subdivision, pending additional review. Councilmember Wierda seconded the motion.

Town Administrator Hovorka read the resolution into the record. It requested review of existing and nonconforming land-use rights, the effect of creating two independently conveyable parcels, setbacks along the proposed property line, compliance with current and proposed Alpine

Community Plan Area Overlay and Mixed Zone requirements, legal access from County Road 101, and independent water and wastewater provisions. The resolution also clarified that County subdivision approval would not constitute a Town commitment to provide municipal utility service.

The Council discussed the proposed subdivision, unanswered questions about future uses and existing improvements, and concerns regarding dust, noise, traffic, and impacts on neighboring residents. Mayor Green stated that he intended to present the resolution at the County meeting the following morning.

Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Wierda and Councilmember Larsen, and Councilmember Scaffide. **Motion carried**

TABLED ITEMS

Used Service Pickup with Crane:

The item remained tabled. No action was taken.

PUBLIC COMMENT

Mike McElroy expressed concerns about how his previous public comments were characterized in the September 15 meeting minutes. He also raised concerns about inconsistent enforcement of Town ordinances, suggesting that enforcement decisions may be influenced by personal relationships and local elections. He requested that Council review enforcement practices to ensure consistent treatment of residents.

Bill Saks criticized a Facebook group and posts that he attributed to Mayor Green, addressed campaign-page moderation and the use of artificial intelligence, and encouraged residents to review original public records when evaluating candidates.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting. Councilmember Burchard seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

****MINUTES ARE A SUMMARY OF THE MEETING****

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on October 6th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/15/2026 - 10/20/2026Page: 1
Oct 14, 2026 06:25PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
10/26	10/01/2026	4656	1780	REIC Rentals	10-20100	100.00	M
10/26	10/01/2026	4664	1780	REIC Rentals	10-20100	100.00	M
10/26	10/01/2026	4672	1780	REIC Rentals	10-20100	100.00	M
10/26	10/01/2026	4680	1780	REIC Rentals	10-20100	100.00	M
09/26	09/20/2026	20969	1940	Silver Star Communications	10-20100	236.24	M
09/26	09/20/2026	20970	1940	Silver Star Communications	52-20100	322.01	M
09/26	09/20/2026	20971	1940	Silver Star Communications	10-20100	644.90	M
09/26	09/22/2026	20974	960	First Bank Card	10-20100	11,181.90	M
10/26	10/01/2026	20976	1560	Lower Valley Energy	10-20100	243.92	M
10/26	10/01/2026	20977	1560	Lower Valley Energy	10-20100	19.91	M
10/26	10/01/2026	20978	1560	Lower Valley Energy	52-20100	18.00	M
10/26	10/01/2026	20979	1560	Lower Valley Energy	51-20100	3,189.11	M
10/26	10/01/2026	20980	1560	Lower Valley Energy	10-20100	61.34	M
10/26	10/01/2026	20981	1560	Lower Valley Energy	10-20100	30.80	M
10/26	10/01/2026	20982	1560	Lower Valley Energy	10-20100	29.02	M
10/26	10/01/2026	20983	1560	Lower Valley Energy	10-20100	41.99	M
10/26	10/01/2026	20984	1560	Lower Valley Energy	52-20100	4,504.23	M
10/26	10/01/2026	20985	1560	Lower Valley Energy	10-20100	18.73	M
10/26	10/01/2026	20986	1560	Lower Valley Energy	52-20100	85.56	M
10/26	10/01/2026	20987	1560	Lower Valley Energy	52-20100	60.97	M
10/26	10/01/2026	20988	1560	Lower Valley Energy	51-20100	21.76	M
10/26	10/01/2026	20989	1560	Lower Valley Energy	52-20100	18.00	M
10/26	10/01/2026	20990	1560	Lower Valley Energy	52-20100	41.83	M
10/26	10/01/2026	20991	1560	Lower Valley Energy	52-20100	216.00	M
10/26	10/01/2026	20992	1560	Lower Valley Energy	51-20100	42.80	M
10/26	10/01/2026	20993	1560	Lower Valley Energy	51-20100	19.85	M
10/26	10/01/2026	20994	1560	Lower Valley Energy	10-20100	57.27	M
10/26	10/01/2026	20995	1560	Lower Valley Energy	51-20100	68.16	M
10/26	10/01/2026	20996	1560	Lower Valley Energy	51-20100	948.80	M
10/26	10/01/2026	20997	1560	Lower Valley Energy	52-20100	28.96	M
10/26	10/01/2026	20998	1560	Lower Valley Energy	52-20100	43.67	M
10/26	10/01/2026	20999	1560	Lower Valley Energy	52-20100	48.16	M
10/26	10/01/2026	21000	1560	Lower Valley Energy	10-20100	18.46	M
10/26	10/01/2026	21001	1560	Lower Valley Energy	52-20100	885.92	M
10/26	10/01/2026	21002	1560	Lower Valley Energy	10-20100	19.19	M
10/26	10/01/2026	21003	1560	Lower Valley Energy	52-20100	19.12	M
09/26	09/16/2026	21004	450	Bank of Star Valley	52-20100	7,000.00	M
09/26	09/29/2026	21005	3670	Teton Technology Partners, LLC	10-20100	180.69	M
10/26	10/16/2026	21006	1940	Silver Star Communications	10-20100	236.24	M
10/26	10/16/2026	21007	1940	Silver Star Communications	52-20100	323.57	M
10/26	10/16/2026	21008	1940	Silver Star Communications	10-20100	669.15	M
10/26	10/05/2026	21009	410	AT&T MOBILITY	52-20100	707.34	M
09/26	09/30/2026	21010	3670	Teton Technology Partners, LLC	10-20100	4,083.86	M
10/26	10/02/2026	21011	3670	Teton Technology Partners, LLC	52-20100	3,437.21	M
10/26	10/10/2026	21012	3780	The Bancorp	10-20100	8,053.61	M
10/26	10/06/2026	21013	2880	Xpress Bill Pay	52-20100	699.83	M
09/26	09/15/2026	21406	3340	Ahren Schultheis	52-20100	1,000.00	
09/26	09/15/2026	21407	200	Alarmlogix, LLC	10-20100	35.00	
09/26	09/15/2026	21408	250	Alpine Ace Hardware	10-20100	973.62	
09/26	09/15/2026	21409	480	Belinda Penny	10-20100	980.00	
09/26	09/15/2026	21410	140	Big Bear Plumbing LLC	51-20100	439.00	
09/26	09/15/2026	21411	3110	Brittani Egbert	10-20100	185.73	
09/26	09/15/2026	21412	570	Broulims-Alpine	10-20100	95.59	

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/15/2026 - 10/20/2026Page: 2
Oct 14, 2026 06:25PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/26	09/15/2026	21413	3110	Cinthya Corona	52-20100	4,000.00
09/26	09/15/2026	21414	640	CivicPlus	10-20100	4,500.00
09/26	09/15/2026	21415	710	Core & Main LP	51-20100	43,253.75
09/26	09/15/2026	21416	3110	Daniel Reynolds	52-20100	238.84
09/26	09/15/2026	21417	870	Energy Laboratories Inc	52-20100	2,533.00
09/26	09/15/2026	21418	3080	Eric Green	10-20100	42.47
09/26	09/15/2026	21419	910	Fall River Propane	52-20100	118.96
09/26	09/15/2026	21420	4160	Friends of the Bridger-Teton	10-20100	6,118.31
09/26	09/15/2026	21421	1070	Gray Bear Productions	10-20100	1,000.00
09/26	09/15/2026	21422	2890	High Country Linen	52-20100	116.30
09/26	09/15/2026	21423	1240	IDAWY Solid Waste District	10-20100	46.00
09/26	09/15/2026	21424	2630	Ingersoll-Rand Industrial U.S., Inc.	52-20100	2,172.63
09/26	09/15/2026	21425	1310	Jenkins Building Supply	10-20100	334.97
09/26	09/15/2026	21426	1340	Jorgensen Associates, Inc	10-20100	14,056.96
09/26	09/15/2026	21427	4200	JVA, Inc.	52-20100	3,951.00
09/26	09/15/2026	21428	1430	KubWater Resources, Inc.	52-20100	4,256.91
09/26	09/15/2026	21429	1510	Lincoln County Sheriff's Office	10-20100	706.50
09/26	09/15/2026	21430	1610	Mission Communications, LLC	51-20100	366.28
09/26	09/15/2026	21431	1680	Norco, Inc	10-20100	40.92
09/26	09/15/2026	21432	4090	Pacific Office Automation	10-20100	220.88
09/26	09/15/2026	21433	1810	Parkland USA Corporation	10-20100	2,376.50
09/26	09/15/2026	21434	3940	PEAC Solutions	10-20100	282.98
09/26	09/15/2026	21435	1160	RAD Curbside, LLC	10-20100	791.00
09/26	09/15/2026	21436	930	RubberForm	10-20100	19,537.05
09/26	09/15/2026	21437	2870	Sanderson Law Office	52-20100	2,287.50
09/26	09/15/2026	21438	730	SP Creative LLC	10-20100	2,000.00
09/26	09/15/2026	21439	2000	Star Valley Arts Council	10-20100	3,500.00
09/26	09/15/2026	21440	4170	Stelting & Gross LLC	10-20100	2,765.00
09/26	09/15/2026	21441	2190	Teton Media Works, Inc.	10-20100	492.00
09/26	09/15/2026	21442	1390	Twin D, Inc.	52-20100	20,166.72
09/26	09/15/2026	21443	2390	USABlueBook	52-20100	158.15
09/26	09/15/2026	21444	2480	Valley Wide Cooperative, Inc	10-20100	1.00
09/26	09/15/2026	21445	4290	W.W. Grainger, Inc.	52-20100	162.16
09/26	09/15/2026	21446	3530	West Bank Sanitation	52-20100	10,711.24
10/26	10/06/2026	21453	200	Alarmlogix, LLC	10-20100	35.00
10/26	10/06/2026	21454	290	Alpine Excavation LLC	52-20100	4,630.92
10/26	10/06/2026	21455	4350	Awnna B. Olguin	52-20100	411.00
10/26	10/06/2026	21456	140	Big Bear Plumbing LLC	51-20100	215.00
10/26	10/06/2026	21457	650	CNA Surety	10-20100	1,250.00
10/26	10/06/2026	21458	710	Core & Main LP	51-20100	9,632.10
10/26	10/06/2026	21459	3920	Cushing Terrell	10-20100	5,524.16
10/26	10/06/2026	21460	1660	DBR, INC	52-20100	382.50
10/26	10/06/2026	21461	860	Dry Creek Enterprises Inc	10-20100	310.00
10/26	10/06/2026	21462	870	Energy Laboratories Inc	51-20100	1,320.00
10/26	10/06/2026	21463	3700	Hallie Vickery	10-20100	275.00
10/26	10/06/2026	21464	2890	High Country Linen	52-20100	128.94
10/26	10/06/2026	21465	1650	Kimley-Horn and Associates, Inc.	10-20100	74,660.00
10/26	10/06/2026	21466	1430	KubWater Resources, Inc.	52-20100	6,114.27
10/26	10/06/2026	21467	1450	Landia, Inc.	52-20100	14,117.00
10/26	10/06/2026	21468	1530	Lincoln County Water Quality Lab	51-20100	81.00
10/26	10/06/2026	21469	4240	Midco Diving & Marine Services Inc	51-20100	4,821.00
10/26	10/06/2026	21470	1700	One Call of Wyoming	52-20100	127.05
10/26	10/06/2026	21471	4150	Pacific Office Automation Inc.	52-20100	151.84
10/26	10/06/2026	21472	850	Rustys Tree Service, LLC	10-20100	2,550.00
10/26	10/06/2026	21473	2870	Sanderson Law Office	51-20100	3,537.50
10/26	10/06/2026	21474	2120	Sunrise Engineering	51-20100	2,998.25
10/26	10/06/2026	21475	3990	Tara Bender	10-20100	54.57

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/26	10/06/2026	21476	2190	Teton Media Works, Inc.	10-20100	328.00
10/26	10/06/2026	21477	2390	USABlueBook	52-20100	251.56
10/26	10/06/2026	21478	2480	Valley Wide Cooperative, Inc	10-20100	156.86
10/26	10/06/2026	21479	2540	Wyoming Assn of Municipalities	10-20100	1,198.00
10/26	10/06/2026	21480	150	Wyoming Title & Escrow, Inc.	51-20100	750.00
10/26	10/06/2026	21484	4370	EZ ICE, Inc.	10-20100	11,330.49
10/26	10/20/2026	21485	250	Alpine Ace Hardware	10-20100	1,692.39
10/26	10/20/2026	21486	3730	Alpine Fire District	10-20100	8,360.22
10/26	10/20/2026	21487	480	Belinda Penny	10-20100	1,140.00
10/26	10/20/2026	21488	570	Broulims-Alpine	52-20100	50.93
10/26	10/20/2026	21489	4250	Citizenserve	10-20100	19,200.00
10/26	10/20/2026	21490	670	David Burchard	10-20100	1,100.00
10/26	10/20/2026	21491	860	Dry Creek Enterprises Inc	10-20100	260.00
10/26	10/20/2026	21492	870	Energy Laboratories Inc	51-20100	472.00
10/26	10/20/2026	21493	910	Fall River Propane	52-20100	18.94
10/26	10/20/2026	21494	940	First Bank	51-20100	55,833.99
10/26	10/20/2026	21495	4210	Flow Technology Support LLC	52-20100	700.00
10/26	10/20/2026	21496	4160	Friends of the Bridger-Teton	10-20100	17,455.00
10/26	10/20/2026	21497	1080	Green Turf Lawnsclapes, Inc.	10-20100	12,600.80
10/26	10/20/2026	21498	2890	High Country Linen	52-20100	250.62
10/26	10/20/2026	21499	1310	Jenkins Building Supply	10-20100	319.68
10/26	10/20/2026	21500	1340	Jorgensen Associates, Inc	52-20100	15,336.50
10/26	10/20/2026	21501	1650	Kimley-Horn and Associates, Inc.	10-20100	14,530.32
10/26	10/20/2026	21502	1510	Lincoln County Sheriff's Office	10-20100	706.50
10/26	10/20/2026	21503	1530	Lincoln County Water Quality Lab	51-20100	81.00
10/26	10/20/2026	21504	1680	Norco, Inc	10-20100	39.60
10/26	10/20/2026	21505	1700	One Call of Wyoming	52-20100	75.60
10/26	10/20/2026	21506	660	OPS Strategies, LLC	10-20100	22,343.75
10/26	10/20/2026	21507	4090	Pacific Office Automation	10-20100	220.88
10/26	10/20/2026	21508	3940	PEAC Solutions	10-20100	282.98
10/26	10/20/2026	21509	1160	RAD Curbside, LLC	52-20100	5,532.66
10/26	10/20/2026	21510	1780	REIC Rentals	51-20100	195.53
10/26	10/20/2026	21511	1880	Salt River Motors	10-20100	228.15
10/26	10/20/2026	21512	2870	Sanderson Law Office	10-20100	1,275.00
10/26	10/20/2026	21513	2920	South Park Metalworks, LLC	51-20100	62.55
10/26	10/20/2026	21514	730	SP Creative LLC	10-20100	5,000.00
10/26	10/20/2026	21515	4170	Stelting & Gross LLC	10-20100	1,400.00
10/26	10/20/2026	21516	2120	Sunrise Engineering	51-20100	11,473.25
10/26	10/20/2026	21517	2140	SVI Media	51-20100	444.15
10/26	10/20/2026	21518	4380	Teton Geological Services, LLC	10-20100	4,050.00
10/26	10/20/2026	21519	2390	USABlueBook	52-20100	24.13
10/26	10/20/2026	21520	2450	Valley Auto Supply	10-20100	106.23
10/26	10/20/2026	21521	3540	W-Cubed Inc.	52-20100	225.00
10/26	10/20/2026	21522	3530	West Bank Sanitation	52-20100	2,827.67
10/26	10/20/2026	21523	2540	Wyoming Assn of Municipalities	10-20100	150.00
10/26	10/20/2026	21524	2830	Xylem Water Solutions U.S.A., Inc.	52-20100	2,614.00
Grand Totals:						562,015.03

Summary by General Ledger Account Number			
GL Account	Debit	Credit	Proof
10-20100	.00	342,292.66-	342,292.66-
10-33-135	185.73	.00	185.73

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/15/2026 - 10/20/2026

Page: 4
Oct 14, 2026 06:25PM

GL Account	Debit	Credit	Proof
10-42-240	940.00	.00	940.00
10-42-315	25,264.96	.00	25,264.96
10-42-316	3,974.40	.00	3,974.40
10-42-325	1,007.72	.00	1,007.72
10-42-335	14,022.52	.00	14,022.52
10-42-340	1,273.77	.00	1,273.77
10-42-350	159.14	.00	159.14
10-42-360	1,198.00	.00	1,198.00
10-42-370	96.57	.00	96.57
10-42-381	1,250.00	.00	1,250.00
10-42-390	891.00	.00	891.00
10-42-410	374.93	.00	374.93
10-48-350	5,000.00	.00	5,000.00
10-48-415	39,483.53	.00	39,483.53
10-50-331	2,598.00	.00	2,598.00
10-50-335	5,184.16	.00	5,184.16
10-50-410	44.99	.00	44.99
10-54-333	501.03	.00	501.03
10-55-332	106.23	.00	106.23
10-56-319	1,413.00	.00	1,413.00
10-56-335	2,641.59	.00	2,641.59
10-56-452	45.85	.00	45.85
10-56-454	54.57	.00	54.57
10-58-330	420.00	.00	420.00
10-58-332	1,725.30	.00	1,725.30
10-58-334	44.98	.00	44.98
10-58-400	61.33	.00	61.33
10-58-402	1,071.53	.00	1,071.53
10-58-404	3,403.09	.00	3,403.09
10-58-410	860.56	.00	860.56
10-58-450	283.04	.00	283.04
10-58-452	1,041.58	.00	1,041.58
10-58-454	1,085.34	.00	1,085.34
10-65-332	15,150.52	.00	15,150.52
10-65-340	12,600.80	.00	12,600.80
10-65-450	237.57	.00	237.57
10-65-452	1,558.33	.00	1,558.33
10-66-423	275.00	.00	275.00
10-66-431	1,000.00	.00	1,000.00
10-66-432	3,807.50	.00	3,807.50
10-70-315	2,711.49	.00	2,711.49
10-90-541	5,524.16	.00	5,524.16
10-90-545	109,922.92	.00	109,922.92
10-90-548	22,343.75	.00	22,343.75
10-95-620	40,118.78	.00	40,118.78
10-95-630	1,279.79	.00	1,279.79
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	114,151.79-	114,151.79-
51-42-315	1,595.00	.00	1,595.00
51-42-335	3,055.83	.00	3,055.83
51-42-370	301.63	.00	301.63
51-42-410	215.60	.00	215.60
51-80-320	3,774.32	.00	3,774.32
51-80-332	18,967.47	.00	18,967.47
51-80-335	366.28	.00	366.28
51-80-400	26.96	.00	26.96
51-80-452	314.09	.00	314.09

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/15/2026 - 10/20/2026

Page: 5
Oct 14, 2026 06:25PM

GL Account	Debit	Credit	Proof
51-80-453	4,206.07	.00	4,206.07
51-90-545	51,345.37	.00	51,345.37
51-90-547	213.75	.00	213.75
51-90-548	15,334.00	.00	15,334.00
51-95-620	13,984.43	.00	13,984.43
51-95-630	450.99	.00	450.99
52-20100	.00	105,570.58-	105,570.58-
52-33-200	4,238.84	.00	4,238.84
52-42-315	3,104.50	.00	3,104.50
52-42-335	3,006.06	.00	3,006.06
52-42-370	301.63	.00	301.63
52-42-410	130.09	.00	130.09
52-82-315	100.00	.00	100.00
52-82-332	21,809.22	.00	21,809.22
52-82-454	1,384.59	.00	1,384.59
52-83-315	556.24	.00	556.24
52-83-332	10,460.07	.00	10,460.07
52-83-420	6,114.27	.00	6,114.27
52-83-454	885.92	.00	885.92
52-84-110	1,000.00	.00	1,000.00
52-84-315	280.00	.00	280.00
52-84-319	17,366.96	.00	17,366.96
52-84-320	941.24	.00	941.24
52-84-332	18,191.06	.00	18,191.06
52-84-335	481.21	.00	481.21
52-84-390	411.00	.00	411.00
52-84-400	69.98	.00	69.98
52-84-454	5,259.84	.00	5,259.84
52-90-544	2,477.86	.00	2,477.86
52-95-640	7,000.00	.00	7,000.00
Grand Totals:	562,015.03	562,015.03-	.00

Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



Date: October 20, 2026
Department: Clerk's Office
Presenter: Sarah Greenwald, Deputy Clerk
Subject: 250th Celebration Charitable Distribution

Purpose:

Request Town Council direction on the final charitable distribution of remaining 250th Celebration proceeds between Victory Junction and Shriners Hospitals for Children. The amount proposed for distribution from remaining event-generated proceeds is \$66,710.72. No grant award funds are included in the charitable distribution.

Background:

Staff reconciled the Town's 250th Celebration receipts and event costs. Event-generated receipts total \$94,213.72. Total 250th event costs are \$52,503.00, including \$4,000 in allocated Town staff time as an event cost. The Town's \$25,000 Travel & Tourism America250 award was reimbursement-based and was applied to documented eligible event expenses, reducing the net event costs borne by event-generated receipts to \$27,503.00. This leaves \$66,710.72 in remaining event-generated proceeds available for charitable distribution.

The accounting spans two fiscal years. The Caselle 250th expense account therefore contains activity from both fiscal periods and also includes school distributions and separately funded project costs. Those school and separate project amounts remain visible in the accounting record but are excluded from the celebration's net-proceeds calculation.

The reconciliation was cross-checked against Caselle records, Gala and Car Show Jotform records, Xpress Bill Pay transactions, PayPal and receipt-register backup, cash and check records, vendor payments, and grant records.

Funds previously distributed to the Alpine Education Foundation and Wyoming Classical Academy-Alpine were generated from specific auction and fundraising proceeds designated for the charter school. Because those funds were raised for that specific purpose and have already been distributed, they are not included in the remaining amount available for charitable distribution.

During planning for the Town's 250th Celebration, the 250th Committee worked to bring Richard Petty to Alpine as part of the Gala. In connection with his participation, the Committee understood that a portion of Gala proceeds would be donated to Victory Junction, a children's camp supported by the Petty family. Kip Attaway also performed during the celebration and did

not charge the Town for his performance, with the understanding that the remaining charitable proceeds would be directed to Shriners Hospitals for Children.

Based on those commitments, staff is preparing the final distribution so that Victory Junction receives the larger designated amount and Shriners Hospitals for Children receives the remaining balance.

- Event-generated receipts: \$94,213.72
- Available event-generated proceeds for charitable distribution: \$66,710.72

Grant Funding and Use:

No grant funds are included in the distribution to Victory Junction or Shriners Hospitals for Children. The \$25,000 Travel & Tourism America250 award was a reimbursement grant. The Town submitted nine documented eligible event expenses totaling exactly \$25,000 to support reimbursement of the full award. Those grant funds were applied to event costs and are not being passed through to either charitable organization.

Grant	Award	How Funds Were Used
Wyoming State Parks & Cultural Resources America250	\$22,000.00	Separate commemorative coin/mural grant project
Travel & Tourism- Overall America250	\$25,000.00	Reimbursement of documented 250th celebration expenses
Travel & Tourism- Fireworks	\$15,000.00	Applied toward fireworks expense

Grant funds included in charitable distribution: \$0.00

Budget clarification: the Caselle Account Inquiry spans two fiscal years and resets at the fiscal-year change. The \$41,264.57 shown at the end of the second fiscal section is therefore not the full-period event total. Combined net charges across both fiscal sections are \$75,082.88; that total includes the school distributions and separately funded project costs described above.

Alternatives:

Option A- Approve a \$50,000.00 distribution to Victory Junction and \$16,710.72 to Shriners Hospitals for Children, funded from remaining event-generated proceeds.

Option B- Approve a different allocation between the two organizations, not to exceed the \$66,710.72 in remaining event-generated proceeds.

Fiscal Impact:

The proposed charitable distribution totals \$66,710.72 and is funded from remaining event-generated proceeds. No grant award funds are included in the proposed payments to Victory Junction or Shriners Hospitals for Children. The \$25,000 Travel & Tourism reimbursement was applied to documented eligible event expenses before determining the remaining event-generated proceeds available for distribution. The \$52,503.00 event-cost total includes \$4,000 in allocated Town staff time as an event cost, not as a vendor expense. No additional General Fund appropriation is requested as part of the charitable distribution action.

Strategic or Community Impact:

Finalizing the charitable distribution completes the financial closeout of the Town's 250th Celebration and provides a clear public record showing that grant awards were used for their approved purposes and that the charitable payments are being made from remaining event-generated proceeds.

Key Questions:

1. Does Council agree that the \$66,710.72 charitable distribution is supported by remaining event-generated proceeds, with no grant funds included in the distribution?
 2. Does Council authorize staff to issue the approved payments?
-

Attachment A: 250th Reconciliation Spreadsheet

TOWN OF ALPINE | 250TH MONEY SUMMARY

STEP	AMOUNT	WHAT THIS MEANS
1. Money made by the event	\$94,213.72	Tickets, auction, Car Show, and confirmed coin sales
2. Total event costs	(\$52,503.00)	All event costs used in this reconciliation
3. Travel & Tourism paid back eligible event costs	\$25,000.00	This reimbursed part of the event costs
4. Event money that actually had to cover costs	(\$27,503.00)	\$52,503 in costs less the \$25,000 reimbursement
5. EVENT MONEY LEFT	\$66,710.72	Amount available for Victory Junction and Shriners

The \$25,000 Travel & Tourism grant reimbursed eligible event expenses. It is not part of the charitable payments.

CHARITABLE DISTRIBUTION	AMOUNT	PAID FROM
Victory Junction	\$50,000.00	Remaining event money
Shriners Hospitals for Children	\$16,710.72	Remaining event money
TOTAL	\$66,710.72	Event-generated proceeds only

EVENT MONEY RECEIVED

WHERE THE MONEY CAME FROM	AMOUNT
Gala ticket revenue	\$27,956.00
Auction revenue	\$63,637.00
Car Show revenue	\$2,065.72
Confirmed coin sales	\$555.00
TOTAL EVENT MONEY RECEIVED	\$94,213.72

This \$94,213.72 is event-generated money. Grant awards are not included in this total. School-designated auction and fundraising proceeds already distributed to AEF/WCA are tracked separately and are not included in this total.

EVENT COSTS

The Caselle 250th Account Inquiry spans two fiscal years. The \$75,082.88 starting total combines both fiscal-year sections.

WHAT CASELLE SHOWS**AMOUNT**

250th Account Inquiry total	\$75,082.88
Less: School payments already paid out	(\$17,084.00)
Less: Separately funded project costs	(\$11,556.35)
MAIN EVENT COSTS IN CASELLE	\$46,442.53

ADDITIONAL EVENT COSTS**AMOUNT**

Bliss Cargo	\$60.47
SP Creative LLC	\$2,000.00
TOTAL ADDITIONAL VENDOR COSTS	\$2,060.47
Allocated Town staff time	\$4,000.00

TOTAL EVENT COSTS**\$52,503.00****SCHOOL DISTRIBUTIONS INCLUDED IN THE
CASELLE TOTAL****AMOUNT**

Alpine Education Foundation	\$16,654.00
Wyoming Classical Academy-Alpine	\$430.00
TOTAL SCHOOL PAYMENTS	\$17,084.00

WHAT THE \$25,000 TRAVEL & TOURISM GRANT PAID BACK

ELIGIBLE EVENT EXPENSE	AMOUNT REIMBURSED
Matthew and the Hope - July 4 concert	\$3,000.00
Seasoned Catering - Gala meal service	\$13,327.79
Gray Bear Productions - concert audio/production	\$1,800.00
Vinylart - celebration banners	\$1,000.80
Little Bouncers - water slide and bounce house	\$2,200.00
Laura Greenwald - event vendor security	\$750.00
High Country Linen - event linens	\$587.41
Canvas Unlimited - Gala tables and dinnerware	\$1,734.00
Jewels and Stones LLC - Gala photo booth	\$600.00
TOTAL PAID BACK BY THE GRANT	\$25,000.00

OTHER GRANTS KEPT SEPARATE	AMOUNT	HOW THEY WERE USED
Wyoming America250 grant	\$22,000.00	Used for its approved project expenses
Travel & Tourism fireworks grant	\$15,000.00	Used toward the fireworks expense

These other grants are kept separate from the charitable-distribution calculation.

HOW THE NUMBERS WERE DOUBLE-CHECKED

RECORD / SYSTEM	WHAT WAS CHECKED	STATUS
Caselle	250th income, both fiscal-year expense sections, and school distributions	Checked
Gala Jotform	Paid Gala submissions	Checked
Car Show Jotform	Paid Car Show submissions	Checked
Xpress Bill Pay	Online event payments	Checked
PayPal / receipt registers	Gala and Car Show deposits	Checked
Cash records	Gala, auction, and Car Show cash	Checked
Check records	Ticket and auction checks	Checked
Vendor invoices / payments	Vendor costs and allocated Town staff time	Checked
Grant records	Travel & Tourism and Wyoming grant use	Checked



Title: Clerk/Treasurer Report
Date: October 20, 2026
Name: Monica Chenault, Clerk/Treasurer

Old Business Updates

- Melvin Brewing Closing: I worked with Melvin Brewing and the Town Attorney to complete the closing on October 9, 2026. The amounts received included \$272,813.05 for Wastewater Fund accounts receivable, \$20,304.95 for General Fund accounts receivable related to property taxes, and \$1,569,756.85 for the recapture payoff. The recapture payoff will be set aside with the recapture revenue previously collected and used in accordance with the grant agreement. The total amount received at closing was \$1,862,874.85.
- Melvin Brewing Agreement Extension: I worked with the Town Attorney and Melvin Brewing to extend the Wastewater Treatment Facility Fee Agreement through June 30, 2027.
- WWDC Financial Review: I completed the financial review and provided updated financial information to the Wyoming Water Development Commission.

Current Business Updates

- Planning and Zoning Support: I continue to assist with Planning and Zoning application processing, including building applications.
- LUDC Code-Violation Investigation: I am reviewing and investigating potential violations of the Land Use and Development Code specific to Building Permits.
- Records Requests: Public-records requests continue to require a significant amount of my time and the time of other Town staff.
- Wastewater Rate Study: Staff has provided some of the requested financial information to MAP for the wastewater rate study. I am responsible for compiling and providing the remaining financial information.

Future Business Updates

- WYDOT Roads Report: I will update the Town's roads report for submission to WYDOT.
- Dead Horse Recapture: I will submit updated recapture figures for the Dead Horse project to New West.



Financial Report

- September Financial Report attached.

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAX REVENUE</u>					
10-31-100	PROPERTY TAX	369.44	369.44	177,000.00	176,630.56	.2
10-31-110	MOTOR VEHICLE TAX	.00	.00	75,000.00	75,000.00	.0
10-31-200	BASIC SALES & USE TAX	116,012.05	116,012.05	540,000.00	423,987.95	21.5
10-31-210	LOCAL OPTIONS SALES & USE TAX	96,826.03	96,826.03	485,000.00	388,173.97	20.0
10-31-220	GAS TAX	12,273.59	12,273.59	67,000.00	54,726.41	18.3
10-31-225	SPECIAL FUELS TAX	2,336.84	2,336.84	12,000.00	9,663.16	19.5
10-31-230	CIG. TAX	1,523.64	1,523.64	6,500.00	4,976.36	23.4
10-31-235	LODGING TAX	46,298.99	46,298.99	248,000.00	201,701.01	18.7
10-31-240	FRANCHISE TAX	10,899.84	10,899.84	20,250.00	9,350.16	53.8
10-31-250	SEVERANCE TAX	.00	.00	36,000.00	36,000.00	.0
10-31-260	MINERAL ROYALTIES	.00	.00	104,000.00	104,000.00	.0
10-31-270	DIRECT DISTRIBUTION	.00	.00	134,000.00	134,000.00	.0
	TOTAL TAX REVENUE	286,540.42	286,540.42	1,904,750.00	1,618,209.58	15.0
	<u>LICENSES AND PERMITS</u>					
10-32-100	BUSINESS LICENSE	1,300.00	1,300.00	20,000.00	18,700.00	6.5
10-32-110	LIQUOR LICENSE	326.00	326.00	13,500.00	13,174.00	2.4
10-32-120	BUILDING PERMITS	35,757.79	35,757.79	150,000.00	114,242.21	23.8
10-32-125	DEVELOPMENT FEES	.00	.00	25,000.00	25,000.00	.0
10-32-130	DOG & CAT LICENSE	40.00	40.00	200.00	160.00	20.0
	TOTAL LICENSES AND PERMITS	37,423.79	37,423.79	208,700.00	171,276.21	17.9
	<u>CHARGES FOR SERVICES</u>					
10-33-100	RENTS	10,685.44	10,685.44	150,000.00	139,314.56	7.1
10-33-130	EVENTS REVENUE	93,098.77	93,098.77	5,300.00	(87,798.77)	1756.6
10-33-135	MOUTAIN DAYS REVENUE	1,720.00	1,720.00	20,000.00	18,280.00	8.6
10-33-140	RECAPTURE REVENUE	31,373.76	31,373.76	151,000.00	119,626.24	20.8
	TOTAL CHARGES FOR SERVICES	136,877.97	136,877.97	326,300.00	189,422.03	42.0
	<u>INTERGOVERNMENTAL REVENUE</u>					
10-34-100	LOTTERY	5,884.95	5,884.95	17,750.00	11,865.05	33.2
10-34-200	GRANT INCOME	15,000.00	15,000.00	472,000.00	457,000.00	3.2
	TOTAL INTERGOVERNMENTAL REVENUE	20,884.95	20,884.95	489,750.00	468,865.05	4.3
	<u>FINES & PENALTIES</u>					
10-35-100	CITATIONS	865.00	865.00	2,000.00	1,135.00	43.3
	TOTAL FINES & PENALTIES	865.00	865.00	2,000.00	1,135.00	43.3

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>OTHER REVENUE</u>					
10-38-100	INTEREST INCOME	5,311.76	5,311.76	20,000.00	14,688.24	26.6
10-38-200	CONTRIBUTIONS	(1,002.00)	(1,002.00)	.00	1,002.00	.0
10-38-800	OTHER INCOME	28.40	28.40	.00	(28.40)	.0
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	TOTAL OTHER REVENUE	4,338.16	4,338.16	20,000.00	15,661.84	21.7
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	TOTAL FUND REVENUE	486,930.29	486,930.29	2,951,500.00	2,464,569.71	16.5
		<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR & COUNCIL</u>						
10-41-110	ELECTED OFFICER SALARIES	6,192.32	6,192.32	20,000.00	13,807.68	31.0
10-41-210	PAYROLL TAXES	368.07	368.07	1,500.00	1,131.93	24.5
10-41-220	HEALTH INSURANCE	7,367.12	7,367.12	.00	(7,367.12)	.0
10-41-397	MILEAGE-OTHER EXPENSES	.00	.00	1,000.00	1,000.00	.0
	TOTAL MAYOR & COUNCIL	13,927.51	13,927.51	22,500.00	8,572.49	61.9
<u>ADMINISTRATION</u>						
10-42-110	ADMIN SALAIRES	64,743.86	64,743.86	303,000.00	238,256.14	21.4
10-42-210	ADMIN PAYROLL TAXES	5,056.45	5,056.45	16,000.00	10,943.55	31.6
10-42-220	ADMIN MEDICAL BENEFITS	12,494.71	12,494.71	65,000.00	52,505.29	19.2
10-42-230	ADMIN RETIREMENT	11,706.38	11,706.38	60,000.00	48,293.62	19.5
10-42-240	ADMIN HUMAN RESOURCES	1,497.12	1,497.12	5,000.00	3,502.88	29.9
10-42-315	PROFESSIONAL SERVICES	17,557.96	17,557.96	229,000.00	211,442.04	7.7
10-42-316	SPECIFIC PROFESSIONAL SERVICES	2,330.00	2,330.00	.00	(2,330.00)	.0
10-42-325	OFFICE EQUIPMENT LEASE/RENT	724.74	724.74	3,600.00	2,875.26	20.1
10-42-335	SOFTWARE AND IT	23,811.01	23,811.01	45,000.00	21,188.99	52.9
10-42-340	TELEPHONE/FAX	1,250.30	1,250.30	6,500.00	5,249.70	19.2
10-42-345	NEW OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-42-350	ADVERTISING	95.00	95.00	2,000.00	1,905.00	4.8
10-42-360	DUES & MEMBERSHIPS	2,861.19	2,861.19	5,000.00	2,138.81	57.2
10-42-370	MERCHANT FEES/BANK CHARGES	3,714.71	3,714.71	5,000.00	1,285.29	74.3
10-42-380	LIABILITY POOL INSURANCE	.00	.00	2,750.00	2,750.00	.0
10-42-381	OTHER INSURANCE	671.32	671.32	2,500.00	1,828.68	26.9
10-42-390	ADMIN EDUCATION & TRAINING	.00	.00	5,000.00	5,000.00	.0
10-42-395	ADMIN TRAVEL	.00	.00	2,000.00	2,000.00	.0
10-42-405	ADMIN POSTAGE	352.35	352.35	3,000.00	2,647.65	11.8
10-42-410	ADMIN OFFICE SUPPLIES	849.82	849.82	4,000.00	3,150.18	21.3
	TOTAL ADMINISTRATION	149,716.92	149,716.92	765,350.00	615,633.08	19.6
<u>COURT</u>						
10-45-100	JUDGE SALARY	1,500.00	1,500.00	6,000.00	4,500.00	25.0
10-45-110	COURT CLERK SALARY	.00	.00	3,500.00	3,500.00	.0
10-45-210	COURT PAYROLL TAXES	114.75	114.75	700.00	585.25	16.4
10-45-220	COURT MEDICAL BENEFITS	.00	.00	600.00	600.00	.0
10-45-230	COURT RETIREMENT	.00	.00	700.00	700.00	.0
10-45-311	COURT LEGAL & PROFESSIONAL	.00	.00	2,500.00	2,500.00	.0
10-45-335	COURT IT	2,553.12	2,553.12	2,500.00	(53.12)	102.1
10-45-395	COUT RTRAINING & TRAVEL EXP	.00	.00	500.00	500.00	.0
10-45-410	COURT OFFICE SUPPLIES - POST	.00	.00	500.00	500.00	.0
	TOTAL COURT	4,167.87	4,167.87	17,500.00	13,332.13	23.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRAVEL & TOURISM</u>					
10-48-100 TRAVEL & TOURISM WAGES	.00	.00	3,200.00	3,200.00	.0
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	.00	.00	200.00	200.00	.0
10-48-220 TOURISM BOARD MEDICAL BENEFIT	.00	.00	600.00	600.00	.0
10-48-230 TOURISM BOARD RETIREMENT	.00	.00	600.00	600.00	.0
10-48-315 TRAVEL & TOURSIM PROFESSIONAL	.00	.00	1,000.00	1,000.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	47.50	47.50	1,000.00	952.50	4.8
10-48-415 TRAVEL & TOURISM GRANT AWARDS	33,944.50	33,944.50	241,400.00	207,455.50	14.1
TOTAL TRAVEL & TOURISM	33,992.00	33,992.00	248,000.00	214,008.00	13.7
<u>BUILDING & DEVELOPMENT</u>					
10-50-110 P & Z WAGES	15,098.15	15,098.15	70,000.00	54,901.85	21.6
10-50-210 P & Z PAYROLL TAXES	1,178.37	1,178.37	4,000.00	2,821.63	29.5
10-50-220 P & Z MEDICAL BENEFITS	6,536.06	6,536.06	21,000.00	14,463.94	31.1
10-50-230 P & Z RETIREMENT	2,791.59	2,791.59	12,500.00	9,708.41	22.3
10-50-315 BUILDING INSPECTION SERVICES	.00	.00	60,000.00	60,000.00	.0
10-50-331 P & Z LEGAL & PROFESSIONAL	882.00	882.00	24,000.00	23,118.00	3.7
10-50-335 P & Z IT	5,265.30	5,265.30	15,000.00	9,734.70	35.1
10-50-350 P & Z ADVERTISING	332.50	332.50	3,000.00	2,667.50	11.1
10-50-395 P & Z TRAINING & TRAVEL	104.00	104.00	2,000.00	1,896.00	5.2
10-50-397 P & Z MILEAGE	.00	.00	500.00	500.00	.0
10-50-410 P & Z OFFICE SUPPLIES & STAMPS	243.51	243.51	2,500.00	2,256.49	9.7
10-50-411 P & Z SOFTWARE	.00	.00	2,500.00	2,500.00	.0
TOTAL BUILDING & DEVELOPMENT	32,431.48	32,431.48	217,000.00	184,568.52	15.0
<u>STREETS</u>					
10-54-110 STREETS SALARY & WAGES	32,702.37	32,702.37	105,000.00	72,297.63	31.2
10-54-210 STREETS PAYROLL TAXES	3,620.50	3,620.50	10,000.00	6,379.50	36.2
10-54-220 STREETS MEDICAL BENIFITS	3,509.90	3,509.90	18,000.00	14,490.10	19.5
10-54-230 STREETS RETIREMENT	5,942.46	5,942.46	17,000.00	11,057.54	35.0
10-54-315 STREETS PROFESSIONAL SERVICES	.00	.00	1,200.00	1,200.00	.0
10-54-333 STREETS REPAIRS & MAINTENANCE	345.26	345.26	100,000.00	99,654.74	.4
10-54-350 STREETS EQUIPMENT R & M	.00	.00	2,000.00	2,000.00	.0
10-54-380 STREETS INSURANCE	177.49	177.49	2,000.00	1,822.51	8.9
10-54-400 STREETS - SMALL TOOLS & EQUIP	.00	.00	3,000.00	3,000.00	.0
10-54-410 STREETS OPERATING EXPENSES	.00	.00	1,500.00	1,500.00	.0
10-54-445 STREETS SIGNS	105.52	105.52	10,000.00	9,894.48	1.1
10-54-455 STREETS FUEL	2,546.50	2,546.50	.00	(2,546.50)	.0
TOTAL STREETS	48,950.00	48,950.00	269,700.00	220,750.00	18.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 55</u>					
10-55-110 SNOW REMOVAL SALARY & WAGES	.00	.00	102,000.00	102,000.00	.0
10-55-210 SNOW REMOVAL PAYROLL TAXES	.00	.00	10,000.00	10,000.00	.0
10-55-220 SNOW REMOVAL MEDICAL BENEFITS	.00	.00	16,000.00	16,000.00	.0
10-55-230 SNOW REMOVAL RETIREMENT	.00	.00	15,000.00	15,000.00	.0
10-55-332 SNOW REMOVAL R & M	440.54	440.54	25,000.00	24,559.46	1.8
10-55-400 SNOW REMOVAL SM TOOLS & EQUIP	.00	.00	1,500.00	1,500.00	.0
10-55-410 SNOW REMOVAL OPERATING EXP	.00	.00	20,000.00	20,000.00	.0
TOTAL DEPARTMENT 55	440.54	440.54	189,500.00	189,059.46	.2
<u>LAW ENFORCEMENT</u>					
10-56-110 CODE ENFORCEMENT SALARY	.00	.00	23,000.00	23,000.00	.0
10-56-210 CODES PAYROLL TAXES	.00	.00	1,200.00	1,200.00	.0
10-56-220 CODES MEDICAL BENEFITS	.00	.00	6,000.00	6,000.00	.0
10-56-230 CODES RETIREMENT	.00	.00	4,500.00	4,500.00	.0
10-56-315 PROFESSIONAL SERVICES	600.00	600.00	.00 (	600.00)	.0
10-56-319 COUNTY OFFICER CONTRACT & COMM	65,706.50	65,706.50	145,000.00	79,293.50	45.3
10-56-335 SOFTWARE AND IT	2,638.97	2,638.97	2,500.00 (	138.97)	105.6
10-56-410 CODES OFFICE SUPPLIES	228.31	228.31	1,000.00	771.69	22.8
10-56-452 CODES UTILITIES	90.55	90.55	750.00	659.45	12.1
10-56-454 CODES FUEL & MILEAGE	103.79	103.79	1,000.00	896.21	10.4
TOTAL LAW ENFORCEMENT	69,368.12	69,368.12	184,950.00	115,581.88	37.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES</u>					
10-58-110 FACILITIES SALARY & WAGES	2,532.31	2,532.31	9,000.00	6,467.69	28.1
10-58-210 FACILITIES - PAYROLL TAX	317.33	317.33	1,000.00	682.67	31.7
10-58-220 FACILITIES - MEDICAL BENEFITS	544.47	544.47	1,500.00	955.53	36.3
10-58-230 FACILITIES - RETIREMENT	388.43	388.43	1,500.00	1,111.57	25.9
10-58-330 FACILITIES - TOWN HALL R & M	2,449.71	2,449.71	20,000.00	17,550.29	12.3
10-58-332 FACILITIES - C.C. R & M	1,501.86	1,501.86	17,500.00	15,998.14	8.6
10-58-334 FACILITIES - SHOP R & M	59.98	59.98	5,000.00	4,940.02	1.2
10-58-335 FACILITIES SOFTWARE AND IT	.00	.00	4,000.00	4,000.00	.0
10-58-336 FACILITIES - MC BLDG R & M	.00	.00	2,500.00	2,500.00	.0
10-58-360 FACILITIES - CDC R & M	.00	.00	1,000.00	1,000.00	.0
10-58-380 FACILITIES - RENTAL SIDE OF TH	197.45	197.45	1,000.00	802.55	19.8
10-58-400 FACILITIES TOOLS & EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
10-58-402 SHOP VEHICLES R & M	.00	.00	20,000.00	20,000.00	.0
10-58-404 SHOP VEHICLES FUEL	.00	.00	50,000.00	50,000.00	.0
10-58-406 SHOP VEHICLE & EQUIP INSURANCE	2,119.21	2,119.21	.00 (	2,119.21)	.0
10-58-410 SHOP SUPPLIES	5,162.22	5,162.22	15,000.00	9,837.78	34.4
10-58-411 CIVIC CENTER SUPPLIES	1,529.17	1,529.17	2,000.00	470.83	76.5
10-58-450 FACILITIES - T.H. UTILITIES	487.77	487.77	3,000.00	2,512.23	16.3
10-58-452 FACILITIES - C.C. UTILITIES	2,499.23	2,499.23	17,500.00	15,000.77	14.3
10-58-454 FACILITIES - SHOP UTILITIES	1,423.82	1,423.82	20,000.00	18,576.18	7.1
10-58-456 FACILITIES - MC UTILITIES	.00	.00	250.00	250.00	.0
10-58-540 FACILITIES - TOWN INSURANCE	1,384.13	1,384.13	1,500.00	115.87	92.3
10-58-542 FACILITIES - SHOP INSURANCE	1,936.92	1,936.92	2,000.00	63.08	96.9
10-58-544 FACILITIES - C.C. INSURANCE	4,061.56	4,061.56	4,500.00	438.44	90.3
10-58-546 FACILITIES - M.C. INSURANCE	.00	.00	2,500.00	2,500.00	.0
10-58-548 FACILITIES - CDC INSURANCE	778.59	778.59	1,000.00	221.41	77.9
10-58-550 FACILITIES - FIRE DEPT INS	1,505.17	1,505.17	1,600.00	94.83	94.1
TOTAL FACILITIES	30,879.33	30,879.33	214,850.00	183,970.67	14.4
<u>PARKS</u>					
10-65-110 PARKS SALARIES & WAGES	13,331.33	13,331.33	45,000.00	31,668.67	29.6
10-65-210 PARKS PAYROLL TAXES	1,612.22	1,612.22	5,000.00	3,387.78	32.2
10-65-220 PARKS MEDICAL BENEFITS	1,221.71	1,221.71	6,000.00	4,778.29	20.4
10-65-230 PARKS RETIREMENT	1,615.54	1,615.54	6,000.00	4,384.46	26.9
10-65-315 PARKS PROFESSIONAL SERVICES	950.00	950.00	1,000.00	50.00	95.0
10-65-332 PARKS REPAIRS & MAINT.	612.41	612.41	52,500.00	51,887.59	1.2
10-65-340 PARKS OUTSIDE SERVICES/SUB CON	.00	.00	15,000.00	15,000.00	.0
10-65-380 PARKS INSURANCE	23.14	23.14	250.00	226.86	9.3
10-65-450 PARKS - TOOLS, & EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
10-65-452 PARKS UTILITIES	6,123.26	6,123.26	20,000.00	13,876.74	30.6
10-65-454 PARKS FUEL	125.00	125.00	.00 (	125.00)	.0
TOTAL PARKS	25,614.61	25,614.61	152,750.00	127,135.39	16.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EVENTS</u>					
10-66-110 EVENTS SALARIES & WAGES	4,447.10	4,447.10	7,500.00	3,052.90	59.3
10-66-210 EVENTS PAYROLL TAXES	428.63	428.63	500.00	71.37	85.7
10-66-220 EVENTS MEDICAL BENEFITS	728.17	728.17	1,250.00	521.83	58.3
10-66-230 EVENTS RETIREMENT	484.60	484.60	1,250.00	765.40	38.8
10-66-421 4TH OF JULY EXPENSES	25,000.00	25,000.00	25,000.00	.00	100.0
10-66-422 CHRISTMAS LIGHT EXPENSES	.00	.00	10,000.00	10,000.00	.0
10-66-423 PUMPKIN PATCH EXPENSES	.00	.00	1,800.00	1,800.00	.0
10-66-424 TRUNK OR TREAT EXPENSES	.00	.00	500.00	500.00	.0
10-66-425 SANTA EXPENSES	.00	.00	2,000.00	2,000.00	.0
10-66-426 WINTER JUBILEE EXPENSES	.00	.00	12,200.00	12,200.00	.0
10-66-428 EASTER EGG HUNT EXPENSES	.00	.00	2,150.00	2,150.00	.0
10-66-429 SPRING CLEANUP EXPENSES	.00	.00	1,100.00	1,100.00	.0
10-66-430 MOUNTAIN DAYS EXPENSES	1,826.11	1,826.11	20,000.00	18,173.89	9.1
10-66-431 MUSIC SERIES EXPENSES	14,220.00	14,220.00	20,000.00	5,780.00	71.1
10-66-432 250TH EXPENSES	41,264.57	41,264.57	32,000.00	(9,264.57)	129.0
TOTAL EVENTS	88,399.18	88,399.18	137,250.00	48,850.82	64.4
<u>BUSINESS & COMMUNITY DEV</u>					
10-70-315 BUSINESS & COMMUNITY DEVELOPME	1,413.26	1,413.26	6,000.00	4,586.74	23.6
TOTAL BUSINESS & COMMUNITY DEV	1,413.26	1,413.26	6,000.00	4,586.74	23.6
<u>CAPITAL OUTLAY</u>					
10-90-545 SS4A PROJECT EXPENSES	656.24	656.24	204,500.00	203,843.76	.3
10-90-546 FY 2026 CAPITAL PROJECTS	(11,560.00)	(11,560.00)	.00	11,560.00	.0
10-90-547 USED SERVICE BODY PICK-UP	.00	.00	45,000.00	45,000.00	.0
10-90-548 FY 27 - LUDC	.00	.00	112,000.00	112,000.00	.0
10-90-549 FY 27 - CC GENERATOR	.00	.00	69,000.00	69,000.00	.0
TOTAL CAPITAL OUTLAY	(10,903.76)	(10,903.76)	430,500.00	441,403.76	(2.5)
<u>DEBT SERVICE</u>					
10-95-620 DEBT SERVICE LOAN PRINCIPAL	92,255.00	92,255.00	36,000.00	(56,255.00)	256.3
10-95-630 DEBT SERVICE LOAN INTEREST	.00	.00	4,000.00	4,000.00	.0
10-95-640 CAPITAL LEASE PAYMENTS	8,053.61	8,053.61	195,000.00	186,946.39	4.1
TOTAL DEBT SERVICE	100,308.61	100,308.61	235,000.00	134,691.39	42.7
TOTAL FUND EXPENDITURES	588,705.67	588,705.67	3,090,850.00	2,502,144.33	19.1
NET REVENUE OVER EXPENDITURES	(101,775.38)	(101,775.38)	(139,350.00)	(37,574.62)	(73.0)

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
51-33-100 WATER USAGE FEE INCOME	156,984.19	156,984.19	675,000.00	518,015.81	23.3
51-33-105 FIRE SUPPRESSION SERVICE FEE	11,855.82	11,855.82	65,000.00	53,144.18	18.2
51-33-110 BULK WATER SALES	100.00	100.00	200.00	100.00	50.0
51-33-120 TRANSFER FEE INCOME	3,520.38	3,520.38	7,200.00	3,679.62	48.9
51-33-400 CONNECTION FEE INCOME	.00	.00	49,500.00	49,500.00	.0
51-33-500 IRRIGATION WELL PERMIT FEE	.00	.00	250.00	250.00	.0
TOTAL OPERATING REVENUE	172,460.39	172,460.39	797,150.00	624,689.61	21.6
<u>GRANT INCOME</u>					
51-34-100 GRANT REVENUE	.00	.00	954,000.00	954,000.00	.0
TOTAL GRANT INCOME	.00	.00	954,000.00	954,000.00	.0
<u>OTHER INCOME</u>					
51-38-100 INTEREST INCOME	5,311.77	5,311.77	23,000.00	17,688.23	23.1
51-38-400 WATER CAPACITY FEE INCOME	.00	.00	260,000.00	260,000.00	.0
51-38-500 METER REPLACEMENT FEE INCOME	2,728.00	2,728.00	16,000.00	13,272.00	17.1
TOTAL OTHER INCOME	8,039.77	8,039.77	299,000.00	290,960.23	2.7
TOTAL FUND REVENUE	180,500.16	180,500.16	2,050,150.00	1,869,649.84	8.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
51-42-110 ADMIN SALARIES & WAGES	.00	.00	29,000.00	29,000.00	.0
51-42-210 ADMIN PAYROLL TAXES	.00	.00	1,500.00	1,500.00	.0
51-42-220 ADMIN MEDICAL BENEFITS	.00	.00	5,000.00	5,000.00	.0
51-42-230 ADMIN RETIREMENT	.00	.00	6,000.00	6,000.00	.0
51-42-315 ADMIN PROFESSIONAL SERVICES	460.00	460.00	24,000.00	23,540.00	1.9
51-42-335 SOFTWARE & IT	16,752.17	16,752.17	26,000.00	9,247.83	64.4
51-42-360 DUES & MEMBERSHIPS	.00	.00	1,000.00	1,000.00	.0
51-42-370 BANK CHARGES	1,172.00	1,172.00	6,000.00	4,828.00	19.5
51-42-380 INSURANCE	2,000.00	2,000.00	7,000.00	5,000.00	28.6
51-42-395 TRAVEL & EDUCATION	.00	.00	2,000.00	2,000.00	.0
51-42-405 POSTAGE	547.50	547.50	3,500.00	2,952.50	15.6
51-42-410 OFFICE & MISCELLANEOUS	273.59	273.59	4,000.00	3,726.41	6.8
TOTAL ADMINISTRATION	21,205.26	21,205.26	115,000.00	93,794.74	18.4
<u>FIELD OPS</u>					
51-80-110 FO SALARIES & WAGES	7,360.63	7,360.63	56,000.00	48,639.37	13.1
51-80-210 FO PAYROLL TAXES	902.14	902.14	5,500.00	4,597.86	16.4
51-80-220 FO MEDICAL BENEFITS	1,685.17	1,685.17	5,000.00	3,314.83	33.7
51-80-230 FO RETIREMENT	1,119.46	1,119.46	6,000.00	4,880.54	18.7
51-80-315 PROFESSIONAL SERVICES	.00	.00	3,000.00	3,000.00	.0
51-80-320 TESTING	1,297.94	1,297.94	2,500.00	1,202.06	51.9
51-80-325 RENT	.00	.00	46,750.00	46,750.00	.0
51-80-332 REPAIRS & MAINTENANCE	49,364.18	49,364.18	100,000.00	50,635.82	49.4
51-80-335 SOFTWARE AND IT	1,143.09	1,143.09	5,000.00	3,856.91	22.9
51-80-380 FO INSURANCE	1,495.55	1,495.55	250.00	(1,245.55)	598.2
51-80-395 TRAVEL & EDUCATION	.00	.00	2,000.00	2,000.00	.0
51-80-400 SMALL TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
51-80-420 OPERATION SUPPLIES	.00	.00	20,000.00	20,000.00	.0
51-80-430 CHEMICALS	2,780.00	2,780.00	6,500.00	3,720.00	42.8
51-80-452 UTILITIES (DISTRIBUTION)	661.53	661.53	7,500.00	6,838.47	8.8
51-80-453 UTILITIES WELLS (GENERATION)	11,263.82	11,263.82	30,000.00	18,736.18	37.6
51-80-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL FIELD OPS	79,073.51	79,073.51	421,000.00	341,926.49	18.8
<u>CAPITAL OUTLAY</u>					
51-90-545 RADIO READ PROJECT	399,707.68	399,707.68	100,000.00	(299,707.68)	399.7
51-90-547 FY 27 - WELL HOUSE GENERATOR	.00	.00	149,000.00	149,000.00	.0
51-90-548 FY 27 - MEGA WELL TIE IN	12,853.25	12,853.25	410,000.00	397,146.75	3.1
TOTAL CAPITAL OUTLAY	412,560.93	412,560.93	659,000.00	246,439.07	62.6

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
51-95-620 DEBT SERVICES	.00	.00	14,000.00	14,000.00	.0
51-95-630 INTEREST EXPENSE	.00	.00	14,000.00	14,000.00	.0
TOTAL DEBT SERVICE	.00	.00	28,000.00	28,000.00	.0
TOTAL FUND EXPENDITURES	512,839.70	512,839.70	1,223,000.00	710,160.30	41.9
NET REVENUE OVER EXPENDITURES	(332,339.54)	(332,339.54)	827,150.00	1,159,489.54	(40.2)

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING REVENUE</u>					
52-33-100	MONTHLY SERVICE FEES	146,906.31	146,906.31	988,000.00	841,093.69	14.9
52-33-200	CONNECTION FEES	(1,832.50)	(1,832.50)	33,000.00	34,832.50	(5.6)
	TOTAL OPERATING REVENUE	145,073.81	145,073.81	1,021,000.00	875,926.19	14.2
	<u>OTHER INCOME</u>					
52-38-100	INTEREST INCOME	5,913.58	5,913.58	25,000.00	19,086.42	23.7
52-38-400	SEWER CAPACITY FEES	.00	.00	275,000.00	275,000.00	.0
	TOTAL OTHER INCOME	5,913.58	5,913.58	300,000.00	294,086.42	2.0
	TOTAL FUND REVENUE	150,987.39	150,987.39	1,321,000.00	1,170,012.61	11.4

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
52-42-110 ADMIN SALARIES & WAGES	12,407.66	12,407.66	29,000.00	16,592.34	42.8
52-42-210 ADMIN PAYROLL TAXES	963.94	963.94	1,500.00	536.06	64.3
52-42-220 ADMIN MEDICAL BENEFITS	2,851.16	2,851.16	5,000.00	2,148.84	57.0
52-42-230 ADMIN RETIRMENT	2,372.31	2,372.31	6,000.00	3,627.69	39.5
52-42-315 PROFESSIONAL SERVICES	372.50	372.50	12,000.00	11,627.50	3.1
52-42-335 SOFTWARE & IT	24,935.55	24,935.55	.00 (	24,935.55)	.0
52-42-370 BANK CHARGES	1,172.00	1,172.00	11,000.00	9,828.00	10.7
52-42-380 INSURANCE	.00	.00	44,000.00	44,000.00	.0
52-42-405 POSTAGE	547.50	547.50	5,000.00	4,452.50	11.0
52-42-410 OFFICE & MISCELLANEOUS	446.24	446.24	3,000.00	2,553.76	14.9
TOTAL ADMINISTRATION	46,068.86	46,068.86	116,500.00	70,431.14	39.5
<u>COLLECTIONS</u>					
52-82-110 COLLECTIONS SALARIES & WAGES	2,782.31	2,782.31	48,500.00	45,717.69	5.7
52-82-210 COLLECTIONS PAYROLL TAXES	391.92	391.92	5,000.00	4,608.08	7.8
52-82-220 COLLECTIONS MEDICAL BENEFITS	574.41	574.41	10,000.00	9,425.59	5.7
52-82-230 COLLECTIONS RETIREMENT	456.59	456.59	10,000.00	9,543.41	4.6
52-82-315 PROFESSIONAL SERVICES	100.00	100.00	2,500.00	2,400.00	4.0
52-82-325 RENT	.00	.00	46,750.00	46,750.00	.0
52-82-332 REPAIRS & MAINTENANCE	21,013.17	21,013.17	80,000.00	58,986.83	26.3
52-82-335 SOFTWARE & IT	.00	.00	5,000.00	5,000.00	.0
52-82-380 COLLECTIONS INSURANCE	2,571.11	2,571.11	1,000.00 (	1,571.11)	257.1
52-82-390 TRAVEL/EDUC./TRAINING	.00	.00	5,000.00	5,000.00	.0
52-82-400 SMALL TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
52-82-454 UTILITIES	2,568.70	2,568.70	15,000.00	12,431.30	17.1
TOTAL COLLECTIONS	30,458.21	30,458.21	233,750.00	203,291.79	13.0
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	23,474.93	23,474.93	100,000.00	76,525.07	23.5
52-83-210 PRE- TREATMENT PAYROLL TAXES	3,186.61	3,186.61	10,000.00	6,813.39	31.9
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	8,389.39	8,389.39	10,000.00	1,610.61	83.9
52-83-230 PRE- TREATMENT RETIREMENT	4,487.10	4,487.10	20,000.00	15,512.90	22.4
52-83-315 PROFESSIONAL SERVICES	2,789.24	2,789.24	12,000.00	9,210.76	23.2
52-83-320 TESTING	.00	.00	6,000.00	6,000.00	.0
52-83-332 REPAIRS & MAINTENANCE	8,468.00	8,468.00	50,000.00	41,532.00	16.9
52-83-335 SOFTWARE AND IT	.00	.00	5,000.00	5,000.00	.0
52-83-380 PRE-TREATMENT INSURANCE	9,193.25	9,193.25	.00 (	9,193.25)	.0
52-83-420 OPERATION SUPPLIES - CHEMICALS	.00	.00	48,000.00	48,000.00	.0
52-83-454 UTILITIES	2,819.85	2,819.85	50,000.00	47,180.15	5.6
TOTAL PRE-TREATMENT	62,808.37	62,808.37	311,000.00	248,191.63	20.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2026

Section 7, Itemb.

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	22,261.82	22,261.82	100,000.00	77,738.18	22.3
52-84-210 WWTP PAYROLL TAXES	2,593.38	2,593.38	10,000.00	7,406.62	25.9
52-84-220 WWTP MEDICAL BENEFITS	6,381.21	6,381.21	10,000.00	3,618.79	63.8
52-84-230 WWTP RETIREMENT	4,256.46	4,256.46	20,000.00	15,743.54	21.3
52-84-315 PROFESSIONAL SERVICES	1,580.00	1,580.00	24,000.00	22,420.00	6.6
52-84-318 SLUDGE HAULING/DISPOSAL	5,375.00	5,375.00	.00 (	5,375.00)	.0
52-84-319 SEWAGE CAKE HAULING/DISPOSAL	5,745.80	5,745.80	60,000.00	54,254.20	9.6
52-84-320 TESTING	1,042.15	1,042.15	10,000.00	8,957.85	10.4
52-84-332 REPAIRS & MAINTENANCE	537.78	537.78	50,000.00	49,462.22	1.1
52-84-335 SOFTWARE AND IT	930.58	930.58	5,000.00	4,069.42	18.6
52-84-380 WWTP INSURANCE	28,517.43	28,517.43	.00 (	28,517.43)	.0
52-84-390 TRAVEL/EDUC./TRAINING	.00	.00	2,500.00	2,500.00	.0
52-84-400 SMALL TOOLS & EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
52-84-420 OPERATION SUPPLIES - CHEMICALS	.00	.00	48,000.00	48,000.00	.0
52-84-454 UTILITIES	15,458.32	15,458.32	60,000.00	44,541.68	25.8
52-84-800 DEPRECIATION EXPENSE	.00	.00	200,000.00	200,000.00	.0
TOTAL WWTP	94,679.93	94,679.93	609,500.00	514,820.07	15.5
<u>CAPITAL OUTLAY</u>					
52-90-541 PRE-TREATMENT PROJECT	1,040.00	1,040.00	.00 (	1,040.00)	.0
52-90-544 ULTRAVIOLET LIGHT PROJECT	9,342.00	9,342.00	150,000.00	140,658.00	6.2
52-90-545 FY 27 - MELVIN LS POWER	.00	.00	25,000.00	25,000.00	.0
52-90-546 FY 27 - MOBILE LS CONNECTIONS	.00	.00	45,000.00	45,000.00	.0
TOTAL CAPITAL OUTLAY	10,382.00	10,382.00	220,000.00	209,618.00	4.7
<u>DEBT SERVICE</u>					
52-95-620 DEBT SERVICE PRINCIPAL	116,937.17	116,937.17	130,000.00	13,062.83	90.0
52-95-630 DEBT SERVICE INTEREST	55,259.65	55,259.65	65,000.00	9,740.35	85.0
52-95-640 CAPITAL LEASE PAYMENTS	14,000.00	14,000.00	84,000.00	70,000.00	16.7
TOTAL DEBT SERVICE	186,196.82	186,196.82	279,000.00	92,803.18	66.7
TOTAL FUND EXPENDITURES	430,594.19	430,594.19	1,769,750.00	1,339,155.81	24.3
NET REVENUE OVER EXPENDITURES	(279,606.80)	(279,606.80)	(448,750.00)	(169,143.20)	(62.3)



Title: Public Works Report

Date: Sept 15, 2026

Name: Craig Leseberg, Public Works Director

Water and Wastewater Data

Data for the period beginning Sept 1, 2026 and ending Sept 30, 2026 is as follows:

Disclaimer: The usage figures below reflect only the gallons measured on the Town's main water system. Revenue figures include water sales from both Town water systems. In the coming months, usage data from the second water system will also be collected and incorporated into future reports.

Volume of Water Produced	14,929,000 Gallons
Volume of Water Sold	10,830,578 Gallons
Difference	4,098,422 Gallons
Revenue Generated (Water)	\$71,386.15
Well Utilization	28% of capacity
Volume of Wastewater Treated	3,895,728 Gallons
Revenue Generated (Wastewater)	\$ 70,269.08

Old Business Updates

- The AMI meter replacement project is nearing completion, with only a handful of meters remaining throughout the system. At Targhee Place, all meters have been installed.

Current Business Updates

- The Mega Well tie-in project continues to progress smoothly. Staff held the 50% project review meeting with the Wyoming Water Development Commission (WWDC) and Sunrise Engineering on August 6, 2026. The project remains on schedule, and the next major milestone will be the WWDC 90% review meeting the week of October 21st.

Future Business Updates

- The Homeland Security grant agreements for generators at the well house and Civic Center have been signed, allowing the projects to move forward. These generators will strengthen the Town's emergency preparedness and help protect essential facilities during power outages.
- Staff is working with Jorgensen to prepare an RFP for the design, bidding, and project management of the Greys River Rd repave project.

Upcoming Construction Activity

- Town of Alpine/Sunrise Engineering—Water Well No. 4 tie-in: Date and time to be determined.
- Installation of the new well house generator: Date and time to be determined.
- Installation of the new Civic Center generator: Date and time to be determined.



Town of Alpine Code Enforcement Officer Report

8/27/2026 to 10/14/2026

Meeting Date: October 20, 2026
Submitted By: Tara Bender, Code Enforcement Officer
Prepared On: October 15, 2026

Citations/Warnings	0 Citations 0 Warnings
Stop Work Orders Issued	0
Total Responses/Investigations	12

Rights-of-Way - Parking	1	LUDC - Permit Compliance - Signs	2
Business License Compliance	2	LUDC – Permit Compliance – Permits/Affidavits	5
Address Verification	1	LUDC – Zoning Compliance	1

Tara Bender
Code Enforcement Officer
250 River Circle P.O. Box 3070
Alpine, Wyoming 83128
Cell: (307) 226-5430
E-mail: municipal@alpinewy.gov
www.alpinewy.gov

ALPINE, WYOMING — CALL TYPE SUMMARY

September 1–30, 2026 • Alpine, Alpine Northwest & Alpine Northeast

Traffic stops separated by disposition. "Other" = 3 Cleared No Report + 1 Report Due.

CALL TYPE	TOTAL
Abandoned Vehicle	1
Accident Fatal	1
Accident PD	4
Agency Assist	8
Animal Problem	5
Assault	1
Child Abuse	1
Citizen Assist	4
Citizen Dispute	2
Controlled Burn	9
Dead Body	1
Disturbance	1
Drugs	1
E911	13
Field Contact	2
Forest Patrol	1
Game & Fish	1
Harassment	2
Information	4
Livestock	3
Lost/Found Animal	1
Lost/Found Property	2
Medical	15
Motorist Assist	2
Noise	3
Public Relations	4
REDDI	5
Reckless Driving	8
School Zone	1
Search/Rescue	1
Smoke/Fire Investigation	1
Special Patrol	29
Suicidal Subject	1
Suspicious	5

CALL TYPE	TOTAL
Theft	2
Traffic Hazard	1
Traffic Stop – Citation	2
Traffic Stop – Other	4
Traffic Stop – Warning	20
Transfer Patient	30
Utility Problem	1
VIN Inspection	7
Welfare Check	7
TOTAL CALLS	217



Date: October 20, 2026

Department: Administration

Presenter: Monica Chenault, Clerk/Treasurer

Subject: Ratification of Addendum No. 1 to Wastewater Treatment Facility Fee Agreement

Purpose:

To request that the Town Council ratify Addendum No. 1 to the Wastewater Treatment Facility Fee Agreement between the Town of Alpine and GET DOWN, LLC, doing business as Melvin Brewing Company.

Background:

The Town and Melvin Brewing entered into a Wastewater Treatment Facility Fee Agreement effective March 19, 2024. The Agreement requires Melvin Brewing to pay the Town a monthly Wastewater Fee of \$12,000.

Addendum No. 1 extends the Agreement through June 30, 2027. Melvin Brewing will continue paying \$12,000 per month through and including the payment due June 10, 2027. All other terms of the Agreement, including the late-payment provisions, remain in effect.

Town Attorney James Sanderson advised that the Mayor could sign the Addendum subject to later ratification by Council or wait for Council authorization before signing. He recommended that the Mayor sign the Addendum first so the extension could be completed promptly and Get Down would remain obligated to pay the \$12,000 monthly fee after the existing deadline.

Mayor Green and Get Down have signed the Addendum. The Mayor's signature is subject to ratification by the Town Council.

Alternatives:**Option A — Ratify Addendum No. 1**

- **Benefits Include:** Continues the \$12,000 monthly Wastewater Fee through June 2027 and keeps the remaining terms of the Agreement in effect.
- **Challenges Include:** Continues the Town's obligations under the Agreement through June 30, 2027.



Option B — Do Not Ratify Addendum No. 1

- **Benefits Include:** Does not extend the Town's obligations under the Agreement.
- **Challenges Include:** Melvin Brewing's monthly sewer bill would decrease to \$3,780, based on 56 ERUs at the current base rate of \$67.50 per ERU. This would reduce Wastewater Fund revenue by \$8,220 per month.

Fiscal Impact:

Ratification will continue the Town's receipt of the \$12,000 monthly Wastewater Fee through the payment due June 10, 2027.

If the Addendum is not ratified, Melvin Brewing's monthly sewer bill would be \$3,780, resulting in a monthly revenue reduction of \$8,220.

Strategic or Community Impact:

The extension will maintain the current Wastewater Fee while the Town develops wastewater rates that account for flow, wastewater strength, loading, demand, and other impacts on the wastewater treatment system.

Key Questions:

1. Does Council wish to continue the \$12,000 monthly Wastewater Fee through June 2027?
2. Does Council wish to ratify the Mayor's execution of Addendum No. 1?

Suggested Motion:

I move to ratify Addendum No. 1 to the Wastewater Treatment Facility Fee Agreement between the Town of Alpine and GET DOWN, LLC, doing business as Melvin Brewing Company, extending the Agreement through June 30, 2027.

Attachment:

1. Addendum No. 1 to Wastewater Treatment Facility Fee Agreement

**ADDENDUM NO. 1 TO
WASTEWATER TREATMENT FACILITY FEE AGREEMENT**
(Extension of Term)

THIS ADDENDUM NO. 1 ("Addendum") is entered into effective this 15 day of October 2026, between the TOWN OF ALPINE, a Wyoming municipality, P.O. Box 3070, Alpine, Wyoming 83128 ("Town"), and GET DOWN, LLC, a Wyoming limited liability company, d/b/a Melvin Brewing Company, 624 County Road 101, Alpine, Wyoming 83128 ("Melvins") (individually, a "Party," and jointly, the "Parties").

WHEREAS, the Parties entered into a Wastewater Treatment Facility Fee Agreement effective March 19, 2024 (the "Agreement"); and

WHEREAS, Section 4 of the Agreement provides that the Agreement shall not be extended without written agreement of the Parties; and

WHEREAS, the Parties wish to extend the Agreement through June 30, 2027, on the same terms.

NOW, THEREFORE, for good and valuable consideration, the receipt of which each Party acknowledges, the Parties agree as follows:

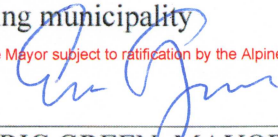
1. **EXTENSION OF TERM.** The term of the Agreement is extended through June 30, 2027. The Agreement shall expire at the end of that day unless the Parties extend it again by written agreement.
2. **FEE PAYMENTS.** Melvins shall continue to pay the Wastewater Fee in monthly installments of Twelve Thousand Dollars (\$12,000.00), due on or before the tenth (10th) day of each month, through and including the installment due June 10, 2027. The late payment fee in Section 5 of the Agreement continues to apply.
3. **SAME TERMS.** Except as stated in this Addendum, all terms of the Agreement remain unchanged and in full force and effect. Capitalized terms not defined here have the meanings given in the Agreement.
4. **NO WAIVER.** This Addendum does not waive, release, or settle any payment, obligation, claim, or defense of either Party arising before its effective date, under the Agreement or otherwise, including any dispute over the date the original term of the Agreement began.
5. **NO SUPERSESSION.** This Addendum amends only the Agreement. It does not supersede, modify, or release any other agreement between the Town and Melvins.
6. **GENERAL PROVISIONS.** Sections 7.f through 7.k of the Agreement, including counterparts, electronic signatures, governing law, severability, sovereign immunity, and no recordation, apply to this Addendum.

IN WITNESS WHEREOF, the Parties have signed this Addendum effective as of the date entered above.

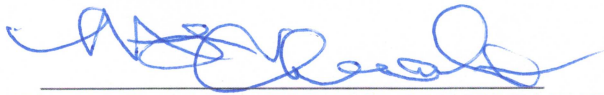
TOWN OF ALPINE,
a Wyoming municipality

Executed by the Mayor subject to ratification by the Alpine Town Council at its next regular meeting.

BY:

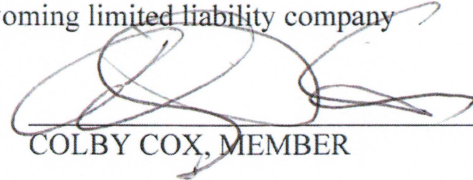

ERIC GREEN, MAYOR

ATTEST:


MONICA CHENAULT, TOWN CLERK/TREASURER

GET DOWN, LLC,
a Wyoming limited liability company

BY:


COLBY COX, MEMBER



WASTEWATER TREATMENT FACILITY FEE AGREEMENT

THIS WASTEWATER TREATMENT FACILITY FEES AGREEMENT (“Agreement”) is entered into effective this 19th day of March 2024, between the TOWN OF ALPINE, a Wyoming municipality, P.O. Box 3070, Alpine, Wyoming 83128 (“Town”), and GET DOWN, LLC, a Wyoming limited liability company, d/b/a Melvin Brewing Company, 624 County Road 101, Alpine, Wyoming 83128 (“Melvins”); (individually, a “Party”, and jointly, the “Parties”).

WHEREAS, Melvins operates a brewery and brew pub located in the Town of Alpine, Wyoming; and

WHEREAS, the Town has constructed and operates a wastewater treatment facility to treat wastewater generated by residents and businesses within the Town of Alpine (“Wastewater Facility”); and

WHEREAS, the Town is now constructing a wastewater pre-treatment facility to pretreat wastewater generated by Melvin Brewing Company (“Pre-treatment Facility”); and

WHEREAS, the Town has enacted a schedule of wastewater fees for residents and business connected to the Facility; and

WHEREAS, Alpine and Melvin have reached agreement on a fee for Melvins’ connection to the Wastewater Facility and the Pre-treatment Facility for pre-treatment and treatment of wastewater generated by Melvins as set forth in the Agreement.

NOW, THEREFORE, for good and valuable consideration by the Parties, receipt of which is hereby acknowledged by each Party to this Agreement, the Parties agree as follows:

1. **FLAT FEE.** The Town agrees to accept from Melvins a flat fee of One Hundred Forty-Four Thousand Dollars (\$144,000.00) per year for the pre-treatment and treatment of routine wastewater generated by Melvins’ operations of its brewery and brew pub (the “Wastewater Fee”). The Wastewater Fee shall be deemed adequate to cover all costs associated with pre-treatment and treatment of wastewater that is routine wastewater discharged from Melvins’ current operations, including all actual and potential costs associated with running the Pre-treatment Facility and the Wastewater Facility, including but not limited to all labor, operating supplies, operating costs, waste wastewater processing fees, sludge hauling, lab analysis, energy costs and any other additional fees not specifically outlined here.
2. **LOG OF MELVINS’ DISCHARGES.** Both Parties shall maintain a daily log of Melvins’ discharges into the Pre-Treatment Facility and the Wastewater Facility.
3. **DISCHARGE SURCHARGE.** For the pre-treatment and treatment of wastewater that is non-routine wastewater discharged from Melvins’ current operations, which is wastewater

originating from Melvins that requires additional treatment beyond routine Wastewater Facility and Pre-treatment Facility operations (“High Strength Discharge Events”) Melvins agree to the following:

a. Either Party will notify the other Party if a daily log indicates that High Strength Discharge Event may have occurred.

b. Immediately upon discovery of the possibility of a possible High Strength Discharge Event, or upon notice from Alpine of a possible High Strength Discharge Event, Melvin Brewing agrees to review of its discharge(s). Within five (5) business days of the discovery of a suspected High Strength Discharge Event, the Town of Alpine will provide written documentation of the suspected discharge. Melvins will then have ten (10) business days to provide a written response, which shall include a report of corrective actions taken or to be taken. If Melvins fails to provide a timely written response, Melvins shall owe the Town a surcharge fee of Two Hundred Fifty Dollars (\$250.00) per calendar day thereafter until written response is received.-

c. Upon Melvins’ filing of it written response, as outlined above, Melvins and the Town shall work together, both acting in good faith, to calculate the additional surcharge fee due to the Town to cover the actual expenses incurred by the Town as a result of the High Strength Discharge Event. Upon the Parties’ agreement on those costs and the reimbursement due, Melvins shall reimburse the Town for those expenses as an additional surcharge fee. The additional surcharge fee shall be paid to the Town by Melvins within thirty (30) days of agreement on the amount of the fee due.

d. Upon the occurrence of any High Strength Discharge Event, the Parties agree to consult together to develop strategies to reduce or prevent future occurrences of a High Strength Discharge Event.

4. **AGREEMENT TERM.** This Agreement will be binding upon execution, but the Agreement term of one (1) year shall run from the date the Pre-treatment Facility becomes operational, which date shall be identified by the Town through written notice to Melvins. This Agreement is intended only to establish the terms of the Town’s wastewater treatment from Melvins for the one-year period and shall not be extended without written agreement of the Parties.

5. **FEE PAYMENTS.** Melvins shall pay the Wastewater Fee to the Town in monthly installments of Twelve Thousand Dollars (\$12,000.00). The Wastewater Fee shall be paid on or before the tenth (10th) day of each month during the term of this Agreement. Any late payment shall be subject to a late payment fee of 1.5% of the amount remaining unpaid.

6. **COOPERATION.** Melvins and the Town agree to cooperate in evaluating Facility operations to identify efficiencies that will reduce Wastewater Facility and Pre-treatment Facility operating costs benefitting both Parties.

7. **GENERAL PROVISIONS.**

a. **SUPERSEDING AGREEMENT.** This Agreement supersedes any previous agreements between the Town and Melvins, or between the Town and the previous owner of the brewery and brew pub.

b. **ENTIRE AGREEMENT.** This Agreement constitutes the complete and entire understanding of the Parties concerning the subject matter of this Agreement. Neither party shall be bound by or be liable for any statements, warranties, guarantees, or representations not set forth in this Agreement which may have been made by any agent, employee, or other person representing or purporting to represent a Party to this Agreement.

c. **PERSONS BOUND BY THIS AGREEMENT.** This Agreement shall be binding upon the Parties and their successors and assigns. The rights and obligations of any Party to this Agreement may be exercised or satisfied by that Party's legal representative. The obligations of the Parties set forth herein shall not create any rights in and/or obligations to any other persons or parties other than the Town and Melvins and their successors and assigns. The Parties and their successors and assign alone shall be entitled to enforce or waive any provisions of this Agreement.

d. **RELATIONSHIP OF THE PARTIES.** Nothing in this Agreement shall be construed to create any partnership, joint venture, or fiduciary relationship between the Parties except as expressly provided in this Agreement.

e. **MODIFICATION.** No change or modification of this Agreement shall be valid unless the same be in writing and signed by the Parties.

f. **EXECUTION IN COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be considered as an original of the Agreement. All executed counterparts shall constitute, and shall have the force and effect, of one and the same document, and shall be binding upon those who execute the Agreement, regardless of whether all Parties execute the same document.

g. **FACSIMILE OR ELECTRONIC SIGNATURES.** Facsimile or electronic signatures on this Agreement and any amendments thereto shall be considered binding.

h. **GOVERNING LAW.** The laws of the State of Wyoming shall govern the provisions of this Agreement.

i. **SEVERABILITY.** If any portion of this Agreement is held to be unenforceable or invalid for any reason by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

j. **SOVEREIGN IMMUNITY.** The Town does not waive sovereign immunity by entering into this Agreement, and except for Melvins' right to enforce the terms of this Agreement, the Town specifically retains immunity and all defenses available to it pursuant to law, including governmental immunity.

Agreement, the Town specifically retains immunity and all defenses available to it pursuant to law, including governmental immunity.

k. NO RECORDATION. This Agreement shall not be recorded.

IN WITNESS WHEREOF, the Parties have signed this Agreement effective as of the date entered above.

TOWN OF ALPINE,
a Wyoming municipality

BY:



ERIC GREEN, MAYOR

ATTEST:



MONICA CHENAULT, TOWN CLERK/ TREASURER

GET DOWN, LLC,
a Wyoming limited liability company

BY:



COLBY COX, MEMBER



Date: October 22, 2026
Department: Public Works Department
Presenter: Craig Leseberg
Subject: Wellhouse Emergency Generator Purchase Award

Purpose:

To award the wellhouse emergency generator purchase award to Western States Equipment Company.

Background:

The Town of Alpine was awarded an \$89,000 Homeland Security grant to assist with the wellhouse emergency generator project. The Town has budgeted a total of \$140,000 for the project, including the grant. The existing generator is undersized and can operate only one well during a power outage.

Two proposals were received for the generator and transfer switch: Western States Equipment Company quoted \$95,410 for a Caterpillar 300 kW diesel generator and ASCO transfer switch; Rod's Diesel and Generator Service Inc. quoted \$114,709 for a Cummins 300 kW diesel generator and transfer switch. Western States' proposal is \$19,299 lower.

Staff consulted Jorgensen and recommends awarding the bid to Western States. Its proposal lists a 60-month Platinum generator warranty and a 24-month standby transfer-switch warranty, compared with Rod's two-year base generator warranty and one-year comprehensive transfer-switch warranty. Western States includes freight to the first destination, startup, owner training, and a generator lead time of 25–27 weeks.

Alternatives:**Option A — Award the Purchase to Western States**

- **Benefits Include:**
 - Provides the generator and transfer switch at the lower quoted price of \$95,410.
 - Includes longer stated generator and transfer-switch warranties.

- Moves the wellhouse backup-power project forward.
 - Includes freight, startup services, and owner training.
- **Challenges Include:**
 - Installation and concrete pad work remain additional project costs.
 - Generator lead time is approximately 25–27 weeks.
 - Separate RFPs are needed to establish the remaining project costs.

Option B — Defer the Purchase Award

Benefits Include:

- Allows additional time to consider the proposals and remaining project costs.
- Challenges Include:
 - Delays ordering and delivery of the generator.
 - May affect the project schedule and grant deadlines.
- The wellhouse would continue to rely on an undersized generator that can operate only one well.

Fiscal Impact: The total project budget is \$140,000, including the \$89,000 Homeland Security grant. The Town’s budgeted share is \$51,000. The proposed generator and transfer-switch purchase is \$95,410.

The prior staff report identified \$4,500 spent on Musgrove Engineering services. Including that expense and the proposed purchase, identified costs total \$99,910, leaving \$40,090 within the project budget for installation, concrete pad work, and other project expenses.

All installation and concrete pad work will cost extra. Separate RFPs for this work will be issued in the near future, and staff will return to Council with costs and award recommendations. An existing pad is available but may need to be enlarged.

Financial Consideration 1: The \$95,410 quote covers the generator and transfer switch purchase and the vendor services listed in the proposal. It is not the total installed project cost.

Financial Consideration 2: If the combined project costs exceed the approved \$140,000 budget, staff will return to Council to identify additional funding before authorizing the overage.

Strategic or Community Impact:

The emergency generator will support reliable drinking-water service and maintain critical wellhouse operations during power outages. The project strengthens the Town's emergency preparedness and helps protect the health, safety, and welfare of Alpine residents and visitors.

Key Questions

1. Should Council approve the generator and transfer-switch purchase from Western States for \$95,410?

Suggested Motion:

I move to approve the purchase of one 300 kW emergency generator and 600-amp automatic transfer switch for the Town wellhouse from Western States Equipment Company in the amount of \$95,410, as described in Quote 31729986 dated September 24, 2026, and authorize staff to issue the purchase order.

Project: Greys River
Attn: Town of Alpine

Quote: 31729986
Date: 09/24/2026

SALES PERSON	PHONE	EMAIL	VALID
Levi Hughes	406-327-2893	Levi.Hughes@wseco.com	30 Days

EQUIPMENT DESCRIPTION	TOTAL PRICE
Generator Set <p> Manufacturer: Caterpillar Model: C9, Fuel: Diesel kW: 300 Voltage: 277/480 3 ph 4 wire 60 HZ, 1800 RPM, Rating: Standby </p> <ul style="list-style-type: none"> • UL2200 Listed: Yes • Excitation System: PMG Brushless • Voltage Regulator: D350 AVR • Control Panel: GCCP 1.2 • Remote Communications: Modbus RS-485 + 4G LTE Telematics • Enclosure: Sound Attenuated Color: White • Sound Level: 75 dba @ 23 ft • Fuel Tank: 545-Gallon, UL142 Double-Wall (24 hours @ 100% load) • Circuit Breaker # 1: 600 amp • Circuit Breaker # 2: 400 amp w/ Cam-Locks for Load Bank Testing • Coolant Heater: Yes 208/240 vac • Battery Charger: 10 amp NFPA110 • Battery System: Wet Battery, Rack and Cables 24 vdc • Warranty: 60 Month Platinum • Lead Time: 25-27 weeks 	Included
Automatic Transfer Switch <ul style="list-style-type: none"> • Manufacturer: ASCO • Model: Series 300 • Amperage: 600 Voltage: 277/480 3 ph 4w Poles: 3 • Enclosure: NEMA 3R for Outdoor Installation • Type: Open Transition • Control Panel: 300 Series Group G • KAIC Rating: ATS Standard KAIC Cycle: 3 • Service Entrance Rated: Yes • Features: In-Phase Monitor, Programmable Engine Exerciser, Digital Display, Strip Heater, Event Log, Modbus Comms • Warranty: 24 month standby (parts labor & travel) • Lead Time: 11 weeks 	Included
Project Management and Onsite Startup Services <ul style="list-style-type: none"> • Technical submittal information including product specifications, dimensional data, and electrical schematics. • Startup Services by Power Systems Specialist. 1 Trip, 1 Day. Normal business hours. • Site Load test: 100% available building load • Freight: Included to first destination • Owner Training (Owner Representative Must Be Present During Startup) 	Included
TOTAL	\$95,410

We're Ready When You Are

Meridian, ID
208-888-2287

Twin Falls, ID
208-734-7330

Pocatello, ID
208-232-2640

Idaho Falls, ID
208-552-2287

Lewiston, ID
208-746-3301

Spokane, WA
509.435.1744

Pasco, WA
509.647.0541

Pendleton, OR
541.276.5812

LaGrande, OR
541.662.2101

Missoula, MT
406.721.4050

Kalispell, MT
406.752.3020

Exclusions:

- Applicable Sales Taxes, Concrete Mounting Pad, Off-Loading or Setting of Equipment at the Jobsite, Mechanical or Electrical Installation, or Fuel.
- Any 3rd party testing to include Infrared scanning, NETA Testing, Arc Flash Studies, Coordination Studies, Sound Testing.

Thank you for the opportunity to quote quality Caterpillar products and services. Please let me know how we can be of assistance.

Sincerely,

Levi Hughes
Power System Sales
Montana, Idaho, Wyoming
406-327-2893

Accepted By: _____
PO #: _____
Date: _____
Signature: _____

Terms:

- 100% of payment is required prior to startup and testing on the jobsite.
- Additional trips to jobsite due to installation items beyond our control will be additional. A pre-startup check off list is required to be sent to WSECO project manager prior to startup date.
- Payment terms are in accordance with WSECO Standard terms upon approved account
- No retainer is allowed unless specifically agreed to in writing prior to order placement.
- Cancellation charges minimum of 25% once released. No return on manual transfer switches
- No liquidated damages of any kind unless specifically agreed to in writing prior to order.
- Proposal pricing is based on the submittal review process being completed within Forty-Five (45) days from the delivery of submittals. Additional charges and/or pricing escalations may apply for delays due to extended/delayed submittal reviews.

Upon the (a) execution of this document, (b) your oral or physical acceptance of equipment, goods, or services to be performed as detailed in this document, or (c) receipt of equipment or goods, or commencement of services, as described herein, you consent and agree that the purchase of new and used equipment from Western States Equipment Company will be governed solely by Western States Equipment Company's Sales Agreement Terms and Conditions ("Terms and Conditions"), which are available at <https://www.westernstatescat.com/termsandconditions/>. A hard copy of the Terms and Conditions is available upon written request to legal@wseco.com. Western States Equipment Company's Terms and Conditions are hereby incorporated by reference into this document and all other documents related to your purchase of new and used equipment from Western States Equipment Company. By purchasing new and used equipment from Western States Equipment Company, you agree to be bound by the Terms and Conditions as exactly written.

We're Ready When You Are

Cat® D300 GC DIESEL GENERATOR SETS

C Section 8, Itemb.

Standby: 60 Hz, 208V, 480V & 600V

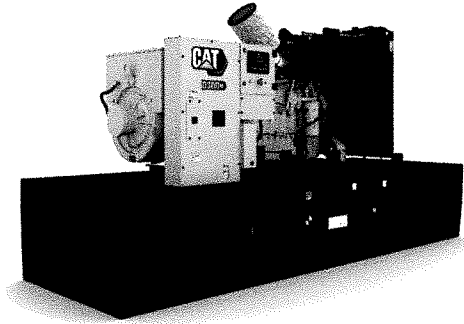


Image shown might not reflect actual configuration

Engine Model	Cat® C9 In-line 6, 4-cycle diesel
Bore x Stroke	112mm x 149mm (4.4in x 5.9in)
Displacement	8.8 L (538 in³)
Compression Ratio	16.3:1
Aspiration	Turbocharged Air-to-Air Aftercooled
Fuel Injection System	HEUI
Governor	Electronic ADEM™ A4

PACKAGE PERFORMANCE

Standby	Performance Strategy
300 ekW, 375kVA	EPA Certified for Stationary Emergency Application

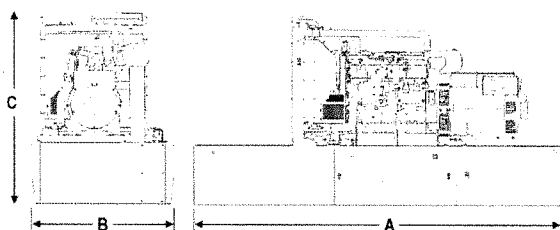
Performance		Standby	
Frequency	60 Hz		
Genset PowerRating	375 kVA		
Gen set power rating with fan @ 0.8 power factor	300 ekW		
Emissions	EPA TIER 3		
Performance Number	DM8168		
Fuel Consumption			
100% load with fan	86.0 L/hr	22.7 gal/hr	
75% load with fan	58.8 L/hr	15.5 gal/hr	
50% load with fan	43.8 L/hr	11.6 gal/hr	
25% load with fan	33.1 L/hr	8.7 gal/hr	
Cooling System¹			
Radiator air flow restriction (system)	0.12 kPa	0.48 in. Water	
Radiator air flow	497 m³/min	17551 cfm	
Engine coolant capacity	14 L	3.69 gal	
Radiator coolant capacity	25 L	6.6 gal	
Total coolant capacity	45 L	11.88 gal	
Inlet Air			
Combustion air inlet flow rate	24.6 m³/min	868.7 cfm	
Max. Allowable Combustion Air Inlet Temp	49 °C	120 °F	
Exhaust System			
Exhaust stack gas temperature	495 °C	923 °F	
Exhaust gas flow rate	69.7 m³/min	2461 cfm	
Exhaust system backpressure (maximum allowable)	10.0 kPa	40.0 in. water	
Heat Rejection			
Heat rejection to jacket water	120 kW	6838 Btu/min	
Heat rejection to exhaust (total)	320 kW	18223 Btu/min	
Heat rejection to aftercooler	92 kW	5239 Btu/min	
Heat rejection to atmosphere from engine	23 kW	1312 Btu/min	
Heat rejection from alternator	22 kW	1245 Btu/min	

Cat® C9 GC DIESEL GENERATOR SETS

C Section 8, Itemb.

Emissions(Nominal) ²		Standby	
NOx	2196.0 mg/Nm³	4.00 g/hp-hr	
CO	115.5 mg/Nm³	0.2 g/hp-hr	
HC	23.1 mg/Nm³	0.06 g/hp-hr	
PM	12.7 mg/Nm³	0.03 g/hp-hr	
Alternator ³			
Voltages	480V	208	600V
Motor Starting Capability @30% Voltage Dip	705	549	1117
Current	451	1041	361
Frame Size	M2774L4	M3115L4	M2774L4
Excitation	S.E	S.E	AREP
Temperature Rise	105°C	105°C	105°C

WEIGHTS & DIMENSIONS – OPEN SET



Base	Dim "A" mm (in)	Dim "B" mm (in)	Dim "C" mm (in)	Generator Set Weight kg (lb)
Skid (Wide Base)	3950 (155.5)	1440 (56.7)	1706 (67.2)	2503 (5518.2)
Integral Tank Base	3950 (155.5)	1430 (56.3)	2202 (86.7)	3143 (6929.1)

FUEL TANK CAPACITY

Tank Design	Total Capacity		Useable Capacity	
	Litre	Gallon	Litre	Gallon
Integral	2270	600	2059	544

DEFINITIONS AND CONDITIONS

¹ For ambient and altitude capabilities consult your Cat dealer. Air flow restriction (system) is added to existing restriction from factory.

² Emissions data measurement procedures are consistent with those described in EPA CFR 40 Part 89, Subpart D & E and ISO8178-1 for measuring HC, CO, PM, NOx. Data shown is based on steady state operating conditions of 77° F, 28.42 in Hg and number 2 diesel fuel with 35° API and LHV of 18,390 BTU/lb. The nominal emissions data shown is subject to instrumentation, measurement, facility and engine to engine variations. Emissions data is based on 100% load and thus cannot be used to compare to EPA regulations which use values based on a weighted cycle.

³ UL 2200 Listed packages may have oversized generators with a different temperature rise and motor starting characteristics. Generator temperature rise is based on a 40° C ambient per NEMA MG1-32.

APPLICABLE CODES AND STANDARDS:

AS1358, CSA C22.2 No100-04, UL142, UL469, UL869, UL2200, NFPA37, NFPA70, NFPA99, NFPA110, IBC, IEC60034-1, ISO3046, ISO8528, NEMA MG1-22, NEMA MG1-33, 2006/95/EC, 2006/42/EC, 2004/108/EC.

Note: Codes may not be available in all model configurations. Please consult your local Cat Dealer representative for availability.

STANDBY: Output available with varying load for the duration of the interruption of the normal source power. Average power output is 70% of the standby power rating. Typical operation is 200 hours per year, with maximum expected usage of 500 hours per year.

RATINGS: Ratings are based on SAE J1349 standard conditions. These ratings also apply at ISO3046 standard conditions.

Fuel Rates are based on fuel oil of 35° API [16° C (60° F)] gravity having an LHV of 42 780 kJ/kg (18,390 Btu/lb) when used at 29° C (85° F) and weighing 838.9 g/litre (7.001 lbs/U.S. gal.). Additional ratings may be available for specific customer requirements, contact your Caterpillar representative for details. For information regarding Low Sulfur fuel and Biodiesel capability, please consult your Cat dealer.

LEHE2024-03 (02-21)

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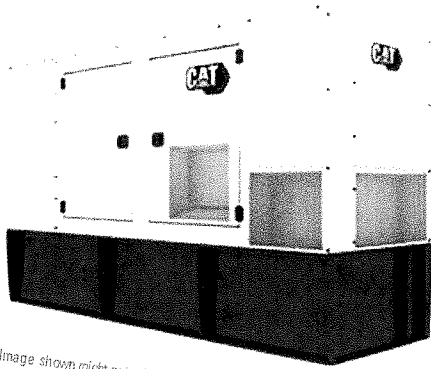


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SOUND ATTENUATED LEVEL 2

ENCLOSURES

D250GC – D600GC

60 Hz

FEATURES

Robust/ Highly Corrosion Resistant Construction

- Factory installed on skid base or tanks base
- Environmentally friendly, polyester powder baked paint
- Enclosure constructed with 18-gauge steel
- Interior zinc plated fasteners
- Internally mounted exhaust silencing system
- Comply with ASCE/SEI 7 for Wind loads up to 100mph
- Designed and tested to comply with UL 2200 Listed generator set package

Excellent Access

- Large cable entry area for installation ease.
- Accommodates side mounted single or multiple breakers.
- Two doors on both sides.
- Vertically hinged allow 180° opening rotation
- Radiator fill cover.

Security and Safety

- Lockable access doors which give full access to control panel and breaker.
- Cooling fan and battery charging alternator fully guarded.
- Fuel fill, oil fill and battery can only be reached via lockable access.
- Externally mounted emergency stop button (Optional).
- Designed for spreader bar lifting to ensure safety.
- Stub-up area is rodent proof.

Sound Attenuated Level 2

- Caterpillar white paint
- UL Listed integral fuel tank with 24 hours running time capacity (Optional).
- DC lighting package (Optional)

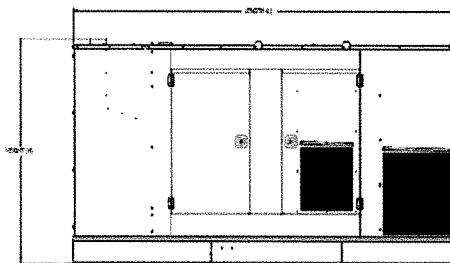
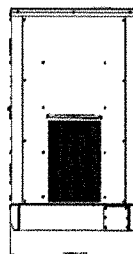
Enclosure Package Operating Characteristics

Enclosure Type	Standby ekW	Cooling Air Flow Rate		Ambient Capability*		Sound Pressure Levels (dBA) at 7m (23 ft)
		m³/s	cfm	°C	°F	100% Load
Level 2 Sound Attenuated Enclosure (Steel)	250	6.4	13561	57	135	74
	300	6.4	13561	51	125	74
	350	7.4	15680	57	134	71
	400	7.4	15680	53	127	71
	450	8.4	17692	54	130	73
	500	8.4	17692	50	122	73
	550	11.2	23731	56	133	73
	600	11.2	23731	53	127	73

*Cooling system performance at sea level. Consult your Cat® dealer for site specific ambient and altitude capabilities.

Note: Sound level measurements are subject to instrumentation, installation and manufacturing variability, as well as ambient site conditions.

DIMENSIONS



Sound Attenuated Enclosure on Skid Base

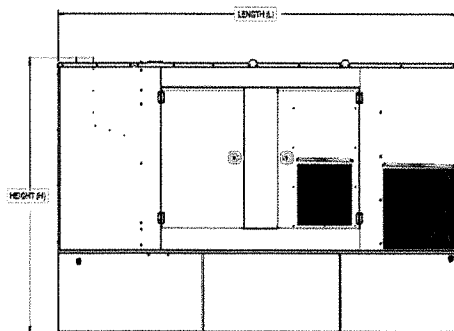
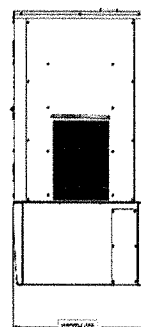


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Sound Attenuated Enclosure on a UL Listed Integral Fuel Tank Base

WEIGHTS & DIMENSIONS

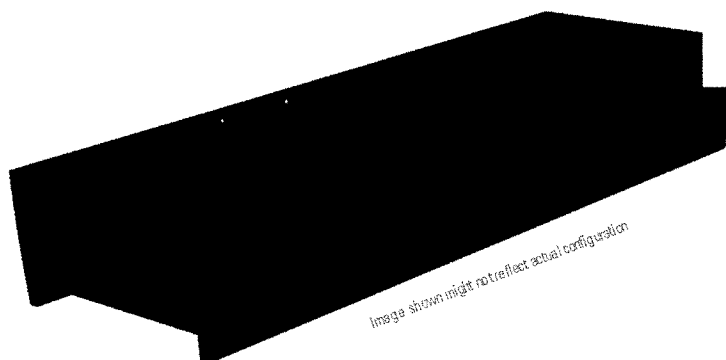
Enclosure Type	Standby Ratings, kW	Length, L		Width, W		Height, H		Package Weights	
		mm	in	mm	in	mm	in	kg	lb
Sound Attenuated Enclosure on Skid Base	250							2857	6298.6
	300	3958	155.8	1440	56.7	1991	78.4	2945	6492.6
	350							3983	8781.0
	400	4633	182.4	1630	64.2	2227	87.7	4017	8856.0
	450							4408	9718.0
	500	4823	189.8	1630	64.2	2777	109.3	4457	9826.0
	550							4754	10480.8
	600	4980	196.1	1865	73.4	2723	107.2	4837	10663.8
Sound Attenuated Enclosure on UL Listed Integral Fuel Tank Base	250							3497	7709.6
	300	3958	155.8	1440	56.7	2487	97.9	3585	7903.6
	350							4765	10505.0
	400	4633	182.4	1630	64.2	2644	104.1	4799	10580.0
	450							5345	11783.7
	500	4823	189.8	1630	64.2	2777	109.3	5394	11891.7
	550							5973	13168.2
	600	4980	196.1	1865	73.4	2723	107.2	6056	13351.2

LET'S DO THE WORK.™

LEHE2014-02 (09-19)

www.Cat.com/electrification

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INTEGRAL FUEL TANKS

D250 GC – D600 GC

FEATURES

- UL Listed for United States (UL 142) and Canada (CAN/ULC S601)
- Facilitates compliance with NFPA 30 code, NFPA 37 and 110 standards and CSA C282 code
- Dual wall
- Low fuel level warning standard, customer configurable warning or shutdown
- Primary tank leak detection switch in containment basin
- Tank design provides capacity for thermal expansion of fuel
- Fuel supply dip tube is positioned so as not to pick up fuel sediment
- Fuel return and supply dip tube is separated by an internal baffle to prevent immediate re-supply of heated return fuel
- Pressure washed with an iron phosphate solution
- Interior tank surfaces coated with a solvent-based thin-film rust preventative
- Heavy gauge steel gussets with internal lifting rings
- Primary and secondary tanks are leak tested at 20.7 kPa (3 psi) minimum
- Compatible with open packages and enclosures
- Gloss black polyester alkyd enamel exterior paint
- Welded steel containment basin (minimum of 110% of primary tank capacity)
- Direct reading fuel gauge with variable electrical output
- Emergency vents on primary and secondary tanks are sized in accordance with NFPA 30.

INTEGRAL

- Integral diesel fuel tank is incorporated into the generator set base frame
- Robust base design includes linear vibration isolators between tank base and engine generator.

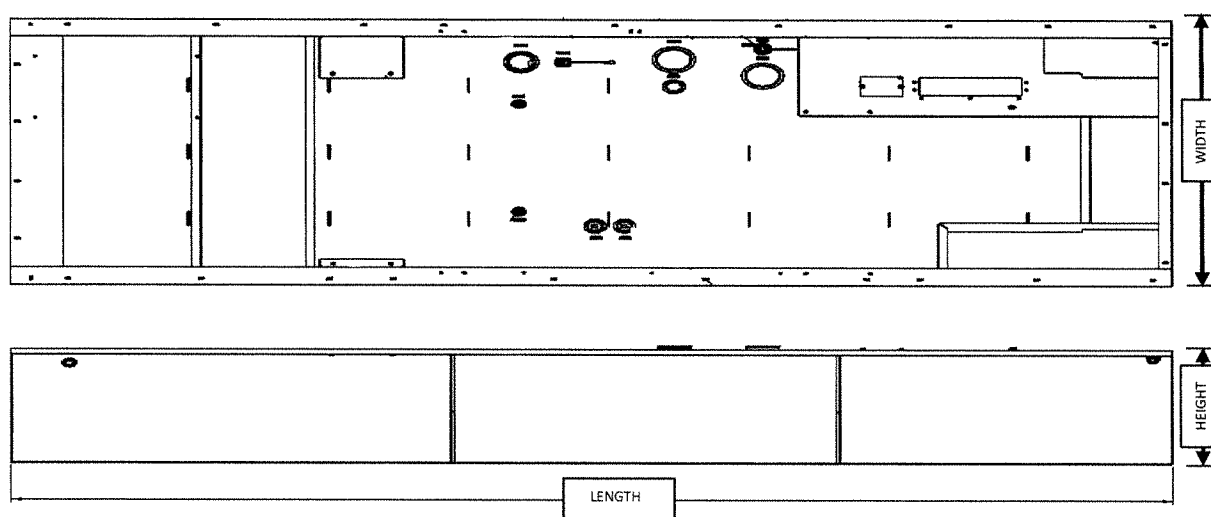
OPTIONS

- Audio/visual fuel level alarm panel
- 5gal (18.9 L) spill containment*
- Locking Fuel Fill
- Overfill prevention Valve*

*Applicable for D350GC-D600GC Models only

Integral Fuel Tank Base Useable Capacities with Fuel Tank Dimensions & Weights

Standby ekW	Width mm	Width in
250-300	1430	56.3
350-400	1630	64.1
450-500	1630	64.1
550-600	1865	73.4



The heights listed above do not include lumber used during manufacturing and shipping

A. Open Set & Sound Attenuated Enclosure

Tank Design	Feature Code	Total Capacity		Useable Capacity		Tank Only						Overall Package Height with Tank			
						Dry Weight		Height 'H'		Length 'L'		Open		Enclosure	
		Litre	Gallon	Litre	Gallon	kg	lb	mm	in	mm	in	mm	in	mm	in
Integral Tank	FTDW035	2270.7	599.8	2059.9	543.9	970	2138	762.4	30.0	3958	155.8	2202	86.7	2487	97.9
	FTDW036	2820	744.9	2553	674.4	1165	2568	818.8	32.2	4815	189.5	2584	101.7	2644	104
	FTDW037	3671	969.7	3323	877.8	1331	2934	668.2	26.3	4622	181.9	2456	96.7	2644	104
	FTDW038	4292	1133.8	3889	1027.3	1657	3653	816.4	32.1	4980	196	2560	100.7	2721	107.1

B. Estimated Run Time (Hours)

Tank Design	Feature Code	Standby Ratings (kVA)						
		ekW	100%		75%		50%	
			Hrs	L/hr	Hrs	L/hr	Hrs	L/hr
Integral Tank	FTDW035	250	28.1	73.3	35	58.8	47	43.8
		300	24	86.0	30.8	66.8	40	51.5
	FTDW036	350	27.1	94.3	31.2	81.9	42.4	60.2
		400	24.1	105.9	28.1	90.7	38.6	66.2
	FTDW037	450	25.2	131.7	31.3	106.1	42.0	79.1
		500	24.3	137	30.1	110.5	46.6	71.3
	FTDW038	550	25.7	151.1	32.9	118.1	45.2	86.1
		600	24.1	161.6	30.0	129.6	42.4	91.7

Tanks with full electrical stub-up area include removable end channel. Tanks with RH stub-up include stubup area directly below the circuit breaker or power terminal strips.

Fuel tanks and applicable options facilitate compliance with the following United States NFPA Code and Standards:

NFPA 30: Flammable and Combustible Liquids Code

NFPA 37: Standard for the Installation and Use of Stationary Combustion Engines and Gas Turbines

NFPA 110: Standard for Emergency and Standby Power Systems

Fuel tanks and applicable options facilitate compliance with the following Canadian Standard and Code:

CSA C282 – Emergency Electrical Power Supply for Buildings

CSA B139-09 – Installation Code for Oil-Burning Equipment

LEHE2015-02 (01-20)

www.Cat.com/electricpower

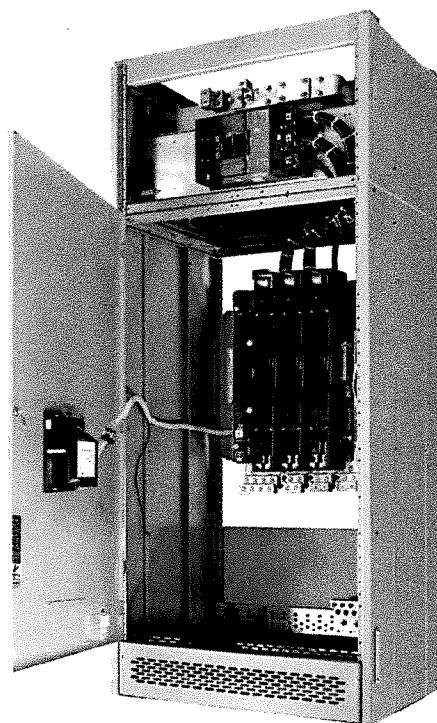
© 2020 Caterpillar. All rights reserved. Materials and specifications are subject to change without notice. The International System of Units (SI) is used in this publication. CAT, CATERPILLAR, their respective logos, "Caterpillar Yellow", the "Power Edge" and Cat "Modern Hex" trade dress as well as corporate and product identity used herein, are trademarks of Caterpillar and may not be used without permission.

- Sizes available from 70 - 3000 amps, 600 VAC, 50 or 60 Hz, single or 3-phase
- 70 - 400 Ampere listed to UL 1008
- 600 - 3000 Ampere listed to UL 891
- Automatic Transfer Switch is listed to UL 1008 for total system loads
- Silver plated copper ground and neutral bus with solderless screw type terminals
- Ground fault trip protection provided on 1000 amps and above
- Available with solid or switched neutral
- Line side breaker barriers available in compliance with NEC2020

Product Features:



ASCO SERIES 300
SE Rated 200 amperes in Type 3R enclosure



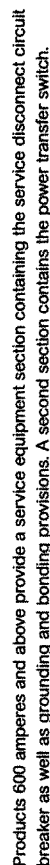
ASCO SERIES 300
SE Rated 800 amperes Type 1 enclosure

The ASCO Service Entrance Power Transfer Switch combines automatic power switching with the disconnecting, grounding, and bonding required for use as service entrance equipment. It meets all National Electrical Code® requirements for service entrance use.

**SERIES 300 Service Entrance
Power Transfer Switch**
Data Sheet

ASCO Power Technologies™

Products 400 amperes or less, utilize a single enclosure, including a service disconnect circuit breaker, as well as the transfer switch and grounding and bonding provisions.



To order an ASCO SERIES 300SE Power Transfer Switch, complete the following catalog number:

Notes:

- 1 Available for 70-1800 ampere, use type 3R for 2000-3000 ampere applications.
- 2 A solid neutral is provided as standard.
- 3 200, 225 ampere rated switchable suitable for use with copper cable only. Refer to paragraph 3.10.15 of the NEC for additional information.

4. Type 316 stainless steel is the standard. It provides an improved reduction in corrosion of salt and some chemicals. It is the preferred choice for marine environments.

5. Available only on benches rated 70 - 1000 amperes.

ASCO SERIES 300SE Power Transfer Switch Dimensions and Shipping Weights

[illegible]

Notes:

1. This is designed for use as an online entry for all services and does not require a separate form.
2. A social media activity 4182 is required with all service entries (Type 38), activities to help reduce the risk of COVID-19 (Type 39), and activities to help reduce the risk of COVID-19 (Type 40).
3. Activities are posted the first business day after the activity is completed with an exception (Type 4, 12) are entered for volunteer activities. See Online Accountant page for social media options (page 4182).
4. Discontinue date is determined and subject to change. Certified documents and letters can request.

Switch Rating	Range of Available Wire Sizes
10 A	14-16 AWG
15 A	12-16 AWG
20 A	10-16 AWG
25 A	8-16 AWG
30 A	6-16 AWG
35 A	4-16 AWG
40 A	2-16 AWG
50 A	2-12 AWG
60 A	2-10 AWG
70 A	2-8 AWG
80 A	2-6 AWG
90 A	2-4 AWG
100 A	2-2 AWG

Notes: 1. Standard warranty is (24) months, 2 years from date of shipment, extended warranty is in addition to the two years, for a total of 3, 4 or 5 years, except where the warranty period for the product is stated to be less than 24 months. 2. Refer to Publication 3223 for warranty terms and conditions.

Sample Range	Age Group	Age
70, 100, 150, 200, 225	25	480
150, 200, 225	25	480
Sweet AND/OR SENSITIVE Only	25	400
250, 400, 600	25	400

Description

Notes:

1. Standard warranty is (24) months, 2 years from date of shipment, extended warranty is in addition to the two years, for a total of 3, 4 or 5 years, except where the warranty period for the circuit breaker shall be limited to 24 months from date of shipment from ASCO.
2. Refer to Publication 323 for warranty terms and conditions.

5-point Rating	A.C. Rating (4-1)	Notes
5		
4		
3		
2		
1		

Order Information

To order an ASCO SERIES 300SE Power Transfer Switch, complete the following catalog number:

1	+	03AUL	+	B	+	3	+	0000	+	A	+	GK	+	C
300SE Power Transfer Switch														
2														
A = Solid														
C = 200														
G = No. Optional Accessories														
C = Yes Standard														

70-72-226 Amp

0000/01000

Rod's Diesel and Generator Service Inc.

(208)317-7637

rod.rooney@gmail.com

4390 Amber Lane

Idaho Falls ID. 83406

Estimate

Date	Estimate #
10/7/2026	25249

Name / Address
Town of Alpine WY 250 River Circle PO Box 3070 Alpine WY 83128

Project

Description	Qty	Cost	Total
DQDAC, 300kW Genset, Install-US-Stat U.S. EPA, Stationary Emergency Application Duty Rating - Standby Power (ESP) Emission Certification, EPA, Tier 3, NSPS CI Stationary Emergency Listing - UL 2200 Voltage - 277/480, 3 Phase, Wye, 4 Wire Alternator - 60Hz, 12 Lead, Limited Range, 125/105C Exciter/Regulator - Permanent Magnet Generator, 3 Phase Sensor Steel Sound Attenuated Level 1 Enclosure, with Exhaust System Enclosure Color - Green, Steel Fuel Tank - Sub Base, 600 Gallon, UL142 Compliant Fuel Tank - Dual Wall Sub - Base, 24 Hour Minimum Capacity Fuel Water Separator Control Mounting - Left Facing PowerCommand 2.3 Controller Stop Switch - Emergency Circuit Breaker or Entrance Box or Terminal Box - Right Only Circuit Breaker - 600A Right Circuit Breaker on Right side, 3 - Pole, UL 600, IEC 690, 100% Circuit Breaker or Entrance Box - Bottom Entry, Right Side Engine Governor - Electronic, Isochronous Engine Starter - 24 Volt DC Motor Engine Air Cleaner - Normal Duty Battery Charging Alternator Engine Cooling - Radiator, High Ambient Air Temperature, Ship Fitted Shutdown - Low Coolant Level	1	101,040.00	101,040.00
		Subtotal	
		Sales Tax (6.0%)	
		Total	

Estimate

Rod's Diesel and Generator Service Inc.

(208)317-7637

rod.rooney@gmail.com

4390 Amber Lane

Idaho Falls ID. 83406

Date	Estimate #
10/7/2026	25249

Name / Address
Town of Alpine WY 250 River Circle PO Box 3070 Alpine WY 83128

Project

Description	Qty	Cost	Total
Engine Coolant - 50% Antifreeze, 50% Water Mixture Coolant Heater - 240V, Single Phase Engine Oil Genset Warranty - 2 Years Base OTEC D 600A / 480V 3Ph / 3P / NEMA3R Open & Delayed Transition Listing - UL 1008/CSA Certification Application - Utility to Genset Cabinet - Type 3R Poles - 3 (Solid Neutral Frequency - 60 Hz System - 3 Phase, 3 or 4 Wire Voltage - 480 Volts AC Genset Starting Battery - 24V DC PC40 Control Interface - Communications Network, MODBUS RTU Module Transfer Switch Warranty - 1 Year Comprehensive	1	10,010.00	10,010.00
Battery charger	1	359.00	359.00
Batteries	4	200.00	800.00
startup	1	2,000.00	2,000.00
Cam lock adaptors	1	500.00	500.00
		Subtotal	\$114,709.00
		Sales Tax (6.0%)	\$0.00
		Total	\$114,709.00

POWERCOMMAND® OTEC TRANSFER SWITCH

POWERCOMMAND® 40-11 CONTROL | OPEN TRANSITION | 40 A-1200 A
AUTOMATIC TRANSFER SWITCH

DESCRIPTION

The OTEC series transfer switch provides the basic features typically required for primary source and generator set monitoring, generator set starting and load transfer functions for emergency standby power applications. They are suitable for use in emergency, legally required, and optional standby circuits in commercial and light industrial applications. The OTEC transfer switch features the new PowerCommand® 40-11 control with a comprehensive feature list to suit a wide variety of ATS applications.

FEATURES

PowerCommand® 40-11 control – A fully featured microprocessor-based control with LCD digital display and tactile-feel soft-switches for easy operation and screen navigation. Control highlights include front panel PC software configuration, three phase sensing on both sources, sync check, phase rotation and imbalance sensing, and event logging. Additional optional features include load shed from standby source, Modbus RTU and TCP network communication, and configurable output contact modules. Completely network compatible with the new Cummins transfer switch remote annunciator (See Transfer Switch Remote Annunciator spec sheet AC-204 for additional details). Please see the S-6560 PowerCommand® 40-11 control specification sheet for the full description, benefits, and features.

Programmed transition – Open transition timing can be adjusted to completely disconnect the load from both sources for a programmed time period, as recommended by NEMA MG-1 for transfer of inductive loads.

Advanced transfer switch mechanism – Unique bi-directional linear actuator provides virtually frictionless constant force, straight-line transfer switch action during automatic operation.

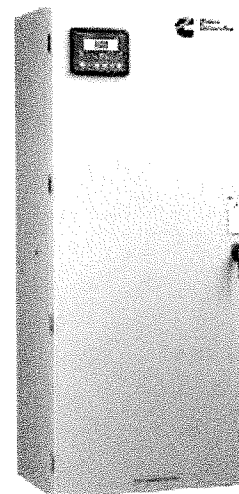
Positive interlocking – Mechanical and electrical interlocking prevent source-to-source connection through the power or control wiring.

Main contacts – Heavy-duty silver alloy contacts used with multi-leaf arc chutes are rated for motor loads or total system load transfer. They require no routine contact maintenance. Continuous load current not to exceed 100% of switch rating and tungsten loads not to exceed 30% of switch rating.

Ease of service and access – Single-plug harness connection and compatible terminal markings simplify servicing. Access space is ample. Door-mounted controls are field-programmable; no special tools are required.

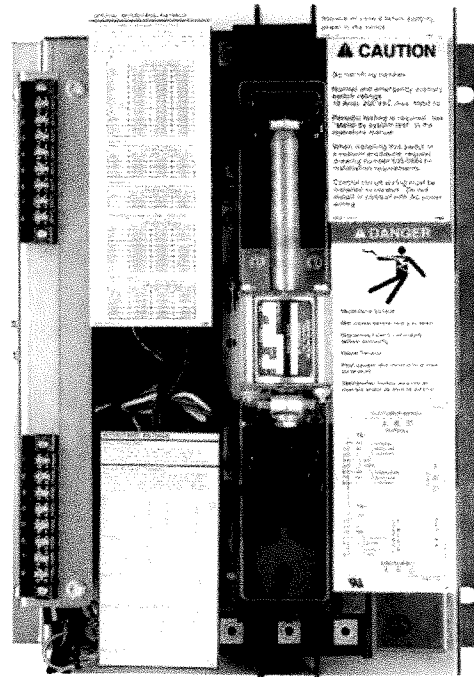
Complete product line – Cummins is a single source supplier with a wide range of equipment, accessories, and services to suit virtually any backup power application.

Warranty and service - Products are backed by a comprehensive warranty and a worldwide network of distributors with factory-trained service technicians.



TRANSFER SWITCH MECHANISM

- Transfer switch mechanism is electrically operated and mechanically held in the Source 1 and Source 2 positions. The transfer switch incorporates electrical and mechanical interlocks to prevent inadvertent interconnection of the sources.
- Independent break-before-make action is used for both 3-pole and 4-pole simultaneously switched neutral. This design allows use of sync check operation when required, or control of the operating speed of the transfer switch for proper transfer of motor and rectifier-based loads (programmed transition feature).
- True 4-pole switching allows for proper ground (earth) fault sensing and consistent, reliable operation for the life of the transfer switch. The neutral poles of the transfer switch have the same ratings as the phase poles and are operated by a common crossbar mechanism, eliminating the possibility of incorrect neutral operation at any point in the operating cycle, or due to failure of a neutral operator.
- Electrical interlocks prevent simultaneous closing signals to normal and emergency contacts and interconnection of normal and emergency sources through the control wiring.
- High pressure silver alloy contacts resist burning and pitting. Separate arcing surfaces further protect the main contacts. Contact wear is reduced by multiple leaf arc chutes that cool and quench the arcs. Barriers



separate the phases to prevent interphase flashover. A transparent protective cover allows visual inspection while inhibiting inadvertent contact with energized components.

- Switch mechanism, including contact assemblies, is UL 1008 certified to verify suitability for applications requiring high endurance switching capability for the life of the transfer switch. Withstand and closing ratings are validated using the same set of contacts, further demonstrating the robust nature of the design.

SPECIFICATIONS

Voltage rating	Up to 600 V AC, 50 or 60 Hz.
Arc interruption	Multiple leaf arc chutes provide dependable arc interruption.
Neutral bar	A full current-rated neutral bar with lugs is standard on enclosed 3-pole transfer switches.
Auxiliary contacts	Two isolated contacts (one for each source) indicating switch position are provided for customer use. Contacts are normally open, and close to indicate connection to the source. Wired to terminal block for easy access. Rated at 10 A Continuous and 250 V AC maximum.
Operating temperature	-22 °F (-30 °C) to 140 °F (60 °C)
Storage temperature	-40 °F (-40 °C) to 140 °F (60 °C)
Humidity	Up to 95 % relative, non-condensing
Altitude	Up to 10,000 ft (3,000 m) without derating
Surge withstand ratings	Voltage surge performance and testing in compliance with the requirements of IEEE C62.41 (Category B3) and IEEE C62.45.
Total transfer time (source-to-source)	Will not exceed 6 cycles at 60 Hz with normal voltage applied to the actuator and without programmed transition enabled.
Manual operation*	Transfer switch mechanisms are equipped with means to manually transfer. All sources must be de-energized before manual operation is attempted.

*See Operator Manual for further details.

TRANSITION MODES

Open delayed transition – In this transition mode the time required for the transfer switch to transfer between sources is adjustable so that the load- generated voltages decay to a safe level before connecting to an energized source. Recommended by NEMA MG-1 to prevent nuisance tripping breakers and load damage. Adjustable 0.5 secs - 10 minutes, and default 0.5 seconds.

Open in-phase translation – Initiates open transition transfer when in-phase monitor senses both sources are in phase (voltage, phase, and frequency). Operates in a break-before-make sequence. Includes ability to enable programmed transition as a backup. The module waits indefinitely for synchronization unless the 'Return to programmed transition' function is active in which case after 2 minutes it performs a programmed delayed transfer.

UL 1008 WITHSTAND AND CLOSING RATINGS (WCR)

The transfer switches listed below must be protected by circuit breakers or fuses. Referenced drawings include detailed listings of specific breakers or fuse types that must be used with the respective transfer switches. Consult with your distributor/dealer to obtain the necessary drawings. Withstand and Closing Ratings (WCR) are stated in symmetrical RMS amperes.

BREAKER PROTECTION

Frame	Amperage rating (A)	MOLDED CASE CIRCUIT BREAKER (MCCB) PROTECTION				SPECIAL CIRCUIT BREAKER PROTECTION		
		With specific manufacturers MCCB (kA at 480V)	With specific manufacturers MCCB (kA at 600V)	Max MCCB ratings (A)	Drawing reference	With specific Current limiting breakers (kA at 600V)	Max. Current limiting breakers CLB rating (A)	Drawing reference
A	40, 70, 125 (3-pole only)	14	14	225	A050J441	200	225	A048J566
	40, 70, 125 (4-pole only)	30	30	400	A048E949	200	400	A051D533
B	150, 225, 260	30	30	400	A048E949	200	400	A051D533
C	300, 400, 600	65	65	1200	A056M829	200	1200	A048J564
D	800, 1000	65	50	1400	A056M821	200	1400	A048J562
E	1200	85	65	1600	A056M825	200	1600	A048P186

FUSE PROTECTION

Frame	Amperage rating (A)	WCR with current limiting fuses (kA)	Fuse size and type	Drawing reference
A	40, 70, 125 (3-pole only)	200	200 A, Class: J, RK1, RK5	A050J441
	40, 70, 125 (4-pole only)	200	1200 A Class L or T, or 600A class J, RK1, RK5	A048E949
B	150, 225, 260	200	1200 A Class L or T, or 600A class J, RK1, RK5	A048E949
C	300, 400, 600	200	1200 A Class L or T, or 600A class J, RK1, RK5	A056M829
D	800, 1000	200	2000 A Class L or 1200 A Class T or 600 A Class J, RK1, RK5	A056M821
E	1200	200	2000 A Class L or 1200 A Class T or 600 A Class J, RK1, RK5	A056M825

All WCR values are at 600 V

TIME BASED RATINGS: 0.05S (3-CYCLES AT 60 HZ)

Frame	Amperage rating (A)	WCR (kA at Vmax and below)	Max. MCCB rating (A)	Drawing reference
C	300, 400, 600	25 at 600 V	1200	A056M829
D	800, 1000	35 at 600 V	1400	A056M821
E	1200	42 at 600 V	1600	A056M825

TRANSFER SWITCH LUG CAPACITIES

Frame	Amperage rating (A)	Cables per phase	Certified Cable Size	Part Number
A	40, 70, 3-pole	1	#14 AWG - 2/0	0332-3084 **
			#12 AWG - 2/0	0332-3085 ***
	40, 4-pole	1	#14 AWG - 2/0	0332-3514-01
			#6 AWG - 300MCM	0332-3038
	70, 4-pole	1	#14 AWG - 2/0	0332-3084 **
			#12 AWG - 2/0	0332-3085 ***
B	125, 3-pole	1	#6 AWG - 300MCM	0332-3038
			#6 AWG - 300MCM	0332-3038
	150, 225	1	#6 AWG - 300MCM	0332-3038
			#6 AWG - 400MCM	0332-3039
C	300, 400	2*	3/0 - 600MCM & #4 AWG - 250MCM	0332-2704
	600	2	250 - 500MCM	0332-2660
D	800, 1000	4	250 - 500MCM	0332-2736
			500-750MCM ^	0332-2736 ****
E	1200	4	#2 AWG - 600MCM ^^	0332-1557 ****
			1/0 - 750MCM ***	0332-3036

All lugs 90°C rated and accept copper or aluminum wire unless indicated otherwise.

Refer to the latest NFPA 70 Article 310 - Conductors for general wiring for the ampacity calculations.

* One cable for each lug range listed

** Load

*** Emergency and normal

**** See A030H735 drawing for lugs specifications

^ Compression lug adapter suitable for 500-750MCM (Optional feature N032-7)

^^ #2 AWG - 600MCM (Standard feature N045-7)

*** 1/0 - 750MCM (Optional feature N066-7)

ENCLOSURE

The transfer switch and control are wall-mounted in a key-locking enclosure. Wire bend space complies with NEC.

DIMENSIONS – TRANSFER SWITCH IN UL TYPE 1 ENCLOSURE

Frame	Amperage rating (A)	Height		Width		Depth		Weight	
		in	mm	in	mm	in	mm	lb	kg
A	40, 70, 125 3-pole	27	686	20.5	521	12	305	148	67
	40, 70, 125 4-pole	35.5	902	26	660	16	406	214	97
B	150, 225	35.5	902	26	660	16	406	214	97
	260	43.5	1105	28.5	724	16	406	238	108
C	300, 400, 600	54	1372	25.5	648	18	457	322	146
D	800, 1000	68	1727	30	762	19.5	495	448	203
E	1200	90	2286	39	991	27	698	862	391

DIMENSIONS – TRANSFER SWITCH IN UL TYPE 3R, 4, 4X, OR 12 ENCLOSURES

Frame	Amperage rating (A)	Height		Width		Depth		Weight		Cabinet Type
		in	mm	in	mm	in	mm	lb	kg	
A	40, 70, 125 3-pole	34	864	26.5	673	12.5	318	220	100	3R, 4
		46	1168	32	813	16	406	307	139	4X
		34	864	26.5	673	12.5	318	201	91	12
	40, 70, 125 4-pole	42.5	1080	30.5	775	16	406	304	138	3R, 4
		46	1168	32	813	16	406	335	152	4X
		42.5	1080	30.5	775	16	406	287	130	12
B	150, 225	42.5	1080	30.5	775	16	406	304	138	3R, 4
		46	1168	32	813	16	406	335	152	4X
		42.5	1080	30.5	775	16	406	287	130	12
	260	46	1168	32	813	16	406	322	146	3R, 4
		46	1168	32	813	16	406	335	152	4X
		46	1168	32	813	16	406	304	138	12
C	300, 400, 600	59	1499	27.5	699	16.5	419	415	188	3R, 4
		73.5	1867	32.5	826	19.5	495	520	236	4X
		59	1499	27.5	699	16.5	419	397	180	12
		73.5	1867	32.5	826	19.5	495	588	267	3R, 4
D	800, 1000	73.5	1867	32.5	826	19.5	495	588	267	4X
		73.5	1867	32.5	826	19.5	495	556	252	12
		90	2286	39	991	27	698	891	404	3R, 4
E	1200	90	2286	39	991	27	698	891	404	4X
		90	2286	39	991	27	698	873	396	12

ENCLOSURE ACCESS FOR CABLE INSTALLATION AND MAINTENANCE

All frames allow for top, side, and bottom cable entry. NEC Requires Minimum 36" Front Access. Additional front clearance is needed to remove the mechanism. Refer to the outline drawing.

OTEC DRAWING PART NUMBERS

Frame	Amperage rating (A)	Outline Drawing		
		Type 1, 3R, 12, 4, 4X (3 Pole)	Type 1, 3R, 12, 4, 4X (4 Pole)	Open Construction
A	40, 70, 125	A074K565	A074K632	
B	150, 225	A074K575	A074K587	
	260	A074K613	A074K634	A074K681
C	300, 400, 600	A074K635	A074K645	
D	800, 1000	A074K646	A074K658	
E	1200		A074K659	A074K695

WIRING DIAGRAM PART NUMBERS

Frame	Amperage rating (A)	Utility to Genset (120 – 480 V)	Utility to Genset (600 V)	Wiring Diagram		Utility to Genset, Open Construction (120 – 480 V)	Utility to Genset, Open Construction (600 V)
				Interconnection			
A	40, 70, 125 (3-pole)	A074P733					
	40, 70, 125 (4-pole)						
B	150, 225		A074P730	A065H780	A074P731	A074P732	
	260						
C	300, 400, 600	A074P729					
D	800, 1000						
E	1200						

POWERCOMMAND® OTEC TRANSFER SWITCH SPEC SHEET**SUBMITTAL DETAIL****Model**

- 40, 70, 125 A, (3- and 4-pole)
- 150, 225, 260 A
- 300, 400, 600 A
- 800, 1000 A
- 1200 A

Poles

- A028 Poles – 3 (solid neutral)
- A029 Poles – 4 (switched neutral)

Application

- A035 Utility-to-genset

Frequency

- A044 60 Hz
- A045 50 Hz

Phase

- A041 single phase, 2-wire or 3-wire
- A042 three phase, 3-wire or 4-wire

Voltage ratings

- R020 120V
- R038 190V
- R021 208V
- R022 220V
- R023 240V
- R024 380V
- R025 416V
- R035 440 V
- R026 480 V
- R027 600 V

Enclosure

- B001 Type 1: Indoor use, provides some protection against dirt (similar to IEC type IP30)
- B002 Type 3R: Intended for outdoor use, provides some protection from dirt, rain, and snow (similar to IEC type IP34)
- B003 Type 4: Indoor or outdoor use, provides some protection from wind-blown dust and water spray (similar to IEC type IP65)
- B004 open construction: no enclosure - includes automatic transfer switch and controls.
- B010 Type 12: Indoor use, some protection from dust (similar to IEC type IP61).
- B025 Type 4X: Stainless steel, indoor or outdoor use, provides some protection from corrosion (similar to IEC Type IP65).

Standards

- A046 UL 1008/CSA certification
- A080 IBC seismic certification

Control voltage

- M033 12V, Genset starting voltage.
- M034 24V, Genset starting voltage.

Control options

- M032 Elevator signal relay
- M081 MODBUS RS485 Communication module
- M079 integral control power supply provides DC voltage to control from source power.
- M086 Ethernet communication module
- L216 1X auxiliary relay I/O module
- L217 2X auxiliary relay I/O module

Auxiliary relays

- Relays are UL Listed, and factory installed. All relays provide (2) normally closed isolated contacts rated 10A @ 600 VAC. Relay terminals accept (1) 18 gauge to (2) 12-gauge wires per terminal.
- L101 24 VDC coil - installed, not wired (for customer use).
- L102 24 VDC coil - emergency position - relay energized when switch is in source 2 (emergency) position.
- L103 24 VDC coil - normal position - relay energized when switch is in source 1 (normal) position.
- L201 12 VDC coil installed, not wired (for customer use)
- L202 12 VDC coil - emergency position - relay energized when switch is in source 2 (emergency) position.
- L203 12 VDC coil - normal position - relay energized when switch is in source 1 (normal) position.

Optional Cable Lugs

- N032 Lug adapters, compression, ½ stab (1200A only)
- N045 Cable lugs, mechanical, 600 MCM, 4 per pole (1200A only)
- N066 Cable lugs, mechanical, 750 MCM, 4 per pole (1200A only)

Miscellaneous

- C027 Cover - guard
- M003 Terminal block - 30 points (not wired)

Optional features

- M080 Anti-condensation heater for outdoor enclosures
- L214 Load shed from standby source
- M085 Load power monitoring

Accessories

- PDAC-170 Accessories specification sheet
- A065L320 Control panel cover guard

Request for quotation (RFQ)

- Z555 Nonconfigurable spec [ETO]

Warranty

- G004 2-years, comprehensive
- G007 5-years, comprehensive
- G014 3-years, comprehensive
- G015 10-years, comprehensive

Shipping

- A051 Packing - export box (800 – 1000 A)

CODES AND STANDARDS

All switches are UL 1008 Listed with UL 50E Type Rated cabinets and UL Listed CU-AL terminals.

NEC®

Suitable for use in emergency, legally required and Standby and Critical Operations Power Systems (COPS) applications per NEC 700, 701, 702 and 708.



All switches comply with NEMA ICS 10.

ISO®

All switches are designed and manufactured in facilities certified to ISO 9001.



All switches are certified to CSA C22.2 No. 178.1 switching of electrical energy in emergency or other systems, up to 600 VAC and 4 kA.

IBC®

All switches are certified to IBC 2018.



All switches comply with IEEE 446 Recommended Practice for Emergency and Standby Power Systems.

EMC

Display controllers meet the following Electromagnetic Compatibility (EMC) standards:

- EN 61000-6-2 Generic Immunity Standard for the Industrial Environment.
- EN 61000-6-4 Generic Emission Standard for the Industrial Environment.



All switches comply with NFPA 70, 99 and 110 (Level 1).

For more information, please contact your local Cummins distributor or visit cummins.com.

Our energy working for you.™

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S-6556 OTEC Spec Sheet NSE - PD00000752 - Rev. 03/26

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POWERCOMMAND® 40-11 TRANSFER SWITCH CONTROL

OTEC TRANSFER SWITCHES

DESCRIPTION

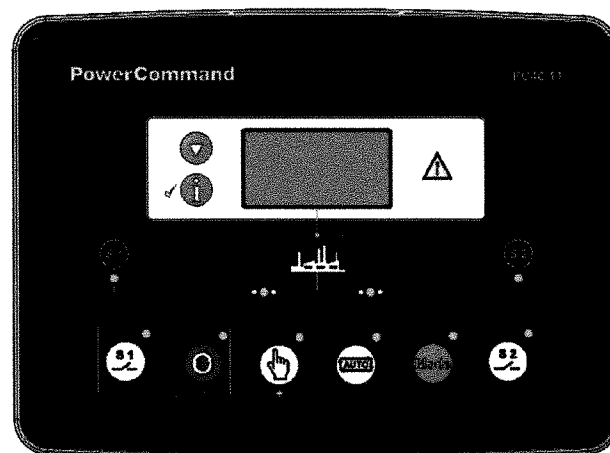
The PowerCommand® 40-11 Transfer Switch Control is a sophisticated microprocessor-based control with the basic features you need for primary source and generator set monitoring, generator set starting and load transfer functions for emergency standby power applications.

The control human machine interface (HMI) includes a LCD display with tactile-feel soft-switches for easy operation and screen navigation. All data on the control can be viewed by scrolling through screens with a display scroll button. The control displays the current active fault, fault occurrences and time ordered history of the 10 previous faults with respect to Real Time Clock Stamp and Engine Running Time.

FEATURES

Digital display – The PowerCommand® 40-11 offers a clear back-lit LCD 4-line text display, showing system status, contextual icons and warnings. The display is also equipped with 5 red and 4 green LEDs indicating operational status.

Modbus network communication – Modbus network communications capable. Optional Modbus RTU RS485 connection (1 serial port) and TCP Ethernet communication module (1 RJ45 port).



Remote Annunciator – Completely network compatible with the new Cummins transfer switch remote annunciator (See Transfer Switch Remote Annunciator spec sheet AC-204 for additional details).

Diagnostics and reporting – Detailed event logging with enhanced fault codes, alert lists, power event history, and source statistics enhances diagnostic capability during service events and provides the ability to meet any reporting requirements.

PC & Front Panel Configurations – The modules can be easily configured using the PC software. Selected front panel editing is also available.

Ease of service and access – Built-in plug-and-play control with minimized point-to-point connections and compatible terminal markings simplify servicing.



POWERCOMMAND® 40-11 TRANSFER SWITCH CONTROL SPEC SHEET

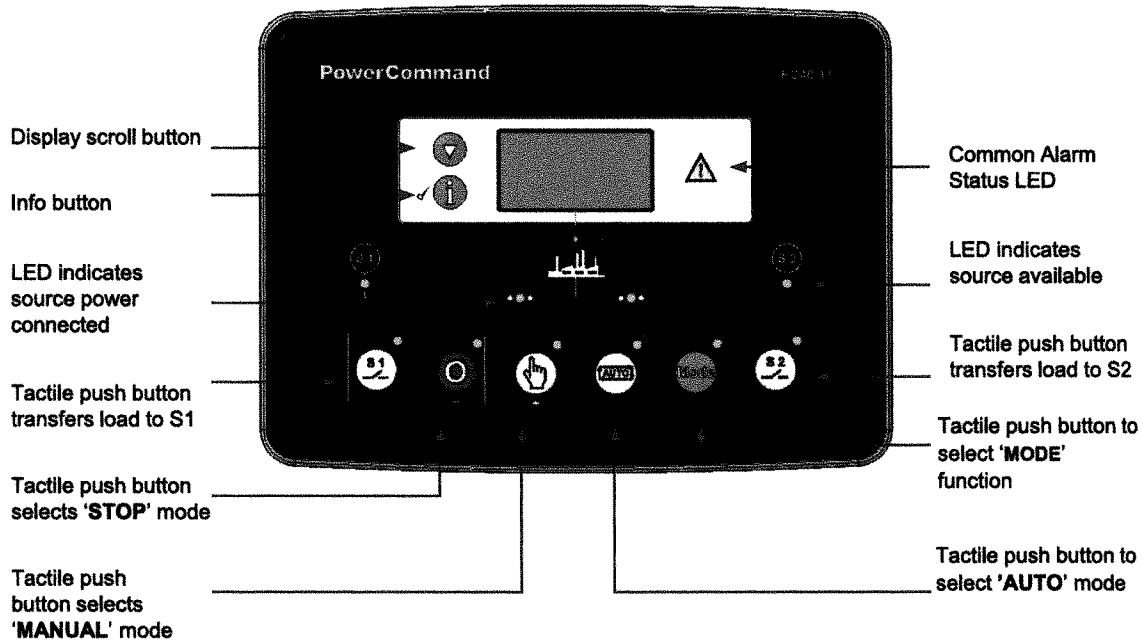
Complete product line – Cummins is a single source supplier with full scope of power system solutions, integration, and service capability, from paralleling to system level controls, switchgear, and remote connectivity.

Warranty and service – Products are backed by a comprehensive warranty and a worldwide network of distributors with factory-trained service technicians.



Isometric (ISO) projection: front views

HUMAN MACHINE INTERFACE (HMI) CAPABILITIES



CONTROL FUNCTIONS**TRANSFER INHIBIT**

When transfer inhibit external input is active, the control does not automatically transfer the transfer switch to a standby source even when the preferred source fails.

RETRANSFER INHIBIT

When retransfer inhibit external input is active, the control does not automatically retransfer the transfer switch to a preferred source even when the preferred source returns.

REAL TIME CLOCK

This feature is used by the control for fault and event time stamping and as a reference for exerciser schedules and exception schedules.

TEST – REMOTE

Test feature allows the user to automatically test the standby source and the transfer switch. The test command can be issued from the remote source.

The test has following types available:

- Remote Start On Load
- Remote Start Off Load

ELEVATOR SIGNAL

This optional feature allows an elevator connected to the system to come to a complete stop before the switch transfers.

EXERCISER SCHEDULER

The Scheduler allows the user to configure pre-set automatic starting and stopping of the Generator (when in Auto mode).

BANK 1 / BANK 2

Each Bank of the Exercise Scheduler is used to give up to 8 scheduled runs per bank, 16 in total. This run schedule is configurable to repeat every 7 days (weekly) or every 28 days (monthly). Do Not Transfer, Off Load and On Load. Each scheduler bank configured differently either to weekly or monthly based exercises.

SOURCE AVAILABILITY

This feature monitors the frequency and voltage sensors on the preferred and standby sources to determine and declare the availability status of the two sources, irrespective of which source is connected to the load. It declares the states as event codes. Preferred/Standby Available - active inactive.

VOLTAGE SENSING

3-phase sensing on Source 1 and Source 2 (up to 600 Vac with no need for additional PTs). Plant battery voltage monitoring.

ALPHANUMERIC DISPLAY

- S2 Voltage L1-N
- S2 Voltage L-L
- S2 Frequency
- S1 Voltage L1-N
- S1 Voltage L-L
- S1 Frequency
- Battery voltage
- Current alarms with icons
- Event log
- Scheduler
- About

LOAD SHED

This feature allows the user to shed/disconnect the electrical load from a standby source. This feature is typically used to reduce non-emergency load demand on the generator when the generator is in an overload condition.

LOAD POWER MONITORING

This feature allows the monitoring of the following parameters on the load side of the transfer switch using the display, or remotely via the optional communication modules:

- Amps: L1 - L2 - L3
- Watts: L1 - L2 - L3 - Total
- VA: L1 - L2 - L3 - Total
- Var: L1 - L2 - L3 - Total
- Power Factor: L1 - L2 - L3 – Average

RELAY EXPANSION MODULE DSE2157

This feature allows the user to provide additional output to the control system, up to 16 user configurable dry contact sets - 8 NO, 8 Form-C.

TIME DELAYS

The following adjustable time delays are built into the transfer switch control. External modules to accomplish these delays are not required.

- **Start Delay** (Also known as Time Delay Engine Start, TDES adjustable from 0 to 10 hours)
- **Warming** (Also known as Time Delay Normal to Emergency, TDNE adjustable from 0 to 1 hour)
- **Elevator Delay** (Also known as Time Delay Elevator, TDEL adjustable from 0 to 5 minutes)
- **Non-sync Transfer Time** (Also known as Time Delay Programmed Transition, TDPT adjustable from 0.5 s to 10 minutes)
- **Return Delay** (Also known as Time Delay Emergency to Normal, TDEN adjustable from 0 to 5 hours)
- **Cooling** (Also known as Time Delay Engine Cool-down, TDEC adjustable from 0 to 1 hour)

LED INDICATOR LIGHTS

- Auto mode (RED)
- Source 1 available (GREEN)
- Source 2 available (GREEN)
- Source 1 connected to load (GREEN)
- Source 2 connected to load (GREEN)
- Common Alarm indicator (RED)
- Select Operating mode (RED)
- Stop mode (RED)
- Manual Mode (RED)

EVENTS LOG

The control displays information on up to 10 events displayed in chronological order, beginning with the most recent event, about either source. The event information

includes the following:

- Failure modes
- Warning
- Tests and exercises
- User-driven inputs (e.g., override, transfer inhibit)

SUPPORTED APPLICATIONS**APPLICATION TYPES**

- Utility - Generator Set

COMMUNICATIONS

The PowerCommand® 40-11 Transfer Switch Control features an optional network communication module.

Features include:

- Optional Modbus® RTU RS485 communication module (1 isolated serial port) TCP Ethernet communication module (1 RJ45 port)
- USB port for service tool interface

PROTECTION**PHASE ROTATION AND VOLTAGE IMBALANCE SENSING**

- Source 1 and Source 2

UNDER-VOLTAGE SENSING

- 3-phase normal, 3-phase emergency, Accuracy: ± 2 % of full-scale phase to phase
- Phase to neutral voltage range 50Vac to 414Vac.
- Phase to phase voltage range 86Vac to 717Vac.

OVERVOLTAGE SENSING

- 3-phase normal, 3-phase emergency, Accuracy: ± 2 % of full-scale phase to phase
- Phase to neutral voltage range 52Vac to 416Vac.
- Phase to phase voltage range 90Vac to 720Vac.

OVER/UNDER FREQUENCY SENSING

- Normal and emergency
- Accuracy: ± 0.2 Hz
- Frequency range 3.5 – 75 Hz

SYNC CHECK

- For in-phase transfer

CONTROL OPERATING VOLTAGE

- Range: 8-35 Vdc.

ENVIRONMENT

Operating Temperature Range	Control operates over an ambient temperature range: -30 °C to 70 °C.
Storage Temperature Range	The control operates after being exposed to Storage Temperatures in the range of -40 °C to 85°C.
Ingress Protection	The front panel is to be IP65.
Sun Protection	Suitable for outdoor use with respect to exposure to Ultraviolet Light, Water exposure and Immersion in accordance with UL 746C.

CODES AND STANDARDS

	The PC40-11 control is a UL Recognized Component Marked for United States and Canada.		Capable of being used on systems compliant with NFPA 70, 99 and 110 (Level 1).
	The PC40-11 control fulfills the requirements of UKCA standard product directives.		Control and display as installed in a transfer switch enclosure comply with NEMA 4X and IP65 at the transfer switch level - if the transfer switch enclosure is also NEMA 4X & IP65 compliant.
RoHS	The control is RoHS compliant.	NEC®	Capable of being used on systems suitable for use in emergency, legally required and Standby and Critical Operations Power Systems (COPS) applications per NEC 700, 701, 702 and 708.
	Fulfills the requirements of relevant European product directives.	LVD	The unit is designed to comply with European directive 72/23/EEC by complying with harmonized European safety standard BS EN 60950.
	All switches are certified to CSA C22.2 No. 178.1 switching of electrical energy in emergency or other systems, up to 600 VAC and 4 kA.		The control is IEEE C37.90.2 certified. Capable of being used on IEEE 446 compliant systems; Recommended Practice for Emergency and Standby Power Systems.
EMC	The control is tested to meet the following CE Electromagnetic Compatibility (EMC) standards for EN 61000 series (electromagnetic compatibility): <ul style="list-style-type: none">• EN 61000-6-2 Generic Immunity Standard• EN 61000-6-4 Generic Emissions		

For more information, please contact your local Cummins distributor or visit cummins.com Our energy working for you™

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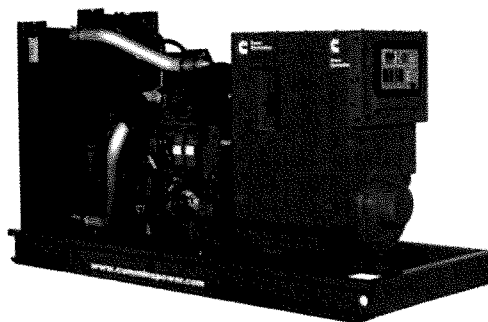




Specification Sheet

Diesel Generator Set QSL9-G7 Series Engine

250 kW - 300 kW Standby



Description

Cummins® commercial generator sets are fully integrated power generation systems providing optimum performance, reliability and versatility for stationary Standby and Prime Power applications.

Features

Cummins heavy-duty engine - Rugged 4-cycle, industrial diesel delivers reliable power, low emissions and fast response to load changes.

Alternator - Several alternator sizes offer selectable motor starting capability with low reactance 2/3 pitch windings, low waveform distortion with non-linear loads and fault clearing short-circuit capability.

Control system - The PowerCommand® 2.3 electronic control is standard equipment and provides total generator set system integration including automatic remote starting/stopping, precise frequency and voltage regulation, alarm and status message display, output metering, auto-shutdown at fault detection and NFPA 110 Level 1 compliance. The PowerCommand® 3.3 control is also available as an option.

Cooling system - Standard cooling package provides reliable running at the rated power level.

Enclosures - Optional weather protective and sound attenuated enclosures are available.

Fuel tanks - Dual wall sub-base fuel tanks are also available.

NFPA - The genset accepts full rated load in a single step in accordance with NFPA 110 for Level 1 systems.

Warranty and service - Backed by a comprehensive warranty and worldwide distributor network.

Model	Standby rating		Prime rating		Continuous rating		Data sheets	
	60 Hz kW (kVA)	50 Hz kW (kVA)	60 Hz kW (kVA)	50 Hz kW (kVA)	60 Hz kW (kVA)	50 Hz kW (kVA)	60 Hz	50 Hz
DQDAA	250 (313)		225 (281)				D-3442	
DQDAB	275 (344)		250 (313)				D-3443	
DQDAC	300 (375)		270 (338)				D-3444	

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Generator Set Specifications

Governor regulation class	ISO 8528 Part 1 Class G3
Voltage regulation, no load to full load	± 0.5%
Random voltage variation	± 0.5%
Frequency regulation	Isochronous
Random frequency variation	± 0.5%
Radio frequency emissions compliance	IEC 801.2 through IEC 801.5; MIL-STD-461C, Part 9

Engine Specifications

Bore	114.0 mm (4.49 in)
Stroke	145 mm (5.69 in)
Displacement	8.9 L (543 in³)
Configuration	Cast iron, in-line 6 cylinder
Battery capacity	750 amps minimum at ambient temperature of -18 °C (-0.4 °F) and above
Battery charging alternator	70 amps
Starting voltage	24 volt, negative ground
Fuel system	Direct injection: number 2 diesel fuel, fuel filter, automatic electric fuel shutoff
Fuel filter	Dual element with water separator
Air cleaner type	Normal duty
Lube oil filter type(s)	Single spin-on, combination full flow and bypass filters
Standard cooling system	High ambient radiator

Alternator Specifications

Design	Brushless, 4 pole, drip proof revolving field
Stator	2/3 pitch
Rotor	Single bearing, flexible discs
Insulation system	Class H
Standard temperature rise	125 °C Standby, 105 °C Prime
Exciter type	Permanent Magnet Generator (PMG)
Phase rotation	A (U), B (V), C (W)
Alternator cooling	Direct drive centrifugal blower
AC waveform Total Harmonic Distortion (THDV)	< 5% no load to full linear load, < 3% for any single harmonic
Telephone Influence Factor (TIF)	< 50 per NEMA MG1-22.43
Telephone Harmonic Factor (THF)	< 3

Available Voltages

60 Hz 3-phase			50 Hz 3-phase	
Reconnectable		Non-Reconnectable	Reconnectable	Non-Reconnectable
• 110/90	• 120/208	• 277/480		
• 139/240	• 120/240	• 347/600		
• 240/416	• 254/440			

Note: Consult factory for other voltages.

Generator Set Options and Accessories

Engine

- 120/240 V 1500 W coolant heater
- 120/240 V 150 W lube oil heater
- Heavy duty air cleaner
- Engine oil temperature

Control panel

- 120/240 V 100 W control anti-condensation heater
- Exhaust pyrometer
- Ground fault indication
- Remote fault signal package
- Run relay package
- Paralleling configuration

Alternator

- 105 °C rise
- 125 °C rise
- 120/240 V 100 W anti-condensation heater
- PMG excitation
- Single phase

Exhaust system

- Genset mounted muffler
- Heavy duty exhaust elbow
- Slip on exhaust connection
- NPT exhaust connection

Fuel system

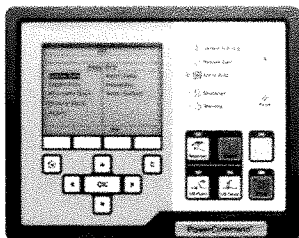
- 1022 L (270 gal) sub-base tank
- 1136 L (300 gal) sub-base tank
- 1514 L (400 gal) sub-base tank
- 1893 L (500 gal) sub-base tank
- 2271 L (600 gal) sub-base tank
- 2498 L (660 gal) sub-base tank
- 2725 L (720 gal) sub-base tank
- 5565 L (1470 gal) sub-base tank

Generator set

- AC entrance box
- Battery
- Battery charger
- Export box packaging
- UL 2200 Listed
- Main line circuit breaker
- PowerCommand network
- Communications Module (NCM)
- Remote annunciator panel
- Spring isolators
- Enclosure: aluminum, steel, weather protective or sound attenuated
- 2 year Standby power warranty
- 2 year Prime power warranty
- 5 year Basic power warranty
- 10 year major components warranty

Note: Some options may not be available on all models - consult factory for availability.

Control system 2.3



The PowerCommand 2.3 control system - An integrated generator set control system providing voltage regulation, engine protection, generator protection, operator interface and isochronous governing (optional).

Control – Provides battery monitoring and testing features and smart-starting control system.

InPower™ – PC-based service tool available for detailed diagnostics.

PCCNet RS485 – Network interface (standard) to devices such as remote annunciator for NFPA 110 applications.

Control boards – Potted for environmental protection.

Ambient operation – Suitable for operation in ambient temperatures from -40 °C to +70 °C and altitudes to 13,000 feet (5000 meters). Prototype tested - UL, CSA and CE compliant.

AC protection

- AmpSentry protective relay
- Over current warning and shutdown
- Over and under voltage shutdown
- Over and under frequency shutdown
- Over excitation (loss of sensing) fault
- Field overload
- Overload warning
- Reverse kW shutdown
- Reverse Var shutdown
- Short circuit protection

Engine protection

- Overspeed shutdown
- Low oil pressure warning and shutdown
- High coolant temperature warning and shutdown
- Low coolant level warning or shutdown
- Low coolant temperature warning
- High, low and weak battery voltage warning
- Fail to start (overcrank) shutdown
- Fail to crank shutdown
- Redundant start disconnect
- Cranking lockout
- Sensor failure indication
- Low fuel level warning or shutdown
- Fuel-in-rupture-basin warning or shutdown

Operator/display panel

- Manual off switch
- 128 x 128 Alpha-numeric display with push button access for viewing engine and alternator data and providing setup, controls and adjustments (English or international symbols)
- LED lamps indicating genset running, not in auto, common warning, common shutdown, manual run mode and remote start
- Suitable for operation in ambient temperatures from -20 °C to +70 °C

Alternator data

- Line-to-Neutral AC volts
- Line-to-Line AC volts
- 3-phase AC current
- Frequency
- kVA, kW, power factor

Engine data

- DC voltage
- Lube oil pressure
- Coolant temperature

Control functions

- Time delay start and cool down
- Glow plug control (some models)
- Cycle cranking
- PCCNet interface
- (4) Configurable inputs
- (4) Configurable outputs
- Remote emergency stop
- Battle short mode
- Load shed
- Real time clock with exerciser
- Derate

Digital governing (optional)

- Integrated digital electronic isochronous governor
- Temperature dynamic governing

Digital voltage regulation

- Integrated digital electronic voltage regulator
- 3-phase Line-to-Line sensing
- Configurable torque matching
- Fault current regulation under single or three phase fault conditions

Other data

- Genset model data
- Start attempts, starts, running hours
- Fault history
- RS485 Modbus® interface
- Data logging and fault simulation (requires InPower service tool)
- Total kilowatt hours
- Load profile

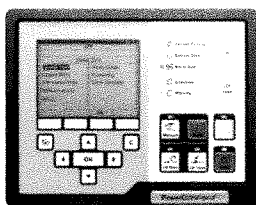
Options

- Auxiliary output relays (2)
- 120/240 V, 100 W anti-condensation heater
- Remote annunciator with (3) configurable inputs and (4) configurable outputs
- PMG alternator excitation
- PowerCommand for Windows® remote monitoring software (direct connect)
- AC output analogue meters
- PowerCommand 2.3 and 3.3 control with AmpSentry protection

For further detail on PC 2.3 see document S-1569.

For further detail on PC 3.3 see document S-1570.

PowerCommand 3.3 Control System



An integrated microprocessor based generator set control system providing voltage regulation, engine protection, alternator protection, operator interface and isochronous governing. Refer to document S-1570 for more detailed information on the control.

AmpSentry – Includes integral AmpSentry protection, which provides a full range of alternator protection functions that are matched to the alternator provided.

Power management – Control function provides battery monitoring and testing features and smart starting control system.

Advanced control methodology – Three phase sensing, full wave rectified voltage regulation, with a PWM output for stable operation with all load types.

Communications interface – Control comes standard with PCCNet and Modbus® interface.

Regulation compliant – Prototype tested: UL, CSA and CE compliant.

Service - InPower™ PC-based service tool available for detailed diagnostics, setup, data logging and fault simulation.

Easily upgradeable – PowerCommand controls are designed with common control interfaces.

Reliable design – The control system is designed for reliable operation in harsh environment.

Multi-language support

Operator panel features

Operator/display functions

- Displays paralleling breaker status
- Provides direct control of the paralleling breaker
- 320 x 240 pixels graphic LED backlight LCD
- Auto, manual, start, stop, fault reset and lamp test/panel lamp switches
- Alpha-numeric display with pushbuttons
- LED lamps indicating generator set running, remote start, not in auto, common shutdown, common warning, manual run mode, auto mode and stop

Paralleling control functions

- First Start Sensor System selects first generator set to close to bus
- Phase Lock Loop Synchronizer with voltage matching
- Sync check relay
- Isochronous kW and kVar load sharing
- Load govern control for utility paralleling
- Extended Paralleling (Base Load/Peak Shave) Mode
- Digital power transfer control, for use with a breaker pair to provide open transition, closed transition, ramping closed transition, peaking and base load functions,
- Alternator data
- Line-to-Neutral and Line-to-Line AC volts
- 3-phase AC current
- Frequency
- kW, kVar, power factor kVA (three phase and total)

- Engine data
- DC voltage
- Engine speed
- Lube oil pressure and temperature
- Coolant temperature
- Comprehensive FAE data (where applicable)
- Other data
- Genset model data
- Start attempts, starts, running hours, kW hours
- Load profile (operating hours at % load in 5% increments)
- Fault history
- Data logging and fault simulation (requires InPower)

Standard control functions

Digital governing

- Integrated digital electronic isochronous governor
- Temperature dynamic governing

Digital voltage regulation

- Integrated digital electronic voltage regulator
- 3-phase, 4-wire Line-to-Line sensing
- Configurable torque matching

AmpSentry AC protection

- AmpSentry protective relay
- Over current and short circuit shutdown
- Over current warning
- Single and three phase fault regulation
- Over and under voltage shutdown
- Over and under frequency shutdown
- Overload warning with alarm contact
- Reverse power and reverse Var shutdown
- Field overload shutdown

Engine protection

- Battery voltage monitoring, protection and testing
- Overspeed shutdown
- Low oil pressure warning and shutdown
- High coolant temperature warning and shutdown
- Low coolant level warning or shutdown
- Low coolant temperature warning
- Fail to start (overcrank) shutdown
- Fail to crank shutdown
- Cranking lockout
- Sensor failure indication
- Low fuel level warning or shutdown
- Fuel-in-rupture-basin warning or shutdown
- Full authority electronic engine protection

Control functions

- Time delay start and cool down
- Real time clock for fault and event time stamping
- Exerciser clock and time of day start/stop
- Data logging
- Cycle cranking
- Load shed
- Configurable inputs and outputs (4)
- Remote emergency stop

Options

- Auxiliary output relays (2)

Ratings Definitions

Emergency Standby Power (ESP):

Applicable for supplying power to varying electrical load for the duration of power interruption of a reliable utility source. Emergency Standby Power (ESP) is in accordance with ISO 8528. Fuel Stop power in accordance with ISO 3046, AS 2789, DIN 6271 and BS 5514.

Limited-Time Running Power (LTP):

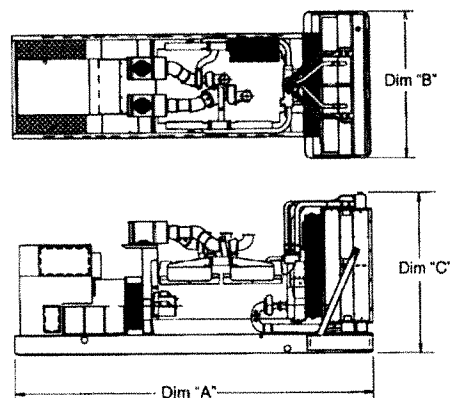
Applicable for supplying power to a constant electrical load for limited hours. Limited Time Running Power (LTP) is in accordance with ISO 8528.

Prime Power (PRP):

Applicable for supplying power to varying electrical load for unlimited hours. Prime Power (PRP) is in accordance with ISO 8528. Ten percent overload capability is available in accordance with ISO 3046, AS 2789, DIN 6271 and BS 5514.

Base Load (Continuous) Power (COP):

Applicable for supplying power continuously to a constant electrical load for unlimited hours. Continuous Power (COP) in accordance with ISO 8528, ISO 3046, AS 2789, DIN 6271 and BS 5514.



This outline drawing is for reference only. See respective model data sheet for specific model outline drawing number.

Do not use for installation design

Dimensions and weights with standard cooling system

Model	Dim "A" mm (in.)	Dim "B" mm (in.)	Dim "C" mm (in.)	Estimated set weight* dry kg (lbs)	Estimated set weight* wet kg (lbs)
DQDAA	3023 (119.0)	1270 (50.0)	1617 (64.0)	2184 (4814)	2234 (4926)
DQDAB	3023 (119.0)	1270 (50.0)	1617 (64.0)	2184 (4814)	2234 (4926)
DQDAC	3023 (119.0)	1270 (50.0)	1617 (64.0)	2319 (5113)	2370 (5225)

Dimensions and weights with optional cooling system with seismic feature codes L228-2 and/or L225-2

Model	Dim "A" mm (in.)	Dim "B" mm (in.)	Dim "C" mm (in.)	Estimated set weight* dry kg (lbs)	Estimated set weight* wet kg (lbs)
DQDAA	3023 (119.0)	1270 (50.0)	1676 (66.0)	2184 (4814)	2234 (4926)
DQDAB	3023 (119.0)	1270 (50.0)	1676 (66.0)	2184 (4814)	2234 (4926)
DQDAC	3023 (119.0)	1270 (50.0)	1676 (66.0)	2319 (5113)	2370 (5225)

*Note: Weights represent a set with standard features. See outline drawings for weights of other configurations

Codes and Standards

Codes or standards compliance may not be available with all model configurations – consult factory for availability.

	This generator set is designed in facilities certified to ISO 9001 and manufactured in facilities certified to ISO 9001 or ISO 9002.		The PowerCommand control is Listed to UL 508 - Category NITW7 for U.S. and Canadian usage.
	The Prototype Test Support (PTS) program verifies the performance integrity of the generator set design. Cummins products bearing the PTS symbol meet the prototype test requirements of NFPA 110 for Level 1 systems.	U.S. EPA	Engine certified to Stationary Emergency U.S. EPA New Source Performance Standards, 40 CFR 60 subpart IIII Tier 3 exhaust emission levels. U.S. applications must be applied per this EPA regulation.
	All low voltage models are CSA certified to product class 4215-01.	International Building Code	The generator set package is available certified for seismic application in accordance with the following International Building Code: IBC2000, IBC2003, IBC2006, IBC2009 and IBC2012.

Warning: Back feed to a utility system can cause electrocution and/or property damage. Do not connect to any building's electrical system except through an approved device or after building main switch is open.

For more information contact your local Cummins distributor or visit power.cummins.com

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Generator set data sheet

Model: DQDAC
Frequency: 60 Hz
Fuel type: Diesel
kW rating: 300 Standby
 270 Prime
Emissions level: EPA NSPS Stationary Emergency Tier 3

Exhaust emission data sheet:	EDS-1056
Exhaust emission compliance sheet:	EPA-1101
Sound performance data sheet:	MSP-1030
Cooling performance data sheet:	MCP-150
Prototype test summary data sheet:	PTS-164
Standard set-mounted radiator cooling outline:	A048R355
Optional set-mounted radiator cooling outline with seismic feature codes L228-2 (IBC) or L225-2 (OSHDP):	A041F591

Fuel consumption	Standby				Prime				Continuous
	kW (kVA)				kW (kVA)				kW (kVA)
Ratings	300 (375)				270 (338)				
Load	1/4	1/2	3/4	Full	1/4	1/2	3/4	Full	Full
US gph	6.8	12.2	17.7	23.1	6.3	11.1	15.9	20.8	
L/hr	25.8	46.3	66.8	87.3	23.6	42.0	60.3	78.7	

Engine	Standby rating	Prime rating	Continuous rating
Engine manufacturer	Cummins Inc.		
Engine model	QSL9-G7		
Configuration	Cast iron, in-line 6 cylinder		
Aspiration	Turbocharged and CAC		
Gross engine power output, kW _m (bhp)	346 (464)	312 (419)	
BMEP at set rated load, kPa (psi)	2606 (378)	2351 (341)	
Bore, mm (in.)	114.0 (4.49)		
Stroke, mm (in.)	145 (5.69)		
Rated speed, rpm	1800		
Piston speed, m/s (ft/min)	8.7 (1707.0)		
Compression ratio	16.1:1		
Lube oil capacity, L (qt)	30.0 (31.7)		
Overspeed limit, rpm	2070 ± 50		
Regenerative power, kW	35.00		

Fuel flow

Maximum fuel flow, L/hr (US gph)	156.7 (41.4)	
Maximum fuel inlet restriction, mm Hg (in Hg)	152.4 (6.0)	
Maximum return restriction, mm Hg (in Hg)	254.0 (10.0)	

Air	Standby rating	Prime rating	Continuous rating
Combustion air, m ³ /min (scfm)	25.1 (885.8)	23.2 (820.7)	
Maximum air cleaner restriction, kPa (in H ₂ O)	6.2 (25.0)		
Alternator cooling air, m ³ /min (cfm)	59.4 (2100.0)		

Exhaust

Exhaust flow at set rated load, m ³ /min (cfm)	65.0 (2296)	60.5 (2137)	
Exhaust temperature, °C (°F)	551.8 (1025)	515.9 (961)	
Maximum back pressure, kPa (in H ₂ O)	10.2 (41.0)		

AKG standard set-mounted radiator cooling with seismic L225-2 (OSHDP)

Ambient design, °C (°F)	50 (122)		
Fan load, kW _m (HP)	26.09 (35)		
Coolant capacity (with radiator), L (US gal)	34.29 (9.06)		
Cooling system air flow, m ³ /min (scfm)	427.58 (15100)		
Total heat rejection, MJ/min (Btu/min)	10.5 (9924.0)	9.3 (8727.0)	
Maximum cooling air flow static restriction, kPa (in H ₂ O)	0.12 (0.5)		

Bearward optional set-mounted radiator cooling with seismic feature codes L228-2 (IBC) and non-seismic

Ambient design, °C (°F)	40 (104)		
Fan load, kW _m (HP)	26.6 (35.7)		
Coolant capacity (with radiator), L (US gal)	30.3 (8.0)		
Cooling system air flow, m ³ /min (scfm)	568.1 (20075.0)		
Total heat rejection, MJ/min (Btu/min)	10.5 (9924.0)	9.3 (8727.0)	
Maximum cooling air flow static restriction, kPa (in H ₂ O)	0.12 (0.5)		

Optional heat exchanger cooling	Standby rating	Prime rating	Continuous rating
Set coolant capacity, L (US gal)			
Heat rejected, jacket water circuit, MJ/min (Btu/min)			
Heat rejected, aftercooler circuit, MJ/min (Btu/min)			
Heat rejected, fuel circuit, MJ/min (Btu/min)			
Total heat radiated to room, MJ/min (Btu/min)			
Maximum raw water pressure, jacket water circuit, kPa (psi)			
Maximum raw water pressure, aftercooler circuit, kPa (psi)			
Maximum raw water pressure, fuel circuit, kPa (psi)			
Maximum raw water flow, jacket water circuit, L/min (US gal/min)			
Maximum raw water flow, aftercooler circuit, L/min (US gal/min)			
Maximum raw water flow, fuel circuit, L/min (US gal/min)			
Minimum raw water flow at 27 °C (80 °F) inlet temp, jacket water circuit, L/min (US gal/min)			
Minimum raw water flow at 27 °C (80 °F) inlet temp, aftercooler circuit, L/min (US gal/min)			
Minimum raw water flow at 27 °C (80 °F) inlet temp, fuel circuit, L/min (US gal/min)			
Raw water delta P at min flow, jacket water circuit, kPa (psi)			
Raw water delta P at min flow, aftercooler circuit, kPa (psi)			
Raw water delta P at min flow, fuel circuit, kPa (psi)			
Maximum jacket water outlet temp, °C (°F)			
Maximum aftercooler inlet temp, °C (°F)			
Maximum aftercooler inlet temp at 25 °C (77 °F) ambient, °C (°F)			

Optional remote radiator cooling¹

Set coolant capacity, L (US gal)			
Max flow rate at max friction head, jacket water circuit, L/min (US gal/min)			
Max flow rate at max friction head, aftercooler circuit, L/min (US gal/min)			
Heat rejected, jacket water circuit, MJ/min (Btu/min)			
Heat rejected, aftercooler circuit, MJ/min (Btu/min)			
Heat rejected, fuel circuit, MJ/min (Btu/min)			
Total heat radiated to room, MJ/min (Btu/min)			
Maximum friction head, jacket water circuit, kPa (psi)			
Maximum friction head, aftercooler circuit, kPa (psi)			
Maximum static head, jacket water circuit, m (ft)			
Maximum static head, aftercooler circuit, m (ft)			
Maximum jacket water outlet temp, °C (°F)			
Maximum aftercooler inlet temp at 25 °C (77 °F) ambient, °C (°F)			
Maximum aftercooler inlet temp, °C (°F)			
Maximum fuel flow, L/hr (US gph)			
Maximum fuel return line restriction, kPa (in Hg)			

Weights²

Unit dry weight kgs (lbs)	2319 (5113)
Unit wet weight kgs (lbs)	2370 (5225)

Notes:

¹ For non-standard remote installations contact your local Cummins representative.

² Weights represent a set with standard features. See outline drawing for weights of other configurations.

Derating factors

Standby	Engine power available up to 549 m (1800 ft) at ambient temperature up to 40 °C (104 °F). Above these elevations, derate at 7% per 400 m (1312 ft). Above 40 °C (104 °F) derate 7% per 10 deg C (18 deg F). Derates must be combined when both altitude of 549 m (1800 ft) and temperature of 40 °C (104 °F) are exceeded.
Prime	Engine power available up to 500 m (1640 ft) at ambient temperature up to 40 °C (104 °F). Above these elevations, derate at 7% per 400 m (1312 ft). Above 40 °C (104 °F), derate 5.5% per 10 °C (18 °F). Derates must be combined when both altitude of 500 m (1640 ft) and temperature of 40 °C (104 °F) are exceeded.
Continuous	

Ratings definitions

Emergency Standby Power (ESP):	Limited-Time Running Power (LTP):	Prime Power (PRP):	Base Load (Continuous) Power (COP):
Applicable for supplying power to varying electrical load for the duration of power interruption of a reliable utility source. Emergency Standby Power (ESP) is in accordance with ISO 8528. Fuel stop power in accordance with ISO 3046, AS 2789, DIN 6271 and BS 5514.	Applicable for supplying power to a constant electrical load for limited hours. Limited-Time Running Power (LTP) is in accordance with ISO 8528.	Applicable for supplying power to varying electrical load for unlimited hours. Prime Power (PRP) is in accordance with ISO 8528. Ten percent overload capability is available in accordance with ISO 3046, AS 2789, DIN 6271 and BS 5514.	Applicable for supplying power continuously to a constant electrical load for unlimited hours. Continuous Power (COP) is in accordance with ISO 8528, ISO 3046, AS 2789, DIN 6271 and BS 5514.

Alternator data

Three phase table ¹		80 °C	80 °C	105 °C	105 °C	105 °C	125 °C	125 °C	125 °C	125 °C	125 °C		
Feature code		B251	B302	B259	B256	B301	B258	B252	B246	B247	B300		
Alternator data sheet number		342	342	342	342	341	342	341	341	341	341		
Voltage ranges		277/480	347/600	110/190 thru 139/240 220/380 thru 277/480	120/208 thru 139/240 240/416 thru 277/480	347/600	110/190 thru 139/240 220/380 thru 277/480	120/208 thru 139/240 240/416 thru 277/480	277/480	277/480	347/600		
Surge kW		322	322	322	322	322	322	322	322	322	322		
Motor starting kVA (at 90% sustained voltage)	Shunt												
	PMG	1372	1372	1372	1372	1210	1372	1210	1210	1210	1210		
Full load current - amps at Standby rating		<u>120/208</u> 1042	<u>127/220</u> 985	<u>139/240</u> 903	<u>220/380</u> 570	<u>240/416</u> 521	<u>254/440</u> 483	<u>277/480</u> 452	<u>347/600</u> 361				

Note:

¹ Single phase power can be taken from a three phase generator set at up to 40% of the generator set nameplate kW rating at unity power factor.

Formulas for calculating full load currents:

Three phase output	Single phase output
$\frac{\text{kW} \times 1000}{\text{Voltage} \times 1.73 \times 0.8}$	$\frac{\text{kW} \times \text{SinglePhaseFactor} \times 1000}{\text{Voltage}}$

Warning: Back feed to a utility system can cause electrocution and/or property damage. Do not connect to any building's electrical system except through an approved device or after building main switch is open.

For more information contact your local Cummins distributor
or visit power.cummins.com

Our energy working for you.™



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PDD-3444 (6/26)



Date: October 20, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Council Determination on Support for an Out-of-Cycle Travel and Tourism Grant Application

Purpose:

Request Council determination on whether to support an out-of-cycle application to the Town of Alpine Travel and Tourism Board for \$3,950 to repair the welcome sign at the south entrance to town. Council action is requested.

Background:

The south entrance welcome sign broke during the winter of 2025-2026. Since then, the Town has attempted to obtain repair pricing and has now received KLN Welding & Construction LLC Estimate No. 202, dated October 12, 2026, in the amount of \$3,950.

Travel and Tourism originally funded the Town's welcome signs. The original application proposed three entrance signs, a \$60,000 project cost and a \$48,000 grant request with a 20% Town match. This application seeks the full quoted repair amount; the prior match is not assumed to apply to this request.

The repair application was prepared for the Travel and Tourism Board's October 15, 2026, meeting, which precedes the October 20 Council meeting. The application identifies Council approval as pending. Any Board action or conditions should be reported to Council before its determination.

The estimate includes a custom steel support assembly for the existing sign, associated fabrication and welding, "THANKS FOR VISITING" lettering, and installation. Painting, powder coating, engineering and stamped drawings are excluded unless agreed upon in writing.

Alternatives:

1. Support the \$3,950 out-of-cycle application. This would allow staff to pursue Travel and Tourism funding to restore the sign, subject to the Board's funding decision and any conditions.
2. Decline support for the application. Staff would report Council's determination to Travel and Tourism and return for direction on repair funding.
3. Defer the determination. Council may request additional information about the estimate, excluded work, Board action or funding conditions before deciding.



Fiscal Impact:

The quoted fabrication and installation cost is \$3,950, and the requested grant amount is \$3,950. No new Town cash match is proposed in the application. Costs for excluded work have not been established.

Support for the application would authorize pursuit of funding. Acceptance of grant conditions, approval of any Town contribution, and authorization to contract for the work would need to be addressed as applicable. The current budget availability for the repair has not been confirmed in this report.

Strategic or Community Impact:

Repairing the sign would restore a gateway feature originally supported by Travel and Tourism and improve the Town's presentation to visitors and residents. The project supports community identity and the visitor experience. No specific increase in visitor numbers or overnight stays has been projected.

Key Questions

1. Does Council support seeking the full \$3,950 through an out-of-cycle Travel and Tourism grant application?
2. Does any Travel and Tourism action or funding condition affect Council's support?
3. Does Council want additional information about excluded work or possible Town costs before supporting the request?

Suggested Motion:

If Council supports the request:

"I move to support the Town of Alpine's out-of-cycle Travel and Tourism grant application requesting \$3,950 for repair of the south entrance welcome sign and authorize staff to pursue the funding, subject to Travel and Tourism approval. This action does not authorize a Town cash match or execution of a repair contract."

If Council declines support:

"I move to decline support for the out-of-cycle Travel and Tourism grant application for repair of the south entrance welcome sign."

Attachments

1. Travel and Tourism grant application for South Entrance Welcome Sign Repair.
2. KLN Welding & Construction LLC Estimate No. 202 dated October 12, 2026.

Town of Alpine Travel and Tourism Grant Application



Mission. Town of Alpine Travel and Tourism Board's mission is to help create positive experiences for visitors and residents by funding Lodging tax dollars for projects and/or events in Town of Alpine.

Purpose. The purpose of Town of Alpine Travel and Tourism Board is to provide for the promotion of travel and tourism within Town of Alpine and to administer the distribution of lodging tax revenue, ideally for the benefit to local businesses and residents of Town of Alpine.

Applicant Organization Name: Town of Alpine

Event or Project Name: South Entrance Welcome Sign Repair

Event or Project Location and Date: South entrance to Alpine; completion after funding approval.

Applicant Address: 250 River Circle, Alpine, WY 83128

Applicant Phone and Email: 307-654-7757; clerk@alpinewy.gov

Organization Contact Name: Sarah Greenwald, Deputy Clerk

Organization Contact Phone and Email: 307-654-7757; sgreenwald@alpinewy.gov

Secondary Organization Contact Name: Craig Leseberg, Public Works Director

Secondary Organization Contact Phone and Email: 307-880-2869; publicworks@alpinewy.gov

Board Members and Positions: Eric Green, Mayor; Council: Andrea Burchard, Amy Wierda, Shay Scaffide, Jeremy Larsen

Organization Structure: Municipality

Organization EIN: 83-0291688

Organization W-9 if Applicable: To be attached, if required

Board Minutes Approving Grant Application: Town Council approval pending consideration at the October 20, 2026 meeting. Approval minutes will be provided following Council action.

Amount of Funds Requested: \$3,950.00

Proposed Cost of Project: \$3,950.00, based on KLN Welding & Construction LLC Estimate No. 202 dated October 12, 2026.

List of Other Donors: No other donors identified in this request.

Describe Project or Event Purpose and Objective

Repair the south entrance welcome sign, which broke last winter. The Town has sought repair quotes since then and has now received a \$3,950 proposal. Travel and Tourism originally funded the welcome signs; the Town requests help restoring that investment. See page 4 for scope and budget.

Where Will the Project Take Place

Existing welcome sign at the south end of the Town of Alpine.

Give a Timeline With Project Deadlines

Funding request: October 15, 2026. If approved, coordinate fabrication and installation with the contractor. Completion date depends on contractor availability and weather; no firm deadline is confirmed.

What Is the Expected Impact How Many Tourists Will It Attract How Will It Benefit Overnight Stays Local Businesses and Residents

Restore an attractive gateway and a positive impression for visitors and residents. The sign supports Alpine's identity and visitor experience, benefiting the setting for local lodging and businesses. No separate visitor count or increase in overnight stays can be reliably attributed to this repair.

How Long Will the Project Benefit the Intended Target Market

A long-term benefit to visitors and residents over the repaired sign's service life; no specific lifespan is stated in the quote.

How Will Travel and Tourism Grant Money Be Used

Custom steel support materials, cutting, fabrication, fitting, welding, preparation and installation; includes "THANKS FOR VISITING" lettering.

Have You Applied for Other Sources If So Where

Other funding applications: to be confirmed by the Town.

Will There Be Other Funds Available If So How Much

Additional Town funding or in-kind support, if any, has not been confirmed. This application requests the full quoted amount.

Will There Be a Need for Future Funding If So Explain

This request is for a one-time repair. Routine maintenance may be needed over time; no additional grant amount is requested now. Any future funding need would be evaluated separately.

Supporting Documentation

- Budget worksheet or financial plan - included in the supplement
- Marketing plan - proposed recognition described in the supplement
- IRS EIN documentation
- Bids, contracts or estimates - quote image included
- W-9

Post Project Feedback Checklist

- Recap of project
- Number of attendees, if applicable
- Documentation showing Travel and Tourism was listed and promoted as a sponsor
- Explain how the project created tourism
- Explain how the project made a positive impact on the Alpine community
- Was the objective met
- Will the project occur again
- What changes would you make
- Did you make new connections to future partners
- Show your budget

Failure to file a final report and attend the feedback meeting can result in ineligibility for future awards.

These grant dollars are generated by the lodging tax charge on overnight stays in Town of Alpine. The Board prioritizes dollars toward events that generate overnight stays and commerce among area businesses.

Signature Authorization to Seek Funds

Signature: _____ Date: _____

Printed name and title: _____

South Entrance Welcome Sign Repair

Grant application supplement

Background And Purpose

The welcome sign at the south end of town broke during the winter of 2025-2026. Since then, the Town has sought pricing to repair it and has now received a proposal. Travel and Tourism originally funded Alpine's welcome signs. The original application proposed three entrance signs, a \$60,000 project and a \$48,000 grant request with a 20% Town match. The Town now requests \$3,950 to restore the damaged south entrance sign; no new Town match is assumed.

Quoted Scope Of Work

The proposal provides a custom steel support assembly for the existing sign, using approximately 80 square feet of 1/8-inch steel plate fabricated into three sections. The upper section will match the existing sign's outline. Two square insert sections will connect using approximately 40 linear feet of 2-inch x 2-inch x 3/16-inch square steel tubing. Custom "THANKS FOR VISITING" lettering is included, along with materials, cutting, shop fabrication, fitting, welding, preparation and installation. Estimate No. 202 excludes painting, powder coating, engineering and stamped drawings unless agreed upon in writing. Changes to the design, dimensions or project requirements may change the price.

Visitor And Community Benefit

Restoring the gateway sign will improve Alpine's presentation to arriving and departing travelers and restore an asset originally supported by lodging tax funds. It will support community identity and a welcoming visitor experience. This is a permanent sign repair rather than an attendance-based event; a specific increase in tourism, lodging nights or business sales cannot be projected from the information available.

Budget and Funding Request

Quoted steel support fabrication and installation \$3,950.00

Total quoted project cost \$3,950.00

Requested Travel and Tourism funding \$3,950.00

Documentation And Recognition

KLN Welding & Construction LLC Estimate No. 202, dated October 12, 2026, is included on pages 5 and 6. Proposed grant recognition is a Town website or social media update acknowledging Travel and Tourism's support after completion. A project recap, completion photographs and final expense documentation can be provided for the Board's feedback review. The Town should confirm these reporting arrangements and attach any required W-9 and approval documentation before submission.

Supporting Contractor Estimate: KLN Welding & Construction LLC



Estimate No: 202
 Date: 10/12/2026
 For: Town Of Alpine
 building@alpinewy.gov
 (307) 880-2869

Estimate

PO Box 2674
 114872 US-89
 Alpine, WY, 83128
 (307) 287-1232
 kyle_nardacci@yahoo.com

Description	Quantity	Rate	Amount
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STEEL SIGN SUPPORT FABRICATION	1	\$3,950.00	\$3,950.00
STEEL SIGN SUPPORT FABRICATION PROPOSAL			

Project: Custom Steel Support for Existing Sign
 Proposal Amount: \$3,950.00

Scope of Work

Provide materials, shop fabrication, and welding to manufacture a custom steel support assembly for an existing sign. The assembly will consist of approximately 80 square feet of 1/8-inch steel plate, fabricated into three separate sections.

The upper plate section will be custom-cut to match the existing sign's outline. Two square insert sections will be fabricated and connected using approximately 40 linear feet of 2" x 2" x 3/16" square steel tubing to provide the required support and attachment framework.

Custom lettering reading "THANKS FOR VISITING" will be fabricated and incorporated into the sign assembly.

Inclusions

The proposal includes steel materials, custom cutting, shop fabrication, fitting, welding, and preparation of the fabricated assembly. And installation

Exclusions

Painting, powder coating, engineering, and stamped drawings are excluded unless otherwise agreed upon in writing.

Terms and Conditions

Pricing is based on the quantities and scope of work described above. Any changes to the design, dimensions, or project requirements may result in an adjustment to the proposal amount.

Total Proposed Price: \$3,950.00

Subtotal	\$3,950.00
TAX 0%	\$0.00
Total	\$3,950.00

Total	\$3,950.00
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Date: October 20, 2026

Department: Planning & Development

Presenter: Riley Hovorka

Subject: Design Standards Cost Estimates

Purpose:

Staff request that Council consider working with Jorgensen Engineering to develop hillside/slope, road, lift station, and stormwater design standards.

Background:

The Town of Alpine contracted with OPS Strategies to re-write the Land Use and Development Code (LUDC). Prior to beginning the rewrite, staff identified that certain design standards were insufficient or missing from the LUDC. OPS Strategies also identified during the early stages of the “audit” phase that these design standards were insufficient or missing. Jorgensen Engineering can develop these standards, which could then be integrated into the new LUDC. They could also be adopted by resolution sooner than the LUDC, which is not anticipated to be completed until June of 2027.

The standards and cost estimates are as follows:

- | | |
|----------------------------------|----------|
| • Hillside Development Standards | \$15,800 |
| • Roadway Slope Standards | \$9,600 |
| • Roadway Standards (Non-Slope) | \$6,100 |
| • Lift Station Standards | \$5,900 |
| • Storm Water Standards | \$6,500 |

Alternatives:

Option A — Contract with Jorgensen to develop the standards now.

- Benefits Include: The product will be ready to implement ahead of the 2027 building season.
- Challenges Include: OPS Strategies would begin the re-write without these standards and would integrate them once adopted.

Option B — Wait until the LUDC is finalized before beginning work on new design standards.

- **Benefits Include:** OPS Strategies may identify additional insufficient or missing standards. The Town may want to consider a more comprehensive look at engineering and design standards once the new LUDC is in effect.
- **Challenges Include:** The current insufficient or missing standards would persist until later in 2027.

Option C — Postpone a decision on this item until FY28 budget discussions begin.

- **Benefits Include:** The Council could weigh this priority against other competing financial priorities.
- **Challenges Include:** New standards would not be in effect for the start of the 2027 building season.

Fiscal Impact:

The cost to develop all standards is \$43,900. The Town budgeted \$24,000 for legal and professional services for the Building and Development Department in FY27. There are other routine legal and professional services needed by the Building and Development Department throughout the year.

Strategic or Community Impact:

The Town of Alpine is able to ensure that privately funded and constructed infrastructure is safe, consistent, and built to the Town's desired specifications.

Key Questions:

Does Council wish to prioritize the development of these standards in FY27?

Suggested Motion:

I move to contract with Jorgensen Engineering to develop Hillside, Roadway (Slope), Rodway (Non-Slope), List Station, and Storm Water standards in an amount not to exceed \$43,900.



**Town of Alpine
Hillside Development Standards
Scope of Work and Fee Estimate
Geotechnical Engineering Services**

Project Overview and Tasks

We understand that the Town of Alpine (Town) intends to establish hillside development regulations as part of its building permit process. The proposed standards will provide the Town with general guidelines and defined thresholds for evaluating proposed development and for determining when a geotechnical analysis is required before a building permit is issued.

Task 1 – Review of Regulations and Standards

We will review publicly available hillside and slope standards from communities in similar geographic settings to identify the thresholds currently in use, including the Teton County and Town of Jackson Land Development Regulations. We will also review the Town's current building permit requirements related to slopes and hillsides.

Task 1 Fee

Review of Existing Regulations and Standards: \$3,400

Task 2 – Development of Draft Hillside Development Standard

Based on the findings of Task 1, we will prepare a draft hillside development standard for the Town's consideration. The standard is anticipated to address the following:

- Applicability and intent.
- Slope thresholds that trigger a geotechnical evaluation, such as slope gradient, slope height, and proximity to steep slopes.
- Identification of potential geologic hazards, including landslides, rockfall, debris flows, and collapsible or expansive soils.
- Areas that may be unsuitable for development without mitigation.
- Cut and fill slope limits, retaining wall requirements, and building setbacks from slope crests and toes.
- Grading, drainage, and erosion control requirements necessary to maintain slope stability.
- Provisions allowing the Town Engineer to require or waive a geotechnical report based on site-specific conditions.
- Recommended procedures for Town review and approval of geotechnical submittals.

The draft standard will be prepared as a standalone document suitable for incorporation into the Town's building permit requirements or development regulations.

Task 2 Fee

Development of Draft Hillside Development Standard: \$7,200

Task 3 – Coordination and Final Standard

We will attend one coordination meeting with Town staff to review the draft standard, including the proposed geotechnical thresholds and submittal requirements, and to receive comments. We will then incorporate one round of revisions and prepare the final hillside development standard.

Task 3 Fee

Coordination and Final Standard: \$5,200

Assumptions and Exclusions

- This proposal includes one draft submittal and one final submittal.
- Additional meetings, workshops, public presentations, or substantial revisions beyond those identified herein are not included.

Proposed Fee

Task	Fee
Review of Existing Regulations and Standards	\$3,400
Development of Draft Hillside Development Standard	\$7,200
Coordination and Final Standard	\$5,200
Total Estimated Fee	\$15,800

Should this scope and fee estimate meet your needs, Jorgensen Associates can prepare a Professional Services Agreement for execution prior to commencement of work. We appreciate the opportunity to provide this proposal and look forward to working with you on this project.



**Town of Alpine
Roadway Slope Standards
Scope of Work and Fee Estimate
Civil Engineering Design Services**

Project Overview and Tasks

The Town of Alpine desires to incorporate slope-related design and development considerations into its roadway standards to provide guidance for roadway construction and improvements in areas of varying terrain. The proposed standard will establish criteria for roadway planning, design, grading, drainage, and construction where development occurs on sloping ground. A separate geotechnical evaluation effort, to be provided under a complementary proposal by our geotechnical department, will address land slope thresholds and criteria requiring engineering analyses, mitigation measures, or limitations on development.

Task 1 – Review of Existing Regulations and Standards

We will review the Town's current roadway standards and other relevant regulations to identify areas where slope-related criteria should be incorporated. This review will focus on roadway design considerations associated with terrain, grading, drainage, roadway embankments, cuts and fills, and long-term maintenance concerns.

Task 1 Fee

Review of Existing Regulations and Standards: \$1,600

Task 2 – Development of Draft Roadway Slope Standard

Based on the review completed in Task 1, we will prepare a draft roadway slope standard for Town consideration. The standard is anticipated to address:

- Applicability and intent.
- Roadway alignment considerations in sloping terrain.
- Maximum and minimum roadway grades.
- Cut and fill slope considerations associated with roadway construction.
- Grading and drainage requirements necessary to support roadway stability.
- Coordination with geotechnical recommendations and requirements established under the separate geotechnical evaluation effort.
- Recommended procedures for review and approval.

The draft standard will be developed as a standalone document suitable for incorporation into the Town's roadway standards or development regulations.

Task 2 Fee

Development of Draft Roadway Slope Standard: \$4,800

Task 3 – Coordination and Final Standard

We will conduct one coordination meeting with Town staff to review the draft standard and receive comments. Following receipt of comments, we will prepare a final version of the roadway slope standard incorporating one round of revisions.

Task 3 Fee

Coordination and Final Standard: \$3,200

Assumptions and Exclusions

- The geotechnical department will prepare a separate scope and fee addressing land slope trigger criteria, engineering analysis requirements, and areas that may be unsuitable for development.
- This proposal includes one draft submittal and one final submittal.
- Additional meetings, workshops, public presentations, or substantial revisions beyond those identified herein are not included

Proposed Fee

Phase	Fee
Review of Existing Regulations and Standards	\$1,600
Development of Draft Roadway Slope Standard	\$4,800
Coordination and Final Standard	\$3,200
Total Estimated Fee	\$9,600

Should this scope and fee estimate meet your needs, Jorgensen Associates can prepare a Professional Services Agreement for execution prior to commencement of work. We appreciate the opportunity to provide this proposal and look forward to working with you on this project.



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

Section 8, Itemd.

Work Order & Contract

Client Name: Town of Alpine	Job Name: Road Standard
Billing Address: PO Box 3070 Alpine, WY 83128	Date: 3/10/2026
	Client Phone: 307-654-7757
	Project Number: TBD
Project Manager: Kevin Meagher	Job Location: Alpine, WY

Jorgensen Associates, LLC (Engineer), agrees to perform the following professional services for the above-named Client:

Scope of Work:

- 1) Gather standard municipal road drawings
- 2) Review drawings with Public Works Director
- 3) Draw new Town of Alpine drawings
- 4) Compose specifications documents

Estimated cost to complete the work above is: \$6,100.00

Client agrees to pay Engineer as compensation for professional services as follows:

0 per the attached schedule

Unless specified otherwise, Client will be billed monthly. Terms are 30 days net. A service charge of 18% annually will be charged on all overdue accounts. Client agrees to pay all reasonable costs of collection and reasonable attorney's fees should collection become necessary.

The provisions set forth on the reverse of this sheet are incorporated into and made a part of this agreement. There are no understandings or agreements except as expressly stated in this agreement.

Signature

Signature

Client Representative

Kevin Meagher

Jorgensen Associates, LLC

Title

Sr. Project Manager

Title

Date

3/10/2026

Date

Engineer may withdraw this agreement if not accepted within 30 days.

TERMS AND CONDITIONS

The Client and Engineer agree that the following provisions shall be a part of their agreement.

1. The Engineer shall not be responsible for delays in completing the work described herein which cannot reasonably be foreseen on the date of this agreement, or for delays which are caused by factors beyond Engineer's control or delays resulting from the action or inaction of any governmental agency.
2. Engineer makes no warranty, express or implied, as to Engineer's recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with generally accepted professional practices.
3. Cost estimates and opinions of probable costs prepared by the Engineer are based on judgment and experience. Engineer makes no warranty; express or implied, regarding cost estimates or opinions of probable costs.
4. Engineer makes no representations concerning estimates of areas. Estimates of areas are estimates only, and are not intended as accurate until the final map is certified.
5. It is agreed that any services in addition to those described in this agreement, either requested by the Client, or necessitated by a change in requirements of any governmental agency, shall be considered as additional work, and shall be paid for by the Client.
6. Client agrees to pay for all fees, supplies and other expenses required for completion of the services described in this agreement.
7. Work may be suspended if payment falls more than 45 days past due. Client consents to the jurisdiction of appropriate Courts in the event litigation becomes necessary to collect any amount due hereunder.
8. All original documents, including drawings and specifications prepared by the Engineer under this agreement as instruments of professional service are the property of the Engineer. They are not intended or represented to be suitable for reuse by the owner or others on extensions of this project or on other projects. Reuse without the prior written authorization by the Engineer for the specific purpose intended will not be allowed.
9. Use of Electronic Media
 - a. Copies of Documents that may be relied upon by Owner are limited to the printed copies (also known as hard copies) that are signed and sealed by the Engineer or Surveyor. Files in electronic media format of text, data, graphics, or of other types that are furnished by Engineer or Surveyor to Owner are only for convenience of Owner. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
 - b. When transferring documents in electronic media format, Engineer or Surveyor makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by Engineer or Surveyor at the beginning of this Assignment.
 - c. If there is a discrepancy between the electronic files and the hard copies, the hard copies shall govern.
 - d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files.
 - e. ENGINEER or SURVEYOR shall not be responsible to archive or maintain documents stored in electronic media format after acceptance by OWNER.
 - f. All information in digital files are considered instruments of ENGINEER or SURVEYOR and shall not be used, for other projects, additions to this project, for completion of this project by others, without prior written approval of ENGINEER or SURVEYOR.
10. The Engineer shall visit the site at intervals appropriate to the nature of the services described in this agreement to determine in general if the work is proceeding in accordance with the contract documents. The Engineer shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, safety precautions, acts or omissions of the contractors or any other persons performing construction, or for the failure of any of them to carry out the construction in accordance with the designs, specifications, plans or other information prepared by the Engineer.
11. If the scope of services defined in this agreement does not include or extend to the on-site observation of construction by the Engineer, it is agreed that the Client will defend, indemnify and hold harmless the Engineer from any claim or suit whatsoever, including reasonable attorneys' fees, and including but not limited to all payments or expenses involved with the contractors' performance or the failure of the contractors' work to conform to any documents prepared by the Engineer. The Engineer agrees to be responsible for Engineer's own employees' negligent acts, errors or omissions, subject to the limitations set forth hereafter.
12. The Client agrees to limit the liability of the Engineer and Engineer's consultants such that the total aggregate liability of the Engineer and Engineer's consultants to the Client or his contractors shall not exceed \$50,000 or the Engineer's fee, whichever is greater.
13. In the event of a liability settlement based on comparative negligence, Owner agrees that the Engineer's liability for total negligence shall be limited to the Engineer's share of the total negligence of all negligent parties, and Owner shall hold Engineer harmless from loss to the extent of Owner's share of negligence.
14. In the event all or any portion of the work prepared or partially prepared by the Engineer is suspended, abandoned, or terminated, the Client shall pay the Engineer for the work performed. The Client or the Engineer may terminate this agreement by giving the other party fifteen (15) days written notice, in which case the Engineer shall be paid for services performed to the date of termination.
15. In the event any provision of this agreement is found to be invalid and/or unenforceable by law, the remaining provisions of this agreement shall be valid and binding upon the parties hereto.

Client Initials _____



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

Section 8, Itemd.

Work Order & Contract

Client Name: Town of Alpine	Job Name: Lift Station Standard
Billing Address: PO Box 3070 Alpine, WY 83128	Date: 3/10/2026
	Client Phone: 307-654-7757
	Project Number: TBD
Project Manager: Kevin Meagher	Job Location: Alpine, WY

Jorgensen Associates, LLC (Engineer), agrees to perform the following professional services for the above-named Client:

Scope of Work:

- 1) Gather and review current codes
- 2) Create drawings and specifications
- 3) Review drawings and specifications with Public Works Director
- 3) Adjust and finalize documents

Estimated cost to complete the work above is: \$5,900.00

Client agrees to pay Engineer as compensation for professional services as follows:

0 per the attached schedule

Unless specified otherwise, Client will be billed monthly. Terms are 30 days net. A service charge of 18% annually will be charged on all overdue accounts. Client agrees to pay all reasonable costs of collection and reasonable attorney's fees should collection become necessary.

The provisions set forth on the reverse of this sheet are incorporated into and made a part of this agreement. There are no understandings or agreements except as expressly stated in this agreement.

Signature

Client Representative

Title

Date

Signature

Kevin Meagher
Jorgensen Geotechnical, LLC

Sr. Project Manager

Title

3/10/2026

Date

Engineer may withdraw this agreement if not accepted within 30 days.



TERMS AND CONDITIONS

The Client and Engineer agree that the following provisions shall be a part of their agreement.

1. The Engineer shall not be responsible for delays in completing the work described herein which cannot reasonably be foreseen on the date of this agreement, or for delays which are caused by factors beyond Engineer's control or delays resulting from the action or inaction of any governmental agency.
2. Engineer makes no warranty, express or implied, as to Engineer's recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with generally accepted professional practices.
3. Cost estimates and opinions of probable costs prepared by the Engineer are based on judgment and experience. Engineer makes no warranty; express or implied, regarding cost estimates or opinions of probable costs.
4. Engineer makes no representations concerning estimates of areas. Estimates of areas are estimates only, and are not intended as accurate until the final map is certified.
5. It is agreed that any services in addition to those described in this agreement, either requested by the Client, or necessitated by a change in requirements of any governmental agency, shall be considered as additional work, and shall be paid for by the Client.
6. Client agrees to pay for all fees, supplies and other expenses required for completion of the services described in this agreement.
7. Work may be suspended if payment falls more than 45 days past due. Client consents to the jurisdiction of appropriate Courts in the event litigation becomes necessary to collect any amount due hereunder.
8. All original documents, including drawings and specifications prepared by the Engineer under this agreement as instruments of professional service are the property of the Engineer. They are not intended or represented to be suitable for reuse by the owner or others on extensions of this project or on other projects. Reuse without the prior written authorization by the Engineer for the specific purpose intended will not be allowed.
9. Use of Electronic Media
 - a. Copies of Documents that may be relied upon by Owner are limited to the printed copies (also known as hard copies) that are signed and sealed by the Engineer or Surveyor. Files in electronic media format of text, data, graphics, or of other types that are furnished by Engineer or Surveyor to Owner are only for convenience of Owner. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
 - b. When transferring documents in electronic media format, Engineer or Surveyor makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by Engineer or Surveyor at the beginning of this Assignment.
 - c. If there is a discrepancy between the electronic files and the hard copies, the hard copies shall govern.
 - d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files.
 - e. ENGINEER or SURVEYOR shall not be responsible to archive or maintain documents stored in electronic media format after acceptance by OWNER.
 - f. All information in digital files are considered instruments of ENGINEER or SURVEYOR and shall not be used, for other projects, additions to this project, for completion of this project by others, without prior written approval of ENGINEER or SURVEYOR.
10. The Engineer shall visit the site at intervals appropriate to the nature of the services described in this agreement to determine in general if the work is proceeding in accordance with the contract documents. The Engineer shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, safety precautions, acts or omissions of the contractors or any other persons performing construction, or for the failure of any of them to carry out the construction in accordance with the designs, specifications, plans or other information prepared by the Engineer.
11. If the scope of services defined in this agreement does not include or extend to the on-site observation of construction by the Engineer, it is agreed that the Client will defend, indemnify and hold harmless the Engineer from any claim or suit whatsoever, including reasonable attorneys' fees, and including but not limited to all payments or expenses involved with the contractors' performance or the failure of the contractors' work to conform to any documents prepared by the Engineer. The Engineer agrees to be responsible for Engineer's own employees' negligent acts, errors or omissions, subject to the limitations set forth hereafter.
12. The Client agrees to limit the liability of the Engineer and Engineer's consultants such that the total aggregate liability of the Engineer and Engineer's consultants to the Client or his contractors shall not exceed \$50,000 or the Engineer's fee, whichever is greater.
13. In the event of a liability settlement based on comparative negligence, Owner agrees that the Engineer's liability for total negligence shall be limited to the Engineer's share of the total negligence of all negligent parties, and Owner shall hold Engineer harmless from loss to the extent of Owner's share of negligence.
14. In the event all or any portion of the work prepared or partially prepared by the Engineer is suspended, abandoned, or terminated, the Client shall pay the Engineer for the work performed. The Client or the Engineer may terminate this agreement by giving the other party fifteen (15) days written notice, in which case the Engineer shall be paid for services performed to the date of termination.
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Client Initials _____



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www.jorgeng.com

Section 8, Itemd.

Work Order & Contract

Client Name: Town of Alpine	Job Name: Storm Water Standard Document
Billing Address: PO Box 3070 Alpine, WY 83128	Date: 3/10/2026 Client Phone: 307-654-7757 Project Number: TBD
Project Manager: Kevin Meagher	Job Location: Alpine, WY

Jorgensen Associates, LLC (Engineer), agrees to perform the following professional services for the above-named Client:

Scope of Work:

- 1) Gather and review standard storm water system specifications and descriptions
- 2) Create standard storm water Draft document for developers to utilize for permitting
- 3) Review draft document with Town staff
- 4) Adjust document into final standard

Estimated cost to complete the work above is: \$6,500.00

Client agrees to pay Engineer as compensation for professional services as follows:

0 per the attached schedule

Unless specified otherwise, Client will be billed monthly. Terms are 30 days net. A service charge of 18% annually will be charged on all overdue accounts. Client agrees to pay all reasonable costs of collection and reasonable attorney's fees should collection become necessary.

The provisions set forth on the reverse of this sheet are incorporated into and made a part of this agreement. There are no understandings or agreements except as expressly stated in this agreement.

Signature

Signature

Client Representative

Kevin Meagher

Jorgensen Associates

Title

Sr. Project Manager

Title

Date

3/10/2026

Date

Engineer may withdraw this agreement if not accepted within 30 days.



TERMS AND CONDITIONS

The Client and Engineer agree that the following provisions shall be a part of their agreement.

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2. Engineer makes no warranty, express or implied, as to Engineer's recommendations, plans and specifications or professional advice except that they were made or prepared in accordance with generally accepted professional practices.
3. Cost estimates and opinions of probable costs prepared by the Engineer are based on judgment and experience. Engineer makes no warranty; express or implied, regarding cost estimates or opinions of probable costs.
4. Engineer makes no representations concerning estimates of areas. Estimates of areas are estimates only, and are not intended as accurate until the final map is certified.
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9. Use of Electronic Media
 - a. Copies of Documents that may be relied upon by Owner are limited to the printed copies (also known as hard copies) that are signed and sealed by the Engineer or Surveyor. Files in electronic media format of text, data, graphics, or of other types that are furnished by Engineer or Surveyor to Owner are only for convenience of Owner. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
 - b. When transferring documents in electronic media format, Engineer or Surveyor makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by Engineer or Surveyor at the beginning of this Assignment.
 - c. If there is a discrepancy between the electronic files and the hard copies, the hard copies shall govern.
 - d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files.
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Client Initials _____



Date: October 20, 2026

Department: Administration

Presenter: Riley Hovorka and Monica Chenault

Subject: Revenue Recapture Funds from Sale of Melvin Brewing

Purpose:

Staff requests that Council provide high-level direction regarding how Wyoming Business Council (WBC) revenue recapture funds from the sale of Melvin Brewing.

Background:

Pursuant to Attachment A to the Business Ready Community Grant and Loan Program Grant Agreement between the Wyoming Business Council and the Town of Alpine:

“Recaptured funds will be used for public infrastructure improvements that support economic development, a revolving loan fund, façade improvements, downtown development, beautification, marketing, matching funds for future grants, economic development studies, and plans and support of the local economic development commission.”

Staff request that Council provide general direction on how proceeds should be allocated. Once general direction is established, staff will research specific options and provide a recommendation. Some high-level options include:

- Re-pay loan/capital lease for existing wastewater infrastructure, a public infrastructure improvement that supported economic development
- Invest in new businesses/economic development via revolving loans, matching funds for future WBC grants, etc.
- Fund future infrastructure expansions/improvements which will serve to support future economic development opportunities

Alternatives:

Option A — Re-pay loan/capital lease for existing wastewater infrastructure

- Benefits Include: Accelerating principal payments reduces annual expenses within the Wastewater Fund. The Town budgeted to spend \$279,000 on Wastewater Fund debt payments in FY27.
- Challenges Include:

Option B — Invest in new businesses/economic development

- Benefits Include: Investing in new business activity is aligned with Master Plan goals to “promote retail diversity, small businesses, and entrepreneurship through technical assistance and marketing support,” (EV Action 1.1B) and “encourage businesses that provide daily needs and services for the growing year-round population” (EV Action 1.3 B).
- Challenges Include:

Option C — Fund future infrastructure expansions/improvements

- Benefits Include: Investing in infrastructure expansion/improvement is aligned with Master Plan goals to “ensure to right-size future infrastructure expansions for planned growth” (TSI Action 2.1.B) and improving walkability through downtown (T Action 1.1.E and 1.1.F).
- Challenges Include:

Fiscal Impact:

The Town received \$1,569,756.85 in revenue recapture funds from the October 9, 2026 sale of the Melvin Brewing property. Pursuant to Resolution No. 2025-028, these proceeds will be deposited into GL Account No. 01-22-109, the Town of Alpine Recapture Restricted Fund, along with recapture revenue previously collected. The funds may only be spent for purposes authorized by the applicable Wyoming Business Council grant agreements and Revenue Recapture Plan.

Strategic or Community Impact:

WBC recapture revenues are intended to support communities by creating new or expanding existing business ventures, which in turn create a stable tax base and employment opportunities. This also helps the Town to achieve many of its goals expressed in the new Master Plan, like expanding dining options or creating a more walkable downtown.

Key Questions:

1. Does Council wish to prioritize existing infrastructure, new community development opportunities, or future infrastructure expansions/improvements?

Suggested Motion:

I move to _____.



Date: September 15, 2026
Department: Clerk's Office
Presenter: Sarah Greenwald, Assistant Clerk
Subject: Review and Update of Liquor Ordinance No. 2021-05

Purpose

To request Council direction for staff and the Town Attorney to prepare a comprehensive update to Ordinance No. 2021-05 so the Town's liquor licensing provisions align with current Wyoming Title 12.

Background

During the current liquor license renewal and transfer process, staff identified that the Town's ordinance establishes a \$250 fee for transfers of ownership or location. W.S. 12-4-601 limits the additional transfer fee to no more than \$100. The \$250 fee appears in Section 10(a), Section 10(b), and the fee schedule in Section 11(a), so each reference should be corrected.

Section 11(a) also establishes the Town's annual license and permit fees. These fees apply to both initial applications and renewals, except that first-time license fees may be prorated. The Town's current fees and the ranges permitted by Wyoming law are:

- Retail Liquor License: Town fee of \$1,000; state-authorized range of \$300 to \$1,500.
 - Restaurant Liquor License: Town fee of \$750; state-authorized range of \$500 to \$3,000.
 - Resort Liquor License: Town fee of \$500; state-authorized range of \$500 to \$3,000.
 - Bar and Grill Liquor License: Town fee of \$1,500; state-authorized range of \$1,500 to \$10,500.
 - Malt Beverage Permit: Town fee of \$500; state-authorized range of \$100 to \$1,500.
 - Microbrewery Permit: Town fee of \$500; state-authorized range of \$300 to \$500.
 - Winery Permit: Town fee of \$500; state-authorized range of \$300 to \$500.
 - Twenty-Four-Hour Malt Beverage Permit: Town fee of \$25; state-authorized range of \$10 to \$50 per 24-hour period.
 - Catering Permit: Town fee of \$25; state-authorized range of \$10 to \$50 per 24-hour period.
- Although the Town's current annual renewal fees fall within the ranges authorized by state law, the ordinance should be reviewed to ensure each fee provision reflects current license classifications and procedures. State law also provides that when a microbrewery or winery permit is held together with an eligible liquor license, no additional microbrewery or winery permit fee may be assessed.

After identifying the transfer-fee issue, staff compared additional portions of Ordinance No. 2021-05 with the current version of Wyoming Title 12. The review identified other provisions that may be outdated or inconsistent with current state law, including the following:

- Section 5 states that no person or entity may receive more than one liquor license in the Town. Current Title 12 authorizes certain dual-license arrangements, including a microbrewery permit held with a restaurant liquor license. Melvin Brewing currently holds both license types.
- Section 3 contains outdated definitions and renewal standards. The ordinance defines a malt beverage as containing more than 1% alcohol by volume, while current W.S. 12-1-101(a)(x) defines a malt beverage as containing at least 0.5% alcohol by volume. Section 3(h) also determines whether a license or permit is operational based on minimum annual alcohol purchases of \$500, or \$2,000 for a retail liquor license. Current W.S. 12-4-103(a)(iv) instead requires a licensed business to become operational within one year after issuance or transfer and remain operational thereafter, subject to provisions for seasonal operations and extensions for good cause. These provisions should be updated to match current state law.
- Application, fee, publication, renewal, delivery, suspension, and revocation provisions should be reviewed to reflect current Title 12 procedures, including the requirement to post application notices on the Town's official website.

Alternatives

Option A- Direct staff and the Town Attorney to prepare a comprehensive repeal and replacement of Ordinance No. 2021-05. Staff recommends this option.

Option C- Take no action at this time.

Fiscal Impact

The primary fiscal impact would be staff time associated with reviewing and preparing the updated ordinance.

- Reducing the transfer fee from \$250 to the statutory maximum of \$100 would decrease Town revenue by \$150 for each transfer application.
- The Town currently charges \$25 for each 24-Hour Malt Beverage Permit and Catering Permit. Wyoming law allows a fee between \$10 and \$50 per 24-hour period. Increasing these fees to \$50 would generate an additional \$25 for each permit issued.
- Council may also consider increasing the Town's annual liquor license and permit fees within the ranges allowed by Wyoming law. Any increases would generate additional Town revenue, with the total fiscal impact depending on the amounts established and the number and types of licenses renewed each year.

Strategic or Community Impact

Updating the ordinance would provide clearer direction to applicants, licensees, staff, and Council and would help the Town administer liquor licenses consistently with state law. Completing the review during the annual licensing cycle would also address issues identified through the Town's current application, transfer, and renewal processes.

Key Questions

Council should consider the desired scope of the ordinance update and whether any local fee or policy changes should be included.

1. Does Council want to pursue a comprehensive repeal and replacement of Ordinance No. 2021-05 or a limited amendment addressing only the identified conflicts?
2. Should the 24-Hour Malt Beverage Permit fee increase from \$25 to the statutory maximum of \$50?
3. Should the Catering Permit fee increase from \$25 to the statutory maximum of \$50?
4. Does Council want to review and potentially increase any of the Town's annual liquor license and permit fees within the ranges allowed by Wyoming law?

Suggested Motion

I move to direct staff to work with the Town Attorney to prepare a comprehensive repeal and replacement of Ordinance No. 2021-05 to align the Town's liquor licensing regulations with current Wyoming Title 12, including correction of the transfer fee and review of the Town's license and permit fee schedule.

282 ORDINANCE NO. 2021-05

AN ORDINANCE REGULATING THE TRAFFIC OF INTOXICATING BEVERAGES AND REPEALING AND REPLACING 250 ORDINANCE NO. 2017-05 AND PROVIDING AN EFFECTIVE DATE.

**NOW, THEREFORE BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN
OF ALPINE, WYOMING IN A REGULAR SESSION DULY ASSEMBLED, THAT:**

Section 1: ORDINANCE REPEALED.

250 ORDINANCE NO. 2017-05 of the Municipal Code of the Town of Alpine and all amendments thereto are hereby repealed.

Section 2: DECLARATION OF POLICY.

For the protection of the welfare, health, peace, morals and safety of the residents of the Town of Alpine, Wyoming , it is hereby declared to be a public policy of said Town that the traffic in spirits, fermented, and malt liquor should be regulated to the extent of prohibiting all traffic therein except as is hereinafter provided. No sales at retail of such liquors may be consummated in the Town of Alpine except in compliance with the provisions of this chapter.

Section 3: DEFINITION OF TERMS.

Unless the context indicates otherwise, words and phrases in this chapter shall have the meanings indicated in the subsections following:

- (a) MALT BEVERAGE. Shall mean any fluid of any type or description that is manufactured from malt, wholly or in part, or from any substitute therefore containing more than one percentum of alcohol by volume.
- (b) INTOXICATING LIQUOR. Shall be construed as synonymous with alcoholic liquor, alcoholic beverage and spiritus liquor both in meaning and definition.
- (c) RETAIL LIQUOR LICENSE. Shall mean the authority under which a retailer shall be permitted to sell alcoholic and/or malt beverages for use and consumption but not for resale, and not for immediate consumption on the premises unless the establishment's primary source of income is derived from the sale of individual servings of alcohol or malt beverages.
- (d) LIMITED RETAIL LIQUOR LICENSE. Shall mean the authority under which private clubs shall be permitted to sell alcoholic and/or malt beverages.

(e) MALT BEVERAGE PERMIT. Shall mean the authority under which the sale of malt beverages only is authorized. Malt beverage permits under this subsection shall not be used to operate a continuing business.

(f) 24 HOUR MALT BEVERAGE PERMIT. Shall mean the authority under which the sale of malt beverages is authorized for specifically limited periods. 24 Hour malt beverage permits under this subsection shall not be used to operate a continuing business.

(g) CATERING PERMIT. Shall mean the authority under which the sale of alcoholic beverages is authorized for specifically limited periods by a retail license holder at a location not specified in the permit holder's original license. Catering permits under this subsection shall not be used to operate a continuing business.

(h) NON-OPERATIONAL PERMIT. A license or permit authorized by this ordinance shall not be renewed if the licensee or permittee did not, during the previous one (1) year term of the license or permit, purchase at least five hundred dollars (\$500.00) of alcoholic or malt beverages or a combination thereof from the commission or any authorized malt beverage wholesaler. A retail liquor license shall not be renewed if the licensee did not, during the previous one (1) year term of the license, purchase at least two thousand dollars (\$2,000.00) of alcoholic or malt beverages or a combination thereof from the commission or any authorized malt beverage wholesaler. Subsection (g) of this section shall not apply to any licensee or permittee having a planned but not physically functional building; or, holders of special permits issued under sections (e) and (f) of this section.

(i) CLUB. Means a fraternal organization not including college fraternities, labor unions, or associations organized for commercial purposes or profit, which is a member of and holds a charter from a national organization, and which owns or leases a building or space for the use and accommodation of its members.

(j) DRUG STORE. Means a suitable space in a building kept, used, maintained, advertised and held out to the public to be a place where drugs and medicines are sold and prescriptions compounded, and where a registered pharmacist is regularly employed.

(k) ORIGINAL PACKAGE. Means any bottle, flask, jug, cask, barrel, keg, hogshead or other receptacle or container used, corked or capped, sealed or labeled by the manufacturer of alcoholic beverages containing any alcoholic beverage.

(l) PERSON. Includes any individual person, partnership, corporation or association.

(m) RETAILER. Means any person who sells or offers for sale any alcoholic or malt beverage for use or consumption, who sells a minimum of two thousand dollars (\$2,000.00) worth of alcoholic or malt beverage in a one (1) year period of time, and not for resale.

(n) SUPER MARKET/GROCERY STORE RETAILER. Means any suitable space located within a super market or grocery store, wherein a separate area of purchase of alcoholic or

malt beverages, not for consumption on the premises, has been established. The purchase area shall not be located in any area within the store in proximity to goods or items that would attract minors.

(o) WHOLESALER. Means any person except the Wyoming Liquor Division, who sells or offers for sale any alcoholic or malt beverage to the retailer.

(p) SELL OR SALE. Shall include offering for sale, trafficking in, bartering, delivering for value, exchanging for goods, or in any way other than purely gratuitously, and even delivery of any alcoholic and/or malt beverage made otherwise than by gift shall constitute a sale.

(q) RESTAURANT LIQUOR LICENSE: Shall mean the appropriate license requiring not less than Sixty (60) percent of gross sales for the preceding twelve (12) months of operation to be derived from food services. Alcoholic and malt beverage sales shall be for on premise consumption, not to be removed from the premises.

(r) RESTAURANT: Shall mean a space in a building maintained, advertised and held out to the public as a place where individually priced meals are prepared and served primarily for on-premise consumption and where the primary source of revenue from the operation is from the sale of food and not from the sale of alcoholic or malt beverages.

Section 4. TOWN TO REGULATE LIQUOR TRAFFIC.

The Town of Alpine shall regulate, prohibit or license the sale of alcoholic and/or malt beverages within the town limits under the provisions of this chapter.

Section 5. NUMBER OF LIQUOR LICENSES TO BE ISSUED.

The Alpine Town Council may issue those authorized liquor licenses consistent with approval of the State Statutes and the Wyoming Liquor Division. The Town Council of Alpine may grant such additional licenses or reserve such licenses as they deem expedient, necessary and in the best interest of the Town. The Town Council shall be authorized to investigate, hold public hearings and take action as they deem in the best interest for the Town. No person or entity in the Town of Alpine shall be the recipient of more than one (1) liquor license.

Section 6. APPLICATION FOR LICENSE.

Any person desiring a retail liquor license under this chapter shall apply to the Alpine Town Council for the same. Such application shall be made on a form that conforms with the application form prepared by the Attorney General of the State of Wyoming. Among other things, the application shall contain a description in detail, of the place within which the alcoholic beverages will be sold, and a description of the location of said premises.

Section 7. PUBLICATION AND POSTING OF NOTICE.

Upon receipt of an application for a liquor license, modification, or transfer of existing license, the Town Clerk shall promptly publish once a week for two (2) consecutive weeks in a newspaper of general circulation in the Town, and also display conspicuously on the premises in which the applicant desires to use the license, a notice that such applicant has made an application for a license, and that protests against the issuance of such license to the applicant will be heard at a time certain which is stated in the notice.

Section 8. LICENSE.

After the notice time has expired and the public hearing has been held, a license may be issued by the Town Council, signed by the Mayor and attested to by the Town Clerk. The name of the licensee, a description of the place in which the alcoholic or malt beverages may be sold, the date of issuance, the amount of the license fee, type of license, license number, license term and an indication that the same has been paid in full shall appear on the face of the license. Each licensee shall display his license in a conspicuous place in the license premises.

Section 9. LICENSE A PERSONAL PRIVILEGE.

A liquor license issued by the Town of Alpine shall be valid for one year, commencing January 1 at 12:00 a.m. and ending December 31 at 11:59 p.m., unless sooner revoked and shall be considered a personal privilege and not a right.

Section 10. MODIFICATION, TRANSFER, OR RENEWAL OF LICENSE.

(a) In the event of a major loss or damage to the licensed premises by any unforeseen natural cause, the liquor license may be renewed on a different premise on the same basis as an original application except for the payment of license fee, which renewed license shall expire as of the expiration date of the original license. Any modification under this subsection shall be assessed a Two Hundred and Fifty dollar (\$250.00) license transfer fee.

(b) With the exception of the circumstances outlined in Section 9 (a) above, no license shall be transferred, sold, assigned or used for any place not described in the license at the time of issuance, without the filing of a new application, the publication of notice, and the official approving action of the Town Council. Any transfer under this subsection shall be assessed a Two Hundred and Fifty dollar (\$250.00) license transfer fee. Upon the expiration of any license, the owner thereof shall have a preference right to a new license that may then, in the discretion of the Town Council, be granted under the provisions of this chapter. All applications for renewals shall be published. Such application shall be made on a form that conforms with the application form prepared by the Attorney General of the State of Wyoming. Among other things, the application shall contain a description in detail, of the place within which the alcoholic beverages will be sold, and a description of the location of said premises.

Section 11. LICENSE AND PERMIT FEES, HOURS OF OPERATION, MANDATORY POSTINGS.

(a) The license and permit fees for the following classes of liquor and malt beverage permits shall be as follows:

<u>License Type</u>	<u>Fee</u>
Retail	\$1,000.00
Restaurant	\$ 750.00
Resort	\$ 500.00
Bar and Grill	\$1,500.00
Malt Beverage	\$ 500.00
Microbrewery	\$ 500.00
Winery	\$ 500.00
Malt Beverage (24 Hour)	\$ 25.00
Transfer Fee	\$ 250.00
Catering Permit	\$ 25.00

(b) With the exception of first-time license applications, the license fee for annual licenses shall not be prorated or reduced if the license is valid for only a portion of the year. First-time license fees shall be prorated from the date of approval until December 31st of the same year.

(c) All Licensees holding a retail liquor licenses may begin dispensing at 6:00 a.m. and shall close and cease the sale of both alcoholic and malt beverages promptly at the hour of 2:00 a.m. the following day on Mondays through Sundays.

(d) The Town Council may, upon request and by resolution, designate and modify the closing hours on no more than three calendar days during city or county fairs, rodeos, pageants, jubilees, special holidays or similar public gatherings when all licenses may operate their dispensing rooms for a period of twenty-four (24) hours beginning at six o'clock A.M.

(e) With the exception of Catering and Malt Beverage permit holders, every licensee shall display at all times, in a prominent place at each public entrance, a printed card no less than eleven (11) inches in height, seventeen (17) inches in width (11" x 17"), with type no less than one-fourth (1/4) in height, containing the following warnings:

WARNING TO PERSONS UNDER 21 YEARS OF AGE

YOU ARE SUBJECT TO A FINE OF UP TO \$750 AND
UP TO SIX (6) MONTHS INCARCERATION
IF YOU ARE UNDER THE AGE OF 21 AND YOU ATTEMPT TO PURCHASE,
PURCHASE, CONSUME, OR POSSESS ALCOHOLIC LIQUOR OR MALT BERVERAGE

WARNING TO PERSONS OVER 21 YEARS OF AGE

YOU ARE SUBJECT TO A FINE OF UP TO \$750 AND
UP TO SIX (6) MONTHS INCARCERATION
IF YOU PURCHASE OR PROVIDE ALCOHOLIC LIQUOR OR MALT BEVERAGE TO A
PERSON UNDER THE AGE OF 21

(f) Individuals under the age of 21 must be accompanied by a parent/guardian who is 21 or older in the sales are in package liquor stores.

Section 12. MICROBREWERY PERMITS; AUTHORIZED; CONDITIONS;

Unless the context indicates otherwise, words and phrases in this chapter shall have the meanings indicated in the subsections following:

MICROBREWERY. Means a commercial enterprise producing not more than fifty thousand (50,000) barrels per year and no less than fifty (50) barrels per year of malt beverage

(a) Subject to restrictions imposed under W.S. 12-4-103 excluding W.S. 12-4-103(a)(vi), the Town may issue a microbrewery permit authorizing a permit holder to brew a malt beverage and dispense the brewed malt beverage for on-premises and limited off-premises personal consumption. Notwithstanding W.S. 12-5-201 and for the purposes of this subsection, "on-premises" may include a fenced or enclosed area immediately adjacent to the licensed brewing site as approved by the local licensing authority. The dispensing of malt beverages in an immediately adjacent area authorized by this paragraph shall be subject to the schedule of operating hours set pursuant to W.S. 12-5-101. Any microbrewery permit holder shall:

(i) File a monthly report of brewed malt beverage the permit holder produced on a form provided by the liquor division. The report shall be filed with the liquor division not later than the tenth day of each month following the month in which the brewed malt beverage was produced. Any report filed late with the liquor division shall be subject to a late filing fee of twenty-five dollars (\$25.00);

(ii) Maintain records for at least three (3) years that will permit the liquor division to ascertain the truthfulness of the information filed and permit the division to perform an audit of the licensee's records upon reasonable request.

(b) The local licensing authority:

(i) May allow the sale of malt beverage obtained through a contract brewing arrangement and other malt beverages under a microbrewery permit for on-premises consumption when obtained through licensed wholesale malt beverage distributors;

(ii) May allow the microbrewery to sell on site its brewed product and its malt beverage obtained through a contract brewing arrangement for off-premises personal consumption,

not for retail sale, in packaging of bottles, cans or packs of an aggregate volume not to exceed two thousand (2,000) ounces per sale;

(iii) In accordance with the process established under article 1 of this chapter, may allow the transfer of a microbrewery permit to another location and ownership of the microbrewery may be transferred upon approval by the local licensing authority; and

(iv) Shall assess a fee of not less than three hundred dollars (\$300.00) nor more than five hundred dollars (\$500.00) payable annually in advance for each microbrewery permit. When dual ownership of a microbrewery permit and a liquor license exists no additional fee shall be assessed other than the retail, restaurant, bar and grill or resort license fee.

(c) W.S. 12-4-410 shall apply to any person holding a microbrewery permit and a restaurant liquor license and W.S. 12-4-413 shall apply to any person holding a microbrewery permit and a bar and grill liquor license, except that either dual holder:

(i) May sell the brewed malt beverage for limited off-premises personal consumption pursuant to paragraph (b)(ii) of this section;

(ii) May upon cessation of full service restaurant operations, serve a limited menu and continue to serve malt beverages authorized under the microbrewery permit;

(iii) Shall not include sales of malt beverages authorized under the microbrewery permit, or sales other than food service and alcoholic beverages, in the annual gross sales report required under W.S. 12-4-408(c).

(d) The Town may allow a permit holder to operate at more than one (1) location. The permit holder is required to pay an additional permit fee of one hundred dollars (\$100.00) regardless of the number of locations authorized for the microbrewery. All locations shall be subject to all provisions of this title related to the operation of a microbrewery.

Section 13. DELIVERY OF ALCOHOLIC LIQUORS AND MALT BEVERAGES.

(a) Retail liquor licensees and microbrewery permit holders may deliver or contract to have delivered alcoholic liquors and malt beverages to customers provided:

(i) All sales of alcoholic liquors and malt beverages under this subsection shall take place in the licensed building. Orders of alcoholic liquors and malt beverages may be placed by phone, online or through a mobile application. All deliveries under this subsection shall be completed during the licensee's remaining operating hours on the same day the alcoholic liquors or malt beverages are removed from the inventory of the licensed premise;

(ii) No order shall be received nor shall any delivery be made to or by a person under the age of twenty-one (21) years. All deliveries shall require the purchaser to provide to the deliverer a valid government issued identification demonstrating the purchaser is twenty-one (21) years of age or older;

(iii) All package sales and deliveries of alcoholic liquors and malt beverages for off-premises consumption shall be sealed. For purposes of this paragraph, "sealed" means a product enclosed:

(A) In its original package and unopened;

(B) In a plastic bag and heat sealed closed; or

(C) In a container that has a breakable seal incorporated in the container cap.

(iv) Any contract delivery service shall adhere to the requirements of this subsection when delivering alcoholic liquors and malt beverages; and

(v) Microbrewery permit holders shall only deliver or contract to have delivered their respective manufactured products.

Section 14. EVACUATION.

All persons not employed by the liquor licensee shall be evacuated and removed from the premises within thirty (30) minutes of the time set in this chapter for the closing of such business. No intoxicating liquor and/or malt beverage shall be dispensed in any matter after said closing hours.

Section 15. DUTY OF PROSECUTING ATTORNEY.

It shall be the duty of the Prosecuting Attorney of the Town of Alpine to prosecute by complaint in the Town of Alpine Municipal Court all violations of this ordinance in manner now provided for by law for the prosecution of criminal offenses under the general statutes of this State and the ordinances of the Town of Alpine.

Section 16. REVOCATION OF LICENSE - GROUNDS.

The violation of any of the provisions of this chapter by any wholesaler, retailer or other licensee shall be sufficient cause for the revocation of the liquor license granted under the provisions of this chapter.

Section 17. PENALTIES.

Any person who violates any provision of this chapter shall be guilty of a misdemeanor and shall upon conviction thereof, be punished by a fine in the sum of not less than Two

Hundred Fifty (\$250.00) dollars nor more than Seven Hundred and Fifty (\$750.00) dollars or by imprisonment in jail for a term not to exceed six (6) months. Revocation of a liquor license shall not be construed in any way so as to reduce the penalty herein imposed.

Section 18. APPLICATION OF PROVISIONS.

The general control and regulatory provisions of this ordinance shall apply only to those provisions stated in this ordinance. Wyoming statutory provisions, as contained in Title 12, not specifically addressed by this ordinance shall govern.

Section 19. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or portion of this chapter is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

Section 20. EFFECTIVE DATE.

This ordinance will establish an effective date at its passing on the third and final reading.

Passed on first reading this 15th day of June, 2021.

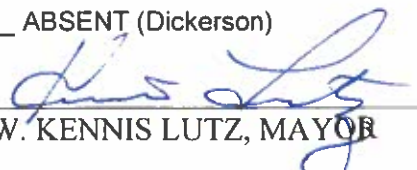
VOTE: 5 YES, 0 NO, 0 ABSTAIN, 0 ABSENT

Passed on second reading this 20th day of October, 2021.

VOTE: 5 YES, 0 NO, 0 ABSTAIN, 0 ABSENT

Passed on third reading this 17th day of August, 2021.

VOTE: 4 YES, 0 NO, 0 ABSTAIN, 1 ABSENT (Dickerson)

SIGNED: 
W. KENNIS LUTZ, MAYOR

ATTEST:





SHARON L. BACKUS, CLERK/TREASURER

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing 282 Ordinance No. 2021-05 shall be duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST



Sharon L. Backus

SHARON L. BACKUS, CLERK/TREASURER



Date: September 15, 2026

Department: Public Works Department

Presenter: Craig Leseberg, Public Works Director

Subject: Used Service Pickup with Crane

Purpose:

To authorize staff to begin actively searching for a used service pickup equipped with a crane, within a revised budget of up to \$75,000, and authorize travel expenses to retrieve the vehicle.

Background:

There are currently 5 vehicles in the Town's fleet. Specifications of the fleet are as follows:

Vehicle Year	Make	Model	Description
1997	Ford	F-250	Service Body
2004	Ford	F-350	Service Body with Crane
2012	Ford	F-550	Dump Truck/Sander Truck
2016	Ford	F-150	WWTP
2019	Ford	F-150	Service Body

Adding a vehicle to the Town's fleet will reduce the use of personal vehicles for Town operations by ensuring a vehicle is available for every member of the Field Operations team. Existing vehicles are aging and will be due for replacement in future fiscal years.

Staff would like to purchase a used pickup with a service body and crane. A service body would provide essential tools and parts storage, while a crane would allow staff to more easily remove, install, and service lift-station pumps. Council budgeted \$45,000 in FY27 for a used service pickup but did not budget for the pickup to come equipped with a crane. Council would need to add \$30,000 to the water fund capital outlays budget for staff to secure the requested vehicle *with* a crane. The total \$75,000 expense for the vehicle would then be split: up to \$45,000 for the used service body pickup billed to the general fund capital outlays and up to \$30,000 for the crane billed to the water fund capital outlays.

Used service pickups, especially those with a crane, may be difficult to find in Western Wyoming and often sell quickly once listed. Staff request pre-authorization to purchase a used service

pickup equipped with a crane, in an amount not to exceed \$75,000, and travel for inspection/retrieval in the event that a vehicle meeting staff's desired specifications becomes available.

Alternatives:

Option A - Authorize staff to purchase the best available used service pickup with a crane

- Benefits include: Adds needed fleet capacity; reduces reliance on personal vehicles and the Town's more-than-20-year-old crane truck; improves lift-station pump maintenance; and may obtain a service body and crane at a lower cost than purchasing and installing them separately.
- Challenges include: Used-vehicle availability, mileage, condition, specifications, and pricing can vary. The Town may also incur costs for inspection, delivery, registration, immediate repairs, tires, or additional equipment.

Option B - Authorize staff to purchase the best available used service pickup without a crane

- Benefits include: Adds needed fleet capacity and reduces reliance on personal vehicles
- Challenges include: The Town would need to continue to rely on its existing 20-year-old crane truck for lift-station pump work.

Option C - Defer the Purchase

- Benefits include: Avoids an immediate expenditure and allows more time to review inventory.
- Challenges include: Continues the fleet shortage and reliance on personal vehicles and the aging crane truck, including for lift-station pump work.

Fiscal Impact:

Council budgeted \$45,000 in FY27 for a used service pickup but did not budget for the pickup to come equipped with a crane. Council would need to add \$30,000 to the water fund capital outlays budget for staff to secure the requested vehicle *with* a crane. The total \$75,000 expense for the vehicle would then be split: up to \$45,000 for the used service body pickup billed to the general fund capital outlays and up to \$30,000 for the crane billed to the water fund capital outlays. Increasing the overall budget for the vehicle to \$75,000 may allow staff to find a vehicle with lower mileage, resulting in overall lower maintenance costs for this vehicle long-term.

Strategic or Community Impact:

An additional service pickup will improve infrastructure maintenance and emergency response. A crane-equipped unit would make lift-station pump work easier and safer while reducing reliance

on the Town's more-than-20-year-old crane truck. The additional pickup would also reduce the need for employees to use personal vehicles for Town business. The purchase supports reliable services, employee safety, and responsible equipment management.

Key Questions:

Is Council supportive of adding a vehicle to Public Works' service fleet in FY27, and amending the budget to do so?

Suggested Motion:

I move to authorize staff to purchase a used service pickup, equipped with a crane, in an amount not to exceed \$75,000 and direct staff to amend the water fund capital outlays budget by \$30,000 to accommodate this purchase.