



TOWN COUNCIL WORK SESSION AGENDA

September 02, 2025, at 6:00 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 with any questions or comments.

1. CALL TO ORDER - Mayor Green

2. ROLL CALL – Monica Chenault

3. WORK SESSION ITEMS

- a. Comparison of Utility Ordinances and Fees – Ordinance 2022-14 vs. Ordinances 2025-012 & 2025-013:

Report by Monica Chenault.

- b. Ordinance No. 2025-012 - Utility Procedure Ordinance - Discussion

- c. Ordinance No. 2025-013 Utility Rate Ordinance - Discussion

- d. Ordinance No. 2025-014 - Capacity Fees - Discussion

4. ADJOURNMENT



Town of Alpine

MEMORANDUM

Date: August 29, 2025

To: Town Council

From: Town Clerk

Subject: Comparison of Utility Ordinances and Fees – Ordinance 2022-14 vs. Ordinances 2025-012 & 2025-013

The purpose of this memorandum is to provide Town Council with a comparison between Ordinance No. 2022-14 (Utility Billing Ordinance) and the newly adopted Ordinances No. 2025-012 (Utility Procedure Ordinance) and No. 2025-013 (Utility Rate Ordinance). Together, the new ordinances repeal and replace Ordinance No. 2022-14.

Key Findings:

1. Structure and Governance:

- Ordinance 2022-14 combined all procedures, policies, and fees in one ordinance.
- Ordinances 2025-012 and 2025-013 separate procedures from fees, providing clarity and flexibility.
- A new Water Commissioner position has been established to oversee utility services.

2. Water Connection & Capacity Fees:

- Old: $\frac{3}{4}$ " = \$5,000; 1" = \$7,500; 1.5" = \$10,000; 2" = \$12,500.
- New: $\frac{3}{4}$ " = \$9,425 (+89%); 1" = \$14,870 (+98%); 1.5" = \$26,420 (+164%); 2" = \$42,270 (+238%).

3. Sewer Connection & Capacity Fees:

- Old: \$9,000 per ERU.
- New: \$10,080 per ERU (+12%).
- Out-of-town surcharge increased to 150% of in-town rates.

4. Monthly Base Rates & Usage:

- Water: Old base \$31 → New base \$34 (+10%); Usage \$2.00/1,000 gal → \$2.25 (+12.5%).
- Sewer: Old base \$54/ERU → New base \$67.50/ERU (+25%).

5. Readiness-to-Serve Fees:

- Water: Increased from \$31 → \$31 (unchanged).
- Sewer: Remains \$54 (unchanged).

6. Bulk Water & Miscellaneous Fees:

- Bulk water: Old \$4.00/1,000 gal → New \$4.50/1,000 gal (+12.5%).

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- Transfer of Service: \$250 → \$300 (+20%).
- New fees added: Meter tampering \$500, Meter testing \$100, Renter fee \$50.

7. Billing and Enforcement:

- Old ordinance: One annual meter read averaged monthly.
- New ordinances: Monthly meter reads; stronger enforcement tools for delinquency, tampering, and unauthorized use.

Summary of Impacts:

- Connection fees for water have increased substantially (+89% to +238%) due to capacity charges, while sewer connection fees rose modestly (+12%).
- Monthly base rates increased 10% (water) and 25% (sewer); water usage charges increased 12.5%.
- Readiness fees remained the same.
- Bulk water and service transfer fees rose, with new penalty and administrative fees added.

Recommendation:

The new ordinances modernize the Town's utility framework, align fees with actual capacity and usage, and strengthen enforcement.

Although costs have increased, these changes ensure long-term financial sustainability and regulatory compliance for the Town's utility systems.

Next Steps:

Upon adoption of the new ordinances for Utility Procedures and Rates Council will need to adopt financial resolutions for the management of Capacity fees, Service Fees (Meter Replacement), and lastly ensure Standard Specifications are in place for road repair (when excavating in the street is completed by others) to ensure the long term viability of our roadways.

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Appendix A – Side-by-Side Comparison of Ordinance Changes

Category	2022-14 (Old)	2025 Ordinances (New)	% Change
Water Connection Fees (¾")	\$5,000	\$9,425	+89%
Water Connection Fees (1")	\$7,500	\$14,870	+98%
Water Connection Fees (1.5")	\$10,000	\$26,420	+164%
Water Connection Fees (2")	\$12,500	\$42,270	+238%
Sewer Connection Fee (per ERU)	\$9,000	\$10,080	+12%
Water Monthly Base Rate	\$31	\$34	+10%
Water Usage Rate (per 1,000 gal)	\$2.00	\$2.25	+12.5%
Sewer Monthly Base Rate (per ERU)	\$54	\$67.50	+25%
Water Readiness-to- Serve Fee	\$31	\$31	No Change
Sewer Readiness-to- Serve Fee	\$54	\$54	No Change
Bulk Water Rate (per 1,000 gal)	\$4.00	\$4.50	+12.5%
Transfer of Service Fee	\$250	\$300	+20%
New Fees	N/A	Meter Tampering \$500; Meter Testing \$100; Renter Fee \$50; Water Service Fee \$2.25	

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296 – ORDINANCE NO. 2022-14

AN ORDINANCE TO REPEAL AND REPLACE 245 ORDINANCE NO. 2016-08 FOR THE PURPOSE OF ESTABLISHING A UNIFIED UTILITY BILLING PROCESS; USAGE FEES; CONNECTION FEES; CONNECTION REQUIREMENTS AND COLLECTION POLICIES.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE THAT THE FOLLOWING SHALL REGULATE WATER AND SEWER SYSTEM FEES, CONNECTION REQUIREMENTS, BILLING AND COLLECTION POLICY IN THE TOWN OF ALPINE, WYOMING.

Section I: Severability

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

Section II: Ordinances Repealed

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section III: Effective Date

This ordinance shall be effective on the date of passage. All billing for rates specified herein shall begin on the first billing period after passing and approval of this Ordinance.

Section IV: Water Connection Fees and Requirements.

1. Water Connection Fees.

A water connection may be installed upon the full payment of the connection fees, the completion of the building application process, and after issuance of the building permit. Payment of the water connection fee provides the applicant a license to connect to the Town's culinary water system within one (1) year from the date of the payment of the connection fee. Upon a timely (prior to one year from the date fees were paid) written request to the Town Council, a one-time, one year extension may be granted by the Town Council for demonstration of good cause by the applicant. A one hundred dollar (\$100.00) fee shall be charged for the connection extension. If not installed by the by the one-time extension deadline, all fees paid shall be forfeited and the license to connect to the culinary water system shall be revoked. **There shall be no refunds of Water Connection Fees.**

Water Connection fees:

¾ inch	\$3,500.00
1 inch	\$5,000.00
1 ½ inch	\$6,500.00
2 inch	\$10,000.00

2. Water Connection Requirements.

A. Town Responsibility. The Town of Alpine shall be responsible for the water service from the main to the limit of the road right of way or easement. Water service connections shall include, as a part of the connection fee, the mainline tap, service saddle, corporation stop, curb stop valve, radio read meter, meter adapters, touchpad and wire or other equipment that the Town may require for a water service connection. The items provided by the Town of Alpine shall remain the property of the Town of Alpine and access to this equipment is limited to authorized Town personnel or authorized agents of the town. Unauthorized access or tampering with this equipment is a misdemeanor and shall be punishable by a fine of no more than seven hundred fifty dollars (\$750.00) per incident, or in the event the access or tampering continues on a daily basis, per day.

B. Owner Responsibility. The owner shall be responsible for furnishing and installing the service line from the limit of the road the right of way or easement and all other required water service components, including the installation of a DEQ approved dual-check valve and pressure regulating valve where required.

C. Individual Meters Required. All new businesses and residences shall have their own water meter. Each property shall have as a minimum one water meter, provided by the Town, per property which shall be installed in accordance with Town specifications. Additional meters may be added if desired at the landowner's expense, however no additional connection fees shall be required for additional meters connected to the same service.

D. Installation Criteria. All service line pipe and components past the curb stop valve, other than the town furnished radio read water meter, are the owner's responsibility and shall comply with the International Building Code (IBC) or other codes adopted by the Town of Alpine, Wyoming DEQ standards and other standards or requirements adopted by the Town. Water services lines shall be installed at a sufficient depth and/or insulated to prevent freezing.

E. Town Oversight and Inspection. The Town of Alpine shall be notified a minimum one (1) full working day in advance of any excavation relating to a connection to the Town's water system. All new connections shall be tested and inspected by a Town representative. New service lines shall also be flushed to remove dirt and debris from the service line prior to use. Any person making unauthorized service connections shall pay a fine of no more than seven hundred fifty dollars (\$750.00) per incident and at their expense be required to re-expose the entire line and pay for inspection by the Town. The landowner shall be held liable for any

damage or additional fees and costs resulting from any failure to comply with this ordinance.

3. Water Connection Dates.

The Town of Alpine prohibits new water connections involving excavations within the Town owned right of way or a prescribed Town utility easement between the dates of November 15 and April 15 unless for emergency purposes or otherwise pre-approved by the Town.

4. Water Connection Fees Outside Municipal Limits

A separate fee schedule shall apply to new water connections located outside of the town limits which fees shall be governed by the Wyoming Public Service Commission for services within the jurisdiction of the Wyoming Public Service Commission. All other water connections located outside the municipal limits shall be charged one and one-half (1 ½) times the connection fees for property located within the incorporated boundaries of the Town of Alpine.

Section V: Sewer Connection Fees and Requirements.

1. Sewer Connection Fees.

A sewer connection may be installed after all sewer connection fees have been paid in full; the building application process has been completed and a building permit is issued. Payment of the sewer connection fee provides the applicant with the ability to connect to the Town's sewer system within one (1) year from the date of the petition and payment of the connection fee. Upon a timely (prior to one year from the date fees were paid) written request to the Town Council, a one-time, one year extension may be granted by the Town Council, upon demonstration of good cause by the applicant. A one hundred dollar (\$100.00) fee shall be charged for the connection extension. If not completed by the extension deadline, all fees paid shall be forfeited and the license to connect to the sewer system shall be revoked. **There shall be no refunds of Sewer Connection Fees.**

- A.** At the end of the one year from the date the initial connection fee was paid, all inactive sewer taps shall be assessed a monthly readiness-to-serve fee, per ERU, in accordance with the effective monthly sewer use fee schedule provided in attached Exhibit A. Failure to pay any applicable readiness-to-serve fee shall be cause for revocation of the original building permit and nullification of the application for sewer service.
- B.** All fees are non-refundable. There shall be no waiver of fees. If a sewer connection is not completed within the above stated mandatory time period the connection fee shall be forfeited.
- C.** The cost of the sewer connection shall be calculated as multiples of ERUs in accordance with Exhibit A, "Sewage Hookup Fee and Monthly Use Fee Calculation Table" attached hereto and incorporated by reference herein, which is based

upon a residential ERU of 250/375 gpd average day/maximum day flow and base fee of **\$9,000**.

2. Previous Connection Fee Agreements / Amortization.

All contracts, agreements and extensions to the original agreements on connection fees in Phase I and Phase II of the Town of Alpine shall terminate according to the terms of the Agreements. Any reference to "amortization" or reference to financing in the agreements is hereby stricken. Said references shall be termed as lease agreements and lease payments. Any outstanding amounts due under these agreements are hereby declared "residual amounts". Upon sale of the real property for which the sewer connection has been leased under the agreements, any outstanding residual amounts shall be paid immediately.

3. Sewer Connection Requirements.

A. Town Responsibility. The Town of Alpine shall be responsible for the sewer service from the main to the limit of the road right of way or easement. Sewer service connections shall include, as a part of the connection fee, the mainline tap, service saddle, and other equipment that the Town may require for a sewer service connection. The items provided by the Town of Alpine shall remain the property of the Town of Alpine and access to this equipment is limited to authorized Town personnel or authorized agents of the town. Unauthorized access or tampering with this equipment is a class C misdemeanor and shall be punishable by a fine of no more than seven hundred fifty dollars (\$750.00) per incident.

B. Owner Responsibility. The owner shall be responsible for furnishing and installing the service line beyond the right of way / easement and all other required sewer service components.

C. Installation Criteria. All service lines and components past limits of the right of way or easement are the owner's responsibility and shall comply with the International Building Code (IBC) as adopted by the Town of Alpine, Wyoming DEQ standards and other standards or requirements adopted by the Town. Sewer services lines shall be installed at a sufficient depth and/or insulated to prevent freezing.

D. Town Oversight and Inspection. The Town of Alpine shall be notified a minimum one (1) full working day in advance of any excavation relating to a connection to the Town's sewer system. All new connections shall be tested and inspected by a Town representative. New service lines shall also be flushed to remove dirt and debris prior to use. Persons making unauthorized service connections shall pay a fine of no more than seven hundred fifty dollars (\$750.00) per incident and at their expense be required to re-expose the entire line and pay for inspection by the Town. The landowner shall be held liable for any damage or additional fees and costs resulting from any failure to comply with this ordinance.

- E. Backflow Preventer Required.** Where users have drains or other plumbing fixture(s) less than twenty-four (24) inches above the elevation of the rim of the next upstream manhole, the user shall install a Town approved backflow prevention device in an accessible location on the service line serving said fixture(s). The landowner shall be responsible for the proper operation and maintenance of the black flow device.
- 4. ERU Determination:** The Town shall determine the number of ERUs assigned to all new connections. New Construction in areas currently serviced by the existing collection system:
- A.** Connection fees and monthly user fees for new or modified non-residential use connections shall be based on ERUs to be determined after two years of water use data are available. The water use shall be based upon the maximum day flows using: 1) actual data from a water meter installed on the building plumbing to accurately monitor total wastewater generated; or 2) other accurate wastewater data collected using a method approved in advance by the Town of Alpine. For new non-residential connections to the Town collection system, a deposit for the connection fee, a minimum of one ERU, shall be required to be paid to the Town, in advance, based on information the Town can gather and the landowner can provide about an existing or proposed business. Such connection fee shall be as detailed in Exhibit A. The user fee shall initially be based on the ERU allocation for which the deposit is paid and shall be due monthly.
 - B.** After two years of water usage has been accumulated on a non-residential property, actual use shall determine the number of ERUs, connection fee allocation and monthly user fee allocation in accordance with Exhibit A attached hereto and incorporated by reference herein. Thereafter, the connection fee and the monthly user fees shall be adjusted according to that newly arrived at ERU allocation based on the measured maximum day usage. The Town reserves the right to require additional use data beyond the two-year period to ensure the calculated wastewater use rates and ERUs are accurate. Usage that varies by more than ten percent of previously measured maximum day flow may, at the Town's discretion, be subject to a re-evaluation in required connection and use fees.
 - C.** Residential lots shall have a minimum of one (1) ERU allocated to each use. Separate ownership interests on a property such as condominiums, commercial property and multi-family structures shall be charged by ERU per individual unit as detailed in Exhibit A, attached hereto and incorporated by reference herein.
 - D.** The Town of Alpine reserves the right to adjust assigned ERUs to any user, or groups of users where sewage generation exceeds the standard 250 / 375 gpd average /maximum day use per previously assigned ERU, based on either measured water usage or measured delivered sewage.
 - E.** The ERU allocations assume sewage contribution having a concentration of less than 300 mg/l of BOD, COD or TSS. Sewage contribution having a higher concentration, if acceptable by the Town of Alpine shall be subject to a

concentration surcharge determined by the Town as specified in Town 170-Ordinance No. 2008-26.

- F. Monthly user fees for expansions or remodels on an existing service shall be based on the new use.

5. No New Permanent Septic Tank/Leach field Permits

Beginning at the effective date of this ordinance, no permanent septic tank/leach field permits shall be issued to existing or new facilities that have reasonable access to existing sewer collection system.

6. Sewer Connection Dates.

The Town of Alpine prohibits new sewer connections involving excavations within a Town right of way or a prescribed Town utility easement between the dates of November 15 and April 15 unless for emergency purposes or otherwise pre-approved by the Town.

7. Remedy for Pre-Existing Septic Systems that fail to operate properly.

Any lot owner with an existing structure that has reasonable access to the Town collection system, who has a septic system/leach field that fails to operate properly or becomes an environmental or public health concern, as determined by the Town of Alpine, shall be required to abandon that septic system/leach field and connect to the collection system within sixty (60) days following notification from the Town. If the notification of failure occurs after September 15, the connection shall be made by June 15 of the following year.

8. Abandonment of Existing Septic Tanks

It shall be the responsibility of the property owner to properly abandon existing septic tanks within thirty (30) days of the time connection is made to the Town sewer collection system. Abandonment shall be in accordance with Town of Alpine and Wyoming DEQ requirements. Abandoned tanks shall be inspected by a representative from the Town

9. Additional Fees.

If any of the above connection fees do not fully cover the total costs incurred by the Town for the sewer connection, additional costs and fees shall be assessed.

10. Properties Requiring Pump Stations.

Special provisions shall apply to properties that are within reasonable access of the Town of Alpine's collection system and have a demonstrated need (to the satisfaction of the Town Engineer) for a pump station. These properties shall pay the same connection fees and readiness to serve fees specified in this ordinance. In addition, the pump station and discharge line shall be required to meet additional Town

specifications. The pump station shall be purchased and installed at the property owner's expense.

11. Lots without Reasonable Access to the Existing Sewer Collection System.

Landowners with properties located within the Alpine municipal limits that do not have reasonable access to the Town of Alpine sewer system (determined by the Town in accordance with Ordinance 170), shall be required to obtain an on-site wastewater permit for new construction in accordance with Wyoming DEQ requirements. Documentation of an approved permit shall be provided before issuance of a building permit by the Town.

Upon approval by the Town, Landowners may at their own expense, connect to the sewer collection system by extending the sewer service line or collection line. Such connections shall be subject to meeting all Town and DEQ requirements. Any sewer service line serving more than one building shall require a DEQ "Permit-to-Construct" and the consent of the Town of Alpine, subject to town engineer review.

12. Ordinance 170 – ORDINANCE NO. 2008-26

Ordinance 170 provides additional requirements, penalties, definitions, prohibitions to the Town of Alpine Sewer System and Treatment Plant which shall apply to all new and existing sewer service connections and use of the Town sewer system

13. Sewer Connection Fees Outside Municipal Limits.

A separate fee schedule shall apply to properties that connect to the Alpine sewer system that are located outside of the municipal limits.

Section VI: Utility Usage Rates.

1. Water Usage Rates

A. Base Rate. The base rate for water shall be as follows for all sizes of service connections:

FY 2023 (Upon adoption)	\$29.00/month
FY 2025 (July 1, 2024)	\$31.00/month
FY 2027 (July 1, 2026)	\$33.00/month

In addition to the monthly base rate, water usage shall be assessed at the rate of Two Dollars (\$2.00) per 1000 gallons. The water usage shall be computed annually and billed monthly at 1/12th of the total annual amount measured. In the event the water meter used to measure the use is inoperative or defective, the Town shall use the best available water use data to determine the appropriate rate, which may be adjusted as additional use data is collected.

- B. Temporary Water Use.** Water provided on a temporary basis (such as construction use from a fire hydrant) shall require a one hundred dollar (\$100.00) hook up fee per use and the user shall pay a transaction fee of Four Dollars (\$4.00) per 1000 gallons (or portion thereof). This water usage shall be metered or measured in a manner acceptable to the Town of Alpine.
- C. New User Rate.** The monthly rate for new water users shall be \$36.00 per month for one year. After one year of water usage data has been accumulated, the actual annual use shall determine the usage assessment described VI.A.1. Any excess or deficiency from previous amounts paid shall be adjusted and the user shall either pay the deficiency or be credited the excess payment and the monthly user fee shall be adjusted according to that newly calculated actual water usage. The new user monthly rate shall increase as follows:

FY 2023 (Upon adoption)	\$50.33/month
FY 2025 (July 1, 2024)	\$52.33/month
FY 2027 (July 1, 2026)	\$54.33/month

- D. Readiness to Serve Fee.** A monthly readiness to serve fee shall be charged to all vacant or unconnected platted lots within the Town of Alpine that have reasonable access to the water system. The rate for the readiness to serve fee shall follow the water base rates listed above in VI. 1. A, which are in effect at the time, without the usage fees.
- E. Water Usage Rates for Users Outside Municipal Limits.** Water rates for users located outside the municipal limits shall be governed by a separate schedule of rates determined by the Town and approved by the Wyoming Public Service Commission. Properties not located within the jurisdiction of the Public Service Commission shall be billed at one and one-half (1½) times the rates for property withing the incorporated limits of the Town of Alpine.

2. Sewer Usage Rates.

- A. Base Rates.** Billing for sewer service shall be for the first full month after connection to the Town Sewer and shall be billed monthly thereafter and shall be subject to the penalties below. Fees for sewer user fees and sewer readiness to serve fees are as follows:
- | | |
|--------------------------------|------------------------------------------|
| FY 2023 (Upon adoption) | \$54.00/ERU/month |
| FY 2025 (July 1, 2024) | (TBD on FY 2025 Budget Ordinance) |
| FY 2027 (July 1, 2026) | (TBD on FY 2027 Budget Ordinance) |
- B. Readiness to Serve Fee.** Monthly readiness to serve fees shall be charged to properties in Phase I and Phase II of the Town of Alpine in accordance with the rates set forth in VI. 2. A., in effect at the time, and subject to the penalties below.

- C. Sewer Usage Rates for Out of Municipal Users.** A separate set of sewer rates shall apply to users located outside of the Municipal limits which shall be one and one-half (1½) times the rate within the incorporated boundaries of the Town of Alpine.

Section VII: Utility Billing and Collection Policy.

- 1. Utility Billing and Collection.** Billing shall be in accordance with the rates set forth above and shall be subject to the penalties below.
- 2. Billing for Utility Usage**
Billing for water shall begin the first full month after installation of the meter and bills shall be issued monthly thereafter. Users shall be liable for payment whether or not the service is being utilized.
 - A. Readiness to Serve Fee** - Billing for readiness to serve fees shall be in accordance with the requirements set forth in this ordinance, the rates above and shall be subject to the penalties below and shall be billed monthly and shall begin the first month following the adoption of this ordinance.
 - B. Meter Reading** - The Town shall read all water meters one time per year. The Town shall bill all users monthly, based on the usage rate in Section VI. The annual meter reading shall be used to compute average monthly use and the monthly bills.
 - C. Billing Policy** – Bills for water and sewer (connection and readiness to serve fees) shall be mailed to all users no later than the fifth (5th) day of the following month due. Payment shall be due on the twenty fifth (25th) of the month the bill is sent out. Payments received after the next billing cycle shall be assessed a five dollar (\$5.00) late charge. At the next billing cycle, delinquent accounts shall be sent a delinquency notice. If amounts due for water or sewer are not paid by sixty (60) days from when first due, water may be disconnected with a notice provided ten (10) days prior to disconnection.
 - D. Discontinuance of Service for Failure to Comply with Regulations or Pay Charges** – All delinquent payments shall become a lien on the property. The owner of the property shall be held responsible for any delinquent payments that were assessed during the time that the property was leased or rented to any other person. If the property is sold or transferred, the new owner shall be required to bring current all delinquent payments prior to the activation of water service to the property.
- 3. Disconnect Policies**
 - A. Failure to Pay** - When service is disconnected pursuant to a disconnect notice for failure to pay amounts due on an account, the consumer shall be charged a

disconnect fee of sixty dollars (\$60). Service shall be reinstated upon request by the property owner and payment of all amounts due, and a sixty dollar (\$60) reconnection fee, plus payment of the base rate and the usage amounts for the months the service was disconnected. Water shall not be reinstated until all amounts are paid in full.

- B. Winter Months** - The Town of Alpine shall not disconnect water service for a delinquency in payment of water or sewer fees for a residence between December 1 of one year and April 1 of the next year. Businesses may be disconnected from water service for a delinquency in payment of water or sewer fees at any time of the year. The Town of Alpine shall not be liable for any damage or loss which may result from disconnection.
- C. Voluntary Short-Term Connection/Disconnect For Service** - A service fee of thirty dollars (\$30.00) shall be charged for turning water off at the curb stop for a period of up to three (3) weeks. (This fee has no relation to a disconnect fee for failure to pay and is a service provided to the consumer for work on their system or to conduct inspections.) This fee would also apply to turning the service on within the three-week period. Base rates for water shall still be charged during any voluntary short term disconnect for service.
- D. Voluntary Long Term Disconnect/Re-Connect** - Upon request by a consumer, the town shall shut (i.e. close the main curb stop valve) water service off to a property. The Town of Alpine shall not be liable for any loss, injury or for any impacts resulting from a disconnected water service. The consumer shall be charged on a monthly basis at the base rate during such time that service is disconnected and for all water previously used during the annual usage period as described in Section IV. I. A. The consumer shall also be charged a disconnection fee of thirty dollars (\$30.00), a reconnection fee of thirty dollars (\$30.00) plus all actual labor, equipment and material costs.

4. Transfer of Service

Where existing service is in place the transferee shall complete a transfer application, provide a copy of the deed or transfer instrument and pay a fee of two hundred-fifty dollars (\$250.00).

5. Returned Check Fee

A service fee of fifty dollars (\$50.00) shall be charged for all returned checks. This fee shall be added to the user's account or as determined by the Town Treasurer. Should a user have three checks returned during one calendar year, that user shall, for the next six-month period following notice of such requirement, pay all water bills in cash, a cashier's check, or a money order. After such six-month period, the user may begin paying water bills with personal checks again, subject to the limitations above.

6. Renter Policy

The Town of Alpine shall, at the written request of the property owner and consent of the renter, change the billing name and mailing address into a renter's name for billing purposes for fee of thirty dollars (\$30.00). However, the property owner remains liable for payment. Delinquent payments shall become a lien against the property. The property owner shall be notified when an account becomes delinquent, in accordance to the billing policy, Section VII.

7. Liens

If any water fee, sewer fee, readiness to serve fee or amortization fee is not paid within thirty (30) days after it is due, the amount thereof, together with a penalty of ten percent (10%), and a reasonable attorney's fee, may be recovered in a civil action by the town. The Town may cause a lien to be filed against the owner's property in the amount of any judgment obtained in a civil action.

Section VIII: Special Provisions

1. Adjustment of Water and Sewer Connection Fees.

The Town of Alpine shall have the authority adjust water and sewer connection fees and user fees set forth in this ordinance for new service connections that involve one or more of the following criteria:

- A.** Developments which involve the installation and public dedication of significant privately funded water and or sewer infrastructure, that have the potential to enable additional utility connections or provide access to lands that can connect to the Town facilities in the future.
- B.** Connections involving property with demonstrated public health or environmental issues.
- C.** Connections which deliver other public benefits to the Town such as utility easements granted to the Town, water supply sources used by the Town, land donated to the Town, current or future nearby jobs, and future local business development.

The amount and type of fee adjustment shall be determined by the Town which shall as a minimum consider the following factors:

- Current utility system capacities
- Future system municipal obligations.
- The value of new infrastructure associated with the proposed connection.
- Number of potential future connections and areas served.
- Dedication of the associated water and sewer infrastructure to the Town of Alpine.
- Impacts on current operation costs and debt obligations.
- Details and documentation of the public health or environmental issues where applicable.
- Details and documentation of any proposed public benefits.

- Details regarding the easement, water source, or land that may be donated to the Town.
- Details of the proposed connection.

2. Usage Fees Paid by the Town of Alpine

The Town of Alpine shall pay the same usage rate for water and sewer as other users within the municipal limits as identified under Section VI of this ordinance including all public buildings and open space.

Section IX: This ordinance passed and approved on the following dates:

Passed and approved on first reading this 19th day of July 2022.

VOTE: 5 YES 0 NO 0 ABSTAIN 0 ABSENT

Passed and approved on second reading this 10th day of August 2022.

VOTE: 5 YES 0 NO 0 ABSTAIN 0 ABSENT

Passed and approved on second reading this 16th day of August 2022.

VOTE: 5 YES 0 NO 0 ABSTAIN 0 ABSENT

SIGNED: _____

W. KENNIS LUTZ, MAYOR

ATTEST:



Sharon Backus
SHARON L. BACKUS, CLERK/TREASURER

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing 296 Ordinance No. 2022-14 shall be duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:



Sharon Backus

SHARON L. BACKUS, CLERK/TREASURER

Exhibit A. Sewage Hookup Fee and Monthly Use Fee Calculation Table Town of Alpine, WY

Description/ Categories ⁶	Unit	Factors for Calculating Connection Fees / Monthly Service Fees			
		GPD per Unit	ERU/Assessment Per Unit	Hookup Fees/ Assessment Per Unit	Monthly Sewer Use Fee Assessment Per Unit
Single Family Residential Unit, (Detached)	Unit	375	1.000	\$9,000	\$54.00
Cluster Townhouse/ Condominium Development	Bedroom	125	0.333	\$3,000	\$18.00
Apartment	Bedroom	125	0.333	\$3,000	\$18.00
Bars & Taverns----	Seat	15	0.040	\$360	\$2.16
Restaurant	Seat	40	0.107	\$960	\$5.76
Motels and Hotels	Room	125	0.333	\$3,000	\$18.00
Bed & Breakfast	Room	125	0.333	\$3,000	\$18.00
Churches (No Food Preparation/Dishwashing)	Seat	4	0.011	\$96	\$0.58
Churches (with Food Preparation/Dishwashing)	Seat	6	0.016	\$144	\$0.86
RV Parks (with individual sewer hookups (100 gpd/site)	Site	100	0.266	\$2,394	\$14.36
Camp Parks, Campgrounds w/service Building (includes "free standing structures" such as yurts and Tipis)	Site	75	0.200	\$1,800	\$10.80
Mobii Home Park	Site	275	0.733	\$6,600	\$39.60
Laundry Self Service	Machine	300	0.800	\$7,200	\$43.20
Dental Office	Chair	75	0.200	\$1,800	\$10.80
Offices	Employee	30	0.080	\$720	\$4.32
Retail Stores>10,000	100 sq. ft.	5	0.013	\$117	\$0.70
Convenience/Retail Store <10,000 sq. ft.	100 sq. ft.	50	0.133	\$1,200	\$7.20
Gasoline Dispensing Facilities (two nozzle gasoline pumps) ***additive to other commercial uses.	Pump	220	0.586	\$5,274	\$31.64
Car Washes	Bay	945	2.520	\$22,680	\$136.08
Day Care	Student	10	0.026	\$234	\$1.40

1) The listed flow values in gallons per day (gpd) under Description Categories assume Maximum Daily Flow conditions.

2) The base hook up fee for any new service shall be **\$9,000**. The base monthly sewer use fee shall be **\$54**. Expansion or remodel on an existing service shall be based on the new use. Description categories indicated above may be combined for a single business entity, if applicable.

3) For Customer categories not listed in the table above the waste water capacity fee amount shall be assigned by the Town of Alpine based on the relationship between the predicted maximum daily sewage contribution and the typical detached single family residential sewage contribution of 375 gallons per day (maximum daily flow), or by calculation of plumbing fixture values for the facility in question.

4) The Town of Alpine reserves the right to adjust assigned ERU's for non- single family detached residential customers, or groups of customers, in cases where sewage contribution exceeds the rates listed in this table, based on either measured water usage or measure delivery sewage as further described in Section V.4. of Ordinance 245 (2016-08).

5) The above fees assume sewage contribution having a concentration of less than 300mg/l of BOD, COD or TSS. Sewage contribution having a higher concentration, if acceptable to the Town of Alpine will be subject to a concentration surcharge determined by the Town.

6) See Section 6.2 of the Town of Alpine Land Use and Development Code for definitions of various use categories.



ORDINANCE NO. 2025-012

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NO. 2022-14 FOR THE PURPOSE OF ESTABLISHING UTILITY BILLING PROCEDURES, USAGE FEES, CONNECTION FEES, CONNECTION REQUIREMENTS, AND COLLECTION POLICIES.

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

Section I: Title:

This ordinance shall be known and may be cited as the **"Utility Procedure Ordinance of the Town of Alpine."**

Section II: Ordinances Repealed:

Ordinance No. 2022-14, together with all ordinances or parts of ordinances in conflict with this ordinance, are hereby repealed.

Section III: Effective Date:

This ordinance shall be effective on the date of passage. All procedures specified herein shall begin on the first billing period after passing and approval of this Ordinance.

Section IV: Water Commissioner:

- (a) **Appointment:** The Mayor shall designate a Town employee to serve as Water Commissioner. The designated employee must hold a Level 1 certification from the Wyoming Department of Environmental Quality as a water operator. This designation may be modified at any time at the discretion of the Mayor.
- (b) **Authority:** The Water Commissioner or other designated employee shall have the authority to investigate applications for water and sewer services. The Water Commissioner shall also have the authority to terminate or temporarily suspend water/sewer services as provided in this article

Section V: Definitions: As used in this ordinance:

- (a) **"Town"** means the Town of Alpine, Wyoming.
- (b) **"Customer or consumer"** means any individual, firm, corporation, or entity that receives utility services from the Town.
- (c) **"Utility services"** means water and/or wastewater services provided by the Town.

- (d) **"Delinquent account"** means any utility account not paid in full by the due date specified on the bill.
- (e) **"Curb-box" (also known as a "valve box")** means a vertical cast iron sleeve, accessible from the public right-of-way, housing the shutoff valve (curb-stop) for a property's water service line. The curb-box is typically located between a building and the water main lines and usually consists of a metal tube with a removable or sliding lid, allowing access to the turn-key within.
- (f) **"Curb-Stop" (also known as a "shutoff valve")** means a valve and protective enclosure box placed in a user's water service line for the purpose of turning the water utility service on/off.
- (g) **"Water/Sewer Service"** means a water/sewer service (or lateral) utility line connecting the Town's utility main lines (water distribution system and sewer collection system) to a property's premises plumbing. The service or lateral originates at the connection of the main and includes all piping, equipment, and appurtenance installed to deliver the utility to the property, including any portion of that line that lies within Town property, right-of-way, or easements.

Section VI: Rates and Fees:

Utility rates and fees shall be established by separate ordinance of the Town Council and may be adjusted from time to time as necessary

Section VII: Water Rates, Fees, and Requirements

(a) Water Connection Requirements:

- i. **Mandatory Connection to Town Water System:** Connection to the Town of Alpine municipal water system is mandatory for all properties located within the incorporated limits of the Town. The installation or use of private culinary water wells is strictly prohibited within the Town of Alpine.
- ii. **Permit to Connect Required:** No connection shall be made to the municipal water system without first obtaining a permit to connect from the Town of Alpine Public Works Department. This permit is required prior to any construction or installation activity involving the Town's water infrastructure.
- iii. **Building Permit:** No building permit shall be granted until the permit to connect is issued.

iv. **Individual Meters Required:**

1. All water consumed within the Town of Alpine shall be delivered through and measured by a Town-approved water meter. No person, property, or premises shall connect to or use water from the municipal water system except through such a meter.
2. All new businesses and residences shall have their own individual water meter. Each property shall have at a minimum, one (1) water meter provided by the Town, which shall be installed in accordance with Town specifications. Additional meters may be installed at the landowner's expense; however, no additional connection fees shall be required for additional meters connected to the same service line.

v. **Backflow prevention assembly testing and maintenance:**

1. All properties or premises connected to the Town's public water supply shall install and maintain at the property owner's expense the appropriate backflow assembly. Determination of the hazard classification of a water service connection is at the sole discretion of the Town.
2. Backflow prevention devices at water service connections shall be inspected and certified by a certified backflow assembly tester at the time of installation meeting the certification requirements of WYDEQ Chapter 12. Cost of installation and testing shall be the responsibility of the property owner. Records of testing shall be supplied to the Town prior to initiation of service.
3. Backflow prevention devices installed at high-hazard nonresidential cross connections shall be inspected and tested on an annual basis by a certified backflow assembly tester meeting the certification requirements of WYDEQ Chapter 12. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. A report to the Town must be filed each time an assembly is tested, relocated, or repaired. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of testing, repair, and maintenance shall be borne by the property owner. If records of testing by the Town are not received annually, the Town may

complete the testing, of which the cost of testing plus 30% shall be applied to the owner's utility bill. If access for testing is denied, the consumer shall be subject to the termination of water service.

(b) Water Connection Fees:

- i. **Water Connection Fee:** The Water Connection Fee is a charge assessed by the Town of Alpine to recover the costs associated with providing a new physical connection to the Town's culinary water system. This fee includes labor to tap the water main, inspection services, review, approval necessary to ensure compliance with Town standards and specifications, the water meter, and labor to install the meter.
- ii. **Conditions for Installation:** A water connection may be installed only upon:
 1. Full payment of the Water Connection and Capacity Fees,
 2. Completion of the application process, and
 3. Issuance of a permit.
- iii. **Permit to Connect; Term and Extension:** Upon issuance, the applicant has two (2) years to connect to the town's culinary water system. Before expiration, a written request may be submitted for a one-time, one (1) year extension upon demonstration of good cause by the applicant. A fee shall be charged for the extension.
- iv. **Revocation and Forfeiture:** If the connection is not installed by the expiration of the extension deadline, all fees paid shall be forfeited and the permit to connect to the culinary water system shall be revoked. There shall be no refunds of Water Connection and Capacity Fees.
- v. **Water Connection Fees Outside Municipal Limits:** All Town Council approved water connections located outside the municipal limits shall be charged 125% of all rates and fees as adopted in the most recent Utility Rate Ordinance.
- vi. **Establishment of Fee:** The water connection fee shall be established in accordance with the rates set forth in the most recently adopted Town of Alpine Utility Rate Ordinance. In the event that no specific rate is provided therein, the fee shall be determined by the Town of Alpine Engineer based on anticipated usage.

(c) Monthly Usage Fees Required:

- i. **Base Rate:** The water base rate is a fixed monthly fee charged to each water user, regardless of the amount of water used. This fee covers the cost of maintaining the water system infrastructure, administrative expenses, and ensuring the availability of water service.
- ii. **Water Per Gallon Charge:** The water per gallon charge is a variable fee based on the actual volume of water used. This charge is assessed in addition to the base rate and is calculated based on the number of gallons consumed by the user during the billing period.
- iii. **Water Rates for Properties Outside Municipal Limits:** Both the base rate and the per-gallon water usage charge shall be assessed at one hundred twenty-five percent (125%) of the in-town rates for all users located outside the incorporated municipal boundaries of the Town of Alpine.

(d) Water Service Fees – Meter Replacement: Water service fees shall include charges established to cover the cost of repair and replacement of water meters. These fees ensure the Town of Alpine can maintain accurate metering equipment, recover the cost of meter materials and installation, and provide for the continued operation and reliability of the municipal water system.

(e) Readiness to Serve Fee: All vacant lots located within the municipal boundaries of the Town of Alpine that are not currently connected to the Town's water system shall be charged a monthly readiness to serve fee. This fee is required to maintain system availability and infrastructure readiness.

(f) Readiness to Serve Fee outside Municipal Limits: All vacant lots located outside the municipal boundaries of the Town of Alpine that have water service extended to the property shall also be required to pay the monthly readiness to serve fee, regardless of whether the property is currently connected. The readiness to serve fee for out-of-town properties shall be charged at one hundred twenty-five percent (125%) of the in-town rate.

(g) Installation Criteria:

- i. **Owner Responsibility:** The property owner shall be responsible for installing the water service line from the main to the point of connection in accordance with the Town of Alpine's specifications as adopted by the Alpine Town Council. The installation shall comply with the International Building Code (IBC), any other codes adopted by the Town of Alpine, Wyoming DEQ standards, and all other applicable standards or requirements. An encroachment permit shall be required for all curb cuts. The property owner shall warranty the Town of Alpine against any right-of-way settling for a period of one (1) year following installation. After installation and approval by the Town, the property owner retains responsibility for the service line from the curb-stop to the private connection and to the sewer main connection point. Water service lines shall be installed at a sufficient depth and/or insulated to prevent freezing. New service lines shall also be flushed to remove dirt and debris from the line prior to use.
 - ii. **Town Responsibility:** After installation and approval by the Town, the portion of the water service line from the main to the curb-stop becomes the property of the Town and shall be maintained by the Town thereafter. The Town remains responsible for maintenance and repair of the main utility lines and any service portions it owns. The Town reserves the right to access and utilize any valve, curb-stop, water meter, or device controlling the flow or delivery of water, including but not limited to water meters, seals, sending units, backflow prevention devices, or other equipment regulating or measuring the supply of any utility service. The Town retains ownership of the water meter regardless of location.
- (h) **Town Oversight and Inspection:** The Town of Alpine must be notified of a minimum one (1) full working day in advance of any excavation relating to a connection to the Town's water system (a Town of Alpine encroachment permit may be required). Any person making unauthorized service connections shall pay a fine of no more than seven hundred fifty dollars (\$750.00) per incident and at their expense be required to re-expose the entire line and pay for inspection by the Town. The landowner shall be held liable for any damage or additional fees and costs resulting from any failure to comply with this ordinance.
- (i) **Water Connection Dates:** The Town of Alpine prohibits new water connections involving excavations within the Town owned right of way or a prescribed Town utility easement between the dates of November 15 and April 15 unless for emergency purposes or otherwise pre-approved by the Town.

- (j) **Additional Fees:** If any of the above connection fees do not fully cover the total costs incurred by the Town for the water connection, additional costs and fees shall be assessed.

Section VIII: Sewer Rates, Fees, and Requirements

(a) Sewer Connection Requirements:

- i. **Mandatory Connection to Town Sewer System:** All existing and new structures with reasonable access to the Town of Alpine's sewer collection system shall be required to connect. The issuance of permits for permanent septic tanks or leach fields is strictly prohibited for any property with reasonable access to the existing sewer infrastructure.
- ii. **Permit to Connect Required:** No connection shall be made to the municipal sewer system without first obtaining a permit to connect from the Town of Alpine Public Works Department. This permit is required prior to any construction or installation activity involving the Town's sewer infrastructure.
- iii. **Building Permit:** No building permit shall be granted until the permit to connect is issued, **with the only exception being as provided in Section IV 1 B.**
- iv. **Lots without Reasonable Access to the Existing Sewer Collection System:**
 1. Landowners with properties located within the Alpine municipal limits that do not have reasonable access to the Town of Alpine sewer system (determined by the Town in accordance with the Master Sewer Ordinance), shall be required to obtain an on-site wastewater permit for new construction in accordance with Wyoming DEQ requirements. Documentation of an approved permit shall be provided before issuance of a building permit by the Town.
 2. Upon approval by the Town, Landowners may at their own expense, connect to the sewer collection system by extending the sewer service line or collection line. Such connections shall be subject to meeting all Town and DEQ requirements. Any sewer service line serving more than one building shall require a DEQ "Permit-to-Construct" and the consent of the Town of Alpine, subject to town engineer review.
- v. **Backflow Preventer Required:** Where users have drains or other plumbing fixture(s) less than twenty-four (24) inches above the elevation of the rim of the next upstream manhole, the user shall install a Town approved backflow prevention device in an accessible location on the service line serving said fixture(s). The landowner shall be responsible for the proper operation and maintenance of the black flow device.

vi. Prohibited discharges: In accordance with the Master Sewer Ordinance, no person, association, firm or business, including but not limited to septic tank pumping services, firms or organizations, shall discharge or cause to be discharged any of the following described water or wastes to the Town's sewer system:

1. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas
2. Any waters containing toxic or poisonous solids, liquids or gases in sufficient quantities, either singularly or by interaction with other wastes, to contaminate the sludge of the public sanitary sewer, to injure or interfere with any sewage treatment process, to constitute a hazard to humans or animals, to create a public nuisance, or to create any hazard in the receiving waters of the wastewater treatment facility.
3. Any waters or wastes having a pH lower than 5.5, above 8.5 or having any other acidic/corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater works
4. Solid or viscous substances in quantities or of such size capable of plugging or causing obstruction to the flow in sewers or of causing other interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, manure, hair, entrails, paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders
5. Paint, oil, wax, epoxy, grease or similar substance;
6. Sludge and other matter pumped from septic tanks or other sewage disposal systems;
7. Unpolluted waters such as stormwater, surface water, groundwater, roof runoff, subsurface drainage, or cooling water;
8. Any other substance which would unreasonably tend to plug or cause obstruction to the Town's sewer system.

(b) Sewer Connection Fees

- i. **Sewer Connection:** The Sewer Connection Fee is a charge assessed by the Town of Alpine to recover the costs associated with providing a new physical connection to the Town's sewer system. This fee includes inspection services, review, and approval necessary to ensure compliance with Town standards and specifications.
- ii. **Conditions for Installation:** A sewer connection may be installed only upon:

1. Full payment of the Sewer Connection and Capacity Fees,
 2. Completion of the application process, and
 3. Issuance of a permit.
- iii. **Permit to Connect; Term and Extension:** Upon issuance, the applicant has two (2) years to connect to the town's sewer system. Before expiration, a written request may be submitted for a one-time, one (1) year extension upon demonstration of good cause by the applicant. A fee shall be charged for the extension.
- iv. **Revocation and Forfeiture:** If the connection is not installed by the expiration of the extension deadline, all fees paid shall be forfeited and the permit to connect to the sewer system shall be revoked. There shall be no refunds of Sewer Connection Fees or Capacity Fees.
- v. **Sewer Connection Fees Outside Municipal Limits:** All sewer connections located outside the municipal limits shall be charged 150% of all rates and fees as adopted in the most recent Utility Rate Ordinance.
- vi. **Establishment of Fee:** The sewer connection fee shall be established in accordance with the most recent International Building Code Water Supply Fixture Unit Values for various Plumbing Fixtures and Fixture Groups.
1. **Equivalent Residential Unit (ERU):** Fees are based on a monetary cost (\$) per ERU. An ERU is considered 25-Fixture Units. Sewer fees will be a minimum of (1) ERU. ERUs above (1) will be rounded up/down per the closest $\frac{1}{2}$ number.
- vii. **Change of Property Use – Sewer Evaluation Required:** In the event that the use of a property is changed, whether or not a building permit is required or obtained, the property owner shall submit an application to the Town of Alpine for review. As part of this review, the sewer service and capacity demands associated with the property shall be evaluated by the Town to determine compliance with all applicable requirements. Any necessary upgrades, modifications, or fees resulting from the change in use shall be the responsibility of the property owner.
- viii. **Previous Connection Fee Agreements / Amortization:** All contracts, agreements and extensions to the original agreements on connection fees in Phase I and Phase II of the Town of Alpine Sanitary Sewer Expansion Project shall terminate according to the terms of the Agreements. Any reference to “amortization” or reference to financing in the agreements is hereby stricken. Said references shall be termed as

lease agreements and lease payments. Any outstanding amounts due under these agreements are hereby declared “residual amounts”. Upon sale of the real property for which the sewer connection has been leased under the agreements, any outstanding residual amounts shall be paid immediately.

ix. **Monthly Usage Fees Required:**

- i. **Base Rate:** The sewer base rate is a fixed monthly fee charged to each sewer user, regardless of the amount of water used. This fee covers the cost of maintaining the sewer system infrastructure, administrative expenses, and ensuring the availability of sewer service.
- ii. **Sewer Per Gallon Charge:** The sewer per gallon charge is a variable fee based on the actual volume of water used. This charge is assessed in addition to the base rate and is calculated based on the number of gallons consumed by the user during the billing period.

1. **Irrigation:** At the owner’s expense they are allowed to install a deductive irrigation water meter. Irrigation water usage will be deducted from the domestic water meter usage for the sewer per gallon charge. Sewer deduction water meters will be installed under the same requirements of the municipal water systems

- iii. **Sewer Rates for Properties Outside Municipal Limits:** Both the base rate and the per-gallon sewer usage charge shall be assessed at one hundred fifty percent (150%) of the in-town rates for all users located outside the incorporated municipal boundaries of the Town of Alpine.

- x. **Readiness-to-Serve Fees:** Monthly readiness to serve fees shall be charged to properties in Phase I and Phase II of the Town of Alpine Sanitary Sewer Expansion Project.

xi. **Installation Criteria:**

1. **Owner Responsibility:** The property owner shall install, own, and maintain the sewer lateral and all service line components extending from the sewer main to the building connection. All work must comply with the International Building Code (IBC), the Wyoming DEQ standards, the

Town of Alpine Standards and Specifications, or any other applicable codes. Service lines must be placed at sufficient depth and/or insulated to prevent freezing. A Town representative shall inspect and approve all connections and installations. The property owner shall warranty the Town of Alpine against any right-of-way settling for a period of one (1) year following installation.

2. **Town Responsibility:** The Town is responsible only for the maintenance and repair of the sewer mains.
- xii. **Town Oversight and Inspection:** The Town of Alpine must be notified of a minimum one (1) full working day in advance of any excavation relating to a connection to the Town's sewer system (a Town of Alpine encroachment permit may be required). Any person making unauthorized service connections shall pay a fine of no more than seven hundred fifty dollars (\$750.00) per incident and at their expense be required to re-expose the entire line and pay for inspection by the Town. The landowner shall be held liable for any damage or additional fees and costs resulting from any failure to comply with this ordinance
 - xiii. **Sewer Connection Dates:** The Town of Alpine prohibits new connections involving excavations within the Town owned right of way or a prescribed Town utility easement between the dates of November 15 and April 15 unless for emergency purposes or otherwise pre-approved by the Town.
 - xiv. **Abandonment of Existing Septic Tanks:** Any lot owner with an existing structure that has reasonable access to the Town collection system, who has a septic system/leach field that fails to operate properly or becomes an environmental or public health concern, as determined by the Town of Alpine, shall be required to abandon that septic system/leach field and connect to the collection system within sixty (60) days following notification from the Town. If the notification of failure occurs after September 15, the connection shall be made by June 15 of the following year.
 - xv. **Properties Requiring Pump Stations:** Special provisions shall apply to properties that are within reasonable access of the Town of Alpine's collection system and have a demonstrated need (to the satisfaction of the Town Engineer) for a pump station. These properties shall pay the same connection fees and capacity fees specified in the

most recently adopted Town of Alpine Utility Rate Ordinance. In addition, the pump station and discharge line shall be required to meet additional specifications. The pump station shall be purchased and installed at the property owner's expense.

- xvi. **Master Sewer Ordinance:** The Master Sewer Ordinance establishes additional requirements, penalties, definitions, and prohibitions governing the Town of Alpine Sewer System and Treatment Plant. These provisions apply to all new and existing sewer service connections and to all use of the Town sewer system. In the event of a conflict between this ordinance and the Master Sewer Ordinance, the most recently adopted and more restrictive provision shall prevail.
- xvii. **Additional Fees:** If any of the above connection fees do not fully cover the total costs incurred by the Town for the sewer connection, additional costs and fees shall be assessed.

Section IX: Other Fees and Charges

- (a) **Bulk Water:** Where sufficient water is available for municipal uses, the Town may provide bulk water sales.
 - i. **Bulk Water Permits and Metering Requirements:** Bulk Water taken from fire hydrants or by other dedicated bulk water dispensing systems will be approved by special permit issued by the Water Commissioner who shall, at their discretion, issue a water meter to each such permittee. A meter or meters, together with such backflow prevention assemblies as the Water Commissioner may determine necessary, must be connected to each fire hydrant/dispenser and must meter all water flowing therefrom pursuant to such special permit. The approval of the application to purchase bulk water may be withdrawn at any time with or without cause.
 - ii. **Bulk Water Fees and Rates:** Bulk water permit fee and usage rates; see currently Utility Rate Ordinance.
 - iii. **Return of Equipment and Penalties:** The permittee shall return all necessary equipment issued under such special permit to the Town of Alpine at the completion of the permit or as requested by the Town of Alpine. Any permittee that fails to return such equipment, or returns such equipment in a damaged state, is guilty of a misdemeanor and, upon conviction, is subject to a fine not to exceed \$750 as well as any restitution to the Town for replacement of such equipment.

- iv. **Exemption for Fire Department Operations:** Nothing in this section shall be deemed in any manner to prohibit, hinder, or require a permit of the Fire Department carrying out its firefighting duties

(b) Septage Disposal Fee:

- i. **Authorization for Acceptance of Septage:** The Town of Alpine may, at its sole discretion, authorize the acceptance of septage or other hauled wastewater at the Town's wastewater treatment facilities. Authorization shall be granted only as determined necessary and appropriate by the Town, and the Town reserves the right to deny acceptance at any time.
- ii. **Disposal Fee Rates:** When septage is accepted, the Town shall assess a disposal fee in accordance with the rates established by the most recently adopted Town of Alpine Utility Rate Ordinance

Section X: Utility Billing and Collection Policy

- (a) Responsibility for payment:** The Town provides water and sewer services to properties and premises within the Town's service area. Responsibility for payment of connection fees, service fees, and special assessments applicable to the provision of those services shall rest, in each instance, with the owner of the property or premises, as recorded on the deed of trust, to which said service is provided. All such connection and capacity fees, service fees, and special assessments shall be billed to the property or premises owner. Where billing is sent to someone other than the owner, the fact that such owner shall not have been directly advised of amounts owed shall not relieve said owner of the responsibility to pay such amounts when due.
- (b) Utility Billing and Collection:** Billing shall be in accordance with the rates set forth in the most recently adopted Town of Alpine Utility Rate Ordinance and shall be subject to the penalties below.
- (c) Meter Reading:** The Town shall read all water meters one time per month.
 - i. If the Town is unable to obtain a water meter reading, the customer's bill shall be calculated based on the average water usage for that service. An adjustment shall be made once an actual meter reading is obtained.
- (d) Billing Policy:**
 - i. **Billing Policy:** Except as provided otherwise, the owner of the property or premises shall reimburse the Town in arrears for any and all water and sewer

services on a monthly basis. The billing due date shall be considered to be the 25th day of the month regardless of the actual mailing date of the bill. Fees for water and sewer service or special services shall be set by Utility Rate Ordinance. Any payment not received by the 25th day of the month during which the bill was sent to the customer shall incur a late fee set by Utility Rate Ordinance. All late fees shall be considered part of the payment for such service for the purposes of VII(e)(iii) which allows termination of service when payment is past due for 60 days from the billing date.

- ii. Any payment not received by the 25th shall be deemed late and subject to a late fee as set by Utility Rate Ordinance. All late fees shall be considered part of the service charges for purposes of Section VII(e)(iii), which authorizes termination of service when an account remains unpaid for sixty (60) days past the due date.
- iii. Once a property is connected to Town water and/or sewer and a billing account has been established, monthly readiness-to-serve charges shall apply, regardless of usage.
- iv. Corrections in billing activities shall be made retroactively for not more than three (3) billing cycles in the billing period immediately following validation of the error, unless it is determined that the property owner and/or renter tampered with the meter or related appurtenances, in which case full back-billing may be imposed.
- v. **Delinquent Accounts:** When water or sewer service charges remain unpaid for sixty (60) days past the due date, the account shall be deemed delinquent. The Town may file a lien against the property or premises served in the amount of the delinquency. Any lien filed may be foreclosed in accordance with law. In any foreclosure or civil action brought to recover delinquent amounts, the Town shall be entitled to recover the outstanding balance together with all costs of collection, including reasonable attorney's fees.

(e) Discontinuance of Service:

- i. **Termination of service authorized:** The Town has the right to disconnect and refuse to connect or reconnect any water or other utility service (Any disconnection shall follow the procedure set out in ii) for any of the following reasons:
 - 1. Failure to meet applicable provisions of law;
 - 2. Violation of rules and regulations pertaining to utility services;

3. Nonpayment of water or sewer bills when payments for such services remain past due for 60 days from the due date;
 4. Willful or negligent waste of services due to improper or imperfect pipes, fixtures, appliances or appurtenances or due to any other reason;
 5. Tampering with or failing to have in place or maintain any water meter, seal, sending unit, backflow prevention device or other equipment controlling, regulating or measuring the supply of any utility service up to and including freezing;
 6. Theft, diversion or use of utility services without payment;
 7. Failure to allow access to any water meter or related sending unit upon reasonable request; or
 8. Vacancy of premises.
- ii. **Notice of termination required:** Where any of the reasons set out in X (e)(i) exist, water services provided by the Town may be terminated. Ten (10) days prior to such termination a pretermination notice shall be sent or delivered to the owner or other party designated for receipt of statements of account for that property or premises. Such pretermination notice shall indicate that services will not be restored until the account has been paid in full together with an additional fee set by the most currently adopted Utility Rate Ordinance to cover the cost of terminating and restoring the service. The Town shall not be held responsible for any damages, physical or otherwise, resulting in the termination of water and/ or sewer service.
- iii. **Winter Months:** From December 1 through April 1, the Town of Alpine shall not disconnect water service to a residence for delinquent payment of water or sewer fees. Commercial properties, however, may be disconnected for delinquency at any time during the year. The Town shall not be liable for any damage or loss resulting from disconnection.

(f) Voluntary Disconnection and Reconnection of Water Service:

- i. At the request of the property owner, the Town will shut off water service at the curb stop. A single shut-off/reconnect fee, as set forth in the current Utility Rate Ordinance, shall apply regardless of the length of disconnection. The property owner shall remain responsible for paying the base monthly water rate during the

disconnection period, as well as all base rates and per-gallon charges accrued prior to the shutoff date. In addition to the shut-off/reconnect fee, the property owner shall be responsible for any actual labor, equipment, and material costs incurred by the Town in restoring service. Voluntary disconnects are provided solely at the property owner's request (e.g., system repairs, inspections, or extended vacancy) and do not apply to disconnections for nonpayment.

- ii. **Liability Disclaimer:** The Town of Alpine shall not be liable for any loss, injury, or impact resulting from voluntary disconnection of water service.
- (g) **Transfer of Service:** When a property with existing water or sewer service is sold or otherwise transferred, the new property owner (transferee) shall complete a service transfer application, provide a copy of the recorded deed or other transfer instrument, and pay the applicable transfer fee as established in the most recently adopted Town of Alpine Utility Rate Ordinance. All outstanding charges must be paid in full prior to transfer of service. The Town of Alpine shall not prorate base rate fees.
- (h) **Returned Check Fee:** A service fee shall be charged for all returned checks and shall be established in the most recently adopted Town of Alpine Administrative Fees Resolution
- (i) **Renter Policy:** The Town of Alpine shall, at the written request of the property owner and consent of the renter, change the billing name and mailing address into a renter's name for billing purposes. The Town of Alpine shall assess a Renter Fee as established by the most recently adopted Town of Alpine Utility Rate Ordinance. However, the property owner remains liable for payment. The property owner shall be notified when an account becomes delinquent, in accordance with the billing policy, X (d).
- (j) **Liens for Unpaid Charges:**
 - i. All fees, charges, penalties, and costs established under this ordinance, including but not limited to water and sewer service charges, base rates, usage charges, late fees, disconnection or reconnection fees, transfer fees, and any costs of collection, shall constitute a debt due to the Town of Alpine. Any such unpaid amounts shall become a lien upon the property or premises served.
 - ii. The Town may file a lien statement against the property or premises in the amount of the delinquency. Any lien filed may be foreclosed or otherwise enforced as provided by law. In any foreclosure or civil action brought to recover unpaid amounts, the Town shall be entitled to recover the delinquent balance together with all costs of collection, including reasonable attorney's fees.

Section XI: Special Provisions

- (a) Authority to Adjust Fees:** The amount, type, and method of any fee adjustment shall be determined solely by the Town of Alpine. **(Who shall have the authority to adjust fees? Staff)**
- (b) Water rationing:** If, at any time for any reason, a scarcity of water occurs, the Mayor may impose such restrictions upon water consumption as it deems necessary to conserve the water supply of the Town. Such restrictions shall include but not be limited to water rationing or other conservation measures.
- (c) Usage Fees Paid by the Town of Alpine:** The Town of Alpine shall pay the same usage rate for water and sewer as other users within the municipal limits as identified under the most recently adopted Town of Alpine Utility Rate Ordinance including all public buildings and open space.
- (d) Unauthorized connections; uses; tampering:** No person, association, firm or business shall make any unauthorized connection or adjust, turn on/off, terminate or otherwise tamper with the Town's water and sewer system.
- i. Water utility:**
- 1. Unauthorized activities:** Unauthorized activities include, but are not limited to: adjusting, turning on/off, terminating, or otherwise tampering with any fire hydrant, valve, curb stop, device controlling the flow or delivery of water from the Town's waterlines, water meter, or sending unit without the Town's permission. Any person, firm, corporation, or other organization engaging in such activity is guilty of a misdemeanor and, upon conviction, shall be punished in accordance with VIII(l), shall be responsible for all related costs of repair, and may be subject to termination of service under VII(e)(iii). Nothing in this section shall limit the ability of a property owner to operate their own curb stop.
 - 2. Tampering with Meters and Plumbing:** No person, association, firm, or business shall tamper with any water meter or related sending unit installed by the Town, nor shall any person refuse access to a meter or related sending unit by authorized Town personnel. Meters and sending units shall remain accessible for service during reasonable hours.
 - 3. Prohibited Plumbing Alterations and Meter Bypass:** It shall also be a violation of this ordinance for any person to alter, modify, or install plumbing in a manner that allows water usage to bypass the meter or prevents accurate registration of consumption.
 - 4. Meter Tampering, Fees, and Penalties:** If the Town determines any meter or plumbing has been tampered with, or if access is denied, the

billing rate for any month for which no reading is obtained shall include a Meter Tampering Fee. A property owner may appeal such billing adjustment to the Town Council in writing within ten (10) days of notice; failure to do so shall bar the appeal. Repeated tampering, meter bypassing, or continued denial of access may result in termination of water service under VII(e)(iii). Any such conduct constitutes a misdemeanor, punishable in accordance with XI (j) , together with liability for all related costs of repair.

5. **Water Theft:** It is unlawful for any person, association, firm, or business to take or use water from the Town of Alpine without authorization. Theft of water includes, but is not limited to, unauthorized connections, bypassing meters, or any other act resulting in unmeasured water use. Such theft shall result in the imposition of a civil penalty of seven hundred fifty dollars (\$750.00) for each day the violation occurs, in addition to any applicable misdemeanor penalties, repair costs, or termination of service.

(e) Sewer utility.

- i. **Unauthorized Access to Sewer System:** Unauthorized activities include but are not limited to accessing, adjusting, or otherwise tampering with any manholes or cleanouts or other structures associated with the sewer collection system.
- ii. **Violation of Discharge Limits:** It shall be a violation of the Town of Alpine Master Sewer Ordinance for any person or property owner to discharge wastewater in excess of the limits established by the ordinance, the Town of Alpine Standards and Specifications, or any applicable state or federal regulations.
- iii. **Penalties and Enforcement:** Any person, association, firm or business found guilty of violating this section is guilty of a misdemeanor and, upon conviction, shall be punished in accordance with VIII(1), as well as being responsible for all related costs of repair and being subject to termination of service under VII(e)(iii).

(f) Frozen services, laterals, and appurtenances:

- i. **Responsibility for Frozen Service Laterals:** The property owner shall be responsible for performance of and payment for the work necessary to thaw all frozen water and sewer service laterals between the private connection and point of connection with the main. The Town shall be responsible for thawing all main lines.
- ii. **Repairs Within Town Rights-of-Way and Easements:** Any repairs within the Town right-of-way and easements shall comply in all respects with Town of

Alpine Standards and Specifications, Construction Standards, and Building and Fire Codes.

- iii. **Damage from Freezing:** Any water meter or related appurtenance that is damaged due to freezing shall be repaired or replaced at the expense of the Town of Alpine, unless it is determined that the damage resulted from tampering or other improper action by the property owner, in which case all costs shall be the responsibility of the property owner.

(g) Defective Service Laterals, Curb Stops, Water Valves, or Cleanouts:

- i. Upon notification or discovery of any damaged, leaking, or defective service lateral, curb stop, water valve, or cleanout, responsibility for repairs shall be as follows:
 - 1. **Property Owner Responsibility** – If the leak or defect is located on the property owner’s side of the curb stop valve (between the curb stop valve and the building served), the Town of Alpine shall notify the property owner. The property owner shall be required to repair the leak at their own expense. (How many days do we give them?)
 - 2. **Town Responsibility** – If the leak or defect is located between the curb stop valve and the main line, the Town of Alpine shall perform the repair at the Town’s expense.
 - ii. All repairs within the Town right-of-way and easements shall comply with the Town of Alpine’s Standards and Specifications, Construction Standards, and Building and Fire Codes.
- (h) Testing of water meters:** The Town of Alpine shall test a water meter upon request of a customer. If the meter is determined to be accurate, the customer shall be charged a testing fee at the rate established in the Utility Rate Ordinance. If the meter is determined to be faulty and recording incorrect readings, the testing fee shall be waived, the faulty meter shall be replaced by the Town at no cost to the customer, and the customer’s bill for the prior usage period shall be adjusted to reflect the minimum base rate only.
- (i) Cost of Town-Supplied Parts and Materials:** If a property owner, contractor, or other party requires parts, fittings, or supplies from the Town of Alpine in connection with a water or sewer connection and/or repair, the Town may furnish such items directly. The purchaser shall be charged the Town’s acquisition cost of the part or supply plus thirty

percent (30%) to cover administrative, handling, and overhead expenses. Payment in full shall be required prior to release of the items.

(j) Violations and penalties:

- i. Any person, firm, corporation, or other entity who violates any provision of this ordinance, or who fails to comply with any lawful order or requirement of the Town of Alpine made pursuant to this ordinance, shall be guilty of a misdemeanor. Upon conviction, such person shall be subject to a fine not to exceed seven hundred fifty dollars (\$750.00) for each day that the violation continues, together with court costs and reasonable attorney's fees.
- ii. In addition to or in lieu of criminal prosecution, the Town of Alpine may enforce the provisions of this ordinance through civil action, including but not limited to the filing of liens against the property served, the recovery of damages, or the termination of utility services. Each day a violation continues shall constitute a separate and distinct offense.

Section XII: Severability:

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

Passed First Reading on the 2nd day of September 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed Second Reading on the 16th day of September 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 7th day of October 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. 2025-012 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



ORDINANCE NO. 2025-013

AN ORDINANCE ESTABLISHING UTILITY RATES, FEES, AND CHARGES FOR WATER AND SEWER SERVICES WITHIN THE TOWN OF ALPINE, WYOMING; PROVIDING DEFINITIONS; ADOPTING A UTILITY RATE SCHEDULE; AND REPEALING ALL PRIOR RATE ORDINANCES IN CONFLICT HERewith.

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

Section I. Title

This ordinance shall be known and may be cited as the **“Town of Alpine Utility Rate Ordinance.”**

Section II. Ordinances Repealed

All previous ordinances or resolutions setting water and sewer rates, fees, and charges inconsistent with this ordinance are hereby repealed.

Section III. Effective Date

This ordinance shall be effective on the date of passage. All billing for rates specified herein shall begin on the first billing period after passage and approval of this Ordinance.

Section IV. Definitions

For purposes of this ordinance, the following definitions apply:

- (a) **“Base Rate”** – Means the fixed monthly fee charged to each active water or sewer account to cover system infrastructure, administration, and availability of service, regardless of actual usage.
- (b) **“Per Gallon Charge”** – Means the volumetric fee billed to each water/sewer customer, based on actual metered consumption in gallons.
- (c) **“Readiness-to-Serve Fee”** – Means a monthly fee charged to properties or vacant lots that are connected to, or have service availability from, the Town system but are not actively consuming.
- (d) **“Connection Fee”** – Means a one-time fee assessed for the labor, inspection, and materials required to establish a new service connection.
- (e) **“Capacity Fee”** – Means a one-time fee to recover proportional costs of system capacity required to serve a new or expanded connection, based on Equivalent Residential Units (ERUs).

- (f) **“Equivalent Residential Unit (ERU)”** – Means a standardized measure of demand, equal to 25 fixture units under the International Building Code.
- (g) **“Fixture Unit”** – Means a standardized measure of water demand assigned to specific plumbing fixtures or groups of fixtures as set forth in the most recent International Building Code.
- (h) **“Bulk Water Rate”** – Means the charge for water dispensed directly through fire hydrants or approved bulk fill stations by permit.
- (i) **“Renter Fee”** – Means a monthly charge assessed when billing responsibility is transferred from the property owner to a renter.
- (j) **“Outside Municipal Limits Rate”** – Means any customer receiving service outside the Town boundaries shall be billed at a percentage above the in-Town rate as provided in the Utility Rate Schedule.

Section V. Utility Rate Schedule:

- (a) **Adoption of Rate Schedule:** All utility rates, fees, and charges shall be set forth in the **Town of Alpine Utility Rate Schedule**, which is hereby adopted below:

WATER RATE SCHEDULE:

Fee Type	Unit	In-Town Rate	Out-of-Town Multiplier	Out-of-Town Rate
Monthly Water Base Rate	Monthly based on water service line size	\$34.00	125%	\$42.50
Water Per Gallon Charge	per 1,000 gallons (or per gallon)	\$2.25	125%	\$2.81
Water Service Fee	Per Month	\$2.00	N/A	\$2.00
Readiness-to-Serve (Water)	Per account / month	\$31.00	125%	\$38.75
Meter Tampering Fee	Per Occurrence	\$500.00	N/A	\$500.00
Meter Test Fee	Per Test	\$100.00	N/A	\$100.00

Bulk Water – Permit Fee	Per Application	\$100.00	N/A	\$100.00
Bulk Water – Per Gallon Rate	Per Gallon	\$4.50	N/A	\$4.50
Termination of Service Fee	Per Event	\$120.00	N/A	\$120.00
Voluntary Disconnection/Reconnection Fee	Per Event	\$60.00	N/A	\$60.00

SEWER RATE SCHEDULE:

Fee Type	Unit	In-Town Rate	Out-of-Town Multiplier	Out-of-Town Rate
Monthly Sewer Base Rate	Monthly, per ERU (min 1 ERU)	\$67.50	150%	\$101.25
Sewer Per Gallon Charge	per 1,000 gallons (or per gallon)	\$0	150%	\$0
Readiness-to-Serve (Sewer)	per account / month	\$54.00	N/A	N/A
Septage Disposal Fee	Per 1,000 gallons	\$225.00	N/A	\$225.00

MISC. FEES SCHEDULE:

Fee Type	Unit	In-Town Rate	Out-of-Town Multiplier	Out-of-Town Rate
Renter Fee	per occurrence	\$50.00	N/A	N/A
Returned Check Fee	per occurrence	\$50.00	N/A	\$50.00
Connection License Extension Fee	per occurrence	\$100.00	N/A	\$100.00
Late Fees	per occurrence	\$5.00	N/A	\$5.00

Transfer of Service	per occurrence	\$300.00	N/A	\$300.00
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If the Town of Alpine supplies any parts, fittings, or supplies in connection with a water or sewer connection and/or repair the purchaser shall be charged cost plus 30%.

WATER CONNECTION FEES

Fee Type	Unit	In-Town Rate	Out-of-Town Multiplier	Out-of-Town Rate
Water Connection	¾"	1,500.00	125%	\$,1875.00
Water Connection	1"	\$1,750.00	125%	\$2,187.5
Water Connection	1.5"	Number needed		
Water Connection	2"	Number needed		

WATER CAPACITY FEES

Meter Size inches	Max Allowable Capacity, gpm	Meter Ratio	Calculated Fee
¾"	30	1.00	\$7,925
1"	50	1.67	\$13,120
1.5"	100	3.33	\$26,420
2"	160	5.33	\$42,270

SEWER CONNECTION FEES

Fee Type	Unit	In-Town Rate	Out-of-Town Multiplier	Out-of-Town Rate
Sewer Connection Fee	Per ERU (min 1 ERU)	1,000.00	150%	\$1,500.00

SEWER CAPACITY FEES

Fee Type	Unit	Calculated Fee
Capacity Fee (per ERU)	one time per ERU (min 1 ERU)	\$9,080.00

(b) Authority to Amend

- i. The Town Council may update or amend by ordinance.
- ii. The Council may also adopt administrative resolutions to adjust specific rates (e.g., bulk water, renter fees, readiness-to-serve) so long as the adjustments are consistent with the framework of this ordinance.

Section VI. Water Rates and Fees

Water-related charges, including but not limited to **base rates, usage charges, readiness-to-serve fees, connection fees, meter replacement fees, and out-of-town multipliers** shall be as set forth in Exhibit A.

Section VII. Sewer Rates and Fees

Sewer-related charges, including but not limited to **base rates, usage charges, readiness-to-serve fees, connection fees, capacity fees, ERU-based fees, and out-of-town multipliers** shall be as set forth in Exhibit A.

Section VIII. Other Utility Fees

Other charges, including but not limited to **bulk water rates, renter fees, returned check fees, voluntary shutoff/reconnection fees, meter tampering fees, and other administrative charges** shall be as set forth in Exhibit A.

Section IX. Collection, Liens, and Enforcement

- (a) All bills are due by the **25th of each month.**
- (b) Late payment, lien, and enforcement provisions remain as previously established in Town of Alpine Billing Procedure Ordinance and shall apply to all rates adopted under this Ordinance.
- (c) Accounts delinquent 60 days or more may be shut off and are subject to lien on the property served.
- (d) The Town shall recover attorney's fees and costs for collection actions.

Section X. Severability

If any portion of this ordinance is held invalid, the remaining provisions shall remain in full force and effect.

Section XI. Adoption

This ordinance passed and approved on the following dates:

Passed First Reading on the 2nd day of September 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed Second Reading on the 16th day of September 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 7th day of October 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. 2025-013 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

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1st Reading



ORDINANCE NO. 2025-014

AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING ESTABLISHING WATER AND WASTEWATER CAPACITY FEES FOR DEVELOPMENT WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN OF ALPINE

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

Section I: Title. The Ordinance shall be known as the Water and Wastewater Capacity Fee Ordinance of the Town of Alpine, WY of Lincoln County.

Section II: Purpose and Intent. The purpose of this ordinance is to establish policies and regulations governing the implementation of water and wastewater capacity fees for areas served by the Town of Alpine.

Section III: Authority. This Ordinance is adopted pursuant to the general powers granted to municipalities under Wyoming Statutes §15-1-101 et. Seq.

Section IIII: Definitions. As used in this ordinance:

- (a) **Capacity Fee:** Means a one-time charge imposed on new development to pay for a proportionate share of the cost of new or expanded water system capital facilities required to serve such development.
- (b) **Capital Facilities:** Means major facilities within the water and wastewater systems which provide benefit to all customers such as wells, water treatment plants, treated storage, wastewater treatment plants, major lift stations, major water transmission mains and wastewater collection mains.
- (c) **Level of Service (LOS):** Means a measure of the relationship between the service capacity and the service demand. The standard of water or wastewater system performance and capacity set by the Town to provide service.
- (d) **New Development:** Means construction, change of use, expansion, or other activity that creates new demand for water or wastewater service on a defined parcel of land.
- (e) **Equivalent Residential Unit (ERU):** Means a standard unit of measure which represents the average water demand or the average non-consumptive flow reaching the wastewater treatment plant. Fractional ERUs may be used to define demand and flow requirements for specific features of new development (e.g.

number of bedrooms, number of bathrooms, hose bibs, restaurant seating capacities, etc.)

- (f) **Service Area:** Means the municipal boundaries of the Town of Alpine and any area served by the Town of Alpine's capital facilities.
- (g) **Industry Accepted Methodologies for Capacity Fees:** Means Approaches used by municipal and utility professionals for the purpose of calculating capacity fees and are supported by the leading water and wastewater organizations such as the American Water Works Association and the Water Environment Federation, among others.
- (h) **Water Meter:** Means a device part of a service connection to a dwelling or building used solely for the purpose of measuring water use.
- (i) **Meter Capacity:** Means The maximum allowed safe operating capacity of a water meter- measured in gallons per minute.
- (j) **Meter Capacity Ratios.** Means a numerical value assigned to each meter representing the relative capacity of that meter to a ¾" meter. Used as a method to calculate capacity fees by meter size.

Section V: Applicability.

- (a) **Applicability to New Development:** This ordinance applies to all new development within the service area that meets any of the following requirements:
 - i. Construction of new building,
 - ii. Expansion of an existing building or dwelling requiring new water or wastewater service,
 - iii. Change in land use that increases water demands or wastewater demands.
- (b) **Exemptions:** The following are exempt from water and wastewater capacity fees:
 - i. Replacement of a building or dwelling with no change in water or wastewater demands,
 - ii. Remodel or repair not requiring increases in water or wastewater demands.

Section VI: Appeals. Applicant may appeal the calculation or application by filing an appeal with the Town within a specified time frame stated by the Town or contained in the Wyoming Administrative Procedures act if the Town has not adopted an office appeal process, W.S. §16-3-101 et. seq.

Section VII: Payment. Payment of capacity fees are due upon issuance of building permit.

Section VIII: Capacity Fee Schedule.

(a) Water Capacity Fee Schedule:

Water Capacity Fee			
Meter Size inches	Max Allowable Capacity, gpm	Meter Ratio	Calculated Fee
¾"	30	1.00	See Utility Rate Ordinance
1"	50	1.67	See Utility Rate Ordinance
1 ½"	100	3.33	See Utility Rate Ordinance
2"	160	5.33	See Utility Rate Ordinance
i. Meter sizes greater than 2" assessed on an individual basis			

(b) Wastewater Capacity Fee: Per ERU. See Utility Rate Ordinance.

Section IX: Effective Date:

This Ordinance shall take effect and be in force upon passage, approval, and publication as required by law and shall apply to all development applications submitted on or after that date.

Passed First Reading on the 2nd day of September 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed Second Reading on the 16th day of September 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 7th day of October 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. 2025-014 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