



# TOWN COUNCIL MEETING AGENDA

July 15, 2025, at 7:00 PM / 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](mailto:clerk@alpinewy.gov) with any questions or comments.

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**
5. **APPOINTMENT AND OATH OF OFFICE FOR AMY WIERDA, TOWN COUNCILMEMBER**

## **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: June 17, 2025, Town Council Meeting Minutes and July 1, 2025, Town Council Meeting Minutes.
  - b. Planning & Zoning Commission Minutes: June 10, 2025
  - c. Bills to Pay: 7/2/2025 - 7/15/2025
7. **REPORTS**
  - a. Mayor's Report – Eric Green
  - b. Events Committee Report - Andrea Burchard
  - c. Engineering Report – Jorgensen Engineering
  - d. Planning & Zoning Report – Racheal Stewart
  - e. Economic Development Report – Jeremiah Larsen

- f. Utility Easement Update – Jeremiah Larsen
- g. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- h. Lincoln County Sheriff’s Report – Submitted in writing
- i. Stephen Allen - Chief of Staff Lincoln County Commissioners

## 8. PUBLIC COMMENT ON AGENDA ITEMS

*Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to comment on items listed on the agenda. 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.*

## 9. ACTION ITEMS

- a. Ordinance No. 2025-011 - Land Use and Development Code - 3rd Reading:

Seeking a motion to approve 3rd Reading of Ordinance No. 2025-011 - Land Use and Development Code.

- b. Resolution No. 2025-027-To create Emergency Action Plan Committee:

Seeking a motion to approve Resolution No. 2025-027-To create Emergency Action Plan Committee.

- c. Resolution No. 2025-028 - Recapture Money Restrictive Fund:

Seeking a motion to approve Resolution No. 2025-028 - Recapture Money Restrictive Fund.

- d. Resolution No. 2025-030 - Establishing A Semiquincentennial Committee:

Seeking a motion to approve Resolution No. 2025-030 - Establishing A Semiquincentennial Committee.

- e. Resolution No. 2025-031- A Resolution To Transition To A Paid Time Off (PTO) System And Modify Employee Benefit Structures For All Full-Time Employees Employed On Or Before April 21, 2025:

Seeking a motion to approve Resolution No. 2025-031- A Resolution To Transition To A Paid Time Off (PTO) System And Modify Employee Benefit Structures For All Full-Time Employees Employed On Or Before April 21, 2025.

- f. Resolution No. 2025-032 - Short Term Disability Policy:

Seeking a motion to approve Resolution No. 2025-032 - Short Term Disability Policy.

- g. WCSR Safety Evaluation and Discount Program Enrollment:

Seeking a motion to approve WCSR Safety Evaluation and Discount Program Enrollment and authorize Mayor Green to sign.



h. Review and Approval of Snake River MEP Invoice-001:

Seeking a motion to approve Snake River MEP Invoice-001.

i. Resolution No. 2025-033 - Ratifying The Mayor's Decision To Purchase A Pump and Motor In Well No. 3 And Approving A Budget Adjustment To Increase Line Item 5180332 – Field Ops Repairs & Maintenance

Seeking a motion to approve Resolution No. 2025-033 - Ratifying The Mayor's Decision To Purchase A Pump and Motor In Well No. 3 And Approving A Budget Adjustment To Increase Line Item 5180332 – Field Ops Repairs & Maintenance

j. Muller Minor Construction Permit:

Seeking a motion to approve the Muller Minor Construction Permit, contingent upon submission of an updated site plan confirming the porch addition does not encroach upon the setback.

## **10. TABLED ITEMS**

a. Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual:

Seeking a motion to remove from the table Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual.

Seeking a motion to approve Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual.

## **11. GENERAL PUBLIC COMMENT**

*General 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 not listed on the agenda. 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 MEETING MINUTES

June 17, 2025 / 250 River Circle - Alpine, WY 83128

## CALL TO ORDER AND EXECUTIVE SESSION

Mayor Eric Green called the June 17<sup>th</sup>, 2025, Town Council Meeting to order at 6:00 PM. At 6:02 PM, Councilmember Jeremy Larsen made a motion to enter into Executive Session, which was seconded by Councilmember Andrea Burchard. The Council entered Executive Session, during which no action was taken. At 7:01 PM, Councilmember Larsen made a motion to exit Executive Session, seconded by Councilmember Burchard, and the motion passed unanimously.

The meeting reconvened in Regular Session at 7:09 PM following the adjournment of the Executive Session.

**PLEDGE OF ALLEGIANCE:** Mayor Green led the Pledge of Allegiance.

**ROLL CALL:** Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide attended via conference call. A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson.

## ADOPT THE AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried. Councilmember Scaffide was still absent at this time.

**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.

## CONSENT AGENDA

- a. **Approval of Town Council Minutes:** June 3<sup>rd</sup>, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the Town Council meeting minutes. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- b. **Planning & Zoning Commission Minutes:** May 13, 2025, Planning and Zoning Commission Meeting Minutes. Councilmember Larsen made a motion to approve the Planning and Zoning Commission Meeting Minutes. Councilmember Burchard seconded. Voting Yea:

Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried

- c. Bills to Pay: May 20th, 2025 - June 11, 2025. Councilmember Larsen made a motion to approve the Bills to Pay: May 20th, 2025 - June 11, 2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- d. AMI Radio Read Project - Change Order No. 2. Councilmember Larsen made a motion to approve the AMI Radio Read Project - Change Order No. 2.. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

## REPORTS

### Mayor's Report:

Mayor Green reported that Councilmember Emily Castillo had officially resigned a little over a week ago. As a result, there is now a vacancy on the Town Council that must be filled. Per statutory requirements, the vacancy will be announced publicly. Any interested individuals who reside within the incorporated boundaries of the Town of Alpine may apply by sending an email to either Mayor Green or Monica, who will then distribute applications to the rest of the Council.

Applications must be received no later than **12:00 PM on July 1, 2025**. The Council plans to review applicants and make an appointment to fill the vacancy at the **Town Council Meeting on July 15, 2025**.

Mayor Green emphasized the importance of public service and encouraged anyone passionate about serving the community to apply.

Mayor Green also reminded the public that **Mountain Days** will take place this weekend. **Cushing Terrell**, the consulting firm hired to assist with the Town's Master Plan, will have a booth at the event, located next to the Town of Alpine's booth. Residents are encouraged to visit and provide feedback on what they envision for the future of Alpine. Input is welcomed from anyone in the greater Alpine area, regardless of whether they live inside town limits.

A reminder will be sent via text to residents encouraging participation with the consultants during Mountain Days. Staff will ensure the message is sent out in advance of the event.

### Events Committee Report - Andrea Burchard:

Councilmember Andrea Burchard reported that **Mountain Days** will take place this weekend and emphasized that it is the Town's largest annual event. The event will feature live music both **Friday and Saturday nights**, as well as **breakfast on both Saturday and Sunday mornings**.

Additional highlights include:

- **The Raptor Center and Native American dancers**

- **Numerous kids' activities**, including a **bounce house**
- The return of the **community art project**, which has been a popular attraction for the past two years
- A wide variety of **food and craft vendors**

She stated that a full **schedule of events** has been posted on the **Town of Alpine website** and on the Town's **Facebook page**. The festivities will begin with an **opening ceremony at noon on Friday**, which will be conducted by the **American Legion**.

Councilmember Burchard concluded by encouraging everyone to attend and enjoy the wide variety of activities planned throughout the weekend.

#### **Engineering Report – Jorgensen Engineering:**

Kevin reported that the radio-read water meter project is halfway done. Public Works has installed 157 meters and plans to finish by the first week of July. The software is being set up. The contractor, Core & Main, hasn't started their part yet but still has time to complete it. Water and sewer rate updates are in progress. Staff is also reviewing capacity fees with Raftelis.

#### **Planning & Zoning Report – Melisa Wilson:**

Melisa Wilson reported that the Planning and Zoning Commission reviewed several site plans at their last meeting, including a new auto services business that looks like a great addition to the town. There was also a project discussed that may include employee housing, but the applicant had not yet confirmed that detail.

Some items were tabled. The Commission also discussed the new electrical inspection process and made a recommendation to the Town Council for review.

Melisa noted that the Commission was not aware the LUDC (Land Use and Development Code) amendments would be on the agenda for first reading at this meeting. She said the Commission is currently reviewing the document section by section, with each member assigned a part, and aims to have feedback ready by their July meeting.

She acknowledged that it is the first reading and that there is time to provide additional input, which they plan to do.

#### **Economic Development Report, Utility Easement Update, and Alpine Travel & Tourism Board Report – Jeremiah Larsen:**

Councilmember Larsen reported that the County is working on a valley wide trail plan, which ties into both tourism and economic development.

The County's new Travel and Tourism Board has officially formed. Each local board, including Alpine's, has a representative. The board held its first meeting and is working on bylaws, budgets, and preparing to accept project applications.

The Alpine Travel and Tourism Board awarded grants to several events and groups, including Alpine Mountain Days, Winter Jubilee, Music in the Mountains, Fourth of July fireworks, Trout Unlimited, Shakespeare in the Park, Alpine Fire District, Trail Groomer, the interactive kiosk, and the Arts Council. A total of \$25,016 was awarded. The next meeting will be in October.

Councilmember Scaffide gave an update on Music in the Mountains. She had five bands booked but lost two. She is working to start the series on July 3 and hopes to confirm the last bands soon. Marketing will follow.

Larsen also gave an update on utility easements. Silver Star is nearly done. Lower Valley Energy should finish within three weeks. He noted that burying the power line from the transformer to the house is the homeowner's responsibility, and residents can contact Joyce at LVE for help.

### **Lincoln County Sheriff's Report – Submitted in writing**

### **PUBLIC COMMENT ON AGENDA ITEMS**

Mayor Green explained that public comment on agenda items typically takes place before the Council begins discussion on action items. For this meeting, a sign-up sheet was used specifically for those wishing to comment on the school lease, which is listed on the agenda.

He noted that public comment would also be allowed again during the school lease discussion later in the meeting. He encouraged anyone who wished to speak about any action item to do so at this time.

The Mayor reminded everyone that the Council traditionally allows 20 minutes for public comment, with a 3-minute time limit per speaker to keep the meeting moving forward.

**Kathy Oseany**, an Alpine resident of 37 years, spoke in opposition to the proposed lease for the charter school. She stated that the conditions outlined in the September 2024 Letter of Intent have not been met and expressed concern about the lack of a valid enrollment study, financial transparency, and public input through the master planning process.

She argued that enrollment projections appear inflated and that no transportation, meal services, or extracurricular activities are currently offered. She also questioned whether the charter board's lack of provided information was intentional.

Ms. Oseany raised concerns about a potential conflict of interest involving Councilmember Burchard's husband and requested a public disclaimer if recusal is not chosen. She also questioned the leadership and board turnover of the charter school and cited a prior ordinance (1997-59) regarding the moving of buildings into town.

She expressed that the project has caused division in the community and believes it has distracted the Town from higher-priority issues such as the master plan and the pre-treatment plant. Ms. Oseany concluded by urging the Council to deny the lease and encouraged the school group to seek a private parcel.

She emphasized that her comments were not meant to offend and that she respects those working on the project, even while holding a differing viewpoint.

## **ACTION ITEMS**

### **Resolution No. 2025-021 - A Resolution Declaring A Vacancy On The Town Council**

Councilmember Larsen made a motion to approve Resolution No. 2025-021 - A Resolution Declaring A Vacancy On The Town Council, and Councilmember Burchard seconded the motion.

Mayor Green introduced Resolution No. 2025-021, declaring a vacancy on the Town Council due to the recent resignation of Councilmember Emily Castillo.

A motion to approve the resolution was made and seconded by Councilmember Burchard.

Mayor Green explained that this resolution is required by statute and confirms the Town is following the proper legal steps to fill the vacant seat.

During discussion, Mayor Green requested that staff send a text alert to residents about the vacancy, in addition to posting on Facebook and sending an email. Monica confirmed this was already noted and that Sarah would ensure it gets done.

Resolution No. 2025-021 - A Resolution Declaring A Vacancy On The Town Council was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide. Motion carried.

### **Memorandum of Understanding between Lincoln County Police Officers Association, The Town of Alpine, Lincoln County Sheriff, and Bank of Star Valley**

Councilmember Burchard made a motion to approve Memorandum of Understanding between Lincoln County Police Officers Association, The Town of Alpine, Lincoln County Sheriff, and Bank of Star Valley. Councilmember Larsen seconded.

Mayor Green introduced a proposed Memorandum of Understanding (MOU) involving the Town of Alpine, Lincoln County Peace Officers Association (LCPOA), Lincoln County Sheriff, and the Bank of Star Valley to explore a housing solution for law enforcement and essential workers.

The original land under consideration in Alpine Meadows was found unsuitable for housing due to existing infrastructure. A new 1.5-acre parcel was proposed instead. Mayor Green and Mr. Mike Sorenson (LCPOA) discussed potential housing development options on that property, ranging from a single-family home to possibly a four-plex, depending on HOA regulations and town zoning (MRC).

Mr. Sorenson explained that funding is already secured through the Bank of Star Valley and the LCPOA Foundation. He emphasized the urgency of building at least one home for a sheriff's



deputy by winter, while allowing room for additional development as plans evolve. He also requested that the Foundation manage the property long-term for consistency.

Mayor Green, Council, and Sheriff Johnson discussed how the presence of a deputy in Alpine would enhance law enforcement coverage and provide quicker response in the southern part of the county.

Councilmembers discussed timing and the role of the Town's ongoing **Master Plan**. Some members expressed concern about moving forward before the Master Plan is completed, while others felt the MOU allows flexibility and keeps options open.

Council ultimately agreed that the MOU should be kept broad, with flexibility to adjust as planning continues and more details are determined.

Councilmember Larsen made a motion to amend the MOU to authorize Mayor Green to negotiate and sign the agreement and Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide. Motion carried.

Memorandum of Understanding between Lincoln County Police Officers Association, The Town of Alpine, Lincoln County Sheriff, and Bank of Star Valley with authorization for Mayor Green to negotiate the agreement and sign was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide. Motion carried.

#### **Alpine Meadows Traffic Calming Devices Application:**

Councilmember Larsen made a motion to approve Alpine Meadows Traffic Calming Device Application for speed bumps 3,5, and 6. Councilmember Burchard seconded. Motion carried.

Clerk Monica Chenault explained that over a year ago, Alpine Meadows submitted an application to install speed bumps. The request stalled at the time, but a new application has since been submitted.

The Town Council reviewed the updated application, supporting documents, and a summary report from Clerk Chenault. The report included copies of homeowner notices, responses from adjacent property owners, and staff recommendations.

Speed bumps **#1 and #2** were removed from consideration because they were proposed on a **collector/arterial street**, which is not eligible under current guidelines. **Speed bump #4** was also not eligible, as it did **not receive the required two-thirds approval** from adjacent property owners.

**Speed bumps #3, #5, and #6** received the necessary approvals and were **recommended for approval** by Clerk Chenault and reviewed with no concerns by Public Works Director Craig.

The **Alpine Meadows HOA will purchase** the speed bumps. The **Town of Alpine will install and remove them seasonally**, with Public Works confirming they are willing to handle this responsibility. There will be **no cost to the Town for purchasing** the speed bumps.

It was clarified that the speed bumps are **seasonal and will be removed for winter snow plowing**.

Public comment was invited, and council discussion confirmed that all statutory requirements have been met.

Alpine Meadows Traffic Calming devices for speed bumps 3, 5, and 6 were approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide.

#### **Alpine Education Foundation Lease Agreement:**

Meredith Leonard gave a presentation on behalf of the Alpine Education Foundation regarding the proposed lease agreement for the new charter school. She thanked the Mayor, Council, and community for their time and support and spoke about the school's focus on strong values and preparing Alpine's children for the future.

She introduced the **Alpine Education Foundation Board** and explained that the Foundation is a separate nonprofit that would lease the land from the Town and own the school buildings. One board seat is reserved for a Town Council appointee. She also introduced the **Alpine School Board** members.

The school has partnered with **Wyoming Classical Academy** and will use the **Hillsdale College K-12 curriculum**, with **Academica** serving as the operations provider.

The Foundation has purchased **four modular classroom buildings** and plans to place them on a **3.5-acre site behind the CDC**. They are working with a local architect and engineer to plan for traffic, parking, utilities, fire access, snow storage, and landscaping. The modulares are ready and will begin arriving soon.

Next steps include **fundraising**, gathering **volunteers** to help assemble the buildings, and hosting **informational meetings**. The Foundation will also have a **booth at Mountain Days** to share updates with the community.

*The presentation will be added as Attachment A to these meeting minutes.*

**Mayor Green asked** if mold had been found in the modular buildings, as concerns had been raised. Meredith responded that no mold was found during walkthroughs or after the purchase. She stated that if credible evidence of mold is presented, they are committed to addressing it. She added that mold can be mitigated if discovered.



**Councilmember Scaffide** asked if a formal inspection was conducted before the purchase. Meredith said she did not know the answer but would follow up with that information.

**Councilmember Larsen** made a motion to allow Town of Alpine to enter into a lease agreement with Alpine Education Foundation, Inc. and authorize Mayor Green to sign. **Councilmember Burchard** seconded.

## Lease Discussion and Legal Input

The Mayor and council reviewed the lease agreement and discussed recommended additions and clarifications with **Town Attorney Jim Sanderson**.

- **Tenant Use Clause:** The language limits use to a school or charter school unless the **Town Council** (not the Mayor) approves any change in writing. All agreed this was clear, and Mr. Sanderson confirmed he had no concerns.
- **Default and Removal:** Mr. Sanderson sent proposed additions requiring the tenant to remove buildings within **120 days** in the event of default or bankruptcy, at their own cost.
- **FAA Compliance:** Mr. Sanderson explained that the **navigation easement** for the nearby airport is being drafted by an aviation attorney. This will be a **separate agreement** between the Town and the airport.
- **Traffic and Site Plans:** Councilmembers raised questions about traffic impacts and public safety. Staff clarified that the school must apply for a **Special Use Permit**, which will require traffic studies, utility plans, safety reviews, and go through the full Planning and Zoning process before Town Council approval. Paragraph 31 of the lease makes these conditions a **prerequisite before the lease becomes effective**.

Councilmembers discussed timing concerns and how this fits with the ongoing **Master Plan**. There was agreement that the lease terms as drafted do not rush the project and that all required steps must still be completed.

Mayor Green then opened the floor to **public comment**, noting six people had signed up to speak, with additional opportunity afterward.

## PUBLIC COMMENT:

**Melissa Rocklet** thanked the Council and community and shared her support for the charter school. She acknowledged that while her own daughter is grown and no longer in the area, she believes the school is important for the future growth of Alpine.

She noted that young families continue to move into town, including new neighbors with young children who could be future students. Melissa emphasized that a strong town needs core services like schools and public safety and expressed that adding a school would support Alpine's long-term development.

She concluded by thanking the Council for their time.

**Patricia McQuade** raised concerns about the lease term language. She pointed out that the lease, as written, begins on **August 1, 2026**, and questioned how the modular buildings could be placed on the property before that date if the lease is not yet effective.

She also referenced **Paragraph 31 (Conditions of Precedent)**, which requires certain steps to be completed before the lease becomes effective. Patricia suggested the lease start date should be tied to when those conditions are met, such as the **issuance of a building permit**.

Town Attorney **Jim Sanderson** acknowledged the concern and said he would review the language. He proposed that making the lease effective upon the building permit date could address the issue.

It was clarified during discussion that the modular buildings will **temporarily be stored on another Town-owned parcel** near the shop until all required conditions are met and the school site is ready.

Patricia stated she was not comfortable with the school's buildings being placed on Town property without a lease in place and recommended the lease begin as soon as anything is placed on public land.

**Megan Rumsey**, an Alpine resident, expressed strong opposition to the proposed charter school lease. She raised concerns about the condition of the modular buildings, referencing a report that stated the buildings had been previously moved, damaged, and were sold without warranties. She stated that there was credible evidence of mold and questioned their safety, structural integrity, and snow-load capability.

She criticized changes in the school's building plans, lack of inspections, and what she described as broken promises. She also raised concerns about potential conflicts of interest and fiduciary responsibility among members of the Town Council, including perceived ties to financial institutions and members' spouses.

Megan voiced frustration over the background of the school's former provider, citing past lawsuits and alleging misconduct. She also criticized Academica and its affiliations and expressed distrust in the project's leadership and process.

She concluded by warning that legal action is being considered by community members and referenced a petition with over 300 signatures against the school. She stated that placing the modular buildings on Town property could trigger legal challenges and referenced potential involvement of attorneys and the Wyoming Supreme Court.

**Heather Goodrich**, an Alpine resident, mother, and educator of 28 years, raised a question about the charter school's application process. She noted that the original application approved by the Wyoming Charter Authorizing Board included a third-party review and certain requirements, such as having an educator on the board.

She asked how the approval remains valid given that the school has since changed curriculum providers, structure, and other key elements from the original application.

**Meredith Leonard responded**, explaining that the school met with the Charter Authorizing Board the night prior. The board agreed to allow the school to move forward while attorneys work through the legal structure. She stated that although the operations provider changed, the **classical education curriculum remains similar** to what was originally proposed, and the board is supportive of that direction.

**Justin Scott**, an Alpine resident and parent, expressed concern about the long-term implications of leasing Town land for the proposed charter school. He noted that although the plan currently includes modular buildings on approximately four acres, the mention of future permanent construction suggests a possible expansion request down the line, potentially involving more Town land.

He stated his opposition to giving public land to entities that may profit from it and recommended that the school seek private land for permanent development.

In response, **Mayor Green clarified** that the lease is for five years only and intended as a **temporary solution**. He emphasized that any future plans would depend on the results of the **Master Plan** and future Town Council decisions.

**Meredith Leonard** and another school representative clarified that:

- The **Alpine Education Foundation** is a **nonprofit**, not a for-profit entity.
- **Academica**, the operations provider, is a for-profit company that earns revenue for its services, similar to how school districts pay vendors and staff.
- Improvements to the land (utilities, landscaping) are being funded by the Foundation, and the land can be returned to its original state if the school does not continue.

**Megan Rumsey** returned to the podium to clarify her position on charter schools. She argued that, in her view, no charter school is truly nonprofit, and claimed that financial structures often involve profit-making through service providers. She referenced concerns about prior financial mismanagement by APS and stated that similar issues could arise.

She took issue with a previous comment referring to the Town land as a “dirt pile,” emphasizing that it is a valuable community asset. She also questioned whether certain individuals associated with the project are full-time Alpine residents and called for transparency and accountability in how public assets and funds are managed.

She concluded by warning that all Town transactions could be subject to future forensic audit.

**Councilmember Andrea Burchard** made an official disclaimer that her husband, **David Burchard**, who serves as a board member for the Alpine Charter School, **will receive no financial compensation** for his involvement. She stated that he, along with other local tradesmen, will be **donating their time** to support the project.

While **Town Attorney Jim Sanderson** stepped out to make final edits to the lease agreement, **Councilmember Shay Scaffide** asked whether the modular buildings would be **insured** while temporarily stored on Town property prior to meeting the lease's conditions.

**Meredith Leonard** confirmed that **the modular buildings are insured**.

**Mayor Green** clarified that the modulares would be **temporarily placed near the old Town shop**, on the **eastern edge of the parking area in the sagebrush**, and that **no road excavation would be needed**. The units will arrive on wheels and be placed temporarily while the school works through the special use permit and related requirements.

Scaffide also brought up that charter schools receive **additional per-student funding from the state**, which is funded through **statewide property taxes**, not directly through Alpine's local mill levy.

Mayor Green acknowledged the point and emphasized the importance of ensuring all parties are protected through proper insurance. He confirmed that **Town Attorney Sanderson is adding insurance requirements** to the revised lease.

Mayor Green then called for a **five-minute recess** to allow Mr. Sanderson time to finalize changes and provide the updated lease for Council review.

After the recess, the meeting resumed. Mayor Green announced that the **vote on the Alpine Education Foundation lease agreement** would be **delayed until later in the meeting** to allow Town Attorney **Jim Sanderson** additional time to complete final edits.

A motion was made and seconded to **postpone the vote** until later in the agenda.

During discussion, **Councilmember Shay Scaffide** expressed concern about **last-minute edits** and stated that the continued changes to agreements made her uncomfortable. She suggested a more thorough review may be needed.

Mayor Green acknowledged the concern and clarified that the delay was only to allow time for finalizing edits already discussed.

The motion to delay the vote passed was made by Councilmember Larsen and seconded by Councilmember Burchard. Motion carried.

### **Jorgensen Engineering - Recommendation:**

**Councilmember Larsen** made a motion to **approve Jorgensen Engineering's recommendation** to enter into a contract with **Snake River MEP** to complete the remaining electrical, plumbing, pipe-fitting, and control integration work at the **wastewater pretreatment plant**. **Councilmember Burchard** seconded the motion.

Mayor Green explained that the Town's previous subcontractor had not been on site since February 25, creating delays. **Jorgensen Engineering** identified **Snake River MEP** as the best option to move the project forward quickly.

**Kevin Meagher** provided background, noting:

- **Precision Electric**, the original subcontractor, will not return.
- **Mountain West Mechanical** is unavailable for several months.
- **Snake River MEP** has the availability and skill set to complete the project, including experience with similar mechanical sewer systems at Jackson Hole Airport.
- **Kevin Asno**, a contractor the Town has worked with, is also available to assist with the electrical systems if needed.

**Casey Rammell**, representing **Snake River MEP**, stated:

- He has visited the job site and is confident in completing the work.
- His team could begin work as early as **Monday, June 23**.
- They will begin with a small crew to assess the situation, then ramp up to **as many as eight workers** to meet project needs.
- The estimated timeline is **three to four weeks**, depending on what they encounter.

**Kevin Azno** confirmed he reviewed the site and plans and saw no major issues, aside from a few unknowns due to incomplete work by the previous contractor. He also expressed willingness to coordinate with Snake River MEP.

Councilmembers expressed strong support for the proposal. Councilmember Scaffide stated she was especially encouraged by the quick timeline and the one-stop-shop nature of the contractor's services. The motion to hire **Snake River MEP** passed unanimously.

#### **CitizenServe Contract:**

Councilmember Larsen made a motion to approve CitizenServe Contract and authorize Mayor Green to sign. Councilmember Burchard seconded.

**Clerk Monica Chenault** provided a brief overview of the software. CitizenServe will:

- Streamline inspections, code enforcement, and permitting processes.
- Allow citizens to file reports directly to the code enforcement officer.
- Enable staff to generate official notices and letters within the program.
- Improve internal workflow for planning, zoning, permitting, and public works.
- Support business and animal licensing, as well as water and sewer connection tracking.

The system will improve efficiency for staff and the public, and costs are shared across seven departmental budgets. Once implemented, the Town can cancel current systems, resulting in overall **cost savings**.

Councilmembers noted the contract has been reviewed and discussed in detail over several meetings. No further questions or concerns were raised.

The motion to approve the CitizenServe contract and authorize the Mayor to sign passed unanimously.

### **Re-review the lease with Alpine Education Foundation, Inc.:**

Councilmember Larsen made a motion to rereview the lease with Alpine Education Foundation, Inc., and authorize Mayor Green to sign. Councilmember Burchard seconded.

### **Final Discussion and Vote – Alpine Education Foundation Lease Agreement**

After a brief delay earlier in the meeting, the Council resumed discussion on the lease agreement with the **Alpine Education Foundation**. Town Attorney **Jim Sanderson** presented the final version of the lease with updates reflecting prior Council and public input.

### **Summary of Key Lease Amendments:**

- The **lease term** begins when the **building permit is issued**, not before, and lasts for **five school years**.
- The lease includes an **optional one-year extension**, subject to Town Council approval.
- **Conditions precedent** (Paragraph 31) must be met before the lease becomes effective, including submission of plans, payment of connection fees, a traffic impact study, and confirming insurance and liability coverage.
- Temporary placement of modular buildings is permitted only with proof of insurance and indemnification of the Town.
- Upon **lease termination or default**, the tenant must **remove all buildings within 120 days**, at their own expense.
- Default conditions include failure to meet the conditions precedent.

**Meredith Leonard** confirmed the Foundation is in agreement with all changes.

### **Council Discussion:**

- **Councilmember Scaffide** referenced guidance from the **Wyoming Association of Municipalities (WAM)** on the fiduciary duties of Town Council members. She explained her concern about leasing valuable Town land for \$1/year while the school may receive \$200,000/year in state lease aid. She clarified that her position is based on protecting Town assets, not opposition to a school.
- **Councilmember Burchard** emphasized this lease is just one step in a larger process. The school still must meet state and Town requirements.

- **Councilmember Larsen** highlighted Alpine’s decades-long struggle to secure a school and framed this charter school as a practical solution. He described the school as an “economic incubator” and expressed hope it would become a permanent part of the community.
- **Mayor Green** noted that other Town-owned properties like the **library**, **CDC**, and **fire department** are also leased at \$1/year. He supported the lease as a **short-term solution** and suggested the Town continue to advocate for improvements to the Mercer process and push the school district to act.

#### **Motion and Vote:**

**Councilmember Larsen made a motion to amend the lease** and adopt all changes made by Council was made and seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide.

**Final motion to approve the lease agreement between the Town of Alpine and Alpine Education Foundation, Inc., and to authorize Mayor Green to sign it:**

Councilmember Larsen made a motion to approve the 2<sup>nd</sup> reading of Ordinance No. 2025-010 – Budget for FY 2026. Councilmember Burchard seconded. Motion carried. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide.

#### **Ordinance No. 2025-009 - Amended Budget for FY 2025 - 3rd Reading:**

Councilmember Larsen made a motion to approve Ordinance No. 2025-009 - Amended Budget for FY 2025 - 3rd Reading. Councilmember Burchard seconded. Motion carried.

The third and final reading of Ordinance No. 2025-009, the amended budget for FY 2025, was presented.

**Clerk/Treasurer Monica Chenault** explained that recent changes were minor and primarily involved **finalizing revenue timing** between the current and upcoming fiscal years. One key adjustment was shifting the **Melvin Brewing non-recourse loan repayment** to **January 2026** (FY 2026), since it is not due until then. This allows the Town to continue earning approximately **4% interest** on the funds.

No major changes were made to the FY 2024 actuals.

Councilmembers expressed their support, noting that the **budget had been thoroughly reviewed** over several meetings. They thanked Monica for her hard work and time spent preparing the budget.

Ordinance No. 2025-009 - Amended Budget for FY 2025 - 3rd Reading was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and : Councilmember Scaffide. Motion carried

**Ordinance No. 2025-010 - Budget for FY 2026 - 3rd Reading:**

Councilmember Burchard made a motion to approve Ordinance No. 2025-010 - Budget for FY 2026 - 3rd Reading. Councilmember Larsen seconded. Motion carried.

The third and final reading of Ordinance No. 2025-010, the **FY 2026 budget**, was presented.

**Clerk/Treasurer Monica Chenault** explained key highlights:

- The **non-recourse loan** for the Melvin Brewing project was moved into the FY 2026 budget, as repayment is not due until January 2026.
- Projected **rate increases** for utilities were included:
  - **Water:** estimated 15% increase
  - **Wastewater:** estimated 25% increase

These are preliminary estimates pending the final results of current studies.
- The Town is working to **restructure billing** to ease the impact on **local single-family homeowners**.
- **Todd from Raftelis** will present results from the rate and capacity fee studies at the **July 1st meeting**, which will provide valuable long-term planning tools.
- Capacity fees will likely be implemented in addition to existing connection fees, although the **overall structure will change**, not necessarily reducing total costs but improving tracking and long-term sustainability.

Councilmembers expressed appreciation for Monica's efforts in tracking funds at a more detailed level and emphasized that this year's budgeting and study efforts are setting the foundation for Alpine's long-term future.

Ordinance No. 2025-010 - Budget for FY 2026 - 3rd Reading was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Abstain: Councilmember Scaffide. Motion carried

**Resolution No. 2025-020 - Mill Levy FY 2026:**

Councilmember Larsen made a motion to approve Resolution No. 2025-020 - Mill Levy FY 2026. Councilmember Burchard seconded. Motion carried.

**Clerk/Treasurer Monica Chenault** explained that under **Wyoming state statute**, the Town of Alpine is permitted to levy **up to 8 mills** in property taxes. However, the Town traditionally **transfers 3 mills to the Alpine Fire District**, leaving **5 mills** levied by the Town for its own operations.



This resolution is passed **annually** during the budget process and is submitted to the **Lincoln County Clerk** to be included in the annual property tax billing.

There was no further discussion.

**Resolution No. 2025-020 was approved unanimously.**

**Resolution No. 2025-023 - Authorizing The Town Of Alpine To Apply For An Infrastructure Investment And Jobs Act (IIJA) Grant:**

Councilmember Burchard made a motion to approve Resolution No. 2025-023 - Authorizing The Town Of Alpine To Apply For An Infrastructure Investment And Jobs Act (IIJA) Grant. Councilmember Larsen seconded. Motion carried.

**Clerk/Treasurer Monica Chenault** explained that the Town is applying for a **\$60,000 grant** to cover its required match for the **Safe Streets for All** grant, which totals **\$300,000**. The match funding would come from the IIJA grant.

The grant opportunity was shared by Lincoln County's grant manager, and the **Safe Streets for All funds are expected to be unfrozen** before the end of the current fiscal year.

Council expressed support and appreciation for the opportunity to pursue additional grant funding.

**The motion passed unanimously.**

**Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual:**

Councilmember Larsen made a motion to approve Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual. Councilmember Burchard seconded. Motion carried.

**Clerk/Treasurer Monica Chenault** explained that the Town has been working on this update for several months. Most changes, including the switch from **vacation/sick leave to PTO**, were already incorporated into the draft. However, a few final adjustments still need to be added based on recent Council discussions.

Key pending additions:

- Implementation of a **short-term disability benefit**, with the Town contributing **80%** and employees contributing **20%**, aligned with the Town's health insurance contributions.
- Conversion of existing **sick time balances**:
  - **50% of accrued sick time** will be retained.
  - Of that 50%, **half (25% of total sick hours)** will be **paid out in cash**, and
  - **half (25%)** will be converted to **PTO**, to be used **within two years**.

To allow time to incorporate these changes, the Council agreed to **table the resolution and revisit it at the next meeting**, with a new **effective date of August 1, 2025**.

Councilmember Larsen made a motion to table Resolution NO. 2025-022 for the next Town Council meeting on July 1<sup>st</sup>, 2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Scaffide.

### **Service Missionary Volunteer Memorandum of Understanding:**

Councilmember Burchard made a motion to approve the Service Missionary Volunteer Memorandum of Understanding. Councilmember Burchard seconded. Motion carried.

**Clerk/Treasurer Monica Chenault** explained that a local church approached the Town to offer **volunteer service** through their **Service Missionary Program**, which has been active in other nearby communities such as Afton and Star Valley Ranch.

Initially, there was no immediate need, but with the Town currently working on **digitizing old files and permits**, the volunteer assistance will help with **scanning and organizing public records**.

- The volunteer will assist **once a week**, typically on **Mondays**.
- There is **no cost to the Town**; this is a **free volunteer service**.
- The volunteer will **only have access to public records**, such as permit files.
- They **will not access sensitive data** (e.g., billing or personnel files).

**Councilmember Scaffide** raised a valid concern regarding access to private data, which was clarified—**the volunteer will only work with publicly accessible information**, and nothing confidential will be shared.

The service Missionary Volunteer Memorandum was passed and approved authorizing Mayor Green to sign. Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Larsen. Voting Abstain: Councilmember Scaffide. Motion carried.

### **Ordinance No. 2025-011 - Land Use and Development Code - 1st Reading:**

Councilmember Larsen made a motion to approve the 1<sup>st</sup> Reading of Ordinance No. 2025-011 - Land Use and Development Code - 1st Reading. Councilmember Burchard seconded.

**Clerk/Treasurer Monica Chenault** explained that although this update wasn't initially on the radar, several **important changes** have been brought forward, largely prompted by the **Town's Building Official, DJ**. These include updates to the **Table of Contents, procedures, and Article 4 – Development Standards**.

Key updates include:

- **Electrical Permits and Inspections (Section 2-304A):**

Now clearly states that electrical permits and inspections within town limits are handled by the **Wyoming Department of Fire Prevention and Electrical Safety**.

Contractors or homeowners must submit a copy of the **approved wiring permit and inspection reports** to the Town **prior to issuance of a Certificate of Completion or Occupancy**.

**Planning and Zoning Chair Melisa Wilson** was present and noted that the **Commission will be reviewing and proposing additional revisions** to the LUDC. Those changes will be considered in upcoming readings.

The Council expressed appreciation for the additions and agreed the changes improve clarity and enforceability.

Councilmember Larsen made a motion to approve Ordinance No. 2025-011 – Land Use and Development Code on first reading. Councilmember Burchard seconded. **Motion passed unanimously.**

#### **GENERAL PUBLIC COMMENT:**

**Aleck Ross**, Alpine resident, asked for clarification regarding the **temporary storage of the charter school's modular buildings** on Town property. He specifically inquired:

- What would happen to the buildings if the **school or foundation were unable to secure their lease** and filed for **bankruptcy**?
- How would the Town enforce removal of the buildings?

**Response from Mayor Green and Town Attorney Jim Sanderson (via prior lease language):**

- The **lease agreement includes a clause** stating that in the event of default or bankruptcy, the **buildings must be removed within 120 days**.
- If the foundation **folds**, the **bankruptcy trustee** would be responsible for coordinating the removal at **no cost to the Town**.

Aleck Ross acknowledged the clarification and thanked the Council.

**Heather Goodrich** asked for clarification on whether the **charter school would be required to sign the lease** before placing their modular buildings on any Town property, including the **temporary location**.

**Mayor Green** confirmed that the **lease must be signed before the modulares are delivered**, and that signing will happen **very soon**.

Heather also expressed concern regarding the Town's **participation in the Service Missionary Volunteer MOU**, specifically referencing the **involvement of the Mormon Church**. She stated

that allowing church-affiliated volunteers into a **public space** may be **offensive or harmful to some community members**, particularly those who have experienced trauma related to that church.

Mayor Green thanked her for her comments.

**Patricia McQuade** asked when and where the **final version of the lease agreement** with the Alpine Education Foundation would be available to the public.

**Mayor Green** and staff confirmed that the **lease will be posted on the Town website by tomorrow morning**, with a target of **before noon**.

**Megan Ramsey** raised concerns about the **Town's agreement with the Church of Jesus Christ of Latter-day Saints (LDS)** regarding volunteer service missionaries. She shared the following points:

- In her view, such agreements are often **early steps taken by the LDS Church before proposing a temple**, referencing **ongoing litigation in Cody, Wyoming** as a case study.
- She stated that **missionary volunteer efforts may have religious motivations** and implied that **free labor may come with strings attached**.
- She cautioned about **privacy and access concerns**, citing the possibility that a volunteer might see something in Town records that is not intended for public review.
- She strongly opposed the agreement, calling it a **"terrible idea"** and urged the Town to **slow down** and carefully evaluate such partnerships.

Megan also expressed political and ideological concerns about the charter school's use of the Hillsdale College curriculum, describing Hillsdale as a far-right organization tied to Project 2025 and Joe Ricketts. She emphasized the potentially divisive nature of the curriculum choice.

Megan replied that, while that may be true, she still believed this formal agreement raised separate concerns based on her understanding and family history.

## ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide. Motion carried. Meeting adjourned at 9:54 PM.

## MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald  
Sarah Greenwald, Town Assistant Clerk

July 9, 2025  
Date

Attest:

[Signature]  
Monica L. Chenault, Town Clerk

\_\_\_\_\_  
Date

Minutes approved in a legally advertised meeting on July 1<sup>st</sup>, 2025

Signed:

Attest:

\_\_\_\_\_  
Eric Green, Mayor

\_\_\_\_\_  
Monica L. Chenault, Town Clerk



Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 5/20/2025 - 6/11/2025

Page: 1  
Jun 11, 2025 01:30PM

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/25	05/22/2025	20318	2480	Valley Wide Cooperative, Inc	10-20100	1,919.91
05/25	05/22/2025	20321	3960	Exposure Signs	10-20100	29,669.50
05/25	05/22/2025	20322	3960	Exposure Signs	10-20100	.00 V
05/25	05/22/2025	20323	2480	Valley Wide Cooperative, Inc	10-20100	.00 V
05/25	05/22/2025	20323	3670	Teton Technology	51-20100	3,102.14- V
06/25	06/06/2025	20331	3110	Ellie Mae Millenkamp	01-20100	2,250.00
06/25	06/09/2025	20332	1560	Lower Valley Energy	10-20100	4,599.12
06/25	06/02/2025	20333	1560	Lower Valley Energy	10-20100	327.38 M
06/25	06/11/2025	20333	170	Acme Music	10-20100	1,100.00
06/25	06/02/2025	20334	1560	Lower Valley Energy	10-20100	18.77 M
06/25	06/11/2025	20334	400	ASCAP	10-20100	455.41
06/25	06/02/2025	20335	1560	Lower Valley Energy	52-20100	18.00 M
06/25	06/11/2025	20335	3110	Carson Hasher	10-20100	600.00
06/25	06/02/2025	20336	1560	Lower Valley Energy	51-20100	1,333.34 M
06/25	06/11/2025	20336	620	Caselle	52-20100	5,472.00
06/25	06/02/2025	20337	1560	Lower Valley Energy	10-20100	78.10 M
06/25	06/11/2025	20337	3050	Cash	10-20100	300.00
06/25	06/02/2025	20338	1560	Lower Valley Energy	10-20100	65.93 M
06/25	06/11/2025	20338	650	CNA Surety	10-20100	210.00
06/25	06/02/2025	20339	1560	Lower Valley Energy	52-20100	4,861.60 M
06/25	06/11/2025	20339	3360	Cobblestone Hotel & Suites - Alpine	10-20100	2,850.00
06/25	06/02/2025	20340	1560	Lower Valley Energy	52-20100	227.29 M
06/25	06/11/2025	20340	3920	Cushing Terrell	10-20100	32,275.00
06/25	06/02/2025	20341	1560	Lower Valley Energy	10-20100	18.00 M
06/25	06/11/2025	20341	810	Dex Imaging	10-20100	169.33
06/25	06/02/2025	20342	1560	Lower Valley Energy	52-20100	47.18 M
06/25	06/11/2025	20342	2890	High Country Linen	52-20100	564.56
06/25	06/02/2025	20343	1560	Lower Valley Energy	52-20100	45.81 M
06/25	06/11/2025	20343	1530	Lincoln County Water Quality Lab	51-20100	81.00
06/25	06/02/2025	20344	1560	Lower Valley Energy	10-20100	23.81 M
06/25	06/11/2025	20344	3110	Refunds	10-20100	2,500.00
06/25	06/02/2025	20345	1560	Lower Valley Energy	52-20100	127.22 M
06/25	06/11/2025	20345	4010	Star Valley Trout Unlimited	10-20100	4,178.95
06/25	06/02/2025	20346	1560	Lower Valley Energy	52-20100	101.02 M
06/25	06/11/2025	20346	3990	Tara Bender	10-20100	30.69
06/25	06/02/2025	20347	1560	Lower Valley Energy	52-20100	193.53 M
06/25	06/11/2025	20347	2260	Tormack Custom Screen Printing, Inc	10-20100	957.00
06/25	06/02/2025	20348	1560	Lower Valley Energy	51-20100	105.05 M
06/25	06/11/2025	20348	2530	W.A.R.M. Property Insurance Pool	10-20100	342.64
06/25	06/02/2025	20349	1560	Lower Valley Energy	51-20100	19.84 M
06/25	06/11/2025	20349	2570	Western Records Destruction, Inc.	10-20100	395.00
06/25	06/02/2025	20350	1560	Lower Valley Energy	51-20100	23.22 M
06/25	06/11/2025	20350	3950	Williams, Porter, Day & Neville, P.C.	10-20100	1,453.50
06/25	06/02/2025	20351	1560	Lower Valley Energy	52-20100	18.06 M
06/25	06/11/2025	20351	250	Alpine Ace Hardware	10-20100	1,425.16
06/25	06/02/2025	20352	1560	Lower Valley Energy	52-20100	44.98 M
06/25	06/11/2025	20352	340	Altitude Air, LLC	10-20100	150.00
06/25	06/02/2025	20353	1560	Lower Valley Energy	10-20100	80.56 M
06/25	06/11/2025	20353	3600	Black Top Pros	10-20100	14,658.00
06/25	06/02/2025	20354	1560	Lower Valley Energy	51-20100	63.07 M
06/25	06/11/2025	20354	700	Control Engineers, PA	52-20100	1,017.50
06/25	06/02/2025	20355	1560	Lower Valley Energy	51-20100	412.26 M
06/25	06/11/2025	20355	710	Core & Main	51-20100	96,122.39

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 5/20/2025 - 6/11/2025

Page: 2  
Jun 11, 2025 01:30PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
06/25	06/02/2025	20356	1560	Lower Valley Energy	52-20100	26.84	M
06/25	06/11/2025	20356	720	Cummins Rocky Mountain	52-20100	37,093.71	
06/25	06/02/2025	20357	1560	Lower Valley Energy	10-20100	26.95	M
06/25	06/11/2025	20357	860	Dry Creek Enterprises, Inc	52-20100	7,423.00	
06/25	06/02/2025	20358	1560	Lower Valley Energy	10-20100	30.39	M
06/25	06/11/2025	20358	870	Energy Laboratories, Inc	51-20100	2,187.00	
06/25	06/11/2025	20359	4040	Environmental Resource Associates ERA	52-20100	1,126.98	
06/25	06/11/2025	20360	1120	H.D. Fowler Company	52-20100	2,185.14	
06/25	06/11/2025	20361	1240	IDAWY Waste District	10-20100	117.30	
06/25	06/11/2025	20362	1310	Jenkins Building Supply	52-20100	527.41	
06/25	06/11/2025	20363	4000	Midwest Assistance Program, Inc.	51-20100	400.00	
06/25	06/11/2025	20364	2150	Mike Lamere	10-20100	1,102.50	
06/25	06/11/2025	20365	3900	Peak Water Services, LLC	51-20100	17,033.35	
06/25	06/11/2025	20366	1780	RE Investment Company	10-20100	675.20	
06/25	06/11/2025	20367	3980	Steve Dwyer	10-20100	336.00	
06/25	06/11/2025	20368	4030	Thermo Fluids, Inc.	10-20100	153.95	
06/25	06/11/2025	20369	2380	U-Line	52-20100	1,712.54	
06/25	06/11/2025	20370	2390	USABlueBook	52-20100	14,917.76	
06/25	06/11/2025	20371	4020	Valley Fire Services	52-20100	1,221.57	
06/25	06/11/2025	20372	3530	Westbank Sanitation	52-20100	661.33	
06/25	06/11/2025	20373	3970	Wyoming Gun Fighter, LLC	10-20100	652.00	
06/25	06/11/2025	20374	250	Alpine Ace Hardware	10-20100	2,114.43	
06/25	06/11/2025	20375	480	Belinda Penny	10-20100	880.00	
06/25	06/11/2025	20376	1510	Lincoln County Sheriff's Office	10-20100	606.50	
06/25	06/11/2025	20377	4050	Olveras Construction Paint & Cleaning	10-20100	10,250.00	
06/25	06/11/2025	20378	3540	W-Cubed Inc.	52-20100	19,998.34	
06/25	06/11/2025	20379	3530	Westbank Sanitation	52-20100	1,164.64	
06/25	06/10/2025	2505047	3780	The Bancorp	10-20100	8,053.61	M
05/25	05/20/2025	2505052	3670	Teton Technology	10-20100	1,999.74	M
05/25	05/20/2025	20250520	1940	Silver Star Communications	52-20100	1,310.63	M
Grand Totals:						346,887.35	

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-20100	.00	2,250.00-	2,250.00-
01-22108	2,250.00	.00	2,250.00
10-20100	40,915.57	170,996.63-	130,081.06-
10-32-120	2,500.00	.00	2,500.00
10-42-315	1,453.50	.00	1,453.50
10-42-335	1,740.68	1,206.40-	534.28
10-42-340	543.33	.00	543.33
10-42-360	455.41	.00	455.41
10-42-370	32.51	.00	32.51
10-42-381	701.14	.00	701.14
10-42-410	2,105.41	.00	2,105.41
10-42-415	94.86	.00	94.86
10-45-100	336.00	.00	336.00
10-45-335	.00	124.09-	124.09-
10-48-415	4,178.95	.00	4,178.95
10-50-335	.00	775.08-	775.08-
10-50-410	197.50	.00	197.50
10-52-335	.00	124.09-	124.09-



Town of Alpine

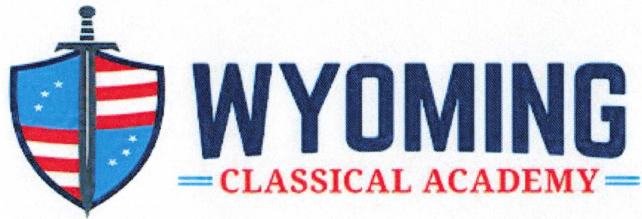
Check Register - Town of Alpine  
Check Issue Dates: 5/20/2025 - 6/11/2025

Page: 3  
Jun 11, 2025 01:30PM

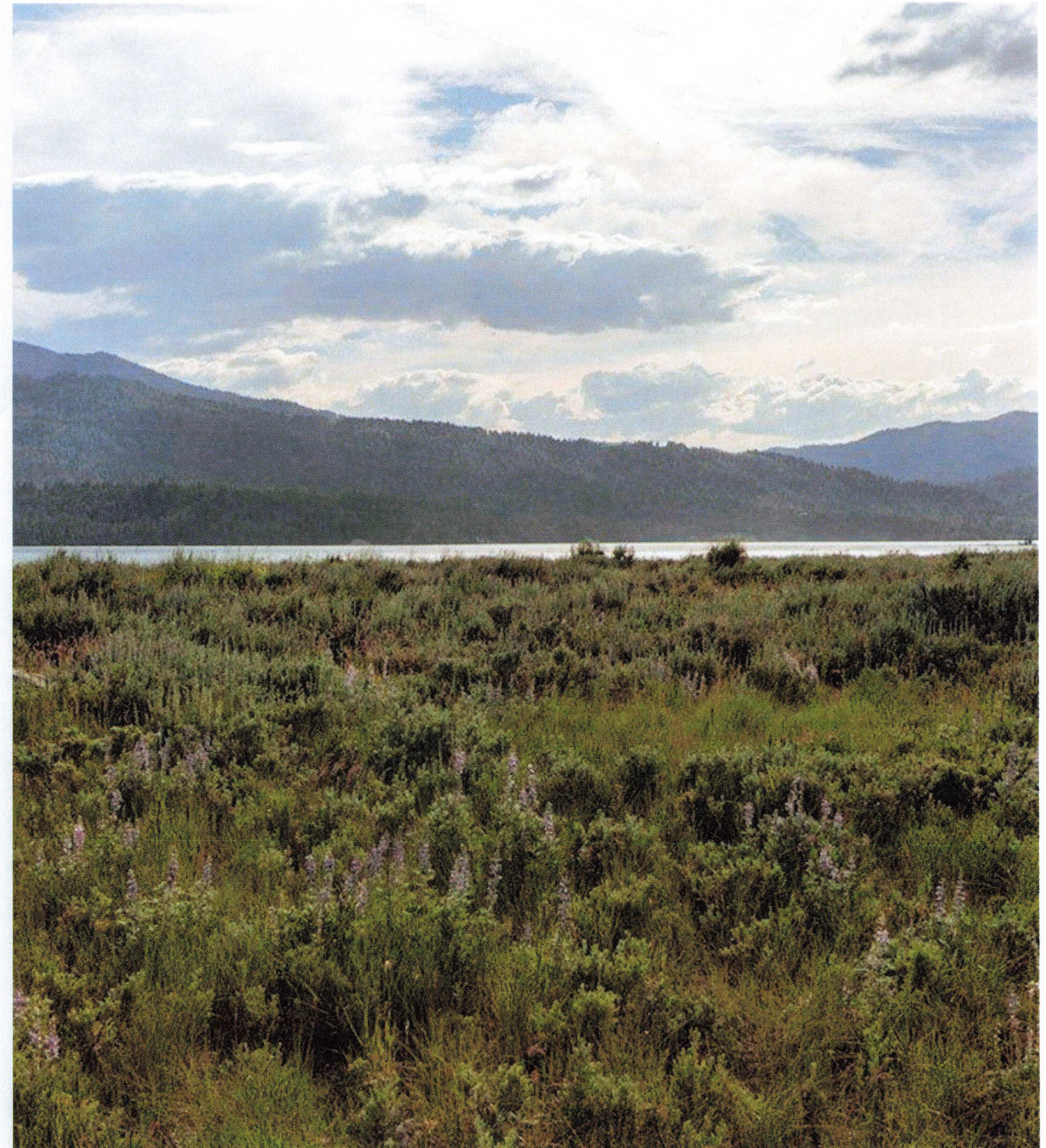
GL Account	Debit	Credit	Proof
10-52-452	38.15	.00	38.15
10-54-333	14,719.83	.00	14,719.83
10-54-334	15.80	.00	15.80
10-54-350	112.08	.00	112.08
10-54-400	31.09	.00	31.09
10-54-454	65.00	.00	65.00
10-54-455	380.21	33.27-	346.94
10-56-319	606.50	.00	606.50
10-56-454	30.69	.00	30.69
10-58-330	9,083.93	.00	9,083.93
10-58-332	2,966.03	.00	2,966.03
10-58-334	257.49	.00	257.49
10-58-360	353.01	.00	353.01
10-58-380	202.70	.00	202.70
10-58-410	771.22	.00	771.22
10-58-450	154.11	.00	154.11
10-58-452	1,448.79	.00	1,448.79
10-58-454	9,896.37	7,828.12-	2,068.25
10-58-456	39.00	39.00-	.00
10-65-332	940.65	.00	940.65
10-65-340	1,102.50	.00	1,102.50
10-65-450	373.60	.00	373.60
10-65-452	783.01	.00	783.01
10-65-454	475.00	31.17-	443.83
10-66-430	10,101.12	.00	10,101.12
10-90-540	59,339.00	29,669.50-	29,669.50
10-90-541	33,232.00	.00	33,232.00
10-95-640	8,053.61	.00	8,053.61
51-20100	436.24	109,268.13-	108,831.89-
51-42-335	1,865.68	436.24-	1,429.44
51-42-410	912.26	.00	912.26
51-80-320	2,268.00	.00	2,268.00
51-80-332	6,248.67	.00	6,248.67
51-80-335	400.00	.00	400.00
51-80-400	166.21	.00	166.21
51-80-452	148.11	.00	148.11
51-80-453	1,808.67	.00	1,808.67
51-90-545	95,450.53	.00	95,450.53
52-20100	51,070.82	156,795.22-	105,724.40-
52-42-335	1,920.86	436.24-	1,484.62
52-42-410	912.94	.00	912.94
52-82-320	1,126.98	.00	1,126.98
52-82-332	12,416.75	.00	12,416.75
52-82-335	112.23	.00	112.23
52-82-400	65.27	.00	65.27
52-82-454	798.82	.00	798.82
52-82-455	110.00	12.87-	97.13
52-83-320	14,873.80	.00	14,873.80
52-83-454	527.29	.00	527.29
52-84-318	7,170.00	.00	7,170.00
52-84-332	111,198.89	50,621.71-	60,577.18
52-84-400	102.86	.00	102.86
52-84-420	218.23	.00	218.23
52-84-454	5,172.30	.00	5,172.30
52-90-541	68.00	.00	68.00



Attachment A - 06/17/2025 Meeting Minutes



**ALPINE, WYOMING  
PUBLIC CHARTER SCHOOL  
Update**





# Board Meeting Information

## **The Boards Meet**

**the 2nd Thursday of Every Month**

**At 6:00 PM (School Board)**

**At 7:00 PM (Foundation Board)**

**Cobblestone Inn - Alpine, WY**

# Board Members

## ALPINE EDUCATION FOUNDATION BOARD (Independent Entity)

Luke Astle Alpine Resident, Father, Finance Director

Dominique Brough Alpine Resident, Mother, Business Owner

Meredith Leonard Etna Resident, Mother, Operations & Design

Melissa Rochlitz Alpine Resident, Mother, Non-Profit Development

Town Council  
Appointee Open



# Founding Community Members

## ALPINE SCHOOL BOARD

Dave Jenkins Alpine Resident, Business Owner

Kelly Shackelford Alpine Resident, Mother, Realtor

Melinda Dorian Alpine Resident, Mother, Business Owner

Dave Burchard Alpine Resident, Father, IT Professional, Search and Rescue Volunteer

Amy Wierda Alpine Resident, Mother

# School Support Network

## Alpine Education Foundation

Owens Buildings  
Leases Land from Town of Alpine

## Local Alpine School Board

School Representation  
Formal Board of  
Community Members & Parents

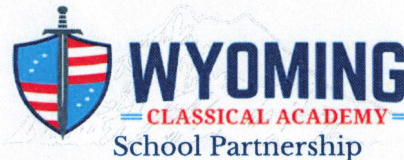


School Operations, Human  
Resources, Charter Development

**ALPINE CAMPUS**



Curriculum  
& Nationwide Support





# Site Considerations & Updates

- **Local Architect - Planning & Zoning**
- **Local Engineering Firm - Traffic Study**
  - **Parking**
  - **Circulation**
  - **Required Entry & Exit Points**
  - **Snow Removal & Storage**
- **Neighboring Establishments**
- **Utilities**
- **Playground**
- **Fire Department**
- **School Safety Requirements**
- **Landscaping**

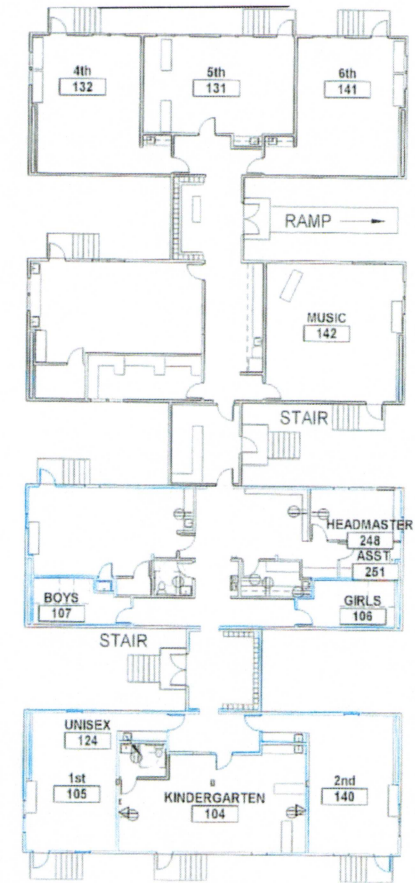




## Proposed Site & Modular Layout



**Proposed Site**  
3.5 Acres



**Modular Floor Plan**  
4 Moduls Purchased



# Exterior





# Interior





# Next Steps

## **Fundraise! Fundraise! Fundraise!**

- **AEF 501c3 Status is still pending through the IRS**
- **Donations can be made to Top of the Rockies and earmarked for the Alpine - Wyoming Classical Academy**
- **Fundraising Events are in the works... Stay Tuned!**

## **Modular Move**

- **Starting June 21st**
- **Volunteers Needed**

## **Informational Meetings**

- **July 10th @ Wyoming Classical Academy, Mills, WY**
- **Local Informational Meetings - TBD**



*Thank you!*

*Alpine Families  
Future Students  
Future Teachers  
Local Businesses  
Mama Grizzlies  
Alpine Education Foundation  
Alpine School Board*





## TOWN COUNCIL MEETING MINUTES

July 1, 2025 / 250 River Circle - Alpine, WY 83128

### CALL TO ORDER AND EXECUTIVE SESSION

Mayor Eric Green called the July 1<sup>st</sup>, 2025 Town Council Meeting to order at 6:02 PM. At 6:03 PM, Councilmember Larsen made a motion to enter into Executive Session, which was seconded by Councilmember Burchard. The Council entered Executive Session, during which no action was taken. At 7:05 PM, Councilmember Larsen made a motion to exit Executive Session, seconded by Councilmember Burchard, and the motion passed unanimously.

The meeting reconvened in Regular Session at 7:12 PM following the adjournment of the Executive Session.

**PLEDGE OF ALLEGIANCE:** Mayor Green led the Pledge of Allegiance.

**ROLL CALL:** Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson.

### ADOPT THE AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

**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.

### CONSENT AGENDA

- (a) Bills to Pay: 06/17/2025 - 07/01/2025. Councilman Burchard made a motion to approve the Bills to Pay: 06/17/2025 - 07/01/2025. Councilman Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (b) Financial Report. Councilman Burchard made a motion to approve the Financial Report. Councilman Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

- (c) ARPA Grant No. LG-1098: Grant Draft Request No. 3. Councilman Burchard made a motion to approve the ARPA Grant No. LG-1098: Grant Draft Request No. 3. Councilman Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

## REPORTS

### Mayor's Report:

Mayor Green announced that the boil water advisory has officially been lifted, which was met with appreciation.

He clarified rumors regarding the Fourth of July, stating that Alpine's Fourth of July festivities are not canceled and have, in fact, been in the planning stages for quite some time. Councilmember Larsen helped apply for funding to support the fireworks, which was approved.

Mayor Green summarized the schedule for the Fourth of July celebrations:

- Thursday, July 3rd: The Lynford Band will perform at the Farmers Market from 7:00–9:00 PM, kicking off the “Music in the Mountains” weekend.
- Friday, July 4th:
  - Noon: General vendors begin setting up at the Civic Center
  - 2:00 PM: Food vendors begin service
  - 3:00–5:00 PM: A scavenger hunt organized by community member Christa Tidwell
  - 7:00 PM: Parade
  - Dusk: Fireworks

Mayor Green expressed appreciation for community involvement and encouraged residents to volunteer for the parade and other events. A flyer was distributed requesting interested individuals to join the Special Events Committee and help manage future Fourth of July parades or other town events. He emphasized that there are opportunities for anyone willing to help, regardless of experience or specific interests.

### Clerk/Treasurer Report – Monica Chenault:

Clerk Treasurer Monica Chenault reported that the Town's single audit for the fiscal year ending June 30, 2024, conducted by Decoria and Company, is nearly complete. With the budget finalized, Ms. Chenault is now working on updates to the Town's financial policy, including a new vendor policy, employee spending limits, and purchasing procedures, which will be presented for Council review soon. She is also preparing for year-end financial processes, which will continue into the fall with assistance from the Town's accountant and completion of the required F-66 report. Ms. Chenault shared that the codification project—initiated in January 2023—is nearing completion, with proof documents now in the hands of the editors. The process involved organizing and standardizing all past ordinances and correcting one outdated ordinance

still on the books. Once finalized, the codified ordinances will be fully searchable and much more accessible to the public, replacing the current system of searching through physical binders.

#### **Public Works Director Report - Craig Leseberg:**

Public Works Director Craig Leseberg reported on the recent water main break that occurred at 10:15 PM on Thursday near the wellhouse, which caused the Town's water tanks to drain and ultimately led to a temporary system-wide pressure loss. Mr. Leseberg emphasized that the incident was not caused by construction crews and there were no positive E. coli test results, clarifying that the boil water advisory was issued solely as a precautionary measure due to pressure loss, per EPA requirements. Thanks were extended to Alpine Excavation, the Town's field crew, Star Valley Ranch, and Brolim's for their rapid and generous assistance. Water service was restored around 1:00 PM on Friday, and all EPA-required water samples tested negative for coliform and E. coli, officially clearing the advisory. Mr. Leseberg highlighted the importance of tying in the mega well, which would have allowed the tanks to refill from the opposite side and avoided this issue. He also noted that the Flying Saddle wells could serve as a viable backup with minimal repairs and permitting. Moving forward, the Town plans to create standard operating procedures for emergency water events and will encourage residents to sign up for "TextMyGov" alerts to improve communication. Additional updates included nearing completion of the radio-read meter installations by early next week, continued progress on the Core Main vault installations, and scheduling of the Water Master Plan special meeting for July 16 at 7:00 PM. He reported a potential issue with Well Three on Graves River Road, which may require either pump replacement or rebuild, and noted the possibility of pausing irrigation during any temporary downtime. Lastly, dust control for Sunset Terrace and surrounding dirt roads was scheduled for the following day, and the Fourth of July parade road closure will take place from 7:00–8:00 PM with alerts and signage planned.

#### **Code Enforcement Officer Report - submitted in writing**

### **WORK SESSION ITEMS**

#### **Water and Wastewater Capacity Fees and Financial Plan Presentation - Todd Cristiano with Raftelis**

Todd Cristiano of Raftelis presented a summary of the Town of Alpine's newly developed water and wastewater capacity fee study, which has been in progress for approximately six months. He explained that unlike many communities, Alpine did not previously have capacity (tap) fees in place, so the process required building the framework from the ground up. Mr. Cristiano outlined the legal basis for capacity fees, how they differ from connection fees, and the methodology used to calculate fair and proportional costs for new development. The proposed fees are designed to ensure that growth pays for growth, protecting existing ratepayers from bearing the financial burden of system expansion. The presentation detailed water capacity fees based on meter size and wastewater fees based on Equivalent Residential Units (ERUs), with scalable rates depending on usage and fixture counts. Mr. Cristiano also introduced Raftelis' capital project

delivery services, which help communities prioritize infrastructure projects for future planning and rate studies. He noted that the proposed fees represent the **maximum supportable amounts** based on available data, but Council retains discretion in setting the final adopted fees. Town staff confirmed that the connection fees will be adjusted to reflect actual installation costs, and the capacity fees will be implemented as a separate charge to support long-term system improvements.

*The full presentation was attached in the minutes as Attachment A.*

## **PUBLIC COMMENTS ON AGENDA ITEMS**

During public comment on agenda items, **Dan Schou of the Planning and Zoning Commission** responded to a question from Councilmember Scaffide, clarifying that there are currently no 30-acre parcels within the Town of Alpine, and most properties are comparable to quarter- or half-acre lots. **Mayor Green** added that if a large parcel such as 30 acres were annexed or developed, it is unlikely that a single large pipe (e.g., 8-inch) would be used to service the entire property; instead, individual units would be served separately. **Councilmember Scaffide** acknowledged the clarification and noted confidence that the Town's proposed utility fee structure would adequately cover new developments, such as hotels, based on the available information.

**Alek Ross Frye** raised two points during public comment. First, he referenced the recent U.S. Supreme Court decision in *Sheetz v. County of El Dorado*, noting its implications for municipalities imposing new fees under the Takings Clause. He recommended the Town be especially transparent and cautious as it implements new capacity fees. Mayor Green encouraged Mr. Frye to email any specific concerns to Ms. Chenault, who would distribute them to the Council and ensure Raftelis is consulted if needed. Mr. Frye's second question, directed to Public Works Director Craig Leseberg, suggested evaluating whether a pump being removed from a primary well could be rebuilt and repurposed for use at the Flying Saddle wells. Mayor Green responded that the removed pump is not compatible due to size differences, but the Town is actively gathering information to determine the feasibility of upgrading the Flying Saddle wells as a cost-effective backup solution. He added that the recent water main break—while unfortunate—has highlighted the Town's infrastructure challenges and strengthened the case for support through the upcoming Water Master Plan.

## **ACTION ITEMS**

### **Ordinance No. 2025-011 - Land Use and Development Code - 2nd Reading**

Councilmember Larsen made a motion to approve 2<sup>nd</sup> Reading of Land Use and Development Code. Councilmember Scaffide seconded the motion.

The Council conducted the second reading of **Ordinance No. 2025-011**, amending the Land Use and Development Code (LUDC). Clerk Monica Chenault noted that the single document before Council included updates made since the first reading. One key update addressed the repeal of Ordinance No. 59, as recommended by the Town's codification consultants. Mr. Sanderson confirmed that Ordinance No. 59 is outdated and redundant due to the subsequent adoption of the



LUDC. The Council also discussed potential additions related to short-term rental definitions and regulations. Councilmember Larsen presented draft language to clarify terms such as “hosted” and “non-hosted short-term rentals,” as well as related topics like parking, local representation, and neighborhood impact. While Council members acknowledged the importance of addressing short-term rentals, there was consensus that a more in-depth discussion—including public input and possible future ordinance development—was needed. The Council agreed not to incorporate these definitions into the ordinance at this time and to forward them to the Planning and Zoning Commission for review and recommendation. The existing changes to the ordinance were approved, and Ordinance No. 2025-011 passed on second reading by unanimous vote.

**Resolution No. 2025-024 - Authorizing The Acting Planning And Zoning Administrator To Extend The Expired Commercial Building Permit For The Wastewater Pretreatment Plant And To Waive Associated Building Permit Fees**

Councilmember Burchard made a motion to approve Resolution No. 2025-024, authorizing the Acting Planning and Zoning Administrator to extend the expired commercial building permit for the wastewater pretreatment plant and to waive associated building permit fees. Councilmember Larsen seconded.

The Council considered **Resolution No. 2025-024**, authorizing the Acting Planning and Zoning Administrator to extend the expired commercial building permit for the wastewater pretreatment plant and to waive associated building permit fees. The resolution was initially listed incorrectly as Resolution No. 2024-024 on the agenda. **Councilman Larsen made a motion to amend the resolution number to 2025-024**, and **Councilmember Burchard seconded** the motion. The amendment was approved unanimously. The Council then approved the amended resolution, which allows the Town to extend the expired permit for one year and waive its own permit fees due to internal project delays.

**Resolution No. 2025-025 – A Resolution Authorizing Staff To Prepare And Submit An Application To Cancel The Certificate Of Public Convenience And Necessity (CPCN) With The Public Service Commission (PSC):**

Councilmember Burchard made a motion to approve Resolution No. 2025-025 – A Resolution Authorizing Staff To Prepare And Submit An Application To Cancel The Certificate Of Public Convenience And Necessity (CPCN) With The Public Service Commission (PSC). Councilmember Scaffide seconded. Motion carried.

The Council considered Resolution No. 2025-025, a resolution authorizing staff to prepare and submit an application to cancel the Certificate of Public Convenience and Necessity (CPCN) with the Wyoming Public Service Commission (PSC). Clerk Monica Chenault explained that when the Town of Alpine purchased the NorthStar water system, it voluntarily operated under PSC oversight, which allowed the Town to petition for rate increases above the state’s statutory

cap of 125%. Since that time, the majority of the PSC-regulated system has been annexed into the Town, leaving only a small number of customers—primarily in the Air Park area—under PSC jurisdiction. Maintaining the CPCN requires extensive ongoing reporting and financial processes, which are no longer practical or beneficial for such a small customer base. Additionally, customers outside Town limits were discovered to be paying lower rates than in-town residents, contrary to the longstanding belief they were paying 1.5 times more. By canceling the CPCN, all customers will fall under a unified rate structure, allowing consistent and automatic rate adjustments. The Council unanimously approved the resolution.

**Resolution No. 2025-026 – A Resolution Assigning (Name) To Fill The Vacant Term On The Town Council For The Town Of Alpine:**

The Council considered Resolution No. 2025-026, a resolution to appoint an individual to fill the vacant term on the Alpine Town Council. Councilman Larsen made a motion to adopt the resolution with the name of the selected applicant, and Councilmember Burchard initially moved to amend the resolution, but the process was clarified and restarted. Councilman Larsen then moved to adopt Resolution No. 2025-026, appointing Amy Wierda to fill the vacant council seat. The motion was seconded by Councilmember Burchard and passed unanimously. Mayor Green noted that three individuals had applied for the position, and two were interviewed prior to the meeting. He and the Council expressed appreciation to all applicants for their interest in serving the community. Ms. Wierda will be sworn in at a future meeting.

**TABLED ITEMS:**

**Resolution No. 2025-022 - A Resolution Adopting The Updated Employee Policy & Procedure Manual:**

The Council revisited Resolution No. 2025-022, a resolution adopting the updated Employee Policy and Procedure Manual. Councilman Jeremy Larsen made a motion to remove the resolution from the table, which was seconded by Councilmember Andrea Burchard and approved. Discussion centered around a newly added addendum outlining the transition from vacation and sick leave to a Paid Time Off (PTO) system, along with the inclusion of optional short-term disability insurance. The addendum applies only to full-time employees hired on or before April 21, 2025, and will be removed after two years. Councilman Larsen recommended titling the addendum as "Addendum A – Transition of Vacation and Sick Leave to PTO and Optional Short-Term Disability Insurance" and referencing it in the PTO section of the manual for clarity. Due to formatting inconsistencies and the desire to finalize a clean version of the manual, Councilman Larsen made a motion to table Resolution No. 2025-022 until the next regular meeting on July 15, seconded by Councilmember Burchard, and the motion passed unanimously.

**ADJOURNMENT**

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide. Motion carried. Meeting adjourned at 8:55 PM.

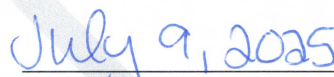
---

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

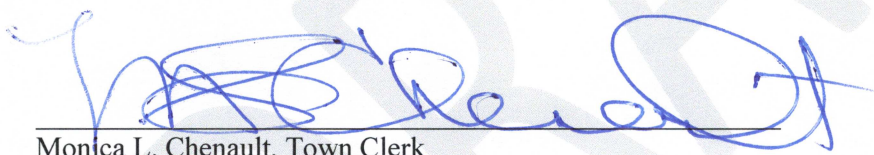


Sarah Greenwald, Town Assistant Clerk

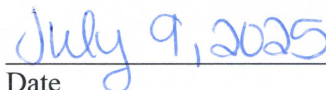


Date

Attest:



Monica L. Chenault, Town Clerk



Date

Minutes approved in a legally advertised meeting on July 15<sup>th</sup>, 2025

Signed:

Attest:

---

Eric Green, Mayor

---

Monica L. Chenault, Town Clerk

Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 6/17/2025 - 7/1/2025

Page: 1  
Jun 30, 2025 04:19PM

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/25	07/01/2025	20391	570	Broulims-Alpine	10-20100	695.21
07/25	07/01/2025	20392	860	Dry Creek Enterprises, Inc	10-20100	1,075.00
07/25	07/01/2025	20393	4090	Pacific Office Automation	10-20100	295.88
07/25	07/01/2025	20394	3110	Scott Wheeler Photography	10-20100	190.00
07/25	07/01/2025	20395	3990	Tara Bender	10-20100	15.95
07/25	07/01/2025	20396	2450	Valley Auto Supply	10-20100	249.32
07/25	07/01/2025	20397	2480	Valley Wide Cooperative, Inc	10-20100	531.28
07/25	07/01/2025	20398	3950	Williams, Porter, Day & Neville, P.C.	10-20100	25.50
07/25	07/01/2025	20399	4080	Austin Young	10-20100	250.00
07/25	07/01/2025	20400	4110	Badger Daylighting Corp	52-20100	3,749.43
07/25	07/01/2025	20401	670	Comtech Digital Solutions	10-20100	1,401.75
06/25	06/30/2025	20402	710	Core & Main	51-20100	1,931.25
06/25	06/30/2025	20403	980	FP Mailing Solutions	10-20100	30.93
07/25	07/01/2025	20404	980	FP Mailing Solutions	10-20100	277.42
07/25	07/01/2025	20405	4100	JP's Water & Sewer Service	52-20100	1,000.00
06/25	06/30/2025	20406	1610	Mission Communications, LLC	51-20100	611.35
07/25	07/01/2025	20407	3940	PEAC Solutions	10-20100	280.01
06/25	06/30/2025	20408	2870	Sanderson Law Office	10-20100	2,600.00
07/25	07/01/2025	20409	2870	Sanderson Law Office	10-20100	2,912.50
06/25	06/30/2025	20410	2190	Teton Media Works	10-20100	240.00
06/25	06/30/2025	20411	2390	USABlueBook	52-20100	679.72
07/25	07/01/2025	20412	2390	USABlueBook	52-20100	3,273.78
06/25	06/30/2025	20413	3530	Westbank Sanitation	10-20100	63.45
07/25	07/01/2025	20414	2700	Wyoming Department of Transportation	10-20100	10.00
07/25	07/01/2025	20415	3030	Young, Dylan	10-20100	500.00
06/25	06/30/2025	20416	200	Alarmlogix	10-20100	35.00
06/25	06/30/2025	20417	290	Alpine Excavation LLC	51-20100	1,629.86
06/25	06/30/2025	20418	710	Core & Main	51-20100	102,780.18
06/25	06/30/2025	20419	790	Depatco	51-20100	241.60
06/25	06/30/2025	20420	900	Falcon Enviromental Corp	52-20100	108.75
06/25	06/30/2025	20421	910	Fall River Propane	52-20100	20.50
07/25	07/01/2025	20422	1310	Jenkins Building Supply	10-20100	684.94
07/25	07/01/2025	20423	3475	Leseberg, Craig	51-20100	102.24
07/25	07/01/2025	20424	1530	Lincoln County Water Quality Lab	51-20100	81.00
06/25	06/30/2025	20425	1610	Mission Communications, LLC	52-20100	4,188.00
07/25	07/01/2025	20426	1610	Mission Communications, LLC	51-20100	811.34
06/25	06/30/2025	20427	1680	Norco, Inc	10-20100	40.92
06/25	06/30/2025	20428	1700	One Call of Wyoming	52-20100	118.65
06/25	06/30/2025	20429	4070	Raftelis	51-20100	9,642.50
06/25	06/30/2025	20430	1910	Servant Electric, PC	52-20100	10,190.41
07/25	07/01/2025	20431	1910	Servant Electric, PC	52-20100	1,186.44
06/25	06/30/2025	20432	2310	Town of Pinedale	52-20100	1,445.09
07/25	07/01/2025	20433	2310	Town of Pinedale	52-20100	1,016.16
06/25	06/30/2025	20434	3400	Fireworks West Internationale	10-20100	15,000.00
06/25	06/30/2025	20437	3475	Leseberg, Craig	10-20100	456.01
06/25	06/20/2025	256125	1940	Silver Star Communications	10-20100	683.02 M
07/25	07/01/2025	256128	1560	Lower Valley Energy	10-20100	258.60 M
07/25	07/01/2025	256129	1560	Lower Valley Energy	10-20100	19.78 M
07/25	07/01/2025	256130	1560	Lower Valley Energy	52-20100	18.00 M
07/25	07/01/2025	256131	1560	Lower Valley Energy	51-20100	2,029.61 M
07/25	07/01/2025	256132	1560	Lower Valley Energy	10-20100	52.48 M
07/25	07/01/2025	256133	1560	Lower Valley Energy	10-20100	26.54 M
07/25	07/01/2025	256134	1560	Lower Valley Energy	10-20100	29.15 M



Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 6/17/2025 - 7/1/2025

Page: 2  
Jun 30, 2025 04:19PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/25	07/01/2025	256135	1560	Lower Valley Energy	10-20100	54.16 M
07/25	07/01/2025	256136	1560	Lower Valley Energy	52-20100	3,705.62 M
07/25	07/01/2025	256137	1560	Lower Valley Energy	10-20100	23.46 M
07/25	07/01/2025	256138	1560	Lower Valley Energy	52-20100	109.49 M
07/25	07/01/2025	256139	1560	Lower Valley Energy	52-20100	81.04 M
07/25	07/01/2025	256140	1560	Lower Valley Energy	51-20100	21.85 M
07/25	07/01/2025	256141	1560	Lower Valley Energy	52-20100	18.06 M
07/25	07/01/2025	256142	1560	Lower Valley Energy	52-20100	37.98 M
07/25	07/01/2025	256143	1560	Lower Valley Energy	52-20100	188.78 M
07/25	07/01/2025	256144	1560	Lower Valley Energy	51-20100	82.73 M
07/25	07/01/2025	256145	1560	Lower Valley Energy	51-20100	19.48 M
07/25	07/01/2025	256146	1560	Lower Valley Energy	10-20100	67.16 M
07/25	07/01/2025	256147	1560	Lower Valley Energy	51-20100	74.93 M
07/25	07/01/2025	256148	1560	Lower Valley Energy	51-20100	336.36 M
07/25	07/01/2025	256149	1560	Lower Valley Energy	52-20100	24.17 M
07/25	07/01/2025	256150	1560	Lower Valley Energy	52-20100	40.53 M
07/25	07/01/2025	256151	1560	Lower Valley Energy	52-20100	44.09 M
07/25	07/01/2025	256152	1560	Lower Valley Energy	10-20100	18.00 M
07/25	07/01/2025	256153	1560	Lower Valley Energy	52-20100	186.62 M

Grand Totals:

180,921.01

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	160.73	29,006.18-	28,845.45-
10-33-135	190.00	.00	190.00
10-42-240	240.00	.00	240.00
10-42-315	5,225.50	.00	5,225.50
10-42-325	575.89	.00	575.89
10-42-335	901.75	.00	901.75
10-42-340	471.08	.00	471.08
10-42-370	18.72	.00	18.72
10-42-395	216.01	.00	216.01
10-42-405	149.85	118.92-	30.93
10-42-410	336.39	.00	336.39
10-45-311	312.50	.00	312.50
10-52-452	38.15	.00	38.15
10-54-333	23.98	.00	23.98
10-56-454	15.95	.00	15.95
10-58-330	110.78	.00	110.78
10-58-332	184.48	.00	184.48
10-58-334	58.64	.00	58.64
10-58-335	450.00	.00	450.00
10-58-380	29.15	.00	29.15
10-58-410	278.54	.00	278.54
10-58-411	175.05	14.82-	160.23
10-58-450	142.47	.00	142.47
10-58-452	891.72	.00	891.72
10-58-454	155.31	.00	155.31
10-65-332	595.96	.00	595.96
10-65-450	198.95	26.99-	171.96
10-65-452	43.24	.00	43.24
10-66-421	15,000.00	.00	15,000.00

Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 6/17/2025 - 7/1/2025

Page: 3  
Jun 30, 2025 04:19PM

GL Account	Debit	Credit	Proof
10-66-428	121.15	.00	121.15
10-66-429	29.97	.00	29.97
10-66-430	1,825.00	.00	1,825.00
51-20100	1,012.19	119,654.90-	118,642.71-
51-42-335	50.00	.00	50.00
51-80-320	89.47	.00	89.47
51-80-332	2,566.70	.00	2,566.70
51-80-395	102.24	.00	102.24
51-80-400	121.99	.00	121.99
51-80-452	1,555.39	.00	1,555.39
51-80-453	4,624.24	.00	4,624.24
51-90-545	105,723.62	1,012.19-	104,711.43
51-90-546	4,821.25	.00	4,821.25
52-20100	.00	33,432.85-	33,432.85-
52-82-332	16,127.69	.00	16,127.69
52-82-454	2,158.92	.00	2,158.92
52-83-454	186.62	.00	186.62
52-84-318	2,461.25	.00	2,461.25
52-84-320	679.72	.00	679.72
52-84-332	3,273.78	.00	3,273.78
52-84-454	3,723.62	.00	3,723.62
52-90-542	4,821.25	.00	4,821.25
Grand Totals:	183,266.85	183,266.85-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"



# Town of Alpine

---

## Water and Wastewater Capacity Fee Study

July 1, 2025

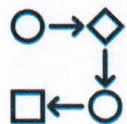




# Agenda



**Wyoming statutes**



**Capacity fees defined**



**Water capacity fee**



**Wastewater capacity fee**



**Capital project delivery**





# Who is Raftelis?

Helping local governments and utilities thrive



Finance



Executive services  
Strategic planning



Strategic planning/  
facilitation



Communication



Organization



Technology

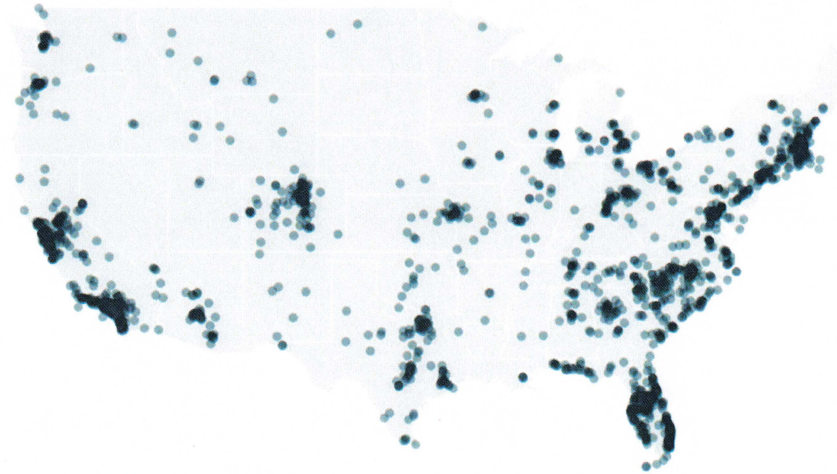


Solid waste  
services



Stormwater utility  
services

## National Experience



With more than...

**190+**

consultants across  
the U.S.

Raftelis has provided assistance to over

**1,700+**

public agencies  
and utilities



# Wyoming statutes

## Provide guidance on capacity fees

- **Section 15-1-503(a)**
  - Confers authority to municipalities to regulate land use matters
  - *“Master plan for the physical development of the municipality”*
  - *“Plan should be made for the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the municipality which will best promote the general welfare as well as efficiency and economy in the process of development”*
- **Coulter v City of Rawlins**
  - Addressed whether a WY municipality has authority for connecting water and sewer lines
  - Courts held municipalities have the implied authority to impose such exactions



# Capacity fees defined

## Rational nexus



- A connection be established between new development and new or expanded facilities required to accommodate development



- Identification of the cost of new or expanded facilities needed to accommodate growth



- Appropriate apportionment of the cost to new development in relation to the benefits it reasonably receives



## Capacity fees defined continued



- One-time fee for capacity to serve new development
- Incremental fee for increased in capacity



- Fee based on the value of utility's capacity and the amount of capacity needed by new development



- Fee represents cost to reserve capacity in backbone facilities such as treatment plants, transmission mains, treated storage, etc.



- Fee balances equity between new and existing customers



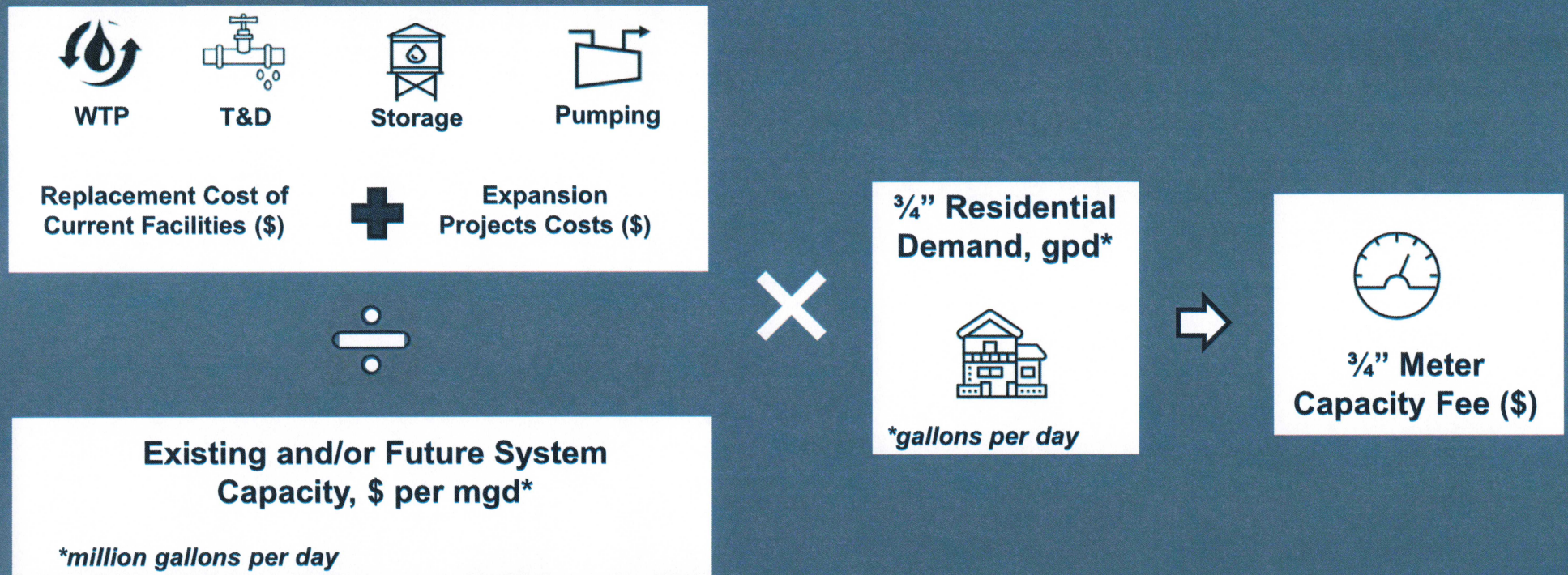
# Capacity fees and connection fees

- **Connection fee**
  - Recovers the cost of the physical connection to the water and wastewater system
  - Includes mainline tap, service saddle, and other equipment
- **Capacity fee**
  - The cost of reserving capacity in a water or wastewater system that is required to meet the demands on new development
  - Provides a means of balancing equity between new and existing customers



# Capacity fee methodology example

## Water utility





# Capacity fee assumptions and data sources



- Financial line item asset registers



- Facility costs based on current engineering bid tabulation estimates



- Water billing data
- Water and wastewater system production data



- A lot of discussions with Staff !



# Calculated maximum supportable water and wastewater capacity fees

## Water capacity fees

Meter Size	Meter Max Allowable Capacity	Meter Ratio	Calculated Fee
<i>Inches</i>	<i>gpm</i>		
3/4"	30	1.00	\$7,925
1"	50	1.67	13,210
1 1/2"	100	3.33	26,420
2" <sup>1</sup>	160	5.33	42,270
1. Meter sizes greater than 2" assessed on an individual basis.			

## Wastewater capacity fee

- \$9,080 per ERU



# Capital Project Delivery





# Capital project delivery

## Optimization and best practices



- In-depth review of current state of water and wastewater system



- Identifies uncertainty, gaps, and potential risks in meeting capital needs



- Comprehensive review of capital and operations benchmarked compare against industry best practices



- Identifies potential efficiencies, cost-saving measures, and alignment opportunities with established utility standards



# Capital project delivery

## Typical tasks

01

### Meeting with City Staff

Understand project needs, then translate them into capital project line items for the CIP.

02

### Evaluate Proposed Capital

Identify additional renewal projects or cost-saving alternatives to meet compliance and growth objectives. Benchmark against industry standards

03

### Access Management Tools

Review Town's asset management tools and software for gaps and recommend potential technology upgrades

04

### Budget Estimates

Estimate each project line item using available local and industry cost data - review with staff

05

### Develop CIP Scenarios

Achieve consensus with staff and develop CIP for use in the rate model





# Thank you!

**Contact:** Todd Cristiano  
303 305 1138 / [tcristiano@raftelis.com](mailto:tcristiano@raftelis.com)





## PLANNING & ZONING MEETING MINUTES

June 10, 2025 at 7:00 PM

Meeting Type – Regular Meeting

---

**1. CALL TO ORDER:** The meeting was called to order by Chairman Melisa Wilson at 7:03 PM

**2. ROLL CALL & ESTABLISH QUORUM:**

**PRESENT**

Planning & Zoning Commission Member Dan Schou  
 Planning & Zoning Vice Chairman Rachael Stewart  
 Planning & Zoning Chairman Melisa Wilson

**3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- a. KOVAC, DUSTIN, AND MAEVE: Lot #312 Lakeview Estates, 166 Stoor Dr. (MC-0425-0002)- Retaining Wall

Plans were submitted to Jorgensen Engineering for review. Jorgensen stated they did not need to review and approve them since they have been stamped by a licensed engineer. Site plan looks good.

Motion made by Planning & Zoning Vice Chairman Stewart to approve the Minor Construction Permit for Lot #312 Lakeview Estates, 166 Stoor Dr. (MC-0425-0002) with the contingency that they provide a clearer set of plans, seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

- b. AFFITTAMI, LLC AKA AUTO SERVICES ELEVATED (KRESAN, KATIE); Lot#3 Elk Meadows, 119 Sagebrush Ln. (C-0525-0003)- Commercial Building, Office, and Employee Apartments

Applicants have attended the Design Review Committee Meeting and were granted contingent approval. Ste plan looked good.

Motion made by Planning & Zoning Commission Member Schou to approve the site plan for Lot#3 Elk Meadows, 119 Sagebrush Ln. (C-0525-0003)- Commercial Building, Office, and Employee Apartments, seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

- c. VIGNAROLI, AMY, AND ROBERT: Lot #15 Palis Park, 180 Canyon View Dr. (R1-0625-0001)- Single-family Residential (Modular)



Mr. Shou asked if they would be using propane. They will not. Site plan looks good.

Motion made by Planning & Zoning Commission Member Schou to approve site plan for VIGNAROLI, ANY, AND ROBERT: Lot #15 Palis Park, 180 Canyon View Dr. (R1-0625-0001)- Single-family Residential (Modular), seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

#### **4. TABLED ITEMS:**

- a. EPLIN, CHERI: Lot #220, Lakeview Estates A, 672 Sunset Dr (R1-0425-0001) – New single-family residence

The contractor is still waiting for the engineered drawings for the septic system. The item will remain tabled.

- b. KURT LINFORD DDS: Lot #302 Riverview Meadows – Encroachment Application for parking lot

Mr. Linford has had the property surveyed and staked. As of Friday, June 6, he informed the Municipal Officer that he is still waiting on One-Call before proceeding further.

Gina Corson is planning to send a reminder letter to Mr. Linford outlining the next steps and the timeframe by which the issue must be resolved.

#### **5. UNFINISHED/ONGOING BUSINESS:**

#### **6. PLANNING/ZONING CORRESPONDENCE:**

#### **7. APPROVAL OF MINUTES:**

Motion made by Planning & Zoning Vice Chairman Stewart, seconded by Planning & Zoning Commission Member Schou.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

- a. Meeting Minutes May 13, 2025

#### **8. TOWN COUNCIL ASSIGNMENT:**

Chairman Wilson will attend the Town Council Meeting scheduled for June 17, 2025.

#### **9. ADJOURN MEETING:**

Motion made by Planning & Zoning Commission Member Schou to adjourn at 7:43 PM, seconded by Planning & Zoning Vice Chairman Stewart.

Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Melisa Wilson

Melisa Wilson, Chairman

7-8-25

Date

Attest:

Gina Corson

Gina Corson, Acting Planning & Zoning Administrator

7/8/25

Date

Prepared and Transcribed By:

Gina Corson

Gina Corson, Acting Planning & Zoning Administrator

7/8/25

Date

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



## Report Criteria:

Report type: Summary

Check.Type = {&lt;&gt;} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/25	07/11/2025	0	1510	Lincoln County Sheriff's Office	10-20100	606.50
07/25	07/11/2025	0	2520	Vinylart	10-20100	78.00
07/25	07/11/2025	0	1880	Salt River Motors	52-20100	705.13
07/25	07/11/2025	0	2560	Water Dogs Irrigation	10-20100	2,560.00
07/25	07/11/2025	0	710	Core & Main	51-20100	63,919.66
07/25	07/11/2025	0	2010	Star Valley Chamber of Commerce	10-20100	1,500.00
07/25	07/11/2025	0	2610	WY Office of State Lands & Investments	51-20100	29,506.17
07/25	07/11/2025	0	870	Energy Laboratories, Inc	51-20100	159.00
07/25	07/11/2025	0	3530	Westbank Sanitation	10-20100	2,016.57
07/25	07/11/2025	0	4120	Reagan Dyer	10-20100	2,500.00
07/25	07/11/2025	0	4130	Snake River MEP Complete	52-20100	47,169.00
07/25	07/11/2025	0	650	CNA Surety	10-20100	250.00
07/25	07/11/2025	0	3940	PEAC Solutions	10-20100	235.89
07/25	07/11/2025	0	860	Dry Creek Enterprises, Inc	10-20100	14,238.00
07/25	07/11/2025	0	1530	Lincoln County Water Quality Lab	51-20100	74.00
07/25	07/11/2025	0	1700	One Call of Wyoming	52-20100	246.75
07/25	07/11/2025	0	1780	RE Investment Company	51-20100	449.28
07/25	07/11/2025	0	2390	USABlueBook	52-20100	449.17
07/25	07/11/2025	0	3340	Ahren Schultheis	52-20100	1,000.00
07/25	07/11/2025	0	3900	Peak Water Services, LLC	52-20100	2,615.00
07/25	07/11/2025	0	2450	Valley Auto Supply	10-20100	68.22
07/25	07/11/2025	0	2150	Mike Lamere	10-20100	1,697.50
07/25	07/11/2025	0	570	Broulims-Alpine	51-20100	4,957.15
07/25	07/11/2025	0	790	Depatco	51-20100	589.67
07/25	07/11/2025	0	1680	Norco, Inc	10-20100	39.60
07/25	07/11/2025	0	250	Alpine Ace Hardware	10-20100	2,514.25
07/25	07/11/2025	0	1810	Parkland USA Corporation	10-20100	586.68
07/25	07/11/2025	0	1210	Huber Technology	52-20100	4,852.80
07/25	07/11/2025	0	1340	Jorgensen Engineering	52-20100	33,187.94
07/25	07/11/2025	0	2140	SVI Media	10-20100	21,600.00
07/25	07/11/2025	0	2890	High Country Linen	52-20100	593.19
07/25	07/11/2025	0	3350	Jennifer Anderson	10-20100	384.79
07/25	07/11/2025	0	480	Belinda Penny	10-20100	1,240.00
07/25	07/11/2025	0	200	Alarmlogix	10-20100	35.00
07/25	07/11/2025	0	1310	Jenkins Building Supply	52-20100	1,377.19
07/25	07/03/2025	20439	2240	The Linfords	10-20100	2,000.00
07/25	07/10/2025	20440	3780	The Bancorp	10-20100	8,053.61 M
07/25	07/07/2025	20444	3410	Tasha Ghozali	10-20100	2,500.00
07/25	07/05/2025	20445	2880	Xpress Bill Pay	52-20100	672.66 M
07/25	07/05/2025	203826	410	AT&T MOBILITY	51-20100	637.96 M
Grand Totals:						257,866.33

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	2,817.82	56,635.95-	53,818.13-
10-42-315	1,912.50	.00	1,912.50
10-42-325	235.89	.00	235.89
10-42-360	1,500.00	.00	1,500.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-42-370	96.58	.00	96.58
10-42-381	250.00	.00	250.00
10-42-410	88.63	.00	88.63
10-48-415	21,600.00	.00	21,600.00
10-50-331	668.60	.00	668.60
10-50-452	44.11	.00	44.11
10-54-333	80.08	.00	80.08
10-54-454	2,017.48	.00	2,017.48
10-54-455	1,350.94	2,781.74-	1,430.80-
10-56-319	606.50	.00	606.50
10-56-452	44.11	.00	44.11
10-58-330	200.00	.00	200.00
10-58-332	600.00	.00	600.00
10-58-400	1,039.28	36.08-	1,003.20
10-58-410	940.07	.00	940.07
10-58-450	98.32	.00	98.32
10-58-452	35.00	.00	35.00
10-58-454	310.81	.00	310.81
10-65-332	3,044.12	.00	3,044.12
10-65-340	1,697.50	.00	1,697.50
10-65-452	807.95	.00	807.95
10-65-454	131.14	.00	131.14
10-66-430	2,104.73	.00	2,104.73
10-66-431	7,000.00	.00	7,000.00
10-90-541	78.00	.00	78.00
10-95-640	8,053.61	.00	8,053.61
51-20100	116.71	103,402.97-	103,286.26-
51-42-315	8,901.50	.00	8,901.50
51-42-370	295.26	.00	295.26
51-42-410	79.91	.00	79.91
51-80-320	86.96	100.00-	13.04-
51-80-332	13,038.85	1.00-	13,037.85
51-80-400	24.25	.00	24.25
51-80-452	247.56	.00	247.56
51-80-454	230.00	15.71-	214.29
51-90-545	66,542.09	.00	66,542.09
51-95-620	11,498.58	.00	11,498.58
51-95-630	2,458.01	.00	2,458.01
52-20100	3,353.48	104,115.42-	100,761.94-
52-42-315	3,342.35	.00	3,342.35
52-42-370	295.26	.00	295.26
52-82-332	9,209.11	.00	9,209.11
52-82-420	.00	3,353.48-	3,353.48-
52-82-454	375.58	.00	375.58
52-83-454	300.00	.00	300.00
52-84-110	1,000.00	.00	1,000.00
52-84-315	187.00	.00	187.00
52-84-318	7,362.00	.00	7,362.00
52-84-320	509.75	.00	509.75
52-84-332	8,753.58	.00	8,753.58
52-84-420	30.28	.00	30.28
52-84-454	44.11	.00	44.11
52-84-500	705.13	.00	705.13
52-90-541	56,451.69	.00	56,451.69
52-95-620	13,076.49	.00	13,076.49
52-95-630	2,473.09	.00	2,473.09



GL Account	Debit	Credit	Proof
Grand Totals:	270,442.35	270,442.35-	.00

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Town of Alpine

Section 7, Itemh.

6/1/25 to 6/30/25

Citations	1 Citations 1 Warnings
CFS/Law Incidents	238
Special Patrol	45

Animal Problem	3	Abandoned Vehicle	3
Agency Assist	4	Auto Accident	9
Aircraft	1	Child Abuse	
Alarms	9	Citizen Dispute	1
Assault	1	Civil Standby	1
Burglary	1	Custodial interference	
Citizen Assist	6	Domestic Violence	1
Alcohol problems		Civil Execution/paper	1 /
Controlled Burn	12	Disturbance	5
Controlled Substance		Game & Fish	3
Drugs		Harassing	3
E911	18	Fire / Fireworks	4 / 1
Fraud	1	Field contact	3
Information	2	Patient transport	
Property damage	1	Lost/Found Property	1
Lost/Found Animal	3	Parking problem	
Livestock/lock out	5 /	Juvenile problem	1
Mental subject		Medical	8
Littering		Missing person	
Noise	2	REDDI	12
Reckless driving	9	Motorist assist	4
Smoke/Fire		Prisoner transport	27
Robbery		Security check / Test	1 / 1
Sex offense/Stalking		Suspicious	3
Search/LE		Vehicle theft / Repo	/ 1
Suicidal Subject		Threatening	2
Traffic stop	44	Weapon offence	1
Traffic hazard	3	Trespassing	1
Theft	3	Vandalism	
Traffic offense		Utility problem	
Transfer patient		Welfare Check	4
Vin Inspection	7	Warrant	
VIN Stamp		Utility problem	





**TOWN OF ALPINE  
ORDINANCE NO. 2025-011  
LAND USE & DEVELOPMENT CODE**

**AN ORDINANCE REPEALING AND REPLACING CERTAIN SECTIONS OF PART 2 – PROCEDURES AND PART 4 – DEVELOPMENT STANDARDS OF THE TOWN OF ALPINE LAND USE AND DEVELOPMENT CODE, REPEALING ORDINANCE NO. 1997-59 AND CONFLICTING ORDINANCES, AND AMENDING THE TABLE OF CONTENTS ACCORDINGLY**

---

**WHEREAS**, the Town of Alpine has adopted a Land Use and Development Code to regulate land use and development activities within the town limits;

**WHEREAS**, the Town Council of the Town of Alpine has determined that specific updates to Part 2 – Procedures and Part 4 – Development Standards are necessary for improved clarity, accuracy, and alignment with current planning and building practices;

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:**

**SECTION 1. REPEAL AND REPLACEMENT OF PART 2 – PROCEDURES**

The following sections of the Alpine Land Use and Development Code, **Part 2 – Procedures**, are hereby repealed in their entirety and replaced with the following:

**Section 2-204. Planned Unit Development Process**

- (f) The Zoning Administrator will, as soon as practical, place the proposed planned unit development application on the agenda of the Alpine Planning and Zoning Commission.
- (g) Before any decision is reached by the Alpine Planning and Zoning Commission:
  - (1) The landowner(s)/applicant(s) will post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. Notice shall be no less than 18” x 24” and posted on material that is visible from the property line. The costs of production of the notice and posting the notice shall be borne by the petitioner. This public notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission.
  - (2) The landowner(s)/applicant(s) will provide written notice, via certified mail, to all utilities effected and all owners of property within five hundred (500) feet of the property or properties under consideration for a planned unit development. The written notice will also include the date, time and place when the proposed planned unit development will be considered by the Alpine Planning and Zoning Commission. This public notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission. The landowner(s)/applicant(s) shall bear the

responsibility of paying all costs and postage fees of the certified mailing and provide proof of said mailings to the Planning and Zoning Administrator.

- (3) The Alpine Planning and Zoning Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. The Planning and Zoning Administrator will prepare the notice and provide it to the newspaper. The landowner(s)/applicant(s) shall bear the responsibility of paying all costs of this advertising. Public comments received during the meeting will be documented for subsequent reference during the zone change process.

#### **Section 2-207.2. Minor Subdivision Review and Approval Process (Figure 2-6)**

- (c) Applicant will complete and file one (2) hard copies, and one (1) digital copy of a master plan report for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
  - (1) The purpose of the subdivision and proposed land uses.
  - (2) A development schedule for proposed land uses.
  - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot.
  - (4) Planned water system, as well as anticipated average day and maximum day water demand.
  - (5) Planned wastewater system, as well as anticipated average daily flows.
  - (6) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, as well as anticipated average and peak day traffic volumes
  - (7) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
  - (8) Planned snow storage areas.
  - (9) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
  - (10) Landscape Plan
- (d) Applicant will prepare and file one (1) hard copy, and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
  - (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;



- (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
- (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
- (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one { 1 } inch = two hundred { 200 } feet) and north arrow;
- (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
- (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
- (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.

### Section 2-207.3. Major Subdivision Review and Approval Process (Figure 2-7)

- (d) Applicant will complete and file two (2) hard copies, and **one (1) digital copy of a master plan report** for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
  - (1) The purpose of the subdivision and proposed land uses.
  - (2) A development schedule for proposed land uses.
  - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot, and densities associated with residential and commercial land uses.
  - (4) Suitability of soils to support future land use expansion.
  - (5) Compatibility of proposed land uses with adjacent land uses.
  - (6) When applicable, the potential need for new housing in the context of anticipated housing demands for Alpine.
  - (7) Planned water system, as well as anticipated average day and maximum day water demand.
  - (8) Planned wastewater system, as well as anticipated average daily flows.
  - (9) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, anticipated average and peak day traffic volumes.
  - (10) Vehicular circulation plan.
  - (11) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
  - (12) Snow storage areas.

- (13) Landscaping plan.
  - (14) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
  - (15) When applicable, planned covenants, contracts or deed restrictions that may be associated with a common interest development.
- (e) Applicant will prepare and file two (2) hard copies to scale and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
  - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
  - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
  - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one { 1 } inch = two hundred { 200 } feet) and north arrow;
  - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
  - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
  - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (o) The applicant will prepare and file two (2) hard copies to scale and **one (1) digital copy of a final subdivision plat** application, and related filing fees, with the Zoning Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.

#### **Section 2-301(9–11). Building Permit Requirements**

- (9) Two (2) hard copies to scale, a minimum of 2-foot by 3-foot, set of **scaled** construction drawings (see application checklist) that illustrate the ***proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.*** All construction drawings for structures submitted with a **permit application** will be designed, stamped and certified by a civil or structural engineer **greater than three hundred (300) square feet in size.** Along with **one (1) digital copy** of the construction drawings. {See permit checklist for complete details}.
- (10) All new buildings including additions or remodels to and existing structures, require submittal of two (2) hard copies, a minimum of 18-inches by 24-inches,



set of a scaled site/plot plan, that depicts the location of, proposed vehicular access, the finish grade of the project site, septic system or sewer connection location, water connection location, denoting all above ground and below ground utilities (power, propane) and/or easements to be located on the property, vehicle parking (garage square footage and driveway dimensions {square footage}), setbacks, onsite drainage facilities and snow storage areas (snow storage dimensions {square footage}) needs to be clearly identified. **Along with one (1) digital copy of the scaled site/plot plan.** {See permit checklist for complete details}.

- a. Submittal of the civil engineered site plan is required for all Multi-Unit Residential (R-2) {including additions or remodels to existing structures}, Mixed Residential and Commercial (MRC) {including additions or remodels to existing structures} and Commercial (C) {including additions or remodels to existing structures}, Light Industrial (LI) {including additions or remodels to existing structures}, Public and Community Facilities (PCF) {including additions or remodels to existing structures} and Recreation and Conservation (RC) {including additions or remodels to existing structures} permit applications.
- (11) Two (2) hard copies, scaled if applicable, set of other construction documents and/or other data that the applicant may consider relevant to the building permit application will be submitted with the building permit application. **All construction documents and/or other requested documents will be stamped and certified by a civil or structural engineer licensed in the State of Wyoming; (Stamped engineering is required on all structures greater than three hundred (300) square feet in size.**

#### **Section 2-304. Required Building and Site Inspections**

- (h) Electrical permits and inspections for projects within the Town of Alpine are issued and conducted by the Wyoming Department of Fire Prevention and Electrical Safety. The homeowner or contractor is responsible for obtaining the appropriate permit and ensuring that all required inspections are completed.
- (1) A copy of the approved wiring permit and any associated inspection reports must be submitted to the Town before the issuance of a Certificate of Occupancy or Certificate of Completion.

**The previously included standalone sentence “NOTE: STATE TO COMPLETE ALL ELECTRICAL INSPECTIONS” is hereby struck and shall not appear in the revised section.**

#### **SECTION 2. REPEAL AND REPLACEMENT OF PART 4 – DEVELOPMENT STANDARDS**

The following sections of **Part 4 – Development Standards** of the Alpine Land Use and Development Code are hereby **repealed and replaced**, except **Section 4-204**, which is **hereby added as a new section**:

#### **Section 4-201. Applicable Building Codes**

- (a) All buildings and temporary structures built or located within the Town of Alpine on or after **November 1, 2006**, shall comply with the **most currently published version** of the *International Building Code (IBC)* or *International Residential Code (IRC)*, as published by the **International Code Council (ICC)**.
- (b) The construction of all new, or the repair of any existing, plumbing, mechanical, and fuel gas systems installed in the Town of Alpine following the adoption of the **Alpine Land Use and Development Code** shall conform to the most currently published version of the following codes as published by the **International Code Council (ICC)** at the time of installation:
  - *International Plumbing Code (IPC)*
  - *International Mechanical Code (IMC)*
  - *International Fire Code (IFC)*
  - *International Fuel Gas Code (IFGC)*
- (c) The construction of all new, or the repair of any existing, electrical systems installed in the Town of Alpine after the adoption of the **Alpine Land Use and Development Code** shall comply with the **most current version of the National Electrical Code (NEC)** as adopted by the **State of Wyoming** at the time of installation.

#### **Section 4-203. Exceptions to Adopted Building Codes**

- (a) **When necessary, the Alpine Town Council may adopt exemptions to specific standards within any of the adopted building codes.** Refer to the most recently adopted **ICC Code Exception Ordinance(s)** for applicable details.

#### **Section 4-204. Grace Period (NEW SECTION)**

- (a) A six-month grace period shall be granted from the date of publication of a new ICC version, during which time both the newly published and previously adopted versions will be accepted.

### **SECTION 3. AMENDMENT TO THE TABLE OF CONTENTS**

The Table of Contents of the Alpine Land Use and Development Code is hereby amended accordingly to reflect the repeal and replacement of the sections listed in this ordinance.

### **SECTION 4. EFFECTIVE DATE**

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

### **SECTION 5. REPEAL OF ORDINANCE NO. 1997-59 AND CONFLICTING ORDINANCES**

Ordinance No. 1997-59 is hereby repealed in its entirety. All other ordinances or portions of ordinances previously enacted by the Town of Alpine that are in conflict with this Land Use and Development Code are also hereby repealed.

The language and provisions formerly adopted in Ordinance No. 1997-59 have been updated, reorganized, and incorporated into Part 3 – Zoning Ordinance of the Town of Alpine Land Use and Development Code



**Passed First Reading on the 17<sup>th</sup> day of June 2025.**

VOTE:   4   YES,   0   NO,   0   ABSTAIN,   0   ABSENT

**Passed First Reading on the 1<sup>st</sup> day of July 2025.**

VOTE:   4   YES,   0   NO,   0   ABSTAIN,   0   ABSENT

**Passed on Third and Final Reading 15<sup>th</sup> day of July 2025.**

VOTE:      YES,      NO,      ABSTAIN,      ABSENT

TOWN OF ALPINE

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

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

I hereby certify that the forgoing Ordinance No. 2025-011 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-027**

**A RESOLUTION APPOINTING A SEVEN (7) MEMBER COMMITTEE TO DEVELOP  
EMERGENCY ACTION PLANS FOR THE TOWN OF ALPINE, WYOMING AND THE  
WATER AND SEWER DEPARTMENT**

---

**WHEREAS**, the Town of Alpine, Wyoming recognizes the importance of comprehensive emergency preparedness and response planning to protect the health, safety, and welfare of its residents and infrastructure; and

**WHEREAS**, the Town Council acknowledges the critical need for clearly defined emergency action plans for both the Town's municipal operations and its Water and Sewer Department in order to respond efficiently and effectively to natural disasters, system failures, and other emergencies; and

**WHEREAS**, the development of these plans requires the input of knowledgeable and invested members of the community, town staff, and subject matter experts;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING:**

**1. Committee Establishment**

A seven (7) member Emergency Action Planning Committee (EAPC) is hereby established.

**2. Purpose**

The Committee shall be tasked with drafting comprehensive Emergency Action Plans (EAPs) addressing a wide range of potential emergency scenarios affecting:

- The general operations and governance of the Town of Alpine, and
- The Water and Sewer Department, including system outages, contamination events, infrastructure failures, and related emergencies.

**3. Membership and Appointment**

The Committee shall consist of seven (7) members **appointed by the Mayor and approved by the Town Council**, and may include, but is not limited to:

- Town staff
- Representatives from the Water and Sewer Department
- Emergency management professionals
- Residents with relevant experience or interest in emergency preparedness
- Other stakeholders as deemed appropriate





**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-027  
A RESOLUTION APPOINTING A SEVEN (7) MEMBER COMMITTEE TO DEVELOP  
EMERGENCY ACTION PLANS FOR THE TOWN OF ALPINE, WYOMING AND THE  
WATER AND SEWER DEPARTMENT**

---

**4. Term**

Members shall serve until the final Emergency Action Plans are completed and formally adopted by the Town Council, or until otherwise determined by the Council.

**5. Reporting and Adoption**

The Committee shall report regularly to the Town Council and shall present its final draft of the Emergency Action Plans for review and consideration. Upon completion, the Town Council shall vote on formal adoption of the plans as official policy.

**6. Effective Date**

This Resolution shall be effective immediately upon passage and approval.

---

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-028**

**A RESOLUTION ESTABLISHING A RESTRICTED FUND FOR RECAPTURED  
FUNDS RECEIVED UNDER THE BUSINESS READY COMMUNITY GRANT AND  
LOAN PROGRAM GRANT AGREEMENTS WITH THE WYOMING BUSINESS  
COUNCIL**

---

**WHEREAS**, the Town of Alpine has entered into Grant Agreements with the Wyoming Business Council under the Business Ready Community Grant and Loan Program, dated **May 2015** and **July 2024**, for the purpose of supporting local economic development through the construction and support of public infrastructure; and

**WHEREAS**, per the terms of the aforementioned Grant Agreements, including **Attachment A** and **Exhibit B: Revenue Recapture Plan**, the Town of Alpine is required to create and manage a restricted account for recaptured revenues received in relation to the project with Melvin Brewing Company; and

**WHEREAS**, the recaptured funds are to be used solely 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 the support of the local economic development commission; and

**WHEREAS**, the Town has designated **General Ledger Account Number 01-22-109** as the official account for all recaptured funds related to the grant project, and has titled this fund the **Town of Alpine Recapture Restricted Fund**; and

**WHEREAS**, at the close of each fiscal year, the net income or net expense associated with the revenue recapture shall be posted to Account Number 01-22-109, and any disbursement of funds from this account shall be restricted to the uses outlined in the Grant Agreements and Revenue Recapture Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING:**

1. That the Town hereby formally establishes the Town of Alpine Recapture Restricted Fund, designated as GL Account No. 01-22-109, to manage all recaptured revenues associated with the Business Ready Community Grant and Loan Program project, in accordance with Attachment A and Exhibit B: Revenue Recapture Plan of the Grant Agreements.
2. That all funds deposited into Account No. 01-22-109 shall be restricted in use and may only be disbursed for purposes specifically authorized by the Grant Agreements, including those outlined in Exhibit B: Revenue Recapture Plan.





**TOWN OF ALPINE, WYOMING**

**RESOLUTION 2025-028**

**A RESOLUTION ESTABLISHING A RESTRICTED FUND FOR RECAPTURED FUNDS RECEIVED UNDER THE BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM GRANT AGREEMENTS WITH THE WYOMING BUSINESS COUNCIL**

- 
3. That the Town Clerk/Treasurer shall ensure proper accounting and reporting of all transactions associated with the restricted fund and shall maintain documentation consistent with all state and grant program requirements, including compliance with Attachment A of the Grant Agreements.
  4. That this resolution shall take effect immediately upon its adoption.
- 

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

SIGNED:

---

Eric Green, Mayor of Alpine

ATTEST:

---

Monica L. Chenault, Town Clerk/Treasurer

ORIGINAL  
129775

**BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM  
AMENDMENT NUMBER ONE TO GRANT AGREEMENT BETWEEN  
THE WYOMING BUSINESS COUNCIL AND THE TOWN OF ALPINE**

1. **Parties.** This Amendment is made and entered into by and between the State of Wyoming, through the Wyoming Business Council ("WBC"), whose address is 214 West 15<sup>th</sup> Street, Cheyenne, WY 82002; and the Town of Alpine, a political subdivision of the State of Wyoming ("Grantee"), whose address is 250 River Circle/P.O. Box 188, Alpine, WY 83128.

2. **Purpose of Amendment.** This Amendment shall constitute the first Amendment to the Grant Agreement between the WBC and the Grantee which was duly executed on August 8, 2014, and which became effective August 19, 2014. The purpose of this Amendment is to replace Attachment B with Attachment D to revise the Project Grant Expenditure Schedule budget, and to reflect changes in committed match from cash to in-kind.

The original Grant Agreement provided Business Ready Community Grant and Loan Program ("BRC") Business Committed grant funds to Grantee to construct a 20,000 square-foot building with access road and sewer/water extension lines on a six-acre parcel along Palisades Reservoir. Alpine will own the land, building and infrastructure for the total grant amount of two million nine hundred forty-nine thousand four hundred twenty-five dollars (\$2,949,425), with a Construction Service completion date of June 30, 2016, and a Grant Agreement expiration date of June 30, 2019.

3. **Term of the Amendment.** This Amendment shall commence upon the date the last required signature is affixed hereto, and shall remain in full force and effect through the term of the Grant Agreement, as amended, unless terminated pursuant to the provisions of the Grant Agreement, or pursuant to federal or state statute or rule or regulation.

4. **Payment.** No payment shall be made by either party to the other party as a result of this Amendment.

5. **Additional Responsibilities of WBC.** The WBC shall not take on any additional responsibilities as a result of this Amendment.

6. **Additional Responsibilities of Grantee.** The Grantee shall not take on any additional responsibilities as a result of this Amendment.

7. **Special Provisions**

A. **Same Terms and Conditions.** With the exception of items explicitly delineated in this Amendment, all terms and conditions of the Grant Agreement between the WBC and the Grantee, including but not limited to sovereign immunity, and including all prior amendments to this Grant Agreement, shall remain unchanged and in full force and effect.



**8. General Provisions**

**A. Entirety of Grant Agreement** This Grant Agreement, consisting of seven (7) pages, Attachment A, consisting of one (1) page, Attachment B, consisting of one (1) page, Attachment C, consisting of eleven (11) pages, this Amendment One, consisting of three (3) pages, and Attachment D, consisting of one (1) page, represent the entire and integrated Grant Agreement between the parties and supersede all prior negotiations, representations, and agreements, whether written or oral.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

9. **Signatures.** In witness thereof, the parties to this Amendment through their duly authorized representatives have executed this Amendment, known as Amendment One to the Grant Agreement between the WBC and the Grantee, on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this Amendment as set forth herein.

The effective date of this Amendment is the date of the signature last affixed to this page.

**WYOMING BUSINESS COUNCIL**

Shawn Reese 5-12-15  
Shawn Reese Date  
Chief Executive Officer

Molly Spangler 5/14/15  
Molly Spangler, Director Date  
Investment Ready Communities

**TOWN OF ALPINE**

W. Kennis Lutz 4/23/15  
W. Kennis Lutz, Mayor Date  
Town of Alpine

**ATTORNEY GENERAL'S OFFICE APPROVAL AS TO FORM**

S. Jane Caton #129775 3-31-15  
S. Jane Caton Date  
Senior Assistant Attorney General



**ATTACHMENT D TO  
BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM  
GRANT AGREEMENT BETWEEN THE WYOMING BUSINESS COUNCIL AND  
THE TOWN OF ALPINE**

Projected Grant Expenditure Schedule for Alpine Melvin Brewing			
DESCRIPTION	BRC	MATCH	TOTAL
		In-kind (Melvin Brewing/Town)	
Land Acquisition	\$ 259,099	\$ 117,738	\$ 376,837
Non Construction Costs	\$ 154,050	\$ 7,575	\$ 161,625
Construction Costs	\$ 2,536,276	\$ 465,224	\$ 3,001,500
<b>Total Project Cost</b>	<b>\$ 2,949,425</b>	<b>\$ 590,537</b>	<b>\$ 3,539,962</b>

For the above Projected Grant Expenditure Schedule "Non Construction Costs" include: appraisal, architectural, engineering, and project inspection fees; "Construction Costs" include: site work, materials, labor, utilities, and contingencies.

This grant is incrementally funded as costs are incurred according to the above Projected Grant Expenditure Schedule. The WBC will release funds only after payment vouchers or invoices approved by the Grantee are submitted to the WBC. After receipt of cash requests and billing documentation, the WBC will pay the amounts of invoices at one hundred percent (100%). Verification of all in-kind contributions must be submitted to the WBC.

If actual costs of the project are more than the available funds indicated in Attachment B, Grantee agrees to pay the difference in the amount of funds awarded through the BRC Program and the actual costs of the completed Project.

If there is additional funding for the project, the Grantee must provide the WBC with all necessary information regarding the funding.

118382

**BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM  
GRANT AGREEMENT BETWEEN THE WYOMING BUSINESS COUNCIL AND  
THE TOWN OF ALPINE**

1. **Parties.** The parties to this Grant Agreement are the State of Wyoming, by and through the Wyoming Business Council ("WBC"), whose address is 214 West 15<sup>th</sup> Street, Cheyenne, Wyoming 82002 and the Town of Alpine, a political subdivision of the State of Wyoming ("Grantee"), whose address is 250 River Circle/P.O. Box 188, Alpine, WY 83128.
2. **Purpose of Grant Agreement.** The WBC shall provide Business Ready Community Grant and Loan Program ("BRC") Business Committed funds to Grantee in the amount set forth in Section 4, and Grantee shall undertake and complete materials, projects and/or services (collectively, the "Project") described in Attachments A, B, and C attached hereto. Performance by Grantee of the requirements of this Grant Agreement and compliance with all BRC program rules and regulations is a condition to Grantee's receipt of monies hereunder.
3. **Term of Grant Agreement and Required Approvals.** This Grant Agreement shall commence upon the date the last signature is affixed hereto. All construction services shall be completed by June 30, 2016, unless an extension is approved by WBC. This grant agreement shall terminate on June 30, 2019, unless otherwise amended or terminated in accordance with the terms and conditions specifically provided herein. This agreement may be extended when, in the sole discretion of the WBC, circumstances require an extension. Any extension shall be done by written amendment.
4. **Payment.** WBC agrees to grant monies to Grantee for performance of the Project, as invoices are submitted for work done in connection with the Project, completed in accordance with the requirements of this Agreement and the BRC program. The total payment to Grantee under this Grant Agreement shall not exceed two million nine hundred forty-nine thousand four hundred twenty-five dollars (\$2,949,425) ("Grant"). Payment will be made following Grantee's delivery to WBC of invoices detailing services performed in connection with the Project in a form satisfactory to WBC. Payment shall be made from WBC's BRC budget pursuant to the schedule shown on Attachment B hereto. No payment shall be made for any services performed in connection with the Project prior to the date upon which the last required signature is affixed to this Grant Agreement.
5. **Responsibilities of Grantee Regarding the Project.** The Project to be undertaken is described in Attachment A and C which are attached and made a part of this Grant Agreement.
6. **Responsibilities of WBC.** WBC will, at its discretion, assist in providing Grantee access to information, including without limitation providing Grantee with information concerning BRC program requirements, rules and other statutes and regulations referred to herein, and will cooperate with Grantee whenever possible. WBC shall have no obligations, other than those specifically set forth herein, regarding the Project or its performance.

## 7. **Special Provisions.**

**A. Budget Transfer Limitation.** Grantee agrees it will not exceed any of the line item totals listed in Attachment B by more than twenty percent (20%) without prior approval from WBC. Such changes will not result in any change in the total Project costs, or a change in the Grant amount.

**B. Default and Remedies.** In the event Grantee or any subgrantee of Grantee under this Grant Agreement defaults or is deficient in the performance of any term of this Grant Agreement or any requirements of the BRC program rules and regulations, then WBC shall have the right to exercise all remedies provided by law or in equity, including without limitation:

(i) Immediately terminating this Grant Agreement without further liability or obligation of WBC;

(ii) Issuing a letter of warning advising Grantee of the deficiency and putting the Grantee on notice that additional action will be taken if the deficiency is not corrected or is repeated;

(iii) Recommending, or requesting Grantee to submit proposals for corrective actions, including the correction or removal of the causes of the deficiency;

(iv) Advising Grantee to suspend disbursement of funds for the deficient activity;

(v) Advising Grantee to reimburse any amounts improperly expended and reprogram the use of the funds in accordance with applicable requirements;

(vi) Changing the method of payment to Grantee; and/or

(vii) Reducing, withdrawing, or adjusting the amount of the Grant.

**C. Extension of Construction.** WBC may, at its discretion, without a written amendment to this Grant Agreement, extend the construction services date if Grantee provides written justification for the extension and that the completion of construction services will not exceed six (6) months from the construction services date established herein. A construction services date extension of six (6) months or less will not change the termination date established herein. All other extensions shall be done by written amendment to this Grant Agreement.

**D. Monitor Activities.** The WBC shall have the right to monitor all Project related activities of the grantee. This shall include, but not be limited to, the right to make site inspections at any time, to bring experts and consultants on site to examine or evaluate completed work or work in progress, and to observe personnel in every phase of performance of the Project.

**E. No Finder's Fees.** No finder's fee, employment agency fee, broker fee or other such fee related to this Grant Agreement shall be paid by either party.



**F. Non-Supplanting Certification.** Grantee hereby affirms that BRC grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

**G. Publicity.** Any publicity given to the Project or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee, shall identify the Business Ready Community Grant and Loan Program as the funding program.

**H. Reporting.** Within 15 calendar days at the conclusion of each calendar quarter during the Term of this Grant Agreement, Grantee shall furnish WBC with a progress report. Each progress report shall set forth, in narrative form, the Project work accomplished under the Grant during the quarter or any other information requested by WBC. At the end of the term, Grantee shall furnish WBC with a comprehensive report of the Project and accomplishments pursuant to the Grant. Grantee shall likewise furnish WBC with a cumulative financial statement, reflecting total expenditures pursuant to this Grant Agreement upon completion of construction services.

**I. Retention of Records.** Grantee agrees to retain all records related to the Project which are required to be retained pursuant to this Grant Agreement or the BRC program rules and regulations for ten (10) years following WBC's date of notice to Grantee of closeout of the Grant, provided all audit requirements have been fulfilled.

## **8. General Provisions**

**A. Amendments.** Any changes, modifications, revisions or amendments to this Grant Agreement which are mutually agreed upon in writing by the parties hereto shall be incorporated by written instrument, signed by all parties to this Grant Agreement.

**B. Applicable Law/Venue.** The construction, interpretation and enforcement of this Grant Agreement shall be governed by the laws of the State of Wyoming. The Courts of the State of Wyoming shall have jurisdiction over this Grant Agreement and the parties, and venue for any action shall be in the First Judicial District, Laramie County, Wyoming.

**C. Assignment.** Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set forth in this Grant Agreement without the prior written consent of the other party. Grantee shall not use this Grant Agreement, or any portion thereof, for collateral for any financial obligation, without the prior written permission of WBC.

**D. Assumption of Risk.** The Grantee shall assume the risk of any loss of state funding, due to the Grantee's failure to comply with state requirements. The WBC shall notify the Grantee of any state determination of noncompliance.

**E. Audit/Access to Records.** The WBC and any of its representatives shall have access to any books, documents, papers, and records of the Grantee that are pertinent to this Grant Agreement.

**F. Availability of Funds.** Each payment obligation of the WBC is conditioned upon the availability of government funds that are appropriated or allocated for the payment of this obligation. If funds are not allocated and available for the continuance of the services performed by the Grantee, the Grant may be terminated by the WBC at the end of the period for which the funds are available. The WBC shall notify the Grantee at the earliest possible time of the services that will or may be affected by a shortage of funds. No penalty shall accrue to the WBC in the event this provision is exercised, and the WBC shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section. This provision shall not be construed to permit the WBC to terminate this Grant Agreement to acquire similar services from another party.

**G. Award of Related Grant Agreements.** The WBC may undertake or award supplemental or successor grant agreements for work related to this Grant Agreement. The Grantee shall cooperate fully with other grantees and the WBC in all such cases.

**H. Compliance with Laws.** The Grantee shall keep informed of and comply with all applicable federal, state and local laws and regulations in the performance of this Grant Agreement.

**I. Entirety of Grant Agreement.** This Grant Agreement, consisting of seven (7) pages, Attachment A, consisting of one (1) page, Attachment B, consisting of one (1) page, and Attachment C, consisting of eleven (11) pages, represents the entire and integrated Grant Agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

**J. Extensions.** Nothing in this Grant Agreement shall be interpreted or deemed to create an expectation that this Grant Agreement will be extended beyond the term described herein. This Grant Agreement may be renewed by agreement of both parties in writing, provided that there is no right or expectation of renewal or extension beyond the Term, and any renewal or extension will be determined at the discretion of WBC and subject to any necessary WBC approval. Any agreement to extend this Grant Agreement shall include, but shall not be limited to: an unambiguous identification of the Grant Agreement being extended; the term of the extension; a statement that all terms and conditions of the original Grant Agreement shall, unless explicitly delineated in the exception, remain as they were in the original Grant Agreement; and, if the duties of either party will be different during the extension than they were under the original Grant Agreement, a detailed description of those duties.

**K. Indemnification.** The Grantee shall indemnify, defend, and hold harmless the State, the WBC, and their officers, agents, employees, successors, and assignees from any and all claims, lawsuits, losses, and liability arising out of Grantee's failure to perform any of Grantee's duties and obligations hereunder or in connection with the negligent performance of Grantee's duties or obligations, including but not limited to any claims, lawsuits, losses, or liability arising out of Grantee's malpractice or malfeasance.

**L. Independent Contractor.** Grantee shall function as an independent contractor for the purposes of this Grant Agreement, and shall not be considered an employee of WBC for any purpose. Grantee shall assume sole responsibility for any debts or liabilities that may be incurred by the Grantee in fulfilling the terms of this Grant Agreement, and shall be solely responsible for the payment of all federal, state and local taxes, which may accrue because of this Grant Agreement. Nothing in this Grant Agreement shall be interpreted as authorizing Grantee or its agents and/or employees to act as an agent or representative for or on behalf of WBC, or to incur any obligation of any kind on the behalf of WBC. Grantee agrees that no health/hospitalization benefits, workers' compensation and/or similar benefits available to WBC employees will inure to the benefit of Grantee or Grantee's agents and/or employees as a result of this Grant Agreement.

**M. Kickbacks.** The Grantee certifies and warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Grant Agreement, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Grant Agreement. If the Grantee breaches or violates this warranty, the WBC may, at its discretion, terminate this Grant Agreement without liability to the WBC, or deduct from the Grant Agreement or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

**N. Nondiscrimination.** The Grantee shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. §27-9-105 et seq.), the Americans with Disabilities Act, (ADA), 42 U.S.C. §12101, et seq., and the Age Discrimination Act of 1975 and/or any properly promulgated rules and regulations related thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, origin, or disability in connection with the performance under this agreement.

**O. Notices.** All notices arising out of, or from, the provisions of this Grant Agreement shall be in writing and given to the parties at the address provided under this Grant Agreement, either by regular U.S. mail or delivery in person. Delivery shall be deemed to have occurred 3 days following deposit in the U.S. mail or upon delivery in person.

**P. Ownership of Documents/Work Product/Materials.** All documents, records, field notes, data samples, specimens, and materials of any kind resulting from performance of this Grant Agreement are at all times the property of the WBC.

**Q. Prior Approval.** This Grant Agreement shall not be binding upon either party, no services shall be performed under the terms of this Grant Agreement, and the Wyoming State Auditor shall not draw warrants for payment on this Grant Agreement, until this Grant Agreement has been reduced to writing and approved as to form by the Office of the Attorney General.

**R. Severability.** Should any portion of this Grant Agreement be judicially determined to be illegal or unenforceable, the remainder of this Grant Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.



**S. Sovereign Immunity.** The State of Wyoming and WBC do not waive sovereign immunity by entering into this Agreement and the Grantee does not waive governmental immunity, and each specifically retains all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, et seq., and all other applicable law. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Contract shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

**T. Taxes.** Grantee shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to social security taxes, workers' compensation, unemployment insurance and sales taxes in connection with performance of the Project and this Grant Agreement.

**U. Termination of Grant Agreement.** The WBC may terminate this Grant Agreement immediately for cause if the Grantee fails to perform in accordance with the terms and conditions of this Grant Agreement. Should the Grantee fail to perform in a manner consistent with the terms and conditions set forth in this Grant Agreement, payment under this Grant Agreement may be withheld until such time as the Grantee performs its duties and responsibilities.

**V. Third Party Beneficiary Rights.** The parties do not intend to create in any other individual or entity the status of third party beneficiary, and this Grant Agreement shall not be construed so as to create such status. The rights, duties and obligations contained in this Grant Agreement shall operate only between the parties to this Grant Agreement, and shall inure solely to the benefit of the parties to this Grant Agreement. The provisions of this Grant Agreement are intended only to assist the parties in determining and performing their obligations under this Grant Agreement.

**W. Time is of the Essence.** Time is of the essence in the performance by Grantee all provisions of the Grant Agreement.

**X. Titles Not Controlling.** Titles of sections are for reference only, and shall not be used to construe the language in this Grant Agreement.

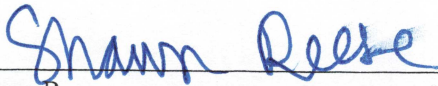
**Y. Unused/Misused Funds.** The WBC shall be entitled to recover from the Grantee any full or partial payment made under this Grant Agreement for: 1) any payments used for purposes not authorized, or performed outside this Grant Agreement, 2) any payments for services the Grantee is unable to provide, 3) any payments for services the Grantee did not provide but was required to provide under the terms of this Grant Agreement.

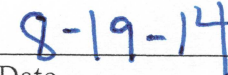
**Z. Waiver.** The waiver of any breach of any term or condition in this Grant Agreement shall not be deemed a waiver of any prior or subsequent breach.


9. **Signatures.** By signing this Grant Agreement, the parties represent and warrant that they have read and understood it, that they agree to be bound by the terms of the Grant Agreement, that they have the authority to sign it, and that they have received a signed and dated copy of the Grant Agreement.

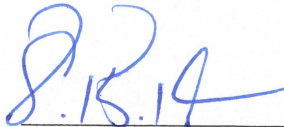
The effective date of this Grant Agreement is the date of the signature last affixed to this page.

#### WYOMING BUSINESS COUNCIL

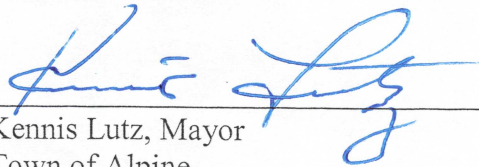
  
 Shawn Reese  
 Chief Executive Officer

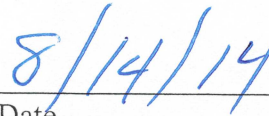
  
 Date

  
 Molly Spangler, Director  
 Investment Ready Communities


  
 Date

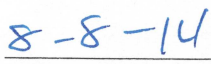
#### TOWN OF ALPINE

  
 Kennis Lutz, Mayor  
 Town of Alpine

  
 Date

#### ATTORNEY GENERAL'S OFFICE APPROVAL AS TO FORM

  
 S. Jane Caton  
 Senior Assistant Attorney General

  
 Date

**ATTACHMENT A TO  
BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM  
GRANT AGREEMENT BETWEEN THE WYOMING BUSINESS COUNCIL AND  
THE TOWN OF ALPINE**

Grantee will receive the sum of \$2,949,425 of the Business Ready Community (BRC) program funds. Grantee will, in turn, use the funds construct a 20,000 square-foot building with access road and sewer/water extension lines on a six-acre parcel along Palisades Reservoir. Alpine will own the land, building and infrastructure. The town will lease the facility to Melvin Brewing. Brewery equipment will be purchased, installed and owned by the Melvin Brewing Company.

As a result of the expansion project, Melvin Brewing will create 28 permanent jobs with a median wage of \$25 per hour, and benefits inclusive of a retirement plan, medical insurance, profit sharing, training and education.

The project is more particularly described in the BRC application received by the WBC on March 6, 2014, and the Development Agreement made July 25, 2014, by and between the Grantee and CDO.

The town of Alpine will construct, own, and lease a 20,000 sf facility to Melvin Brewing for 15 years at 3% interest. The total amount of the amortized lease payments to be recaptured will be the grant amount (\$2,949,425) minus the cost of the utilities (\$440,000+/-). This equates to approximately \$2,500,000 in recapture plus interest over 15 years.

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 the support of the local economic development commission.

Upon completion of construction of this project, Grantee will be required to provide the WBC a letter from Grantee's attorney confirming:

- Grantee has followed all procurement standards have been followed as per W.S. § 15-1-113 and W.S. § 16-6-101 et. Seq.
- Grantee has followed the Wyoming Preference Act (W.S. § 16-6-201 through 16-6-206);
- Verification of the number of jobs created, types of positions, and wages for each position.

Grantee will be required to provide a letter from a qualified engineer certifying the construction completion of the project and that all required construction standards were adhered to during the construction of this project.

Grantee will be required to provide information as requested by the State of Wyoming, by and through the WBC, about lease arrangements, job creation, revenue recapture, additional investments, marketing, business recruitment, and business development efforts.

All promotional and marketing information and materials created for this project will be required to reference the Wyoming Business Council as a funding partner.



**ATTACHMENT B TO  
BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM  
GRANT AGREEMENT BETWEEN THE WYOMING BUSINESS COUNCIL AND  
THE TOWN OF ALPINE**

Projected Grant Expenditure Schedule for Alpine Melvin Brewing				
DESCRIPTION	BRC	MATCH		TOTAL
		Cash (Melvin Brewing)	In-kind (Town)	
Land Acquisition	\$ 344,929	\$ 31,908	\$ -	\$ 376,837
Non Construction Costs	\$ 68,220	\$ 6,310	\$ 87,095	\$ 161,625
Construction Costs	\$ 2,536,276	\$ 234,619	\$ 230,605	\$ 3,001,500
<b>Total Project Cost</b>	<b>\$ 2,949,425</b>	<b>\$ 272,837</b>	<b>\$ 317,700</b>	<b>\$ 3,539,962</b>

For the above Projected Grant Expenditure Schedule "Non Construction Costs" include: appraisal, architectural, engineering, and project inspection fees; "Construction Costs" include: site work, materials, labor, utilities, and contingencies.

This grant is incrementally funded as costs are incurred according to the above Projected Grant Expenditure Schedule. The WBC will release funds only after payment vouchers or invoices approved by the Grantee are submitted to the WBC. After receipt of cash requests and billing documentation, the WBC will pay the amounts of invoices at ninety-two percent (92%). Verification of all in-kind contributions must be submitted to the WBC.

If actual costs of the project are more than the available funds indicated in Attachment B, Grantee agrees to pay the difference in the amount of funds awarded through the BRC Program and the actual costs of the completed Project.

If there is additional funding for the project, the Grantee must provide the WBC with all necessary information regarding the funding.

# ATTACHMENT C TO BUSINESS READY COMMUNITY GRANT AND LOAN PROGRAM GRANT AGREEMENT BETWEEN THE WYOMING BUSINESS COUNCIL AND THE TOWN OF ALPINE

DEVELOPMENT AGREEMENT  
Town of Alpine / Melvin Brewing Company  
Revision Date: July 10, 2014

This Development Agreement is made and entered into by and between the Town of Alpine, a Wyoming municipal corporation hereafter referred to as "Applicant Community", and Melvin Brewing Company, a Wyoming Corporation hereafter referred to as "Company", and both parties, collectively are referred to as the "Parties".

## RECITALS

Whereas, the Applicant Community desires to purchase and develop certain commercial real property through a Business Ready Community (BRC), Business Committed Program grant from the Wyoming Business Council (WBC), and some of said commercial property would be suitable and desirable for operation of the Company's business; and

Whereas, the Company desires to relocate to a new location and facility within the Applicant Community's jurisdiction in Alpine, Wyoming, if certain development and financial conditions are met; and

Whereas, the Parties desire to enter into this Development Agreement to facilitate and bring about the development of a commercial facility which will be used, leased and/or purchased, in part, by the Company;

Now therefore, in consideration of the promises and agreements contained herein, the Parties agree as follows:

**The Purpose.** The Parties agree that the purpose of this Agreement is to describe and clarify the intentions of the Parties regarding the completion of a BRC project. The "Project", which is the object of this Development Agreement, includes the following components:

- The purchase of approximately 6.18 acres of land illustrated in attached Exhibit A that will serve as the project site.
- Construction of a 20,000 plus or minus square foot building along with landscaping and exterior improvements to house a brewery facility to be developed and operated by the Company, with the intention to create a minimum of thirty (30) full time long term year round jobs after five years.
- The extensions of water, sewer and utilities; landscaping, signage and other necessary infrastructure.
- The improvement of Lincoln County Road 101 and construction of a section of new road that will provide access to the project site, or the construction of other suitable access mutually agreeable to both parties within the budget and scope of this project.

1 of 7

Applicant Community's Responsibilities. To complete the Project, the Applicant Community shall:

- Prepare, submit and sponsor an application to the WBC to obtain funding to construct water, sewer, utility and road infrastructure to serve the proposed development site, pay off outstanding bank loans to obtain an unencumbered title to real property that was purchased by the Company for the proposed development, and construct a building to house the Company's business of brewing and bottling beer.
- Publicly advertise and solicit bids for construction of the various portions of the Project in compliance with state statutes.
- Finalize a Revenue Recapture Plan which will include a plan for the ultimate sale of the purchased land or portion thereof and constructed building to the Company subject to specified terms and conditions, to be based upon the draft Revenue Recapture Plan attached as Exhibit B.
- Negotiate with the Company, a Lease with Option to Purchase Agreement.
- Attend a hearing before the Wyoming Business Council Board of Directors to present and support the Project application on May 29, 2014 in Laramie, WY.
- Attend a hearing before the State Loan and Investment Board to present and support the Project application: Estimated date: June 19, 2014 in Cheyenne.
- Enter into the Lease with Option to Purchase Agreement with the Company for the occupancy, use and lease of the business.
- Upon receipt of the grant, pay off the existing mortgage loan on the project site subject to the Company providing proof that it can convey clear title to the Applicant Community. Therefore, prior to the existing mortgage being paid off, Company shall provide to Applicant Community a commitment for an owner's title insurance showing title being subject only to exceptions for public roads or utilities or such other exceptions to which Applicant Community agrees.
- Upon the receipt of a deed for the 6.18 project site, initiate efforts to annex the site into the Applicant Community. Costs for the annexation shall be shared between the Applicant Community and Company based upon mutual agreement.
- Submit in a timely fashion, all Draw Down Requests, Quarterly Reports and Annual Reports as required by the WBC's BRC Program.
- Otherwise, use its best efforts to bring about the completion of the various portions of the Project and occupancy of the Project by the Company in general compliance with the Tentative Project schedule shown in attached Exhibit C.
- Provide local in-kind project matching in the form of future sewer tap fees with a future value of \$309,600, 36 taps @ \$8,600 per tap.

2 of 7



**Company Responsibilities** To complete the Project, the Company shall:

- Provide information and otherwise assist and consult with the Applicant Community in the preparation and submission of the aforesaid application to the WBC to obtain funding for the Project, including as necessary the attendance at key meetings with the WBC and State Loan Investment Board.
- Provide documentation suitable to the WBC and Town of Alpine that private investors will provide approximately \$2,000,000
- Secure documentation and minimum brewery equipment financing commitments in the amount of \$830,000.
- Complete the purchase of the 6.18 acre parcel to be used as the project site as shown on attached Exhibit A.
- Deed the entire 6.18 acre project site, as shown in Exhibit A, to the Applicant Community at no cost upon the approval of grant funding from the WBC to the Applicant Community and prior to the expenditure of any funds by the Applicant Community. In connection with conveyance of the project site to Applicant Community, provide at the Company's expense an owner's policy of title insurance for the full value of the property subject only to those exceptions for any public roads or utilities or any other exceptions to which Applicant Community agrees.
- Consult with and assist the Applicant Community in the supervision, administration, management and completion of the building and related infrastructure to house and serve the brewery facility.
- Enter into a Lease Agreement with the Applicant Community for occupancy of the building prior to expenditure of any funds received from the WBC for the Project.
- Assume full responsibility for the purchase, delivery and installation of all brewery equipment and facilities necessary for the brewery operation but not associated with the building structure constructed by the Applicant Community.
- Use its best efforts to timely bring about the completion of the Project and occupancy of the Project by the Company.
- In combination with the local in-kind match provided by the Applicant Community, invest private capital into the project in an amount necessary to meet the minimum 10% / 30% overall local eligible project match requirements.
- Invest additional capital and resources to meet the 15% local cash match requirements of the WBC's Business Committed grant. The Company's total private capital investment is estimated to be approximately \$2,000,000. Exact amounts will be determined upon completion of the project and reported to the Wyoming Business Council.

3 of 7

- Upon commencement of the Lease, add the following number of full-time long term year round jobs at the brewery: approximately 12 jobs in year one (2015), 6 more in year two (2016), 6 more in year three (2017), and 6 more in year four (2018), for a minimum total of 30 full-time long term jobs after five years resulting in an average annual payroll, including benefits and all other compensation of at least \$1.3 million dollars during the first five years of the Lease.
- Maintain and provide to the Applicant Community and the WBC upon request any and all records, documents and data which will enable verification of the Company's job creation, payment of wages and capital investment in the equipment located in the Project. The Company also agrees to make available all information and documentation needed for the Applicant Community to complete reporting requirements of the BRC Program.
- Make future recapture payments in accordance with the attached Revenue Recapture Plan, Exhibit B.
- Reimburse the Applicant Community for a minimum of 36 additional future sewer taps as outlined in the attached Revenue Recapture Plan, Exhibit B.

#### Mutual Agreements.

- The Parties agree to make every effort, sign all documents and undertake all acts which are reasonably necessary to timely perform and carry out their responsibilities set forth in this Agreement.
- The Parties agree that the "Estimated dates and schedules" set forth in this agreement are good faith estimates or target dates for completing the applicable task or item. The Parties acknowledge and agree that the dates are not binding and the actual date of completion for an item may vary, but to the extent possible, the Parties agree to make every effort to complete items and tasks set forth in this Agreement by the estimated completion date.
- The Parties agree that nothing in this Agreement shall be construed to mean that the Applicant Community is obligated to proceed with the Project if it does not receive the requested funding from the WBC nor shall anything be construed to mean that the Applicant Community is obligated to expend funds for the Project in excess of the funds received from the WBC.

Future Purchase Option Both Parties agree that the Company shall have the option to purchase the constructed building housing the brewery facility and the 6.18 acre project site once the following conditions are satisfied:

- A minimum of five years has transpired from the initial date of occupancy of the brewery facility.
- Recapture payments have been made to the Town in accordance with the attached revenue recapture plan.

- The Company has created a minimum of thirty (30) full time year round jobs by the end of year 2019 assuming that the brewery begins operation in early 2015.
- The Company has met all obligations associated with this development agreement and other agreements entered into with the Applicant Community.

If the Company exercises this option to purchase, the purchase price shall be calculated as follows: the amount of the final BRC Business Committed Program grant ("the Grant") less the cost of the off-site utility extensions and less the total amount previously recaptured by the Applicant Community as of the date of sale. However, if the Company has failed to fulfill its responsibilities listed in the "Company Responsibilities" above, the Company shall also pay annual interest on the amount of the Grant less the cost of the off-site utility extension at the rate of 3% per annum.

**Termination of this Agreement.** The Applicant Community or the Company shall each have the right to terminate this Agreement at any time for any reason prior to the Applicant Community's expenditure of any grant or loan funds that it receives from the WBC for the Project. Termination of this Agreement shall be accomplished by providing the other party written notice thereof. In the event of such termination, each party shall be released from performing all obligations, covenants and promises contained in this Agreement and each party shall bear and be solely responsible for the payment of all costs and expenses of any kind or nature that they have incurred pursuant to this Agreement.

**Sovereign Immunity.** The Applicant Community does not waive sovereign immunity by entering into this Development Agreement and specifically retains such immunity and defenses available to it pursuant to Wyoming Statutes 1-39-104 and all other state laws.

**Miscellaneous provisions.** Other miscellaneous provisions:

- This Agreement shall be binding upon and shall inure to the benefit of the successors and assigns of the respective parties hereto, and any entities resulting from the reorganization, consolidation or merger of either party hereto.
- The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to limit or affect in any way the meaning or interpretation of any of the terms or provisions of this Agreement.
- This Agreement, together with all other documents executed pursuant to or in connection with its terms, constitutes the entire understanding and agreement between the Parties relating to the subject matter hereof and supersedes all prior agreements, representations or understandings between the Parties relating to the subject matter hereof.
- This Agreement may be signed upon any number of counterparts with the same effect as if the signature to any counterpart were upon the same instrument.
- This Agreement may not be modified except by an instrument in writing signed by the Parties hereto.

5 of 7



- This Agreement shall be interpreted, construed and enforced according to the laws of the State of Wyoming.

The undersigned represent and warrant that they have the approval and authority of their respective corporation to sign and execute this Agreement on behalf of their corporation.

All notices, demands, requests and other writings required or permitted to be given hereunder shall be deemed duly given if delivered or if mailed by registered or certified mail, postage prepaid, address to the following:

If to Applicant Community, to:

Kennis Lutz, Mayor  
Town of Alpine  
P.O. Box 3070  
Alpine, WY 83110

If to the company/business, to:

Jeremy Tofte, President  
Melvin Brewing Company  
P.O. Box 2061  
75 East Pearl Street  
Jackson, WY 83001

Either party shall have the right to specify in writing in the manner above provided, another address to which subsequent notices or writings to such party shall be given. Any notice given hereunder shall be deemed to have been given as of the date delivered or mailed.

SIGNED AND EXECUTED by the parties as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Applicant Community Town of Alpine

Company Melvin Brewing Company

Attest: [Signature]  
Kenniss Lutz

Attest: [Signature]  
Jeremy Tolle

Title: Mayor, Town of Alpine

Title: President, Melvin Brewing Company

Date: \_\_\_\_\_

Date: 7/25/14

ATTACHED EXHIBITS:

- Exhibit A: Illustrative Map of Project Site
- Exhibit B: Revenue Recapture Plan
- Exhibit C: Tentative Project Schedule

STATE OF WYOMING  
COUNTY OF LINCOLN

KENNIS LUTZ, MAYOR OF ALPINE SIGNED BEFORE  
ME ON JULY 29, 2014

[Signature] TOWN CLERK/  
TREASURER OF  
THE TOWN OF ALPINE  
PAMELA D. POSTON

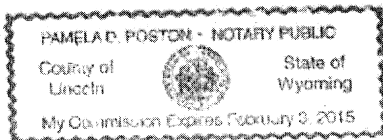


EXHIBIT B  
REVENUE RECAPTURE PLAN  
Town of Alpine / Melvin Brewing Company  
July 10, 2014

As per BRC rules and evaluation criteria, the Town of Alpine understands revenue generated by the Melvin Brewing project through the publicly funded infrastructure project will be recaptured by the Town of Alpine with the following terms:

- Amortized term – 15 years
- 3% interest, forgiven when the Company fulfills its responsibilities listed in the “Company Responsibilities” within the Development Agreement and then forgiven annually thereafter
- Public benefit consideration – interest forgiveness if jobs created, jobs retained and timely payment of lease disbursements.
- Annual recapture payments.
- 1<sup>st</sup> payment to be received at the end of the calendar year when the premises are first occupied by Melvin Brewing, or by December 31, 2015.

The Town of Alpine will establish a budget line item for these funds to delineate them from General Fund capital.

The Town will meet the reporting requirements of these funds to the Wyoming Business Council on an annual basis.

The Town of Alpine may utilize recaptured funds from the BRC - Business Committed Program grant to fund the following:

- 10% Economic Development Commission operation and maintenance, salary, etc. (The Town of Alpine understands that no more than 50% of these funds can be expended on these expenses.)
- 35 % for public infrastructure improvements that will encourage economic development, including repayment to the wastewater treatment plant fund as necessary for the financial well-being of the Town of Alpine
- 5% for revolving loan fund.
- 5% for façade improvements
- 5% for downtown development
- 5% for beautification
- 5% for marketing
- 20% for matching funds for future grants
- 5% for trainings and seminars
- 5% for economic development studies and plans

The percentages shown are approximate only and subject to change as necessary to meet the financial needs and well-being of the Town of Alpine. The estimated total recapture amount of \$2,591,240 is based upon the estimated cost of the building (excluding facilities and equipment specific to the brewery operation which are paid for directly by Melvin Brewing) and land and other related costs and excludes costs of



infrastructure improvements that will be owned by the Town of Alpine as detailed in the February 28, 2014 Business Ready application, as supplemented, to the Wyoming Business Council. The actual final amount of the recapture will be calculated after final completion and acceptance of the brewery building and related infrastructure.

See attached Annual Recapture Payment Table proposed for this project, which table is made a part of Exhibit B. The recapture plan is designed to limit the recapture requirements in the first several years of operation to allow the Melvin Brewing Company develop its product and increase production. No payment is anticipated in year 2014 as the company focuses on the construction of their new facility. In 2015, production will be limited so a recapture of only \$10,000 is anticipated to help the Town of Alpine repay Lincoln County. The recapture is increased to 1%, 2% and 5% of the total recapture amount anticipated for years 2016, 2017 and 2018 respectively.

An assessment will be made at the end of year 2019, after the first five years of operation, to determine the number of full time jobs created. If Melvin Brewing is able to create and sustain a minimum of 30 full time long term jobs by December 31, 2019, the Town will waive interest charges which are anticipated to be 3.00 percent annually. In this case, Melvin Brewing would make annual recapture payments from 2019 through 2028 that would pay back the principal of the WBC grant minus adjustments for Town owned infrastructure. If in 2019 it is determined that fewer than 30 full time jobs are created, Melvin Brewing would also be responsible for paying interest charges that would start to accrue in 2015 as shown in the recapture plan table. The Town may agree to waive interest charges if 30 full time long term jobs are created after the target date.

For public benefit consideration, Melvin Brewing will:

- Create and sustain 30 jobs within 5 years of opening or by December 31, 2019 whichever comes sooner.
- Provide the balance of the 10% / 30% local eligible match, in addition to the local in-kind match provided by the Town of Alpine, and provide in full the 15% local cash match needed for the Business Committed project funds.
- Provide a 3% return to the Town of the project costs, minus the infrastructure improvements. (Note: This 3% will be waived if the job creation goal is achieved by the target date).
- Make annual recapture payments to the Town of Alpine in accordance with the attached schedule.
- Make the first annual payment approximately one year from substantial completion of the facility or by approximately December 31, 2015 and after the receipt of the Certificate of Occupancy.
- Reimburse the Town of Alpine for a minimum of 36 additional sewer taps (ERUs) at a cost of \$8,600 per ERU, total of \$309,600, at the rate of 12 taps (ERUs) per year in calendar years 2016, 2017 and 2018 as further described in the schedule below.

Exhibit B Revenue Recapture Plan  
Page 2 of 4

**FUTURE SEWER TAP FEE REIMBURSEMENT COMMITMENTS BY MELVIN  
BREWING TO TOWN OF ALPINE**

YEAR	1	2	3	4	5	TOTALS
	2014	2015	2016	2017	2018	
MINIMUM TOTAL ERU NEEDED AS PROJECTED BY MELVIN BREWING	0	11	32	44	56	56
MINIMUM ADDITIONAL ERU FOR WHICH MELVIN BREWING REIMBURSES THE TOWN OF ALPINE	0	0	12	12	12	36
REIMBURSEMENT PAYMENT TO ALPINE	\$0	\$0	\$103,200	\$103,200	\$103,200	\$309,600
<b>TAP FEE BALANCE</b>	<b>\$309,600</b>	<b>\$309,600</b>	<b>\$206,400</b>	<b>\$103,200</b>	<b>\$0</b>	

1) Melvin Brewing has agreed to purchase from the Town of Alpine 20 tap fees in 2014 at \$7,500 or a total of \$150,000 for the initial operation of the brewery facility using cash from investors.

2) Melvin Brewing agrees to reimburse the Town of Alpine for 36 additional tap fees at the rate of \$8,600 between 2016 and 2018 as shown on the above schedule for a total of \$309,600.

3) Melvin reserves the right to purchase additional tap fees from the Town of Alpine at the rates in effect at the time of purchase for future needs, subject to availability and satisfaction of Town pre-treatment requirements.

4) Tap fee payments are separate from the grant recapture payments shown in the attached recapture table.

5) A late fee of \$500 plus interest accrued at 1% per month may at the discretion of the Town of Alpine be added to the tap fees reimbursed after December 31<sup>st</sup> of the year they are committed.

6) Reimbursements from Melvin Brewing for previously set aside sewer taps may be used by the Town for the Wastewater Treatment Plant operations and for the re-payment of existing loans with the State of Wyoming SLIB.

At the end of 5 years, or by approximately December 31, 2019, Melvin Brewing may exercise the option of purchasing the building and land from the Town of Alpine, subject to the conditions set forth for the creation of new jobs and full payment of the total recapture amount. Additional terms for the purchase are also provided in the Development Agreement.

The following statement describes the general goals and objectives for the Town of Alpine for the use of recapture funds:

Exhibit B Revenue Recapture Plan  
Page 3 of 4

"Promotion of business enterprise within the Town of Alpine including infrastructure improvements that encourage economic development, repayment to Lincoln County for any seed funds used in preparation of the grant application, repayment to the wastewater treatment plant fund as necessary for the economic well-being of the town, and other business supportive activities as allowed by the Wyoming Business Council."

Exhibit B. Revenue Recapture Plan  
Page 4 of 4





**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-030**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING,  
ESTABLISHING A SEMIQUINCENTENNIAL COMMITTEE TO PLAN EVENTS IN  
RECOGNITION OF THE 250TH ANNIVERSARY OF THE UNITED STATES AND  
AUTHORIZING THE MAYOR TO APPOINT MEMBERS**

---

**WHEREAS**, the year 2026 will mark the 250th anniversary of the founding of the United States of America, also known as the Semiquincentennial; and

**WHEREAS**, this historic occasion provides an opportunity for citizens and communities to reflect on the nation's founding, celebrate its history, and promote civic engagement; and

**WHEREAS**, the State of Wyoming encourages towns and municipalities to participate in the nationwide commemoration through local events and programming; and

**WHEREAS**, the Town of Alpine wishes to contribute to this celebration by organizing community events and activities to honor this milestone in American history;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Alpine, Wyoming:

1. A Semiquincentennial Committee is hereby established as an official committee of the Town of Alpine.
  2. The purpose of the Semiquincentennial Committee is to plan, coordinate, and promote local events and commemorative activities in honor of the 250th anniversary of the United States in 2026.
  3. The Mayor is hereby authorized to appoint five (5) members to serve on the Semiquincentennial Committee. Appointees may include residents, community leaders, educators, business owners, and others with an interest in civic events and historical commemoration.
  4. The Committee shall meet as needed to develop plans, coordinate logistics, and provide regular updates to the Town Council regarding event progress and participation.
  5. The Semiquincentennial Committee shall work in collaboration with the Town of Alpine Events Committee to coordinate all activities related to the celebration.
  6. All proposed activities and events planned by the Semiquincentennial Committee shall be presented to and approved by the Town Council prior to implementation
- 

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**



**TOWN OF ALPINE, WYOMING**

**RESOLUTION 2025-030**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING,  
ESTABLISHING A SEMIQUINCENTENNIAL COMMITTEE TO PLAN EVENTS IN  
RECOGNITION OF THE 250TH ANNIVERSARY OF THE UNITED STATES AND  
AUTHORIZING THE MAYOR TO APPOINT MEMBERS**

---

SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-031**

**A RESOLUTION TO TRANSITION TO A PAID TIME OFF (PTO) SYSTEM AND  
MODIFY EMPLOYEE BENEFIT STRUCTURES FOR ALL FULL-TIME EMPLOYEES  
EMPLOYED ON OR BEFORE MAY 5, 2025**

**WHEREAS**, the Town of Alpine recognizes the need to streamline and modernize its employee benefit policies to improve administrative efficiency, enhance flexibility for employees, and align with current best practices; and

**WHEREAS**, the Town Council supports a transition from separate vacation and sick leave categories to a unified Paid Time Off (PTO) system;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE  
TOWN OF ALPINE, WYOMING:**

1. Effective August 3, 2025, the Town of Alpine will transition to a Paid Time Off (PTO) system for all **full-time employees employed on or before May 5, 2025**.
2. The following guidelines shall govern the conversion of existing leave balances for these employees:
  - **Vacation Hours:** All accrued vacation hours as of August 3, 2025, shall be converted to PTO on a one-to-one (1:1) basis.
  - **Sick Leave:** All accrued sick leave as of August 3, 2025, shall be processed as follows:
    - Twenty-five percent (25%) shall be converted to PTO.
    - Twenty-five percent (25%) shall be paid to the employee in cash at their regular hourly rate.
    - Fifty percent (50%) shall be forfeited.
3. A one-time grace period will be provided to allow affected employees to carry more than the standard 160 hours of PTO through December 31, 2027. Beginning January 1, 2028, any PTO balance exceeding 160 hours shall be forfeited in accordance with Town policy.

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

**SIGNED:**

\_\_\_\_\_  
Eric Green, Mayor of Alpine

**ATTEST:**

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer



**To:** All Full-Time Employees Employed on or Before May 5, 2025

**From:** Monica Chenault

**Subject:** Transition of Vacation and Sick Leave to PTO, and Optional Short-Term Disability Insurance

Dear Employee,

As part of the Town of Alpine's efforts to streamline and modernize employee benefits, the following changes will take effect **on August 3, 2025**:

### **1. Transition to a PTO (Paid Time Off) System**

- All **accrued vacation hours** will be **converted 1:1 to PTO**.
- All **accrued sick leave** will be:
  - **25% converted to PTO**
  - **25% paid in cash** at your regular hourly rate
  - **50% forfeited**
- A one-time grace period will allow you to **carry more than 160 PTO hours** until **December 31, 2027**. After that, the maximum carry-over will be **160 hours**, and excess hours will be forfeited.

### **2. Introduction of Voluntary Short-Term Disability (STD) Insurance**

To help replace the income protection previously provided by sick leave, the Town is offering a **voluntary Short-Term Disability insurance policy** to full-time employees:

- The Town will pay **80% of the premium**.
- Employees pay the remaining **20% via payroll deduction**.
- Coverage will provide income protection if you are unable to work due to illness or injury (non-work-related).
- Details on enrollment and coverage will be shared separately.

Please review this information carefully. By signing below, you acknowledge that:

- You understand the transition from vacation/sick leave to PTO
- You understand how your sick leave will be treated
- You are aware of the PTO carry-over grace period ending December 31, 2027
- You have been informed of the option to enroll in STD insurance

**Employee Acknowledgment**

I, \_\_\_\_\_ (print name), acknowledge receipt of this memo and understand the changes to the Town of Alpine's leave and benefits policies as described above and have received a copy of the Employee Policy Manual – updated July 15, 2025.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-032**

**A RESOLUTION APPROVING THE ADOPTION OF A GROUP SHORT TERM  
DISABILITY POLICY WITH ASSURITY FOR TOWN EMPLOYEES**

---

**WHEREAS**, the Town Council of the Town of Alpine recognizes the value of providing financial protection to employees in the event of illness or injury that prevents them from working; and

**WHEREAS**, Assurity has proposed a Group Short-Term Disability Income Insurance plan (Class 2 – Wyoming, Forms G H1808/G H1808C) for employees of the Town of Alpine, which includes a benefit period of 13 weeks, and an elimination period of 0/7 days for accident/sickness; and

**WHEREAS**, this policy provides income protection for employees during times of medical disability and includes important features such as off-the-job accident and sickness coverage, partial disability benefits, presumptive disability, and maternity and mental health benefits; and

**WHEREAS**, the Town of Alpine desires to contribute to the cost of this policy to make this important coverage more accessible for its employees;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN  
OF ALPINE, WYOMING:**

1. The Town of Alpine hereby approves and adopts the Assurity Group Short-Term Disability Income Insurance Policy as presented in the proposal dated March 20, 2025.
  2. The Town agrees to contribute eighty percent (80%) of the premium cost for eligible employees who elect to participate in this benefit.
  3. The remaining twenty percent (20%) of the premium will be paid by the participating employees through payroll deduction.
  4. Town staff is authorized to work with Assurity to implement and administer the Group Short-Term Disability Policy and to execute all related documents and agreements necessary to facilitate employee enrollment and ongoing participation.
- 

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer

---



**Assurity®**

# Voluntary Benefit Options

for Town of Alpine

Disability Income

# Group Short Term Disability

for Town of Alpine

An accident or injury may stop you from working, but it won't stop your bills. If you're unable to work, do you have enough money set aside to cover your expenses while you recover?

Disability Income insurance helps replace income and maintain financial stability if you become disabled and are unable to work, providing a reliable stream of income and peace of mind.

**Group Short-Term Disability Income insurance pays a weekly benefit directly to you if you** are sick or injured and can't work.

## Key Features

- ☑ **Pays benefits if you become totally disabled and can't perform the important duties of your occupation**, as long as you are not working another job and are under the care of a physician
- ☑ Weekly benefit from **\$100 to \$1,000** by \$25 increments, subject to maximum benefit of 60% of weekly income
- ☑ **Pays 50% of your weekly total disability benefit if you return to work part time**, following a period of paid total disability

**Know you  
and your family  
are protected.**

It's easy —  
sign up today





## Group Short-Term Disability Income Benefits - Class 2 - Wyoming

Forms G H1808/G H1808C

Section 9, Itemf.

### Off-the-Job, Accident & Sickness Protection

<b>Total Disability</b>	After the elimination period has been satisfied, pays the total disability weekly benefit while the insured person is totally disabled due to an injury or sickness which occurs while not actively at work resulting in the insured person being unable to perform the important duties of their own occupation, not working at another job and requiring a physician's care appropriate for the condition. Benefits continue while the insured person is totally disabled, or to the end of the benefit period, whichever is first. Benefits are payable for only one of two or more concurrent disabilities.
<b>Partial Disability</b>	<p>Pays 50% of the total disability weekly benefit while the insured person is partially disabled and has returned to work part-time immediately following a period of paid total disability, but still unable to perform all work duties resulting in a loss of income of at least 20%. Partial disability benefits will continue until the insured person is no longer partially disabled or to the end of the maximum benefit period, whichever is first, but in no case longer than:</p> <ul style="list-style-type: none"><li>• 13 weeks if the maximum benefit period is 13 or 26 weeks; or</li><li>• 26 weeks if the maximum benefit period is 52 or 104 weeks.</li></ul>
<b>Presumptive Disability</b>	Waives the elimination period and pays the total disability benefits for the maximum benefit period when an insured person suffers a permanent and irrevocable loss of speech, hearing in both ears, sight in both eyes, use of both feet, use of both hands, or use of one hand and one foot.
<b>Recurrent Disability</b>	Pays the weekly benefit for a recurrent total disability if it is separated from the ending date of the prior total disability by a period of 30 days, in which the insured person is actively employed on a continuous basis and not receiving any disability benefits under the certificate or any riders. The recurrent total disability is subject to a new elimination period and starts a new maximum benefit period.
<b>Childbirth</b>	For childbirth, the insured person will be considered totally disabled for a period of six weeks for non-Caesarean delivery or eight weeks for Caesarean delivery. The number of weekly benefits payable will be reduced by the elimination period. For example, if the elimination period for sickness is 14 days, the benefit is payable for four weeks for non-Caesarean delivery and six weeks for Caesarean delivery.
<b>Organ Donor</b>	Pays policy and rider benefits on the same basis as any other sickness if the insured person becomes disabled as the result of surgery for transplanting an organ or donating bone marrow from the insured person to another person.
<b>Mental and Nervous Disorder</b>	<p>Pays policy and rider benefits on the same basis as any other sickness if the insured person is disabled as the result of a mental or nervous disorder. Mental or nervous disorder related disability benefits are subject to normal elimination period and maximum benefit period conditions, in addition to a total lifetime disability weekly benefit limit for these conditions of:</p> <ul style="list-style-type: none"><li>• 52 weeks if the maximum benefit period is 13 or 26 weeks; or</li><li>• 104 weeks if the maximum benefit period is 52 or 104 weeks.</li></ul>
<b>Substance Abuse</b>	<p>Pays policy and rider benefits on the same basis as any other sickness if the insured person is disabled as the result of substance abuse. Substance abuse related disability benefits are subject to normal elimination period and maximum benefit period conditions, in addition to a total lifetime disability weekly benefit limit for these conditions of:</p> <ul style="list-style-type: none"><li>• 52 weeks if the maximum benefit period is 13 or 26 weeks; or</li><li>• 104 weeks if the maximum benefit period is 52 or 104 weeks.</li></ul>
<b>Waiver of Premium</b>	Waives premiums starting on the first premium due date after the insured person has been totally disabled for 30 days. Premiums continue to be waived until the insured person is no longer totally disabled or to the end of the maximum benefit period, whichever is first.
<b>Accidental Death</b>	Pays a lump sum benefit of 25 times the total disability weekly benefit if the insured person dies as the result of an injury sustained in a covered accident within 90 days of the date of the covered accident.

254840

THIS IS AN EXCEPTED BENEFITS POLICY. IT PROVIDES COVERAGE ONLY FOR THE LIMITED BENEFITS OR SERVICES SPECIFIED IN THE POLICY. Group Short-Term Disability Income insurance may contain reductions of benefits, limitations and exclusions. The description of benefits is intended only to highlight the insured's benefits and should not be relied upon to fully determine coverage.



Group Short-Term Disability Income Benefits - Class 2 - Wyoming

Forms G H1808/G H1808C

Section 9, Itemf.

Off-the-Job, Accident & Sickness Protection

Survivor	<p>Pays a lump sum benefit to a beneficiary if the insured person dies while receiving total disability weekly benefits, subject to certain conditions and limitations.</p> <ul style="list-style-type: none"><li>● If maximum benefit period is 13 or 26 weeks, benefit payable if insured received total disability benefits for at least six consecutive weeks; lump sum benefit equals three times the total disability weekly benefit amount, subject to a maximum of \$3,000.</li><li>● If maximum benefit period is 52 or 104 weeks, benefit payable if insured received total disability benefits for at least 13 consecutive weeks; lump sum benefit equals six times the total disability weekly benefit amount, subject to a maximum of \$6,000.</li><li>● This benefit not payable if Terminal Illness Benefit paid.</li></ul>
Terminal Illness	<p>Pays a lump sum benefit if the insured person is diagnosed with a terminal illness with life expectancy of six months or less and is receiving total disability weekly benefits, subject to certain conditions and limitations.</p> <ul style="list-style-type: none"><li>● If maximum benefit period is 13 or 26 weeks, benefit payable if insured received total disability benefits for at least six consecutive weeks; lump sum benefit equals three times the total disability weekly benefit amount, subject to a maximum of \$3,000.</li><li>● If maximum benefit period is 52 or 104 weeks, benefit payable if insured received total disability benefits for at least 13 consecutive weeks; lump sum benefit equals six times the total disability weekly benefit amount, subject to a maximum of \$6,000.</li><li>● If this benefit is paid, Survivor Benefit is not payable.</li></ul>
Workplace Modification	<p>Pays the actual costs incurred modifying the workplace to help the insured person remain at work or return to work, subject to certain conditions and limitations.</p> <ul style="list-style-type: none"><li>● If maximum benefit period is 13 or 26 weeks, benefit payable if insured received total disability benefits for at least six consecutive weeks; actual costs reimbursed limited to three times the total disability weekly benefit, not to exceed \$3,000 for the insured's lifetime.</li><li>● If maximum benefit period is 52 or 104 weeks, benefit payable if insured received total disability benefits for at least 13 consecutive weeks; actual costs reimbursed limited to six times the total disability weekly benefit, not to exceed \$6,000 for the insured's lifetime.</li></ul>
Catastrophic Disability Rider Benefit (Form R G1809C)	<p>Pays a lump sum benefit if the insured person is receiving total disability weekly benefits and is catastrophically disabled (requiring assistance with at least two activities of daily living) for at least 30 days after satisfying the policy's elimination period.</p> <ul style="list-style-type: none"><li>● Lump sum benefit of six times the total disability weekly benefit amount if maximum benefit period is 13 or 26 weeks; or</li><li>● Lump sum benefit of 13 times the total disability weekly benefit amount if maximum benefit period is 52 or 104 weeks.</li></ul>

Group Disability Income Bi-Weekly Premiums - Class 2 - Wyoming

Forms G H1808/G H1808C

Section 9, Itemf.

Benefit Period: 13 Weeks  
Elimination Period: 0/7 days (accident/sickness)

Annual Income	\$8,750	\$11,000	\$13,000	\$15,250	\$17,500	\$19,500	\$21,750	\$24,000
Weekly Benefit	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275
Issue Age								
18 - 49	\$4.11	\$5.13	\$6.15	\$7.18	\$8.22	\$9.24	\$10.26	\$11.28
50 - 59	\$5.02	\$6.25	\$7.49	\$8.75	\$10.02	\$11.26	\$12.51	\$13.76
60 - 69	\$6.50	\$8.13	\$9.75	\$11.38	\$12.99	\$14.63	\$16.24	\$17.87
70+	\$8.51	\$10.64	\$12.76	\$14.90	\$17.02	\$19.17	\$21.29	\$23.42
Annual Income	\$26,000	\$28,250	\$30,500	\$32,500	\$34,750	\$37,000	\$39,000	\$41,250
Weekly Benefit	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475
Issue Age								
18 - 49	\$12.31	\$13.32	\$14.36	\$15.38	\$16.42	\$17.43	\$18.46	\$19.49
50 - 59	\$15.01	\$16.26	\$17.52	\$18.77	\$20.01	\$21.27	\$22.52	\$23.79
60 - 69	\$19.52	\$21.12	\$22.75	\$24.36	\$26.02	\$27.63	\$29.26	\$30.87
70+	\$25.54	\$27.67	\$29.80	\$31.93	\$34.05	\$36.19	\$38.33	\$40.46
Annual Income	\$43,500	\$45,500	\$47,750	\$50,000	\$52,000	\$54,250	\$56,500	\$58,500
Weekly Benefit	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675
Issue Age								
18 - 49	\$20.53	\$21.54	\$22.57	\$23.59	\$24.63	\$25.65	\$26.66	\$27.68
50 - 59	\$25.04	\$26.28	\$27.53	\$28.79	\$30.04	\$31.29	\$32.53	\$33.78
60 - 69	\$32.50	\$34.13	\$35.76	\$37.38	\$38.99	\$40.64	\$42.24	\$43.88
70+	\$42.58	\$44.71	\$46.84	\$48.97	\$51.10	\$53.23	\$55.34	\$57.49
Annual Income	\$60,750	\$63,000	\$65,000	\$67,250	\$69,500	\$71,500	\$73,750	\$76,000
Weekly Benefit	\$700	\$725	\$750	\$775	\$800	\$825	\$850	\$875
Issue Age								
18 - 49	\$28.70	\$29.74	\$30.77	\$31.79	\$32.80	\$33.83	\$34.87	\$35.89
50 - 59	\$35.04	\$36.30	\$37.55	\$38.79	\$40.05	\$41.30	\$42.55	\$43.79
60 - 69	\$45.51	\$47.13	\$48.75	\$50.39	\$52.01	\$53.62	\$55.25	\$56.88
70+	\$59.62	\$61.75	\$63.88	\$66.01	\$68.14	\$70.26	\$72.39	\$74.51
Annual Income	\$78,000	\$80,250	\$82,500	\$84,500	\$86,750			
Weekly Benefit	\$900	\$925	\$950	\$975	\$1,000			
Issue Age								
18 - 49	\$36.91	\$37.93	\$38.97	\$39.98	\$41.02			
50 - 59	\$45.05	\$46.30	\$47.55	\$48.79	\$50.06			
60 - 69	\$58.51	\$60.12	\$61.76	\$63.38	\$65.01			
70+	\$76.65	\$78.77	\$80.90	\$83.03	\$85.16			

Group Disability Income Bi-Weekly Premiums - Class 2 - Wyoming

Forms G H1808/G H1808C

Section 9, Itemf.

Benefit Period: 13 Weeks  
Elimination Period: 0/14 days (accident/sickness)

Annual Income	\$8,750	\$11,000	\$13,000	\$15,250	\$17,500	\$19,500	\$21,750	\$24,000
Weekly Benefit	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275
Issue Age								
18 - 49	\$3.31	\$4.14	\$4.98	\$5.81	\$6.63	\$7.45	\$8.30	\$9.13
50 - 59	\$4.28	\$5.35	\$6.42	\$7.48	\$8.56	\$9.63	\$10.70	\$11.76
60 - 69	\$5.76	\$7.21	\$8.64	\$10.09	\$11.52	\$12.96	\$14.42	\$15.85
70+	\$7.84	\$9.81	\$11.75	\$13.73	\$15.69	\$17.66	\$19.62	\$21.58

Annual Income	\$26,000	\$28,250	\$30,500	\$32,500	\$34,750	\$37,000	\$39,000	\$41,250
Weekly Benefit	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475
Issue Age								
18 - 49	\$9.93	\$10.77	\$11.60	\$12.43	\$13.27	\$14.09	\$14.91	\$15.74
50 - 59	\$12.83	\$13.91	\$14.99	\$16.06	\$17.12	\$18.19	\$19.27	\$20.34
60 - 69	\$17.28	\$18.74	\$20.16	\$21.61	\$23.05	\$24.50	\$25.95	\$27.38
70+	\$23.53	\$25.50	\$27.46	\$29.43	\$31.39	\$33.36	\$35.31	\$37.26

Annual Income	\$43,500	\$45,500	\$47,750	\$50,000	\$52,000	\$54,250	\$56,500	\$58,500
Weekly Benefit	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675
Issue Age								
18 - 49	\$16.59	\$17.41	\$18.22	\$19.07	\$19.90	\$20.72	\$21.53	\$22.38
50 - 59	\$21.40	\$22.47	\$23.54	\$24.62	\$25.68	\$26.75	\$27.82	\$28.91
60 - 69	\$28.82	\$30.27	\$31.69	\$33.16	\$34.60	\$36.03	\$37.47	\$38.91
70+	\$39.22	\$41.19	\$43.15	\$45.12	\$47.09	\$49.05	\$50.99	\$52.96

Annual Income	\$60,750	\$63,000	\$65,000	\$67,250	\$69,500	\$71,500	\$73,750	\$76,000
Weekly Benefit	\$700	\$725	\$750	\$775	\$800	\$825	\$850	\$875
Issue Age								
18 - 49	\$23.20	\$24.03	\$24.88	\$25.68	\$26.51	\$27.36	\$28.18	\$29.01
50 - 59	\$29.99	\$31.05	\$32.12	\$33.19	\$34.26	\$35.33	\$36.40	\$37.47
60 - 69	\$40.34	\$41.80	\$43.23	\$44.69	\$46.12	\$47.55	\$48.99	\$50.44
70+	\$54.92	\$56.89	\$58.84	\$60.82	\$62.78	\$64.73	\$66.69	\$68.65

Annual Income	\$78,000	\$80,250	\$82,500	\$84,500	\$86,750			
Weekly Benefit	\$900	\$925	\$950	\$975	\$1,000			
Issue Age								
18 - 49	\$29.83	\$30.67	\$31.50	\$32.32	\$33.17			
50 - 59	\$38.54	\$39.60	\$40.68	\$41.75	\$42.83			
60 - 69	\$51.88	\$53.33	\$54.76	\$56.21	\$57.64			
70+	\$70.62	\$72.58	\$74.54	\$76.52	\$78.48			



Group Disability Income Bi-Weekly Premiums - Class 2 - Wyoming

Forms G H1808/G H1808C

Section 9, Itemf.

Benefit Period: 26 Weeks  
Elimination Period: 0/7 days (accident/sickness)

Annual Income	\$8,750	\$11,000	\$13,000	\$15,250	\$17,500	\$19,500	\$21,750	\$24,000
Weekly Benefit	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275
Issue Age								
18 - 49	\$6.01	\$7.51	\$9.03	\$10.53	\$12.03	\$13.55	\$15.04	\$16.56
50 - 59	\$8.12	\$10.14	\$12.18	\$14.21	\$16.22	\$18.23	\$20.28	\$22.30
60 - 69	\$10.91	\$13.65	\$16.39	\$19.10	\$21.84	\$24.57	\$27.30	\$30.02
70+	\$14.75	\$18.45	\$22.12	\$25.83	\$29.51	\$33.20	\$36.88	\$40.58
Annual Income	\$26,000	\$28,250	\$30,500	\$32,500	\$34,750	\$37,000	\$39,000	\$41,250
Weekly Benefit	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475
Issue Age								
18 - 49	\$18.04	\$19.56	\$21.06	\$22.55	\$24.08	\$25.57	\$27.08	\$28.57
50 - 59	\$24.32	\$26.36	\$28.38	\$30.42	\$32.44	\$34.49	\$36.51	\$38.53
60 - 69	\$32.73	\$35.49	\$38.20	\$40.94	\$43.66	\$46.39	\$49.13	\$51.85
70+	\$44.25	\$47.95	\$51.63	\$55.33	\$59.00	\$62.70	\$66.39	\$70.08
Annual Income	\$43,500	\$45,500	\$47,750	\$50,000	\$52,000	\$54,250	\$56,500	\$58,500
Weekly Benefit	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675
Issue Age								
18 - 49	\$30.10	\$31.58	\$33.10	\$34.60	\$36.09	\$37.61	\$39.09	\$40.61
50 - 59	\$40.56	\$42.59	\$44.62	\$46.63	\$48.67	\$50.70	\$52.71	\$54.73
60 - 69	\$54.58	\$57.32	\$60.03	\$62.78	\$65.49	\$68.23	\$70.94	\$73.69
70+	\$73.76	\$77.47	\$81.14	\$84.84	\$88.52	\$92.22	\$95.88	\$99.59
Annual Income	\$60,750	\$63,000	\$65,000	\$67,250	\$69,500	\$71,500	\$73,750	\$76,000
Weekly Benefit	\$700	\$725	\$750	\$775	\$800	\$825	\$850	\$875
Issue Age								
18 - 49	\$42.11	\$43.62	\$45.12	\$46.62	\$48.13	\$49.64	\$51.15	\$52.64
50 - 59	\$56.78	\$58.80	\$60.84	\$62.86	\$64.89	\$66.93	\$68.94	\$70.98
60 - 69	\$76.44	\$79.14	\$81.88	\$84.60	\$87.33	\$90.06	\$92.78	\$95.52
70+	\$103.29	\$106.96	\$110.66	\$114.34	\$118.03	\$121.71	\$125.41	\$129.10
Annual Income	\$78,000	\$80,250	\$82,500	\$84,500	\$86,750			
Weekly Benefit	\$900	\$925	\$950	\$975	\$1,000			
Issue Age								
18 - 49	\$54.15	\$55.66	\$57.15	\$58.66	\$60.17			
50 - 59	\$73.01	\$75.04	\$77.05	\$79.09	\$81.11			
60 - 69	\$98.24	\$100.96	\$103.72	\$106.43	\$109.17			
70+	\$132.79	\$136.46	\$140.17	\$143.84	\$147.54			

Group Disability Income Bi-Weekly Premiums - Class 2 - Wyoming

Forms G H1808/G H1808C

Section 9, Itemf.

Benefit Period: 26 Weeks  
Elimination Period: 0/14 days (accident/sickness)

Annual Income	\$8,750	\$11,000	\$13,000	\$15,250	\$17,500	\$19,500	\$21,750	\$24,000
Weekly Benefit	\$100	\$125	\$150	\$175	\$200	\$225	\$250	\$275
Issue Age								
18 - 49	\$4.91	\$6.14	\$7.36	\$8.59	\$9.82	\$11.06	\$12.27	\$13.52
50 - 59	\$6.99	\$8.74	\$10.49	\$12.24	\$13.99	\$15.73	\$17.48	\$19.24
60 - 69	\$9.74	\$12.19	\$14.61	\$17.04	\$19.50	\$21.93	\$24.35	\$26.78
70+	\$13.65	\$17.04	\$20.47	\$23.88	\$27.30	\$30.70	\$34.11	\$37.53
Annual Income	\$26,000	\$28,250	\$30,500	\$32,500	\$34,750	\$37,000	\$39,000	\$41,250
Weekly Benefit	\$300	\$325	\$350	\$375	\$400	\$425	\$450	\$475
Issue Age								
18 - 49	\$14.72	\$15.95	\$17.17	\$18.42	\$19.64	\$20.88	\$22.09	\$23.31
50 - 59	\$20.98	\$22.73	\$24.48	\$26.23	\$27.98	\$29.72	\$31.48	\$33.24
60 - 69	\$29.24	\$31.67	\$34.08	\$36.54	\$38.97	\$41.41	\$43.84	\$46.28
70+	\$40.94	\$44.34	\$47.75	\$51.18	\$54.58	\$58.00	\$61.40	\$64.82
Annual Income	\$43,500	\$45,500	\$47,750	\$50,000	\$52,000	\$54,250	\$56,500	\$58,500
Weekly Benefit	\$500	\$525	\$550	\$575	\$600	\$625	\$650	\$675
Issue Age								
18 - 49	\$24.54	\$25.78	\$27.00	\$28.23	\$29.46	\$30.68	\$31.90	\$33.15
50 - 59	\$34.98	\$36.73	\$38.47	\$40.23	\$41.98	\$43.72	\$45.47	\$47.22
60 - 69	\$48.71	\$51.17	\$53.58	\$56.02	\$58.47	\$60.91	\$63.32	\$65.77
70+	\$68.23	\$71.64	\$75.05	\$78.47	\$81.89	\$85.29	\$88.69	\$92.12
Annual Income	\$60,750	\$63,000	\$65,000	\$67,250	\$69,500	\$71,500	\$73,750	\$76,000
Weekly Benefit	\$700	\$725	\$750	\$775	\$800	\$825	\$850	\$875
Issue Age								
18 - 49	\$34.35	\$35.60	\$36.81	\$38.04	\$39.28	\$40.52	\$41.74	\$42.96
50 - 59	\$48.97	\$50.72	\$52.46	\$54.22	\$55.96	\$57.71	\$59.46	\$61.21
60 - 69	\$68.21	\$70.63	\$73.08	\$75.51	\$77.95	\$80.37	\$82.82	\$85.25
70+	\$95.52	\$98.93	\$102.35	\$105.76	\$109.18	\$112.59	\$115.99	\$119.41
Annual Income	\$78,000	\$80,250	\$82,500	\$84,500	\$86,750			
Weekly Benefit	\$900	\$925	\$950	\$975	\$1,000			
Issue Age								
18 - 49	\$44.18	\$45.40	\$46.66	\$47.87	\$49.10			
50 - 59	\$62.96	\$64.71	\$66.45	\$68.21	\$69.95			
60 - 69	\$87.69	\$90.13	\$92.56	\$94.99	\$97.44			
70+	\$122.83	\$126.22	\$129.65	\$133.05	\$136.47			

## Group Disability Income - Wyoming

Section 9, Itemf.

Forms G H1808/G H1808C

### Limitations, Conditions and Exclusions

The following represents some policy limitations, conditions and exclusions. For complete details of the coverage, please contact your agent, Assurity or ask to review the policy. Provisions may vary by state.

#### Limitations

##### GROUP DISABILITY INCOME INSURANCE PROVIDES LIMITED BENEFIT COVERAGE.

This insurance does not provide major medical coverage and does not satisfy the requirement for minimum essential coverage under the Affordable Care Act (ACA).

Availability of this product, and its benefits and premiums as presented, is subject to the approval of Assurity. Some applicants with pre-existing conditions may not be eligible for coverage. Product availability, features and rates may vary by state. All benefits, premiums, conditions, exclusions and limitations are governed by the actual contract as provided by Assurity, not this proposal.

**Elimination Period:** This contract has an elimination period. Benefits are not payable during the elimination period.

**Foreign Travel and Residency:** Up to a maximum of three disability weekly benefits will be paid for any disability continued outside the United States or Canada.

**Mental and Nervous Disorders:** Total lifetime disability weekly benefit limit for these conditions of 52 weeks if the maximum benefit period is 13 or 26 weeks, or 104 weeks if the maximum benefit period is 52 or 104 weeks.

**Substance Abuse:** Total lifetime disability weekly benefit limit for these conditions of 52 weeks if the maximum benefit period is 13 or 26 weeks, or 104 weeks if the maximum benefit period is 52 or 104 weeks.

**Pre-existing condition:** A pre-existing condition is a physical condition or sickness for which, during the 6 months before the issue date, the insured person received medical consultation, diagnosis, advice or treatment from a physician or had taken prescribed medication. Assurity will not pay benefits for a total disability that is caused by a pre-existing condition unless the total disability starts after the certificate has been in force for 12 months from the issue date or for 12 months from the most recent reinstatement date.

#### Coverage Conditions

**Actively Employed** – The employee must be actively employed to be eligible for coverage.

**Right to Cancel** – The contract contains a 30-day free look period.

**Termination** – Coverage will terminate and no benefits will be payable under the certificate or any attached riders on the earliest of the following: the date the policy terminates; when any premium due for the certificate is not paid before the end of the grace period; the date the Insured Person no longer meets the definition of employee, unless coverage is continued as described in the Continuation of Coverage section; the date the Insured Person's class is no longer eligible; the date Assurity receives written notice to terminate; or upon the Insured Person's death.

#### Exclusions

Assurity will not pay benefits for losses caused by or the result of any Insured Person(s):

- having an injury or sickness covered under Workers' Compensation, Employer's Liability law or similar law;
- having cosmetic surgery or other elective procedures that are not medically necessary;
- operating, learning to operate, or serving as a crew member of any aircraft;
- engaging in hang-gliding, hot air ballooning, bungee jumping, parachuting, scuba diving, sail gliding, parasailing, parakiting, mountain or rock climbing, B.A.S.E. jumping, sky diving or cave diving;
- riding in or driving any motor-driven vehicle in an organized race, stunt show or speed test;
- officiating, coaching, practicing for or participating in any semi-professional or professional competitive athletic contest for which any type of compensation or remuneration is received;
- being exposed to war or any act of war, declared or undeclared;
- actively serving in any of the armed forces, or units auxiliary thereto, including the National Guard or Army Reserve, except during active duty training of less than 60 days;
- being under the influence of an excitant, depressant, hallucinogen, narcotic, or any other drug or intoxicant, including those prescribed by a physician that are misused;
- being intoxicated (as determined by the laws governing the operation of motor vehicles in the jurisdiction where loss occurs) or under the influence of an illegal substance or a narcotic (except for narcotics used as prescribed to the Insured Person by a Physician);
- having dental treatment;
- committing or attempting to commit a felony;
- participating in a riot, insurrection or rebellion;
- engaging in an illegal occupation;
- intentionally self-inflicting an injury; or
- committing or attempting to commit suicide, while sane or insane.
- We will not pay benefits during any period in which the insured person is incarcerated in a penal institution or government detention facility.
- We will not pay benefits for disabilities that occur while the insured person is incarcerated in a penal institution or government detention facility.
- Rider forms may contain additional conditions, limitations and exclusions.



# We are never more than one call away.



Customer Service  
800-276-7619, Ext. 4210  
7:30am - 5:00pm CST



Email  
[claimsinfo@assurity.com](mailto:claimsinfo@assurity.com)



Claims  
800-869-0355, Ext. 4484



Assurity  
P.O. Box 82533  
Lincoln, NE 68501-2533



Policy Services  
800-869-0355, Ext. 4279  
FAX: 888-255-2060



Connect Online  
[assurity.com](http://assurity.com)  
[linkedin.com/company/assurity-life](https://www.linkedin.com/company/assurity-life)

## Helping people through difficult times

As a mutual organization, Assurity was founded on the simple concept of people coming together to support each other in moments of need. We continue our mission of helping people through difficult times by providing affordable insurance protection that is easy to understand and buy. Our financial stability has stood the test of time. It shows our commitment to be there when our customers need us. Owned by our policyholders, we conduct our business to serve only their best interests. Whether paying benefits, offering service with a human touch, giving back to our community, or practicing sustainable habits that provide for our planet, we embrace our capacity to improve lives. We all share in the future we create, and Assurity believes in using our business as a force for good.



Assurity is a marketing name for the mutual holding company Assurity Group, Inc. and its subsidiaries. Those subsidiaries include but are not limited to: Assurity Life Insurance Company and Assurity Life Insurance Company of New York. Insurance products and services are offered by Assurity Life Insurance Company in all states except New York. In New York, insurance products and services are offered by Assurity Life Insurance Company of New York, Albany, New York. Product availability, features and rates may vary by state.



Mark Gordon  
Governor

# State of Wyoming

## Department of Workforce Services

WCSR

444 W Collins Dr, Ste 1500, Rm 1507

Casper, WY 82601

becky.desersa@wyo.gov

307-777-8901

Fax: 307-777-2893



Section 9, Itemg.

Elizabeth Gagen, J.D.  
Director  
Jason Wolfe  
Deputy Director

6/30/2025

TOWN OF ALPINE  
P O BOX 3070  
ALPINE, WY 83128-3070

Re: Follow-Up for **WCSR** Services

Dear TOWN OF ALPINE:

Workers' Compensation Safety & Risk (**WCSR**) is following up on our letter sent to you on 6/4/2025 addressing your current Experience Modification Rate (EMR) that is equal to or above one. This EMR is affected by Workers' Compensation injury claims, which could adversely impact your business and employees. Lower EMR's correspond directly with lower workers' compensation insurance premiums.

Workers' Compensation Safety and Risk would like to assist you by conducting a free on-site comprehensive visit for your business. This visit will help to identify workplace hazards, evaluate and establish necessary workplace safety and health programs along with providing necessary trainings. **WCSR** will analyze your loss run report and aid in the application process for the following safety and health discount programs:

Drug-Free Workplace Discount - 10% (Annual application)

Safety Discount - Three Discount levels - 3.33% - 6.66% - 10% (Annual application)

Health & Safety Consultation Discount Four Discount Levels - 3% - 5% - 7% - 10% (This discount lasts 3 years after a **FREE** visit with WCSR)

Deductible Program

Workplace Safety Contracts (also known as the Safety Improvement Fund)

**WCSR** would be happy to assist you and your business in promoting a safe and healthy workplace environment. Please complete and return the enclosed Service Request Form. If you have any further questions about the services provided by **WCSR**, please call 307-777-8901.

Sincerely,

Adam Powell  
**WCSR Program Manager**

Enc: Service Request/Online Fillable Form  
<https://dws.wyo.gov/dws-division/workers-compensation/employers/workers-compensation-safety-and-risk/>



# Service Request Form

Online Fillable Form [https://dws.wyo.gov/dws-division/workers-compensation/employers/workers-compensation-safety-and-risk/Department of Workforce Services](https://dws.wyo.gov/dws-division/workers-compensation/employers/workers-compensation-safety-and-risk/Department%20of%20Workforce%20Services)

Company Name: \_\_\_\_\_ dba: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Wyoming Workers' Compensation Policy Number: \_\_\_\_\_

Physical Address (do not use a PO Box): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address if different: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Type of Service Requested

(Be advised: A comprehensive evaluation is required to be eligible for a workers' Compensation discount)

☐ **Comprehensive Safety and Health Evaluation** (A Wyoming Workers' compensation Safety and Risk Specialist will conduct an evaluation of the employer's safety and health management systems and the facility/jobsite.)

☐ **Specific/Limited Evaluation**

☐ Anchor Testing ☐ Construction ☐ Industrial Hygiene ☐ Other \_\_\_\_\_

☐ **Program Assistance**

☐ Bloodborne Pathogens ☐ Confined Space ☐ Hazard Communication  
☐ Health & Safety ☐ Hearing Conservation ☐ Lockout/Tag out  
☐ Personal Protective Equipment ☐ Process Safety ☐ Respiratory Protection  
☐ Other \_\_\_\_\_

Please note: The undersigned understands that they need to correct all serious hazards or program deficiencies identified in the evaluation.

\_\_\_\_\_  
Requesting Management Representative Signature & Title

\_\_\_\_\_  
Date

Please return completed form to:  
Wyoming Department of Workforce Services  
Division of Workers' Compensation Safety & Risk  
444 W Collins Dr, Ste 1500, Rm 1506, Casper, WY 82601  
Phone: (307) 777-8901  
Fax #: 307-777-2893



Please include all addition job site addresses below:

Section 9, Itemg.

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location physical address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



PO Box 9550 | 1315 HWY 89  
Jackson, WY 83002  
PH: 307.733.5150  
[www.jorgeng.com](http://www.jorgeng.com)

Section 9, Itemh.

TO: Mayor Green  
Town of Alpine

July 9, 2025

RE: **Snake River MEP Invoice-001**  
Pretreatment Plant Process Piping Systems  
JA Project No. 23001

Mayor Green,

Attached is the Snake River MEP Invoice-001 for review and payment. This work by Snake River MEP is being completed due to the previous general contractor, Precision Electric, not finishing their contract. This work by Snake River MEP is being completed on a time and material basis.

Please contact me with any questions or concerns you may have regarding this invoice or any other items concerning this project.

Respectfully,

Kevin Meagher  
Owner's Representative  
Jorgensen Associates, Inc.

Enclosures:

Snake River MEP Invoice-001  
Conditional Lien Release



### T&M Billing # 001

**Attention:** Kevin Meagher

**Company:** Jorgensen

**Regarding:** Alpine WWTP

**Subject:** Alpine WWTP T&M Billing #001

**From:** Casey Rammell

**Pages:** 1

**Date:** 7/7/2025

MATERIAL				
Line Item	QTY	Rate	TOTAL	
Material	1	8397.38	\$8,397.38	
<b>Total Material Change:</b>			<b>\$8,397.38</b>	
LABOR				
Labor: Service Tech	0	175	\$0.00	
Labor: Control Tech	87.25	155	\$13,523.75	
Labor: Mech/Elec/Plb. Journeyman	104	130	\$13,520.00	
Labor: Mech/Elec/Plb. Apprentice	55	105	\$5,775.00	
Core Drill Machine Rental	1	450	\$450.00	
Power Pony Rental	1	300	\$300.00	
<b>Subtotal Labor:</b>			<b>\$33,568.75</b>	
<b>Subtotal:</b>			<b>\$33,568.75</b>	
Overhead		5%	\$1,678.44	
<b>Subtotal:</b>			<b>\$35,247.19</b>	
Profit		10%	\$3,524.72	
<b>Total Labor Change:</b>			<b>\$38,771.91</b>	
<b>Total Amount(Material + Labor):</b>			<b>\$47,169</b>	

**Total Debit - Credit**

**\$47,169.00**

All prices valid for 30 days, time extensions are requested on all change orders. We appreciate the opportunity to work with you. Please let us know if there are any questions or comments.

Regards,

Casey Rammell  
President



**Daily Report (1) #1**

Name 6/23/25

Status Submitted

Assignee Hubert (Jess) Williams (HWI)

Date 06-24-2025

**Weather**

The weather will be filled automatically based on the project address and date.

**General Info**

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

**Work Log**

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	10.0 hrs.	10.0 hrs.	2100 Electrical/Controls	See Garett's
Garett Scott		1	10.0 hrs.	10.0 hrs.	2100 Electrical/Controls	Get the layout of the project. Run power for MBR module, mount MBR CAT 5 blocks, mounted hoses for the membrane filter inside the MBR tank. Started tracing out electrical.
Jess Williams		1	1.0 hrs.	1.0 hrs.	4100 Supervisory Labor	Paperwork & Materials & Phone calls
<b>Total</b>				<b>21.0 hrs.</b>		

**Equipment Log**

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

## Material Delivery

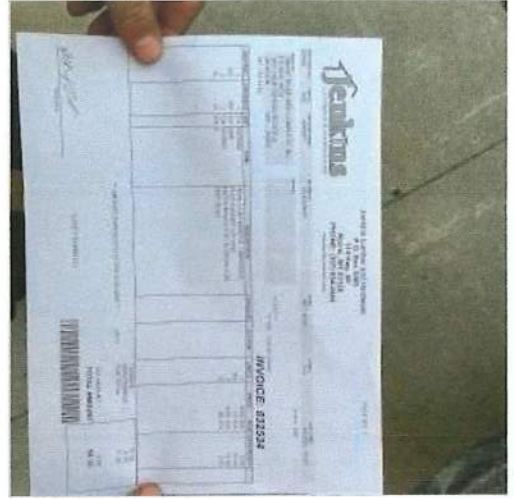
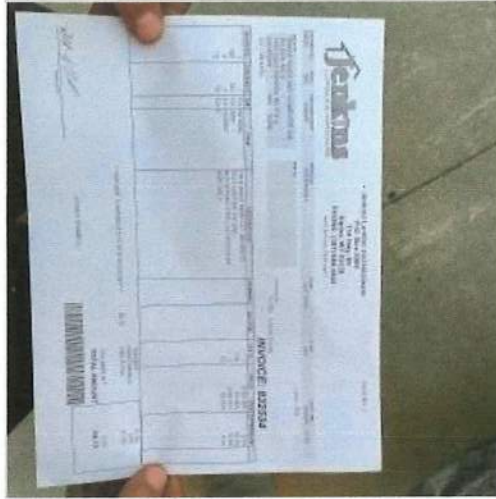
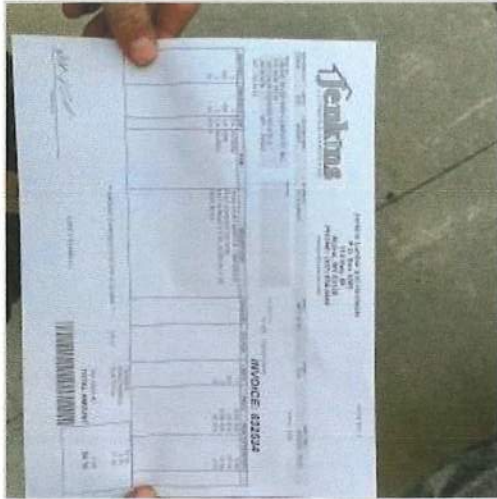
Section 9, Itemh.

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

## Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

## Attachments



## Signature

Signed by Garrett Scott - Snake River MEP Complete  
on June 24, 2025 07:21 AM from Garrett Scott's device

Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP  
on June 30, 2025 12:32 PM from Hubert (Jess) Williams's device

*Jess Williams*

Daily Report (1) #2

Name	6/24/25
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	06-25-2025

Weather

The weather will be filled automatically based on the project address and date.

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	9.75 hrs.	9.75 hrs.		See Garett
Garett Scott		1	9.75 hrs.	9.75 hrs.		Hooked up hoses in MBR tank, tightened MBR tank flanges inside tank. Kevin with Jorgensen stopped by and is going to be sending over all the info he has. Made a material list to tie in the air compressor air drier and extend piping to all the solenoid valves on the MBR tank.
Jess Williams		1	2.0 hrs.	2.0 hrs.	4100 Supervisory Labor	Paperwork & Materials & Phone calls & site visit
Total				21.5 hrs.		

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

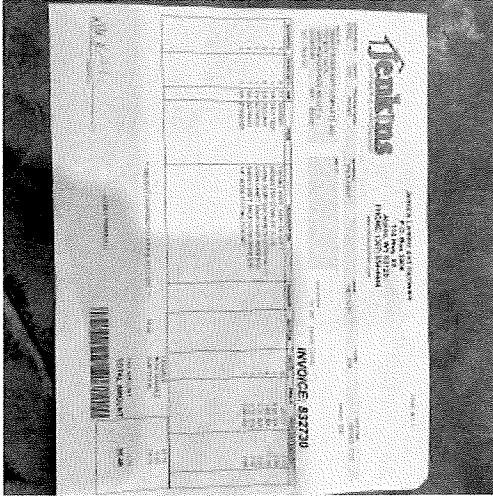


**Material Delivery**

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

**Activity Log**

Activity	Percent Complete	Notes
----------	------------------	-------

**Attachments****Signature**

Signed by Garrett Scott - Snake River MEP Complete  
on June 25, 2025 07:50 AM from Garrett Scott's device

Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP  
on June 30, 2025 12:34 PM from Hubert (Jess) Williams's device

**Daily Report (1) #3**

Name 6/25/25

Status Submitted

Assignee Hubert (Jess) Williams (HWI)

Date 06-26-2025

**Weather**

The weather will be filled automatically based on the project address and date.

**General Info**

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

**Work Log**

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Garett Scott		1	10.25 hrs.	10.25 hrs.	2100 Electrical/Controls	Install gauges on MBR skid. Fill pump oil reservoirs on pumps with oil and pressurized per manufacture specs. Pulled wire to the RIO panel for chemical pump solenoids, terminated and tested with Adam. Completed plumbing and electrical material lists and sent off to be ordered. Worked with Adam on where sensor wires still need to be pulled to in the new are and to the basement. Made equipment list and rounded up at the spiral shop.
Mick Rammell		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	See Garett's
Jess Williams		1	1.0 hrs.	1.0 hrs.	4100 Supervisory Labor	Paperwork & Materials & Phone calls
<b>Total</b>				<b>20.75 hrs.</b>		

**Equipment Log**

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

**Material Delivery**

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

**Activity Log**

Activity	Percent Complete	Notes
----------	------------------	-------

**Attachments****Signature**

Signed by Garrett Scott - Snake River MEP Complete  
on June 26, 2025 07:47 AM from Garrett Scott's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP  
on June 30, 2025 12:36 PM from Hubert (Jess) Williams's device

*Jess Williams*





Daily Report (1) #4

Name	6/26/25
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	06-27-2025

Weather

The weather will be filled automatically based on the project address and date.

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Garett Scott		1	10.0 hrs.	10.0 hrs.	2100 Electrical/Controls	Cut out piping on the screen deck and installed the water inlet solenoid, need to order nipples for the check valve and ball valve install. Pulled in power for the solenoid and landed. Extended conduit for chemical pumps, pulled in 2 8 conductor wires back to the RIO panel. Piped from the MBR panel to RIO panel and pulled in a 8 wire. Piped from the RIO panel to the fine screen deck panel and pulled in a 8 wire.
Mick Rammell		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	See Garett's
Jess Williams		1	1.0 hrs.	1.0 hrs.	4100 Supervisory Labor	Paperwork & Materials & Phone calls
Total				20.5 hrs.		

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

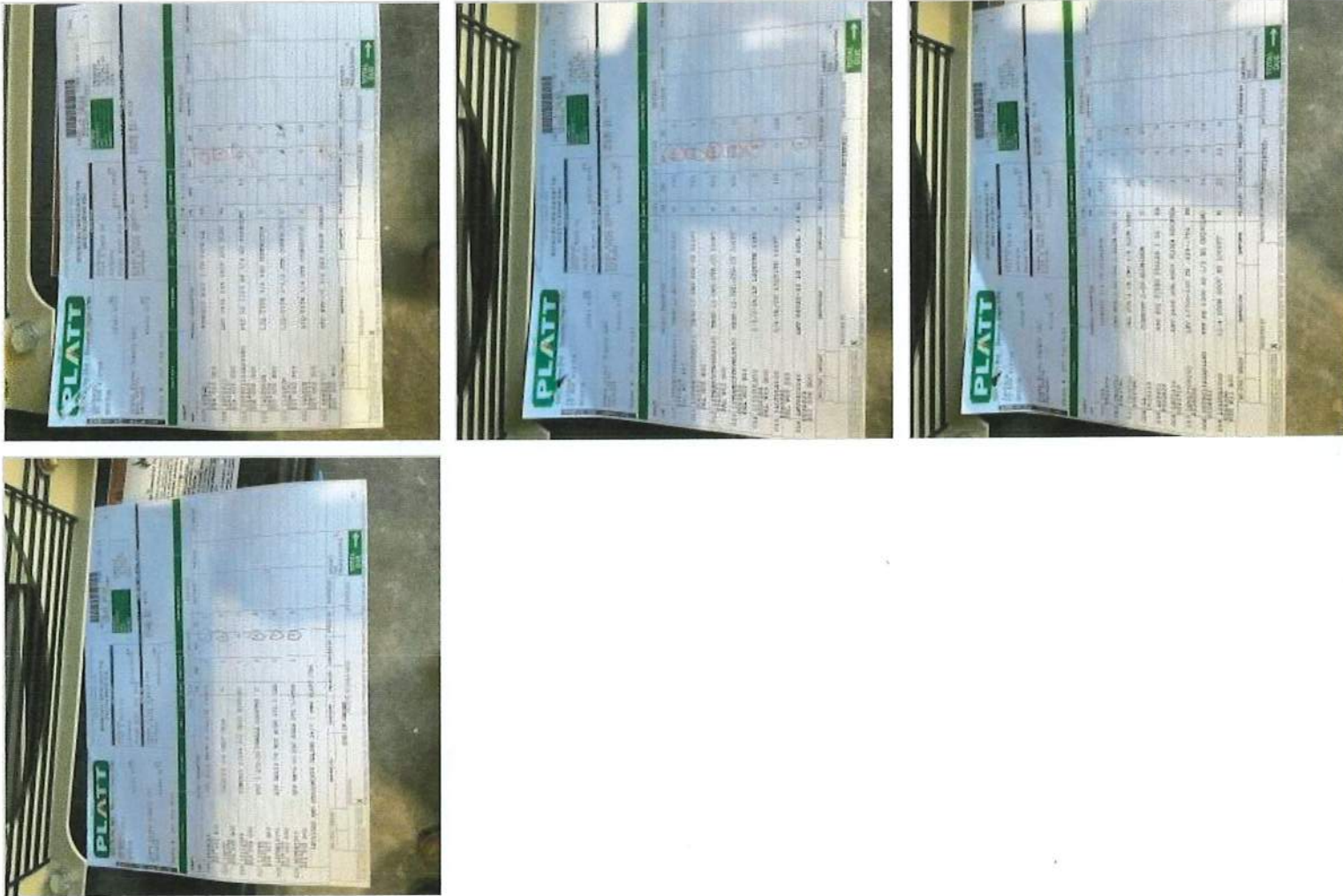
Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

Attachments



Signature

Signed by Garrett Scott - Snake River MEP Complete  
on June 27, 2025 07:37 AM from Garrett Scott's device

*Garrett Scott*

Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP  
on June 30, 2025 12:38 PM from Hubert (Jess) Williams's device

*Jess Williams*

Daily Report (1) #5

Name	6/27/25
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	06-27-2025

Weather

The weather will be filled automatically based on the project address and date.

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Garett Scott		1	8.0 hrs.	8.0 hrs.	2100 Electrical/Controls	Run conduit in the basement for the sludge pump CAT6 connection, pull in CAT6 wire. Run conduit and mount boxes for EQ tank mixer, ordered new disconnect and mounted a boxes for the Sulzer board. Made a walk with Adam before he left on what's missing and needs done before he comes back.
Mick Rammell		1	8.0 hrs.	8.0 hrs.	2100 Electrical/Controls	See Garett's
Total				16.0 hrs.		

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------



Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

Attachments

Signature

Signed by Garrett Scott - Snake River MEP Complete  
on June 30, 2025 07:08 AM from Garrett Scott's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP  
on June 30, 2025 12:41 PM from Hubert (Jess) Williams's device

Jess Williams



Daily Report (1) #6

Name	6/30/25
Status	Draft
Assignee	Hubert (Jess) Williams (HWI)
Date	07-01-2025

Weather

The weather will be filled automatically based on the project address and date.

General Info

Any schedule delays?	<input type="checkbox"/>
Any weather impact?	<input type="checkbox"/>
Any accidents on site?	<input type="checkbox"/>
Any injuries reported?	<input type="checkbox"/>
General notes	
Constraints	

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	8.0 hrs.	8.0 hrs.		Run conduit from the MBR to the CIP tank for the sensor and actuator that still need installed once we get them. Remove wires pulled into the conduit for CIP tank solenoid valve and pull in correct amount, also adjusted the conduit and pulled in wire for the water inlet solenoid for the CIP tank, ordered solenoid for water line. Ran 1/2" flex and pulled wire from the MBR to where the DO controller will go that Adam is sending.

Garett Scott	1	8.0 hrs.	8.0 hrs.		Run conduit from the MBR to the CIP tank for the sensor and actuator that still need installed once we get them. Remove wires pulled into the conduit for CIP tank solenoid valve and pull in correct amount, also adjusted the conduit and pulled in wire for the water inlet solenoid for the CIP tank, ordered solenoid for water line. Ran 1/2" flex and pulled wire from the MBR to where the DO controller will go that Adam is sending. Updated Kevin that Precision Electric didn't answer my call or return a call from the voicemail I left, he is going to work with the tow on the next step.
Zac Garner	1	1.0 hrs.	1.0 hrs.	4100 Supervisory Labor	Round up PVC glue and primer and core drill bits for Mick.
<b>Total</b>		<b>17.0 hrs.</b>			

### Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

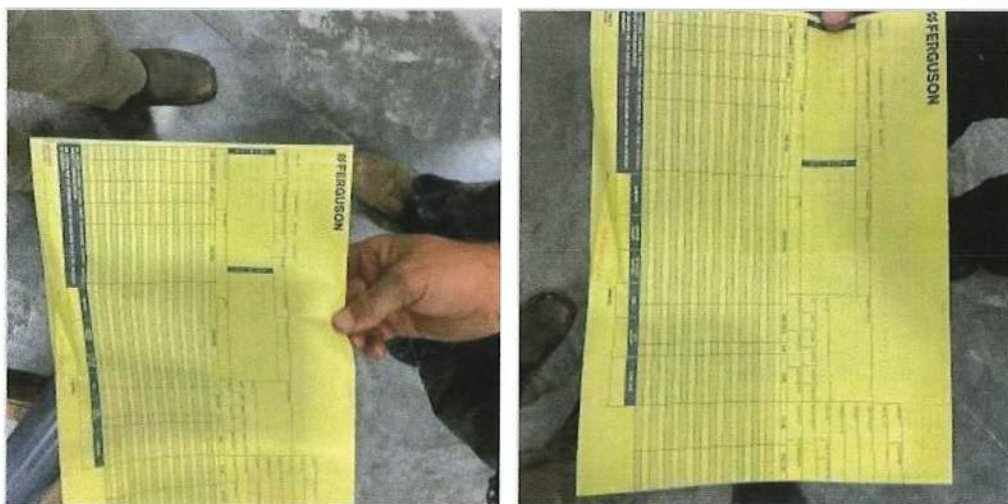
### Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

### Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

### Attachments



### Signature

Signed by Garrett Scott - Snake River MEP Complete  
on July 01, 2025 07:46 AM from Garrett Scott's device



Signed by Zac Garner - Snake River MEP Complete  
on July 01, 2025 10:22 AM from Zac Garner's device



**Daily Report (1) #7**

Name 7/1/25

Status Draft

Assignee Hubert (Jess) Williams (HWI)

Date 07-02-2025

**Weather**

The weather will be filled automatically based on the project address and date.

**General Info**Any schedule delays? ☐Any weather impact? ☐Any accidents on site? ☐Any injuries reported? ☐

General notes

Constraints

**Work Log**

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Garett Scott		1	9.0 hrs.	9.0 hrs.		State electrical inspector did a courtesy walk thru, he will call in the morning about the class 1 division 2 room. Run conduit for CIP tank skid outlet, mount conduit for box. Run conduit for cooling fans on MBR aeration pumps. Run line voltage conduit to MBR controller. Order materials. Send information on supply and exhaust fans to Ray to design controls system.
Mick Rammell		1	9.0 hrs.	9.0 hrs.		Layout plumbers. State electrical inspector did a courtesy walk thru, he will call in the morning about the class 1 division 2 room. Run conduit for CIP tank skid outlet, mount conduit for box. Run conduit for cooling fans on MBR aeration pumps. Run line voltage conduit to MBR controller. Order materials.
Jose Burciaga		1	8.0 hrs.	8.0 hrs.		Air line piping to valves MBR skid.

Jose Manuel Orduna	1	8.0 hrs.	8.0 hrs.	Install PRV, water meter and back check. Start piping in air compressor air drier.
Rolando Flores	1	8.0 hrs.	8.0 hrs.	Install PRV, water meter and back check. Start piping in air compressor air drier.

Total
42.0 hrs.

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

Attachments

Signature

Signed by Garrett Scott - Snake River MEP Complete on July 02, 2025 07:15 AM from Garrett Scott's device





Daily Report (1) #8

Name	7/2/25
Status	Draft
Assignee	Hubert (Jess) Williams (HWI)
Date	07-03-2025

Weather

The weather will be filled automatically based on the project address and date.

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Garett Scott		1	9.25 hrs.	9.25 hrs.		Pull wire to CIP tank pump skid. Pull wire to CIP tank sensor and MBR actuator. Run conduit for screen overflow switch back to the control panel and pull wire. Order materials for hose bib that needs added to the top of the MBR. Start looking at how the EQ tank mixer rail piping will be mounted once the final rail shows up. Supports may need to be modified to make it work with the sloped floor around the edged.
Mick Rammell		1	9.25 hrs.	9.25 hrs.		Pull wire to CIP tank pump skid. Pull wire to CIP tank sensor and MBR actuator. Run conduit for screen overflow switch back to the control panel and pull wire. Order materials for hose bib that needs added to the top of the MBR. Start looking at how the EQ tank mixer rail piping will be mounted once the final rail shows up. Supports may need to be modified to make it work with the sloped floor around the edged.

Jose Burciaga	1	8.0 hrs.	8.0 hrs.	Work on airlines for the MBR solenoids
Jose Manuel Orduna	1	8.0 hrs.	8.0 hrs.	Finish piping in the air compressor air drier and bypass. Replace cracked flanges on schedule 80 pvc from previous contractor from over tightening. Cut in sample ports on MBR high quality and low quality piping. Start coring holes for tank sensors.
Rolando Flores	1	8.0 hrs.	8.0 hrs.	Finish piping in the air compressor air drier and bypass. Replace cracked flanges on schedule 80 pvc from previous contractor from over tightening. Cut in sample ports on MBR high quality and low quality piping. Start coring holes for tank sensors.
<b>Total</b>			<b>42.5 hrs.</b>	

**Equipment Log**

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

**Material Delivery**

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

**Activity Log**

Activity	Percent Complete	Notes
----------	------------------	-------

**Attachments****Signature**

Signed by Garrett Scott - Snake River MEP Complete  
on July 03, 2025 07:51 AM from Garrett Scott's device



**Daily Report (1) #9**

Name	7/3/25
Status	Draft
Assignee	Hubert (Jess) Williams (HWI)
Date	07-07-2025

**Weather**

The weather will be filled automatically based on the project address and date.

**General Info**

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

**Work Log**

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Garett Scott		1	8.0 hrs.	8.0 hrs.		Wire duct heater sensor and stat in the class 1 division 2 room. Order oil for the air compressor, Greg will pick up in Idaho Falls. Work with Casey on how the 2 supply fan, 2 exhaust fans and dampers are going to work. Job engineer will be onsite Monday and we will go over it with him. Walked the rest of the job with Casey.
Mick Rammell		1	6.0 hrs.	6.0 hrs.		Wire duct heater sensor and stat in the class 1 division 2 room. Order oil for the air compressor, Greg will pick up in Idaho Falls. Work with Casey on how the 2 supply fan, 2 exhaust fans and dampers are going to work. Job engineer will be onsite Monday and we will go over it with him. Walked the rest of the job with Casey.
Jose Burciaga		1	8.0 hrs.	8.0 hrs.		Core sensor holes, finish airline piping to MBR
	Jose Manuel Orduna	1	8.0 hrs.	8.0 hrs.		Core sensor holes, finish air piping to MBR



Total30.0 hrs.

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
Core machine	8.0 hrs.			Cored 7 holes
Power pony	8.0 hrs.			Threading rigid conduit
Submersible pump	8.0 hrs.			2 pumps to pump out water from EQ and aeration tank

Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

Attachments

Signature

# CONTRACTOR'S CONDITIONAL WAIVER AND LIEN RELEASE

Upon receipt by the undersigned company of a PAYMENT from the Town of Alpine (owner) in the sum of \$ 47,169.00 payable to **Snake River MEP**, and when the check has been properly endorsed and paid by the bank upon which it is drawn, this document shall become effective to waive and release any mechanic's lien, stop notice or bond right the undersigned has on the job of the owner located at 281 Buffalo Drive, Alpine, Wyoming, up and through **this date of** 7/3/2025, except that the waiver and release does not cover any retainage, items furnished after said date, or any unpaid change orders or disputed claims.

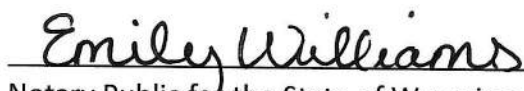
CONTRACTOR  
**Snake River MEP**

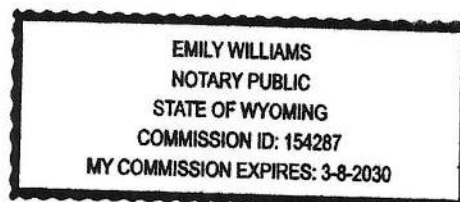
  
(Signature)

President  
(Title)

Subscribed and sworn to me on this 9th Day of July, 2025

NOTARY:

  
Notary Public for the State of Wyoming  
My commission Expires on: 03/08/2030





**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-033**

**A RESOLUTION RATIFYING THE MAYOR'S DECISION TO PURCHASE A PUMP  
AND MOTOR IN WELL NO. 3 AND APPROVING A BUDGET ADJUSTMENT TO  
INCREASE LINE ITEM 5180332 – FIELD OPS REPAIRS AND MAINTENANCE**

---

**WHEREAS**, the Mayor of the Town of Alpine determined it was necessary to proceed with the urgent purchase of a pump and motor for Well No. 3 in order to maintain reliable water service for the Town; and

**WHEREAS**, the total cost of the pump and motor purchase is \$30,000.00 ; and

**WHEREAS**, the Town Council finds it is in the best interest of the Town to ratify the Mayor's decision and to formally approve the related budget adjustment;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE  
TOWN OF ALPINE, WYOMING:**

1. The Mayor's decision to purchase a pump and motor in Well No. 3 in the amount of \$30,000.00 is hereby ratified and approved.
  2. The Town Council hereby approves an increase to the budgeted line item 5180332 – Field Ops Repairs and Maintenance in the amount of \$30,000.00.
  3. Said funds shall be allocated from the prior year fund balance.
- 

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

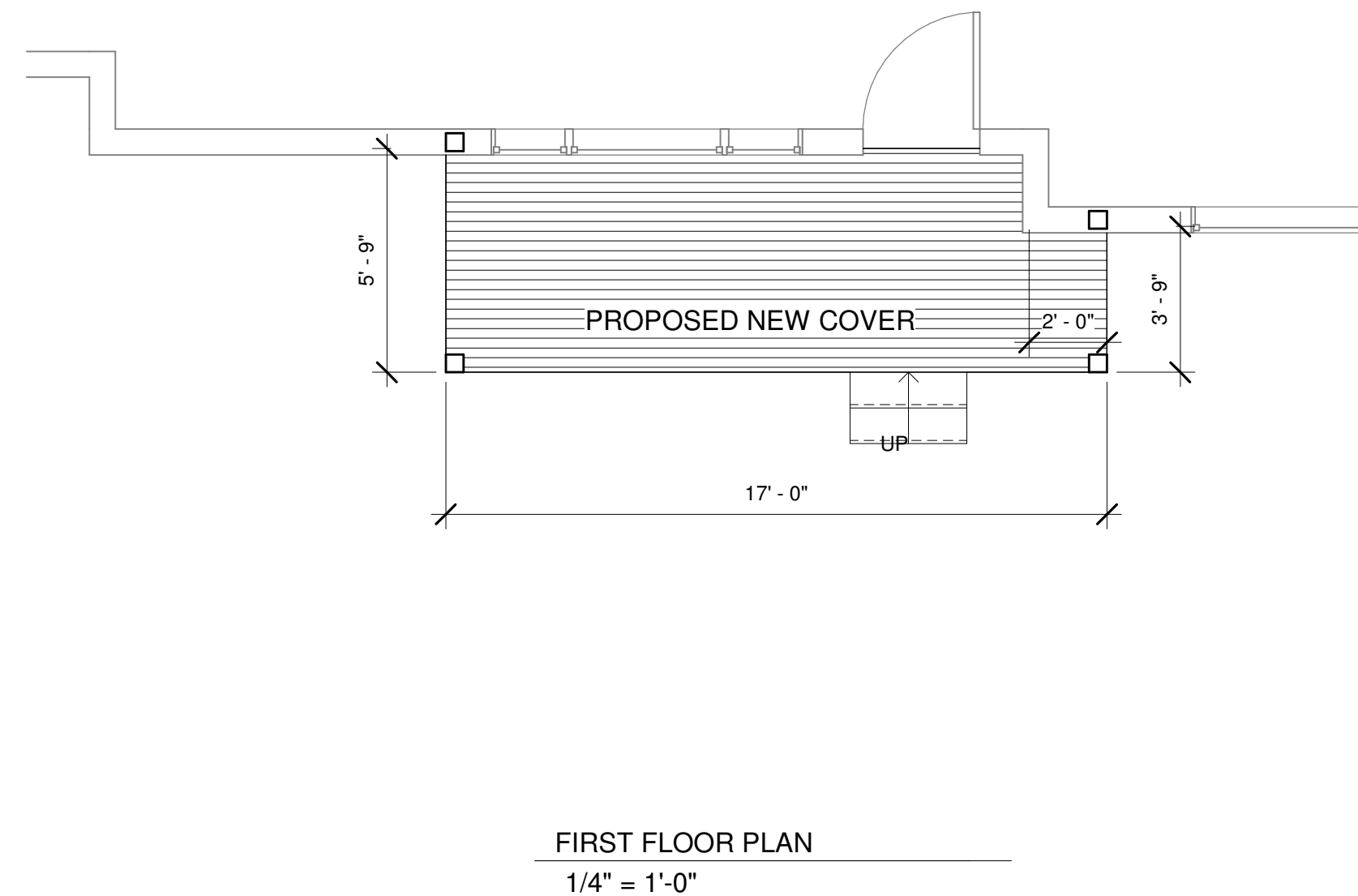
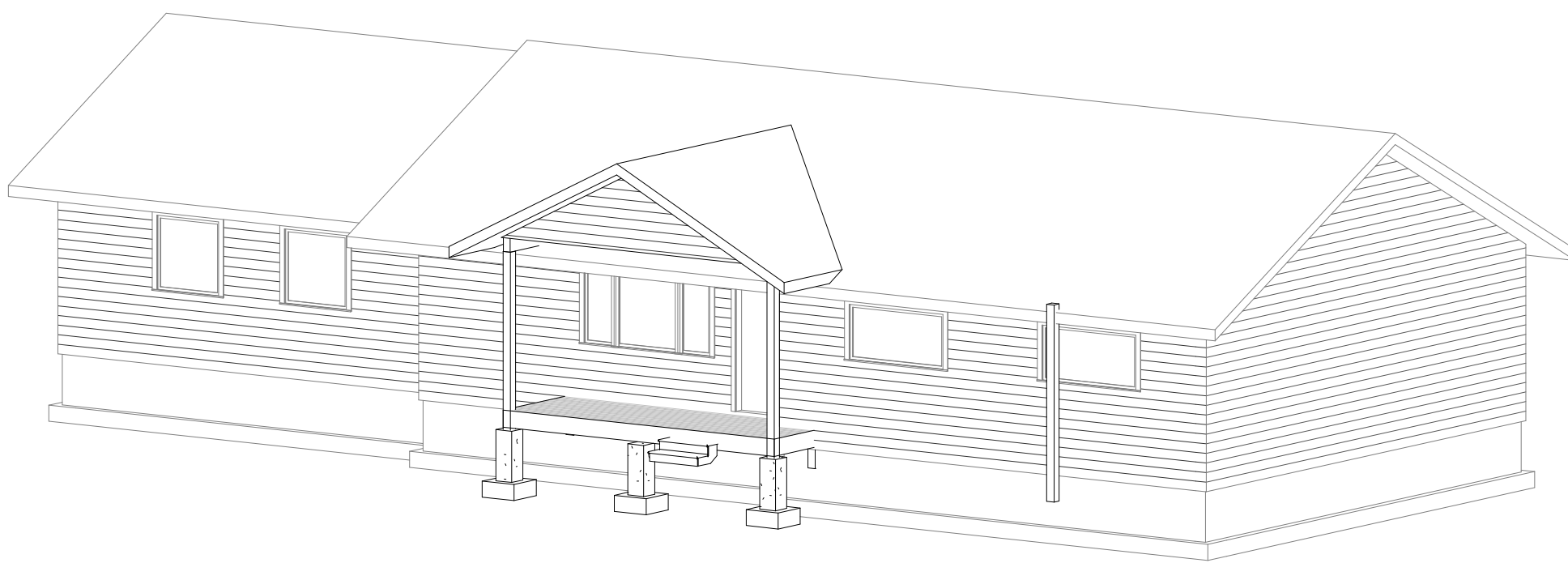
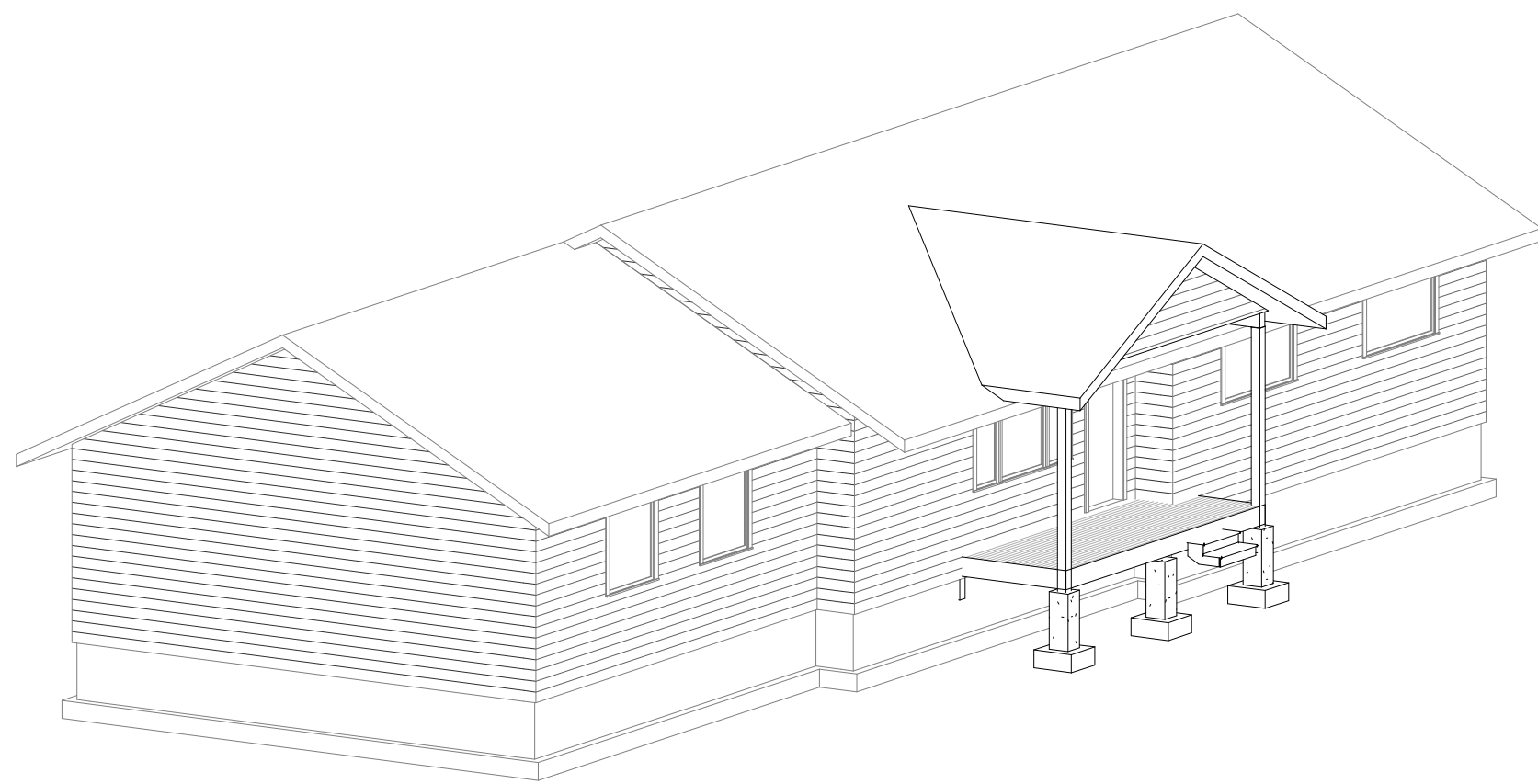
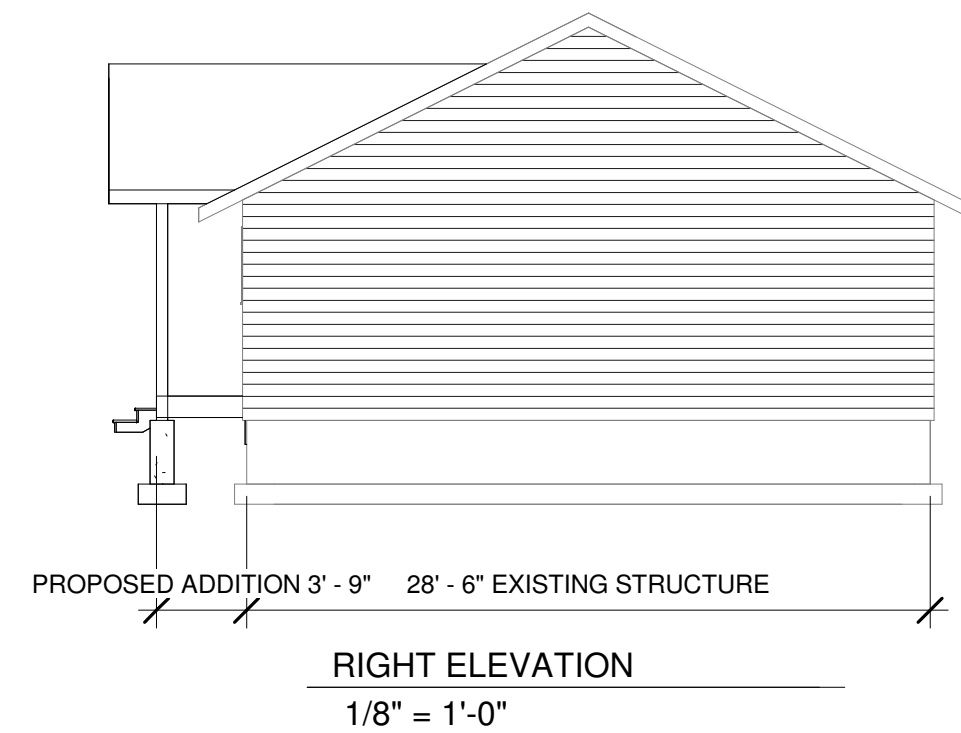
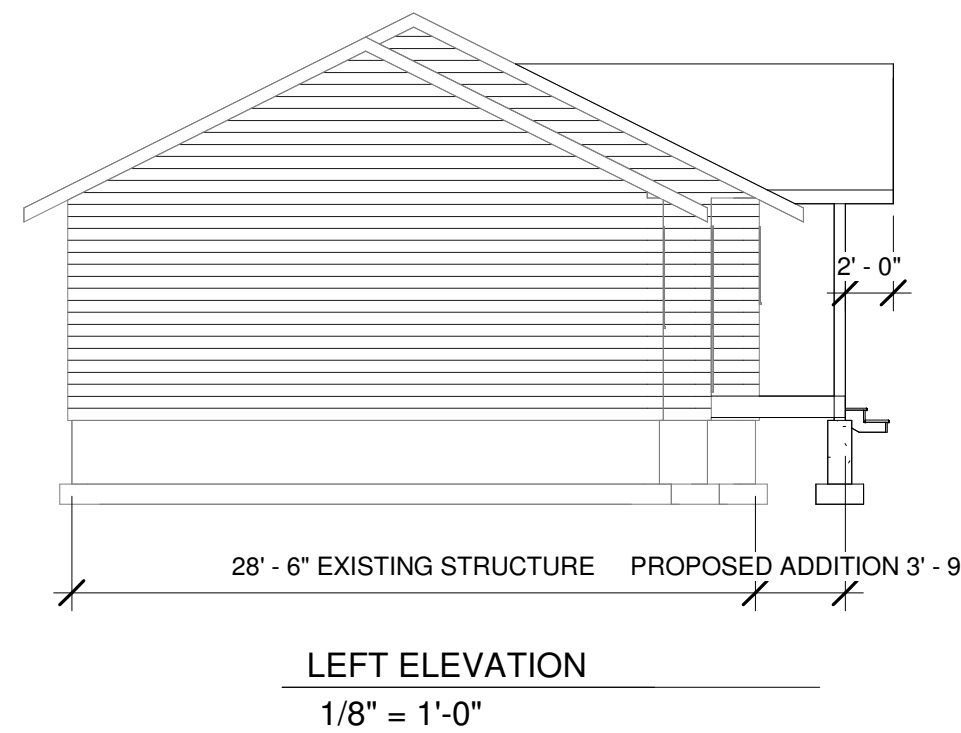
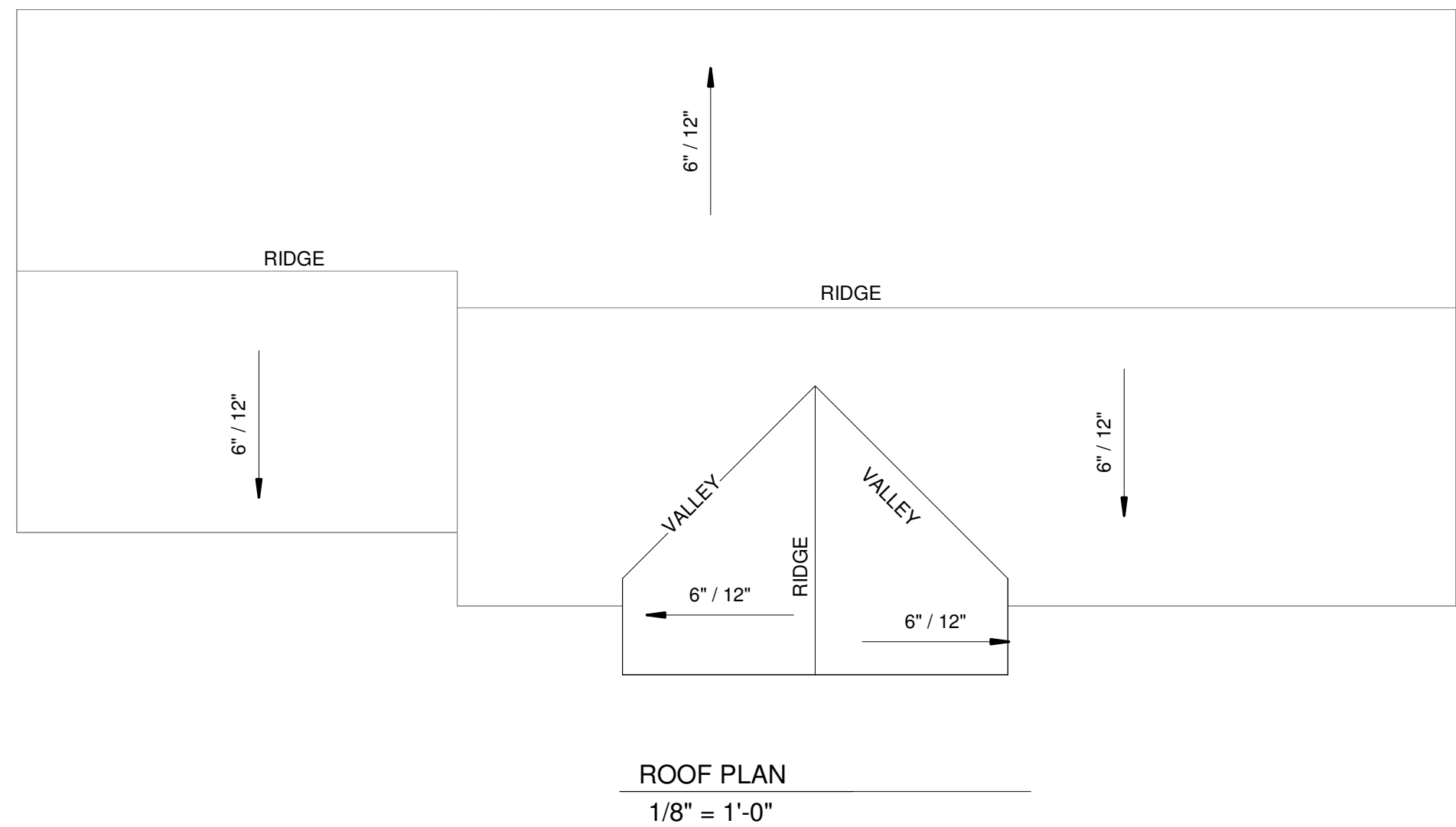
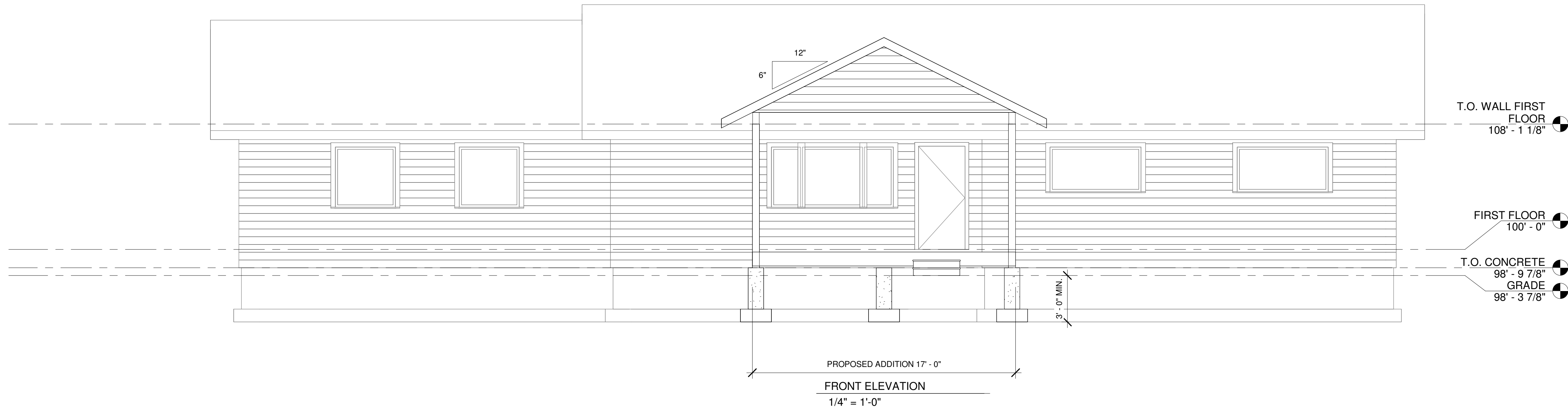
SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer





MIKE MULLER GABLE ADDITION  
437 MEADOWS DRIVE  
ALPINE, WYOMING

THIS DRAWING IS PROPERTY OF TETON DRAFTING SERVICES. IT IS TO BE USED FOR THE PROJECT AND SITE SPECIFICALLY INDICATED WITHOUT THE EXPRESS WRITTEN CONSENT. TETON DRAFTING SERVICES ASSUMES NO LIABILITY BEYOND THE PRODUCTION OF THESE PRINTS. ALL INFORMATION IS TO BE USED AS A GUIDE ONLY AND IS NOT TO BE RELIED UPON FOR ANY OTHER PURPOSES. ALL INFORMATION IS PROVIDED BY THE CUSTOMER AND HAS BEEN ACCEPTED AS IS.

CHECKED BY: EVB	DATE: 06/25/25
DRAWN BY: EVB	BY:
DATE	REVISIONS

TETON  
DRAFTING SERVICES  
136 SOUTH STATE STREET SHELLEY, IDAHO 83274  
PHONE (208) 357-2420 FAX (208) 357-2419

PROJECT NO. 222039  
SHEET NO. A1  
OF ONE

## GENERAL STRUCTURAL NOTES (DRAWING NOTES)

## A. CODES AND SPECIFICATIONS

- International Building Code (IBC) - 2021 Edition
- ACI 318-19 Building Code Requirements for Reinforced Concrete
- ANSI/AWC National Design Specification (NDS) & Suppl. for Wood Const. - 2018 Edition
- ASCE 7-16 With Supplement 1 Min. Design Loads for Buildings and other Structures.

## B. DESIGN LOADS UNIFORM (PSF)

- Floor Loads
  - Uniform
    - Deck Live = 60
    - Dead = 10
- Roof Loads
  - Live Load 20 PSF
  - Snow Load
 

Design Snow Load	100.0 PSF
Flat Roof Snow Load	Pf = 100.1
Ce = 1.0; Ct = 1.0; Is = 1.0	
Ground Snow Load	143.0
Sloped Roof	Ps = 100.1; Cs = 1.0
  - Rain Load = N/A
- Lateral Loads
  - Wind Load 115 MPH (3 Sec Gust) Risk Cat= II; EXP = C
    - Encl. Cat. - Open Building
    - Internal Pressure Coef. +/- 0.00
    - Components & Cladding - 13.0PSF
  - Seismic Load: Risk Cat: II Importance Factor = 1.0
    - Ss = 111.3% G; S1 = 34.3% G
    - Site Class = D
    - Sds = 0.880; Sd1 = 0.448
    - Seismic Design Category = D
    - Basic Seismic System = Bearing wall System
    - Design Base Shear V = 0.137 W
    - Seismic Response Coef. Cs = 0.137
    - Response Modification Factor R = 6.5
    - Analysis Procedure = Equivalent Lateral - Force Analysis

## C. FOUNDATIONS

- Bearing pressure taken as 1500 PSF for column and wall footings, based on a sand, silty sand, clayey sand, silty gravel, and clay gravel (Table 1806.2, Class of Materials #4).
- Notify Engineer if conditions encountered are different.
- Bear footing on same type of undisturbed soil or rock throughout the entire structure.

## D. MATERIALS

- Dimensional Lumber #2 Douglas Fir
- Glulam Beams (GLB) 24FV4
- Concrete
  - Concrete f'c - Figs. Walls 3500 PSI Exposure Class = F1 Air Content 5%
  - Garage & Exterior Slabs 4500 PSI Exposure Class = F2 Air Content 6%
  - Max Water-Cement Ratio 0.55
  - Max Aggregate size 3/4"
- Reinforcing Steel ASTM A615 - Grade 60
- Anchor Bolts A36 / F1554 GRADE 36

## E. REINFORCED CONCRETE

- Concrete shall be of ready mix type conforming to ASTM C94.
- Portland Cement to comply with ASTM C150
- Comply with ACI 305 Cold Weather Concrete standards if the mean daily temperature is expected to drop below 40° F for 3 or more successive days. Place no concrete against frozen earth.
- Comply with ACI 305 Hot Weather Concrete Standards.
- Conduct all compression tests according to ACI Standard Recommended Practice for Evaluation of Compression Test Results of Field Concrete (ACI 214)
- Control joints in large areas of slab on grade shall be placed in checkerboard fashion in lengths not to exceed 20 feet in any direction.
- All construction joints shall be located so as not to impair the strength of the structure. Unless noted on the drawings, all reinforcement shall be continuous through the joints. Each construction joint shall be keyed.
- No aluminum products shall be embedded in the concrete. Electrical conduit shall be placed at mid-height of the slabs and shall have an O.D. less than one-third the slab thickness.
- Add 2-#5 reinforcing bars around all opening (unless noted otherwise) and extend 24" beyond the corner of the openings.
- Unless otherwise noted, reinforce all concrete wall as follows:
 

Wall Size	Horizontal Reinforcement	Vertical Reinforcement
8"	#4 @ 24" O.C.	#4 @ 24" O.C.

## F. REINFORCING STEEL

- All detailing, fabrication and placing of reinforcing bars shall conform to the ACI Manual of Standard Practice for Detailing Reinforced Concrete Structures (ACI 315). All reinforcement to be supported in the forms and space with wire or plastic bar supports. Reinforcement in footings shall be supported on precast concrete block supports conforming to the Concrete Reinforcing Steel Institute Manual of Standard Practice.
- Splice of reinforcement at points of maximum stress shall be avoided wherever possible. See Table.
- All continuous reinforcement shall terminate with 90 degree return or hook or separate corner bar.
- All vertical reinforcement in columns and walls shall be doweled from the footing or structure below with rebar of the same size and spacing as required above.
- Minimum concrete cover for reinforcing bars shall be as specified in Building Code Requirements for Reinforced Concrete (ACI 318)
- Welding or lack welding of reinforcing bars is prohibited unless specifically approved by the Engineer.
- LUMBER
  - Do not notch any structural wood member unless shown on the drawings.
  - Install and follow all manufacturers guidelines for Engineered Wood I members and LVL products.
    - Do not notch or cut flanges of Eng. Wood I Members.
  - All nails shall be common wire nails. Any nails exposed to weather or moisture shall be of stainless steel or shall be galvanized.
  - Wherever possible nails should be driven perpendicular to the grain instead of toe nail.
  - Where wood tends to split, holes for nails shall be bored a diameter smaller than that of the nails.
  - Plywood face grain must be perpendicular to its supports.
  - Any wood members in contact with concrete or earth shall be pressure-treated wood or wood that is decay resistant (redwood or cedar).
  - Wet use adhesives shall be used on all glulam members subjected to possible moisture.
  - Roof trusses to be designed and engineered by supplier to meet the design loads herein indicated in addition to any and all drifting loads, wind loads, equipment loads and other loads as indicated on framing plan. Submit shop drawings and calculations for review.
  - Truss manufacturer to provide truss to truss connection details.

## NAILING SCHEDULE

- |  |                                       |
|--|---------------------------------------|
| 19/32" APA Rated 40/20 Roof Sheathing                                  | Boundary nailing - 10d @ 6" o.c.      |
| No blocking required unless shown on framing plan. See typical detail. | End nailing - 10d @ 6" o.c.           |
| use panel clips at unsupported edges.                                  | Side nailing - 10d @ 6" o.c.          |
|  | Intermediate nailing - 10d @ 12" o.c. |

SHEAR WALLS  
See Shear Wall Schedule

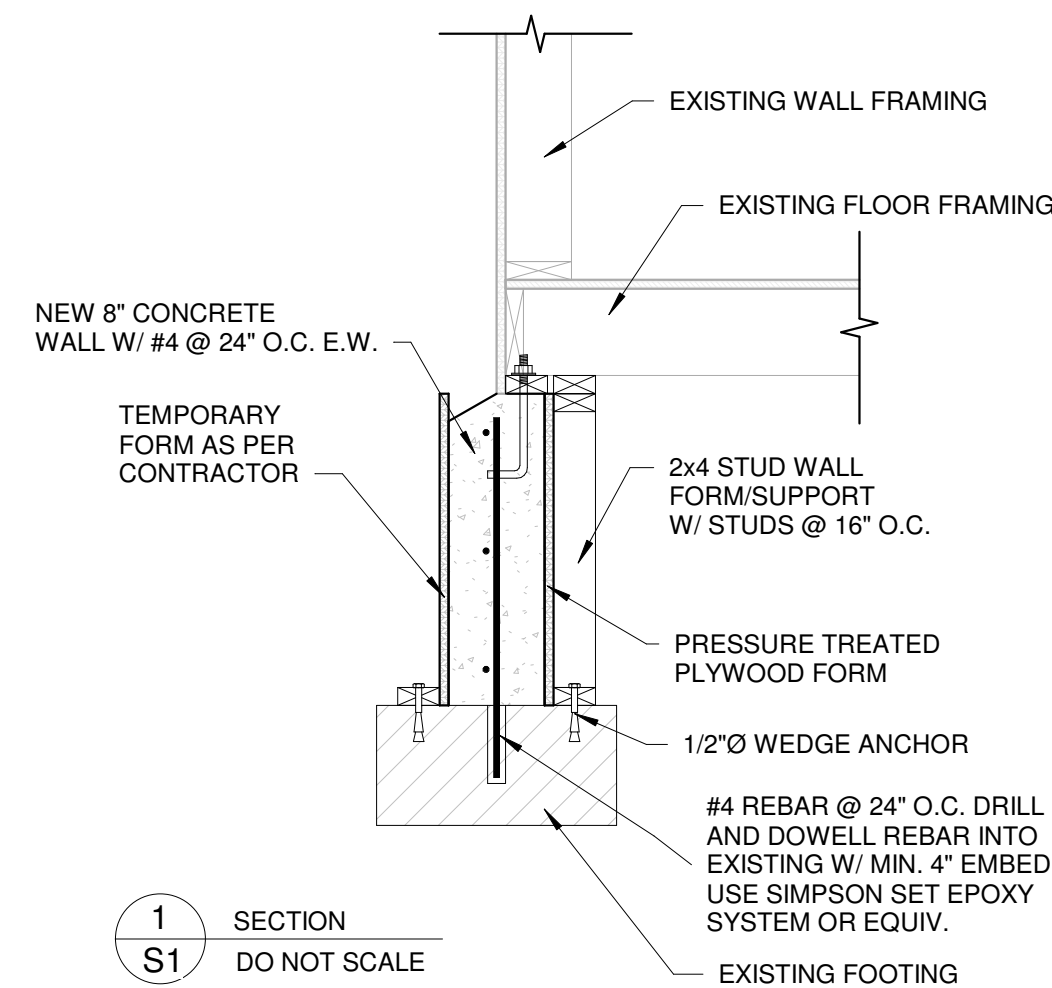
## H. DEFERRED SUBMITTALS

- List of deferred submittals (shop drawings) that require Architectural and/or Engineering review and approval before fabrication or installation begins:

- Engineered Roof Trusses

## GENERAL NOTES

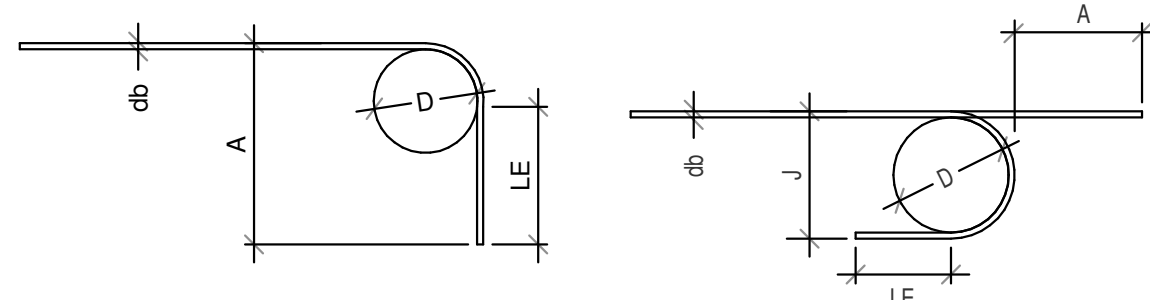
- Adequate shoring and bracing of all structural members during construction shall be provided.
- Any proposed field changes shall have prior approval from the Engineer.
- Contractor shall verify all dimensions in the field. Any variation from the drawings shall be brought to the attention of the Engineer.
- Install Simpson hardware as per Manufacturers requirements.
- Details are representations/ depictions only. Follow written callouts.
- NO CHANGES PERMITTED WITHOUT EXPRESS WRITTEN PERMISSION OF ENGINEER

1  
S1 SECTION  
DO NOT SCALE

WIND COMPONENT AND CLADDING SCHEDULE				
WIND PRESSURE (PSF)	10 SF	50 SF	100 SF	
ROOF AT LEAST 3'-0" AWAY FROM ANY EDGE	-10.0, -17.9	-10.0, -15.1	-10.0, -25.9	
ROOF WITHIN 3'-0" OF ANY EDGE	-10.0, -35.1	-10.0, -21.5	-10.0, -42.9	
WALL AT LEAST 3'-0" AWAY FROM ANY CORNER	+10.7, -10.7	+10.0, -10.1	+10.0, -10.0	
WALL WITHIN 3'-0" OF ANY CORNER	+10.7, -21.5	+10.0, -18.8	+10.0, -16.7	

90° HOOK DIMENSIONS			
BAR SIZE	A	D	LE
#4	8"	3"	6"
#5	10"	3 3/4"	7 1/2"
#6	1'-0"	4 1/2"	9"

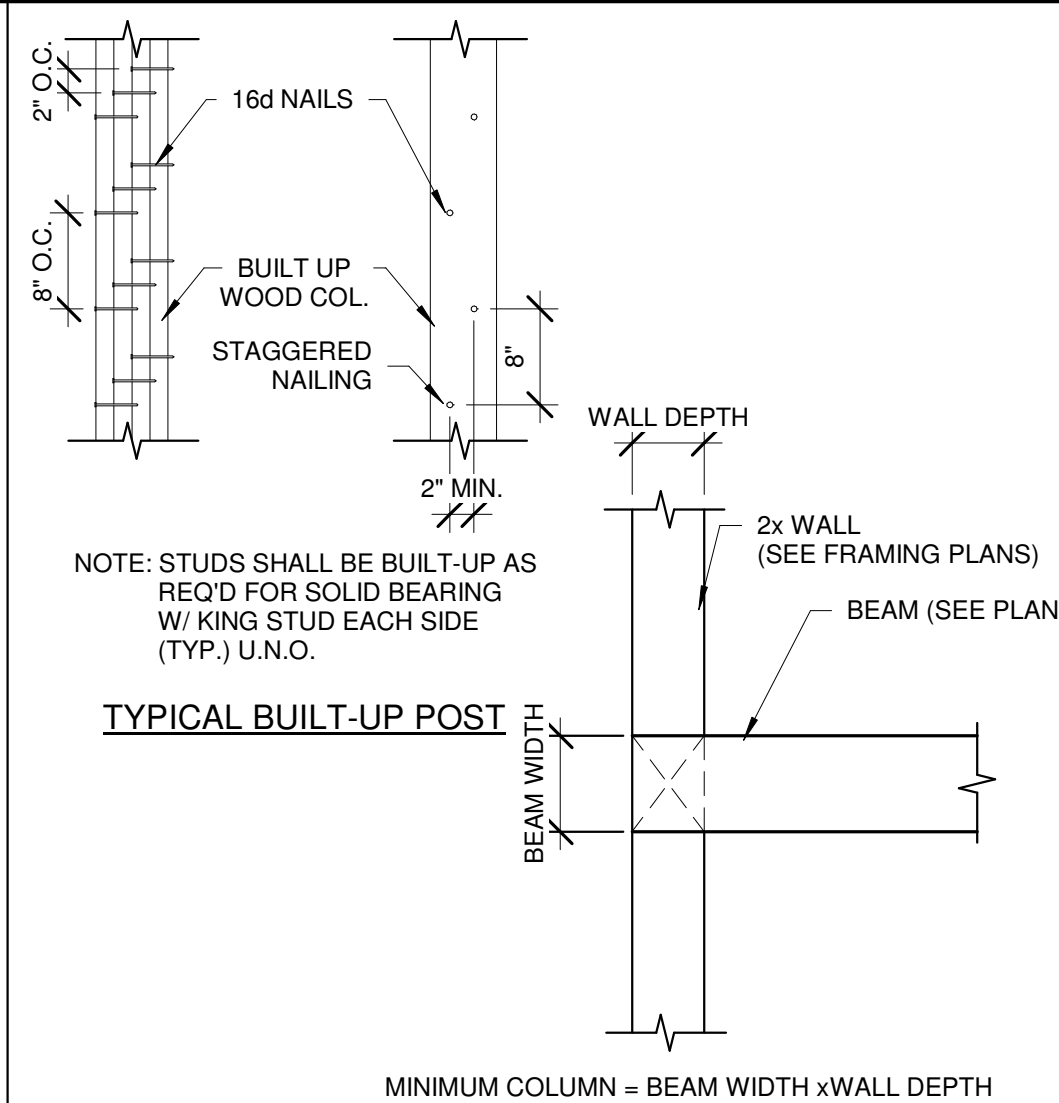
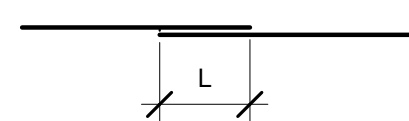
180° HOOK DIMMENSIONS				
BAR SIZE	A	J	D	LE
#4	6"	4"	3"	2 1/2"
#5	7"	5"	3 3/4"	2 1/2"
#6	8"	6"	4 1/2"	3"



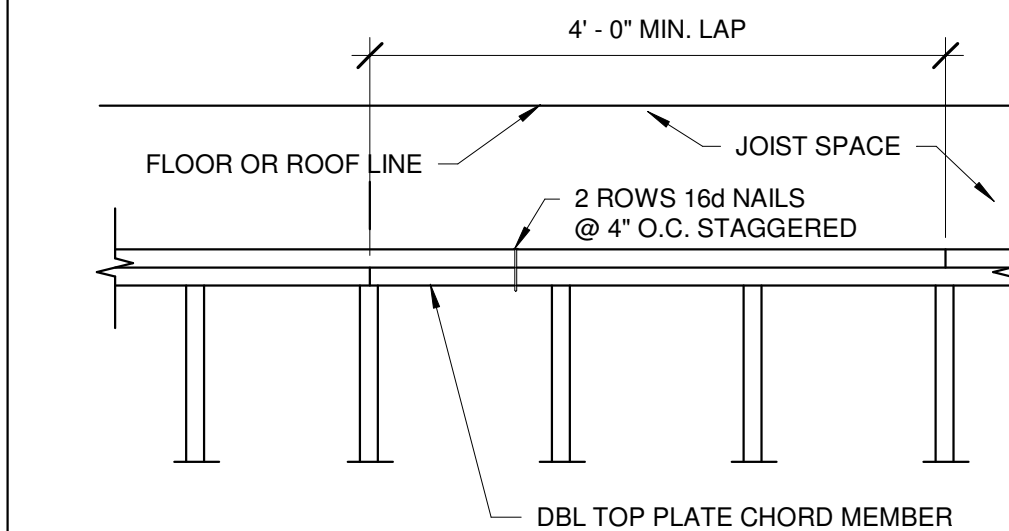
## STANDARD HOOK DETAILS

## REBAR LAP SPlice SCHEDULE

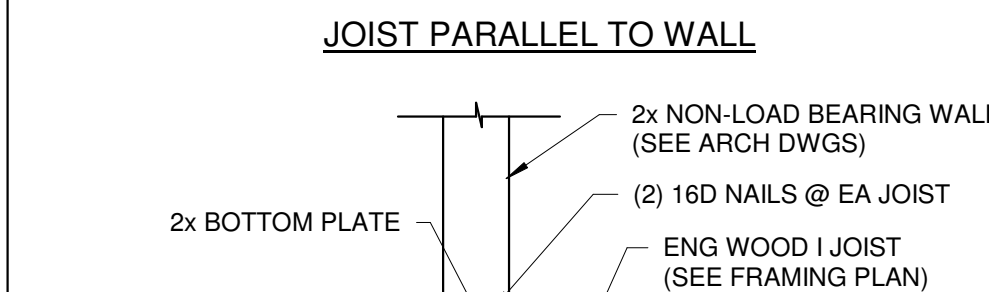
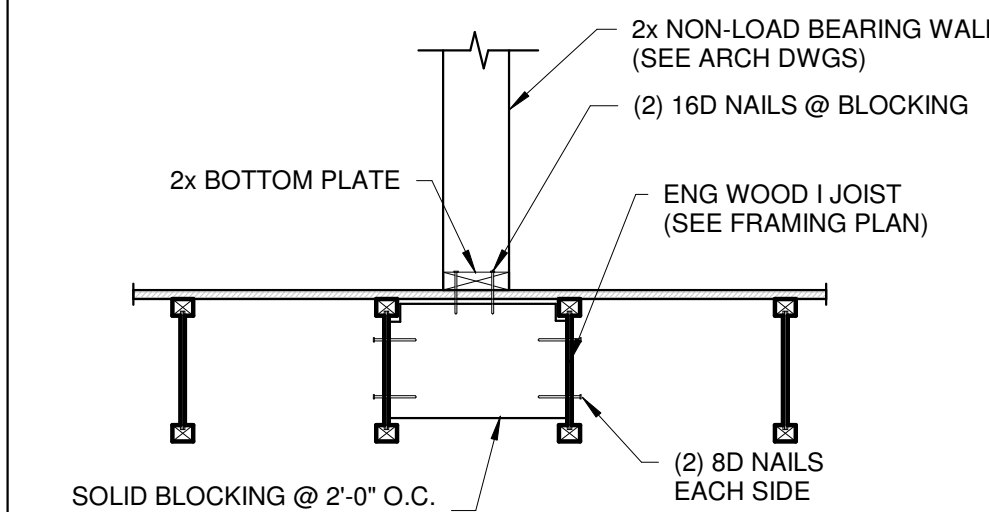
BAR SIZE	min. f'c = 3000 PSI	TYP. SPLICES
NO.	DIA.	LENGTH (L)
4	0.500	22"
5	0.625	28"
6	0.750	33"

F  
S1 SECTION  
DO NOT SCALE

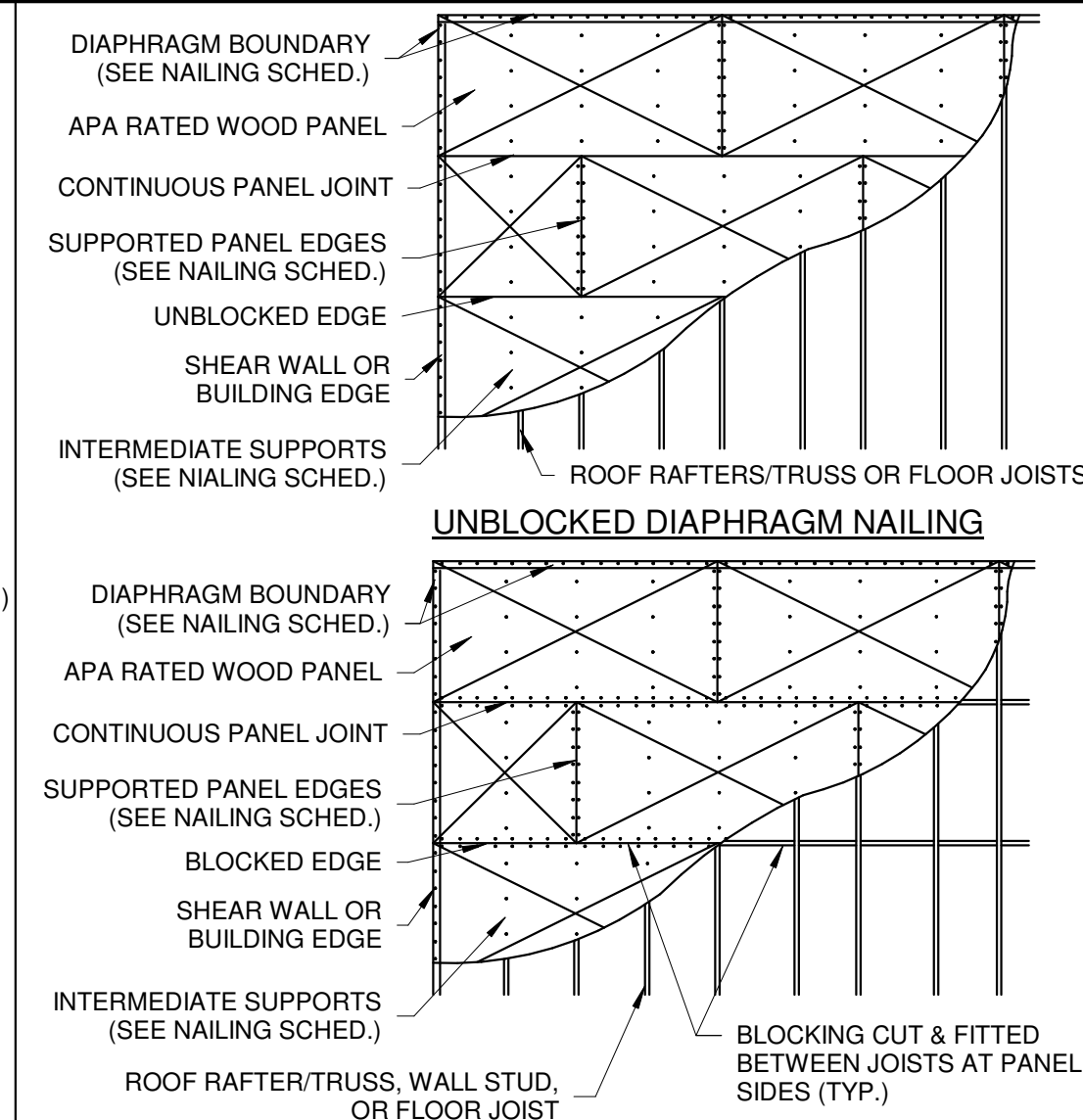
## MINIMUM COLUMN DETAIL

E  
S1 SECTION  
DO NOT SCALE

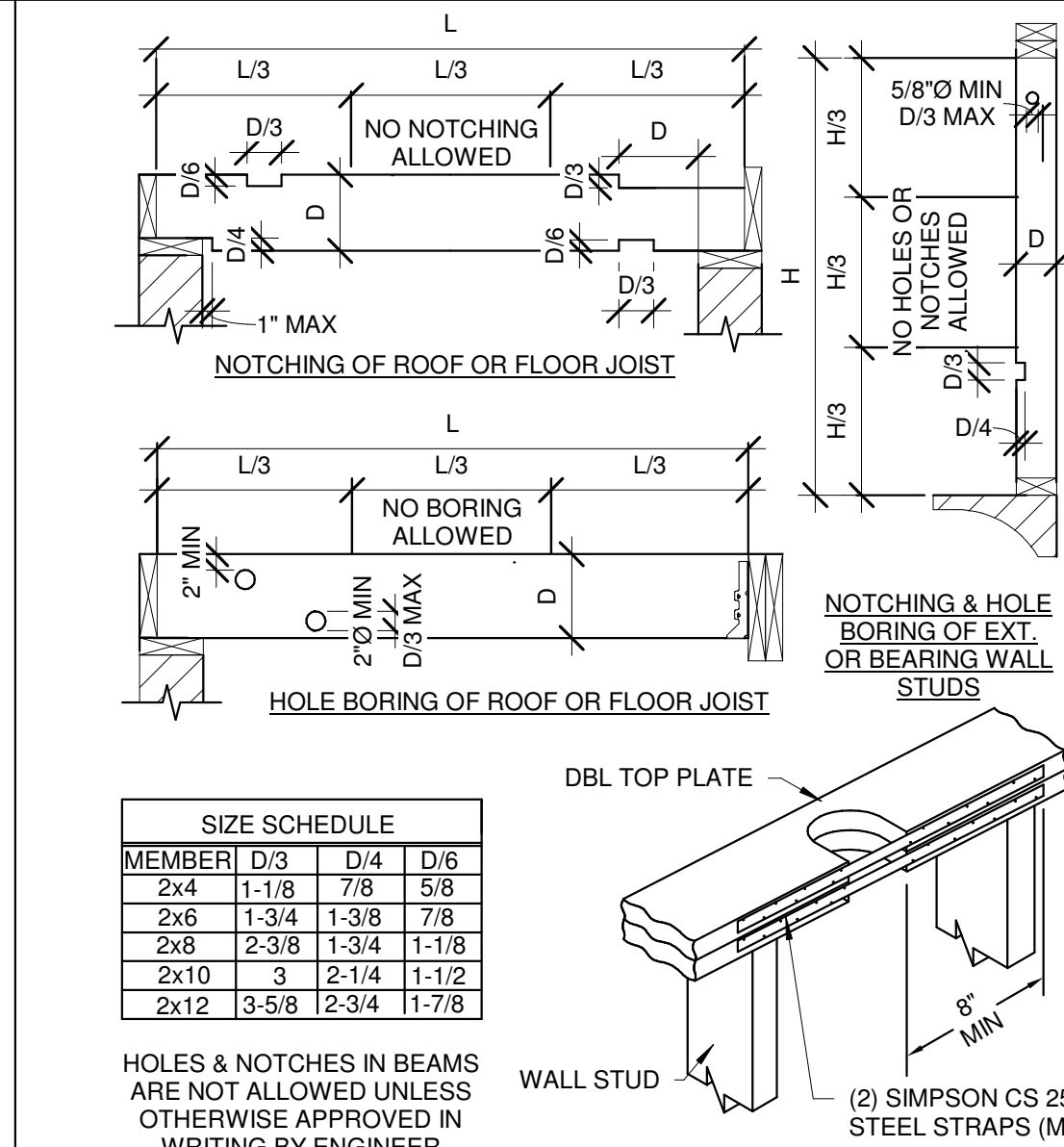
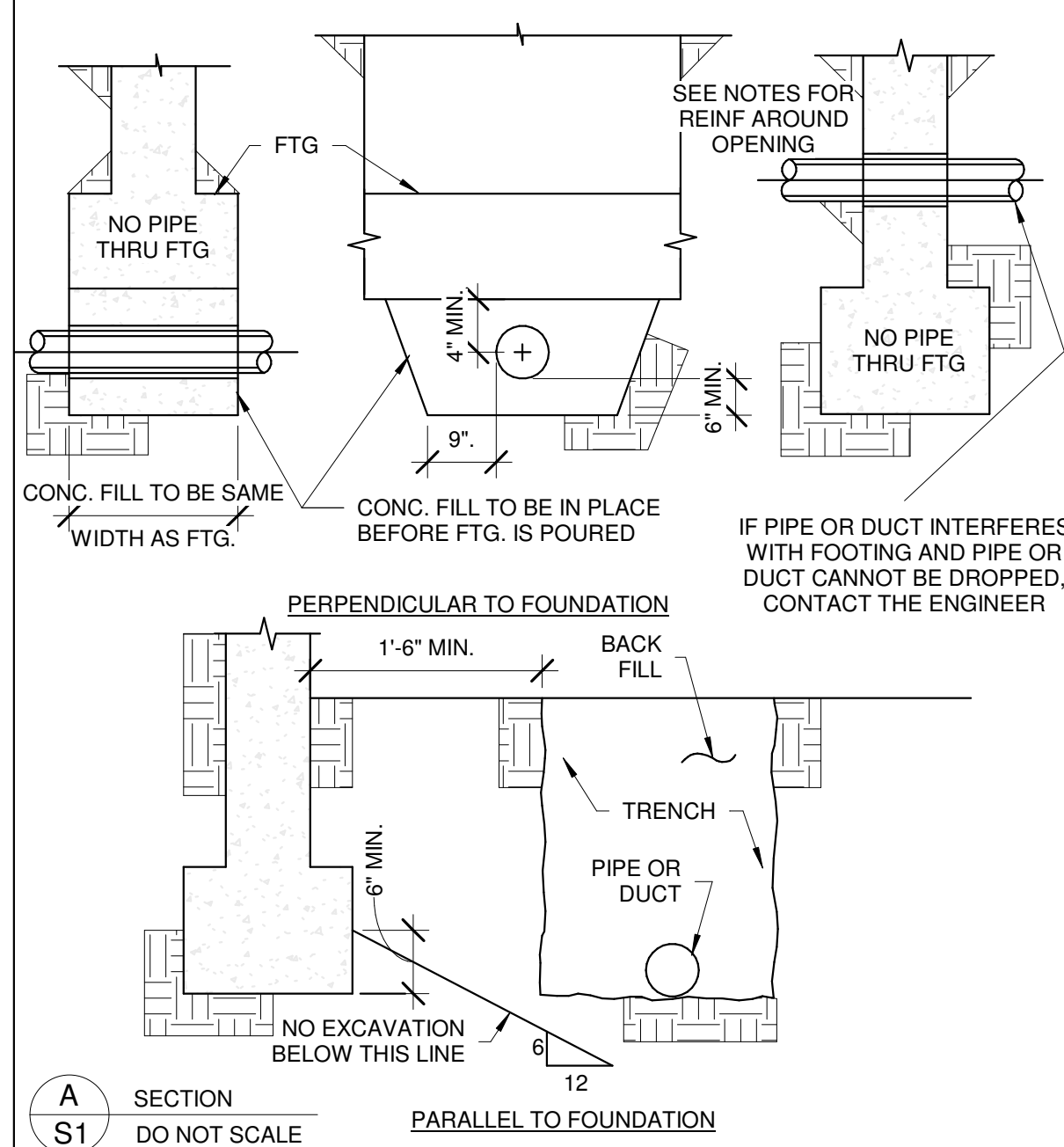
## SPLICE DETAIL

D  
S1 SECTION  
DO NOT SCALE

## JOIST PERPENDICULAR TO WALL

C  
S1 SECTION  
DO NOT SCALE

APR RATED PLYWOOD DEPICTED (HORIZONTAL ONLY)  
OSB APR RATED SHEATHING CAN BE ORIENTED  
EITHER HORIZONTAL OR VERTICAL

B  
S1 SECTION  
DO NOT SCALEA  
S1 SECTION  
DO NOT SCALE

## PARALLEL TO FOUNDATION

MIKE MULLER GABLE ADDITION  
437 MEADOWS DRIVE  
ALPINE, WYOMING

THIS DRAWING IS THE  
PROPERTY OF TSE ENGINEERS.  
IT IS TO BE USED FOR ANY  
CONSTRUCTION EXCEPT AS  
HEREIN INDICATED WITHOUT  
THE EXPRESS WRITTEN  
CONSENT OF TSE ENGINEERS

CHECKED BY: EVB  
DATE: 06/25/25  
DRAWN BY: EVB  
DATE: 06/25/25

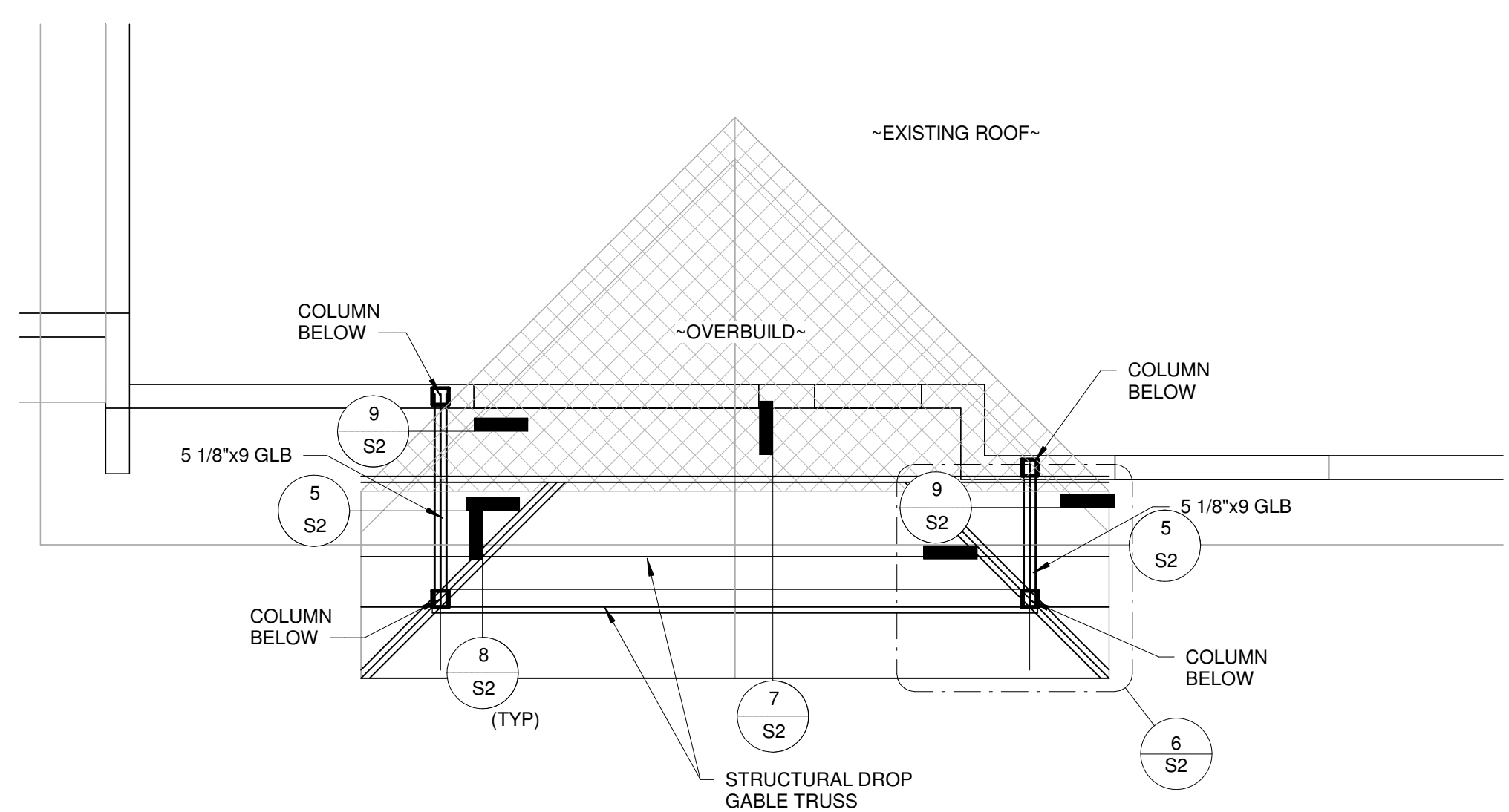
Professional Engineer  
ERIC BOLANDER  
17058  
06/25/25

136 SOUTH STATE STREET  
SHELLEY, IDAHO 83274  
PHONE (208)-357-2420  
FAX (208)-357-2419  
office@tsetoneing.com

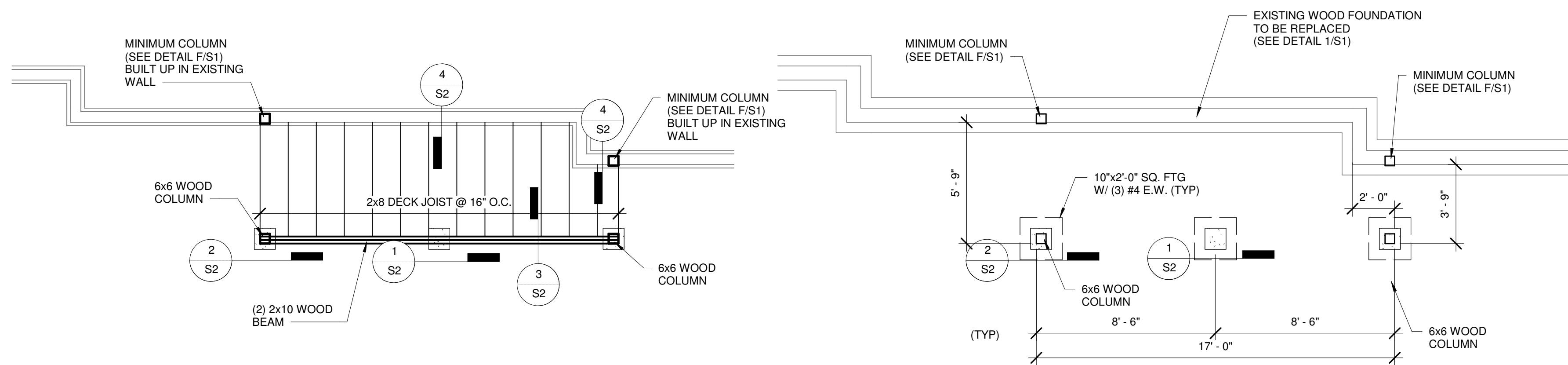
TSE ENGINEERS

PROJECT NO.  
222039  
SHEET NO.  
S1  
OF TWO



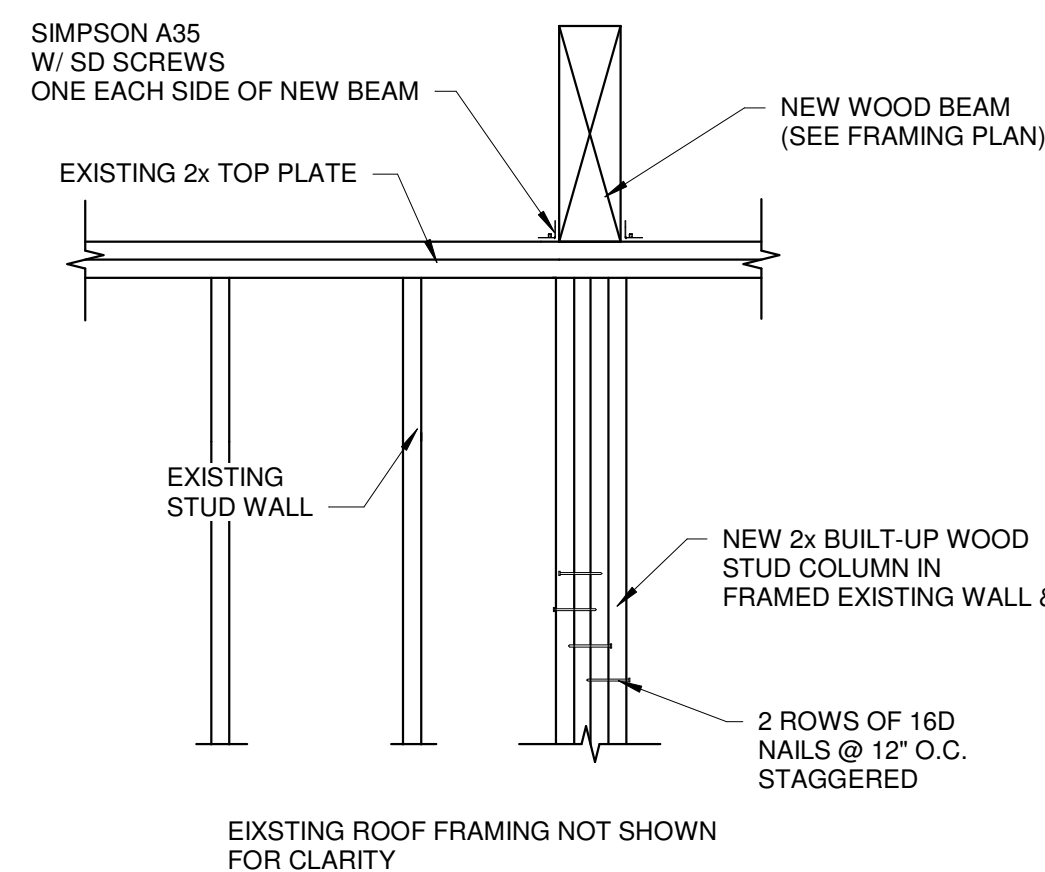


ROOF FRAMING PLAN  
1/4" = 1'-0"

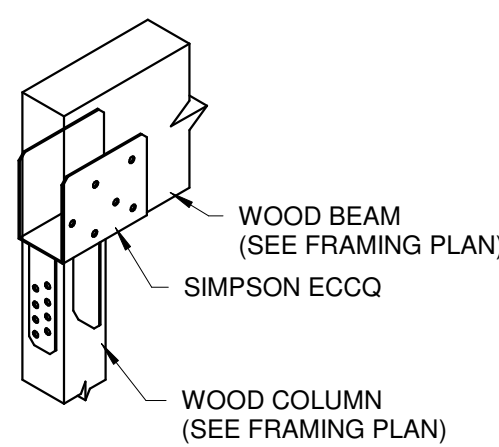


FIRST FLOOR FRAMING  
1/4" = 1'-0"

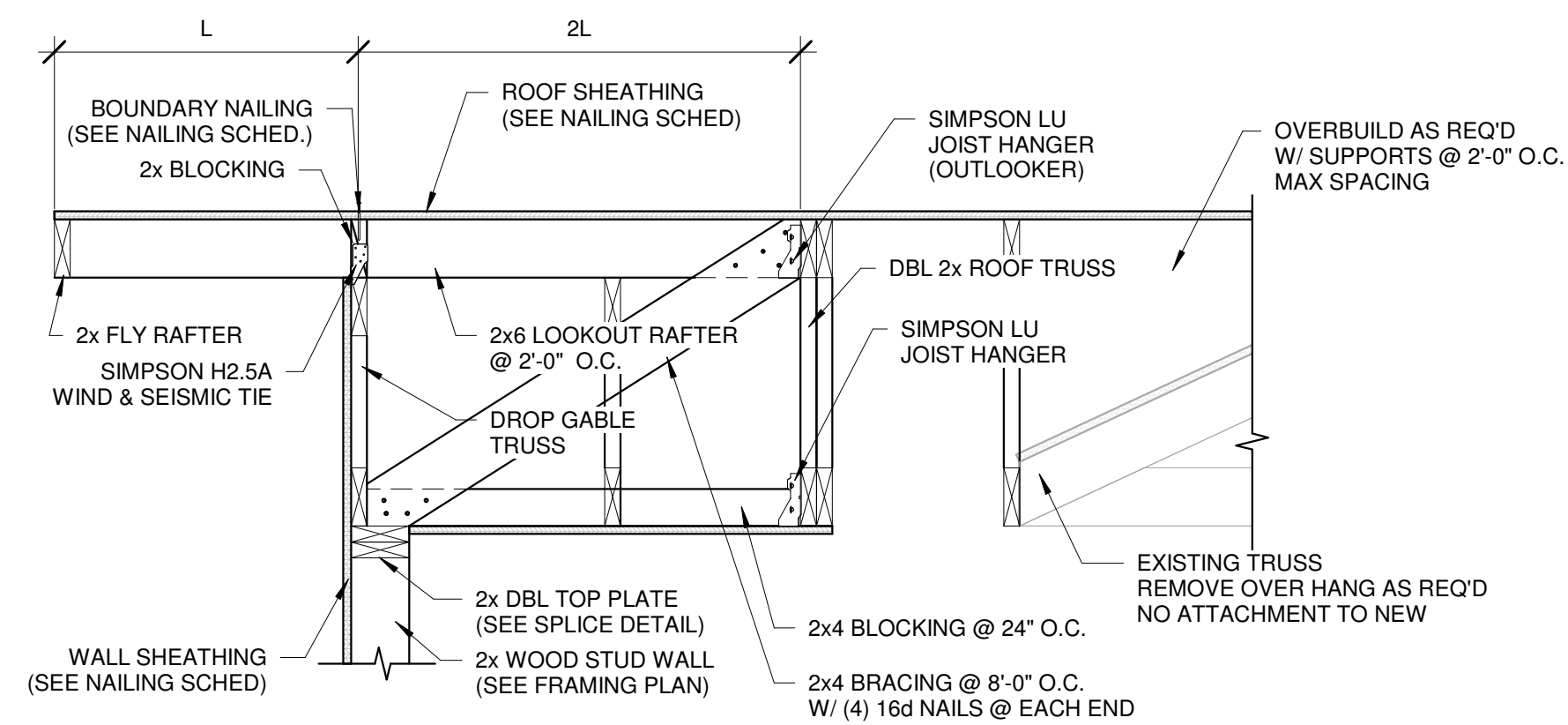
FOUNDATION PLAN  
1/4" = 1'-0"



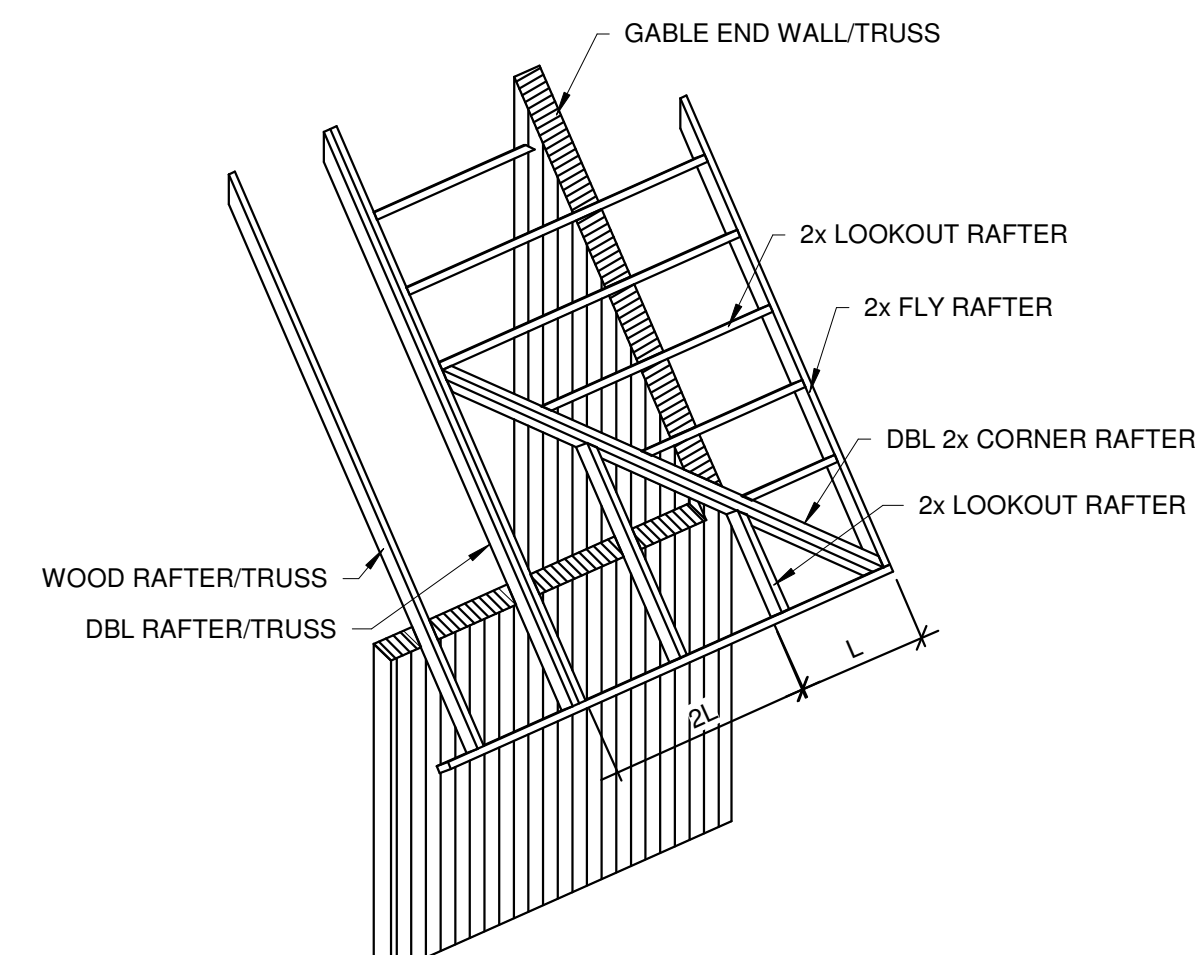
9 SECTION  
S2 DO NOT SCALE



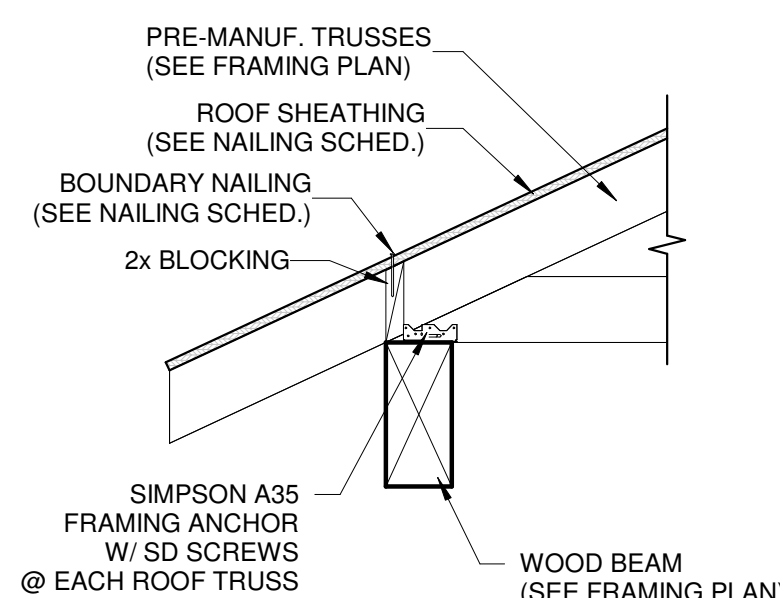
8 SECTION  
S2 DO NOT SCALE



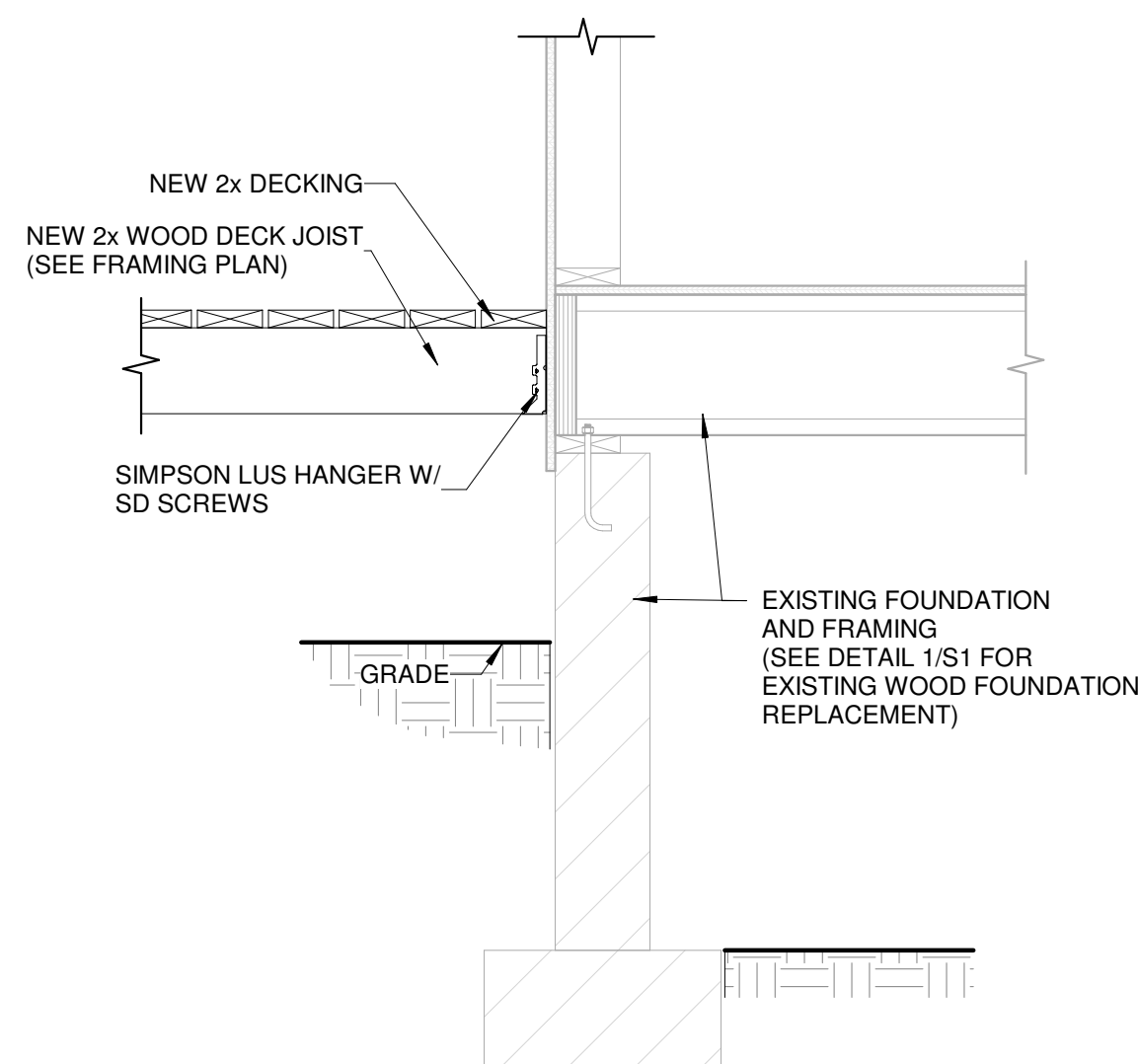
7 SECTION  
S2 DO NOT SCALE



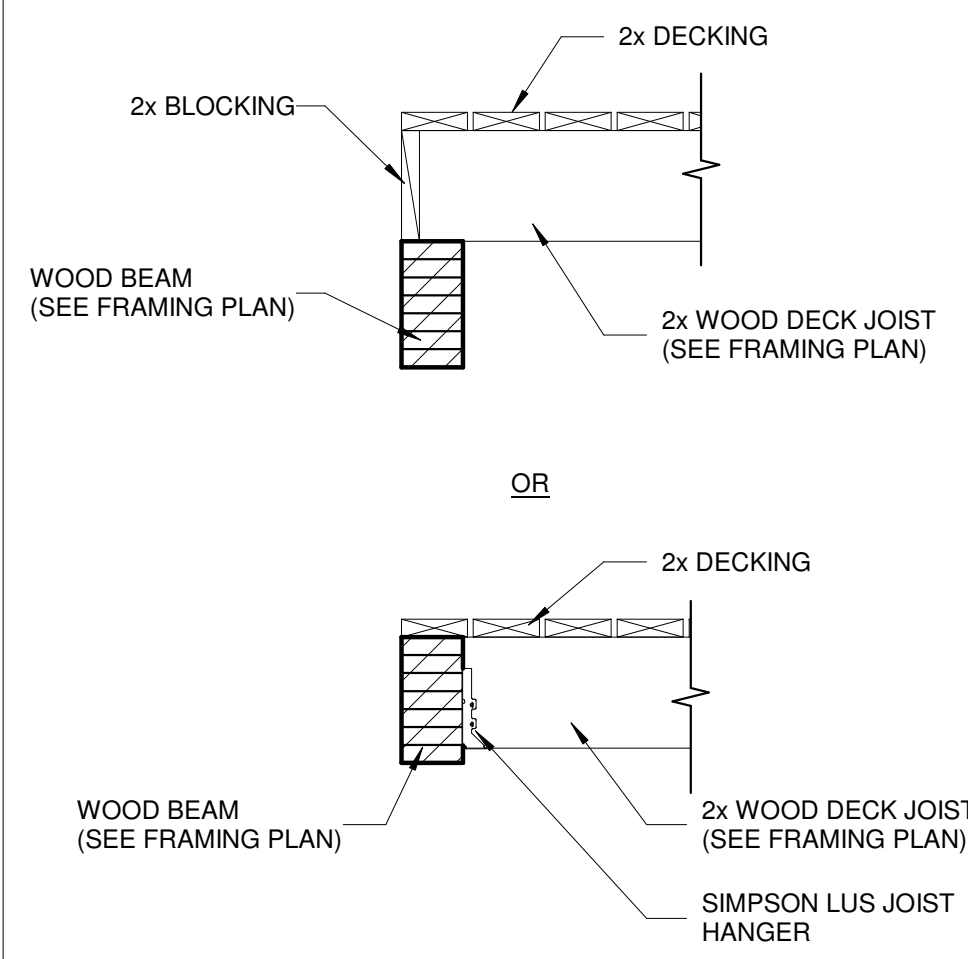
6 SECTION  
S2 DO NOT SCALE



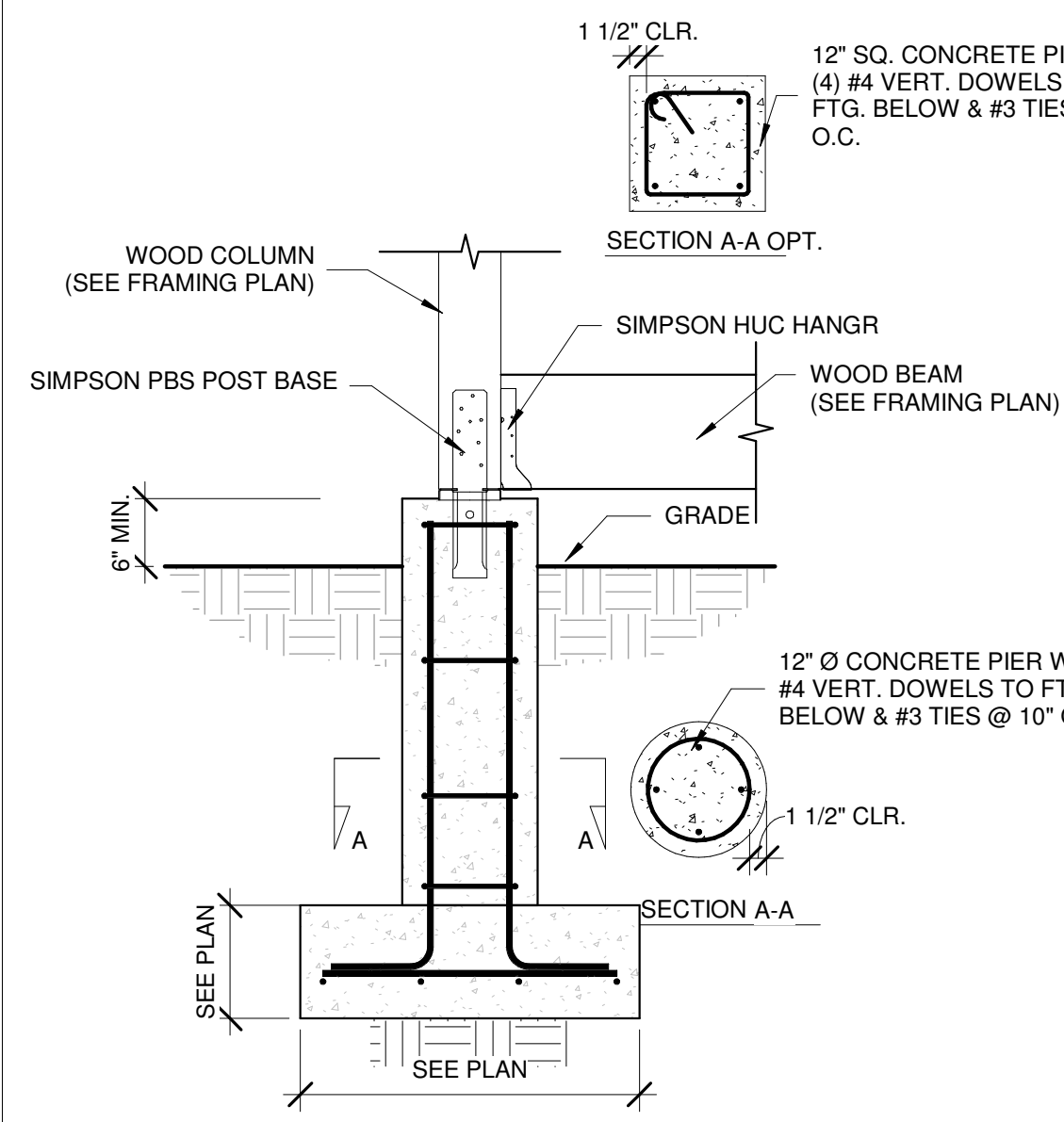
5 SECTION  
S2 DO NOT SCALE



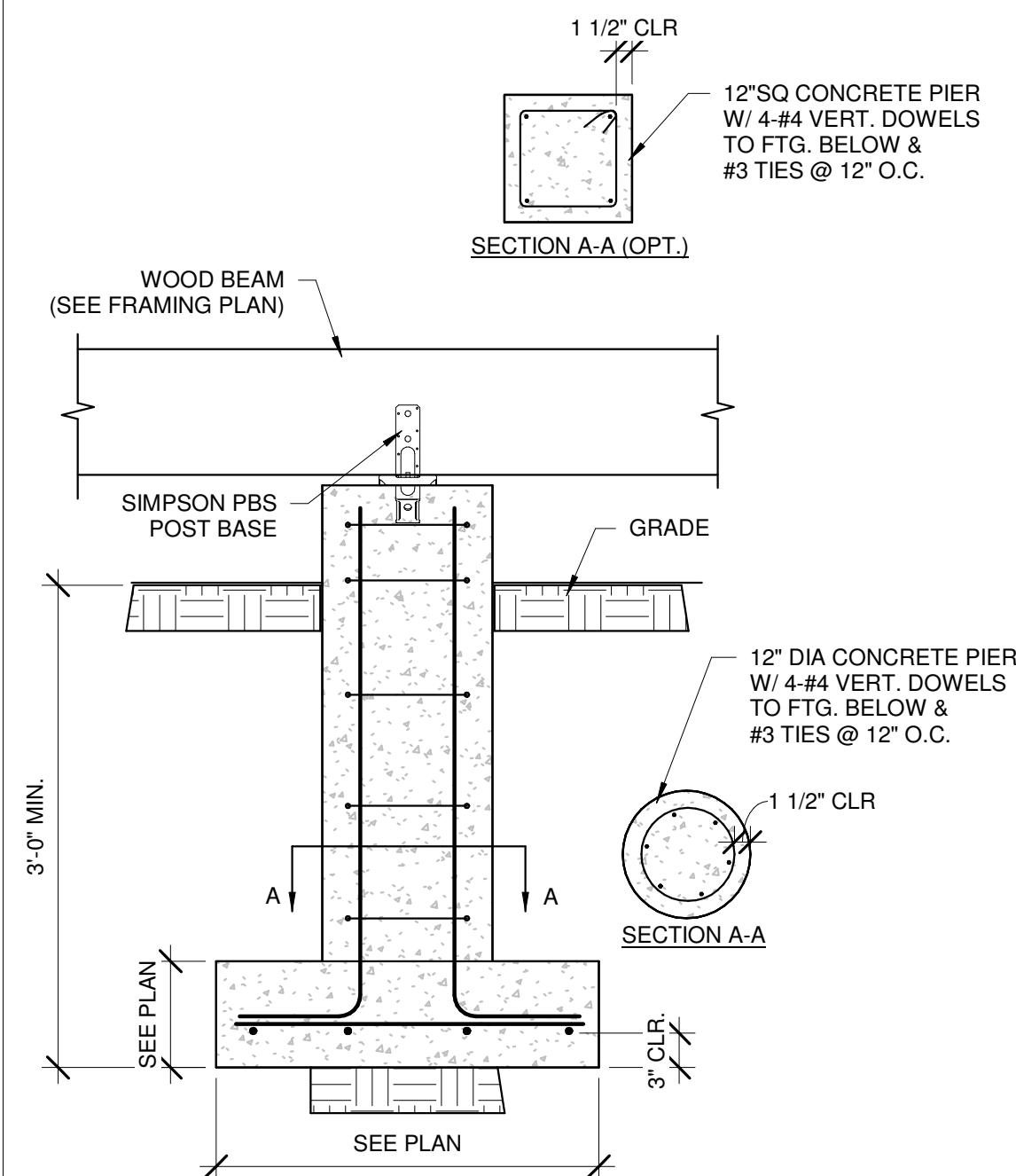
4 SECTION  
S2 DO NOT SCALE



3 SECTION  
S2 DO NOT SCALE



2 SECTION  
S2 DO NOT SCALE

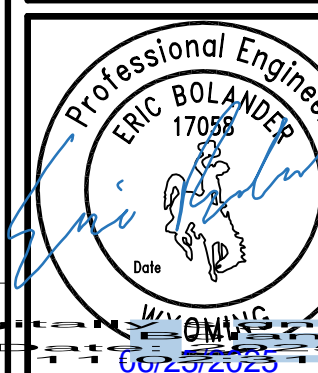


1 SECTION  
S2 DO NOT SCALE

COPYRIGHT © TSE ENGINEERS 2025 office@tetoneng.com

THIS DRAWING IS THE PROPERTY OF TSE ENGINEERS. IT IS TO BE USED FOR ANY CONSTRUCTION EXCEPT AS HEREIN INDICATED WITHOUT THE EXPRESS WRITTEN CONSENT OF TSE ENGINEERS.

CHECKED BY: EVB	DATE: 06/25/25
DRAWN BY: EVB	BY:
DATE:	REVISIONS:



136 SOUTH STATE STREET  
SHELLEY, IDAHO 83274  
PHONE (208)-357-2420  
FAX (208)-357-2419  
office@tetoneng.com

**TSE ENGINEERS**

PROJECT NO. 222039  
SHEET NO. S2  
OF TWO







**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-022  
A RESOLUTION ADOPTING THE UPDATED EMPLOYEE POLICY & PROCEDURE  
MANUAL**

---

**WHEREAS**, the Town Council of the Town of Alpine, Wyoming, after thorough review and consideration, recognizes the importance of maintaining clear and current personnel policies to guide the conduct and operation of Town employees;

**WHEREAS**, the Town has recently completed an update to its Employee Policy and Procedure Manual to reflect changes in law, best practices, and organizational needs;

**WHEREAS**, it is the intent of the Town Council to formally adopt the updated Manual, thereby designating it as the official edition of Town personnel policies and procedures;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING, THAT:**

**1. Adoption of Manual**

The Town Council hereby adopts the updated Town of Alpine Employee Policy and Procedure Manual, dated July 15, 2025, in its entirety, and designates it as the official personnel policy manual of the Town.

**2. Effective Date**

This Resolution shall be effective immediately upon adoption.

**3. Supersedure**

Upon its effective date, the updated Manual supersedes any and all prior versions of the Employee Policy and Procedure Manual previously adopted or adopted by reference by the Town.

**4. Implementation**

Town staff and officials are directed to distribute the updated Manual to all current employees and provide access to new employees as part of orientation.

---

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of July 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer



## Employee Policy and Procedure Manual

**This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Alpine retains the absolute right to terminate any employee at any time, with or without good cause. The Town of Alpine retains the right to change the contents of this document as it deems necessary, in accordance with applicable law.**

Updated 07-29-11  
Updated 04-19-16  
Updated 03-20-18  
Updated 02-18-20  
Updated 02-21-23  
Updated 07-15-25

This manual replaces all previous manuals and supersedes all earlier oral or written materials about The Town of Alpine policies and procedures. The Town of Alpine reserves the right to changes, add, or delete benefits and policies as necessary.



Introduction

The Town of Alpine Policy and Procedure Manual describes important information about this entity. I understand that I should consult with the mayor regarding any questions not answered in the Manual.

Since the information, policies, procedures, and benefits described in the Manual are subject to change, I acknowledge that revisions may occur, and I understand that such revisions may supersede, modify or eliminate existing policies. I further understand and agree that I will be bound by any such revisions during the term of my employment with the Town of Alpine. I further understand that any revisions or exceptions to the information in this manual will be in writing and approved by the Council of the Town of Alpine.

The rules, policies, procedures and benefits described in this manual supersede the terms of any previous rules, policies, procedures and benefits.

At-Will Employment Statement

Your employment with The Town of Alpine is a voluntary one and is subject to termination by you or The Town of Alpine at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of The Town of Alpine employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Town of Alpine.

These personnel policies are not intended to be a contract of employment or a legal document.

I acknowledge that I have read the Town of Alpine Policy and Procedure Manual and understand my rights and responsibilities as an employee of the Town of Alpine as outlined therein. Further, I specifically agree to abide by the policies as set forth in the Policy and Procedure Manual.

Employee Name (Printed)Date

Employee SignatureDate

<b>Introduction</b>	1
<b>“At Will Acknowledgement</b>	1
<b>Confidential Information &amp; Conflict of Interest</b>	
Confidentiality	4
Conflict of Interest	4
<b>Anti-Discrimination &amp; Harassment</b>	
Equal Opportunity Policy	5
Policy Prohibiting Harassment and Discrimination	5
Prohibited Behavior	5
Harassment by Non-employees	6
Prohibition against Retaliation	7
<b>Employment Relationship</b>	
Employee Privacy	8
Employment Classification	9
Workweek and Hours of Work	10
Meal and Rest Breaks	10
Time Records	10
Overtime	10
Deductions from Pay/Safe Harbor Exempt Employees	10
Paychecks	11
Access to Personnel Files	11
Employment of Relatives and Domestic Partners	11
Voluntary Separation from Employment	12
Public Works Department Uniform Policy	12
<b>Conduct Standards</b>	
Equipment & Vehicles	13
Computer, Email & Internet Usage	13
Drug and Alcohol Policy	13
Searches	14
Drug Testing	14
Smoking Policy	14
<b>General Employment</b>	
Employee Records	15
Job Postings & Promotions	15
Reference/Background Checks	15
Termination, Resignation & Discharge	16
<b>Safety &amp; Emergency</b>	
Safety	17
Security	17

<b>Employee Benefits</b>	
Cobra	18
Life Insurance	18
Medical Insurance	18
Short-Term Disability Insurance	18
Retirement Savings Plan	19
Travel & Expense	19
Worker's Compensation	20
<b>Leave Policies</b>	
Observed Holidays	21
Working on a Holiday	21
PTO – Paid Time Off	22
PTO Carry-over/Forfeited	22
PTO Termination, Resignation, and Discharge	22
Funeral Leave	23
Military Leave	23
Time off to Vote	23
Jury Duty	24
Leave Request Forms	25
<b>Acknowledgement</b>	<b>26</b>



## **Confidential Information & Conflict of Interest**

### **Confidentiality**

It is the policy of the Town of Alpine that employees of the Town of Alpine may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Town of Alpine to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Town of Alpine has authorized disclosure.

Employees shall use confidential information solely for the purpose of performing services as an employee for the Town of Alpine. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Upon the termination of an employee's, volunteer's or contractor's relationship with the Town of Alpine, he or she shall return, at the request of the Town of Alpine, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

### **Conflict of Interest**

No employee may engage in any activity or enterprise which conflicts with his/her duties as an employee of the Town of Alpine or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

## **Anti-discrimination & Harassment**

### **Equal Opportunity Policy**

The Town of Alpine provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawful discrimination on any prohibited basis. The Town of Alpine will make reasonable accommodations for disabled employees and prohibits discrimination based on disability in accordance with the Americans with Disability Act of 1990.

It is also the Town of Alpine's policy to comply with all applicable laws prohibiting discrimination in employment. This includes Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the American with Disabilities Act of 1990, and any other applicable federal, state, and local statutory provisions.

### **Policy Prohibiting Harassment and Discrimination**

The Town of Alpine strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

### **Prohibited Behavior**

The Town of Alpine does not and will not tolerate any type of harassment of our employees or applicants for employment. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to epithets, derogatory comments, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, nation origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or

- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, prohibited behavior includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

## **Harassment by Non-employees**

The Town of Alpine will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

Complaint procedure and Investigation:

An employee may select the procedure under which the harassment complaint will be filed. The varieties of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact the mayor immediately or an elected official.

The Town of Alpine will conduct a prompt investigation with as much confidentiality as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Town of Alpine in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the mayor.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Anyone found to have been engaging in such wrongful behavior will be subject to appropriate discipline, up to and including termination.



## **Prohibition against Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

## Employment Relationship

### Employee Privacy

It is the Town of Alpine's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. The Town of Alpine regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

**Video surveillance.** As part of its security measures and to help ensure a safe workplace, The Town of Alpine may position video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

### Privacy—Social Security Numbers

#### Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

**Purpose.** This policy and procedure explains The Town of Alpine's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

**Policy.** It is The Town of Alpine's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

**Procedure.** Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting

purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

**Retention and access to Social Security numbers.** All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

**Unauthorized use/disclosure of Social Security numbers.** Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

## Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, The Town of Alpine classifies its employees as shown below. The Town of Alpine may review or change employee classifications at any time.

**Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, full time.** Employees who are not in a temporary status and work an average of more than 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, part time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees may be eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, full time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, full time employees are not eligible for benefits.

**Temporary, part time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part time employees are not eligible for benefits.

## Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are Monday – Thursday 9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 12:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

## Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who finds it necessary to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be coordinated by the department supervisor. Rest breaks cannot be combined. Rest breaks cannot be utilized to leave early.

## Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each week, you and your supervisor must sign the time sheet attesting to its correctness before forwarding it to the Mayor's Office for approval.

## Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or the Mayor.

## Deductions from Pay/Safe Harbor Exempt Employees

The Town of Alpine does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *and*



- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Treasurer's Office. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## Paychecks

The Town of Alpine's pays its employees bi-weekly on the Friday following the end of the pay period. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

## Access to Personnel Files

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

## Voluntary Separation from Employment

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the Town Council Personnel Liaison - Personnel Director will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay, which will include payment of accrued vacation not to exceed 160 hours. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

## Public Works Department Uniform Policy

The purpose of this policy is to encourage all employees within the Public Works Department to wear a uniform while on duty to support a professional appearance, enhance safety, and promote team cohesion.

### 1. **Uniform Recommendation:**

All employees in the Public Works Department **should** wear the designated uniform during their scheduled work hours. Wearing the uniform in a clean, presentable, and professional manner is strongly encouraged.

### 2. **Uniform Components:**

The recommended uniform may consist of, but is not limited to:

- Department-issued shirts or jackets (reflective or high-visibility as appropriate)
  - Safety gear (hard hats, gloves, etc., as needed for specific tasks)
  - Pants or shorts as designated by the department
  - Closed-toe, durable footwear
- Additional items may be suggested depending on the specific duties of the employee.

### 3. **Safety Considerations:**

Uniforms should meet all safety guidelines related to visibility, durability, and functionality for specific tasks. Employees are encouraged to wear uniforms that are in good condition and free from any defects that may affect safety or performance.

### 4. **Responsibility:**

Employees are responsible for maintaining their uniforms in good condition. The department will provide each employee with an initial uniform set and may provide replacements as needed.

### 5. **Non-Compliance:**

While uniform use is not mandatory, failure to wear appropriate clothing that meets safety standards or reflects professional expectations may result in guidance or corrective conversation to ensure workplace standards are met.

## **Conduct Standards**

### **The Town of Alpine Equipment and Vehicles**

When using the Town of Alpine property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify the mayor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask the mayor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Town of Alpine resulting from such use.

#### **Seat Belts**

Drivers and passengers of Town of Alpine owned vehicles, equipment, or personal vehicles being used for official Town of Alpine business purposes, are required to have seat belts on and fastened whenever the vehicle or equipment is in motion. The Town of Alpine prohibits non-employees from being allowed in town owned vehicles or equipment. Personal use of Town of Alpine owned vehicles or equipment is strictly prohibited.

### **Computer, Email and Internet Usage**

The Town of Alpine recognizes that use of the Internet has many benefits for the Town of Alpine and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately.

### **Drug and Alcohol Policy**

The Town of Alpine strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our entity.

Employees are prohibited from using or being under the influence of alcohol while performing company business for the Town of Alpine, while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

Employees of the Town of Alpine are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite.

You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any town facilities, while operating a motor vehicle for any job-related purpose of while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

## **Searches**

The Town of Alpine may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

## **Drug Testing**

The Town of Alpine retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The Town of Alpine may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol, any incident causing damage to town equipment or vehicles or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## **Smoking Policy**

Smoking is prohibited inside the Town of Alpine facilities, although the Town of Alpine may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. No smoking is allowed in the Town of Alpine vehicles or equipment.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.



## **General Employment**

### **Employee Records**

The town shall maintain in the town clerk's office one personnel file on each Town of Alpine employee.

It is the employee's responsibility to notify the clerk of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of the Town of Alpine. Employees may review their files under supervision.

### **Job Postings & Promotions**

The Town of Alpine has a job posting program to inform employees of available staff positions. Job vacancies will be filled whenever possible by promoting qualified employees from within the Town of Alpine

To apply for a posted position, an employee must:

- Have completed any mandatory introductory period at a satisfactory performance level;
- Meet the minimum requirements for the position; and
- Have not received written reprimand within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the clerk indicating interest in the position. Qualified employees must inform the mayor that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

The Town of Alpine has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

### **Reference/Background Checks**

The Town of Alpine conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, up to and including termination. Applicants who have provided false information may be eliminated from further consideration for employment.

## **Termination, Resignation and Discharge**

Unless expressly prescribed by statute or contract, employment with the Town of Alpine is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time an employee elects to resign his or her employment with the Town of Alpine, at least two weeks notice, while not necessary, would be appreciated.

Any employee who is discharged by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and all vacation time that has been accrued up to but not to exceed 160 hours.

## Safety and Emergency

### Safety and Accident Reporting

The Town of Alpine is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to the mayor. If the nature of your accident is such that you are unable to contact the mayor immediately, you must do so at the earliest possible time available to you. Seek help from outside emergency response agencies, if needed. An accident form must also be filled out by you. The accident form is available in the *Town of Alpine Accident Prevention and Safety Manual*.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the town clerk.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the clerk.

### Security

The Town of Alpine is committed to ensuring employees' security. If you have a security concern, contact the mayor.

## **Employee Benefits**

### **Cobra**

If an employee leaves their position with the Town of Alpine and has had insurance through the Town of Alpine, the employee may be eligible for COBRA (Continuation Health Insurance Coverage). This will be the responsibility of the employee to arrange with the Town of Alpine and the insurance company.

### **Life Insurance**

With the employee health insurance there is also a life insurance rider. Every eligible employee that has health insurance will also have life insurance.

### **Medical Insurance**

The Town of Alpine may provide employee and family coverage in group medical including dental insurance to all eligible employees. There is an 80/20 split with the employees paying 20% and the town paying 80% of the cost. This will automatically be taken out of your paycheck each pay period as a payroll deduction. All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status. Full time employees must apply for medical insurance coverage within sixty (60) days of his or her hire date to comply with the Patient Protection and Affordable Care Act.

### **Voluntary Short-Term Disability Insurance**

The Town of Alpine offers voluntary short-term disability (STD) insurance to eligible full-time employees. This benefit provides partial income replacement in the event of a non-work-related illness or injury that prevents the employee from working. Benefits begin after a 7-calendar-day waiting period and provide 60% of the employee's base weekly earnings, with a maximum duration of 13 weeks per qualifying incident. Full policy terms, including limitations and conditions, are defined by the insurance provider.

There is an 80/20 premium split, with the Town paying 80% and the employee paying 20%. The employee's portion is deducted from each paycheck and will begin following the 90-day probationary period. Premiums are subject to annual adjustment based on insurer rates. Employees must enroll during the initial hire period or during annual open enrollment. Those who decline initially may be required to provide medical evidence of insurability to enroll later. Employees carried on leave without pay status must bear the full cost of all benefits after thirty (30) calendar days. Coverage ends on the last day of the month in which the employee separates from employment, reduces hours below eligibility, or otherwise ceases active employment. Continuation of coverage may be available under COBRA or applicable state continuation laws.



## Retirement Savings Plan

The Town of Alpine full-time and part-time hourly employees are eligible and provided with a retirement savings plan through the Wyoming State Retirement Plan. Eligible employees are eligible for retirement savings commencing on his or her hire date. WRS-1 Registration Forms are due to WRS within 10 business days of the employee's date of hire. WRS-7 Notice of Termination Forms are due to WRS within 10 days of the employee's termination. WRS-13 Unpaid Leave of Absence Forms are also due to WRS within 10 days of approval of absence. The plan includes a provision for employee tax deferred compensation contributions. The amount of contribution is based on the Wyoming Retirement System rate. When applicable, all eligible employees must pay match established by the Wyoming State Retirement Plan.

In addition to the pension plans administered by Wyoming Retirement System (WRS) an employee may elect to participate in the WRS 457(b) Deferred Compensation Plan through a payroll deduction. As administrator of the 457 Plan, WRS assumes the role of amending the Plan Document which governs the Plan, pursuant to Section 457 of the Internal Revenue Code as well as applicable legislative changes.

## Travel & Expense

Employees (full-time, part-time, elected officials, and appointed personnel) will be reimbursed for all **reasonable** and **necessary** expenses they incur while traveling on the Town of Alpine business. If you are going out of town for the sole purpose to purchase items for the town, your mileage will be reimbursed. However, if you are conducting any personal matters and you decide to help the town with errands, you will not be reimbursed for mileage. Only Town of Alpine vehicles and/or authorized equipment will be allowed to charge fuel at local gas stations and with town credit cards. The Town of Alpine will reimburse an employee the rate for mileage established annually by the Internal Revenue Service; no more or no less. The Town of Alpine will reimburse an employee for meals at the rate for per diem meals established annually by the Internal Revenue Service. **NO Alcoholic Beverages** shall be reimbursable. Receipts need to be kept and turned into the clerk/treasurer in order to be reimbursed. Full and/or part-time employees will be paid for their regular time while at meetings or trainings for the town. Elected officials will have motels paid, mileage and meals reimbursed at the rate for per diem meal and lodging established annually by the Internal Revenue Service. The town reserves the right to adjust unreasonably high expenses. If an employee takes a spouse or guest, the town will not be responsible for their expenses, nor will they be reimbursable.

You must record all travel and business activities on the Town of Alpine Expense Report Form and submit it to the town clerk/treasurer for reimbursement.

## Worker's Compensation

The Town of Alpine provides Workers Compensation Insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Town of Alpine. If you become ill or injured, please get medical attention at once. You must also report the details to the mayor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

The clerical staff of Clerk/Treasurer, Deputy Clerk, Court Clerk, Planning and Zoning Secretary and Administrative Assistant are covered by the Clerical Office Occupations designation.

Wyoming Workers' Compensation Rules & regulations defines "Clerical Office Occupations" as follows: Employees whose duties are confined to keeping the books and records of the business or who are engaged wholly in office work where such books and records are kept. Employees shall have a physical separation from exposure to the hazards associated with the business' normal activities. Employees shall not have direct contact with, supervision of, or be involved in physical labor of, the employer's operation, except, if incidental. Employees who qualify may include employees who work with financial or employee records, correspondence, or telephone duties. Employees qualifying for the clerical office occupation classification who perform any duties outside of the clerical office area or who perform duties which are not directly related to the performance duties inside the clerical office, become disqualified for the clerical office occupation classification for the reporting period when the non-clerical work is performed. The limited exceptions allowed are solely for the direct travel to and from a local post office, bank, or office supply store.

## Leave Policies

### Observed Holidays

The Town of Alpine observes the following:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day

### Working on a Holiday

Due to business needs, some employees may be required to work on observed holidays. If required to work on a town holiday, full-time hourly employees will be paid at straight time for the holiday in addition to the rate of one and one-half (1 ½) times their regular pay for the hours worked.

Salaried exempt employees, if required to work on a town holiday, are entitled to an alternate day off with pay.

Should the Town of Alpine holiday occur during your vacation, you may add an additional day either at the beginning or the end of the vacation period, with approval of your supervisor.

### Holidays that fall on a Saturday or Sunday but, are Observed on a Weekday

Due to business needs, some employees may be required to work on a holiday that is observed on a weekday. If required to work on the above dates when the holiday falls on a Saturday or Sunday, full-time hourly employees will be paid a rate of one and one-half (1 ½) times their regular pay for the hours worked.

# PTO – Paid Time Off

Bi-weekly Accrual of PTO Leave for Non-Exempt Employees:

0 days - 5 years	4.615 Hours (3 weeks)
5 years - 15 years	6.15 Hours (4 weeks)
15 years plus	7.69 Hours (5 weeks)

Accrual of PTO Leave for Exempt Employees:

0 days - 5 years	6.15 Hours (4 weeks)
5 years - 15 years	7.69 Hours (5 weeks)
15 years plus	9.23 Hours (6 weeks)

PTO can be used for any reason, and it replaces vacation and sick leave PTO shall accrue for full-time employees beginning on their 1<sup>st</sup> day of employment. Employees may use PTO 90 days after hire date. PTO must be accrued prior to being used by an employee.

## Prior Approval

Because PTO will be used when an employee is sick, it may not always be possible to receive prior approval. When employees are sick it is required to notify their supervisor as soon as practical prior to the beginning of their regular workday if they are unable to work.

If PTO is used for any scheduled or planned absence (scheduled and planned absences shall be defined as vacation, personal time, time off for appointments, or family leave exceeding 4 hours) employees must submit a Time Off Request Form to allow the employer to plan for the employee’s absence.

The Town of Alpine reserves the right not to approve a vacation request if it will interfere with the Town of Alpine operations or adversely affect coverage of job and staff requirements. Whenever possible, employees’ request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail

## PTO Carry-over/Forfeited

PTO may be carried into another calendar year with a maximum accrual of 160 hours of PTO time. Any accrued PTO exceeding the above limit will be forfeited at the end of the calendar year.

## PTO Termination, Resignation, and Discharge

Any employee who is terminated, resigns, or is discharged by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and PTO time that has been accrued up to but not to exceed 80 hours.

An employee may not use PTO time to extend their employment at retirement.



## **Funeral Leave**

In the event of the death of a member of the immediate family (as used in W.S. 27-3-507 means a person who is related and is a spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, sibling-in-law, grandparent, or grandchild) each employee shall be entitled to three days leave with pay for funeral arrangements and attendance. The employee may use PTO if an extension of time is needed. Proof of the death and or relationship may be requested.

## **Military Leave**

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Town of Alpine prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. Reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted or is recalled to active duty for a period of not more than four years, such leave will protect the employee's service for the Town of Alpine. Employees are required to notify the mayor immediately after receiving orders for active duty.

Upon satisfactory completion of the employee's military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided the employee is qualified and the Town of Alpine circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid for by the Town of Alpine for a period not to exceed 12 months.

## **Time Off to Vote**

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day.

## **Jury Duty**

The Town of Alpine supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall lose regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between the pay received for this service and the employees' regular pay. The employee shall provide proof of all compensation received to the clerk/treasurer.

You must inform the Clerk/Treasurer and your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits.

**Paid Time Off (PTO) Leave Request Form**

Date of request: \_\_\_\_\_ Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

**PTO** (Vacation/Scheduled or Planned Absence)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Bereavement leave** (Up to three days of paid leave due to a death in the immediate family is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Jury duty leave** (Up to five days of paid leave for jury service is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

This form should not be used to request leave under the Family and Medical Leave Act (FMLA) or to request leave as an accommodation under the Americans with Disabilities Act (ADA). Employees should consult with HR to request leave under the FMLA or ADA.

_____ Employee signature	_____ Date
_____ Supervisor signature	_____ Date

**ACKNOWLEDGEMENT**

I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The Town of Alpine retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that the Town of Alpine has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to the Town of Alpine and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Town of Alpine. I understand that I must comply with all of the provisions of the Manual to have access to and use the Town of Alpine resources. I also understand that if I do not comply with all provisions of the Manual, my access to the Town of Alpine resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Town of Alpine’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date





## Employee Policy and Procedure Manual

**This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Alpine retains the absolute right to terminate any employee at any time, with or without good cause. The Town of Alpine retains the right to change the contents of this document as it deems necessary, in accordance with applicable law.**

Updated 07-29-11  
Updated 04-19-16  
Updated 03-20-18  
Updated 02-18-20  
Updated 02-21-23  
Updated 07-15-25

This manual replaces all previous manuals and supersedes all earlier oral or written materials about The Town of Alpine policies and procedures. The Town of Alpine reserves the right to changes, add, or

Introduction

The Town of Alpine Policy and Procedure Manual describes important information about this entity. I understand that I should consult with the mayor regarding any questions not answered in the Manual.

Since the information, policies, procedures, and benefits described in the Manual are subject to change, I acknowledge that revisions may occur, and I understand that such revisions may supersede, modify or eliminate existing policies. I further understand and agree that I will be bound by any such revisions during the term of my employment with the Town of Alpine. I further understand that any revisions or exceptions to the information in this manual will be in writing and approved by the Council of the Town of Alpine.

The rules, policies, procedures and benefits described in this manual supersede the terms of any previous rules, policies, procedures and benefits.

At-Will Employment Statement

Your employment with The Town of Alpine is a voluntary one and is subject to termination by you or The Town of Alpine at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of The Town of Alpine employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Town of Alpine.

These personnel policies are not intended to be a contract of employment or a legal document.

I acknowledge that I have read the Town of Alpine Policy and Procedure Manual and understand my rights and responsibilities as an employee of the Town of Alpine as outlined therein. Further, I specifically agree to abide by the policies as set forth in the Policy and Procedure Manual.

Employee Name (Printed)Date

Employee SignatureDate

<b>Introduction</b>	1
<b>“At Will Acknowledgement</b>	1
<b>Confidential Information &amp; Conflict of Interest</b>	
Confidentiality	4
Conflict of Interest	4
<b>Anti-Discrimination &amp; Harassment</b>	
Equal Opportunity Policy	5
Policy Prohibiting Harassment and Discrimination	5
Prohibited Behavior	5
Harassment by Non-employees	6
Prohibition against Retaliation	7
<b>Employment Relationship</b>	
Employee Privacy	8
Employment Classification	9
Workweek and Hours of Work	10
Meal and Rest Breaks	10
Time Records	10
Overtime	10
Deductions from Pay/Safe Harbor Exempt Employees	10
Paychecks	11
Access to Personnel Files	11
Employment of Relatives and Domestic Partners	11
Voluntary Separation from Employment	12
Public Works Department Uniform Policy	12
<b>Conduct Standards</b>	
Equipment & Vehicles	13
Computer, Email & Internet Usage	13
Drug and Alcohol Policy	13
Searches	14
Drug Testing	14
Smoking Policy	14
<b>General Employment</b>	
Employee Records	15
Job Postings & Promotions	15
Reference/Background Checks	15
Termination, Resignation & Discharge	16
<b>Safety &amp; Emergency</b>	
Safety	17
Security	17

<b>Employee Benefits</b>	
Cobra	18
Life Insurance	18
Medical Insurance	18
Short-Term Disability Insurance	18
Retirement Savings Plan	19
Travel & Expense	19
Worker's Compensation	20
<b>Leave Policies</b>	
Observed Holidays	21
Working on a Holiday	21
PTO – Paid Time Off	22
PTO Carry-over/Forfeited	23
PTO Termination, Resignation, and Discharge	23
Funeral Leave	24
Military Leave	24
Time off to Vote	24
Jury Duty	26
Leave Request Forms	
<b>Acknowledgement</b>	27
Transition of Vacation and Sick Leave to PTO, and Optional Short-Term Disability Insurance Letter	28



## **Confidential Information & Conflict of Interest**

### **Confidentiality**

It is the policy of the Town of Alpine that employees of the Town of Alpine may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Town of Alpine to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Town of Alpine has authorized disclosure.

Employees shall use confidential information solely for the purpose of performing services as an employee for the Town of Alpine. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Upon the termination of an employee's, volunteer's or contractor's relationship with the Town of Alpine, he or she shall return, at the request of the Town of Alpine, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

### **Conflict of Interest**

No employee may engage in any activity or enterprise which conflicts with his/her duties as an employee of the Town of Alpine or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

## **Anti-discrimination & Harassment**

### **Equal Opportunity Policy**

The Town of Alpine provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawful discrimination on any prohibited basis. The Town of Alpine will make reasonable accommodations for disabled employees and prohibits discrimination based on disability in accordance with the Americans with Disability Act of 1990.

It is also the Town of Alpine's policy to comply with all applicable laws prohibiting discrimination in employment. This includes Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the American with Disabilities Act of 1990, and any other applicable federal, state, and local statutory provisions.

### **Policy Prohibiting Harassment and Discrimination**

The Town of Alpine strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

### **Prohibited Behavior**

The Town of Alpine does not and will not tolerate any type of harassment of our employees or applicants for employment. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to epithets, derogatory comments, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, nation origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or

- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, prohibited behavior includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

## **Harassment by Non-employees**

The Town of Alpine will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

Complaint procedure and Investigation:

An employee may select the procedure under which the harassment complaint will be filed. The varieties of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact the mayor immediately or an elected official.

The Town of Alpine will conduct a prompt investigation with as much confidentiality as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Town of Alpine in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the mayor.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Anyone found to have been engaging in such wrongful behavior will be subject to appropriate discipline, up to and including termination.

## **Prohibition against Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.



# Employment Relationship

## Employee Privacy

It is the Town of Alpine's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. The Town of Alpine regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

**Video surveillance.** As part of its security measures and to help ensure a safe workplace, The Town of Alpine may position video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

## Privacy—Social Security Numbers

### Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

**Purpose.** This policy and procedure explains The Town of Alpine's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

**Policy.** It is The Town of Alpine's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

**Procedure.** Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting

purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

**Retention and access to Social Security numbers.** All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

**Unauthorized use/disclosure of Social Security numbers.** Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

## Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, The Town of Alpine classifies its employees as shown below. The Town of Alpine may review or change employee classifications at any time.

**Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, full time.** Employees who are not in a temporary status and work an average of more than 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, part time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees may be eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, full time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, full time employees are not eligible for benefits.

**Temporary, part time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part time employees are not eligible for benefits.

## Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are Monday – Thursday 9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 12:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

## Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who finds it necessary to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be coordinated by the department supervisor. Rest breaks cannot be combined. Rest breaks cannot be utilized to leave early.

## Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each week, you and your supervisor must sign the time sheet attesting to its correctness before forwarding it to the Mayor's Office for approval.

## Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or the Mayor.

## Deductions from Pay/Safe Harbor Exempt Employees

The Town of Alpine does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *and*
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Treasurer's Office. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## Paychecks

The Town of Alpine's pays its employees bi-weekly on the Friday following the end of the pay period. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

## Access to Personnel Files

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.



## Voluntary Separation from Employment

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the Town Council Personnel Liaison - Personnel Director will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay, which will include payment of accrued vacation not to exceed 160 hours. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

## Public Works Department Uniform Policy

The purpose of this policy is to encourage all employees within the Public Works Department to wear a uniform while on duty to support a professional appearance, enhance safety, and promote team cohesion.

### 1. Uniform Recommendation:

All employees in the Public Works Department **should** wear the designated uniform during their scheduled work hours. Wearing the uniform in a clean, presentable, and professional manner is strongly encouraged.

### 2. Uniform Components:

The recommended uniform may consist of, but is not limited to:

- Department-issued shirts or jackets (reflective or high-visibility as appropriate)
  - Safety gear (hard hats, gloves, etc., as needed for specific tasks)
  - Pants or shorts as designated by the department
  - Closed-toe, durable footwear
- Additional items may be suggested depending on the specific duties of the employee.

### 3. Safety Considerations:

Uniforms should meet all safety guidelines related to visibility, durability, and functionality for specific tasks. Employees are encouraged to wear uniforms that are in good condition and free from any defects that may affect safety or performance.

### 4. Responsibility:

Employees are responsible for maintaining their uniforms in good condition. The department will provide each employee with an initial uniform set and may provide replacements as needed.

## Non-Compliance:

While uniform use is not mandatory, failure to wear appropriate clothing that meets safety standards or reflects professional expectations may result in guidance or corrective conversation to ensure workplace standards are met.

## **Conduct Standards**

### **The Town of Alpine Equipment and Vehicles**

When using the Town of Alpine property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify the mayor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask the mayor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Town of Alpine resulting from such use.

#### **Seat Belts**

Drivers and passengers of Town of Alpine owned vehicles, equipment, or personal vehicles being used for official Town of Alpine business purposes, are required to have seat belts on and fastened whenever the vehicle or equipment is in motion. The Town of Alpine prohibits non-employees from being allowed in town owned vehicles or equipment. Personal use of Town of Alpine owned vehicles or equipment is strictly prohibited.

### **Computer, Email and Internet Usage**

The Town of Alpine recognizes that use of the Internet has many benefits for the Town of Alpine and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately.

### **Drug and Alcohol Policy**

The Town of Alpine strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our entity.

Employees are prohibited from using or being under the influence of alcohol while performing company business for the Town of Alpine, while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

Employees of the Town of Alpine are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite.

You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any town facilities, while operating a motor vehicle for any job-related purpose of while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

## **Searches**

The Town of Alpine may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

## **Drug Testing**

The Town of Alpine retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The Town of Alpine may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol, any incident causing damage to town equipment or vehicles or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## **Smoking Policy**

Smoking is prohibited inside the Town of Alpine facilities, although the Town of Alpine may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. No smoking is allowed in the Town of Alpine vehicles or equipment.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

## **General Employment**

### **Employee Records**

The town shall maintain in the town clerk's office one personnel file on each Town of Alpine employee.

It is the employee's responsibility to notify the clerk of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of the Town of Alpine. Employees may review their files under supervision.

### **Job Postings & Promotions**

The Town of Alpine has a job posting program to inform employees of available staff positions. Job vacancies will be filled whenever possible by promoting qualified employees from within the Town of Alpine

To apply for a posted position, an employee must:

- Have completed any mandatory introductory period at a satisfactory performance level;
- Meet the minimum requirements for the position; and
- Have not received written reprimand within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the clerk indicating interest in the position. Qualified employees must inform the mayor that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

The Town of Alpine has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

### **Reference/Background Checks**

The Town of Alpine conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, up to and including termination. Applicants who have provided false information may be eliminated from further consideration for employment.



## **Termination, Resignation and Discharge**

Unless expressly prescribed by statute or contract, employment with the Town of Alpine is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time an employee elects to resign his or her employment with the Town of Alpine, at least two weeks notice, while not necessary, would be appreciated.

Any employee who is discharged by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and all vacation time that has been accrued up to but not to exceed 160 hours.

## Safety and Emergency

### Safety and Accident Reporting

The Town of Alpine is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to the mayor. If the nature of your accident is such that you are unable to contact the mayor immediately, you must do so at the earliest possible time available to you. Seek help from outside emergency response agencies, if needed. An accident form must also be filled out by you. The accident form is available in the *Town of Alpine Accident Prevention and Safety Manual*.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the town clerk.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the clerk.

### Security

The Town of Alpine is committed to ensuring employees' security. If you have a security concern, contact the mayor.

## Employee Benefits

### Cobra

If an employee leaves their position with the Town of Alpine and has had insurance through the Town of Alpine, the employee may be eligible for COBRA (Continuation Health Insurance Coverage). This will be the responsibility of the employee to arrange with the Town of Alpine and the insurance company.

### Life Insurance

With the employee health insurance there is also a life insurance rider. Every eligible employee that has health insurance will also have life insurance.

### Medical Insurance

The Town of Alpine may provide employee and family coverage in group medical including dental insurance to all eligible employees. There is an 80/20 split with the employees paying 20% and the town paying 80% of the cost. This will automatically be taken out of your paycheck each pay period as a payroll deduction. All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status. Full time employees must apply for medical insurance coverage within sixty (60) days of his or her hire date to comply with the Patient Protection and Affordable Care Act.

### Voluntary Short-Term Disability Insurance

The Town of Alpine offers voluntary short-term disability (STD) insurance to eligible full-time employees. This benefit provides partial income replacement in the event of a non-work-related illness or injury that prevents the employee from working. Benefits begin after a 7-calendar-day waiting period and provide 60% of the employee's base weekly earnings, with a maximum duration of 13 weeks per qualifying incident. Full policy terms, including limitations and conditions, are defined by the insurance provider.

There is an 80/20 premium split, with the Town paying 80% and the employee paying 20%. The employee's portion is deducted from each paycheck and will begin following the 90-day probationary period. Premiums are subject to annual adjustment based on insurer rates. Employees must enroll during the initial hire period or during annual open enrollment. Those who decline initially may be required to provide medical evidence of insurability to enroll later. Employees carried on leave without pay status must bear the full cost of all benefits after thirty (30) calendar days. Coverage ends on the last day of the month in which the employee separates from employment, reduces hours below eligibility, or otherwise ceases active employment. Continuation of coverage may be available under COBRA or applicable state continuation laws.

## Retirement Savings Plan

The Town of Alpine full-time and part-time hourly employees are eligible and provided with a retirement savings plan through the Wyoming State Retirement Plan. Eligible employees are eligible for retirement savings commencing on his or her hire date. WRS-1 Registration Forms are due to WRS within 10 business days of the employee's date of hire. WRS-7 Notice of Termination Forms are due to WRS within 10 days of the employee's termination. WRS-13 Unpaid Leave of Absence Forms are also due to WRS within 10 days of approval of absence. The plan includes a provision for employee tax deferred compensation contributions. The amount of contribution is based on the Wyoming Retirement System rate. When applicable, all eligible employees must pay match established by the Wyoming State Retirement Plan.

In addition to the pension plans administered by Wyoming Retirement System (WRS) an employee may elect to participate in the WRS 457(b) Deferred Compensation Plan through a payroll deduction. As administrator of the 457 Plan, WRS assumes the role of amending the Plan Document which governs the Plan, pursuant to Section 457 of the Internal Revenue Code as well as applicable legislative changes.

## Travel & Expense

Employees (full-time, part-time, elected officials, and appointed personnel) will be reimbursed for all **reasonable** and **necessary** expenses they incur while traveling on the Town of Alpine business. If you are going out of town for the sole purpose to purchase items for the town, your mileage will be reimbursed. However, if you are conducting any personal matters and you decide to help the town with errands, you will not be reimbursed for mileage. Only Town of Alpine vehicles and/or authorized equipment will be allowed to charge fuel at local gas stations and with town credit cards. The Town of Alpine will reimburse an employee the rate for mileage established annually by the Internal Revenue Service; no more or no less. The Town of Alpine will reimburse an employee for meals at the rate for per diem meals established annually by the Internal Revenue Service. **NO Alcoholic Beverages** shall be reimbursable. Receipts need to be kept and turned into the clerk/treasurer in order to be reimbursed. Full and/or part-time employees will be paid for their regular time while at meetings or trainings for the town. Elected officials will have motels paid, mileage and meals reimbursed at the rate for per diem meal and lodging established annually by the Internal Revenue Service. The town reserves the right to adjust unreasonably high expenses. If an employee takes a spouse or guest, the town will not be responsible for their expenses, nor will they be reimbursable.

You must record all travel and business activities on the Town of Alpine Expense Report Form and submit it to the town clerk/treasurer for reimbursement.



## Worker's Compensation

The Town of Alpine provides Workers Compensation Insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Town of Alpine. If you become ill or injured, please get medical attention at once. You must also report the details to the mayor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

The clerical staff of Clerk/Treasurer, Deputy Clerk, Court Clerk, Planning and Zoning Secretary and Administrative Assistant are covered by the Clerical Office Occupations designation.

Wyoming Workers' Compensation Rules & regulations defines "Clerical Office Occupations" as follows: Employees whose duties are confined to keeping the books and records of the business or who are engaged wholly in office work where such books and records are kept. Employees shall have a physical separation from exposure to the hazards associated with the business' normal activities. Employees shall not have direct contact with, supervision of, or be involved in physical labor of, the employer's operation, except, if incidental. Employees who qualify may include employees who work with financial or employee records, correspondence, or telephone duties. Employees qualifying for the clerical office occupation classification who perform any duties outside of the clerical office area or who perform duties which are not directly related to the performance duties inside the clerical office, become disqualified for the clerical office occupation classification for the reporting period when the non-clerical work is performed. The limited exceptions allowed are solely for the direct travel to and from a local post office, bank, or office supply store.

## **Holidays & Vacation**

### **Leave Policies**

#### **Observed Holidays**

The Town of Alpine observes the following:

New Year's Day  
 Martin Luther King Day  
 President's Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veteran's Day  
 Thanksgiving  
 Friday after Thanksgiving  
 Christmas Eve Day  
 Christmas Day

#### **Working on a Holiday**

Due to business needs, some employees may be required to work on **observed** holidays. ~~The mayor will notify you if this may apply to you.~~ If required to work on a town holiday, full-time hourly employees will be paid at straight time for the holiday in addition to the rate of one and one-half (1 ½) times their regular pay for the hours worked.

Salaried exempt employees, if required to work on a town holiday, are entitled to an alternate day off with pay.

Should the Town of Alpine holiday occur during your vacation, you may add an additional day either at the beginning or the end of the vacation period, with approval of **your supervisor** ~~the mayor~~.

#### **Holidays that fall on a Saturday or Sunday but, are Observed on a Weekday**

Due to business needs, some employees may be required to work on a holiday that is observed on a weekday. **If required to work on the above dates when the holiday falls on a Saturday or Sunday, full-time hourly employees will be paid a rate of one and one-half (1 ½) times their regular pay for the hours worked.**

Sick Leave

~~Sick leave with pay shall be accumulated at the rate of eight (8) hours per month by full-time employees and year around part time employees. No sick leave will be given to other part time, temporary and seasonal employees. Sick leave will begin to accrue upon the first full pay period worked; (1<sup>st</sup> to 15<sup>th</sup> of the month; or 16<sup>th</sup> through the end of the month).~~

~~Full-time employees shall not be entitled to accumulate more than 480 hours of sick leave. This is not paid upon departure of employment. An employee may gift up to 120 hours of sick time to another employee(s) per year with the mayor’s approval.~~

~~All eligible employees may receive sick days at the mayor’s discretion.~~

~~If and whenever sick leave may appear to be abused, or when an employee consistently uses sick leave as it is earned, the Town of Alpine reserves the right to request a doctor’s certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.~~

~~Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first then vacation leave.~~

Vacation PTO – Paid Time Off

~~The Town of Alpine provides paid vacations for eligible employees as follows:~~

<del>0 – 3 months</del>	<del>None</del>
<del>3 months – 9 years</del>	<del>1 working day per month</del>
<del>10 years – 20 years</del>	<del>1.5 working days per month</del>
<del>20 years or more</del>	<del>2 working days per month</del>

Bi-weekly Accrual of PTO Leave for Non-Exempt Employees:

0 days - 5 years	4.615 Hours (3 weeks)
5 years - 15 years	6.15 Hours (4 weeks)
15 years plus	7.69 Hours (5 weeks)

Accrual of PTO Leave for Exempt Employees:

0 days - 5 years	6.15 Hours (4 weeks)
5 years - 15 years	7.69 Hours (5 weeks)
15 years plus	9.23 Hours (6 weeks)

**PTO can be used for any reason, and it replaces vacation and sick leave. Vacation leave PTO shall accrue for full-time employees beginning on their 1<sup>st</sup> day of employment. Vacation accrual commences after 90 days of employment. Employees may use PTO 90 days after hire date. PTO must be accrued prior to being used by an employee.**

## Prior Approval

Because PTO will be used when an employee is sick, it may not always be possible to receive prior approval. When employees are sick it is required to notify their supervisor as soon as practical prior to the beginning of their regular workday if they are unable to work.

If PTO is used for any scheduled or planned absence (scheduled and planned absences shall be defined as vacation, personal time, time off for appointments, or family leave exceeding 4 hours) employees must submit a Time Off Request Form to allow the employer to plan for the employee's absence.

The Town of Alpine reserves the right not to approve a vacation request if it will interfere with the Town of Alpine operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail. ~~ALL EMPLOYEES of the Town of Alpine will have to fill out a vacation request form and it will need to be signed by the mayor. NO VACATION shall be taken except in accordance with a schedule and approved in advance~~

## PTO Carry-over/Forfeited

~~Eligible employees shall not be entitled to roll over more than 160 hours of vacation. Accrued Vacation leave exceeding 160 at June 30 of each calendar year will be forfeited. Employees will not be entitled to pro rata payment of vacation time if they leave part way through the period.~~

PTO may be carried into another calendar year with a maximum accrual of 160 hours of PTO time. Any accrued PTO exceeding the above limit will be forfeited at the end of the calendar year.

~~During the last full payroll in May of each year, an employee that has accrued 80 or more hours of unused vacation time may elect to cash out up to 40 hours of unused vacation time at 50% of his/her wage rate.~~

## PTO Termination, Resignation, and Discharge

Any employee who is **terminated, resigns, or is discharged** by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and ~~vacation~~ PTO time that has been accrued up to but not to exceed ~~160~~ 80 hours.

**An employee may not use PTO time to extend their employment at retirement.**

~~An employee may gift up to 120 hours of sick time to another employee(s) per year with the mayor's approval.~~



## Funeral Leave

In the event of the death of a member of the immediate family (as used in W.S. 27-3-507 means a person who is related and is a spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, sibling-in-law, grandparent, or grandchild) each employee shall be entitled to three days leave with pay for funeral arrangements and attendance. ~~At the discretion of the mayor,~~ The employee may use ~~sick leave~~ **PTO** if an extension of time is needed. ~~The circumstances and the town workload will determine the duration of the extension.~~ Proof of the death and or relationship may be requested ~~by the mayor.~~

## Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Town of Alpine prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. Reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted or is recalled to active duty for a period of not more than four years, such leave will protect the employee's/employees' service for the Town of Alpine. Employees are required to notify the mayor immediately after receiving orders for active duty.

Upon satisfactory completion of employee's/employees' military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and the Town of Alpine circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy ~~paid~~paid for by the Town of Alpine for a period not to exceed 12 months.

## Time Off to Vote

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day.

## Jury Duty

The Town of Alpine supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not ~~lose~~ **lose** regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between **the** pay

received for this service and the ~~employee's~~employees' regular pay. The employee shall provide proof of all compensation received to the clerk/treasurer.

You must inform the ~~Mayor~~ Clerk/Treasurer and your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits.

**Paid Time Off (PTO) Leave Request Form**

Date of request: \_\_\_\_\_ Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

**PTO** (Vacation/Scheduled or Planned Absence)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Bereavement leave** (Up to three days of paid leave due to a death in the immediate family is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Jury duty leave** (Up to five days of paid leave for jury service is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

This form should not be used to request leave under the Family and Medical Leave Act (FMLA) or to request leave as an accommodation under the Americans with Disabilities Act (ADA). Employees should consult with HR to request leave under the FMLA or ADA.

_____ Employee signature	_____ Date
_____ Supervisor signature	_____ Date

**ACKNOWLEDGEMENT**

I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The Town of Alpine retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that the Town of Alpine has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to the Town of Alpine and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Town of Alpine. I understand that I must comply with all of the provisions of the Manual to have access to and use the Town of Alpine resources. I also understand that if I do not comply with all provisions of the Manual, my access to the Town of Alpine resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Town of Alpine’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date