



# TOWN COUNCIL MEETING AGENDA

July 01, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**

## **APPROVAL OF CONSENT AGENDA**

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

5. **CONSENT AGENDA** – Mayor Green
  - a. Bills to Pay: 06/17/2025 - 07/01/2025
  - b. Financial Report
  - c. ARPA Grant No. LG-1098: Grant Draft Request No. 3

## **6. REPORTS**

- a. Mayor's Report – Eric Green
- b. Clerk/Treasurer Report – Monica Chenault
- c. Public Works Director Report - Craig Leseberg
- d. Code Enforcement Officer Report - submitted in writing

## **7. WORK SESSION ITEMS**

- a. Water and Wastewater Capacity Fees and Financial Plan Presentation - Todd Cristiano with Raftelis

## **8. PUBLIC COMMENT ON AGENDA ITEMS**

*Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to comment on items listed on the agenda. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.*

## 9. ACTION ITEMS

a. Ordinance No. 2025-011 - Land Use and Development Code - 2nd Reading:

Seeking a motion to approve 2nd Reading of Ordinance No. 2025-011 - Land Use and Development Code.

b. Resolution No. 2024-024 - Authorizing The Acting Planning And Zoning Administrator To Extend The Expired Commercial Building Permit For The Wastewater Pretreatment Plant And To Waive Associated Building Permit Fees:

Seeking a motion to approve Resolution No. 2024-024 - Authorizing The Acting Planning And Zoning Administrator To Extend The Expired Commercial Building Permit For The Wastewater Pretreatment Plant And To Waive Associated Building Permit Fees.

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

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

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

Seeking a motion to amend the Resolution No. 2025-026 to include the name of the selected applicant and to appoint that individual to fill the vacant term on the Town of Alpine Town Council.

Seeking a motion to approve amended Resolution No. 2025-026.

## 10. TABLED ITEMS

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

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

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

## 11. GENERAL PUBLIC COMMENT

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

## 12. ADJOURNMENT



Town of Alpine

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## Report Criteria:

Report type: Summary

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

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

M = Manual Check, V = Void Check

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
07/25	07/01/2025	256135	1560	Lower Valley Energy	10-20100	54.16	M
07/25	07/01/2025	256136	1560	Lower Valley Energy	52-20100	3,705.62	M
07/25	07/01/2025	256137	1560	Lower Valley Energy	10-20100	23.46	M
07/25	07/01/2025	256138	1560	Lower Valley Energy	52-20100	109.49	M
07/25	07/01/2025	256139	1560	Lower Valley Energy	52-20100	81.04	M
07/25	07/01/2025	256140	1560	Lower Valley Energy	51-20100	21.85	M
07/25	07/01/2025	256141	1560	Lower Valley Energy	52-20100	18.06	M
07/25	07/01/2025	256142	1560	Lower Valley Energy	52-20100	37.98	M
07/25	07/01/2025	256143	1560	Lower Valley Energy	52-20100	188.78	M
07/25	07/01/2025	256144	1560	Lower Valley Energy	51-20100	82.73	M
07/25	07/01/2025	256145	1560	Lower Valley Energy	51-20100	19.48	M
07/25	07/01/2025	256146	1560	Lower Valley Energy	10-20100	67.16	M
07/25	07/01/2025	256147	1560	Lower Valley Energy	51-20100	74.93	M
07/25	07/01/2025	256148	1560	Lower Valley Energy	51-20100	336.36	M
07/25	07/01/2025	256149	1560	Lower Valley Energy	52-20100	24.17	M
07/25	07/01/2025	256150	1560	Lower Valley Energy	52-20100	40.53	M
07/25	07/01/2025	256151	1560	Lower Valley Energy	52-20100	44.09	M
07/25	07/01/2025	256152	1560	Lower Valley Energy	10-20100	18.00	M
07/25	07/01/2025	256153	1560	Lower Valley Energy	52-20100	186.62	M
Grand Totals:						180,921.01	

## Summary by General Ledger Account Number

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

## Report Criteria:

Report type: Summary

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

TOWN OF ALPINE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-31-100	PROPERTY TAX	10,050.85	153,028.56	180,000.00	26,971.44	85.0
10-31-110	MOTOR VEHICLE TAX	.00	66,385.78	64,000.00	( 2,385.78)	103.7
10-31-200	BASIC SALES & USE TAX	31,902.82	554,647.05	543,000.00	( 11,647.05)	102.1
10-31-210	LOCAL OPTIONS SALES & USE TAX	27,084.38	371,972.93	257,000.00	( 114,972.93)	144.7
10-31-220	GAS TAX	4,129.71	45,055.60	37,000.00	( 8,055.60)	121.8
10-31-225	SPECIAL FUELS TAX	944.49	12,124.00	12,000.00	( 124.00)	101.0
10-31-230	CIG. TAX	588.82	8,413.45	10,000.00	1,586.55	84.1
10-31-235	LODGING TAX	6,237.42	185,020.03	84,000.00	( 101,020.03)	220.3
10-31-240	FRANCHISE TAX	156.78	16,807.39	14,000.00	( 2,807.39)	120.1
10-31-250	SEVERANCE TAX	.00	11,903.65	43,000.00	31,096.35	27.7
10-31-260	MINERAL ROYALTIES	.00	106,317.74	101,000.00	( 5,317.74)	105.3
10-31-270	DIRECT DISTRIBUTION	.00	145,063.76	145,000.00	( 63.76)	100.0
	<b>TOTAL TAX REVENUE</b>	<b>81,095.27</b>	<b>1,676,739.94</b>	<b>1,490,000.00</b>	<b>( 186,739.94)</b>	<b>112.5</b>
<u>LICENSES AND PERMITS</u>						
10-32-100	BUSINESS LICENSE	2,025.00	16,235.00	20,000.00	3,765.00	81.2
10-32-110	LIQUOR LICENSE	.00	9,142.50	8,000.00	( 1,142.50)	114.3
10-32-120	BUILDING PERMITS	36,159.99	141,729.49	50,000.00	( 91,729.49)	283.5
10-32-130	DOG & CAT LICENSE	260.00	350.00	400.00	50.00	87.5
	<b>TOTAL LICENSES AND PERMITS</b>	<b>38,444.99</b>	<b>167,456.99</b>	<b>78,400.00</b>	<b>( 89,056.99)</b>	<b>213.6</b>
<u>CHARGES FOR SERVICES</u>						
10-33-100	RENTS	5,170.00	141,495.02	240,000.00	98,504.98	59.0
10-33-110	NOT., FAX, COPIES, ETC.	.00	.00	10.00	10.00	.0
10-33-120	UTILITIES	( 370.20)	( 370.20)	1,500.00	1,870.20	( 24.7)
10-33-125	VISITOR CENTER REVENUE	.00	17,880.70	12,000.00	( 5,880.70)	149.0
10-33-130	EVENTS REVENUE	2,500.00	19,333.00	5,000.00	( 14,333.00)	386.7
10-33-135	MOUNTAIN DAYS REVENUE	2,210.00	9,404.53	16,000.00	6,595.47	58.8
	<b>TOTAL CHARGES FOR SERVICES</b>	<b>9,509.80</b>	<b>187,743.05</b>	<b>274,510.00</b>	<b>86,766.95</b>	<b>68.4</b>
<u>INTERGOVERNMENTAL REVENUE</u>						
10-34-100	LOTTERY	.00	15,810.33	18,000.00	2,189.67	87.8
10-34-200	GRANT INCOME	43,005.94	91,005.94	390,000.00	298,994.06	23.3
	<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>43,005.94</b>	<b>106,816.27</b>	<b>408,000.00</b>	<b>301,183.73</b>	<b>26.2</b>

TOWN OF ALPINE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FINES &amp; PENALTIES</u>					
10-35-100	CITATIONS	110.00	110.00	3,000.00	2,890.00	3.7
	<u>TOTAL FINES &amp; PENALTIES</u>	<u>110.00</u>	<u>110.00</u>	<u>3,000.00</u>	<u>2,890.00</u>	<u>3.7</u>
	<u>OTHER REVENUE</u>					
10-38-100	INTEREST INCOME	11,421.39	69,297.45	30,000.00	( 39,297.45)	231.0
10-38-200	CONTRIBUTIONS	.00	100,000.00	.00	( 100,000.00)	.0
10-38-700	LOAN PROCEEDS	.00	.00	310,000.00	310,000.00	.0
10-38-800	OTHER INCOME	.00	388.50	.00	( 388.50)	.0
10-38-900	PROCEEDS FROM ASSET SALES	.00	102,625.59	320,000.00	217,374.41	32.1
	<u>TOTAL OTHER REVENUE</u>	<u>11,421.39</u>	<u>272,311.54</u>	<u>660,000.00</u>	<u>387,688.46</u>	<u>41.3</u>
	<u>TOTAL FUND REVENUE</u>	<u>183,587.39</u>	<u>2,411,177.79</u>	<u>2,913,910.00</u>	<u>502,732.21</u>	<u>82.8</u>

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR &amp; COUNCIL</u>					
10-41-110 ELECTED OFFICER SALARIES	3,571.16	30,403.92	35,000.00	4,596.08	86.9
10-41-210 PAYROLL TAXES	242.54	2,056.57	2,500.00	443.43	82.3
10-41-220 HEALTH INSURANCE	1,202.46	16,737.51	20,000.00	3,262.49	83.7
10-41-397 MILEAGE	.00	262.64	1,000.00	737.36	26.3
TOTAL MAYOR & COUNCIL	5,016.16	49,460.64	58,500.00	9,039.36	84.6
<u>ADMINISTRATION</u>					
10-42-110 ADMIN SALAIRES	11,760.25	175,296.48	185,000.00	9,703.52	94.8
10-42-210 ADMIN PAYROLL TAXES	916.22	13,571.80	17,500.00	3,928.20	77.6
10-42-220 ADMIN MEDICAL BENEFITS	2,216.32	23,383.06	33,000.00	9,616.94	70.9
10-42-230 ADMIN RETIREMENT	2,136.03	30,444.71	30,000.00	( 444.71)	101.5
10-42-240 ADMIN HUMAN RESOURCES	.00	5,777.39	2,000.00	( 3,777.39)	288.9
10-42-314 WEBSITE	.00	7,312.10	5,000.00	( 2,312.10)	146.2
10-42-315 PROFESSIONAL SERVICES	6,274.10	71,146.66	190,000.00	118,853.34	37.5
10-42-325 OFFICE EQUIPMENT LEASE/RENT	.00	.00	6,000.00	6,000.00	.0
10-42-335 SOFTWARE AND IT	2,947.08	35,248.64	60,000.00	24,751.36	58.8
10-42-340 TELEPHONE/FAX	931.65	4,595.20	4,000.00	( 595.20)	114.9
10-42-345 NEW OFFICE EQUIPMENT	374.19	5,586.92	6,000.00	413.08	93.1
10-42-350 ADVERTISING	1,811.99	11,618.11	5,000.00	( 6,618.11)	232.4
10-42-360 DUES & MEMBERSHIPS	455.41	7,413.66	6,000.00	( 1,413.66)	123.6
10-42-370 MERCHANT FEES/BANK CHARGES	( 160.97)	3,726.89	3,000.00	( 726.89)	124.2
10-42-380 LIABILITY POOL INSURANCE	.00	2,345.34	9,500.00	7,154.66	24.7
10-42-381 OTHER INSURANCE	148.50	2,233.15	5,000.00	2,766.85	44.7
10-42-390 ADMIN EDUCATION & TRAINING	.00	1,190.00	2,000.00	810.00	59.5
10-42-395 ADMIN TRAVEL	.00	2,381.22	5,000.00	2,618.78	47.6
10-42-405 ADMIN POSTAGE	67.50	1,167.20	3,000.00	1,832.80	38.9
10-42-410 ADMIN OFFICE SUPPLIES	1,851.24	8,396.42	6,000.00	( 2,396.42)	139.9
10-42-415 OTHER EXPENSES	94.86	699.82	.00	( 699.82)	.0
TOTAL ADMINISTRATION	31,824.37	413,534.77	583,000.00	169,465.23	70.9
<u>COURT</u>					
10-45-100 JUDGE SALARY	336.00	2,016.00	6,000.00	3,984.00	33.6
10-45-110 COURT CLERK SALARY	.00	2,409.24	3,200.00	790.76	75.3
10-45-210 COURT PAYROLL TAXES	25.70	336.66	1,000.00	663.34	33.7
10-45-220 COURT MEDICAL BENEFITS	.00	30.14	750.00	719.86	4.0
10-45-230 COURT RETIREMENT	.00	136.03	750.00	613.97	18.1
10-45-311 COURT LEGAL & PROFESSIONAL	.00	1,675.00	5,000.00	3,325.00	33.5
10-45-335 COURT IT	124.09	437.11	250.00	( 187.11)	174.8
10-45-395 COUT RTRAINING & TRAVEL EXP	.00	.00	500.00	500.00	.0
10-45-410 COURT OFFICE SUPPLIES - POST	.00	.00	250.00	250.00	.0
10-45-411 COURT SOFTWARE	.00	1,691.99	1,200.00	( 491.99)	141.0
TOTAL COURT	485.79	8,732.17	18,900.00	10,167.83	46.2

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRAVEL &amp; TOURISM</u>					
10-48-100 TRAVEL & TOURISM WAGES	.00	458.23	5,000.00	4,541.77	9.2
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	.00	33.45	500.00	466.55	6.7
10-48-220 TOURISM BOARD MEDICAL BENEFIT	.00	19.18	750.00	730.82	2.6
10-48-230 TOURISM BOARD RETIREMENT	.00	85.32	750.00	664.68	11.4
10-48-315 TRAVEL & TOURSIM PROFESSIONAL	.00	.00	1,000.00	1,000.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	.00	47.50	500.00	452.50	9.5
10-48-415 TRAVEL & TOURISM GRANT AWARDS	43,005.94	97,312.02	158,000.00	60,687.98	61.6
<b>TOTAL TRAVEL &amp; TOURISM</b>	<b>43,005.94</b>	<b>97,955.70</b>	<b>166,500.00</b>	<b>68,544.30</b>	<b>58.8</b>
<u>BUILDING &amp; DEVELOPMENT</u>					
10-50-110 P & Z WAGES	16,378.87	116,662.98	115,000.00	( 1,662.98)	101.5
10-50-210 P & Z PAYROLL TAXES	1,285.40	9,221.75	11,000.00	1,778.25	83.8
10-50-220 P & Z MEDICAL BENEFITS	1,515.43	11,284.13	18,000.00	6,715.87	62.7
10-50-230 P & Z RETIREMENT	4,138.02	21,753.14	20,000.00	( 1,753.14)	108.8
10-50-315 BUILDING INSPECTION SERVICES	14,037.50	14,037.50	.00	( 14,037.50)	.0
10-50-331 P & Z LEGAL & PROFESSIONAL	4,373.10	44,730.59	36,000.00	( 8,730.59)	124.3
10-50-335 P & Z IT	775.08	3,874.97	1,000.00	( 2,874.97)	387.5
10-50-350 P & Z ADVERTISING	147.25	( 302.02)	1,500.00	1,802.02	( 20.1)
10-50-395 P & Z TRAINING & TRAVEL	.00	.00	1,500.00	1,500.00	.0
10-50-397 P & Z MILEAGE	.00	139.70	1,500.00	1,360.30	9.3
10-50-410 P & Z OFFICE SUPPLIES & STAMPS	67.50	4,444.82	7,500.00	3,055.18	59.3
10-50-411 P & Z SOFTWARE	.00	2,272.25	6,000.00	3,727.75	37.9
10-50-452 P & Z UTILITIES	.00	44.06	1,800.00	1,755.94	2.5
<b>TOTAL BUILDING &amp; DEVELOPMENT</b>	<b>42,718.15</b>	<b>228,163.87</b>	<b>220,800.00</b>	<b>( 7,363.87)</b>	<b>103.3</b>
<u>INFORMATION CENTER</u>					
10-52-110 INFORMATION CENTER S & W	.00	28,572.84	37,000.00	8,427.16	77.2
10-52-210 INFO CENTER - PAYROLL TAXES	.00	2,115.47	3,200.00	1,084.53	66.1
10-52-220 INFO CENTER - MEDICAL BENEFITS	.00	( 258.16)	.00	258.16	.0
10-52-230 INFORMATION CENTER RETIREMENT	.00	3,130.36	.00	( 3,130.36)	.0
10-52-335 SOFTWARE AND IT	124.09	437.11	1,000.00	562.89	43.7
10-52-410 INFORMATION CENTER SUPPLIES	.00	1,758.31	4,000.00	2,241.69	44.0
10-52-451 INFORMATION CENTER COGS	.00	14,898.60	15,000.00	101.40	99.3
10-52-452 UTILITIES	76.30	417.59	1,200.00	782.41	34.8
<b>TOTAL INFORMATION CENTER</b>	<b>200.39</b>	<b>51,072.12</b>	<b>61,400.00</b>	<b>10,327.88</b>	<b>83.2</b>



TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STREETS</u>					
10-54-110 STREETS SALARY & WAGES	8,592.00	77,895.63	210,000.00	132,104.37	37.1
10-54-111 SNOW REMOVAL SALARY & WAGES	.00	11,595.06	.00	( 11,595.06)	.0
10-54-210 STREETS PAYROLL TAXES	1,014.38	9,638.23	25,000.00	15,361.77	38.6
10-54-220 STREETS MEDICAL BENIFITS	4,164.75	18,645.97	35,000.00	16,354.03	53.3
10-54-230 STREETS RETIREMENT	1,099.84	14,036.79	35,000.00	20,963.21	40.1
10-54-315 STREETS PROFESSIONAL SERVICES	.00	10.00	6,000.00	5,990.00	.2
10-54-333 REPAIRS & MAINT. - STREETS	.00	34,805.12	176,000.00	141,194.88	19.8
10-54-334 REPAIRS & MAINT. - SNOW REMOVA	862.31	21,141.17	.00	( 21,141.17)	.0
10-54-350 STREETS EQUIPMENT R & M	100.00	8,766.87	5,000.00	( 3,766.87)	175.3
10-54-351 SNOW REMOVAL EQUIPMENT R & M	( 1,603.30)	32,285.15	25,000.00	( 7,285.15)	129.1
10-54-400 STREETS - TOOLS & EQUIPMENT	.00	1,931.34	1,500.00	( 431.34)	128.8
10-54-410 OPS SUPPLIES - STREETS	.00	2,092.59	5,000.00	2,907.41	41.9
10-54-411 OPS SUPPLIES - SNOW REMOVAL	.00	3,500.64	20,000.00	16,499.36	17.5
10-54-445 STREETS SIGNS	.00	7,319.47	10,000.00	2,680.53	73.2
10-54-454 FUEL - STREETS	.00	1,643.69	7,500.00	5,856.31	21.9
10-54-455 FUEL - SNOW REMOVAL	155.73	19,978.10	14,000.00	( 5,978.10)	142.7
TOTAL STREETS	14,385.71	265,285.82	575,000.00	309,714.18	46.1
<u>LAW ENFORCEMENT</u>					
10-56-110 CODE ENFORCEMENT SALARY	2,507.57	10,503.32	35,000.00	24,496.68	30.0
10-56-210 CODES PAYROLL TAXES	301.91	1,454.14	3,000.00	1,545.86	48.5
10-56-220 CODES MEDICAL BENEFITS	.00	( 510.56)	.00	510.56	.0
10-56-230 CODES RETIREMENT	.00	41.94	.00	( 41.94)	.0
10-56-319 COUNTY OFFICER CONTRACT & COMM	606.50	136,671.50	135,000.00	( 1,671.50)	101.2
10-56-410 CODES OFFICE SUPPLIES	.00	.00	1,500.00	1,500.00	.0
10-56-415 CODES OTHER EXPENSES	.00	159.76	.00	( 159.76)	.0
10-56-452 CODES UTILITIES	.00	529.11	1,500.00	970.89	35.3
10-56-454 CODES FUEL & MILEAGE	.00	310.22	2,400.00	2,089.78	12.9
TOTAL LAW ENFORCEMENT	3,415.98	149,159.43	178,400.00	29,240.57	83.6

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES</u>					
10-58-110 FACILITIES SALARY & WAGES	3,434.75	13,485.93	20,000.00	6,514.07	67.4
10-58-210 FACILITIES - PAYROLL TAX	413.54	1,329.85	2,500.00	1,170.15	53.2
10-58-220 FACILITIES - MEDICAL BENEFITS	.00	709.98	2,250.00	1,540.02	31.6
10-58-230 FACILITIES - RETIREMENT	639.54	2,254.21	3,500.00	1,245.79	64.4
10-58-330 FACILITIES - TOWN HALL R & M	1,156.43	6,757.77	2,000.00	( 4,757.77)	337.9
10-58-332 FACILITIES - C.C. R & M	824.00	22,019.46	10,000.00	( 12,019.46)	220.2
10-58-334 FACILITIES - SHOP R & M	98.22	5,048.26	2,000.00	( 3,048.26)	252.4
10-58-335 FACILITIES SOFTWARE AND IT	.00	8,266.97	1,000.00	( 7,266.97)	826.7
10-58-336 FACILITIES - MC BLDG R & M	.00	20,423.79	20,000.00	( 423.79)	102.1
10-58-360 FACILITIES - CDC R & M	353.01	417.80	1,000.00	582.20	41.8
10-58-380 FACILITIES - RENTAL SIDE OF TH	227.88	2,166.23	1,000.00	( 1,166.23)	216.6
10-58-400 FACILITIES TOOLS & EQUIPMENT	.00	4,768.12	10,000.00	5,231.88	47.7
10-58-410 SHOP SUPPLIES	657.02	7,337.03	5,000.00	( 2,337.03)	146.7
10-58-411 CIVIC CENTER SUPPLIES	870.16	1,609.93	2,500.00	890.07	64.4
10-58-450 FACILITIES - T.H. UTILITIES	325.34	1,772.06	6,000.00	4,227.94	29.5
10-58-452 FACILITIES - C.C. UTILITIES	2,336.44	14,710.10	20,000.00	5,289.90	73.6
10-58-454 FACILITIES - SHOP UTILITIES	( 474.03)	17,369.79	17,500.00	130.21	99.3
10-58-456 FACILITIES - MC UTILITIES	.00	693.60	.00	( 693.60)	.0
10-58-540 FACILITIES - TOWN INSURANCE	.00	2,108.23	10,000.00	7,891.77	21.1
10-58-542 FACILITIES - SHOP INSURANCE	.00	1,820.85	.00	( 1,820.85)	.0
10-58-544 FACILITIES - C.C. INSURANCE	.00	3,492.47	.00	( 3,492.47)	.0
<b>TOTAL FACILITIES</b>	<b>10,862.30</b>	<b>138,562.43</b>	<b>136,250.00</b>	<b>( 2,312.43)</b>	<b>101.7</b>
<u>PARKS</u>					
10-65-110 PARKS SALARIES & WAGES	2,207.57	55,240.57	20,000.00	( 35,240.57)	276.2
10-65-210 PARKS PAYROLL TAXES	245.68	5,506.21	3,000.00	( 2,506.21)	183.5
10-65-220 PARKS MEDICAL BENEFITS	( 232.59)	1,648.01	2,500.00	851.99	65.9
10-65-230 PARKS RETIREMENT	911.05	9,638.70	3,750.00	( 5,888.70)	257.0
10-65-315 PARKS PROFESSIONAL SERVICES	.00	.00	1,000.00	1,000.00	.0
10-65-332 PARKS REPAIRS & MAINT.	13,920.53	36,735.60	45,000.00	8,264.40	81.6
10-65-340 PARKS OUTSIDE SERVICES/SUB CON	.00	16,475.20	25,000.00	8,524.80	65.9
10-65-450 PARKS - VEHICLES, TOOLS, & EQU	76.21	751.91	2,000.00	1,248.09	37.6
10-65-452 PARKS UTILITIES	2,469.74	15,960.76	15,000.00	( 960.76)	106.4
10-65-454 PARKS FUEL	.00	1,874.30	2,500.00	625.70	75.0
<b>TOTAL PARKS</b>	<b>19,598.19</b>	<b>143,831.26</b>	<b>119,750.00</b>	<b>( 24,081.26)</b>	<b>120.1</b>

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EVENTS</u>					
10-66-110 EVENTS SALARIES & WAGES	.00	4,535.34	10,000.00	5,464.66	45.4
10-66-210 EVENTS PAYROLL TAXES	.00	353.65	1,000.00	646.35	35.4
10-66-220 EVENTS MEDICAL BENEFITS	.00	1,177.53	2,000.00	822.47	58.9
10-66-230 EVENTS RETIREMENT	.00	1,068.51	2,000.00	931.49	53.4
10-66-421 4TH OF JULY EXPENSES	.00	15,465.60	19,000.00	3,534.40	81.4
10-66-422 CHRISTMAS LIGHT EXPENSES	.00	1,977.44	4,500.00	2,522.56	43.9
10-66-423 PUMPKIN PATCH EXPENSES	.00	1,719.18	1,800.00	80.82	95.5
10-66-424 TRUNK OR TREAT EXPENSES	.00	317.86	500.00	182.14	63.6
10-66-425 SANTA EXPENSES	.00	261.27	1,825.00	1,563.73	14.3
10-66-426 WINTER JUBILEE EXPENSES	3,000.00	10,569.79	19,000.00	8,430.21	55.6
10-66-428 EASTER EGG HUNT EXPENSES	.00	200.00	2,000.00	1,800.00	10.0
10-66-429 SPRING CLEANUP EXPENSES	.00	689.63	1,500.00	810.37	46.0
10-66-430 MOUNTAIN DAYS EXPENSES	4,200.00	9,417.59	11,000.00	1,582.41	85.6
10-66-431 MUSIC SERIES EXPENSES	.00	21,700.46	20,000.00	( 1,700.46)	108.5
10-66-450 OTHER EVENTS EXPENSES	.00	247.62	500.00	252.38	49.5
<b>TOTAL EVENTS</b>	<b>7,200.00</b>	<b>69,701.47</b>	<b>96,625.00</b>	<b>26,923.53</b>	<b>72.1</b>
<u>BUSINESS &amp; COMMUNITY DEV</u>					
10-70-315 BUSINESS & COMMUNITY DEVELOPME	.00	80,174.51	45,000.00	( 35,174.51)	178.2
<b>TOTAL BUSINESS &amp; COMMUNITY DEV</b>	<b>.00</b>	<b>80,174.51</b>	<b>45,000.00</b>	<b>( 35,174.51)</b>	<b>178.2</b>
<u>CAPITAL OUTLAY</u>					
10-90-540 CAPITAL EXPENDITURES	34,669.50	82,636.14	483,000.00	400,363.86	17.1
10-90-541 MASTER PLAN	17,975.00	17,975.00	.00	( 17,975.00)	.0
10-90-545 SS4A PROJECT EXPENSES	.00	295.00	300,000.00	299,705.00	.1
<b>TOTAL CAPITAL OUTLAY</b>	<b>52,644.50</b>	<b>100,906.14</b>	<b>783,000.00</b>	<b>682,093.86</b>	<b>12.9</b>
<u>DEBT SERVICE</u>					
10-95-620 DEBT SERVICE LOAN PRINCIPAL	.00	272,924.38	350,000.00	77,075.62	78.0
10-95-630 DEBT SERVICE LOAN INTEREST	.00	22,202.02	60,000.00	37,797.98	37.0
10-95-640 CAPITAL LEASE PAYMENTS	8,053.61	37,669.83	.00	( 37,669.83)	.0
<b>TOTAL DEBT SERVICE</b>	<b>8,053.61</b>	<b>332,796.23</b>	<b>410,000.00</b>	<b>77,203.77</b>	<b>81.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>239,411.09</b>	<b>2,129,336.56</b>	<b>3,453,125.00</b>	<b>1,323,788.44</b>	<b>61.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 55,823.70)</b>	<b>281,841.23</b>	<b>( 539,215.00)</b>	<b>( 821,056.23)</b>	<b>52.3</b>

TOWN OF ALPINE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 31</u>					
51-31-900 PROCEEDS FROM ASSET SALES	.00	19,500.00	.00	( 19,500.00)	.0
TOTAL SOURCE 31	.00	19,500.00	.00	( 19,500.00)	.0
<u>OPERATING REVENUE</u>					
51-33-100 WATER USAGE FEES	44,452.80	537,065.34	1,000,000.00	462,934.66	53.7
51-33-110 BULK WATER SALES	.00	121.60	.00	( 121.60)	.0
51-33-120 TRANSFER FEES	634.40	9,650.75	1,500.00	( 8,150.75)	643.4
51-33-200 DISCONNECT/RECONNECT FEES	.00	( 2.42)	.00	2.42	.0
51-33-400 CONNECTION FEES	21,575.00	124,637.00	50,000.00	( 74,637.00)	249.3
TOTAL OPERATING REVENUE	66,662.20	671,472.27	1,051,500.00	380,027.73	63.9
<u>GRANT INCOME</u>					
51-34-100 GRANT REVENUE	.00	.00	752,000.00	752,000.00	.0
TOTAL GRANT INCOME	.00	.00	752,000.00	752,000.00	.0
<u>OTHER INCOME</u>					
51-38-300 MISC. INCOME	.00	( 7,746.34)	.00	7,746.34	.0
51-38-310 INTEREST INCOME	6.90	29,536.02	25,000.00	( 4,536.02)	118.1
TOTAL OTHER INCOME	6.90	21,789.68	25,000.00	3,210.32	87.2
TOTAL FUND REVENUE	66,669.10	712,761.95	1,828,500.00	1,115,738.05	39.0

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
51-42-110 ADMIN SALARIES & WAGES	.00	8,268.51	19,000.00	10,731.49	43.5
51-42-210 ADMIN PAYROLL TAXES	.00	617.36	1,700.00	1,082.64	36.3
51-42-220 ADMIN MEDICAL BENEFITS	.00	1,194.82	3,000.00	1,805.18	39.8
51-42-230 ADMIN RETIREMENT	.00	1,571.17	3,500.00	1,928.83	44.9
51-42-315 ADMIN PROFESSIONAL SERVICES	2,972.70	44,249.14	30,000.00	( 14,249.14)	147.5
51-42-335 SOFTWARE & IT	2,301.92	2,679.29	.00	( 2,679.29)	.0
51-42-360 DUES & MEMBERSHIPS	.00	2,698.90	.00	( 2,698.90)	.0
51-42-370 BANK CHARGES	377.41	5,028.83	6,000.00	971.17	83.8
51-42-380 INSURANCE	.00	3,787.68	10,000.00	6,212.32	37.9
51-42-395 TRAVEL	.00	26.50	2,000.00	1,973.50	1.3
51-42-405 POSTAGE	182.50	2,667.50	5,000.00	2,332.50	53.4
51-42-410 OFFICE & MISCELLANEOUS	.00	6,391.24	8,000.00	1,608.76	79.9
<b>TOTAL ADMINISTRATION</b>	<b>5,834.53</b>	<b>79,180.94</b>	<b>88,200.00</b>	<b>9,019.06</b>	<b>89.8</b>
<u>FIELD OPS</u>					
51-80-110 FO SALARIES & WAGES	7,307.70	98,996.41	80,000.00	( 18,996.41)	123.8
51-80-210 FO PAYROLL TAXES	862.04	10,164.90	11,000.00	835.10	92.4
51-80-220 FO MEDICAL BENEFITS	701.20	14,166.93	13,000.00	( 1,166.93)	109.0
51-80-230 FO RETIREMENT	1,360.70	17,731.67	15,000.00	( 2,731.67)	118.2
51-80-315 PROFESSIONAL SERVICES	.00	742.00	25,000.00	24,258.00	3.0
51-80-320 TESTING	81.00	4,748.75	5,000.00	251.25	95.0
51-80-325 RENT	.00	31,000.00	31,000.00	.00	100.0
51-80-332 REPAIRS & MAINTENANCE	4,438.72	90,903.95	77,000.00	( 13,903.95)	118.1
51-80-335 SOFTWARE AND IT	.00	5,137.22	7,000.00	1,862.78	73.4
51-80-395 TRAVEL & EDUCATION	.00	207.03	2,000.00	1,792.97	10.4
51-80-400 TOOLS & EQUIPMENT	21.93	10,792.24	.00	( 10,792.24)	.0
51-80-420 OPERATION PARTS & SUPPLIES	1,300.00	37,309.37	50,000.00	12,690.63	74.6
51-80-430 CHEMICALS	.00	4,090.00	10,000.00	5,910.00	40.9
51-80-452 UTILITIES (DISTRIBUTION)	178.14	5,171.14	20,000.00	14,828.86	25.9
51-80-453 UTILITIES WELLS (GENERATION)	3,632.01	23,296.86	25,000.00	1,703.14	93.2
51-80-454 FUEL	.00	3,885.38	10,000.00	6,114.62	38.9
51-80-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
<b>TOTAL FIELD OPS</b>	<b>19,883.44</b>	<b>358,343.85</b>	<b>501,000.00</b>	<b>142,656.15</b>	<b>71.5</b>
<u>CAPITAL OUTLAY</u>					
51-90-545 RADIO READ PROJECT	1,537.60	57,373.80	1,255,000.00	1,197,626.20	4.6
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,537.60</b>	<b>57,373.80</b>	<b>1,255,000.00</b>	<b>1,197,626.20</b>	<b>4.6</b>

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
51-95-620	DEBT SERVICES	.00	27,174.46	29,000.00	1,825.54	93.7
51-95-630	INTEREST EXPENSE	.00	1,237.74	5,000.00	3,762.26	24.8
	TOTAL DEBT SERVICE	.00	28,412.20	34,000.00	5,587.80	83.6
	TOTAL FUND EXPENDITURES	27,255.57	523,310.79	1,878,200.00	1,354,889.21	27.9
	NET REVENUE OVER EXPENDITURES	39,413.53	189,451.16	( 49,700.00)	( 239,151.16)	381.2

TOWN OF ALPINE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING REVENUE</u>					
52-33-100	MONTHLY SERVICE FEES	45,821.26	555,106.77	594,000.00	38,893.23	93.5
52-33-200	CONNECTION FEES	29,786.35	235,224.06	75,000.00	( 160,224.06)	313.6
	TOTAL OPERATING REVENUE	75,607.61	790,330.83	669,000.00	( 121,330.83)	118.1
	<u>GRANT INCOME</u>					
52-34-200	LOAN PROCEEDS	.00	.00	1,000,000.00	1,000,000.00	.0
	TOTAL GRANT INCOME	.00	.00	1,000,000.00	1,000,000.00	.0
	<u>OTHER INCOME</u>					
52-38-100	INTEREST INCOME	300.69	47,391.14	20,000.00	( 27,391.14)	237.0
	TOTAL OTHER INCOME	300.69	47,391.14	20,000.00	( 27,391.14)	237.0
	TOTAL FUND REVENUE	75,908.30	837,721.97	1,689,000.00	851,278.03	49.6



TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
52-42-110 ADMIN SALARIES & WAGES	2,538.46	5,627.40	19,000.00	13,372.60	29.6
52-42-210 ADMIN PAYROLL TAXES	197.98	427.93	1,700.00	1,272.07	25.2
52-42-220 ADMIN MEDICAL BENEFITS	( 116.31)	254.65	3,000.00	2,745.35	8.5
52-42-230 ADMIN RETIRMENT	442.66	1,432.67	3,500.00	2,067.33	40.9
52-42-315 PROFESSIONAL SERVICES	72.60	13,170.85	6,000.00	( 7,170.85)	219.5
52-42-335 SOFTWARE & IT	2,412.32	3,668.69	.00	( 3,668.69)	.0
52-42-370 BANK CHARGES	377.41	15,484.41	.00	( 15,484.41)	.0
52-42-380 INSURANCE	.00	29,753.40	30,000.00	246.60	99.2
52-42-405 POSTAGE	182.50	2,632.50	3,600.00	967.50	73.1
52-42-410 OFFICE & MISCELLANEOUS	.00	2,452.22	7,500.00	5,047.78	32.7
TOTAL ADMINISTRATION	6,107.62	74,904.72	74,300.00	( 604.72)	100.8
<u>COLLECTIONS</u>					
52-82-110 COLLECTIONS SALARIES & WAGES	1,020.00	9,589.95	24,000.00	14,410.05	40.0
52-82-210 COLLECTIONS PAYROLL TAXES	110.71	799.75	3,000.00	2,200.25	26.7
52-82-220 COLLECTIONS MEDICAL BENEFITS	( 158.34)	846.33	4,000.00	3,153.67	21.2
52-82-230 COLLECTIONS RETIREMENT	189.93	1,733.76	5,000.00	3,266.24	34.7
52-82-315 PROFESSIONAL SERVICES	88.00	10,232.70	24,000.00	13,767.30	42.6
52-82-320 TESTING	.00	55.00	.00	( 55.00)	.0
52-82-325 RENT	.00	23,000.00	23,000.00	.00	100.0
52-82-332 REPAIRS & MAINTENANCE	8,365.55	6,557.27	25,000.00	18,442.73	26.2
52-82-335 SOFTWARE & IT	224.46	7,738.72	1,000.00	( 6,738.72)	773.9
52-82-390 TRAVEL/EDUC./TRAINING	.00	( 23.10)	500.00	523.10	( 4.6)
52-82-400 TOOLS & EQUIPMENT	.00	2,180.06	.00	( 2,180.06)	.0
52-82-420 OPS PARTS & SUPPLIES	.00	4,568.48	25,000.00	20,431.52	18.3
52-82-454 UTILITIES	1,579.10	11,092.65	10,000.00	( 1,092.65)	110.9
52-82-455 FUEL	.00	1,747.79	7,000.00	5,252.21	25.0
52-82-500 VEHICLE REPAIRS & MAINT	1,760.85	3,228.60	2,500.00	( 728.60)	129.1
52-82-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL COLLECTIONS	13,180.26	83,347.96	274,000.00	190,652.04	30.4

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	.00	1,885.30	70,000.00	68,114.70	2.7
52-83-210 PRE- TREATMENT PAYROLL TAXES	.00	167.54	10,000.00	9,832.46	1.7
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	.00	111.27	17,000.00	16,888.73	.7
52-83-230 PRE- TREATMENT RETIREMENT	.00	351.03	14,000.00	13,648.97	2.5
52-83-300 MISC EXPENSE	.00	870.00	.00	( 870.00)	.0
52-83-315 PROFESSIONAL SERVICES	.00	1,500.00	6,000.00	4,500.00	25.0
52-83-320 TESTING	.00	.00	2,500.00	2,500.00	.0
52-83-332 REPAIRS & MAINTENANCE	.00	1,374.95	5,000.00	3,625.05	27.5
52-83-335 SOFTWARE AND IT	.00	240.00	500.00	260.00	48.0
52-83-410 PRE-TREAT MISC	.00	1,075.74	.00	( 1,075.74)	.0
52-83-420 OPS PARTS & SUPPLIES	.00	61,462.00	6,000.00	( 55,462.00)	1024.4
52-83-454 UTILITIES	816.94	2,998.42	25,000.00	22,001.58	12.0
<b>TOTAL PRE-TREATMENT</b>	<b>816.94</b>	<b>72,036.25</b>	<b>156,000.00</b>	<b>83,963.75</b>	<b>46.2</b>
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	7,935.87	118,819.31	70,000.00	( 48,819.31)	169.7
52-84-210 WWTP PAYROLL TAXES	1,697.78	14,448.62	10,000.00	( 4,448.62)	144.5
52-84-220 WWTP MEDICAL BENEFITS	9,959.56	59,629.38	17,000.00	( 42,629.38)	350.8
52-84-230 WWTP RETIREMENT	2,705.20	25,161.20	14,000.00	( 11,161.20)	179.7
52-84-300 MISC EXPENSE	.00	50.70	.00	( 50.70)	.0
52-84-315 PROFESSIONAL SERVICES	202.40	43,877.40	80,000.00	36,122.60	54.9
52-84-318 SLUDGE HAULING/DISPOSAL	7,200.00	71,008.50	60,000.00	( 11,008.50)	118.4
52-84-320 TESTING	172.00	1,071.81	5,000.00	3,928.19	21.4
52-84-332 REPAIRS & MAINTENANCE	2,490.47	39,492.04	60,000.00	20,507.96	65.8
52-84-335 SOFTWARE AND IT	.00	8,923.02	1,000.00	( 7,923.02)	892.3
52-84-390 TRAVEL/EDUC./TRAINING	.00	861.18	2,500.00	1,638.82	34.5
52-84-400 TOOLS & EQUIPMENT	.00	4,980.59	10,000.00	5,019.41	49.8
52-84-420 OPS PARTS & SUPPLIES	157.30	30,697.64	40,000.00	9,302.36	76.7
52-84-454 UTILITIES	11,164.02	45,646.17	60,000.00	14,353.83	76.1
52-84-500 VEHICLE REPAIRS & MAINT	.00	1,149.68	.00	( 1,149.68)	.0
<b>TOTAL WWTP</b>	<b>43,684.60</b>	<b>465,817.24</b>	<b>429,500.00</b>	<b>( 36,317.24)</b>	<b>108.5</b>
<u>CAPITAL OUTLAY</u>					
52-90-540 WW CAPITAL OUTLAY	.00	62,737.06	182,000.00	119,262.94	34.5
52-90-541 PRE-TREATMENT PROJECT	12,461.95	1,125,930.06	1,225,000.00	99,069.94	91.9
<b>TOTAL CAPITAL OUTLAY</b>	<b>12,461.95</b>	<b>1,188,667.12</b>	<b>1,407,000.00</b>	<b>218,332.88</b>	<b>84.5</b>

TOWN OF ALPINE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING MAY 31, 2025

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
52-95-620	DEBT SERVICE PRINCIPAL	1,027.17	206,377.60	205,000.00	( 1,377.60)	100.7
52-95-630	DEBT SERVICE INTEREST	5,972.83	65,368.80	60,000.00	( 5,368.80)	109.0
	TOTAL DEBT SERVICE	7,000.00	271,746.40	265,000.00	( 6,746.40)	102.6
	TOTAL FUND EXPENDITURES	83,251.37	2,156,519.69	2,605,800.00	449,280.31	82.8
	NET REVENUE OVER EXPENDITURES	( 7,343.07)	( 1,318,797.72)	( 916,800.00)	401,997.72	(143.9)

Date Submitted July 1, 2026

ARPA GRANT NO. LG-1098

GRANT DRAFT REQUEST

TO: WYOMING STATE LOAN & INVESTMENT BOARD  
OFFICE OF STATE LANDS & INVESTMENTS  
122 WEST 25TH STREET, SUITE W103  
HERSCHLER BUILDING  
CHEYENNE, WYOMING 82002-0600

SLIB 100% LOCAL 0%

REQUESTED BY: Town of Alpine

PROJECT DESCRIPTION: Radio Read Water Meter System

Grant Draft Request #		3			SLIB Amount	SLIB Amount of Engineering
A. Amount of Previous Requests Approved			\$	18,535.00	\$	
(List and Attach Invoices Separately)			Total Invoice	SLIB Amount		SLIB Amount of Engineering
Company Name	Invoice #	Purchase Order Date or Service Dates				
Jorgensen Engineering, Inc.	53333	02/18/2024 - 03/23/2024	\$ 9,707.50	\$ 9,707.50	\$	9,707.50
Jorgensen Engineering, Inc.	53503	03/24/2024 - 04/20/2024	\$ 10,137.50	\$ 10,137.50	\$	10,137.50
Jorgensen Engineering, Inc.	53676	04/21/2024 - 05/18/2024	\$ 6,967.50	\$ 6,967.50	\$	6,967.50
Jorgensen Engineering, Inc.	53864	05/19/2024 - 06/15/2024	\$ 17,322.50	\$ 17,322.50	\$	17,322.50
Jorgensen Engineering, Inc.	53979	06/16/2024 - 06/30/2024	\$ 3,615.00	\$ 3,615.00	\$	3,615.00
Jorgensen Engineering, Inc.	54129	07/01/2024 - 07/20/2024	\$ 2,962.50	\$ 2,962.50	\$	2,962.50
Jorgensen Engineering, Inc.	54363	07/21/2024 - 08/24/2024	\$ 10,530.00	\$ 10,530.00	\$	10,530.00
Jorgensen Engineering, Inc.	54611	08/25/2024 - 09/21/2024	\$ 6,838.50	\$ 6,838.50	\$	6,838.50
Jorgensen Engineering, Inc.	54884	08/24/2024 - 10/19/2024	\$ 7,669.95	\$ 7,669.95	\$	7,669.95
Jorgensen Engineering, Inc.	Multi - Attached	10/20/2024 - 4/19/2025	\$ 6,802.85	\$ 6,802.85	\$	6,802.85
Attach separate sheet if needed						
B. Current Request for Payment			\$ 82,553.80	\$ 82,553.80		82,553.80
C. Total Funds Approved to Date (A+B)			\$		\$	82,553.80

Office Use Only

Prog. Manager / Designee ApprovalDate

Date Range to \$

Reference Page(s)

Date Range to \$

Reference Page(s)

Engineering RECAP	
Amount of Engineering Approved for Project:	\$ 161,739.80
Less Previously Requested	18,535.00
Less Current Request	82,553.80
Total Engineering Approved to Date	101,088.80
Balance of Engineering Undisbursed:	\$ 60,651.00

Funding RECAP	
D. Amount of Funds Approved for Project	\$ 808,699.00
E. Less Funds Previously Requested (A)	18,535.00
F. Less Current Request (B)	82,553.80
G. Total Requests Approved to Date (E+F)	\$ 101,088.80
H. Balance of Grant Funds Undisbursed (D-G)	\$ 707,610.20

I hereby certify that the above requested funds by: Town of Alpine for the amount on Line B is a true and accurate request for funds from the WYOMING STATE LOAN & INVESTMENT BOARD. I certify, under penalty of perjury, that this voucher and the items included herein for payment are correct and just in all respects; and that this voucher is approved for payment.

NOTE: All Signatures Must be Original - Photocopy of facsimile Signatures are NOT Acceptable - Document will be Returned.

ATTEST: Monica Chenault, Clerk BY: Eric Green, Mayor

Name of contact person for this Grant Draft Request:

Phone Number: 307-654-7758 E-mail Address: Clerk@alpinewy.gov

Jorgensen Engineering, Inc.	55072	10/20/2024 - 11/23/2024	\$ 4,091.25	\$ 4,091.25	\$ 4,091.25
Jorgensen Engineering, Inc.	55787	2/16/2025 - 3/22/2025	\$ 1,174.00	\$ 1,174.00	\$ 1,174.00
Jorgensen Engineering, Inc.	54884	08/24/2024 - 10/19/2024	\$ 1,537.60	\$ 1,537.60	\$ 1,537.60





# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 53333  
Date 03/30/2024

Project 23001 Town of Alpine- Engineering

*RadioRead Invoice Total = \$9,707.50*

## INVOICE

For the Billing Period February 18, 2024 to March 23, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Administrative Support	1.75	110.00	192.50
Project Assistant	3.75	145.00	543.75
Project Manager	12.50	185.00	2,312.50
Senior Project Manager	17.00	220.00	3,740.00
Professional Services subtotal	35.00		6,788.75
Phase subtotal			6,788.75

### 10-50-331-PLANNING & ZONING

Professional Services

	Hours	Rate	Billed Amount
Project Assistant	3.50	145.00	507.50
Design Engineer Tech II	19.25	150.00	2,887.50
Project Manager	20.00	185.00	3,700.00
Senior Project Engineer	2.00	190.00	380.00
Senior Project Manager	0.50	220.00	110.00
Principal Engineer	0.50	265.00	132.50
Professional Services subtotal	45.75		7,717.50
Phase subtotal			7,717.50

### 51-90-545-RADIO READ (AMI PROJECT)

Professional Services

	Hours	Rate	Billed Amount
GIS Specialist I	4.00	160.00	640.00
Design Engineer Tech I	50.50	130.00	6,565.00
	0.50	195.00	97.50
Project Manager	13.00	185.00	2,405.00

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services subtotal	68.00	9,707.50
Phase subtotal		9,707.50

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level II	5.00	170.00	850.00
Water Operator - Level I	1.50	105.00	157.50
Design Engineer Tech II	0.25	150.00	37.50
Design Engineer Tech I	6.50	130.00	845.00
Project Manager	4.00	185.00	740.00
Senior Project Manager	0.50	220.00	110.00
Principal Engineer	0.50	265.00	132.50
Professional Services subtotal	18.25		2,872.50
Phase subtotal			2,872.50

**52-42-315-SEWER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.25	220.00	275.00

**52-83-315-WASTE WATER- PRETREATMENT PLANT**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.25	220.00	55.00
Consultant			
Consultant			
KVA Consulting Inc			6,273.75
Phase subtotal			6,328.75

**52-84-315-WASTE WATER- TREATMENT PLANT**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.50	220.00	110.00

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	0.50	185.00	92.50
Senior Project Manager	15.25	220.00	3,355.00
Professional Services subtotal	15.75		3,447.50

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	140.70
Phase subtotal	3,588.20



Invoice total **37,388.20**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53333	03/30/2024	37,388.20	37,388.20				
	Total	37,388.20	37,388.20	0.00	0.00	0.00	0.00



# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 53503  
Date 04/29/2024

Project 23001 Town of Alpine- Engineering

*Radio Read Invoice Total = \$10,137.50*

## INVOICE

For the Billing Period March 24, 2024 to April 20, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Administrative Support	6.75	110.00	742.50
Project Manager	20.00	185.00	3,700.00
Senior Project Manager	9.50	220.00	2,090.00
Professional Services subtotal	36.25		6,532.50
Phase subtotal			6,532.50

### 10-50-331-PLANNING & ZONING

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	2.00	150.00	300.00
Project Manager	1.75	185.00	323.75
Professional Services subtotal	3.75		623.75
Phase subtotal			623.75

### 51-90-545-RADIO READ (AMI PROJECT)

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	63.75	130.00	8,287.50
Project Manager	10.00	185.00	1,850.00
Professional Services subtotal	73.75		10,137.50
Phase subtotal			10,137.50

### 51-42-315-WATER ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level II	4.00	170.00	680.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
GIS Specialist I	2.50	160.00	400.00
GIS Senior Analyst	1.00	170.00	170.00
Design Engineer Tech II	6.50	150.00	975.00
Project Manager	16.75	185.00	3,098.75
Senior Project Manager	0.55	220.00	121.00
Principal Engineer	1.00	265.00	265.00
Professional Services subtotal	32.30		5,709.75
Phase subtotal			5,709.75

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
CAD Tech II	2.00	150.00	300.00
Senior Project Manager	22.90	220.00	5,038.00
Professional Services subtotal	24.90		5,338.00
Phase subtotal			5,338.00

Invoice total **28,341.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53503	04/29/2024	28,341.50	28,341.50				
	Total	28,341.50	28,341.50	0.00	0.00	0.00	0.00



# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 53676  
Date 05/30/2024

Project **23001 Town of Alpine- Engineering**

*Radio Read Invoice Total = \$ 6,967.50*

## INVOICE

For the Billing Period April 21, 2024 to May 18, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

#### Professional Services

	Hours	Rate	Billed Amount
Administrative Support	3.00	110.00	330.00
Project Assistant	2.50	145.00	362.50
Project Manager	3.00	185.00	555.00
Senior Project Manager	15.40	220.00	3,388.00
Professional Services subtotal	23.90		4,635.50
Phase subtotal			4,635.50

### 10-50-331-PLANNING & ZONING

#### Professional Services

	Hours	Rate	Billed Amount
Project Assistant	5.50	145.00	797.50
Design Engineer Tech II	1.00	150.00	150.00
Project Manager	3.50	185.00	647.50
Senior Project Manager	2.25	220.00	495.00
Professional Services subtotal	12.25		2,090.00
Phase subtotal			2,090.00

### 10-50-331-PLANNING & ZONING -ALPINE LAKES ANNEXATION

#### Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	11.50	150.00	1,725.00
Project Manager	4.00	185.00	740.00
Senior Project Engineer	11.50	190.00	2,185.00
Senior Project Manager	2.52	220.00	554.40
Professional Services subtotal	29.52		5,204.40
Phase subtotal			5,204.40



**10-50-331-PLANNING & ZONING-EXTENDED STAY PERMIT**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	5.00	150.00	750.00
Project Manager	6.00	185.00	1,110.00
Senior Project Manager	0.63	220.00	138.60
Professional Services subtotal	11.63		1,998.60
Phase subtotal			1,998.60

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	41.50	130.00	5,395.00
Project Manager	8.50	185.00	1,572.50
Professional Services subtotal	50.00		6,967.50
Phase subtotal			6,967.50

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level II	9.75	170.00	1,657.50
Water Operator - Level I	12.50	105.00	1,312.50
CAD Tech II	5.00	150.00	750.00
Design Engineer Tech II	13.50	150.00	2,025.00
Project Manager	14.25	185.00	2,636.25
Senior Project Manager	5.65	220.00	1,243.00
Professional Services subtotal	60.65		9,624.25
Phase subtotal			9,624.25

**52-84-315-WASTE WATER- TREATMENT PLANT**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.83	220.00	402.60

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	26.25	220.00	5,775.00

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	469.00

Consultant

	Billed Amount
Consultant	
JVA, Inc.	1,466.00
KVA Consulting Inc	3,252.50
Subtotal	4,718.50
Consultant subtotal	4,718.50

Town of Alpine  
Project **23001 Town of Alpine- Engineering**

Invoice number 536  
Date 05/31/24

Section 5, Itemc.

Phase subtotal

10,962.50

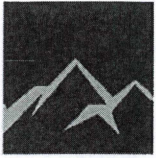
Invoice total 41,885.35

Over payment from CK#19497 applied -1,000.00

Amount due this invoice **40,885.35**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53676	05/30/2024	40,885.35	40,885.35				
	Total	40,885.35	40,885.35	0.00	0.00	0.00	0.00



# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 53864  
Date 06/25/2024

Project 23001 Town of Alpine- Engineering

*Radio Read Invoice Total = \$17,322.50*

## INVOICE

For the Billing Period May 19, 2024 to June 15, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

#### Professional Services

	Hours	Rate	Billed Amount
Administrative Support	1.50	110.00	165.00
Project Assistant	2.50	145.00	362.50
Project Manager	2.25	185.00	416.25
Senior Project Manager	13.55	220.00	2,981.00
Professional Services subtotal	19.80		3,924.75
Phase subtotal			3,924.75

### 10-50-331-PLANNING & ZONING

#### Professional Services

	Hours	Rate	Billed Amount
Project Assistant	10.00	145.00	1,450.00
Water Operator - Level I	1.50	105.00	157.50
Design Engineer Tech II	2.50	150.00	375.00
Project Manager	3.25	185.00	601.25
Senior Project Manager	4.15	220.00	913.00
Principal Engineer	0.50	265.00	132.50
Professional Services subtotal	21.90		3,629.25

#### Reimbursable Expenses

	Billed Amount
Outside Copying	50.33
Phase subtotal	3,679.58



**10-50-331-PLANNING & ZONING -ALPINE LAKES ANNEXATION**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	3.00	150.00	450.00
Project Manager	4.00	185.00	740.00
Senior Project Manager	0.15	220.00	33.00
Professional Services subtotal	7.15		1,223.00
Phase subtotal			1,223.00

**10-50-331-PLANNING & ZONING-EXTENDED STAY PERMIT**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	0.25	150.00	37.50
Project Manager	3.25	185.00	601.25
Professional Services subtotal	3.50		638.75
Phase subtotal			638.75

**10-50-331-PLANNING & ZONING-LASHER TOWN HOMES**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	1.75	150.00	262.50
Project Manager	1.00	185.00	185.00
Professional Services subtotal	2.75		447.50
Phase subtotal			447.50

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level I	15.50	105.00	1,627.50
GIS Specialist I	0.50	160.00	80.00
Design Engineer Tech I	55.50	130.00	7,215.00
	0.50	195.00	97.50
Project Manager	34.00	185.00	6,290.00
Senior Project Engineer	8.50	190.00	1,615.00
Principal Engineer	1.50	265.00	397.50
Professional Services subtotal	116.00		17,322.50
Phase subtotal			17,322.50

**51-80-315-WATER- FIELD OPERATIONS (IN SYSTEM)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.00	220.00	220.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	5.75	150.00	862.50
Project Manager	0.75	185.00	138.75
Senior Project Manager	4.18	220.00	919.60
Professional Services subtotal	10.68		1,920.85

Phase subtotal 1,920.85

**51-42-315-WATER ADMIN-MEGA WELL**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	9.75	185.00	1,803.75
Senior Project Manager	3.25	220.00	715.00
Professional Services subtotal	13.00		2,518.75

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	46.90
Phase subtotal	2,565.65

**52-82-315-WASTE WATER- COLECTIONS**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	4.75	220.00	1,045.00

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	35.60	220.00	7,832.00

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	140.70

Consultant

	Billed Amount
Consultant	
JVA, Inc.	9,078.00
Phase subtotal	17,050.70

Invoice total 50,038.28

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53676	05/30/2024	40,885.35	40,885.35				
53864	06/25/2024	50,038.28	50,038.28				
Total		90,923.63	90,923.63	0.00	0.00	0.00	0.00



# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 53979  
Date 07/13/2024

Project 23001 Town of Alpine- Engineering

*Radio Read Invoice Total = \$3615.00*

## INVOICE

For the Billing Period June 16, 2024 to June 30, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

#### Professional Services

	Hours	Rate	Billed Amount
Administrative Support	0.50	110.00	55.00
Project Manager	1.75	185.00	323.75
Senior Project Manager	3.90	220.00	858.00
Professional Services subtotal	6.15		1,236.75
Phase subtotal			1,236.75

### 10-50-331-PLANNING & ZONING

#### Professional Services

	Hours	Rate	Billed Amount
Project Assistant	2.50	145.00	362.50
Project Manager	0.25	185.00	46.25
Senior Project Manager	1.50	220.00	330.00
Professional Services subtotal	4.25		738.75
Phase subtotal			738.75

### 10-50-331-PLANNING & ZONING -ALPINE LAKES ANNEXATION

#### Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	8.25	150.00	1,237.50
Project Manager	6.25	185.00	1,156.25
Professional Services subtotal	14.50		2,393.75
Phase subtotal			2,393.75



**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	15.00	130.00	1,950.00
Project Manager	9.00	185.00	1,665.00
Professional Services subtotal	24.00		3,615.00
Phase subtotal			3,615.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	2.50	185.00	462.50
Senior Project Manager	1.63	220.00	358.60
Professional Services subtotal	4.13		821.10
Phase subtotal			821.10

**51-42-315-WATER ADMIN-MEGA WELL**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	0.75	185.00	138.75

**52-82-315-WASTE WATER- COLECTIONS**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.15	220.00	33.00

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	19.00	220.00	4,180.00

Reimbursable Expenses

Vehicle Mileages

	Billed Amount
	93.80
Phase subtotal	4,273.80

Invoice total **13,250.90**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
53864	06/25/2024	49,038.28	49,038.28				
53979	07/13/2024	13,250.90	13,250.90				
Total		62,289.18	62,289.18	0.00	0.00	0.00	0.00



# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 54129  
Date 07/31/2024

Project 23001 Town of Alpine- Engineering

*Radio Read Invoice Total = \$2,962.50*

## INVOICE

For the Billing Period July 01, 2024 to July 20, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

Administrative Support  
Senior Project Manager

	Hours	Rate	Billed Amount
	0.25	110.00	27.50
	6.25	220.00	1,375.00
Professional Services subtotal	6.50		1,402.50
Phase subtotal			1,402.50

### 10-50-331-PLANNING & ZONING

Professional Services

Project Manager

	Hours	Rate	Billed Amount
	1.00	185.00	185.00

### 10-50-331-PLANNING & ZONING-ALPINE TRAILHEAD SUBDIVISION

Professional Services

Design Engineer Tech II  
Project Manager  
Senior Project Manager

	Hours	Rate	Billed Amount
	0.75	150.00	112.50
	2.75	185.00	508.75
	2.50	220.00	550.00
Professional Services subtotal	6.00		1,171.25
Phase subtotal			1,171.25

### 10-90-545-GRANT-SAFE STREETS 4-ALL

Professional Services

Project Manager  
Senior Project Manager

	Hours	Rate	Billed Amount
	1.00	185.00	185.00
	0.50	220.00	110.00
Professional Services subtotal	1.50		295.00
Phase subtotal			295.00

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	10.50	130.00	1,365.00
	2.50	195.00	487.50
Project Manager	6.00	185.00	1,110.00
Professional Services subtotal	19.00		2,962.50
Phase subtotal			2,962.50

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level I	17.50	105.00	1,837.50

**51-42-315-WATER ADMIN-MEGA WELL**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	0.75	185.00	138.75
Senior Project Manager	0.75	220.00	165.00
Professional Services subtotal	1.50		303.75
Phase subtotal			303.75

**52-82-315-WASTE WATER- COLLECTIONS**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.30	220.00	286.00

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	18.35	220.00	4,037.00
Consultant			
Consultant			
JVA, Inc.			1,583.00
Phase subtotal			5,620.00

Invoice total **14,063.50**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54129	07/31/2024	14,063.50	14,063.50				
	Total	14,063.50	14,063.50	0.00	0.00	0.00	0.00





# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 54363  
Date 08/30/2024

Project **23001 Town of Alpine- Engineering**

*Radio Read Invoice Total = \$ 10,530.00*

## INVOICE

For the Billing Period July 21, 2024 to August 24, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

#### Professional Services

	Hours	Rate	Billed Amount
Administrative Support	0.75	110.00	82.50
Design Engineer Tech II	0.50	150.00	75.00
Project Manager	5.00	185.00	925.00
Senior Project Manager	13.25	220.00	2,915.00
Principal Engineer	1.00	265.00	265.00
Professional Services subtotal	20.50		4,262.50
Phase subtotal			4,262.50

### 10-50-331-PLANNING & ZONING

#### Professional Services

	Hours	Rate	Billed Amount
Project Manager	2.50	185.00	462.50
Senior Project Manager	0.25	220.00	55.00
Professional Services subtotal	2.75		517.50
Phase subtotal			517.50

### 10-50-331-PLANNING & ZONING-ALPINE TRAILHEAD SUBDIVISION

#### Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	14.75	150.00	2,212.50
Project Manager	9.00	185.00	1,665.00
Senior Project Manager	0.50	220.00	110.00
Professional Services subtotal	24.25		3,987.50
Phase subtotal			3,987.50

**10-50-331-PLANNING & ZONING-ANNEXATION OF CO. RDS. 100 & 101**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.00	220.00	220.00

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	32.25	130.00	4,192.50
Project Engineer II	1.75	180.00	315.00
Project Manager	22.50	185.00	4,162.50
Professional Services subtotal	56.50		8,670.00

Consultant

	Billed Amount
Consultant ST+B Engineering LLC	1,860.00

Phase subtotal

10,530.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level I	3.00	105.00	315.00
Senior Project Manager	0.25	220.00	55.00
Professional Services subtotal	3.25		370.00

Phase subtotal

370.00

**51-42-315-WATER ADMIN-MEGA WELL**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	1.00	130.00	130.00
Project Manager	6.25	185.00	1,156.25
Senior Project Manager	1.40	220.00	308.00
Professional Services subtotal	8.65		1,594.25

Phase subtotal

1,594.25

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	57.00	220.00	12,540.00

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	469.00

Consultant

	Billed Amount
Consultant JVA, Inc.	796.00

Phase subtotal

13,805.00

Invoice total 35,286.75

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54363	08/30/2024	35,286.75	35,286.75				
	Total	35,286.75	35,286.75	0.00	0.00	0.00	0.00



**ST+B Engineering LLC**  
 5920 Yellowstone Rd, Suite 3  
 Cheyenne, WY 82009, United States  
 Tel: 307-213-8477  
 billing@stb.engineering  
 stb.engineering

**INVOICE**

**INVOICE DATE:** 8/6/2024  
**INVOICE NO:** 2350  
**BILLING THROUGH:** 8/6/2024

Brian Gray, PE  
 Jorgensen Engineering, Inc  
 58 S. Tyler Ave  
 Pinedale WY, 82941

23001.51-90-545-Radio Read (AMI Project)

**2912.01\_LLC - Alpine Water Metering - Permit**

Managed By: Chris Isaacson

**PROFESSIONAL SERVICES**

DATE	EMPLOYEE	DESCRIPTION	HOURS	RATE	AMOUNT
5/29/2024	Chris Isaacson	Electrical Plans <i>review pics and draw one lines</i>	2.00	\$190.00	\$380.00
5/31/2024	Alisha.v R Isaacson	Drafting - Electrical <i>Sheet Setup</i>	2.00	\$75.00	\$150.00
5/31/2024	Chris Isaacson	Electrical Plans <i>plans and specs</i>	3.00	\$190.00	\$570.00
6/13/2024	Chris Isaacson	Electrical Plans <i>follow up plans updates</i>	2.00	\$190.00	\$380.00
7/3/2024	Chris Isaacson	Electrical Plans <i>review photos and revise docs. stamp and send</i>	2.00	\$190.00	\$380.00
<b>TOTAL SERVICES</b>			<b>11.00</b>		<b>\$1,860.00</b>

**SUBTOTAL** **\$1,860.00**

**AMOUNT DUE THIS INVOICE** **\$1,860.00**

This invoice is due upon receipt

**ACCOUNT SUMMARY**

SERVICES BTD	EXPENSES BTD	LAST INV NO	LAST INV DATE	LAST INV AMT	LAST PAY AMT	PREV UNPAID AMT
\$1,860.00	\$0.00	--	--	--	--	--

**TOTAL AMOUNT DUE INCLUDING THIS INVOICE** **\$1,860.00**





# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 54611  
Date 09/26/2024

Project **23001 Town of Alpine- Engineering**

*Radio Read Invoice Total = \$6,838.50*

## INVOICE

For the Billing Period August 25, 2024 to September 21, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

#### Professional Services

	Hours	Rate	Billed Amount
Administrative Support	0.25	110.00	27.50
Project Manager	2.25	185.00	416.25
Senior Project Manager	7.90	220.00	1,738.00
Professional Services subtotal	10.40		2,181.75
Phase subtotal			2,181.75

### 10-50-331-PLANNING & ZONING

#### Professional Services

	Hours	Rate	Billed Amount
GIS Specialist I	4.00	160.00	640.00
Project Manager	2.00	185.00	370.00
Senior Project Manager	1.05	220.00	231.00
Principal Engineer	1.00	265.00	265.00
Professional Services subtotal	8.05		1,506.00

#### Reimbursable Expenses

	Billed Amount
Outside Copying	43.73
Phase subtotal	1,549.73

### 10-50-331-PLANNING & ZONING -ALPINE LAKES ANNEXATION

#### Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.15	220.00	33.00

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	13.00	130.00	1,690.00
Project Manager	24.50	185.00	4,532.50
Senior Project Manager	2.80	220.00	616.00
Professional Services subtotal	40.30		6,838.50
Phase subtotal			6,838.50

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level I	0.50	105.00	52.50
Design Engineer Tech II	1.50	150.00	225.00
Senior Project Manager	0.30	220.00	66.00
Professional Services subtotal	2.30		343.50
Phase subtotal			343.50

**51-42-315-WATER ADMIN-MEGA WELL**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	1.00	185.00	185.00

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	37.65	220.00	8,283.00
Reimbursable Expenses			
Vehicle Mileages			328.30
Consultant			
Consultant			
JVA, Inc.			1,266.00
KVA Consulting Inc			698.75
Subtotal			1,964.75
Consultant subtotal			1,964.75
Phase subtotal			10,576.05

Invoice total **21,707.53**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54611	09/26/2024	21,707.53	21,707.53				
	Total	21,707.53	21,707.53	0.00	0.00	0.00	0.00





# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 54884  
Date 10/31/2024

Project **23001 Town of Alpine- Engineering**

*Radio Read Invoice Total = \$ 7,669.95*

## INVOICE

For the Billing Period August 24, 2024 to October 19, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Project Manager	1.50	185.00	277.50
Senior Project Manager	4.15	220.00	913.00
Professional Services subtotal	5.65		1,190.50
Phase subtotal			1,190.50

### 10-50-331-PLANNING & ZONING

Professional Services

	Hours	Rate	Billed Amount
GIS Specialist I	1.50	160.00	240.00
Senior Project Manager	3.50	220.00	770.00
Professional Services subtotal	5.00		1,010.00

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	140.70
Phase subtotal	1,150.70

### 51-90-545-RADIO READ (AMI PROJECT)

Reimbursable Expenses

	Billed Amount
Advertising - Legal	114.95

### 51-90-545-RADIO READ (AMI CONSTRUCTION MANAGEMENT)

Professional Services

	Hours	Rate	Billed Amount
GIS Specialist I	1.00	160.00	160.00

*See Attached Invoice from SVI.*

**51-90-545-RADIO READ (AMI CONSTRUCTION MANAGEMENT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	40.25	130.00	5,232.50
	2.00	195.00	390.00
Project Manager	7.50	185.00	1,387.50
Senior Project Manager	1.75	220.00	385.00
Professional Services subtotal	52.50		7,555.00
Phase subtotal			7,555.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	1.25	150.00	187.50
Project Manager	7.25	185.00	1,341.25
Senior Project Manager	5.55	220.00	1,221.00
Professional Services subtotal	14.05		2,749.75

Reimbursable Expenses

	Billed Amount
Equipment Rental	583.00
Postage and Shipping	125.44
Outside Copying	66.74
Reimbursable Expenses subtotal	775.18

Consultant

	Billed Amount
Consultant	
Musgrove Engineering PA	4,275.00
Phase subtotal	7,799.93

**51-42-315-WATER ADMIN-MEGA WELL**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.25	220.00	55.00

**52-42-315-SEWER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	1.00	185.00	185.00

**52-82-315-WASTE WATER- COLLECTIONS**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.50	220.00	330.00

**52-84-315-WASTE WATER- TREATMENT PLANT**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.50	220.00	110.00

52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	39.00	220.00	8,580.00

Reimbursable Expenses

	Billed Amount
Advertising - Legal	141.08
Vehicle Mileages	375.20
Reimbursable Expenses subtotal	516.28

Consultant

	Billed Amount
Consultant	
JVA, Inc.	204.00
KVA Consulting Inc	4,650.00
Subtotal	4,854.00
Consultant subtotal	4,854.00
Phase subtotal	13,950.28

Invoice total 32,441.36

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
54884	10/31/2024	32,441.36	32,441.36				
	Total	32,441.36	32,441.36	0.00	0.00	0.00	0.00



**SVI Media**  
 PO Box 129  
 Afton, WY 83110  
 (307) 885-5727  
 office@svinews.com

# Invoice 24147


**BILL TO**

Jorgensen Associates -  
 Jackson  
 1315 HWY 89 S., Suite 201  
 PO Box 9550  
 Jackson, WY 83002

DATE	PLEASE PAY	DUE DATE
09/30/2024	\$232.75	10/30/2024

23001

DATE	ACCOUNT SUMMARY	AMOUNT
06/30/2024	Balance Forward	99.76
	Other payments and credits after 06/30/2024 through 09/29/2024	-99.76
09/30/2024	Other invoices from this date	0.00
	New charges (details below)	232.75
	Total Amount Due	232.75

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/28/2024	<b>Legals</b> Final Payment of Treatment Building Town of Alpine, 23001 = Project No & 52-90-540 = Acct. No.	4.50	9.50	42.75
09/04/2024	<b>Legals</b> Final Payment of Treatment Building Town of Alpine, 23001 = Project No & 52-90-540 = Acct. No.	4.50	9.50	42.75
09/11/2024	<b>Legals</b> Final Payment of Treatment Building Town of Alpine, 23001 = Project No & 52-90-540 = Acct. No.	4.50	9.50	42.75
09/25/2024	<b>Legals</b> Town of Alpine water meters	5.50	9.50	52.25
10/02/2024	<b>Legals</b> Town of Alpine water meters	5.50	9.50	52.25

Radio Read 51-90-545

Jorgensen  
 adds  
 10%  
 for  
 subcontracts.

Thank you for your business.

TOTAL OF NEW  
CHARGES

232.75

TOTAL DUE

\$232.75

If payment has already been made,  
 please disregard this letter and accept our thanks.



# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 55072  
Date 11/27/2024

Project 23001 Town of Alpine- Engineering

*Radio Read Invoice Total = \$4,091.<sup>25</sup>*

## INVOICE

For the Billing Period October 20, 2024 to November 23, 2024.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Project Manager	3.50	185.00	647.50
Senior Project Manager	4.65	220.00	1,023.00
Professional Services subtotal	8.15		1,670.50
Phase subtotal			1,670.50

### 10-50-331-PLANNING & ZONING

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	13.25	150.00	1,987.50
Project Manager	0.25	185.00	46.25
Senior Project Manager	1.23	220.00	270.60
Professional Services subtotal	14.73		2,304.35
Phase subtotal			2,304.35

### 51-90-545-RADIO READ (AMI PROJECT)

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level I	6.00	105.00	630.00
Design Engineer Tech I	13.75	130.00	1,787.50
Project Manager	6.00	185.00	1,110.00
Senior Project Manager	0.25	220.00	55.00
Professional Services subtotal	26.00		3,582.50
Phase subtotal			3,582.50

**51-90-545-RADIO READ (AMI CONSTRUCTION MANAGEMENT)**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	2.75	185.00	508.75

**51-80-315-WATER- FIELD OPERATIONS (IN SYSTEM)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.15	220.00	33.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Water Operator - Level I	2.00	105.00	210.00
GIS Specialist I	1.00	160.00	160.00
Design Engineer Tech II	2.00	150.00	300.00
Project Manager	1.50	185.00	277.50
Senior Project Manager	4.80	220.00	1,056.00
Professional Services subtotal	11.30		2,003.50

Reimbursable Expenses

	Billed Amount
Outside Copying	375.39
Phase subtotal	2,378.89

**51-42-315-WATER ADMIN-MEGA WELL CONNECTION DESIGN**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	4.25	130.00	552.50
Project Manager	6.25	185.00	1,156.25
Senior Project Manager	1.75	220.00	385.00
Project Surveyor I	11.00	150.00	1,650.00
Principal Engineer	1.00	265.00	265.00
Principal Surveyor	0.25	255.00	63.75
Professional Services subtotal	24.50		4,072.50

Reimbursable Expenses

	Billed Amount
GPS Hours	200.00
Vehicle Mileages	23.45
Reimbursable Expenses subtotal	223.45

Consultant

	Billed Amount
Consultant	
Musgrove Engineering PA	100.00
Parametrix, Inc.	925.00
Subtotal	1,025.00
Consultant subtotal	1,025.00
Phase subtotal	5,320.95



**52-42-315-SEWER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
GIS Specialist I	1.00	160.00	160.00

**52-82-315-WASTE WATER- COLLECTIONS**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	2.90	220.00	638.00

**52-84-315-WASTE WATER- TREATMENT PLANT**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.15	220.00	33.00

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	53.55	220.00	11,781.00

Reimbursable Expenses

		Billed Amount
Vehicle Mileages		375.20

Consultant

		Billed Amount
Consultant		255.00
JVA, Inc.		

Phase subtotal 12,411.20

Invoice total 29,041.14

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55072	11/27/2024	29,041.14	29,041.14				
	Total	29,041.14	29,041.14	0.00	0.00	0.00	0.00





# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 55787  
Date 03/28/2025

Project **23001 Town of Alpine- Engineering**

*Radio Read Invoice Total = \$2,274.00*

## INVOICE

For the Billing Period February 16, 2025 to March 22, 2025.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Project Manager	3.00	190.00	570.00
Senior Project Engineer	24.13	205.00	4,946.65
Senior Project Manager	10.88	220.00	2,393.60
Professional Services subtotal	38.01		7,910.25
Phase subtotal			7,910.25

### 10-50-331-PLANNING & ZONING

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.75	220.00	165.00

### 10-50-331 -PLANNING & ZONING-DEAD HORSE MEADOWS LOT-1: WEST BUILDING

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	14.00	150.00	2,100.00
Project Manager	8.00	190.00	1,520.00
Senior Project Manager	2.93	220.00	644.60
Professional Services subtotal	24.93		4,264.60
Phase subtotal			4,264.60

### 51-90-545-RADIO READ (AMI PROJECT)

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	3.00	130.00	390.00

**51-90-545-RADIO READ (AMI CONSTRUCTION MANAGEMENT)**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	4.50	190.00	855.00
Senior Project Manager	1.45	220.00	319.00
Professional Services subtotal	5.95		1,174.00
Phase subtotal			1,174.00

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	1.50	150.00	225.00
Senior Project Manager	0.83	220.00	182.60
Professional Services subtotal	2.33		407.60
Phase subtotal			407.60

**51-42-315-WATER ADMIN-MEGA WELL & PERMITTING**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	1.00	130.00	130.00
Project Manager	18.00	190.00	3,420.00
Senior Project Manager	3.43	220.00	754.60
Planning Tech I	23.25	125.00	2,906.25
Professional Services subtotal	45.68		7,210.85

Reimbursable Expenses

	Billed Amount
Filing Fee	82.50
Phase subtotal	7,293.35

**51-42-315 -WATER ADMIN-RATES AND ORDINANCE WORK**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Engineer	24.12	205.00	4,944.60
Senior Project Manager	3.90	220.00	858.00
Professional Services subtotal	28.02		5,802.60
Phase subtotal			5,802.60

**52-42-315-SEWER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.58	220.00	127.60

**52-42-315 SEWER ADMIN-RATES AND ORDINANCE WORK**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	1.15	220.00	253.00

52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	42.00	220.00	9,240.00

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	259.00

Consultant

	Billed Amount
Consultant	

JVA, Inc.

524.00

Phase subtotal

10,023.00

Invoice total 37,811.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55787	03/28/2025	37,811.00	37,811.00				
	Total	37,811.00	37,811.00	0.00	0.00	0.00	0.00





# JORGENSEN

Jorgensen Associates, Inc  
PO Box 9550  
Jackson, WY 83002-9550  
307-733-5150

Town of Alpine  
Monica Chenault  
P.O. Box 3070  
Alpine, WY 83128

Invoice number 55978  
Date 04/24/2025

Project **23001 Town of Alpine- Engineering**

*Radio Read Invoice Total = \$1,537.60*

## INVOICE

For the Billing Period March 23, 2025 to April 19, 2025.

Project Manager: Kevin J. Meagher

### 10-42-315-ADMINISTRATION

Professional Services

	Hours	Rate	Billed Amount
Project Manager	1.25	190.00	237.50
Senior Project Manager	6.58	220.00	1,447.60
Professional Services subtotal	7.83		1,685.10
Phase subtotal			1,685.10

### 10-50-331-PLANNING & ZONING

Professional Services

	Hours	Rate	Billed Amount
Project Manager	1.75	190.00	332.50
Senior Project Manager	3.48	220.00	765.60
Professional Services subtotal	5.23		1,098.10
Phase subtotal			1,098.10

### 10-50-331 -PLANNING & ZONING-DEAD HORSE MEADOWS LOT-1: WEST BUILDING

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	11.50	150.00	1,725.00
Project Manager	1.75	190.00	332.50
Professional Services subtotal	13.25		2,057.50
Phase subtotal			2,057.50

### 10-50-331-PLANNING & ZONING-192 TRAIL DRIVE PROJECT

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech II	4.00	150.00	600.00
Project Manager	3.25	190.00	617.50

**10-50-331-PLANNING & ZONING-192 TRAIL DRIVE PROJECT**

Professional Services subtotal	7.25	1,217.50
Phase subtotal		1,217.50

**51-90-545-RADIO READ (AMI PROJECT)**

Professional Services

	Hours	Rate	Billed Amount
Design Engineer Tech I	2.50	130.00	325.00

**51-90-545-RADIO READ (AMI CONSTRUCTION MANAGEMENT)**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	1.25	190.00	237.50
Senior Project Manager	3.83	220.00	842.60
Principal Engineer	0.50	265.00	132.50
Professional Services subtotal	5.58		1,212.60
Phase subtotal			1,212.60

**51-42-315-WATER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.33	220.00	72.60

**51-42-315-WATER ADMIN-MEGA WELL & PERMITTING**

Professional Services

	Hours	Rate	Billed Amount
Project Manager	10.25	190.00	1,947.50
Senior Project Manager	1.33	220.00	292.60
Professional Services subtotal	11.58		2,240.10
Phase subtotal			2,240.10

**51-42-315 -WATER ADMIN-RATES AND ORDINANCE WORK**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	3.00	220.00	660.00

**52-42-315-SEWER ADMINISTRATION**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.33	220.00	72.60

**52-82-315-WASTE WATER- COLLECTIONS**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.15	220.00	33.00

**52-84-315-WASTE WATER- TREATMENT PLANT**

Professional Services

	Hours	Rate	Billed Amount
Senior Project Manager	0.92	220.00	202.40

**52-84-315 WASTE WATER TREATMENT PLANT LED REPLACEMENT PROJECT**

Professional Services

Hours	Rate	Billed Amount
0.25	220.00	55.00

Senior Project Manager

**52-90-541-WASTE WATER- PRETREATMENT PLANT (PROJECT)**

Professional Services

Hours	Rate	Billed Amount
3.00	205.00	615.00
42.83	220.00	9,422.60
Professional Services subtotal	45.83	10,037.60

Senior Project Engineer

Senior Project Manager

Reimbursable Expenses

	Billed Amount
Vehicle Mileages	621.60
Consultant	
	Billed Amount
Consultant	
JVA, Inc.	1,324.00
Teton Technology Solutions	478.75
Subtotal	1,802.75
Consultant subtotal	1,802.75
Phase subtotal	12,461.95

Invoice total **23,393.45**

**Aging Summary**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
55787	03/28/2025	37,811.00	37,811.00				
55978	04/24/2025	23,393.45	23,393.45				
Total		61,204.45	61,204.45	0.00	0.00	0.00	0.00





## Town of Alpine Code Enforcement Officer Report

**5/30/25 to 6/23/25**

Meeting Date: July 1, 2025  
 Submitted By: Tara Bender, Code Enforcement Officer  
 Prepared On: June 23, 2025

Citations/Warnings	0 Citations 0 Warnings
Stop Work Orders Issued	0
Total Responses/Investigations	11

LUDC Violation – No Permit	3	Animal – Nuisance/Supplemental Feeding	2
LUDC Violation – Worksite Compliance	1	Airspace/Nuisance	1
LUDC Violation – Ongoing/Inspection	1	Illegal Burning	1
LUDC Violation - Lighting	1	Noise Complaint	1

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



# Town of Alpine, WY

## Draft Water and Wastewater Capacity Fees

**DATE:** July 1, 2025  
**TO:** Monica Chenault  
 Clerk and Treasurer  
**FROM:** Todd Cristiano, Raftelis  
**SUBJECT:** Updated Draft Water and Wastewater Capacity Fees

---

### Introduction and Summary

The Town retained Raftelis to develop water and wastewater capacity fees. This memo summarizes the draft results of that analysis. Raftelis calculated the proposed fees using industry-standard methodologies and data provided by the Town. *The calculations are based on several key assumptions which will need to be reviewed by Town and staff and engineer. Changes to these assumptions could significantly affect the final results.*

The calculated  $\frac{3}{4}$ " meter water capacity fee and wastewater capacity fee per EDU are \$7,925 and \$9,080, respectively. These values represent the maximum supportable fee. The maximum supportable fee refers to the highest legally justifiable fee that a local government or utility provider can charge new development to cover the cost of expanding infrastructure or services made necessary by that development. This fee is calculated based on data and analysis provided by the Town to ensure it reflects the proportionate share of costs attributable to serving new development.

### Connection Charges and Proposed Capacity Fees

The Town currently imposes connection charges for both water and wastewater services, which cover the labor and materials required to install new taps and meters. In contrast, the proposed capacity fees outlined in this memo reflect the cost of reserving system capacity for new development. These capacity fees do not include any expenses related to the physical connection to the water or wastewater systems.

### Overview of the Capacity fee Calculation

The general steps in calculating capacity fees are as follows:

- Determine the value of infrastructure facilities (existing and/or future)
- Estimate the capacity of the system
- Calculate the unit cost of capacity
- Apply unit cost of capacity to demand of a  $\frac{3}{4}$ " equivalent meter (water) or equivalent dwelling unit (EDU) for wastewater

Table 1 summarizes the generally accepted methodologies for calculating capacity fees. Each method is designed to recover the cost of capacity needed to serve new development. The selection of a methodology should consider the capacity required, the value of the capacity, and utility's goals and objectives for recovering

capacity-related capital costs. The three methodologies include buy-in, incremental, and hybrid. The table below lists the basic parameters a utility may consider when selecting a methodology that best meets its needs.

Table 1: Industry-Accepted Capacity fee Methodologies

Description	Buy-in	Incremental	Hybrid	Capacity Basis (gpm) [1]	Valuation Basis (\$)
Available existing capacity sufficient to accommodate new growth	X			Existing Available Capacity	Existing Asset Value [2]
No existing capacity with significant future capacity requirements		X		Future Capacity	Current Cost of Future Facilities
Some existing capacity available with future capacity requirements needed to accommodate new growth		X	X	Available Capacity + Future Capacity	Existing Asset Value + Current Cost of Future Facilities
[1] The basis of capacity used to calculate the unit cost is often based on the largest facilities that govern system capacity. [2] Assets may be valued at original cost of in current dollars using a cost index like the Consumer Price Index (CPI) or a construction cost index like Engineering News Record (ENR-CCI).					

The equations below summarize the capacity fee calculation, in general.

$$\frac{\text{Value of Infrastructure (\$)}}{\text{System Capacity (gpm)}} = \text{Unit Cost of Capacity (\$ per gpm)}$$

$$\text{Unit Cost of Capacity (\$ per gpm)} \times \text{New Connection Demand Requirement (gpm)} = \text{Capacity Fee}$$

### **Buy-in**

The buy-in method determines the capacity fee by evaluating the value of existing assets and the capacity those assets provide. It is most appropriate for utilities with available capacity to serve new development in both the near and long term. This approach allows the utility to recover a proportionate share of the system's value from new customers—essentially reimbursing existing ratepayers who funded the original infrastructure. In this way, new development is effectively "buying into" the existing system. The buy-in method often values a utility system's assets at current replacement cost and may account for accumulated depreciation. This current valuation method recognizes the increase in value of facilities and fairly compensate existing customers for the carrying cost of building facilities in advance of serving new development. Importantly, this methodology, like other capacity fee approaches, does not confer ownership rights of the utility assets to the customer.

To avoid double-counting, the value of existing facilities is typically reduced by any grants, contributions in aid of construction (CIAC), and the outstanding principal on debt related to major system infrastructure. In the Town's case, since existing debt is being repaid through user rates, subtracting the outstanding debt from the asset value ensures that the same costs are not recovered twice—once through user charges and again through capacity fees.

### **Incremental**

The incremental method is commonly used by utilities experiencing rapid growth and limited available capacity within their existing systems. This forward-looking approach focuses on planned, growth-related capital

improvements, typically outlined in a utility's long-term capital expansion program or master plan. The method estimates the cost and capacity of new facilities required to serve future development. The incremental cost is defined as the cost to provide service to the next unit of growth, ensuring that new development pays its proportionate share of system expansion.

### **Hybrid**

The hybrid (or combined) methodology incorporates elements of both the system buy-in and incremental approaches. It is well-suited for utilities that have some available capacity in their existing systems, along with planned expansion to accommodate future growth.

For this study, Raftelis selected the hybrid methodology for the water system and the buy-in methodology for the wastewater system. The Town's water system has existing capacity and includes planned capital improvements to support future development, making the hybrid approach appropriate. In contrast, the wastewater system—based on the available capacity at the treatment plant—has sufficient capacity to accommodate near-term growth, supporting the use of the buy-in method.

## Calculated Water Capacity Fee

The Town's water capacity fee was calculated using the incremental approach as the system has capacity in the existing system and has planned capacity expansions planned in the near future.

### System Valuation

The value of the Town's existing assets was determined based on the current replacement cost of existing infrastructure assets. These assets include wells, storage tanks, and transmission mains.

Infrastructure assets were valued using current replacement cost estimates, based on data provided by Town staff and the Town engineer. Due to gaps in the Town's asset inventory, Raftelis used a unit cost approach to value existing infrastructure. This method estimates the value of each facility based on standard unit costs for the materials, supplies, labor, and construction of facilities. These values were provided by the Town and the Town engineering consultants, using historical bid tabulation for similar construction projects.

Because the existing facilities are not new, Raftelis further reduced these values by estimated accumulated depreciation to reflect their current condition. Depreciation accounts for wear and tear, obsolescence, or the loss in service value of the asset over time. This adjustment reflects the remaining value or capacity of each asset. The depreciation rate was determined through an evaluation of the existing assets and comparing the net book value (NBV) of assets at current costs divided by the original value of assets at replacement cost. Based on the assets included in the Town's records, Raftelis estimates that approximately the Town's infrastructure is approximately 50% depreciated. The replacement cost of existing facilities with accumulated depreciation is estimated at \$24.20 million.

The existing system assets were also reduced by outstanding principal on three water loans and by a grant. These adjustments total \$127,643 based on FY24 financial data from the Town.

In addition to existing facilities, the Town's engineer has identified three capital projects that will expand system capacity to support future growth: Well #4 interconnect, additional storage capacity, and a generator. These expansion projects total \$1.4 million. The combined value of existing assets—adjusted for accumulated

depreciation, and outstanding principal—along with these planned expansion projects, totals approximately \$25.6 million.

Table 2 presents a breakdown of the value of both existing facilities and proposed expansion infrastructure.

*Table 2: Existing and Expansion Infrastructure Valuation*

Line No	Description	Units	Unit Price	Units	Replacement Cost New	Remaining Life	Replacement Cost Less Depreciation	Source
<b>Existing Infrastructure Assets</b>								
1	Wells #1, #2, #3	4	\$400,000	per well	\$1,600,000	49%	\$786,829	Alpine staff
2	Well #4, Mega Well [1]	1	\$1,500,000	per project	1,500,000	90%	1,350,000	Alpine staff [1]
3	Three Storage Tanks	1,500,000	\$5.00	per gallon	7,500,000	49%	3,688,261	Estimate
North and South Alpine Transmission, length in feet								
5	8"	42,308	\$700	per linear ft	29,615,636	49%	\$14,564,024	JVA Engineers
6	10"	1,550	778	per linear ft	1,205,404	49%	592,779	JVA Engineers
7	12"	7,924	855	per linear ft	6,775,239	49%	3,331,846	JVA Engineers
8	<b>Total Existing Infrastructure Assets</b>				<b>\$48,196,278</b>		<b>\$24,313,739</b>	
<b>Less: Outstanding Principal on Water Debt</b>								
9	DWSRF Loan 117, FY24 Balance				\$46,911		\$46,911	Alpine Staff
10	DWSRF Loan 64, FY24 Balance				53,175		53,175	Alpine Staff
11	First Bank				27,538		27,538	Alpine Staff
12	<b>Total Outstanding Principal</b>				<b>\$127,623</b>		<b>\$127,623</b>	
13	<b>Existing Assets Net Valuation</b>				<b>\$48,068,654</b>		<b>\$24,186,115</b>	
<b>Expansion Projects</b>								
14	Mega Well Inter-Connect	1		per project	\$808,000		\$808,000	Jorgensen, Inc.
15	Storage Tank	1		per project	228,000		228,000	Jorgensen, Inc.
16	Generator	1		per project	405,000		405,000	Jorgensen, Inc.
17	<b>Total Expansion Projects</b>				<b>\$1,441,000</b>		<b>\$1,441,000</b>	
18	<b>Total System Valuation (Line 13 + Line 17)</b>				<b>\$49,509,654</b>		<b>\$25,627,115</b>	

[1] Assume the well #4 and distribution system were purchased together

[2] Assume a firm capacity of 80% of design capacity

## System Capacity

The system capacity used in the capacity fee calculation is typically based on the facility that governs the overall allowable capacity in the system—in this case, the Town's well system. Total system capacity includes both existing and planned sources. Currently, the Town operates four wells with a combined capacity of 1.8 million gallons per day (mgd). Well #4, with a design capacity of 2.16 mgd, has been adjusted to reflect a firm capacity of 80%, or 1.73 mgd. This brings the total system capacity to 3.53 mgd.

## Unit Cost of Capacity

The unit cost of capacity is calculated by dividing the total system valuation by the system's total capacity, resulting in a unit cost of \$7.26 per gallon per day (gpd). Table 3 provides the detailed calculation of this unit cost.

Table 3: Water Capacity fee Unit Cost of Capacity

Line No	Description	Units	Source
1	<b>Total System Valuation</b>	<b>\$25,627,115</b>	
	<b>System Peak Demand, gpd</b>		
2	Existing Capacity	1,800,000	Alpine Staff
3	Future Capacity Added, 1,500 gpm design capacity [1]	1,728,000	Alpine Staff
4	<b>Total Existing and Future Capacity, gpd</b>	<b>3,528,000</b>	
5	Unit Cost, \$ per gpd, (Line 18 / Line 21)	\$7.26	

[1] Assume a firm capacity of 80% of design capacity

### ¾" Meter Demand

A customer demand analysis identifies the demand requirements of individual customers or entire customer classes and forms the basis for calculating the capacity fee. To maintain a rational nexus between the cost of infrastructure and the cost to serve new customers, customer demand must be measured using the same units as those used in the unit cost of capacity calculation.

For example, if the unit cost of well production facilities is based on peak day demand measured in gallons per day (gpd), then new customer demands must also be measured in peak day gpd for a consistent and equitable fee calculation.

The capacity fee demand is based on the demand associated with the smallest meter size (typically ¾ inch) and is scaled using meter capacity ratios. These ratios reflect the maximum safe allowable flow (in gallons per minute) of a given meter size relative to that of a ¾" meter.

### Fee Calculation

Table 4 on the following page shows the detailed data used to calculate the water capacity fee. The calculated ¾" capacity fee is estimated at \$7,925.



Table 4: Development of Water Capacity fee

Line No	Description	Units	Unit Price	Units	Replacement Cost New	Remaining Life	Replacement Cost Less Depreciation	Source
<b>Existing Infrastructure Assets</b>								
1	Wells #1, #2, #3	4	\$400,000	per well	\$1,600,000	49%	\$786,829	Alpine staff
2	Well #4, Mega Well [1]	1	\$1,500,000	per project	1,500,000	90%	1,350,000	Alpine staff [1]
3	Three Storage Tanks	1,500,000	\$5.00	per gallon	7,500,000	49%	3,688,261	Estimate
North and South Alpine Transmission, length in feet								
5	8"	42,308	\$700	per linear ft	29,615,636	49%	\$14,564,024	JVA Engineers
6	10"	1,550	778	per linear ft	1,205,404	49%	592,779	JVA Engineers
7	12"	7,924	855	per linear ft	6,775,239	49%	3,331,846	JVA Engineers
8	<b>Total Existing Infrastructure Assets</b>				<b>\$48,196,278</b>		<b>\$24,313,739</b>	
<b>Less: Outstanding Principal on Water Debt</b>								
9	DWSRF Loan 117, FY24 Balance				\$46,911		\$46,911	Alpine Staff
10	DWSRF Loan 64, FY24 Balance				53,175		53,175	Alpine Staff
11	First Bank				27,538		27,538	Alpine Staff
12	<b>Total Outstanding Principal</b>				<b>\$127,623</b>		<b>\$127,623</b>	
13	<b>Existing Assets Net Valuation</b>				<b>\$48,068,654</b>		<b>\$24,186,115</b>	
<b>Expansion Projects</b>								
14	Mega Well Inter-Connect	1		per project	\$808,000		\$808,000	Jorgensen, Inc.
15	Storage Tank	1		per project	228,000		228,000	Jorgensen, Inc.
16	Generator	1		per project	405,000		405,000	Jorgensen, Inc.
17	<b>Total Expansion Projects</b>				<b>\$1,441,000</b>		<b>\$1,441,000</b>	
18	<b>Total System Valuation (Line 13 + Line 17)</b>				<b>\$49,509,654</b>		<b>\$25,627,115</b>	
<b>System Peak Demand, gpd</b>								
19	Existing Capacity						1,800,000	Alpine Staff
20	Future Capacity Added, 1,500 gpm design capacity [2]						1,728,000	Alpine Staff
21	<b>Total Existing and Future Capacity, gpd</b>						<b>3,528,000</b>	
22	<i>Unit Cost, \$ per gpd, (Line 18 / Line 21)</i>						\$7.26	
<b>3/4" Meter Equivalent Demand</b>								
23	Average Day Demand, 3/4" Meters (FY24)		326					
24	Peaking Factor		3.35					
25	Peak Demand Requirement, gpd (Line 29 x 30)						1,091	
26	<b>3/4" Equivalent Capacity Fee, (Line 22 x Line 25)</b>						<b>\$7,924</b>	
27	<b>3/4" Equivalent Capacity Fee, (Line 22 x Line 25), Rounded</b>						<b>\$7,925</b>	

[1] Assume the well #4 and distribution system were purchased together

[2] Assume a firm capacity of 80% of design capacity

## Water Capacity fees by Meter Size

The calculated  $\frac{3}{4}$ " capacity fee is determined by multiplying the  $\frac{3}{4}$ " demand requirement by the unit cost of capacity, as shown in Table 4. Raftelis recommends that the Town consider setting fees for meter sizes larger than  $\frac{3}{4}$ " based on the ratio of each meter's maximum safe allowable capacity to that of a  $\frac{3}{4}$ " meter. This approach more accurately reflects the additional capacity needs of larger meters and aligns those needs with the cost of providing service. Capacity fees for meter sizes greater than 2" should be calculated on an individual basis, as demand requirements tend to vary more significantly with increasing meter size. Table 5 presents the resulting capacity fees for larger meter sizes.

Table 5: Calculated Water Capacity Fees by Meter Size

<b>Meter Size</b>	<b>Max Safe Allowable Capacity</b>	<b>Capacity Ratio</b>	<b>Calculated Fee</b>
<i>inches</i>	<i>gpm</i>		
3/4"	30	1.00	\$7,925
1"	50	1.67	13,210
1 1/2"	100	3.33	26,420
2"	160	5.33	42,270

## Wastewater Capacity fee

The sewer capacity fee was calculated using the buy-in method. Under this approach, the value of the Town's sewer system assets was determined based on current replacement costs, which were estimated using the Engineering News-Record Construction Cost Index (ENR-CCI). This index is widely used in utility rate and fee studies because it provides a standardized, consistent, and industry-accepted measure of changes in construction costs over time. Raftelis used the Town's wastewater asset listing as it captured the key infrastructure assets – wastewater treatment plant and collection system assets.

The replacement cost of the sewer system assets is estimated at \$26.7 million. To account for the loss in value over time, this amount was reduced by accumulated depreciation of \$12.2 million, resulting in a net depreciated asset value of \$14.5 million. Additionally, to avoid double-counting costs already being repaid through user rates, the net asset value was further reduced by \$3.1 million in outstanding wastewater loans plus an anticipated loan of \$1.3 million for the pretreatment facility. In addition, the asset valuation was reduced by a grant for the wastewater pretreatment plant of \$3.05 million. Following these adjustments, the estimated net system value at replacement cost less accumulated depreciation for the capacity fee calculation is \$7.1 million.

## Equivalent Dwelling Unit Demand

Jorgensen Engineering, the Town's engineer of record, recently updated the average daily flow per equivalent residential unit (ERU) from 275 gpd to 300 gpd. Ordinance 2022-14 specifies a peak flow of 375 gpd, which reflects a peak factor of 1.4 applied to the previous value. Raftelis applied the same peak factor of 1.4 to the updated average flow of 300 gpd to estimate the peak flow for one ERU now stated as 409 gpd.

## Unit Cost of Capacity

The WWTP has a design capacity of 400,000. Raftelis has applied a 20% reduction to this figure, following common industry practice—and in line with requirements in many states—that call for utilities to begin planning and designing expansions once a facility reaches 80% of its total capacity. The unit cost of capacity is the new system asset value divided by the capacity of the wastewater treatment plant which is 320,000 gpd. The unit cost is \$22.20 per gpd.

## Calculated Wastewater Capacity fee per ERU

The calculated capacity fee is the product of the unit cost of capacity multiplied by the peak demand of one EDU. The calculated fee is estimated to be \$9,080. Table 6 details the full calculation of the wastewater capacity fees.

Table 6: Development of Wastewater Capacity Fee

Line No	Description	Replacement Cost New	Replacement Cost Less Accum Depr.	Source
<b>Existing Infrastructure Assts</b>				
1	Land [1]	\$629,212	\$629,212	Town asset records
2	Wastewater System	1,681,499	631,492	Town asset records
3	Wastewater Treatment Plant	11,506,368	2,609,269	Town asset records
4	Wastewater Collection System	7,270,047	5,244,999	Town asset records
5	Pretreatment Plant	4,306,200	4,306,200	Town asset records
6	North Alpine Wastewater System	1,351,272	1,111,108	Town asset records
7	<b>Total Existing Infrastructure Assets</b>	<b>\$26,744,597</b>	<b>\$14,532,280</b>	
<b>Less: Outstanding Principal and Grants</b>				
8	Pretreatment Grant		\$3,050,750	Town records
9	Proposed Pretreatment Loan		\$1,255,830	Town records
10	SLIB - CWSRF-71		98,653	Town records
11	CWSRF Loan 080		2,228,224	Town records
12	BOSV Capital Lease - Pretreatment		793,460	Town records
13	<b>Total Outstanding Principal</b>		<b>\$7,426,917</b>	
14	<b>Total System Valuation (Line 7 + Line 13)</b>		<b>\$7,105,363</b>	
15	System Firm Capacity (80% of Design), gpd [2]		320,000	
16	Unit Cost, \$ per gpd (Line 14 / Line 15)		\$22.20	
<b>Equivalent Dwelling Unit Demand</b>				
17	Average Day Demand, per ERU [2]	300		
18	Peaking Factor	1.4		
19	Peak Demand Requirement, gpd (Line 17 x Line 18)		409	
20	<b>Calculated Capacity Fee, \$ per EDU, (Line 16 x Line 19)</b>		<b>\$9,080</b>	

[1] From 64.01 Capital Assets Roll-Forward 2024 (002)  
[2] From Jorgensen Engineering

## Reliance of Town Provided Data

Throughout the course of this project, the Town (and/or its representatives) provided Raftelis with various technical data, including cost and revenue information. Raftelis did not independently verify the accuracy of this information—whether historical or projected—and relied on the data provided in developing our findings, recommendations, and this report. Additionally, cost allocation data supplied by the Town was used to complete the cost-of-service analysis.

It is important to recognize that actual results may differ from projections. Certain assumptions used in this analysis may not occur as expected, and unanticipated events or conditions may arise. As a result, actual outcomes may vary—possibly significantly—from those presented in this report. Raftelis does not assume responsibility for the accuracy of data or projections provided by, or prepared on behalf of, the Town, and we are not obligated to update the report to reflect events after its completion.

The results and recommendations contained in this report are currently under review by the Town. Drawing conclusions based on this draft may lead to misinterpretations, as the report is subject to further revision and refinement.

# Town of Alpine

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## Water and Wastewater Capacity Fee Study

July 1, 2025

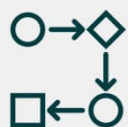




# Agenda



**Wyoming statutes**



**Capacity fees defined**



**Water capacity fee**



**Wastewater capacity fee**



**Capital project delivery**



# Who is Raftelis?

Helping local governments  
and utilities **thrive**



Finance



Executive services  
Strategic planning



Strategic planning/  
facilitation



Communication



Organization



Technology

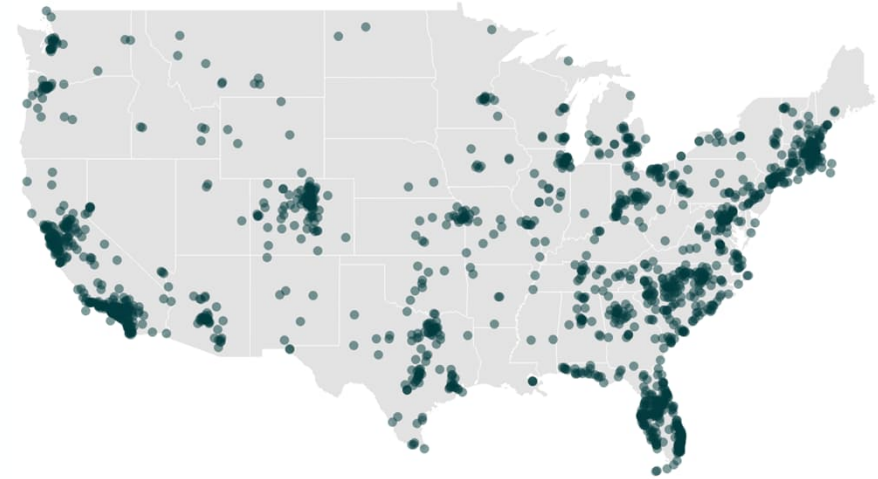


Solid waste  
services



Stormwater utility  
services

## National Experience



With more than...

**190+** consultants across  
the U.S.

Raftelis has provided assistance to over

**1,700+** public agencies  
and utilities

# Wyoming statutes

## Provide guidance on capacity fees

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

# Capacity fees defined

## Rational nexus



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



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



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

## Capacity fees defined continued



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



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



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



- Fee balances equity between new and existing customers

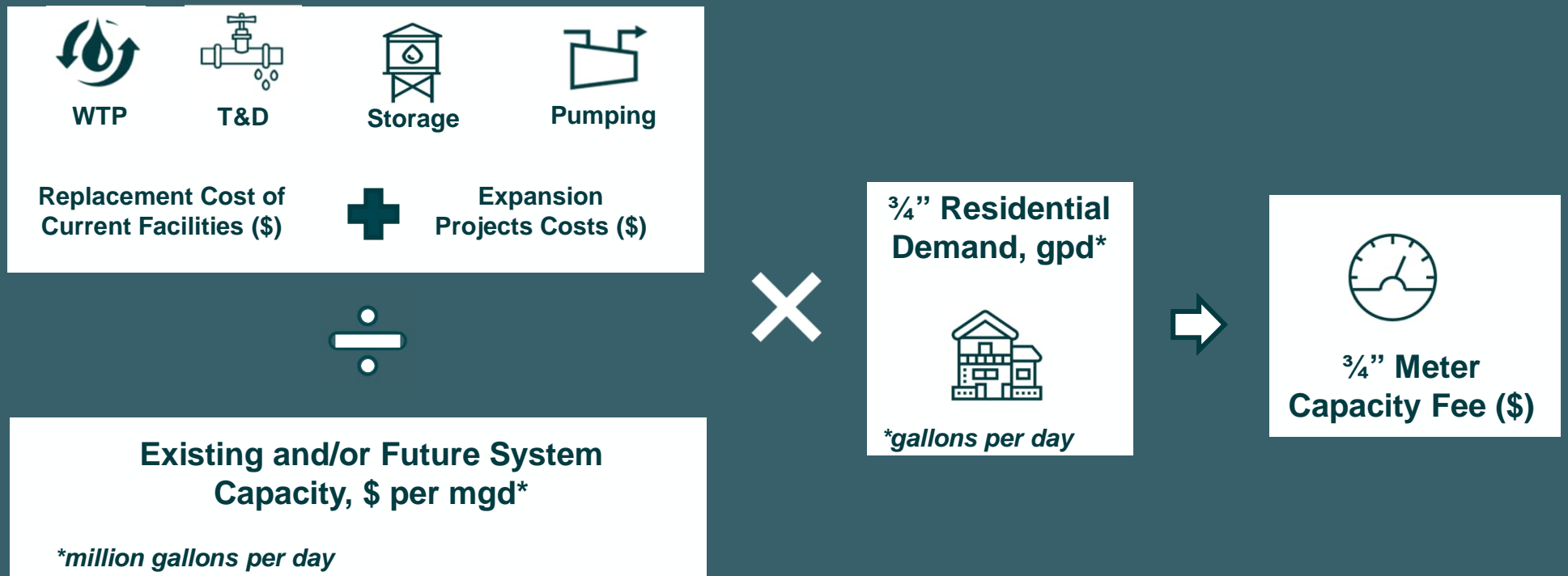
# Capacity fees and connection fees

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



# Capacity fee methodology example

## Water utility



# Capacity fee assumptions and data sources



- Financial line item asset registers



- Facility costs based on current engineering bid tabulation estimates



- Water billing data
- Water and wastewater system production data



- A lot of discussions with Staff !

# Calculated maximum supportable water and wastewater capacity fees

## Water capacity fees

Meter Size	Meter Max Allowable Capacity	Meter Ratio	Calculated Fee
<i>Inches</i>	<i>gpm</i>		
¾"	30	1.00	\$7,925
1"	50	1.67	13,210
1 ½"	100	3.33	26,420
2" <sup>1</sup>	160	5.33	42,270
1. Meter sizes greater than 2" assessed on an individual basis.			

## Wastewater capacity fee

- \$9,080 per ERU

# Capital Project Delivery



# Capital project delivery

## Optimization and best practices



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



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



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



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



# Capital project delivery

## Typical tasks





# Thank you!

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



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

**AN ORDINANCE REPEALING AND REPLACING CERTAIN SECTIONS OF PART 2  
– PROCEDURES AND PART 4 – DEVELOPMENT STANDARDS OF THE TOWN OF  
ALPINE LAND USE AND DEVELOPMENT CODE AND AMENDING THE TABLE OF  
CONTENTS ACCORDINGLY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VOTE:      YES,      NO,      ABSTAIN,      ABSENT

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

VOTE:      YES,      NO,      ABSTAIN,      ABSENT

TOWN OF ALPINE

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

ATTEST:

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

**ATTESTATION OF THE TOWN CLERK**

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

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

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

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

ATTEST:

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

## § 1 INTENT AND PURPOSE.

The intent and purpose of this chapter is to establish standards, guidelines, and procedures by which the owners of Short-term Rental Units shall comply to ensure that the essential character of the Town is maintained. Such owners have the responsibility to properly communicate to their guests the laws, standards, rules, and regulations that must be followed as established by the Town, Lincoln County, and the State of Wyoming. This will protect the residents of our Town while providing Short-term Rental patrons with a safe and enjoyable experience during their visit.

## § 2 DEFINITIONS.

(A) The following terms shall apply to this chapter as written unless context indicates or requires a different meaning:

*HOSTED SHORT-TERM RENTAL(S)*. A lot with a single-family residence; a portion of which may be rented out after obtaining a short-term rental permit. The owner of the property permanently resides in one portion of the single-family residential unit and is present during the time in which renters are renting another portion of the single-family residential unit. Examples of an owner-occupied single-family residence include renting a portion of the owner's dwelling (room rental) or rental of a basement with separate entry/access.

*LOCAL REPRESENTATIVE*. An area property manager, owner, or agent of the owner, who within one hour can respond to questions or concerns from short-term rental guests, residents of the surrounding neighborhood, or representatives of the Town.

*NON-HOSTED SHORT-TERM RENTAL(S)*. A lot with a single-family residence which may be rented out after obtaining a short-term rental permit. The owner of the property is not present at the single-family residential unit during the time in which renters are renting the single-family residential unit.

*SHORT-TERM RENTAL(S)*. The rental of all or any portion of a residential dwelling unit for a period less than one calendar month. A calendar month is the period from a day of one month to the corresponding day of the next month if such exists; or if not, to the last day of the next month. A calendar month shall be computed by excluding the first and including the last day (as from January 4 to February 3 or from January 31 to February 29).

*SHORT-TERM RENTAL UNIT(S)*. A property used for short-term rental.

(B) Words or phrases in this Chapter necessitating a definition shall be defined pursuant to the Town Zoning Regulations, as amended.

## § 3 REQUIREMENTS AND PROHIBITIONS.

(A) No person shall operate a short-term rental unit in the Town without first obtaining a short-term rental permit ("Permit") in accordance with the provisions of this Chapter.

(B) Multiple bookings during the same period for a short-term rental unit are not allowed.

(C) Short-term rentals are not permitted outdoors, in tents, campers, recreational vehicles, attached or unattached accessory structures (e.g., sheds, garages).

(D) Camping, outdoor sleeping, or occupancy of any camper or recreational vehicle on the property by short-term rental guests while the licensed premises is being used as a short-term rental or hosted short-term rental is prohibited.



(E) Specifically, the local representative shall be solely responsible for ensuring short-term rental guests are made aware of all Town notices, alerts, and warnings potentially affecting the short-term rental guest's stay.

#### **§ 4 STANDARDS.**

##### **(A) Permit.**

(1) A Short-term Rental Permit Application must be submitted and approved by the Town before a residential dwelling unit can be used for Short-term Rentals. Any persons currently operating a Short-term Rental, as defined herein, may continue to do so, but must submit a Permit Application and otherwise come into compliance with this Chapter within 90 days of its enactment.

(2) Permit Applications are available at Town Hall and must be filled out and approved by Town Administrative Staff.

(3) A Permit Application fee for each Short-term Rental Unit being permitted is required. An annual permit renewal fee is also required. No refunds shall be given for initial, or renewal fees paid. Fees will be set by resolution and reviewed annually.

(4) Each Permit will be assigned a unique permit number.

(5) A Permit holder shall be responsible for providing notice to the Town within 10 business days of any changes to the information included in a Short-term Rental Application.

(6) Permits are nontransferable, except that upon death of a Permit holder, the Permit may be transferred to a family member who holds an interest in title to the Short-term Rental Unit at issue.

(7) The Permit holder must maintain a record of each renter of the Short-term Rental Unit for five (5) years, including the name and contact information for the renter and the time(s) and date(s) of the rental. This information shall be made available to the Town upon court order.

##### **(B) Permit renewal.**

(1) Permits must be renewed annually. Permits must be renewed ten business days prior to the last day of December.

(2) Permit renewal applications shall be filed annually with the Town Administrative Department. The Town may, for good cause, as defined herein, refuse to renew a Permit.

(3) The Permit is valid for one calendar year, or portion thereof. Renewal of the Permit requires the submission of a complete Permit renewal application and designated fee. If a complete renewal application and applicable fees have not been received by the Town on the annual renewal date [see § 4(C) below], the Short-term Rental Unit shall be conclusively presumed to be discontinued and the Town shall revoke the Short-term Rental Permit without further notice required.

(4) Permit renewal applications must comply with this Chapter.

##### **(C) Permit expiration.**

(1) All Permits expire on the last day of December each year and must be renewed ten business days prior to expiration. If a Permit is allowed to expire, the Permit holder will be required to pay a late fee in addition to the Permit renewal fee. Any Permit not renewed by January 15 will be deemed revoked. Any person who continues to operate a Short-term Rental without a Permit shall be operating a Short-term Rental in violation of this Chapter.

## § 5 ISSUANCE.

The issuance of a short-term rental permit shall be subject to the following requirements.

(A) *Notice to neighbors within 300 feet of lot boundary.* Permit holders must provide a list of mailing addresses for the owners of neighboring parcels within 300 feet of the lot boundaries of the short-term rental unit. This address list must be provided along with the short-term rental permit application. The permit holder must also provide his/her name and contact information, and the name and contact information of a local representative, living in Star Valley, designated by the permit holder to handle complaints or correspondence regarding the short-term rental unit. The permit holder shall notify the Town within ten business days if the contact information changes. The Town will complete mailing of the notice to neighbors to residents identified on the provided mailing list.

(B) *Advertising signs prohibited.* Short-term rentals may not be advertised with physical signage within Town Limits.

(C) *Lodging and sales taxes.* Short-term rental units are classified as lodging facilities by the State of Wyoming. Permit holders are responsible for paying all lodging and sales taxes required by Wyoming law.

(D) *Annual safety inspection required.* All short-term rentals must pass an annual safety inspection, proof of which must be submitted with an initial or renewal application. This inspection can be completed by the Permit holder, a local representative of the permit holder, or by a licensed Building/Housing inspector (the short-term rental checklist is included with the application packet).

(E) *Parking requirements.* All short-term rental units must provide on-site parking spaces. On-site parking spaces consist of established driveways or garages at the short-term rental unit. Short-term rental guest vehicles are not allowed to be parked on lawns or in other areas of the short-term rental unit property in the event that existing on-site parking spaces are full. No vehicles are allowed to be parked on Town streets or Town rights-of-way.

(F) *Solid waste collection requirements.* All permit holders must provide solid waste collection container(s) for all time periods that the residential dwelling unit is offered for short-term rental. All trash must be securely stored to prevent it from attracting wildlife. The permit holder or permit holder's representative shall arrange for trash pickup on the designated day and for placing and returning the waste container(s) to ensure that they do not hinder Town road maintenance. Solid waste storage and disposal shall not become a nuisance. Failure to maintain solid waste collection service in accordance with this paragraph shall constitute a violation pursuant to section § 6 of this chapter.

(G) *Exterior identification signage and other signage requirements.*

(1) *Identification of short-term rental unit signage.* Each short-term rental unit shall be equipped with one exterior identification sign of at least 8½" x 11" in size, but not exceeding 12" x 24" in size (see example figures). No other signs promoting or identifying the short-term rental unit shall be permitted. The required exterior Identification Sign shall be attached to the home in a clearly visible location and shall display all the following information in lettering of sufficient size to be easily legible:

(a) "24/7 Agent" and a telephone number at which the 24/7 agent may be reached on a twenty-four (24) hour basis; and

- (b) The number of bedrooms at the property; and
- (c) The number of individuals the property sleeps; and
- (d) The telephone number of the Town's Special Municipal Officer.

## Short-Term Rental Application

**Instructions: All information on this form must be fully completed. Failure to complete any item will delay the processing of your application.** All payments shall be made at the time of application and shall be non-refundable unless the application is denied as a short-term rental application, at which point the entire fee, less twenty (20) percent of the application fee, will be refunded. An application for a short-term rental permit **must be submitted and approved by the Town before the short-term rental can begin operations.**

### ALLOW UP TO 30 DAYS FOR APPROVAL

( ) NEW PERMIT

( ) PERMIT RENEWAL

Please Include New Permit Fee of \$250.00 or Renewal Fee of \$125.00

*Applications can also be submitted via email: \_\_\_\_\_*

Homeowner's Name:	Rental Business Name:
Business Type: LLC – Corporation – Sole Proprietor – Other	Rental Property Address:
Homeowner's Address:	Homeowner's Phone:
Homeowner's E-mail:	Wy Sales Tax Number: (If applicable)

*(Wyoming Sales tax is not required if the rental owner is only listing the property with an online listing company that collects and remits lodging and sales tax to the State of Wyoming)*

**OWNER OR OWNER REPRESENTATIVE/CONTACT PERSON****(A local point of contact within Star Valley, WY is **required.**)**

Name:	Address:
Mailing address:	Phone:
E-mail:	Cell Phone:

By signing below, I acknowledge:

- I am responsible for renewing the rental permit by the last day of December each year.
- I am responsible for notifying the Town of any changes in the status of this rental home (e.g., change in property managing agent, no longer operating as a short-term rental, change in ownership, etc.).
- I must abide by all Town of Star Valley Ranch Ordinances.
- I have read and understand Town Ordinance Title XI Chapter 113 Short-Term Rental Permits.
- This short-term rental is subject to collection and remittance of WY lodging and sales tax.
- The information stated above is, to the best of my knowledge, true and correct and that I will notify the Town of any changes.

Homeowner's Signature:	Date:
Owner Representative's Signature:	Date:



**Notice To Neighbors Within 300 Feet.** Rental unit owners or their agents must provide a list of mailing addresses for property and homeowners within 300 feet of the lot boundaries of the property to be utilized as a Short-term Rental. This list must be provided along with the Short-term Rental Permit application. The notice shall inform neighbors that a short-term rental permit has been applied for and will include the name and contact information of the local owner representative/managing agent (living in Star Valley, WY). The Short-term Rental Permit applicant has an affirmative duty to re-notify all applicable neighbors upon change in the owner contact person and to also notify the Town. The Short-term Rental permit holder will need to provide the town with an updated list of the property and homeowners within 300 Feet of the boundaries of the Short-term Rental properties boundaries as the owners may have changed.

*\*\*\*Renewals do not require notice to be sent if there is no change in owner or local contact\*\*\**

### **Signage Requirements.**

- 1.) Each Short-term Rental Unit shall be equipped with at least one exterior identification sign. The sign must be attached to the home in a clearly visible location. Signs must be at least 8 ½ x 11 inches in size and shall not exceed 12 x 24 inches in size. Exterior identification signage must include the following information:
  - “24/7 Agent” Name and telephone number
  - The number of bedrooms at the property
  - The number of individuals the property sleeps
  - The Town of Star Valley Ranch Municipal Officer’s contact number (307-880-2666)
- 2.) On the interior of the Short-term Rental Unit, a sign including the following information must be displayed on or adjacent to the front door:
  - Short-term Rental Permit #
  - The number of individuals the property sleeps
  - A description of map of the unit’s assigned parking spaces
  - Documentation of the annual safety inspection on the unit
  - Contact information for the unit’s owner and/or their local contact representative
  - The phone number for, pick-up time, and contact information for the unit’s solid waste disposal service provider

*\*\*It is the responsibility of the owner/permit holder to ensure seasonal installation of this signage is maintained.\*\**

## TOWN OF ALPINE, WY

**Information Packet and Rental Permit.** A copy of the Short-term Rental Permit and an information packet shall be provided by the Town. The packet contains relevant Town Ordinances and rules and regulations. Both shall be displayed in a conspicuous location of the Short-term Rental Unit.

I declare under penalty of perjury that I have read the foregoing and have provided all required information.

Sign:	Date:
-------	-------

**Initial:**

	<b>Notice to Neighbors.</b> A copy of the list of neighbors notified must be attached to the application or emailed to the Town ( ) for the application to be complete.
	<b>Local Representative:</b> A local representative and their contact information has been provided and owner/ permit applicant I will provide the changes of any local representative within 10 business day of the change.
	<b>Signage, Permit, and Information Packet:</b> Owner or permit applicant has provided and placed, in accordance with the requirements in Title __Chapter ____ of Town Ordinance, all required information. **Physical signage other than prescribed in the ordinance for the Short-term Rental Unit is not allowed**
	<b>Annual Safety Inspection Required:</b> All short-term rental units are subject to passing an annual safety inspection. <i>(Copy of the required SHORT-TERM RENTAL INSPECTION CHECKLIST is attached.)</i>
	<b>Prohibitions:</b> Multiple bookings during the same period for a short-term rental unit are not allowed.
	<b>Parking Requirements:</b> All short-term rental units must provide on-site parking. No vehicles are allowed to be parked on Town streets or right of ways. <b>**PROVIDE A COPY OF THE A MAP OR DISCRIPTION SHOWING PARKING**</b>

## SHORT-TERM RENTAL INSPECTION CHECKLIST

### Initial

	Is the address number posted and visible using minimum 4-inch numbers?
	Is contact information of the owner or contact person posted?
	Are emergency contact numbers posted? (I.e., 911)

### Initial

	Do egress/exit routes comply with applicable codes? (e.g., doors, stairs, hallways, handrail, basement window wells, ladders, and well covers/grates)
	Are required egress windows (bedroom windows) operable? And meet minimum size? (Minimum 5 sq. ft opening when located on the main floor or basement, 5.7 sq. ft. on 2 <sup>nd</sup> floor, and a minimum opening of 20 inches and an opening height of 24 inches).
	Do all individual entry doors have working deadbolts and entry knobs with deadlocking latches?
	Do all exterior doors open and close properly, and lock and unlock easily?
	All windows open and close easily and can remain open?
	All windows have screens and are free of damage and defects.
	Any security bars can be released from the interior?
	Stairways, including treads, balusters, risers, and landings, are in good condition, free of wood rot and rust and have no missing, broken, or loose parts?
	Handrails are tightly fastened, sound and in good condition and return to the walls?
	Railings are tightly fastened, sound and in good condition, height of railing and spacing of balusters meet code requirements?
	Are all appliances in working condition?
	If there is a gas stove, or gas fireplace, is it free of gaseous odor indicating a gas leak?

## TOWN OF ALPINE, WY

	Is the dryer vent system free of hazards and obstructions?
--	--

**Initial**

	Are smoke detectors located where required by code and operable? (One in each sleeping room, one outside bedroom area, but not near cooking appliances, and on each occupiable story including basements and habitable attics). Follow manufacture's instruction.
	Do all smoke detectors work properly and alarm sounds when tested?
	For smoke alarms that are hardwired, a battery is installed for battery back-up, does it function?
	If a carbon monoxide alarm is required by code, is it installed and functional? Required if dwelling has a fuel burning appliance or attached garage.
	If applicable, operational CO alarms are installed outside of each sleeping area in the immediate vicinity of the bedroom(s), in a bedroom where a gas burning appliance is located and on each level inside the unit including basements.
	Is all heating equipment operational and in safe working condition with covers free of rust and dust buildup?
	Gas heater is operating normally and is provided with minimum combustion air?
	All service gas lines in the unit are free of leaks and any gaseous orders?
	All gas lines in the unit have a gas shut-off valves and flex lines at the appliance connection?
	Are combustibles kept away from heat sources, including hot water heater, furnace, and fireplace?
	Is a fire extinguisher, with a minimum rating of 2-A:10B:C, provided and either directly visible or in a labeled location?
	Has the fire extinguisher received its annual inspection?

**Initial**

	Is there proper access to the electrical panel? (Typically requires clear space, 30 inch wide, 36-inch depth, and 78 inch in height in front of the panel).
	If any extension cords are in use, are they used in a compliant manner, used only for portable appliances, and unplugged when not in use? No multitaps.
	Are all electrical outlets, light switches, and boxes functional, secure, and have faceplate covering the opening and are installed against the mounting surface.
	Are outlets located outside and within six (6) feet of wet areas GFCI protected? (e.g., bathrooms and kitchen counters).
	All electrical boxes in accessible areas have cover plates that cover the opening and are installed the mounting surface?
	Are all faucets in working condition with all handles, valves, diverters, and strainers available, free of leaks and visible deterioration?
	Hot and cold water have sufficient flow, with hot and cold valves oriented in the proper location?
	Toilets are secure in place, in good working condition and free of leaks?
	Are poisonous, caustic, and flammable chemicals in secure cabinets and away from ignition sources?

I declare under penalty of perjury that I have read and have checked the foregoing and that it is true and correct.

Signed:	Date:
Print Name:	

Owner's Name:	Inspector's Name:
Address of Rental Unit:	Date of Inspection:





**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-024**

**A RESOLUTION AUTHORIZING THE ACTING PLANNING AND ZONING  
ADMINISTRATOR TO EXTEND THE EXPIRED COMMERCIAL BUILDING  
PERMIT FOR THE WASTEWATER PRETREATMENT PLANT AND TO WAIVE  
ASSOCIATED BUILDING PERMIT FEES**

---

**WHEREAS**, the commercial building permit for the Wastewater Pretreatment Plant has expired;  
and

**WHEREAS**, it is necessary to extend the permit to allow construction to continue; and

**WHEREAS**, the Town Council finds it appropriate to waive all associated building permit fees  
for this project;

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

1. The Acting Planning and Zoning Administrator is authorized to extend the expired commercial building permit for the Wastewater Pretreatment Plant.
  2. All associated building permit fees are hereby waived.
- 

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of July 2025

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

SIGNED:

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

ATTEST:

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



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-025**

**A RESOLUTION AUTHORIZING STAFF TO PREPARE AND SUBMIT AN  
APPLICATION TO CANCEL THE CERTIFICATE OF PUBLIC CONVENIENCE AND  
NECESSITY (CPCN) WITH THE PUBLIC SERVICE COMMISSION (PSC)**

---

**WHEREAS**, the Town of Alpine currently holds a Certificate of Public Convenience and Necessity (CPCN) issued by the Wyoming Public Service Commission (PSC); and

**WHEREAS**, the Town of Alpine has determined that the CPCN is no longer necessary for its municipal operations; and

**WHEREAS**, the Town Council finds it in the best interest of the Town to formally request the cancellation of the CPCN through the proper channels with the PSC;

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

1. That the Town staff is hereby authorized and directed to prepare and submit all necessary applications, documentation, and filings to the Wyoming Public Service Commission to request the cancellation of the Certificate of Public Convenience and Necessity currently held by the Town of Alpine.
  2. That Town staff is further authorized to take any and all actions required to complete the cancellation process, including correspondence, responses, and participation in any related PSC proceedings.
- 

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of July 2025

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

SIGNED:

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

ATTEST:

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



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-026  
A RESOLUTION ASSIGNING (NAME) TO FILL THE VACANT TERM ON THE  
TOWN COUNCIL FOR THE TOWN OF ALPINE**

---

**WHEREAS**, a vacancy currently exists on the Town Council for the Town of Alpine, Wyoming; and

**WHEREAS**, pursuant to Wyoming State Statute § 15-1-107, the governing body of a municipality has the authority to fill any vacancy by appointment until a successor is elected at the next general municipal election and qualified; and

**WHEREAS**, the Town Council of the Town of Alpine has determined that it is in the best interest of the Town to appoint (NAME) to fill the current vacancy on the Town Council;

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

1. (NAME) is hereby appointed to serve on the Town Council for the Town of Alpine;
  2. This appointment shall be effective immediately and shall continue for the remainder of the unexpired term, ending December 31, 2026, or until a successor is duly elected and qualified.
- 

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of July 2025

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

SIGNED:

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

ATTEST:

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



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-022  
A RESOLUTION ADOPTING THE UPDATED EMPLOYEE POLICY & PROCEDURE  
MANUAL**

---

**WHEREAS**, the Town Council of the Town of Alpine, Wyoming, after thorough review and consideration, recognizes the importance of maintaining clear and current personnel policies to guide the conduct and operation of Town employees;

**WHEREAS**, the Town has recently completed an update to its Employee Policy and Procedure Manual to reflect changes in law, best practices, and organizational needs;

**WHEREAS**, it is the intent of the Town Council to formally adopt the updated Manual, thereby designating it as the official edition of Town personnel policies and procedures;

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

**1. Adoption of Manual**

The Town Council hereby adopts the updated Town of Alpine Employee Policy and Procedure Manual, dated July 1, 2025, in its entirety, and designates it as the official personnel policy manual of the Town.

**2. Effective Date**

This Resolution shall be effective immediately upon adoption.

**3. Supersedure**

Upon its effective date, the updated Manual supersedes any and all prior versions of the Employee Policy and Procedure Manual previously adopted or adopted by reference by the Town.

**4. Implementation**

Town staff and officials are directed to distribute the updated Manual to all current employees and provide access to new employees as part of orientation.

---

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of July 2025

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

SIGNED:

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

ATTEST:

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



## Employee Policy and Procedure Manual

**This document is intended as a guide for the efficient and professional performance of your job. Nothing herein contained shall be construed to be a contract between the employer and the employee. Additionally, this document is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Alpine retains the absolute right to terminate any employee at any time, with or without good cause. The Town of Alpine retains the right to change the contents of this document as it deems necessary, in accordance with applicable law.**

Updated 07-29-11  
Updated 04-19-16  
Updated 03-20-18  
Updated 02-18-20  
Updated 02-21-23  
Updated 07-01-25

This manual replaces all previous manuals and supersedes all earlier oral or written materials about The Town of Alpine policies and procedures. The Town of Alpine reserves the right to changes, add, or

**Introduction**

The Town of Alpine Policy and Procedure Manual describes important information about this entity. I understand that I should consult with the mayor regarding any questions not answered in the Manual.

Since the information, policies, procedures, and benefits described in the Manual are subject to change, I acknowledge that revisions may occur, and I understand that such revisions may supersede, modify or eliminate existing policies. I further understand and agree that I will be bound by any such revisions during the term of my employment with the Town of Alpine. I further understand that any revisions or exceptions to the information in this manual will be in writing and approved by the Council of the Town of Alpine.

The rules, policies, procedures and benefits described in this manual supersede the terms of any previous rules, policies, procedures and benefits.

**At-Will Employment Statement**

Your employment with The Town of Alpine is a voluntary one and is subject to termination by you or The Town of Alpine at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of The Town of Alpine employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the Town of Alpine.

These personnel policies are not intended to be a contract of employment or a legal document.

I acknowledge that I have read the Town of Alpine Policy and Procedure Manual and understand my rights and responsibilities as an employee of the Town of Alpine as outlined therein. Further, I specifically agree to abide by the policies as set forth in the Policy and Procedure Manual.

Employee Name (Printed)Date

Employee SignatureDate



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## **Confidential Information & Conflict of Interest**

### **Confidentiality**

It is the policy of the Town of Alpine that employees of the Town of Alpine may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Town of Alpine to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom the Town of Alpine has authorized disclosure.

Employees shall use confidential information solely for the purpose of performing services as an employee for the Town of Alpine. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

Upon the termination of an employee's, volunteer's or contractor's relationship with the Town of Alpine, he or she shall return, at the request of the Town of Alpine, all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

### **Conflict of Interest**

No employee may engage in any activity or enterprise which conflicts with his/her duties as an employee of the Town of Alpine or with the duties, functions, and responsibilities of the department in which he/she is employed.

Anyone with a conflict of interest must provide 72 hours written advance notice of the conflict to the governing body. Failure to disclose a conflict of interest may be grounds for immediate dismissal.

## **Anti-discrimination & Harassment**

### **Equal Opportunity Policy**

The Town of Alpine provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, social, and recreational programs. All such employment decisions will be made without unlawful discrimination on any prohibited basis. The Town of Alpine will make reasonable accommodations for disabled employees and prohibits discrimination based on disability in accordance with the Americans with Disability Act of 1990.

It is also the Town of Alpine's policy to comply with all applicable laws prohibiting discrimination in employment. This includes Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the American with Disabilities Act of 1990, and any other applicable federal, state, and local statutory provisions.

### **Policy Prohibiting Harassment and Discrimination**

The Town of Alpine strives to maintain an environment free from discrimination and harassment, where employees treat each other with respect, dignity and courtesy. This policy applies to all phases of employment.

### **Prohibited Behavior**

The Town of Alpine does not and will not tolerate any type of harassment of our employees or applicants for employment. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to epithets, derogatory comments, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, nation origin, age, disability, marital status, military service status or any other protected classification that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexually harassing behavior in particular includes unwelcome conduct such as: sexual advances, request for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment
- is used as the basis for employment decisions
- unreasonably interferes with an individual's work performance, or

- creates an intimidating, hostile or offensive working environment

The types of conduct covered by this policy include demands or subtle pressure for sexual favors accompanied by promise of favorable job treatment or a threat concerning employment.

Specifically, prohibited behavior includes sexual behavior such as:

- repeated sexual flirtations, advances or propositions
- continued and repeated verbal abuse of a sexual nature, sexually related comments and joking, graphic or degrading comments about an employee's appearance or displaying sexually suggestive objectives or pictures including cartoons and vulgar email messages
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body

## **Harassment by Non-employees**

The Town of Alpine will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace.

Complaint procedure and Investigation:

An employee may select the procedure under which the harassment complaint will be filed. The varieties of ways which allow an employee to file such a complaint are due to the sensitivities associated with the conduct described as sexual harassment.

Employees who wish to report a possible incident of sexual harassment or other unlawful harassment or discrimination should first notify the harasser if possible. If that person is not available, or you believe it would be inappropriate to contact the person, contact the mayor immediately or an elected official.

The Town of Alpine will conduct a prompt investigation with as much confidentiality as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with the Town of Alpine in enforcing the policy and investigating and remedying complaints.

Any employee who becomes aware of possible sexual harassment or other illegal discrimination against others should promptly advise the mayor.

Any employee that files a false complaint will be subject to appropriate disciplinary action up to and including termination.

Anyone found to have been engaging in such wrongful behavior will be subject to appropriate discipline, up to and including termination.

## **Prohibition against Retaliation**

Any employee who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of the complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

## Employment Relationship

### Employee Privacy

It is the Town of Alpine's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, you may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the company and its employees: searches of personal belongings, searches of work areas, searches of private vehicles on company premises, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Employees are expected to make use of company facilities only for the business purposes of the company. Accordingly, materials that appear on company hardware or networks are presumed to be for business purposes, and all such materials are subject to review by the company at any time without notice to the employees. Employees do not have to have any expectation of privacy with respect to any material on company property. The Town of Alpine regularly monitors its communications systems and networks as allowed by law. Monitored activity may include voice, e-mail, and text communications, as well as Internet search and browsing history. Employees who make excessive use of the communications system for personal matters are subject to discipline. Employees are expected to keep personal communication to a minimum and to emergency situations.

**Video surveillance.** As part of its security measures and to help ensure a safe workplace, The Town of Alpine may position video cameras to monitor various areas of its facilities. Video cameras will not be used in private areas, such as break rooms, restrooms, locker/dressing rooms, etc. Videotapes will not include an audio component.

### Privacy—Social Security Numbers

#### Policy and Procedure Regarding Use and Disclosure of Social Security Numbers

**Purpose.** This policy and procedure explains The Town of Alpine's general standards and practices for how Social Security numbers are gathered, stored, disclosed, and ultimately disposed of.

**Policy.** It is The Town of Alpine's policy that Social Security numbers obtained from employees, vendors, contractors, customers, or others are confidential information.

Social Security numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law and this policy.

**Procedure.** Documents or other records containing employee Social Security numbers generally will be requested, obtained, or created only for legitimate business reasons consistent with this policy. For example, Social Security numbers may be requested from employees for tax reporting



purposes (i.e., Internal Revenue Service (IRS) Form W-4), for new hire reporting, or for purposes of enrollment in the company's employee benefit plans.

**Retention and access to Social Security numbers.** All records containing Social Security numbers (whether partial or complete) will be maintained in secure, confidential files with limited access.

**Unauthorized use/disclosure of Social Security numbers.** Any employee who obtains, uses, or discloses Social Security numbers for unauthorized purposes or contrary to the requirements of this policy and procedure may be disciplined, up to and including discharge. The company will cooperate with government investigations of any person alleged to have obtained, used, or disclosed Social Security numbers for unlawful purposes.

## Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, The Town of Alpine classifies its employees as shown below. The Town of Alpine may review or change employee classifications at any time.

**Exempt.** Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, full time.** Employees who are not in a temporary status and work an average of more than 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, part time.** Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees may be eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, full time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, full time employees are not eligible for benefits.

**Temporary, part time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary, part time employees are not eligible for benefits.

## Workweek and Hours of Work

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Office hours are Monday – Thursday 9:00 a.m. to 5:00 p.m. and Friday 9:00 a.m. to 12:00 p.m., with a 30-minute lunch break. Individual work schedules may vary depending on the needs of each department.

## Meal and Rest Breaks

Employees are entitled to a 30-minute unpaid meal break each day. Any nonexempt employee who finds it necessary to work through a meal break will be paid for the 30-minute period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks will be coordinated by the department supervisor. Rest breaks cannot be combined. Rest breaks cannot be utilized to leave early.

## Time Records

All nonexempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of each week, you and your supervisor must sign the time sheet attesting to its correctness before forwarding it to the Mayor's Office for approval.

## Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is hours worked in excess of 40 in a single workweek. Nonexempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours over 40 worked in a single workweek. Paid leave, such as holiday, paid time off (PTO), bereavement time, and jury duty, does not apply toward work time. All overtime work must be approved in advance by a supervisor or the Mayor.

## Deductions from Pay/Safe Harbor Exempt Employees

The Town of Alpine does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; *and*
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Treasurer's Office. The report will be promptly investigated, and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## **Paychecks**

The Town of Alpine's pays its employees bi-weekly on the Friday following the end of the pay period. If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into your checking and/or savings accounts.

## **Access to Personnel Files**

Employee files are maintained by the HR department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them but may not remove documents from their file. Inspections by employees must be requested in writing to the HR department and will be scheduled at a mutually convenient time or as required under state law. Personnel files are to be reviewed in the HR department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the company.

## Voluntary Separation from Employment

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and PTO will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, the Town Council Personnel Liaison - Personnel Director will conduct an exit meeting on or before the last day of employment to collect all company property and to discuss final pay, which will include payment of accrued vacation not to exceed 160 hours. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

## Public Works Department Uniform Policy

The purpose of this policy is to establish the requirement for all employees within the Public Works Department to wear a uniform while on duty to ensure a professional appearance, enhance safety, and promote team cohesion.

### 1. Uniform Requirement:

All employees in the Public Works Department are required to wear the designated uniform during their scheduled work hours. The uniform shall be worn in a clean, presentable, and professional manner at all times.

### 2. Uniform Components:

The required uniform will consist of, but is not limited to:

- Department-issued shirts or jackets (reflective or high-visibility as required)
- Safety gear (hard hats, gloves, etc., as per job requirements)
- Pants or shorts as designated by the department
- Closed-toe, durable footwear

Additional items may be required depending on the specific duties of the employee.

### 3. Safety Considerations:

Uniforms must meet all safety regulations related to visibility, durability, and functionality required for specific tasks. Employees must ensure that their uniforms are in good condition and free from hazards that may affect safety or performance.

### 4. Responsibility:

Employees are responsible for maintaining their uniforms in good condition. The department will provide each employee with an initial uniform set and additional replacements as needed.

### 5. Non-Compliance:

Employees who fail to comply with this policy may be subject to disciplinary action, including warnings, retraining, or other appropriate measures.

This policy ensures a uniform standard for safety, professionalism, and team unity within the Public Works Department. Let me know if you need any adjustments!

## **Conduct Standards**

### **The Town of Alpine Equipment and Vehicles**

When using the Town of Alpine property, including computer equipment or hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify the mayor if any equipment machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have any questions about the maintenance and care of any workplace equipment, ask the mayor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to the Town of Alpine resulting from such use.

#### **Seat Belts**

Drivers and passengers of Town of Alpine owned vehicles, equipment, or personal vehicles being used for official Town of Alpine business purposes, are required to have seat belts on and fastened whenever the vehicle or equipment is in motion. The Town of Alpine prohibits non-employees from being allowed in town owned vehicles or equipment. Personal use of Town of Alpine owned vehicles or equipment is strictly prohibited.

### **Computer, Email and Internet Usage**

The Town of Alpine recognizes that use of the Internet has many benefits for the Town of Alpine and its employees. The Internet and email make communication more efficient and effective. Therefore, employees are encouraged to use the Internet appropriately.

### **Drug and Alcohol Policy**

The Town of Alpine strives to maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by its employees. Misuse of alcohol or drugs by employees can impair the ability of employees to perform their duties, as well as adversely affect our customers and customers' confidence in our entity.

Employees are prohibited from using or being under the influence of alcohol while performing company business for the Town of Alpine, while operating a motor vehicle or any machinery in the course of business or for any job-related purpose, or while on company premise or a worksite.

Employees of the Town of Alpine are prohibited from using or being under the influence of illegal drugs while performing company business or while on a company facility or worksite.

You may not use, manufacture, distribute, purchase, transfer or possess an illegal drug while in any town facilities, while operating a motor vehicle for any job-related purpose of while on the job, or while performing company business. This policy does not prohibit the proper use of medication under the direction of a physician; however, misuse of such medications is prohibited.

Employees who violate this policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

## **Searches**

The Town of Alpine may conduct searches for illegal drugs or alcohol on company facilities or worksites without prior notice to employees. Such searches may be conducted at any time. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search.

An employee's consent to search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

## **Drug Testing**

The Town of Alpine retains the right to randomly test for alcohol and illegal drugs on all employees who are covered by and subject to this policy. The Town of Alpine may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees suspected of using or being under the influence of drugs or alcohol, any incident causing damage to town equipment or vehicles or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

## **Smoking Policy**

Smoking is prohibited inside the Town of Alpine facilities, although the Town of Alpine may designate a smoking area if there is adequate ventilation and physical barriers to ensure that nonsmokers are not subject to smoke byproducts. No smoking is allowed in the Town of Alpine vehicles or equipment.

All employees, clients and other visitors are expected to comply with this policy, and employees who violate it may be disciplined.

## **General Employment**

### **Employee Records**

The town shall maintain in the town clerk's office one personnel file on each Town of Alpine employee.

It is the employee's responsibility to notify the clerk of any changes in name, address, telephone number, marital status, number of dependents, military status, beneficiaries or person to notify in case of an accident.

Misrepresentation of any fact which you have provided information for your application, in your personnel file, or any other documents is sufficient reason for dismissal. Personnel records are the property of the Town of Alpine. Employees may review their files under supervision.

### **Job Postings & Promotions**

The Town of Alpine has a job posting program to inform employees of available staff positions. Job vacancies will be filled whenever possible by promoting qualified employees from within the Town of Alpine

To apply for a posted position, an employee must:

- Have completed any mandatory introductory period at a satisfactory performance level;
- Meet the minimum requirements for the position; and
- Have not received written reprimand within the past 90 days; employees who have a verbal warning may also be prohibited from applying.

Employees interested in applying for a posted position should submit a memorandum with an updated resume to the clerk indicating interest in the position. Qualified employees must inform the mayor that they have applied for the job. Candidates will be judged on individual performance, conduct, experience, and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for promotion.

The Town of Alpine has the discretion to fill job vacancies from outside if we consider that circumstances call for outside recruitment.

### **Reference/Background Checks**

The Town of Alpine conducts reference and background checks on all new employees. Employees who have falsified information on their employment applications will be disciplined, up to and including termination. Applicants who have provided false information may be eliminated from further consideration for employment.



## **Termination, Resignation and Discharge**

Unless expressly prescribed by statute or contract, employment with the Town of Alpine is on an “at will” basis and may be terminated with or without cause or notice. Similarly, employees are free to resign their employment at any time. If at any time an employee elects to resign his or her employment with the Town of Alpine, at least two weeks notice, while not necessary, would be appreciated.

Any employee who is discharged by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and all vacation time that has been accrued up to but not to exceed 160 hours.

## Safety and Emergency

### Safety and Accident Reporting

The Town of Alpine is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to the mayor. If the nature of your accident is such that you are unable to contact the mayor immediately, you must do so at the earliest possible time available to you. Seek help from outside emergency response agencies, if needed. An accident form must also be filled out by you. The accident form is available in the *Town of Alpine Accident Prevention and Safety Manual*.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you have an injury that requires medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from the town clerk.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report all illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from the clerk.

### Security

The Town of Alpine is committed to ensuring employees' security. If you have a security concern, contact the mayor.

## **Employee Benefits**

### **Cobra**

If an employee leaves their position with the Town of Alpine and has had insurance through the Town of Alpine, the employee may be eligible for COBRA (Continuation Health Insurance Coverage). This will be the responsibility of the employee to arrange with the Town of Alpine and the insurance company.

### **Life Insurance**

With the employee health insurance there is also a life insurance rider. Every eligible employee that has health insurance will also have life insurance.

### **Medical Insurance**

The Town of Alpine may provide employee and family coverage in group medical including dental insurance to all eligible employees. There is an 80/20 split with the employees paying 20% and the town paying 80% of the cost. This will automatically be taken out of your paycheck each pay period as a payroll deduction. All employees carried on leave without pay status, must bear the full cost of all benefits, thirty (30) calendar days after going on leave without pay status. Full time employees must apply for medical insurance coverage within sixty (60) days of his or her hire date to comply with the Patient Protection and Affordable Care Act.

### **Voluntary Short-Term Disability Insurance**

The Town of Alpine offers voluntary short-term disability (STD) insurance to eligible full-time employees. This benefit provides partial income replacement in the event of a non-work-related illness or injury that prevents the employee from working. Benefits begin after a 7-calendar-day waiting period and provide 60% of the employee's base weekly earnings, with a maximum duration of 13 weeks per qualifying incident. Full policy terms, including limitations and conditions, are defined by the insurance provider.

There is an 80/20 premium split, with the Town paying 80% and the employee paying 20%. The employee's portion is deducted from each paycheck and will begin following the 90-day probationary period. Premiums are subject to annual adjustment based on insurer rates. Employees must enroll during the initial hire period or during annual open enrollment. Those who decline initially may be required to provide medical evidence of insurability to enroll later. Employees carried on leave without pay status must bear the full cost of all benefits after thirty (30) calendar days. Coverage ends on the last day of the month in which the employee separates from employment, reduces hours below eligibility, or otherwise ceases active employment. Continuation of coverage may be available under COBRA or applicable state continuation laws.

## Retirement Savings Plan

The Town of Alpine full-time and part-time hourly employees are eligible and provided with a retirement savings plan through the Wyoming State Retirement Plan. Eligible employees are eligible for retirement savings commencing on his or her hire date. WRS-1 Registration Forms are due to WRS within 10 business days of the employee's date of hire. WRS-7 Notice of Termination Forms are due to WRS within 10 days of the employee's termination. WRS-13 Unpaid Leave of Absence Forms are also due to WRS within 10 days of approval of absence. The plan includes a provision for employee tax deferred compensation contributions. The amount of contribution is based on the Wyoming Retirement System rate. When applicable, all eligible employees must pay match established by the Wyoming State Retirement Plan.

In addition to the pension plans administered by Wyoming Retirement System (WRS) an employee may elect to participate in the WRS 457(b) Deferred Compensation Plan through a payroll deduction. As administrator of the 457 Plan, WRS assumes the role of amending the Plan Document which governs the Plan, pursuant to Section 457 of the Internal Revenue Code as well as applicable legislative changes.

## Travel & Expense

Employees (full-time, part-time, elected officials, and appointed personnel) will be reimbursed for all **reasonable** and **necessary** expenses they incur while traveling on the Town of Alpine business. If you are going out of town for the sole purpose to purchase items for the town, your mileage will be reimbursed. However, if you are conducting any personal matters and you decide to help the town with errands, you will not be reimbursed for mileage. Only Town of Alpine vehicles and/or authorized equipment will be allowed to charge fuel at local gas stations and with town credit cards. The Town of Alpine will reimburse an employee the rate for mileage established annually by the Internal Revenue Service; no more or no less. The Town of Alpine will reimburse an employee for meals at the rate for per diem meals established annually by the Internal Revenue Service. **NO Alcoholic Beverages** shall be reimbursable. Receipts need to be kept and turned into the clerk/treasurer in order to be reimbursed. Full and/or part-time employees will be paid for their regular time while at meetings or trainings for the town. Elected officials will have motels paid, mileage and meals reimbursed at the rate for per diem meal and lodging established annually by the Internal Revenue Service. The town reserves the right to adjust unreasonably high expenses. If an employee takes a spouse or guest, the town will not be responsible for their expenses, nor will they be reimbursable.

You must record all travel and business activities on the Town of Alpine Expense Report Form and submit it to the town clerk/treasurer for reimbursement.

## Worker's Compensation

The Town of Alpine provides Workers Compensation Insurance to compensate for any illness or injury an employee might suffer while working on company premises, traveling on official company business, or attending an activity officially sponsored by the Town of Alpine. If you become ill or injured, please get medical attention at once. You must also report the details to the mayor immediately. You must complete a report for every injury, no matter how small, to keep the coverage in force and to get any benefits or other compensation to which you may be entitled.

The clerical staff of Clerk/Treasurer, Deputy Clerk, Court Clerk, Planning and Zoning Secretary and Administrative Assistant are covered by the Clerical Office Occupations designation. Wyoming Workers' Compensation Rules & regulations defines "Clerical Office Occupations" as follows: Employees whose duties are confined to keeping the books and records of the business or who are engaged wholly in office work where such books and records are kept. Employees shall have a physical separation from exposure to the hazards associated with the business' normal activities. Employees shall not have direct contact with, supervision of, or be involved in physical labor of, the employer's operation, except, if incidental. Employees who qualify may include employees who work with financial or employee records, correspondence, or telephone duties. Employees qualifying for the clerical office occupation classification who perform any duties outside of the clerical office area or who perform duties which are not directly related to the performance duties inside the clerical office, become disqualified for the clerical office occupation classification for the reporting period when the non-clerical work is performed. The limited exceptions allowed are solely for the direct travel to and from a local post office, bank, or office supply store.

## **Holidays & Vacation**

### **Leave Policies**

#### **Observed Holidays**

The Town of Alpine observes the following:

New Year's Day  
 Martin Luther King Day  
 President's Day  
 Memorial Day  
 Juneteenth  
 Independence Day  
 Labor Day  
 Columbus Day  
 Veteran's Day  
 Thanksgiving  
 Friday after Thanksgiving  
 Christmas Eve Day  
 Christmas Day

#### **Working on a Holiday**

Due to business needs, some employees may be required to work on **observed** holidays. ~~The mayor will notify you if this may apply to you.~~ If required to work on a town holiday, full-time hourly employees will be paid at straight time for the holiday in addition to the rate of one and one-half (1 ½) times their regular pay for the hours worked.

Salaried exempt employees, if required to work on a town holiday, are entitled to an alternate day off with pay.

Should the Town of Alpine holiday occur during your vacation, you may add an additional day either at the beginning or the end of the vacation period, with approval of **your supervisor** ~~the mayor~~.

#### **Holidays that fall on a Saturday or Sunday but, are Observed on a Weekday**

Due to business needs, some employees may be required to work on a holiday that is observed on a weekday. **If required** to work on the above dates when the holiday falls on a Saturday or Sunday, full-time hourly employees will be paid a rate of one and one-half (1 ½) times their regular pay for the hours worked.

Sick Leave

Sick leave with pay shall be accumulated at the rate of eight (8) hours per month by full-time employees and year around part-time employees. No sick leave will be given to other part-time, temporary and seasonal employees. Sick leave will begin to accrue upon the first full pay period worked; (1<sup>st</sup> to 15<sup>th</sup> of the month; or 16<sup>th</sup> through the end of the month).

Full-time employees shall not be entitled to accumulate more than 480 hours of sick leave. This is not paid upon departure of employment. An employee may gift up to 120 hours of sick time to another employee(s) per year with the mayor's approval.

All eligible employees may receive sick days at the mayor's discretion.

If and whenever sick leave may appear to be abused, or when an employee consistently uses sick leave as it is earned, the Town of Alpine reserves the right to request a doctor's certificate for any sick days requested. If such a certificate is requested and you cannot produce it, the absence may be considered unexcused, and you will not be paid for it.

Employees who are unable to return to work due to illness or other related reasons shall be granted all accrued sick leave first then vacation leave.

Vacation PTO – Paid Time Off

The Town of Alpine provides paid vacations for eligible employees as follows:

0 – 3 months	None
3 months – 9 years	1 working day per month
10 years – 20 years	1.5 working days per month
20 years or more	2 working days per month

Bi-weekly Accrual of PTO Leave for Non-Exempt Employees:

0 days - 5 years	4.615 Hours (3 weeks)
5 years - 15 years	6.15 Hours (4 weeks)
15 years plus	7.69 Hours (5 weeks)

Accrual of PTO Leave for Exempt Employees:

0 days - 5 years	6.15 Hours (4 weeks)
5 years - 15 years	7.69 Hours (5 weeks)
15 years plus	9.23 Hours (6 weeks)

PTO can be used for any reason, and it replaces vacation and sick leave. Vacation leave PTO shall accrue for full-time employees beginning on their 1<sup>st</sup> day of employment. Vacation accrual commences after 90 days of employment. Employees may use PTO 90 days after hire date. PTO must be accrued prior to being used by an employee.



## Prior Approval

Because PTO will be used when an employee is sick, it may not always be possible to receive prior approval. When employees are sick it is required to notify their supervisor as soon as practical prior to the beginning of their regular workday if they are unable to work.

If PTO is used for any scheduled or planned absence (scheduled and planned absences shall be defined as vacation, personal time, time off for appointments, or family leave exceeding 4 hours) employees must submit a Time Off Request Form to allow the employer to plan for the employee's absence.

The Town of Alpine reserves the right not to approve a vacation request if it will interfere with the Town of Alpine operations or adversely affect coverage of job and staff requirements. Whenever possible, employees' request for vacation will be accommodated, but where scheduling conflicts arise, seniority will prevail. ~~ALL EMPLOYEES of the Town of Alpine will have to fill out a vacation request form and it will need to be signed by the mayor. NO VACATION shall be taken except in accordance with a schedule and approved in advance~~

## PTO Carry-over/Forfeited

~~Eligible employees shall not be entitled to roll over more than 160 hours of vacation. Accrued Vacation leave exceeding 160 at June 30 of each calendar year will be forfeited. Employees will not be entitled to pro rata payment of vacation time if they leave part way through the period.~~

PTO may be carried into another calendar year with a maximum accrual of 160 hours of PTO time. Any accrued PTO exceeding the above limit will be forfeited at the end of the calendar year.

~~During the last full payroll in May of each year, an employee that has accrued 80 or more hours of unused vacation time may elect to cash out up to 40 hours of unused vacation time at 50% of his/her wage rate.~~

## PTO Termination, Resignation, and Discharge

Any employee who is **terminated, resigns, or is discharged** by the Town of Alpine shall be paid only wages accrued to the effective date of the separation and PTO time that has been accrued up to but not to exceed ~~160~~ 80 hours.

**An employee may not use PTO time to extend their employment at retirement.**

~~An employee may gift up to 120 hours of sick time to another employee(s) per year with the mayor's approval.~~

## Funeral Leave

In the event of the death of a member of the immediate family (as used in W.S. 27-3-507 means a person who is related and is a spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, sibling-in-law, grandparent, or grandchild) each employee shall be entitled to three days leave with pay for funeral arrangements and attendance. ~~At the discretion of the mayor,~~ The employee may use sick leave **PTO** if an extension of time is needed. ~~The circumstances and the town workload will determine the duration of the extension.~~ Proof of the death and or relationship may be requested ~~by the mayor.~~

## Military Leave

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Town of Alpine prohibits discrimination against persons because of their service in the Armed Forces, the Army National Guard and the Air force National Guard when engaged in active duty for training, inactive duty training, full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.

Employees who are members of the U.S. Reserves or National Guard are entitled to 15 days of unpaid leave annually for military duty or training.

If an employee is inducted or is recalled to active duty for a period of not more than four years, such leave will protect the employees' service for the Town of Alpine. Employees are required to notify the mayor immediately after receiving orders for active duty.

Upon satisfactory completion of employees' military service and timely notice of intent to return to work, the employee will be reinstated to a job comparable to the one left, provided employee is qualified and the Town of Alpine circumstances have not changed to the extent that it would be impossible or unreasonable to provide re-employment.

Employees called to active duty will continue to have their participating medical/life insurance policy paid for by the Town of Alpine for a period not to exceed 12 months.

## Time Off to Vote

Employees are encouraged to vote outside of working hours. When this is not possible, full-time employees shall be granted paid leave not to exceed one hour in order to vote; such leave shall also be granted to part-time employees scheduled to work eight hours on that day.

## Jury Duty

The Town of Alpine supports employees in fulfilling their civic responsibilities by serving jury duty when required. Employees shall not ~~lose~~ **lose** regular pay or leave accrual while serving on jury duty. Compensation for such leave shall be limited to the difference between **the** pay

received for this service and the employees' regular pay. The employee shall provide proof of all compensation received to the clerk/treasurer.

You must inform the ~~Mayor~~ **Clerk/Treasurer and your supervisor** as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. You will be expected to report for work during your service whenever the court schedule permits.

**Paid Time Off (PTO) Leave Request Form**

Date of request: \_\_\_\_\_ Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

**PTO** (Vacation/Scheduled or Planned Absence)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Bereavement leave** (Up to three days of paid leave due to a death in the immediate family is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

**Jury duty leave** (Up to five days of paid leave for jury service is available.)

Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Total hours: \_\_\_\_\_

This form should not be used to request leave under the Family and Medical Leave Act (FMLA) or to request leave as an accommodation under the Americans with Disabilities Act (ADA). Employees should consult with HR to request leave under the FMLA or ADA.

_____	_____
Employee signature	Date

_____	_____
Supervisor signature	Date

**ACKNOWLEDGEMENT**

I have read and understand the policies.

I understand that this manual represents only current policies and benefits, and that it does not create a contract of employment. The Town of Alpine retains the right to change these policies and benefits, as it deems advisable.

Unless expressly prescribed by statute or contract, my employment is “at will”. I understand that I have the right to terminate my employment at any time, with or without cause, and that the Town of Alpine has the same right. I further understand that my status as an “at will” employee may not be changed except in writing and signed by the governing body.

I understand that the information I come into contact with during my employment is proprietary to the Town of Alpine and accordingly, I agree to keep it confidential, which means I will not use it other than in the performance of my duties or disclose it to any person or entity outside the Town of Alpine. I understand that I must comply with all of the provisions of the Manual to have access to and use the Town of Alpine resources. I also understand that if I do not comply with all provisions of the Manual, my access to the Town of Alpine resources may be revoked, and I may be subject to disciplinary action up to and including discharge.

I further understand that I am obligated to familiarize myself with the Town of Alpine’s safety, health, and emergency procedures as outlined in this Manual or in other documents.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**To:** All Full-Time Employees Employed on or Before April 21, 2025  
**From:** Monica Chenault  
**Subject:** Transition of Vacation and Sick Leave to PTO, and Optional Short-Term Disability Insurance

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Dear Employee,  
 As part of the Town of Alpine’s efforts to streamline and modernize employee benefits, the following changes will take effect **on July 20, 2025**:

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

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

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

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

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

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

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

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**Employee Acknowledgment**

I, \_\_\_\_\_ (print name), acknowledge receipt of this memo and understand the changes to the Town of Alpine’s leave and benefits policies as described above and have received a copy of the Employee Policy Manual – updated July 1, 2025.

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

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

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

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