



TOWN COUNCIL MEETING

February 20, 2024 at 7:00 PM
250 River Circle - Alpine, WY 83128

AGENDA

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

YouTube LINK FOR LIVE FEED:

<https://www.youtube.com/@townofalpine>

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

APPROVAL OF CONSENT AGENDA

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

5. **CONSENT AGENDA** – Mayor Green
 - a. Town Council Minutes: 2023.02.06 Town Council Work Session; 2024.02.06 Special Meeting
 - b. Planning & Zoning Commission Minutes: 2024.12.12 Public Hearing Minor Re-Plat; 2024.12.12 P & Z Meeting
 - c. Financial Report - All Funds through 1/31/2024:
**Note next month's report will include the budget and YTD percentages spent.*
 - d. Greys River Road TAP - Reimbursement Request #17 - \$100,125.50
 - e. Bills to Pay - All Fund 1/17/2024 - 2/20/2024
 - f. WSLIB Grant Draft Request:

Radio Read Water Meter System: \$\$7,577.50

Pretreatment Handling Facility: \$622,206.76

6. REPORTS

- a. Mayor's Report – Eric Green
- b. Engineering Report – Jorgensen Engineering
- c. Planning & Zoning Report –
- d. Economic Development Report – Jeremiah Larsen
- e. Utility Easement Update – Jeremiah Larsen
- f. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- g. Lincoln County Sheriff's Report – Submitted in writing.
- h. Star Valley Health Project Update - Mike Hunsaker

7. ACTION ITEMS

- a. Ordinance 2023-10 - Architectural Review Committee - 3rd Reading :
Seeking approval of Ordinance 2023-10 on the 3rd and Final Reading.
- b. Ordinance 2024-002 Annexation Dead Horse Meadows - 1st Reading
- c. Melvin Monthly Payment Schedule Revision:
Seeking adoption of the corrected payment schedule - not previously adopted by Town Council to be utilized in all future rent/recapture payments from Melvin Brewing.
- d. Resolution 2024-004 Travel & Tourism Board Grant Applications:
Seeking approval of Resolution 2024-004 Travel and Tourism Board Grant Applications.
- e. Resolution 2024-005 FLAP Grant Application:
Seeking a motion to approve Resolution 2024-005 FLAP Grant Application.
- f. Town of Alpine - Single Audit Engagement Letter 2024:
Seeking approval of DeCoria Company PC in the amount of \$22,500.00 plus expenses not to exceed \$1,000.00 for completion of a FY 2024 Single Audit required due to spending in excess of \$750,000.00 on Federal Funds in FY 2024.
- g. Hafeez Addition to the Town of Alpine - Simple Replat:
Seeking approval of Resolution 2024-006 Hafeez Addition Simple Replat to be effective February 22, 2024.

h. P & Z Recommendation LUDC :

Seeking approval to draft ordinance to update the LUDC per the P & Z February 13, 2024, recommendation.

i. P & Z Recommendation to Adopt Energy Code:

Seeking approval to draft an ordinance to adopt the International Energy Code per the P & Z recommendation.

j. Resolution 2024-007 - Town of Alpine Financial Policy & Procedure:

Seeking approval of Resolution 2024-007 the Town of Alpine Financial Policy and Procedure Manual

k. Ordinance 2024-004 - Annexation Ordinance - 1st Reading:

Seeking approval on the 1st Reading of Ordinance 2024-001 - Annexation Ordinance.

APPROVAL OF PUBLIC COMMENT(S)

Public comment is an opportunity to discuss topics that relate to the Town of Alpine. Anyone wishing to make a comment must come to the podium and state your name. All comments will be directed to the Mayor and must be voiced with respect and any foul or derogatory language will not be allowed and may result in expulsion from the meeting.

8. PUBLIC COMMENT

9. EXECUTIVE SESSION

10. ADJOURNMENT



TOWN COUNCIL WORK SESSION

February 06, 2024 at 7:00 PM
250 River Circle - Alpine, WY 83128

MINUTES

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1. CALL TO ORDER - Mayor Green

Mayor Green called the work session to order at 8:00 p.m.

2. DISCUSSION ITEMS

a. Alpine Clinic Proposal

the proposal was discussed with no further instructions to staff.

b. 299 ORDINANCE NO. 2022-17 - Business Licenses - Should Insurance be a requirement of a Business License?

The Council discussed if Insurance should be required of Business License holders. Monica will have insurance information removed from the application as it is not currently required by the Ordinance.

c. Encroachment Ordinance Fee Structure

The Council said we should investigate a fee structure that increases by the time of research staff needs to do. Monica will draft a recommendation.

d. Financial Policy - Suggestions on things that could be included in a Financial Policy.

Monica will draft a basic Vendor Policy and send to Mr. Sanderson to add legal verbiage.

e. Sewer Department FY 2024 Update - 12/31/2023

f. General Fund FY 2024 Update - 12/31/2023

g. Water Department FY 2024 Update - 12/31/2023

3. ADJOURNMENT

The meeting was adjourned.

Minutes recorded by:

Publish Tracking:

Town Website: 02/07/2024

Community Board: 02/08/2024

Alpine Post Office: 02/08/2024

Alpine Library: 02/08/2024

Alpine Information Center: 02/08/2024

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on XX, XX, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL SPECIAL MEETING

February 06, 2024 at 6:30 PM
250 River Circle - Alpine, WY 83128

MINUTES

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YouTube LINK FOR LIVE FEED:

<https://www.youtube.com/@townofalpine>

1. CALL TO ORDER - Mayor Green

Mayor Green called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE – Mayor Green

Mayor Green led the attendees in the Pledge of Allegiance.

3. ROLL CALL – Monica Chenault

Clerk Chenault conducted the roll call and all members were present with Councilman Castillo attending by phone.

PRESENT

Councilman Jeremiah Larsen
Councilman Frank Dickerson
Mayor Eric Green
Councilman Emily Castillo
Councilman Andrea Burchard

4. ACTION ITEMS

a. Mayoral Veto - Daugherty Strategies, LLC

Mayor Green read aloud his Veto Memo to the Town Council and those in attendance. The Mayor then requested that Attorney Sanderson explain the statute requirements surrounding a Mayoral Veto. State Statute 15-2-104 allows for the Mayor to veto any item. If Town Council chooses to overturn his veto they must do so with a 2/3

majority and the Mayor does not vote. Mayor Green then asked Chairman Shackelford, Alpine Education Committee, to read aloud Committee Member Emily Castillo's letter updating Town Council on the position of the Alpine Education Committee.

Councilman Larsen addressed the Town Council on regarding the Mayoral Veto. Councilman Burchard read a statement in support of the agreement with Daugherty Strategies. Councilman Dickerson stated he was in favor of the contract with Daugherty Strategies as well.

The Mayor then opened the meeting to public comment. After a lengthy public discussion, Mayor Green withdrew his veto. Mayor Green called for a motion to amend the original motion.

Councilman Burchard made a motion to amend the motion for the contract with Daugherty Strategies to include updated language. Councilman Burchard withdrew her motion.

Motion to amend the original motion for contract with Daugherty Strategies to include updating the contract with a 2-pronged approach with Cheyenne and Education Committee K-6 and the possibility of a middle school between Alpine & Etna.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

5. ADJOURNMENT

Mayor Green asked for a motion to adjourn the Special Meeting at 7:50 p.m.

Motion made by Councilman Burchard, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

Minutes recorded by:

Publish Tracking:

Town Website: 02/07/2024

Community Board: 02/08/2024

Alpine Post Office: 02/08/2024

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Alpine Information Center: 02/08/2024

Monica L. Chenault, Town Clerk

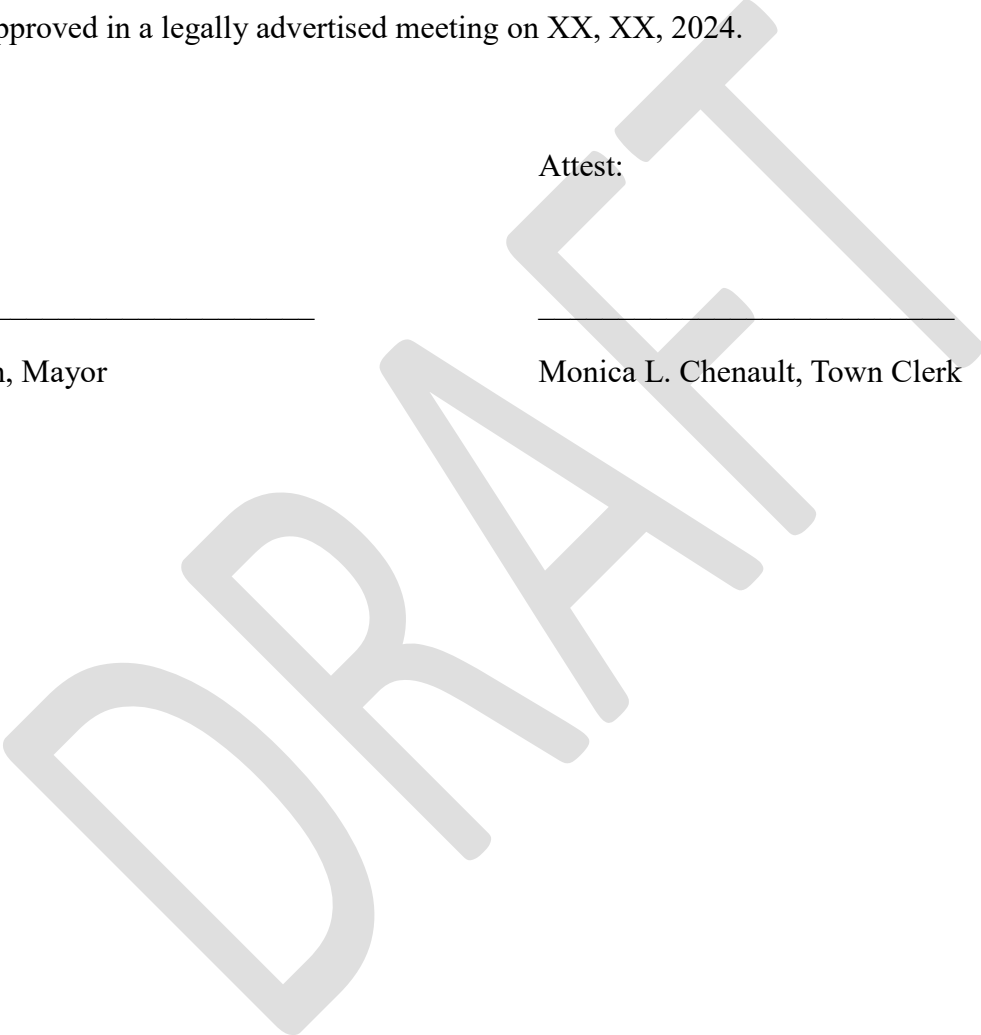
Minutes approved in a legally advertised meeting on XX, XX, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk





Town of Alpine
Public Hearing - Minor Re-Plat
Planning & Zoning Commission Meeting Minutes

DATE: December 12th, 2023 PLACE: Town Council Chambers
TIME: 6:30 p.m. TYPE: Public Hearing

- 1. CALL TO ORDER: The Public Hearing was call to order at 6:29 p.m.
2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Ms. Melisa Wilson, Mr. Floyd Jenkins and Mr. Rex Doornbos. A quorum was established. Also in attendance was the applicant, Mr. Barry Griest, and his representatives Mr. Marlowe Scherbel and Mr. Dave Kennington.
3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:
• GRIEST, BARRY: Lots #510 & #512 Alpine Grid Area, 510 & 512 Nelson Lane - (Re-Plat # RE-PLAT - 01-23) - Request for Minor Subdivision Property Re-Plat - Chairman Mr. Rex Doornbos address the public in attendance regarding the minor subdivision property replat guidelines and regulations.

Ms. Christine Wagner, Zoning Administrator, presented the updated staff report which was read into the meeting minutes record. This replat application was originally submitted in July 2023. The Town of Alpine has heard a lot of public comment on this replat project. The Town Council requested this replat application be re-noticed as the final plat was changed to include a hammerhead at the end of the shared driveway. Per the Council's request, this replat application was requested to address the shared driveway and the requirement for properties to have sixty (60) feet of street frontage as per the Land Use and Development Code regulations. The re-notifications were mailed and/or distributed, in total there was forty-seven (47) mailings were sent out; of those forty-seven (47) mailings, three (3) of the mailings are held by property owners having more than one (1) property within the given mailing radius. It should be noted that some of the property owners in the notification area have additional properties within the incorporated boundaries. Written objections were received by two (2) legal property owners (Rogers and Parkin) however additional objections/opposition were received by members of the Parkin family (Clements, Parkin & Moses - See Attached) who utilize the property.

Additional Review Identified:

- Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan.

The proposed subdivision is consistent with the Municipal Master Plan, which identified that single family homes represent 92 percent of all housing in the community, utilizing stick-built construction; single-family housing is located in almost every subdivision within Alpine.

The master plan identifies all of the improved property sales included properties that were less than one acre in size. Most properties were less than 0.5-acre in size. The Master Plan also identifies potential opportunities for future residential expansion. Future residential demands will occur in various subdivisions within the community and represent other potential locations for future housing development. The master plan identifies

that continued increases in the cost of residential housing in Teton county will continue to attract a growing number or working Teton County residents to Alpine. It is expected that this “working commuter” market will primarily desire to purchase single-family homes.

It is noted that the Town of Alpine Municipal Master Plan, although developed and finalized in 2006; identifies that the proposed subdivision is consistent with the Town of Alpine Municipal Master Plan.

- **Compatibility of the proposed subdivision with adjoining land uses.**

Upon review of the adjoining land in the immediate area of the proposed replat, all adjoining lands are within the Single-Family Residential Zoning District.

Although parcel sizes do vary; if allowed to replat the subject parcel appears to be compatible/consistent with the adjoining land uses: Size identification shows that:

- 1.88% of the properties are 1.0 acre in size; and
- 10.34% of the properties are within 0.50 to 0.59 in size; and
- 6.58% of the properties are within 0.40 to 0.49 in size; and
- 0.47% of the properties are within 0.70 to 0.79 in size; and
- 0.94% of the properties are within 0.60 to 0.69 in size.

In closing it appears that the subject replat application does fit within the Town of Alpine Municipal Master Plan and that the adjoining land use would be consistent with the Alpine Land Use and Development Code (LUDC) Regulations.

At this time public input was taken: Mr. Jim Rogers addressed those in attendance and the Commission members regarding his input. Mr. Rogers brought up the following comments:

1. Intent and purpose of the subdivision;
2. LUDC - Section 4-302 Sub-Section (b)(2);
3. LUDC - Section 4-302 Sub-Section (e)(1); and
4. Section 503.1.1 – Fire Code

In summary Mr. Rogers is not in favor of the minor subdivision replat for the reasons of: Short term leasing is a problem; the Town needs to recognize the meaning of “All”; the Town needs to recognize that Lots #1 & #2 are flag lots; and the shared driveway is not acceptable for fire access.

There was a discussion on flag lots and the meaning of discouraged vs prohibited. Mr. Austin Dunlap, representative for the Parkin property asked how the Town interpreted the phrase “discouraged”. Those in attendance discussed the topic. Mr. Jim Corsi addressed the Commission by stating that there is a problem with the water line on Nelson Lane.

Mr. Doornbos addressed the public in attendance again reiterating they the Planning and Zoning Commission is an advisory board to the Town Council. The Planning and Zoning Commission is looking at adherence to the established guideline regarding the re-plat process.

Those in attendance reviewed the shared driveway and the fire access; in which some felt that a change and/or hammerhead at the end of the shared driveway would make the properties compliant with the LUDC. That item could be under additional consideration.

Chairman Doornbos thanked those for their attendance.

4. ADJOURN MEETING: Ms. Melisa Wilson moved to adjourn the public hearing for the Griest Addition. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0

absent. Motion carried.

Meeting adjourned at 7:20 pm.

Melissa Wilson
Chairman

2.13.24
Date

Transcribed By:

Christine Wagner
Christine Wagner, Planning & Zoning Administrator

February 13, 2024
Date

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



Town of Alpine
Planning & Zoning Commission Minutes

DATE: December 12th, 2023
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER: Meeting called to order at 7:22 p.m.
2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melisa Wilson, Mr. Floyd Jenkins and Mr. Rex Doornbos. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, and Ms. Sarah Greenwald, Administrative Assistant.
3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:
- STAR VALLEY HEALTH: Lot #186 – Alpine Meadows, 37 Wintergreen Drive (#RE-06-23) – Mr. Mike Hunsaker was in attendance to describe and discuss the project with the Commission members. The center will be completing the interior portion of the emergency room, this is approximately twenty-three hundred (2,300) square feet of space on the interior west side of the building. The project has been sent to the State for approval and ERDMAN out of Wisconsin will be the contractor for the project. The Town has been in contact with the State and as a health care facility, there are specific inspections that the State is responsible for. The Town's Commercial Building Inspector will work with the State and the contractor on this project. The Town has requested that any of the specialized State inspection documentation be provided, prior to completion of the project. Commission members reviewed the plans and had no additional questions for Mr. Hunsaker.

Ms. Melisa Wilson moved to approve the remodel/addition permit application #RE-06-23 for Star Valley health, Lot #186 Alpine Meadows Subdivision, 37 Wintergreen Drive (noting that this application is for the interior portion of the building {Urgent Care – ER}); CONTINGENT upon Star Valley Health submit all inspections completed by the State of Wyoming, Department of Health and submission of all required paperwork for the State Fire Marshall and/or State Electrical Inspector and any association documents. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

It was noted that the "ambulance" bay/garage will come on a separate permit application, after the lot line adjustment has been completed.

- GRIEST, BARRY: Lots #510 & #512 – Alpine Grid Area, 510 & 512 Nelson Lane – (#RE-Plat-01-23) – Request for Minor Subdivision Re-Plat – Commission Recommendation – The Planning and Zoning Commission members re-reviewed the presented plat map. A public hearing was held prior to the stated Planning and Zoning Commission meeting, in which the map was previously discussed. The map presented has a hammerhead at the end of the driveway easement (see attached map). It was determined that the new map that was presented does meet the requirements set forth in the Land Use and Development. The Commission members had no additional questions for the applicant.

Ms. Melisa Wilson moved to send a recommendation of minor subdivision plat approve to the Town Council for the re-plat application submitted for the Griest Addition to the Town of Alpine. Mr. Floyd

Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **GAYHART, TIPHANY:** Lot #25 – Forest Meadows, 507 Three Rivers Dr. – (#RE/A-04-23) – Kitchen Addition, Deck Extensions – Ms. Christine Wagner addressed the Commission members regarding this application for a permit amendment to the previously approved permitted application, the deck stairs will be moving from the north side of the deck to the west side of the deck; there is no encroachment into the setback area. The residential building inspector has reviewed the plan amendment, which conforms with the IRC requirements, there were no questions and/or concerns regarding the change.

Mr. Floyd Jenkins moved to approve the permit amendment for the new stair location for Tiphany Gayhart, Lot #25 of the Forest Meadows Subdivision, 507 Three Rivers Drive. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **TOWN OF ALPINE:** Lot #2, #7, & #8 – Greys River Valley, 340 Meadows Dr. – (#RE-PLAT-04-23) – Subdivision Replat – Ms. Christine Wagner, Zoning Administrator addressed those in attendance regarding the simple replat application; the Town is combining the three (3) lots into one (1) larger lot. The Town has had no intention of selling any of the lots, so it just makes sense to eliminate those lot lines, as the part facility is on one of the lots, the picnic shelter is on another lot and the bathroom is located on the third lot. By combining the lots this cleans up any and all encroachments and also cleans up any setback issues. The Commission members reviewed the associated plat map and had no further questions.

Mr. Floyd Jenkins moved to approve the simple subdivision permit application combination which is now known as Lot # 23 of the Greys River Valley, Second Addition to the Town of Alpine, 340 Meadows Drive. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **TIENDA LA MEXICANA (SALOMAN MARQUINA):** Lot 608 Lakeview Estates “C”, 141 US Highway 89 (#RE-05-23) – Interior Remodel - There are no updates and/or new information provided for this project.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Severson Townhome Development Discussion** – Mr. Jerry Bircher & Mr. Richard Jenkins - Mr. Jenkins was in attendance to ask that the Commission members to retract their previous approval of the minor subdivision re-plat application for the property located at 161 Alpine Drive. Mr. Jenkins elaborated on his views of the development and how a development like this should not have happened. Commission members listened to Mr. Jenkins comments; however the Commission has sent a recommendation to the Town Council at their November meeting for Council consideration and approval of the minor replat application, Town Council will be having a public hearing for the replat and will make their final determination at their December meeting. Mr. Jenkins was encouraged to attend the Town Council meeting to discuss his view and recommendation for subdivision replat denial. (See attached letter.)
 - **Development Concept – Wagner** – Ms. Wagner asked Mr. Rammel and Mr. Martin to present their preliminary development concept to the Commission members. The development is for an extended stay structure to be built in the Hafeez Subdivision, this project will be completed in two (2) phases and will at completion consist of approximately one hundred twenty five (125) units. Mr. Martin stated that at the current time this is a conceptual plan, which might be subject to minor changes, there has been a lot of work that has gone into this initial concept and the

developers are seeking input from the zoning commission. Commission members stated that if the project meets the requirements set forth in the Land Use and Development Code and the fact that affordable housing is needed in the Alpine area, there should be no deterrents on building approval. They further stated that they felt that the location identified fits within the specified zoning district.

- o Public Comments and/or Concerns – There was no public comment.
- **Planning/Zoning Correspondence:**
 - o Floyd Jenkins Correspondence – Mr. Floyd Jenkins officially submitted his letter of resignation to the Town; Mr. Jenkins stated that he has enjoyed working with the Commission member and serving on the planning Commission for the past six (6) years.
 - o Comments/Concerns from Commissioners – The Commission Members had no other concerns and/or comments.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

- **Active Building Permits Lists:** Chairman Doornbos asked that the Commission skip this topic tonight.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes for November 14th, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Ms. Melisa Wilson moved to approve the meeting minutes from the November 14th, 2023, Planning and Zoning Commission Meeting, as written. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

8. TOWN COUNCIL ASSIGNMENT: December 19th, 2023 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.

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

The meeting was adjourned at 8:23 pm.

Melisa Wilson
Chairman

2-13-24
Date

Transcribed By:
Christine Wagner
Christine Wagner, Planning & Zoning Administrator

February 13, 2024
Date

** Minutes are a summary of the meeting **

TOWN OF ALPINE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-31-100	PROPERTY TAX	108,740.53	125,687.75	.00	(125,687.75)	.0
10-31-110	MOTOR VEHICLE TAX	16,006.46	64,339.87	.00	(64,339.87)	.0
10-31-200	BASIC SALES & USE TAX	.00	327,478.28	.00	(327,478.28)	.0
10-31-210	LOCAL OPTIONS SALES & USE TAX	.00	273,409.59	.00	(273,409.59)	.0
10-31-215	FOOD TAX BACKFILL	.00	.00	.00	.00	.0
10-31-220	GAS TAX	1,898.27	26,782.26	.00	(26,782.26)	.0
10-31-225	SPECIAL FUELS TAX	970.50	970.50	.00	(970.50)	.0
10-31-230	CIG. TAX	762.25	6,094.59	.00	(6,094.59)	.0
10-31-235	LODGING TAX	202,644.47	236,464.81	.00	(236,464.81)	.0
10-31-240	FRANCHISE TAX	5,911.91	14,811.11	.00	(14,811.11)	.0
10-31-250	SEVERANCE TAX	11,699.22	11,699.22	.00	(11,699.22)	.0
10-31-260	MINERAL ROYALTIES	22,069.43	71,165.88	.00	(71,165.88)	.0
10-31-270	DIRECT DISTRIBUTION	.00	259,234.64	.00	(259,234.64)	.0
	TOTAL TAX REVENUE	370,703.04	1,418,138.50	.00	(1,418,138.50)	.0
<u>LICENSES AND PERMITS</u>						
10-32-100	BUSINESS LICENSE	3,275.00	16,595.00	.00	(16,595.00)	.0
10-32-110	LIQUOR LICENSE	75.00	7,150.00	.00	(7,150.00)	.0
10-32-120	BUILDING PERMITS	1,250.00	16,419.50	.00	(16,419.50)	.0
10-32-130	DOG & CAT LICENSE	.00	30.00	.00	(30.00)	.0
	TOTAL LICENSES AND PERMITS	4,600.00	40,194.50	.00	(40,194.50)	.0
<u>CHARGES FOR SERVICES</u>						
10-33-100	RENTS	2,855.00	96,757.10	.00	(96,757.10)	.0
10-33-110	NOT., FAX, COPIES, ETC.	.00	244.83	.00	(244.83)	.0
10-33-120	UTILITIES	.00	.00	.00	.00	.0
10-33-125	VISITOR CENTER REVENUE	273.50	12,902.98	.00	(12,902.98)	.0
10-33-130	EVENTS REVENUE	.00	.00	.00	.00	.0
	TOTAL CHARGES FOR SERVICES	3,128.50	109,904.91	.00	(109,904.91)	.0
<u>INTERGOVERNMENTAL REVENUE</u>						
10-34-100	LOTTERY	(2,495.68)	8,507.46	.00	(8,507.46)	.0
10-34-200	GRANT INCOME	.00	652,934.92	.00	(652,934.92)	.0
	TOTAL INTERGOVERNMENTAL REVENUE	(2,495.68)	661,442.38	.00	(661,442.38)	.0

TOWN OF ALPINE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES & PENALTIES</u>						
10-35-100	CITATIONS	705.00	705.00	.00	(705.00)	.0
	TOTAL FINES & PENALTIES	705.00	705.00	.00	(705.00)	.0
 <u>OTHER REVENUE</u>						
10-38-100	INTEREST INCOME	5,955.90	35,634.74	.00	(35,634.74)	.0
10-38-200	CONTRIBUTIONS	5,147.00	20,147.00	.00	(20,147.00)	.0
10-38-800	OTHER INCOME	(2,961.33)	(47.85)	.00	47.85	.0
10-38-900	PROCEEDS FROM ASSET SALES	.00	.00	.00	.00	.0
	TOTAL OTHER REVENUE	8,141.57	55,733.89	.00	(55,733.89)	.0
	TOTAL FUND REVENUE	384,782.43	2,286,119.18	.00	(2,286,119.18)	.0

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR & COUNCIL</u>						
10-41-110	ELECTED OFFICER SALARIES	1,523.08	16,598.12	.00	(16,598.12)	.0
10-41-210	PAYROLL TAXES	108.73	108.73	.00	(108.73)	.0
10-41-220	HEALTH INSURANCE	530.80	530.80	.00	(530.80)	.0
10-41-397	MILEAGE	.00	.00	.00	.00	.0
	TOTAL MAYOR & COUNCIL	2,162.61	17,237.65	.00	(17,237.65)	.0
<u>ADMINISTRATION</u>						
10-42-110	ADMIN SALAIRES	21,850.96	173,661.81	.00	(173,661.81)	.0
10-42-115	COMPENSATED ABSENSES - EMPLOYE	.00	.00	.00	.00	.0
10-42-210	ADMIN PAYROLL TAXES	1,822.99	21,885.49	.00	(21,885.49)	.0
10-42-220	ADMIN MEDICAL BENEFITS	1,507.75	28,404.00	.00	(28,404.00)	.0
10-42-230	ADMIN RETIREMENT	1,937.69	34,939.79	.00	(34,939.79)	.0
10-42-240	ADMIN HUMAN RESOURCES	456.00	923.27	.00	(923.27)	.0
10-42-314	WEBSITE	.00	9,071.03	.00	(9,071.03)	.0
10-42-315	PROFESSIONAL SERVICES	2,705.00	70,516.44	.00	(70,516.44)	.0
10-42-325	LEASE & RENT	.00	1,735.21	.00	(1,735.21)	.0
10-42-335	SOFTWARE AND IT	3,105.17	3,656.96	.00	(3,656.96)	.0
10-42-340	TELEPHONE/FAX	(402.99)	1,785.39	.00	(1,785.39)	.0
10-42-345	OFFICE EQUIPMENT	277.32	277.32	.00	(277.32)	.0
10-42-350	ADVERTISING	270.00	4,216.59	.00	(4,216.59)	.0
10-42-360	DUES & MEMBERSHIPS	675.00	5,360.54	.00	(5,360.54)	.0
10-42-370	MERCHANT FEES/BANK CHARGES	125.53	3,702.83	.00	(3,702.83)	.0
10-42-380	LIABILITY POOL INSURANCE	.00	4,337.00	.00	(4,337.00)	.0
10-42-381	OTHER BUILDING & LIABILITY INS	(24,995.74)	3,138.85	.00	(3,138.85)	.0
10-42-390	ADMIN EDUCATION & TRAINING	.00	78.50	.00	(78.50)	.0
10-42-395	ADMIN TRAVEL	35.28	3,137.50	.00	(3,137.50)	.0
10-42-405	ADMIN POSTAGE	.00	.00	.00	.00	.0
10-42-410	ADMIN OFFICE SUPPLIES	1,023.80	24,022.28	.00	(24,022.28)	.0
10-42-415	OTHER EXPENSES	(779.53)	(2,935.26)	.00	2,935.26	.0
	TOTAL ADMINISTRATION	9,614.23	391,915.54	.00	(391,915.54)	.0
<u>COURT</u>						
10-45-100	JUDGE SALARY	.00	2,016.00	.00	(2,016.00)	.0
10-45-110	COURT CLERK SALARY	.00	.00	.00	.00	.0
10-45-210	COURT PAYROLL TAXES	.00	.00	.00	.00	.0
10-45-220	COURT MEDICAL BENEFITS	.00	.00	.00	.00	.0
10-45-230	COURT RETIREMENT	.00	.00	.00	.00	.0
10-45-311	COURT LEGAL & PROFESSIONAL	375.00	1,818.75	.00	(1,818.75)	.0
10-45-335	SOFTWARE AND IT	.00	.00	.00	.00	.0
10-45-395	COURTRAINING & TRAVEL EXPENSES	56.15	56.15	.00	(56.15)	.0
10-45-410	COURT OFFICE SUPPLIES - POST	.00	10.45	.00	(10.45)	.0
10-45-411	COURT SOFTWARE	.00	551.77	.00	(551.77)	.0
	TOTAL COURT	431.15	4,453.12	.00	(4,453.12)	.0

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<u>TRAVEL & TOURISM</u>					
10-48-100 TRAVEL & TOURISM WAGES	.00	.00	.00	.00	.0
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	.00	.00	.00	.00	.0
10-48-230 TOURISM BOARD RETIREMENT	.00	.00	.00	.00	.0
10-48-315 TRAVEL & TOURSIM PROFESSIONAL	.00	.00	.00	.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	.00	.00	.00	.00	.0
TOTAL TRAVEL & TOURISM	.00	.00	.00	.00	.0
<u>PLANNING & ZONING</u>					
10-50-110 P&Z WAGES	3,240.02	22,897.27	.00 (22,897.27)	.0
10-50-120 UTILITIES	285.18	285.18	.00 (285.18)	.0
10-50-210 P & Z PAYROLL TAXES	266.86	266.86	.00 (266.86)	.0
10-50-220 P & Z MEDICAL BENEFITS	(22.23)	(22.23)	.00	22.23	.0
10-50-230 P & Z RETIREMENT	(212.74)	(212.74)	.00	212.74	.0
10-50-315 P & Z INSPECTIONS (OUT SIDE)	.00	.00	.00	.00	.0
10-50-331 P & Z LEGAL & PROFESSIONAL	2,192.50	2,192.50	.00 (2,192.50)	.0
10-50-335 SOFTWARE AND IT	.00	.00	.00	.00	.0
10-50-350 P & Z ADVERTISING	.00	.00	.00	.00	.0
10-50-395 P&Z TRAINING & TRAVEL	.00	.00	.00	.00	.0
10-50-397 P & Z MILEAGE	.00	.00	.00	.00	.0
10-50-410 P&Z OFFICE SUPPLIES & POSTAGE	393.45	3,489.63	.00 (3,489.63)	.0
10-50-411 P&Z SOFTWARE	.00	.00	.00	.00	.0
TOTAL PLANNING & ZONING	6,143.04	28,896.47	.00 (28,896.47)	.0
<u>INFORMATION CENTER</u>					
10-52-110 INFORMATION CENTER S & W	.00	.00	.00	.00	.0
10-52-210 INFO CENTER - PAYROLL TAXES	.00	.00	.00	.00	.0
10-52-220 INFO CENTER - MEDICAL BENEFITS	(102.76)	(102.76)	.00	102.76	.0
10-52-230 INFORMATION CENTER RETIREMENT	.00	.00	.00	.00	.0
10-52-335 SOFTWARE AND IT	.00	.00	.00	.00	.0
10-52-410 INFORMATION CENTER SUPPLIES	.00	4,119.33	.00 (4,119.33)	.0
10-52-451 INFORMATION CENTER COGS	2,285.81	2,285.81	.00 (2,285.81)	.0
10-52-452 UTILITIES	.00	.00	.00	.00	.0
TOTAL INFORMATION CENTER	2,183.05	6,302.38	.00 (6,302.38)	.0

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<u>STREETS</u>					
10-54-110	STREETS SALARY & WAGES	3,395.77	33,759.70	.00 (33,759.70)	.0
10-54-111	SNOW REMOVAL SALARY & WAGES	.00	.00	.00	.0
10-54-210	STREETS PAYROLL TAXES	259.78	259.78	.00 (259.78)	.0
10-54-211	SNOW PAYROLL TAXES	.00	.00	.00	.0
10-54-220	STREETS HEALTH/LIFE INSURANCE	(25.69)	(25.69)	.00	25.69 .0
10-54-221	SNOW HEALTH/LIFE INSURANCE	.00	.00	.00	.0
10-54-230	STREETS RETIREMENT	237.74	237.74	.00 (237.74)	.0
10-54-231	SNOW REMOVAL RETIREMENT	.00	.00	.00	.0
10-54-315	STREETS PROFESSIONAL SERVICES	.00	.00	.00	.0
10-54-333	REPAIRS & MAINT. - STREETS	112.43	35,376.75	.00 (35,376.75)	.0
10-54-334	REPAIRS & MAINT. - SNOW REMOVA	88.62	88.62	.00 (88.62)	.0
10-54-350	STREETS EQUIPMENT R & M	38.00	13,120.30	.00 (13,120.30)	.0
10-54-351	SNOW REMOVAL EQUIPMENT R & M	1,594.85	1,594.85	.00 (1,594.85)	.0
10-54-410	SUPPLIES - STREETS	.00	4,407.78	.00 (4,407.78)	.0
10-54-411	SUPPLIES - SNOW REMOVAL	52.39	640.11	.00 (640.11)	.0
10-54-445	STREETS SIGNS	2,046.45	2,046.45	.00 (2,046.45)	.0
10-54-454	FUEL - STREETS	.00	4,061.44	.00 (4,061.44)	.0
10-54-455	FUEL - SNOW REMOVAL	2,890.58	2,890.58	.00 (2,890.58)	.0
TOTAL STREETS		10,690.92	98,458.41	.00 (98,458.41)	.0
<u>LAW ENFORCEMENT</u>					
10-56-110	CODE ENFORCEMENT SALARY	4,173.28	12,537.60	.00 (12,537.60)	.0
10-56-210	OTHER PAYROLL TAXES	389.39	389.39	.00 (389.39)	.0
10-56-220	OTHER MEDICAL BENEFITS	.00	.00	.00	.0
10-56-230	OTHER RETIREMENT	(27.93)	(27.93)	.00	27.93 .0
10-56-319	COUNTY OFFICER CONTRACT & COMM	16,722.50	50,361.50	.00 (50,361.50)	.0
10-56-410	CODES OFFICE SUPPLIES	.00	39.98	.00 (39.98)	.0
10-56-415	CODES OTHER EXPENSES	.00	.00	.00	.0
10-56-452	UTILITIES	(92.21)	122.52	.00 (122.52)	.0
10-56-454	FUEL	.00	128.86	.00 (128.86)	.0
TOTAL LAW ENFORCEMENT		21,165.03	63,551.92	.00 (63,551.92)	.0

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<u>FACILITIES</u>						
10-58-110	FACILITIES SALARY & WAGES	183.40	183.40	.00	(183.40)	.0
10-58-210	FACILITIES - PAYROLL TAX	14.04	14.04	.00	(14.04)	.0
10-58-220	FACILITIES - MEDICAL BENEFITS	.00	.00	.00	.00	.0
10-58-230	FACILITIES - RETIREMENT	11.10	11.10	.00	(11.10)	.0
10-58-330	FACILITIES - TOWN HALL R & M	1,118.38	9,205.12	.00	(9,205.12)	.0
10-58-332	FACILITIES - C.C. R & M	809.51	7,694.24	.00	(7,694.24)	.0
10-58-334	FACILITIES - SHOP R & M	468.76	468.76	.00	(468.76)	.0
10-58-335	SOFTWARE AND IT	.00	.00	.00	.00	.0
10-58-336	FACILITIES - MC BLDG R & M	360.00	360.00	.00	(360.00)	.0
10-58-360	FACILITIES - CDC R & M	.00	11,092.02	.00	(11,092.02)	.0
10-58-380	FACILITIES - RENTAL SIDE OF TH	.00	.00	.00	.00	.0
10-58-410	SUPPLIES - SHOP	.00	.00	.00	.00	.0
10-58-450	FACILITIES - T.H. UTILITIIES	555.02	2,502.78	.00	(2,502.78)	.0
10-58-452	FACILITIES - C.C. UTILITIIES	1,793.75	10,172.36	.00	(10,172.36)	.0
10-58-454	FACILITIES - SHOP UTILITIIES	1,200.43	5,409.16	.00	(5,409.16)	.0
10-58-456	FACILITIES - MC UTILITIIES	1,919.59	1,919.59	.00	(1,919.59)	.0
10-58-540	FACILITIES - TOWN INSURANCE	.00	.00	.00	.00	.0
10-58-542	FACILITIES - SHOP INSURANCE	.00	.00	.00	.00	.0
10-58-544	FACILITIES - C.C. INSURANCE	.00	.00	.00	.00	.0
	TOTAL FACILITIES	8,433.98	49,032.57	.00	(49,032.57)	.0
<u>PARKS</u>						
10-65-110	PARKS SALARIES & WAGES	4,020.63	17,174.32	.00	(17,174.32)	.0
10-65-210	PARKS PAYROLL TAXES	308.49	308.49	.00	(308.49)	.0
10-65-220	PARKS MEDICAL BENEFITS	.00	.00	.00	.00	.0
10-65-230	PARKS RETIREMENT	.00	.00	.00	.00	.0
10-65-315	PARKS PROFESSIONAL SERVICES	.00	.00	.00	.00	.0
10-65-332	PARKS REPAIRS & MAINT.	406.14	35,134.95	.00	(35,134.95)	.0
10-65-450	PARKS VEHICLES & EQUIPMENT	110.25	110.25	.00	(110.25)	.0
10-65-452	PARKS UTILITIES	1,070.99	8,196.45	.00	(8,196.45)	.0
10-65-454	PARKS FUEL	.00	591.13	.00	(591.13)	.0
	TOTAL PARKS	5,916.50	61,515.59	.00	(61,515.59)	.0

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<u>EVENTS</u>					
10-66-420 RECREATION BOARD EXPENSES	.00	25,656.33	.00	(25,656.33)	.0
10-66-421 4TH OF JULY EXPENSES	.00	15,700.00	.00	(15,700.00)	.0
10-66-422 CHRISTMAS LIGHT EXPENSES	.00	1,986.22	.00	(1,986.22)	.0
10-66-423 PUMPKIN PATCH EXPENSES	.00	743.70	.00	(743.70)	.0
10-66-424 TRUNK OR TREAT EXPENSES	.00	.00	.00	.00	.0
10-66-425 SANTA EXPENSES	140.38	140.38	.00	(140.38)	.0
10-66-426 WINTER JUBILEE EXPENSES	300.00	300.00	.00	(300.00)	.0
10-66-427 DOG SLED RACE EXPENSES	.00	.00	.00	.00	.0
10-66-428 EASTER EGG HUNT EXPENSES	.00	.00	.00	.00	.0
10-66-429 SPRING CLEANUP EXPENSES	.00	.00	.00	.00	.0
10-66-430 MOUNTAIN DAYS EXPENSES	.00	.00	.00	.00	.0
10-66-450 OTHER EVENTS EXPENSES	.00	.00	.00	.00	.0
TOTAL EVENTS	440.38	44,526.63	.00	(44,526.63)	.0
<u>BUSINESS & COMMUNITY DEV</u>					
10-70-315 BUSINESS & COMMUNITY DEVELOPME	.00	12,430.92	.00	(12,430.92)	.0
TOTAL BUSINESS & COMMUNITY DEV	.00	12,430.92	.00	(12,430.92)	.0
<u>CAPITAL OUTLAY</u>					
10-90-540 CAPITAL EXPENDITURES	1,255.50	337,089.47	.00	(337,089.47)	.0
10-90-545 SS4A PROJECT EXPENSES	.00	.00	.00	.00	.0
TOTAL CAPITAL OUTLAY	1,255.50	337,089.47	.00	(337,089.47)	.0
<u>DEBT SERVICE</u>					
10-95-620 DEBT SERVICE LOAN PRINCIPAL	2,004.36	161,042.89	.00	(161,042.89)	.0
10-95-630 DEBT SERVICE LOAN INTEREST	532.71	37,758.13	.00	(37,758.13)	.0
TOTAL DEBT SERVICE	2,537.07	198,801.02	.00	(198,801.02)	.0
TOTAL FUND EXPENDITURES	70,973.46	1,314,211.69	.00	(1,314,211.69)	.0
NET REVENUE OVER EXPENDITURES	313,808.97	971,907.49	.00	(971,907.49)	.0

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WATER FUND

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<u>OPERATING REVENUE</u>					
51-33-100 WATER USAGE FEES	3,877.77	309,572.64	.00	(309,572.64)	.0
51-33-105 ALPINE UTILITY DISTRICT USAGE	.00	.00	.00	.00	.0
51-33-110 BULK WATER SALES	.00	.00	.00	.00	.0
51-33-120 TRANSFER FEES	464.20	464.20	.00	(464.20)	.0
51-33-200 DISCONNECT/RECONNECT FEES	15.96	15.96	.00	(15.96)	.0
51-33-400 CONNECTION FEES	.00	37,710.00	.00	(37,710.00)	.0
TOTAL OPERATING REVENUE	4,357.93	347,762.80	.00	(347,762.80)	.0
<u>GRANT INCOME</u>					
51-34-100 GRANT REVENUE	.00	.00	.00	.00	.0
51-34-200 LOAN PROCEEDS	.00	.00	.00	.00	.0
TOTAL GRANT INCOME	.00	.00	.00	.00	.0
<u>OTHER INCOME</u>					
51-38-300 MISC. INCOME	(522.02)	(8,071.39)	.00	8,071.39	.0
51-38-310 INTEREST INCOME	678.83	21,660.84	.00	(21,660.84)	.0
TOTAL OTHER INCOME	156.81	13,589.45	.00	(13,589.45)	.0
TOTAL FUND REVENUE	4,514.74	361,352.25	.00	(361,352.25)	.0

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<u>ADMINISTRATION</u>					
51-42-110	AMDIN SALARIES & WAGES	.00	.00	.00	.00
51-42-210	ADMIN PAYROLL TAXES	.00	.00	.00	.00
51-42-220	ADMIN MEDICAL BENEFITS	.00	.00	.00	.00
51-42-230	ADMIN RETIREMENT	.00	.00	.00	.00
51-42-315	ADMIN PROFESSIONAL SERVICES	.00	16,764.49	.00 (16,764.49)
51-42-360	DUES & MEMBERSHIPS	.00	.00	.00	.00
51-42-370	BANK CHARGES	39.56	761.61	.00 (761.61)
51-42-375	BAD DEBT	.00	.00	.00	.00
51-42-380	INSURANCE	18.24	7,730.40	.00 (7,730.40)
51-42-395	TRAVEL	.00	322.22	.00 (322.22)
51-42-405	POSTAGE	.00	.00	.00	.00
51-42-410	OFFICE & MISCELLANEOUS	15.74	6,002.47	.00 (6,002.47)
	TOTAL ADMINISTRATION	73.54	31,581.19	.00 (31,581.19)
<u>FIELD OPS</u>					
51-80-110	FO SALARIES & WAGES	22,229.46	143,907.24	.00 (143,907.24)
51-80-210	FO PAYROLL TAXES	2,324.71	2,324.71	.00 (2,324.71)
51-80-220	FO MEDICAL BENEFITS	764.28	764.28	.00 (764.28)
51-80-230	FO RETIREMENT	3,474.26	3,474.26	.00 (3,474.26)
51-80-315	PROFESSIONAL SERVICES	.00	.00	.00	.00
51-80-320	TESTING	81.00	2,582.11	.00 (2,582.11)
51-80-325	RENT	.00	.00	.00	.00
51-80-332	REPAIRS & MAINTENANCE	112.85	19,285.26	.00 (19,285.26)
51-80-335	SOFTWARE AND IT	604.77	3,629.55	.00 (3,629.55)
51-80-395	TRAVEL & EDUCATION	409.98	409.98	.00 (409.98)
51-80-420	PARTS & SUPPLIES	15,440.70	91,628.03	.00 (91,628.03)
51-80-430	CHEMICALS	.00	.00	.00	.00
51-80-452	UTILITIES	1,935.37	22,533.77	.00 (22,533.77)
51-80-454	FUEL	131.91	2,898.43	.00 (2,898.43)
51-80-800	DEPRECIATION EXPENSE	.00	42,000.00	.00 (42,000.00)
	TOTAL FIELD OPS	47,509.29	335,437.62	.00 (335,437.62)
<u>CAPITAL OUTLAY</u>					
51-90-540	CAPITAL OUTLAY	.00	30,680.57	.00 (30,680.57)
51-90-545	RADIO READ PROJECT	.00	.00	.00	.00
	TOTAL CAPITAL OUTLAY	.00	30,680.57	.00 (30,680.57)

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<u>DEBT SERVICE</u>					
51-95-620 PRINCIPAL REPAYMENTS	.00	23,429.68	.00	(23,429.68)	.0
51-95-630 INTEREST EXPENSE	.00	.00	.00	.00	.0
	.00	23,429.68	.00	(23,429.68)	.0
TOTAL DEBT SERVICE					
	47,582.83	421,129.06	.00	(421,129.06)	.0
TOTAL FUND EXPENDITURES					
	(43,068.09)	(59,776.81)	.00	59,776.81	.0
NET REVENUE OVER EXPENDITURES					

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WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>						
52-33-100	MONTHLY SERVICE FEES	60,288.53	336,338.53	.00	(336,338.53)	.0
52-33-200	CONNECTION FEES	611.71	56,713.80	.00	(56,713.80)	.0
	TOTAL OPERATING REVENUE	60,900.24	393,052.33	.00	(393,052.33)	.0
<u>GRANT INCOME</u>						
52-34-100	GRANT INCOME	456,773.79	595,150.00	.00	(595,150.00)	.0
	TOTAL GRANT INCOME	456,773.79	595,150.00	.00	(595,150.00)	.0
<u>OTHER INCOME</u>						
52-38-100	INTEREST INCOME	1,126.10	10,841.61	.00	(10,841.61)	.0
52-38-200	MISC INCOME	.00	2,305.16	.00	(2,305.16)	.0
52-38-300	UNREALIZED GAIN/LOSS	.00	(28,459.71)	.00	28,459.71	.0
	TOTAL OTHER INCOME	1,126.10	(15,312.94)	.00	15,312.94	.0
	TOTAL FUND REVENUE	518,800.13	972,889.39	.00	(972,889.39)	.0

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EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>						
52-42-110	ADMIN SALARIES & WAGES	4,614.39	4,614.39	.00	(4,614.39)	.0
52-42-210	ADMIN PAYROLL TAXES	338.16	338.16	.00	(338.16)	.0
52-42-220	ADMIN MEDICAL BENEFITS	164.52	164.52	.00	(164.52)	.0
52-42-230	ADMIN RETIRMENT	(599.62)	(599.62)	.00	599.62	.0
52-42-300	MISC EXPENSE	.00	.00	.00	.00	.0
52-42-315	PROFESSIONAL SERVICES	800.00	10,963.14	.00	(10,963.14)	.0
52-42-370	BANK CHARGES	.00	.00	.00	.00	.0
52-42-375	BAD DEBT	97,458.32	97,458.32	.00	(97,458.32)	.0
52-42-380	INSURANCE	.00	17,283.58	.00	(17,283.58)	.0
52-42-405	POSTAGE	.00	.00	.00	.00	.0
52-42-410	OFFICE & MISCELLANEOUS	.00	3,626.04	.00	(3,626.04)	.0
52-42-800	DEPRECIATION EXPENSE	.00	.00	.00	.00	.0
	TOTAL ADMINISTRATION	102,775.77	133,848.53	.00	(133,848.53)	.0
<u>COLLECTIONS</u>						
52-82-110	COLLECTIONS SALARIES & WAGES	316.91	316.91	.00	(316.91)	.0
52-82-210	COLLECTIONS PAYROLL TAXES	24.24	24.24	.00	(24.24)	.0
52-82-220	COLLECTIONS MEDICAL BENEFITS	.00	.00	.00	.00	.0
52-82-230	COLLECTIONS RETIREMENT	31.63	31.63	.00	(31.63)	.0
52-82-300	MISC EXPENSE	.00	.00	.00	.00	.0
52-82-315	PROFESSIONAL SERVICES	.00	24,950.45	.00	(24,950.45)	.0
52-82-320	TESTING	.00	.00	.00	.00	.0
52-82-332	REPAIRS & MAINTENANCE	187.90	187.90	.00	(187.90)	.0
52-82-335	CONNECTIONS	.00	.00	.00	.00	.0
52-82-390	TRAVEL/EDUC./TRAINING	97.45	97.45	.00	(97.45)	.0
52-82-420	PARTS & SUPPLIES	.00	.00	.00	.00	.0
52-82-454	UTILITIES	571.04	571.04	.00	(571.04)	.0
52-82-800	DEPRECIATION EXPENSE	.00	48,000.00	.00	(48,000.00)	.0
	TOTAL COLLECTIONS	1,229.17	74,179.62	.00	(74,179.62)	.0

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	.00	.00	.00	.00	.0
52-83-210 PRE- TREATMENT PAYROLL TAXES	.00	.00	.00	.00	.0
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	.00	.00	.00	.00	.0
52-83-230 PRE- TREATMENT RETIREMENT	.00	.00	.00	.00	.0
52-83-300 MISC EXPENSE	120.00	120.00	.00 (120.00)	.0
52-83-315 PROFESSIONAL SERVICES	5,600.00	5,600.00	.00 (5,600.00)	.0
52-83-320 TESTING	.00	.00	.00	.00	.0
52-83-332 REPAIRS & MAINTENANCE	.00	.00	.00	.00	.0
52-83-335 SOFTWARE AND IT	604.77	604.77	.00 (604.77)	.0
52-83-390 TRAVEL/EDUC./TRAINING	.00	.00	.00	.00	.0
52-83-420 PARTS & SUPPLIES	.00	.00	.00	.00	.0
52-83-454 UTILITIES	900.03	900.03	.00 (900.03)	.0
52-83-800 DEPRECIATION EXPENSE	.00	.00	.00	.00	.0
TOTAL PRE-TREATMENT	7,224.80	7,224.80	.00 (7,224.80)	.0
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	.00	105,910.85	.00 (105,910.85)	.0
52-84-210 WWTP PAYROLL TAXES	.00	.00	.00	.00	.0
52-84-220 WWTP MEDICAL BENEFITS	.00	.00	.00	.00	.0
52-84-230 WWTP RETIREMENT	(200.00)	(200.00)	.00	200.00	.0
52-84-300 MISC EXPENSE	130.37	130.37	.00 (130.37)	.0
52-84-315 PROFESSIONAL SERVICES	946.50	946.50	.00 (946.50)	.0
52-84-318 SLUDGE HAULING	6,876.92	6,876.92	.00 (6,876.92)	.0
52-84-320 TESTING	.00	(1,132.50)	.00	1,132.50	.0
52-84-332 REPAIRS & MAINTENANCE	10,201.75	46,294.31	.00 (46,294.31)	.0
52-84-335 SOFTWARE AND IT	.00	.00	.00	.00	.0
52-84-390 TRAVEL/EDUC./TRAINING	97.33	2,086.96	.00 (2,086.96)	.0
52-84-420 PARTS & SUPPLIES	2,761.25	48,272.13	.00 (48,272.13)	.0
52-84-454 UTILITIES	5,148.11	31,078.47	.00 (31,078.47)	.0
52-84-800 DEPRECIATION EXPENSE	.00	.00	.00	.00	.0
TOTAL WWTP	25,962.23	240,264.01	.00 (240,264.01)	.0
<u>CAPITAL OUTLAY</u>					
52-90-540 WW CAPITAL OUTLAY	397,307.80	1,411,346.00	.00 (1,411,346.00)	.0
52-90-541 PRE-TREATMENT PROJECT	1,015.00	1,015.00	.00 (1,015.00)	.0
TOTAL CAPITAL OUTLAY	398,322.80	1,412,361.00	.00 (1,412,361.00)	.0

TOWN OF ALPINE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

WASTEWATER FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>DEBT SERVICE</u>						
52-95-620	DEBT SERVICE PRINCIPAL	.00	129,368.88	.00	(129,368.88)	.0
52-95-630	DEBT SERVICE INTEREST	.00	58,377.52	.00	(58,377.52)	.0
	TOTAL DEBT SERVICE	<u>.00</u>	<u>187,746.40</u>	<u>.00</u>	<u>(187,746.40)</u>	<u>.0</u>
	TOTAL FUND EXPENDITURES	<u>535,514.77</u>	<u>2,055,624.36</u>	<u>.00</u>	<u>(2,055,624.36)</u>	<u>.0</u>
	NET REVENUE OVER EXPENDITURES	<u>(16,714.64)</u>	<u>(1,082,734.97)</u>	<u>.00</u>	<u>1,082,734.97</u>	<u>.0</u>

TOWN OF ALPINE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

<i>Section 5, Itemc.</i>

GENERAL FIXED ASSETS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CAPITAL</u>					
70-39-100	GENERAL CAPITAL OUTLAY	.00	.00	.00	.00	.0
	TOTAL CAPITAL	.00	.00	.00	.00	.0
	TOTAL FUND REVENUE	.00	.00	.00	.00	.0

TOWN OF ALPINE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JANUARY 31, 2024

Section 5, Itemc.

GENERAL FIXED ASSETS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>DEPRECIATION</u>					
70-90-800 DEPRECIATION EXPENSE	.00	.00	.00	.00	.0
TOTAL DEPRECIATION	.00	.00	.00	.00	.0
TOTAL FUND EXPENDITURES	.00	.00	.00	.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

Wyoming Department of Transportation

Transportation Alternatives Program (TAP)

Project Cost Reimbursement Statement

Project Sponsor: Town of Alpine
 Project Name: Greys River Road Pathway
 Project Number: CD20303

Reimbursement Request #: 17
 Account: 5662601 - TAP - CMAQ - HRRR
 Department: 8101 - TAP
 Program: 1651 TAP

Reimbursement Information Submitted to LGC

Activity:

Email a signed copy of this form, all invoices and proof of payment to your LGC Contact.

WYDOT LCG Contact Approval:

Date: / /

** For WYDOT use only*

Maximum WYDOT Participation:

Match Requirement: 80% Federal - 20% Local Match

A. Transportation Alternatives Program Funding (Reimbursable funds only)	\$ 480,000.00
B. Total amount of previous reimbursement requests [from line H of last reimbursement billing] (actual less 20.00%)	\$ 242,254.40

Project Budget:

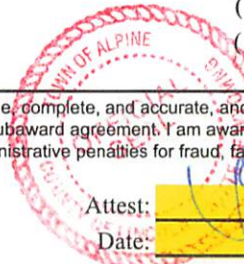
Description	Line Item Budget Amount (incl. local match) [1]	Previous Reimbursement Requests [2]	Reimbursement Request (this report) [3]	Remaining Budget Amount [1 - (2+3)]
Preliminary Engineering	\$ 53,220.00	\$ 53,220.00	\$ -	\$ -
Right-of-Way	\$ -	\$ -	\$ -	\$ -
Utility Adjustments	\$ -	\$ -	\$ -	\$ -
Administrative/Legal	\$ -	\$ -	\$ -	\$ -
Construction Engineering	\$ 41,580.00	\$ 19,008.00	\$ 8,189.00	\$ 14,383.00
Construction	\$ 462,000.00	\$ 214,056.00	\$ 91,936.50	\$ 156,007.50
Contingency	\$ -	\$ -	\$ -	\$ -
Other	\$ 43,200.00	\$ -	\$ -	\$ 43,200.00
Total:	\$ 600,000.00	\$ 286,284.00	\$ 100,125.50	
C. Total amount approved this request (Total x Reimbursable percentage):			80.00%	\$ 80,100.40

RECAP

D. Maximum project funds available [Reimbursable amount only]:	(A)	\$ 480,000.00
E. Previous amount approved for reimbursement:	(B)	\$ 242,254.40
F. Funds approved for this current request:	(C)	\$ 80,100.40
G. Total funds approved to date:	(E + F)	\$ 322,354.80
BALANCE OF PROJECT FUNDS REMAINING [Reimbursable funds only]	(D - G)	\$ 157,645.20

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the subaward agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

By: [Signature]
 Date: 2/25/21



Attest: [Signature]
 Date: 2/25/21

Local Government Coordinator Approval: _____ Date: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only paid invoices included.
- [Report].Date Paid = 01/17/2024-02/20/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Alarmlogix									
200	Alarmlogix	11448	Monthly Monitoring	02/01/2024	35.00	35.00	02/20/2024		10-42-315 Professional Services
All Star Auto Parts - Napa									
220	All Star Auto Parts - Napa	9185 01.31.202	Snow Removal	01/31/2024	265.98	265.98	02/20/2024		10-54-411 Supplies - Snow Removal
220	All Star Auto Parts - Napa	9185 01.31.202	Supplies for Shop	01/31/2024	204.22	204.22	02/20/2024		10-58-330 Facilities - Town Hall R & M
220	All Star Auto Parts - Napa	9185 01.31.202	Thermal Flasher	01/31/2024	4.29	4.29	02/20/2024		10-54-351 Snow Removal Equipment R
220	All Star Auto Parts - Napa	9185 01.31.202	F350 Parts	01/31/2024	83.53	83.53	02/20/2024		52-82-332 Repairs & Maintenance
220	All Star Auto Parts - Napa	9185 01.31.202	Winnie Supplies	01/31/2024	191.89	191.89	02/20/2024		10-54-350 Streets Equipment R & M
Alpine Ace Hadware									
250	Alpine Ace Hadware	18104 01.31.24	Snow Removal Repairs & Mainten	01/31/2024	499.77	499.77	02/20/2024		10-54-351 Snow Removal Equipment R
250	Alpine Ace Hadware	18104 01.31.24	Shop Repairs & Maintenance	01/31/2024	159.22	159.22	02/20/2024		10-58-334 Facilities - Shop R & M
250	Alpine Ace Hadware	18104 01.31.24	Water Dept. Repairs & Maintenanc	01/31/2024	52.01	52.01	02/20/2024		51-80-332 Repairs & Maintenance
250	Alpine Ace Hadware	18104 01.31.24	Daycare Repairs and Maintenanc	01/31/2024	316.16	316.16	02/20/2024		10-58-380 Facilities - Rental Side of TH
250	Alpine Ace Hadware	18104 01.31.24	Jubilee Repairs & Maintenance	01/31/2024	10.99	10.99	02/20/2024		10-66-426 Winter Jubilee Expenses
250	Alpine Ace Hadware	18104 01.31.24	Medical Clinic Bldg Repairs & Mai	01/31/2024	7.20	7.20	02/20/2024		10-58-336 Facilities - MC Bldg R & M
250	Alpine Ace Hadware	18104 01.31.24	Finance Charges	01/31/2024	29.78	29.78	02/20/2024		10-42-370 Merchant Fees/Bank Charge
AT&T MOBILITY									
410	AT&T MOBILITY	287316049352	Cell Phones	01/12/2024	117.77	117.77	02/09/2024		51-80-452 Utilities
410	AT&T MOBILITY	287316049352	Dan Cell Phone Use	01/12/2024	117.77	117.77	02/09/2024		10-50-120 Utilities
410	AT&T MOBILITY	287316049352	Municipal Officer Cell Phone	01/12/2024	117.77	117.77	02/09/2024		10-56-452 Utilities
Bank of Star Valley									
450	Bank of Star Valley	0370291309 02	Loan Payment on Mack	01/26/2024	2,013.30	2,013.30	02/09/2024		10-95-620 Debt Service Loan Principal
450	Bank of Star Valley	0370291309 02	Loan Payment on Mack Truck - Int	01/26/2024	523.77	523.77	02/09/2024		10-95-630 Debt Service Loan Interest
Broulims-Alpine									
570	Broulims-Alpine	141004 01.31.2	Shop Supplies	01/31/2024	67.50	67.50	02/20/2024		10-58-410 Supplies - Shop
570	Broulims-Alpine	141004 01.31.2	Town Hall Supplies	01/31/2024	21.77	21.77	02/20/2024		10-42-410 Admin Office Supplies
Buckrail									
580	Buckrail	3644	Advertising for Winter Jubilee	01/26/2024	600.00	600.00	02/20/2024		10-66-430 Mountain Days Expenses
Cambrian Water Operations, LLC									
600	Cambrian Water Operations, LLC	INV4379	Shipment of Original Scope of Eq	09/12/2023	369,189.40	369,189.40	01/19/2024		52-90-540 WW Capital Outlay
600	Cambrian Water Operations, LLC	INV4379	Allocated Evenly Among Mileston	09/12/2023	6,282.00	6,282.00	01/19/2024		52-90-540 WW Capital Outlay
600	Cambrian Water Operations, LLC	INV4379	Auxilliary Equipment Shipped	09/12/2023	21,836.40	21,836.40	01/19/2024		52-90-540 WW Capital Outlay
Caselle									
620	Caselle	130570	Contract Support & Maintenance	02/01/2024	526.00	526.00	02/20/2024		51-80-335 Software and IT

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
620	Caselle	130570	Contract Support & Maintenance	02/01/2024	526.00	526.00	02/20/2024		52-84-335 Software and IT
620	Caselle	130570	Contract Support & Maintenance	02/01/2024	526.00	526.00	02/20/2024		10-42-335 Software and IT
Cash									
3050	Cash	2024.01.26	Starting Cash for Jubilee	01/26/2024	300.00	300.00	01/26/2024		10-66-426 Winter Jubilee Expenses
CivicPlus									
640	CivicPlus	290465	Agenda & Meeting Management	01/18/2024	462.00	462.00	02/20/2024		10-50-411 P&Z Software
640	CivicPlus	290465	Agenda & Meeting Management	01/18/2024	462.00	462.00	02/20/2024		10-42-335 Software and IT
Comtech Digital Solutions									
670	Comtech Digital Solutions	1294	IT Services	01/22/2024	2,650.22	2,650.22	02/20/2024		10-42-335 Software and IT
670	Comtech Digital Solutions	1294	Software & IT	01/22/2024	200.00	200.00	02/20/2024		52-84-335 Software and IT
670	Comtech Digital Solutions	1294	IT Services	01/22/2024	50.00	50.00	02/20/2024		10-50-335 Software and IT
670	Comtech Digital Solutions	1294	Software & IT Facilities - Civic Ce	01/22/2024	150.00	150.00	02/20/2024		10-58-335 Software and IT
670	Comtech Digital Solutions	1294	Information Center IT Services	01/22/2024	550.00	550.00	02/20/2024		10-52-335 Software and IT
Control Engineers, PA									
700	Control Engineers, PA	30196	Plant Support Services	01/25/2024	826.00	826.00	02/20/2024		52-84-315 Professional Services
Core & Main									
710	Core & Main	113184S	Parts & Supplies	12/23/2023	307.04	.03	01/24/2024		51-80-420 Parts & Supplies
710	Core & Main	T375939	Parts & Supplies	01/05/2024	654.36	.00	01/24/2024		51-80-420 Parts & Supplies
710	Core & Main	T946686=T427	Parts & Supplies	01/22/2024	5,877.18	.00	01/24/2024		51-80-420 Parts & Supplies
710	Core & Main	T955480	Parts & Supplies	01/05/2024	2,185.00	.00	01/24/2024		51-80-420 Parts & Supplies
Daugherty Strategies, LLC									
3100	Daugherty Strategies, LLC	1041	February Retainter	02/08/2024	10,000.00	10,000.00	02/20/2024		10-22106 Air Park Community Support F
Dawn Guffey									
2840	Dawn Guffey	01.31.2024	Mileage Reimbursement for Bank	01/31/2024	42.21	42.21	02/20/2024		10-70-315 Business & Community Devel
Dex Imaging									
810	Dex Imaging	AR10698665 -	Contract	01/25/2024	479.76	479.76	02/20/2024		10-42-345 Office Equipment
810	Dex Imaging	AR10698665 -	Color Copies	01/25/2024	427.45	427.45	02/20/2024		10-42-410 Admin Office Supplies
Energy Laboratories, Inc									
870	Energy Laboratories, Inc	01.09.2024	CCR	01/09/2024	125.00	125.00	02/20/2024		51-80-320 Testing
Eric Green									
3080	Eric Green	01.05.2024	Staff Lunch - Charged on personal	01/05/2024	40.27	40.27	02/20/2024		10-70-315 Business & Community Devel
3080	Eric Green	01.05.2024	Supplies - Economic Developmen	01/05/2024	357.25	357.25	02/20/2024		10-70-315 Business & Community Devel
Fall River Propane									
910	Fall River Propane	2591799-2598	Propane	02/01/2024	101.97	101.97	02/20/2024		52-82-454 Utilities
First Bank Card									
960	First Bank Card	2024.01.22 CC	american water college	12/28/2023	179.99	179.99	01/22/2024		51-80-395 Travel & Education
960	First Bank Card	2024.01.22 CC	american water college	12/28/2023	229.99	229.99	01/22/2024		51-80-395 Travel & Education
960	First Bank Card	2024.01.22 CC	amazon primeiy8vm8lo3	12/28/2023	15.74	15.74	01/22/2024		51-42-410 Office & Miscellaneous
960	First Bank Card	2024.01.22 CC	ceuplan	12/28/2023	97.45	97.45	01/22/2024		52-82-390 Travel/Educ./Training
960	First Bank Card	2024.01.22 CC	smartsign	12/28/2023	2,046.45	2,046.45	01/22/2024		10-54-445 Streets Signs

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
960	First Bank Card	2024.01.22 CC	conoco - broulims alpine	12/28/2023	131.91	131.91	01/22/2024		51-80-454 Fuel
960	First Bank Card	2024.01.22 CC	crystal central llc	12/28/2023	319.98	319.98	01/22/2024		10-50-410 P&Z Office Supplies & Posta
960	First Bank Card	2024.01.22 CC	amzn mktp usx74a58ia3	12/28/2023	73.47	73.47	01/22/2024		10-50-410 P&Z Office Supplies & Posta
960	First Bank Card	2024.01.22 CC	staples inc	12/28/2023	57.42	57.42	01/22/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.22 CC	indeed 86504396	12/28/2023	372.00	372.00	01/22/2024		10-42-240 Admin Human Resources
960	First Bank Card	2024.01.22 CC	staples inc	12/28/2023	52.15	52.15	01/22/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.22 CC	staples inc	12/28/2023	21.51	21.51	01/22/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.22 CC	amazon.com1b8nt65x3	12/28/2023	55.23	55.23	01/22/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.22 CC	dnhgodaddy.com	12/28/2023	6.99	6.99	01/22/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.22 CC	staples inc	12/28/2023	135.54	135.54	01/22/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.22 CC	surveymonk t 45090358	12/28/2023	99.00	99.00	01/22/2024		10-42-350 Advertising
960	First Bank Card	2024.01.22 CC	adobe products	12/28/2023	20.99	20.99	01/22/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.22 CC	dnhgodaddy.com	12/28/2023	167.82	167.82	01/22/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.22 CC	dmi dell bus online	12/28/2023	575.04	575.04	01/22/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.22 CC	dmi dell bus online	12/28/2023	679.56	679.56	01/22/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.22 CC	staples 00113837	12/28/2023	130.37	130.37	01/22/2024		52-84-300 Misc Expense
960	First Bank Card	2024.01.26 CC	dnhgodaddy.com	01/26/2024	5.80	5.80	02/20/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.26 CC	dnhgodaddy.com	01/26/2024	6.99	6.99	02/20/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.26 CC	gas grub 2	01/26/2024	8.00	8.00	02/20/2024		10-66-426 Winter Jubilee Expenses
960	First Bank Card	2024.01.26 CC	amazon primetk0vm3gm1	01/26/2024	14.99	14.99	02/20/2024		10-42-415 Other Expenses
960	First Bank Card	2024.01.26 CC	amzn mktp usr897v9br2	01/26/2024	15.99	15.99	02/20/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.26 CC	adobe products	01/26/2024	20.99	20.99	02/20/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.26 CC	amzn mktp usr075n4i50	01/26/2024	23.99	23.99	02/20/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.26 CC	amzn mktp usr85x761p2	01/26/2024	27.60	27.60	02/20/2024		10-42-390 Admin Education & Training
960	First Bank Card	2024.01.26 CC	amazon.comtk9zx2d12	01/26/2024	29.98	29.98	02/20/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.26 CC	amazon.comr061h0mr0	01/26/2024	41.00	41.00	02/20/2024		10-42-410 Admin Office Supplies
960	First Bank Card	2024.01.26 CC	chevron 0305387	01/26/2024	46.81	46.81	02/20/2024		10-66-422 Christmas Light Expenses
960	First Bank Card	2024.01.26 CC	wydmvaftonlincolnctrv	01/26/2024	47.25	47.25	02/20/2024		10-54-333 Repairs & Maint. - Streets
960	First Bank Card	2024.01.26 CC	amzn mktp us5y72z7tm3	01/26/2024	50.13	50.13	02/20/2024		52-84-300 Misc Expense
960	First Bank Card	2024.01.26 CC	staples inc	01/26/2024	71.39	71.39	02/20/2024		52-84-300 Misc Expense
960	First Bank Card	2024.01.26 CC	dnhgodaddy.com	01/26/2024	85.82	85.82	02/20/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.26 CC	ron tirapelli ford inc	01/26/2024	95.00	95.00	02/20/2024		10-54-351 Snow Removal Equipment R
960	First Bank Card	2024.01.26 CC	law enforcement system	01/26/2024	95.00	95.00	02/20/2024		10-56-319 County Officer Contract & Co
960	First Bank Card	2024.01.26 CC	surveymonk t 45182611	01/26/2024	99.00	99.00	02/20/2024		10-42-350 Advertising
960	First Bank Card	2024.01.26 CC	conoco - broulims alpine	01/26/2024	105.62	105.62	02/20/2024		51-80-454 Fuel
960	First Bank Card	2024.01.26 CC	staples inc	01/26/2024	107.95	107.95	02/20/2024		10-50-410 P&Z Office Supplies & Posta
960	First Bank Card	2024.01.26 CC	intl code council inc	01/26/2024	160.00	160.00	02/20/2024		10-50-395 P&Z Training & Travel
960	First Bank Card	2024.01.26 CC	indeed 87624117	01/26/2024	161.96	161.96	02/20/2024		10-42-240 Admin Human Resources
960	First Bank Card	2024.01.26 CC	dnhgodaddy.com	01/26/2024	167.82	167.82	02/20/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.26 CC	staples inc	01/26/2024	238.36	238.36	02/20/2024		10-42-410 Admin Office Supplies

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
960	First Bank Card	2024.01.26 CC	eagle rock timber inc	01/26/2024	240.75	240.75	02/20/2024		10-66-426 Winter Jubilee Expenses
960	First Bank Card	2024.01.26 CC	costco whse1379	01/26/2024	296.79	296.79	02/20/2024		10-54-411 Supplies - Snow Removal
960	First Bank Card	2024.01.26 CC	yeti 1-833-225-9384	01/26/2024	561.54	561.54	02/20/2024		10-70-315 Business & Community Devel
960	First Bank Card	2024.01.26 CC	dnhgodaddy.com	01/26/2024	694.92	694.92	02/20/2024		10-42-335 Software and IT
960	First Bank Card	2024.01.26 CC	metroquip meridian 010101	01/26/2024	3,763.11	3,763.11	02/20/2024		10-54-351 Snow Removal Equipment R
FP Mailing Solutions									
980	FP Mailing Solutions	RI106056100	Hi Capacity Ink	01/04/2024	269.00	269.00	02/20/2024		10-42-410 Admin Office Supplies
980	FP Mailing Solutions	RI106056100	Ink Cartridge	01/04/2024	173.27	173.27	02/20/2024		10-42-410 Admin Office Supplies
980	FP Mailing Solutions	RI106056100	Post Base Rental Fees - 1st Quart	01/04/2024	149.85	149.85	02/20/2024		10-42-405 Admin Postage
980	FP Mailing Solutions	RI106056100	Ink Cartridge	01/04/2024	116.23	116.23	02/20/2024		10-42-405 Admin Postage
980	FP Mailing Solutions	RI106056100	Post Base Rental Fees - 1st Quart	01/04/2024	135.00	135.00	02/20/2024		10-42-405 Admin Postage
980	FP Mailing Solutions	RI106056100	Payment for Ink	01/04/2024	226.27-	226.27-	02/20/2024		10-42-410 Admin Office Supplies
High Country Linen									
2890	High Country Linen	JANUARY 202	Uniform Service	02/01/2024	149.02	149.02	02/20/2024		10-58-334 Facilities - Shop R & M
2890	High Country Linen	JANUARY 202	Uniform Service	02/01/2024	149.02	149.02	02/20/2024		52-84-332 Repairs & Maintenance
2890	High Country Linen	JANUARY 202	Uniform Service	02/01/2024	149.01	149.01	02/20/2024		51-80-332 Repairs & Maintenance
Imperial Pump Solutions, LLC									
1260	Imperial Pump Solutions, LLC	1487	Pump	01/26/2024	1,818.70	1,818.70	02/20/2024		52-82-420 Parts & Supplies
Jenkins Building Supply									
1310	Jenkins Building Supply	1054 01.31.24	Snow Removal Repairs & Mainten	01/31/2024	94.12	94.12	02/20/2024		10-54-333 Repairs & Maint. - Streets
1310	Jenkins Building Supply	1054 01.31.24	Star Valley Health Sign	01/31/2024	6.62	6.62	02/20/2024		10-58-336 Facilities - MC Bldg R & M
1310	Jenkins Building Supply	1054 01.31.24	Water - Repairs & Maintenance	01/31/2024	43.68	43.68	02/20/2024		51-80-332 Repairs & Maintenance
1310	Jenkins Building Supply	1054 01.31.24	Jubilee - Repairs & Maintenance	01/31/2024	52.62	52.62	02/20/2024		10-66-426 Winter Jubilee Expenses
1310	Jenkins Building Supply	1054 01.31.24	Shop Repairs & Maintenance	01/31/2024	138.22	138.22	02/20/2024		10-58-334 Facilities - Shop R & M
1310	Jenkins Building Supply	1054 01.31.24	Waste Water Treatment Plant	01/31/2024	46.53	46.53	02/20/2024		52-83-332 Repairs & Maintenance
Jorgensen Engineering									
1340	Jorgensen Engineering	52899	AMI Radio Read Meters	01/11/2024	2,307.50	2,307.50	02/20/2024		51-42-315 Admin Professional Services
1340	Jorgensen Engineering	52899	Water Model and GIS Phase Subt	01/11/2024	840.00	840.00	02/20/2024		51-42-315 Admin Professional Services
1340	Jorgensen Engineering	52899	Maintentance Plan	01/11/2024	183.75	183.75	02/20/2024		51-42-315 Admin Professional Services
1340	Jorgensen Engineering	52899	Level IV Contract Operator	01/11/2024	10,417.50	10,417.50	02/20/2024		52-42-315 Professional Services
1340	Jorgensen Engineering	52899	Pre-Treatment Building Owners	01/11/2024	8,452.50	8,452.50	02/20/2024		52-83-315 Professional Services
1340	Jorgensen Engineering	52899	Cambrian Pre-Treatment MEP De	01/11/2024	420.00	420.00	02/20/2024		52-83-315 Professional Services
1340	Jorgensen Engineering	52899	Sewer Line Model & GIS Phase	01/11/2024	565.00	565.00	02/20/2024		52-82-315 Professional Services
1340	Jorgensen Engineering	52899	Melvin's Sludge	01/11/2024	729.00	729.00	02/20/2024		52-84-315 Professional Services
1340	Jorgensen Engineering	52899	Master Plan Revision	01/11/2024	315.00	315.00	02/20/2024		10-42-315 Professional Services
1340	Jorgensen Engineering	52899	Town Council Meetings	01/11/2024	977.50	977.50	02/20/2024		10-42-315 Professional Services
1340	Jorgensen Engineering	52899	Communications with Town	01/11/2024	3,003.75	3,003.75	02/20/2024		10-42-315 Professional Services
1340	Jorgensen Engineering	52899	Capital Improvements Plan	01/11/2024	317.50	317.50	02/20/2024		10-42-315 Professional Services
1340	Jorgensen Engineering	52899	Development and Building Permit	01/11/2024	1,633.75	1,633.75	02/20/2024		10-50-331 P & Z Legal & Professional

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Lincoln County Sheriff's Office									
1510	Lincoln County Sheriff's Office	02.01.2024	Communications	02/01/2024	606.50	606.50	02/20/2024		10-56-319 County Officer Contract & Co
Lincoln County Water Quality Lab									
1530	Lincoln County Water Quality Lab	7144-7143-714	Testing	02/07/2024	81.00	81.00	02/20/2024		51-80-320 Testing
Lower Valley Energy									
1560	Lower Valley Energy	JANUARY 202	Civic Center Utilities	01/01/2024	502.77	502.77	01/24/2024		10-58-452 Facilities - C.C. Utilities
1560	Lower Valley Energy	JANUARY 202	Parks - Utilities	01/01/2024	41.27	41.27	01/24/2024		10-65-452 Parks Utilities
1560	Lower Valley Energy	JANUARY 202	Water Dept. Utilities	01/01/2024	1,935.37	1,935.37	01/24/2024		51-80-452 Utilities
1560	Lower Valley Energy	JANUARY 202	Sewer Dept. Utilities	01/01/2024	16.00	16.00	01/24/2024		52-84-454 Utilities
1560	Lower Valley Energy	JANUARY 202	Collections - utilities	01/01/2024	571.04	571.04	01/24/2024		52-82-454 Utilities
1560	Lower Valley Energy	JANUARY 202	WWTP Utilities	01/01/2024	5,028.00	5,028.00	01/24/2024		52-84-454 Utilities
1560	Lower Valley Energy	JANUARY 202	Town Hall Utilities	01/01/2024	195.98	195.98	01/24/2024		10-58-450 Facilities - T.H. Utilities
1560	Lower Valley Energy	JANUARY 202	Maintenance Shop Utilities	01/01/2024	174.19	174.19	01/24/2024		10-58-454 Facilities - Shop Utilities
LSE, Inc									
1580	LSE, Inc	7528617	Chemicals	02/01/2024	1,100.00	1,100.00	02/20/2024		51-80-430 Chemicals
Melody Leseberg									
3070	Melody Leseberg	01.26.2024	Candy for Light Parade - Movie Ni	01/26/2024	77.86	77.86	02/20/2024		10-66-426 Winter Jubilee Expenses
3070	Melody Leseberg	01.26.2024	Milage for Winter Jubilee	01/26/2024	65.26	65.26	02/20/2024		10-66-426 Winter Jubilee Expenses
Naumoff, Rick									
3060	Naumoff, Rick	01.15.2024	10 signposts to the Town of Alpine	01/15/2024	100.00	100.00	02/20/2024		10-54-411 Supplies - Snow Removal
Norco, Inc									
1680	Norco, Inc	39813334	Cylinder Rent	01/31/2024	39.06	39.06	02/20/2024		10-58-334 Facilities - Shop R & M
One Call of Wyoming									
1700	One Call of Wyoming	68933-69511-6	Locate Tickets	12/31/2023	132.50	132.50	02/20/2024		51-80-332 Repairs & Maintenance
Quality Service									
1770	Quality Service	1473	Snow Plow Parts	01/15/2024	760.82	760.82	02/20/2024		10-54-334 Repairs & Maint. - Snow Rem
RE Investment Company									
1780	RE Investment Company	1903872-1900	Street Light Pole Decor taken dow	01/31/2024	480.25	480.25	02/20/2024		10-66-422 Christmas Light Expenses
1780	RE Investment Company	1903872-1900	Clogged drain in Garage at CC	01/31/2024	63.88	63.88	02/20/2024		10-58-332 Facilities - C.C. R & M
Refunds									
3110	Refunds	02132024	Utility Refund	02/13/2024	176.34	176.34	02/20/2024		01-10750 Utility Management Cash Clea
3110	Refunds	2024 PEDIGRE	Refund for Pedigree Dinner	02/15/2024	93.29	93.29	02/20/2024		10-66-427 Dog Sled Race Expenses
Rhinehart Oil									
1810	Rhinehart Oil	P10002685 01.	Bulk Fuel	01/31/2024	2,875.90	2,875.90	02/20/2024		10-54-455 Fuel - Snow Removal
Robert Wagner									
2860	Robert Wagner	01.29.2024	Mileage Reimbursement	01/29/2024	19.36	19.36	02/20/2024		10-50-397 P & Z Mileage
2860	Robert Wagner	01.31.2024	Mileage Reimbursement	01/31/2024	45.69	45.69	02/20/2024		10-50-397 P & Z Mileage
Rod's Diesel and Generator Service Inc.									
3090	Rod's Diesel and Generator Servi	240444	Plant Generator	02/07/2024	475.00	475.00	02/20/2024		52-84-332 Repairs & Maintenance
3090	Rod's Diesel and Generator Servi	240444	Alpine Meadows Generator	02/07/2024	407.50	407.50	02/20/2024		52-82-332 Repairs & Maintenance

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Sanderson Law Office									
2870	Sanderson Law Office	4758	Prosecutor Fees	02/01/2024	968.25	968.25	02/20/2024		10-45-311 Court Legal & Professional
2870	Sanderson Law Office	4758	Monthly Retainer	02/01/2024	2,600.00	2,600.00	02/20/2024		10-42-315 Professional Services
Servant Electric, PC									
1910	Servant Electric, PC	4438	Replace Breaker at Town Hall	01/25/2024	120.52	120.52	02/20/2024		10-58-330 Facilities - Town Hall R & M
Silver Star Communications									
1940	Silver Star Communications	100556 02.01.2	Phone and Internet	02/01/2024	218.11	218.11	02/06/2024		52-84-454 Utilities
1940	Silver Star Communications	100556 02.01.2	Lift Station Internet	02/01/2024	50.79	50.79	02/06/2024		52-82-454 Utilities
1940	Silver Star Communications	100556 02.01.2	Lift Station Internet	02/01/2024	52.11	52.11	02/06/2024		52-82-454 Utilities
1940	Silver Star Communications	307204 02.01.2	Telephone and Internet	02/01/2024	359.04	359.04	02/06/2024		10-58-450 Facilities - T.H. Utilities
1940	Silver Star Communications	307204 02.01.2	Telephone and Internet	02/01/2024	48.68	48.68	02/06/2024		10-58-452 Facilities - C.C. Utilities
1940	Silver Star Communications	307204 02.01.2	Information Center Phone	02/01/2024	37.71	37.71	02/06/2024		10-52-452 Utilities
1940	Silver Star Communications	307204 02.01.2	Collections Internet	02/01/2024	90.73	90.73	02/06/2024		52-82-454 Utilities
1940	Silver Star Communications	307204 02.01.2	Internet	02/01/2024	33.99	33.99	02/06/2024		10-58-454 Facilities - Shop Utilities
1940	Silver Star Communications	8100 02.01.202	Telephone and Internet	02/01/2024	285.18	285.18	02/06/2024		10-50-120 Utilities
Star Valley Disposal, Inc									
2020	Star Valley Disposal, Inc	114122	Town Hall Disposal Service	02/01/2024	35.00	35.00	02/20/2024		10-58-450 Facilities - T.H. Utilities
2020	Star Valley Disposal, Inc	114122	Shop Waste Disposal	02/01/2024	185.00	185.00	02/20/2024		10-58-454 Facilities - Shop Utilities
2020	Star Valley Disposal, Inc	114122	Civic Center Waste Disposal	02/01/2024	250.00	250.00	02/20/2024		10-58-452 Facilities - C.C. Utilities
SVI Media									
2140	SVI Media	22402	Griest Advertising	01/31/2024	855.00	855.00	02/20/2024		10-42-350 Advertising
2140	SVI Media	22402	Hafeez - Advertising	01/31/2024	247.00	247.00	02/20/2024		10-50-410 P&Z Office Supplies & Posta
2140	SVI Media	22402	Special Meeting - Joint Work Sess	01/31/2024	194.75	194.75	02/20/2024		10-42-350 Advertising
USA Blue book									
2390	USA Blue book	INV00255893	Graduated Cylinder - Respirator	01/24/2024	143.57	143.57	02/20/2024		52-84-420 Parts & Supplies
2390	USA Blue book	INV00261897	Testing	01/30/2024	267.67	267.67	02/20/2024		51-80-320 Testing
Valley Auto Supply									
2450	Valley Auto Supply	1019 01.31.202	Snow Removal	01/31/2024	35.15	35.15	02/20/2024		10-54-351 Snow Removal Equipment R
2450	Valley Auto Supply	1019 01.31.202	F350	01/31/2024	55.84	55.84	02/20/2024		52-82-332 Repairs & Maintenance
2450	Valley Auto Supply	1019 01.31.202	Snow Removal	01/31/2024	60.91	60.91	02/20/2024		10-54-351 Snow Removal Equipment R
Valley Tech, LLC									
2470	Valley Tech, LLC	3848	Server Updates - Set Up laptops -	01/29/2024	198.45	198.45	02/20/2024		10-42-335 Software and IT
2470	Valley Tech, LLC	3848	Municipal Laptop Set up	01/29/2024	75.00	75.00	02/20/2024		10-45-335 Software and IT
Valley Wide Cooperative, Inc									
2480	Valley Wide Cooperative, Inc	U4014103	Propane Service & Delivery	01/24/2024	1,309.05	1,309.05	02/20/2024		10-58-452 Facilities - C.C. Utilities
2480	Valley Wide Cooperative, Inc	U4014103	Propane Service & Delivery	01/24/2024	1,304.68	1,304.68	02/20/2024		10-58-454 Facilities - Shop Utilities
Vinyllart									
2520	Vinyllart	5874	Banners - Thank You Sponsors	01/25/2024	371.46	371.46	02/20/2024		10-66-426 Winter Jubilee Expenses
Western Records Destruction, Inc.									
2570	Western Records Destruction, Inc.	M11627	Record Destruction	01/29/2024	95.00	95.00	02/20/2024		10-42-415 Other Expenses

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
Western States Equipment									
2590	Western States Equipment	IN002679391	Backhoe Plow	02/02/2024	854.18	854.18	02/20/2024		10-54-351 Snow Removal Equipment R
Wyoming Department of Transportation									
2700	Wyoming Department of Transpor	2024.02.12	Exempt Plates for 2012 Ford	02/12/2024	10.00	10.00	02/12/2024		10-54-334 Repairs & Maint. - Snow Rem
Wyoming Game and Fish Department									
2720	Wyoming Game and Fish Depart	01/31/2024	Wyoming Game of Fish	01/01/2024	50.00	50.00	02/06/2024		10-52-451 Information Center COGS
Wyoming Secretary of State									
2760	Wyoming Secretary of State	01/31/2024 NO	Dues	01/31/2024	10.00	10.00	02/20/2024		10-42-415 Other Expenses
Wyoming State Trails Program									
2770	Wyoming State Trails Program	01.31.2024	State Trails	01/31/2024	104.00	104.00	02/12/2024		10-52-451 Information Center COGS
Xerox Financial Services									
2820	Xerox Financial Services	5346350	Contract	01/26/2024	277.32	277.32	02/20/2024		10-42-345 Office Equipment
Xpress Bill Pay									
2880	Xpress Bill Pay	INV-XPR00883	Service - Maintenance - Support	01/31/2024	156.52	156.52	02/20/2024		52-83-335 Software and IT
2880	Xpress Bill Pay	INV-XPR00883	Service - Maintenance - Support	01/31/2024	156.52	156.52	02/20/2024		51-80-335 Software and IT
2880	Xpress Bill Pay	INV-XPR00883	Service - Maintenance - Support	01/31/2024	156.53	156.53	02/20/2024		10-42-335 Software and IT
Grand Totals:					<u>505,142.26</u>	<u>496,118.71</u>			

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
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Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Only paid invoices included.
[Report].Date Paid = 01/17/2024-02/20/2024

Date Submitted February 7, 2024

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 # 1

A. Amount of Previous Requests Approved \$ SLIB Amount SLIB Amount of Engineering

(List and Attach Invoices Separately)

Table with columns: Company Name, Invoice #, Purchase Order Date or Service Dates, Total Invoice, SLIB Amount, SLIB Amount of Engineering. Includes entries for Jorgensen Associates, Inc.

Attach separate sheet if needed

B. Current Request for Payment \$ 7,577.50 SLIB Amount 7,577.50 SLIB Amount of Engineering 7,577.50

C. Total Funds Approved to Date (A+B) \$ 7,577.50

Office Use Only form with fields for Prog. Manager / Designee Approval, Date, Date Range, Reference Page(s).

Engineering RECAP table showing Amount of Engineering Approved for Project (\$154,280.00), Less Previously Requested, Less Current Request (7,577.50), Total Engineering Approved to Date (7,577.50), Balance of Engineering Undisbursed (\$146,702.50).

Funding RECAP

D. Amount of Funds Approved for Project \$ 771,400.00

E. Less Funds Previously Requested (A) \$

F. Less Current Request (B) \$ 7,577.50

G. Total Requests Approved to Date (E+F) \$ 7,577.50

H. Balance of Grant Funds Undisbursed (D-G) \$ 763,822.50

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: Christine Wagner, Deputy Clerk

BY: Eric Green, Mayor

Name of contact person for this Grant Draft Request:

Phone Number: 307-604-5757

E-mail Address: shanking@alpine.wy.gov

Date Submitted October 19 2023

ARPA GRANT NO. WS-1068

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: Pretreatment and Sludge Handling Facility

Grant Draft Request # 1

	SLIB Amount	SLIB Amount of Engineering
A. Amount of Previous Requests Approved	\$ <u>0.00</u>	\$ <u>0.00</u>

(List and Attach Invoices Separately)

Company Name	Invoice #	Purchase Order Date or Service Dates	Total Invoice	SLIB Amount	SLIB Amount of Engineering
Jorgensen (Attached)	52053	9/14/2023	\$ 6,952.50	\$ 6,952.50	\$ 6,952.50
Jorgensen (Attached)	52053	9/14/2023	\$ 16,266.28	\$ 16,266.28	\$
Jorgensen (Attached)	51850	8/10/2023	\$ 7,422.36	\$ 7,422.36	\$ 7,422.36
Jorgensen - Cambrian MEP Design	INV 4381	9/12/2023	\$ 8,137.82	\$ 8,137.82	\$ 8,137.82
Jorgensen (Attached)	52324	10/16/2023	\$ 62,474.40	\$ 62,474.40	\$
Generator Source	#00002540	10/18/2023	\$ 214,125.00	\$ 214,125.00	\$
JL Concrete & Construction	PP #1	9/19/2023	\$ 29,922.23	\$ 29,922.23	\$
JL Concrete & Construction	C/O #1	12/13/2023	\$ 97,187.28	\$ 97,187.28	\$
JL Concrete & Construction	PP #2	12/11/2023	\$ 165,778.74	\$ 165,778.74	\$
Jorgensen (Attached)	52576	11/14/2023	\$ 9,294.25	\$ 9,294.25	\$ 9,294.25
Jorgensen (Attached)	52743	12/11/2023	\$ 4,645.90	\$ 4,645.90	\$ 4,645.90

Attach separate sheet if needed

B. Current Request for Payment	\$ <u>622,206.76</u>	\$ <u>622,206.76</u>	\$ <u>36,452.83</u>
C. Total Funds Approved to Date (A+B)	\$	\$ <u>622,206.76</u>	\$ <u>36,452.83</u>

Engineering RECAP

Amount of Engineering Approved for Project:	\$ <u>150,000.00</u>
Less Previously Requested	<u> </u>
Less Current Request	<u>36,452.83</u>
Total Engineering Approved to Date	<u>36,452.83</u>
Balance of Engineering Undisbursed:	\$ <u>113,547.17</u>

Office Use Only

Prog. Manager / Designee Approval _____ Date _____

Date Range _____ to _____ \$ _____

Reference Page(s) _____

Date Range _____ to _____ \$ _____

Reference Page(s) _____

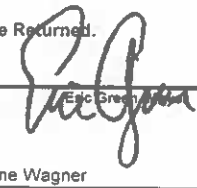
Funding RECAP

D. Amount of Funds Approved for Project	\$ <u>750,000.00</u>
E. Less Funds Previously Requested (A)	\$
F. Less Current Request (B)	\$ <u>622,206.76</u>
G. Total Requests Approved to Date (E+F)	\$ <u>622,206.76</u>
H. Balance of Grant Funds Undisbursed (D-G)	\$ <u>127,793.24</u>

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: 
Christine Wagner, Deputy Clerk

BY: 
Christine Wagner

Name of contact person for this Grant Draft Request.

Phone Number: 307-654-7757

E-mail Address: planning@alpinewy.gov



Town of Alpine Engineer's Report to Town Council

Meeting Date: February 20, 2024
Submitted By: Kevin Meagher, Project Manager
Reviewed By: Vera Donovan, Project Assistant
Prepared On: February 15, 2024

MASTER AGREEMENT BETWEEN TOWN OF ALPINE AND JORGENSEN

The Town Council approved The Master Agreement, and it was executed on February 21, 2023. All work completed and summarized below has been at the request of the Mayor or other staff members and is based on the tasks outlined in the Master Agreement. The Town's FY24 budget cycle began July 1, 2023. All budget numbers presented below are for FY24. Task Work Orders (TWOs) are simplified for FY24 to reflect the corresponding payment fund (water, sewer, and general).

SUMMARY OF TASKS COMPLETED TO DATE

1 – Water Fund

1. AMI Radio Read Project – Meter installations have been placed into appropriate work categories. The propagation study was recently received. Jorgensen is working on identifying scopes of work for each meter modification/replacement. We will be meeting with Town Staff and taking a closer look at the commercial meter installations as they require a more specific scope.
2. Water Model and GIS – The older version of the Town water model was not up to date enough to be useful for current operations. The online GIS portal is being used to develop working scope, develop the propagation study, and assist with Lead and Copper inventory.
3. Development Reviews – Jorgensen recently reviewed the Lasher Town Homes submittal and submitted the review for consideration. Jorgensen has compiled a database of existing mapping and as-built information for more efficient access. This database will help the Town and Jorgensen with Planning and Zoning work.
4. Jorgensen staff are working with Town of Alpine staff to troubleshoot the pulsating water concern in a portion of the system. Additional information is currently being gathered.



2 – Sewer Fund

1. Pre-Treatment Building Update
 - Building construction
 - The generator was set on a new concrete pad.
 - Electrical transformer is schedule to be set on new concrete pad.
 - Permanent electrical power is scheduled to be installed this month.
 - Concrete aprons will be poured this Spring.
 - The electrician has installed some electrical panels and lighting. Electricians expect to complete building construction phase this month.
 - Cambrian Innovation Equipment & Design Update
 - Electrical drawings have a code classification issue. Wyoming DEQ requested a new submittal to review the design changes due to an electrical classification design issue. Control design was not included in electrical engineer's scope of work. JVA Consulting agreed to provide the control design drawings
 - The Process Piping pre-qualification invitation was advertised for two weeks, and one request for information was received. That one applicant was not interested after reviewing the documents. The electrical classification issue will affect the process piping design. Cambrian will need to make design adjustments after Wyoming DEQ's review.
2. Melvin Sludge: JVA Consulting Engineers provided a scope of work proposal to create a High Strength Waste and foaming parameters that are verifiable for a proposed fee structure. Once High Strength and Foaming events are clarified and industrial/commercial user discharge permit forms will be created. Town Council to review JVAs scope of work and approve if agreeable.
3. WWTP DEQ Permit Renewal: DEQ permit renewal was completed in early December and we are waiting on DEQ for comments or renewal.
4. Sewer Utility Financial Plan: Midwest Assistance Program (MAP) is going to create a Sewer and Water Rate study at no cost. The Town provided MAP with the requested data.
5. Sewer and Water Geographical Information Mapping: Midwest Assistance Program (MAP) will provide paper and digital GIS Mapping services at no cost. MAP will send a Town agreement form.
6. Snake River Junction Lift Station Generator: the Public Works Manager requested utilizing the funds needed for this generator be transferred to the Town. CoVelop agreed to send the Town cost documentation for review.

3 – General Fund

Jorgensen has responded to emails and calls from town staff and has held internal meetings to coordinate the ongoing and new projects for the town. Additionally, Jorgensen attends Town Council meetings when requested and provides this monthly engineer's report.

The Town submitted new General Ledger Accounts, and Jorgensen is making those accounting adjustments.

Jorgensen reviewed the Annexation Documentation with the Town Staff, and further work is ongoing to put more documentation responsibility onto the developer and less on the Town Staff.

Jorgensen attended Wyoming Federal Lands Access Program phone call with FHWA and debriefed Town about requirements for the application for Grey's River Road. Town plans to complete application but has asked Jorgensen to prepare proposal to assist with application. April 30th is the final cut-off for application.

Jorgensen reviewed the Land Development Regulation codes, and compiled sections for the Town Council and Legal review. These sections are meant to improve and tighten the Town's protocols within the LDRs. A checklist of outstanding items is in progress. In addition, Jorgensen proposed annexation ordinance items that are under review with Town staff; the Town Attorney is drafting the annexation ordinance.



February 2, 2024

Mr. Kevin Meager, Senior Construction Project Manager
Jorgensen Associates, Inc
1315 Hwy 89 South, Suite 201
Jackson, WY 83002

www.jvajva.com

RE: Instrumentation and Controls Design for the Alpine Pretreatment Facility
JVA Project No. #1024.4e

Dear Kevin:

JVA Inc. (JVA) is pleased to submit this letter agreement to provide engineering services for instrumentation and controls of the ancillary equipment and processes that need to function with the Cambrian provided process treatment and solids handling equipment. JVA met with the representatives from Cambrian and the Town of Alpine (Town) on January 29th to discuss specific tasks for JVA as related to instrumentation and controls design coordination of the process equipment to function with the MBR process.

SCOPE OF WORK

Based on JVA's understanding to date from this meeting and previous discussions with the design team, we propose the following scope of work.

1. Review of documents and information provided by Cambrian, Town, and KVA Consulting. *Estimated hours: 10 hrs*
2. Develop an overall network control diagram of the pretreatment facility and main wastewater treatment facility (WWTF). *Estimated hours: 10 hrs*
3. Prepare one-line control diagrams for the remote I/O panel specific to the EQ and Aeration Tank (AT) processes. *Estimated hours: 12 hrs*
4. Prepare one-line diagrams for communication of the CleanTek local control panel (LCP) with the Membrane Tank (MT) Main Control Panel (MCP). Signals from the LCP to the MCP will be hard wired *Estimated hours: 6 hrs*
5. Prepare one-line diagrams for communication of the Schwing Screw Press LCP to the MT MCP. Communication will be via Ethernet cable *Estimated hours: 6 hrs*
6. Prepare one-line diagrams for communication between the MT MCP and Main WWTF. Communication will be via Ethernet cable. *Estimated hours: 6 hrs*
7. Prepare the following specifications: *Estimated hours: 24 hrs*
 - a. Division 16050 – Basic Electrical
 - b. Division 16951 – Control Narratives for integration between the pretreatment facility and Main WWTF
 - c. Division 16900 – Instrumentation (focus on classified areas)
 - d. Division 16950 – PLC
8. Project management, meetings, and administration. *Estimated hours: 10 hrs*



Unless otherwise directed, JVA will prepare the drawings and specifications with our title blocks and specification format. The draft drawings and specifications will be submitted for Town and Cambrian for review and comments. JVA will schedule a TEAMS review meeting to discuss the review comments for finalizing the design documents.

The following items are not included in the scope of work described herein, unless otherwise directed by the Town:

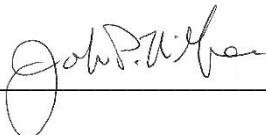
1. Electrical power one-line diagrams and conductor sizing
2. Review of electrical power drawings, schematics, diagrams and specifications
3. Control narratives for integration of the Cambrian provided process equipment (i.e. fine screening, MBR, and sludge dewatering)
4. Control and communication between Melvin Brewery and the Pretreatment Facility
5. Site visits. All meetings will be virtual. JVA would be available for a site visit upon request
6. Power and lighting plans and schedules
7. Electrical site plan and backup power

PROJECT SCHEDULE AND FEE

From notice to proceed, JVA estimates 10 weeks to complete the draft design documents and 2 weeks following review to complete. The estimated top set fee is \$17,200 which would be billed based on time and material. JVA will not exceed the top set fee without prior approval from Jorgensen and the Town.

Please reach out if you have any questions or comments. If necessary, we can schedule a TEAMS meeting to go through our scope in more detail. We appreciate the opportunity to provide instrumentation and controls services for this project.

Sincerely,
JVA, INCORPORATED

By: 

John P. McGee, P.E.
Principal

Cc: Nick Frank, JVA

ATTACHMENT “A”
SCOPE OF SERVICES
FOR
TOWN OF ALPINE ENGINEER

TASK WORK ORDER (XXX) # XX – DEVELOPMENT OF A PRETREATMENT PROGRAM FOR THE TOWN OF ALPINE

DESCRIPTION OF SERVICES

JVA, Inc. (JVA), providing professional services for Jorgensen Associates (Jorgensen), will function as a subconsultant to provide technical support for developing a pretreatment program for non-domestic users including food service establishments (preparing or serving food) and alcohol beverage manufacturing establishments. The Town of Alpine (Town) has requested a means of monitoring and enforcement to control non-domestic strength waste such as fats, oils and grease (FOG) and high organic strength discharges that impact the Town’s collection system and wastewater treatment facility (WWTF). Controlling FOG at the source is critical to the operation and maintenance of the sanitary collection system and WWTFs as it impacts sewer capacity due to blockages in the pipe which can lead to sanitary sewer overflows. Once the blockages break up (Spring time) in the sewer, it is collected at the WWTF and is detrimental to the unit treatment processes and can lead to effluent discharge non-compliance. Controlling or requiring pretreatment for alcohol beverage manufacturing such as breweries is critical for smaller WWTFs such as Alpine due to a higher percentage or ratio of high organic strength brewery waste discharge to the domestic discharge. As it pertains to the Town, non-domestic discharge to the Town’s collection system is from breweries, restaurants, schools, (with food preparation cafeterias), and car washes. The Town’s sewer user ordinance requires certain non-domestic users to provide pretreatment prior to introducing wastewater to the public sewer. These devices may consist sand / oil separators and / or FOG interceptors to control / mitigate pollutants that impact the collection system and WWTF. However, the Town has need to update their sewer use ordinance to include pretreatment policies and criteria specific to the type of non-domestic user. The goal and objective for this scope of services is to develop a pretreatment program that applies to current non-domestic users and to build the frame work for future non-domestic users. Currently, the Town does not have any industry or hazardous waste discharge to the public sewer, and it is unlikely that there will be in the near future, therefore the intent is to develop a pretreatment program that the Town can implement for food service establishments and alcohol beverage manufacturing. A successful pre-treatment program will reduce associated impacts to the WWTF caused by FOG and high strength organic waste and maintain collection system capacity and organic loading capacity of the WWTF while reducing significant O&M costs.

SCOPE OF SERVICES PROVIDED BY THE CONSULTANT

The services to be performed under Task Order #2 shall include the following:

- Review applicable documents provided by the Town including memorandum's of understanding, sewer use ordinances, and reports for pretreatment of non-commercial discharge users.
- Virtual Kick-off meeting with Jorgensen and Town representatives to establish goals and objectives and project schedule
- Develop a pretreatment application ./ survey for food service establishment and alcohol beverage manufacturing.
- Develop best management practices (BMPs) for the food service establishments and alcohol beverage manufacturing.
- Develop quarterly or monthly monitoring / reporting forms / logs for the food service establishments and alcohol manufacturing beverage manufacturing.
- Draft a notice of violation (NOV) form along with a penalty fee schedules for non-compliance activities such as late or missing monitoring report forms and unreported wastewater spills (pertains to alcohol beverage manufacturing).
- Prepare a technical memorandum summarizing the pretreatment documents for food service establishments and alcohol beverage manufacturing along with recommendations and next steps.
- Submit the draft technical memorandum and attached forms to Jorgensen and the Town for review.
- Conduct a virtual meeting with Jorgensen and Town to review comments and finalize the pretreatment program documents.

ASSUMPTIONS FOR PREPARING SCOPE OF SERVICES

- User rate studies (i.e. surcharge fees) for collection and treatment of non-domestic discharger is not part of the scope of services
- Changes or updates to the sewer use ordinance is not part of the scope of services
- Legal or administrative tasks to implement pretreatment policies and / or adopting updates to the sewer use ordinance if not part of the scope of services
- Site visit by consultant is not included in scope of services.
- The new pretreatment WWTF (for the pretreatment of Melvin Brewery discharge prior to blending with the Town's influent) will be operated and maintained by the Town and will be in operation prior to implementation of the pretreatment program.

SERVICES TO BE PROVIDED BY JORGENSEN

The following services shall be provided by Jorgensen:

- Provide project level guidance and decisions
- Provide a central point of authority for assignment of services for each respective project component
- Conduct or direct the frequency of project status meetings
- Provide current plans, studies, documents, and access to material as needed for applicable services

LENGTH OF SERVICES

The length of services shall be the dates on the Task Work Order #2 issued by Town of Alpine. It is estimated that the draft technical memorandum and applicable attachment forms will take 8 weeks to complete. The final technical memorandum and applicable forms will take 10 weeks to complete

ESTIMATE OF SERVICES

For details of the estimated costs to perform the anticipated and required services, see Attachment "B." All classifications and consultants listed in the contract are eligible to work on this Task Work Order. The estimated fee is \$10,800 not to exceed based on time and material. Consultant will notify Jorgensen in advance if there is potential for additional services and costs beyond the estimated fee.

standards. EPA has also developed other nationally applicable pretreatment standards (*national pretreatment standards*) under section 307(b) in its General Pretreatment Regulations for Existing and New Sources of Pollution (Pretreatment Regulations) at 40 CFR Part 403. Such pretreatment standards are applicable to any user of a POTW, defined as a source of an indirect discharge [40 CFR 403.3(i)].

Town of Alpine

1/1/24 to 1/31/24

Citations	2 Citations 0 Warnings
CFS/Law Incidents	76
Special Patrol	36

Animal Problem	1	Abandoned Vehicle	1
Agency Assist	1	Auto Accident	2
Aircraft		Child Abuse	
Alarms	4	Citizen Dispute	
Assault		Civil Standby	1
Burglary		Custodial interference	
Citizen Assist	7	Domestic Violence	2
Alcohol problems		Civil Execution/paper	
Controlled Burn	5	Disturbance	1
Controlled Substance		Forest patrol	
Drugs		Harassing	
E911	4	Fire // Fireworks	
Fraud		Field contact	2
Information	2	Lock out	
Hazmat		Lost/Found Property	1
Lost/Found Animal	1	Parking problem	1
Livestock	1	Juvenile problem	
Missing person		Medical	5
Littering		Mental subject	
Suicide subject	1	REDDI	
Reckless driving		Motorist assist	2
Noise	1	Patient transfer	1
Property damage	3	Search/Rescue	
Security check		Suspicious	2
Test		School zone	1
Smoke/Fire	1	Threatening	1
Traffic stop	16	Weapon offence	
Traffic hazard	1	Trespassing	1
Theft		Vandalism	
Traffic		Repo	
Transfer patient		Welfare Check	1
Vin Inspection	1	Warrant	
VIN Stamp		Utility problem	1



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2023-10**

AN ORDINANCE ESTABLISHING THE ALPINE ARCHITECTURAL REVIEW COMMITTEE FOR THE TOWN OF ALPINE, WYOMING, WHICH SHALL EXIST AS DIRECTED BY THE GOVERNING BODY.

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

TOWN OF ALPINE, WYOMING –DESIGN REVIEW COMMITTEE

- § CREATION OF THE COMMITTEE
- § MEMBERS OF THE COMMITTEE, TERMS
- § OFFICERS
- § JURISDICITON OF THE COMMITTEE
- § MEETINGS
- § COMMITTEE MEMBER COMPENSATION

Section 1. CREATION OF THE COMMITTEE:

There is hereby established a Design Review Committee for the Town of Alpine, Wyoming, which shall exist as directed by the Governing Body.

Section 2. MEMBERS OF THE COMMITTEE, TERMS:

The Committee shall consist of three (3) members and shall be appointed by the Mayor with the consent of the Town Council to serve for a terms as follows one (1) members shall be appointed for a term of three (3) years, one (1) members shall be appointed to serve for a term of two (2) years, and one (1) member shall serve for a term of one (1) year, provided however, that any member of the Committee may be removed by the Mayor with the Town Council concurring. In the event of vacancy, the Mayor may, with the concurrence of the Town Council, appoint someone for the expired term.

Section 3. OFFICERS:

During the month of January each year or as soon as possible thereafter, the Committee shall elect a president, a vice-president, and a secretary.

Section 4. JURISDICTION OF COMMITTEE:

The Committee shall have jurisdiction over the design of buildings and landscape within the Town of Alpine and shall:

- a) Develop Design Standards and Guidelines to be incorporated into the Town of Alpine Land Use Development Code and adopted by the Governing Body.
 - i. Provide assistance to Zoning Administrator to develop the process and procedure for submittals to the Design Review Committee.
- b) Evaluate development applications for conformity with the Land Use and Development Code, evaluate building applications for conformity with the Land Use and Development Code, advise and provide technical assistance to the Planning & Zoning Commission, the Board of Adjustments, and the Town Council regarding compliance with the Design Guidelines.
- c) Hold public hearings, to hear citizen input regarding Design Review Standards.
- d) Make recommendations to the Planning & Zoning Commission and the Governing Body of the Town of Alpine as may be needed for or as requested by the Governing Body.

Section 5. MEETINGS.

Meetings of the Design Review Committee shall be held on the last Wednesday of each month.

Section 7. EFFECTIVE DATE.

This Ordinance shall become effective from the date of its passage.

PASSED 1st READING DECEMBER 19, 2023

Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent

PASSED 2nd READING JANUARY 16, 2024

Vote: 5 Yes, 0 No, 0 Abstain, 0 Absent

PASSED 3rd READING FEBRUARY 20, 2023

Vote: Yes, No, Abstain, Absent

TOWN OF ALPINE

BY: _____
Eric Green

ATTEST:

TOWN OF ALPINE

ORDINANCE NO. 2024-002

TOWN BOUNDARIES

AN ORDINANCE APPROVING AND AUTHORIZING THE ANNEXATION OF APPROXIMATELY XX ACRES OF PROPERTY LOCATED IN LINCOLN COUNTY, INTO THE BOUNDARIES OF THE TOWN OF ALPINE, WYOMING

WHEREAS, on February 20, 2024, Landowner of the property depicted herein on the map “Exhibit A” and described herein as “Exhibit B” filed with the Town of Alpine a petition for Annexation into the Town of Alpine, Lincoln County, Wyoming pursuant to W.S. § 15-1-403.

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

Section 1. That the foregoing recitals are incorporated in and made part of this Ordinance by this reference.

Section 2. That the Town of Alpine hereby finds as follows:

- (a) That the notice of a public hearing was given in compliance with W.S. 15-1-405, and
- (b) That a public hearing was held on February 20, 2024, at 6:00 p.m., and
- (c) That the annexation of the area hereinafter described is for the protection of health, safety, and welfare of the persons residing in the area and the Town of Alpine; and
- (d) That the area sought to be annexed will constitute a natural, geographical, economic, and social part of the Town of Alpine; and
- (e) That the area is a logical and feasible addition to the Town and that the extension of basic services continually available in the Town of Alpine can be furnished to the area sought to be annexed; and
- (f) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area is owned by the city; and
- (g) That the Governing Body is prepared to issue such franchises as are necessary to public electric utilities to serve the annexed area pursuant to W.S. § 15-1-410, and to authorize the designated utility to serve the entire annexed area.

Section 2: That all real property as described herein shall be, and the same hereby is, annexed into the Town of Alpine, Lincoln County, Wyoming, and the boundaries of the Town of Alpine corporate municipal limits are hereby extended and changed to include said tract of land described in Exhibits A and B, attached, and incorporated herein. Upon adoption of this Ordinance, said real property shall be zoned as MRC and such designation shall be shown upon the official zoning map of the Town of Alpine, Wyoming.

Section 3: In accordance with the requirements of W.S. § 15-1-406, the Alpine Town Clerk shall file with the Lincoln County Clerk a map of the area annexed hereunder together with a copy of this Ordinance approved by the Governing Body of the Town of Alpine so that the corporate municipal boundaries of the Town of Alpine can be extended and changed to

include said land and the same shall be reflected in the official real property records of Lincoln County, Wyoming.

Section 4: Annexation of the real property as described herein shall not terminate any covenants, conditions, or restrictions of record. The real property within the annexed area is still subject to any homeowners or property owners’ association fees levied by the homeowners or property owner associations or entities of record.

Section 5: Sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, or section of this ordinance is declared illegal or unconstitutional, such illegality or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections.

Section 6: The annexation of any territory is effective upon publication of the ordinance.

Section 7: This ordinance passed and approved on the following dates:

Passed First Reading on this 20th day of February 2024.

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

Passed Second Reading on the 19th day of March 2024.

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

Passed on Third and Final Reading 16th day of April 2024.

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. 2024-002 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 was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault Clerk / Treasurer

EXHIBIT A

DEAD HORSE MEADOWS ANNEXATION LEGAL DESCRIPTION

DESCRIPTION FOR DEAD HORSE MEADOWS ANNEXATION

To-wit: - -

All of Lot 53 of Alpine Village Subdivision No. 1 Plat 3 Amended, Lincoln County, Wyoming as described on the official plat filed in the Office of the Clerk of Lincoln County with Accession No. 578380.

19 September 2023



Melvin monthly Payment schedule									
Date	Payment	Date	Payment	Date	Payment	Date	Payment	Date	Payment
7/1/2021	\$ 10,000.00	7/1/2022	\$ 10,000.00	7/1/2023	\$ 15,183.22	7/1/2024	\$ 15,183.22	7/1/2025	\$ 15,183.22
8/1/2021	\$ 10,000.00	8/1/2022	\$ 10,000.00	8/1/2023	\$ 15,183.22	8/1/2024	\$ 15,183.22	8/1/2025	\$ 15,183.22
9/1/2021	\$ 10,000.00	9/1/2022	\$ 10,000.00	9/1/2023	\$ 15,183.22	9/1/2024	\$ 15,183.22	9/1/2025	\$ 15,183.22
10/1/2021	\$ 10,000.00	10/1/2022	\$ 10,000.00	10/1/2023	\$ 15,183.22	10/1/2024	\$ 15,183.22	10/1/2025	\$ 15,183.22
11/1/2021	\$ 10,000.00	11/1/2022	\$ 10,000.00	11/1/2023	\$ 15,183.23	11/1/2024	\$ 15,183.23	11/1/2025	\$ 15,183.23
12/1/2021	\$ 5,000.00	12/1/2022	\$ 5,000.00	12/1/2023	\$ 7,591.61	12/1/2024	\$ 7,591.61	12/1/2025	\$ 7,591.61
1/1/2022	\$ 5,000.00	1/1/2023	\$ 5,000.00	1/1/2024	\$ 7,591.61	1/1/2025	\$ 7,591.61	1/1/2026	\$ 7,591.61
2/1/2022	\$ 5,000.00	2/1/2023	\$ 5,000.00	2/1/2024	\$ 7,591.61	2/1/2025	\$ 7,591.61	2/1/2026	\$ 7,591.61
3/1/2022	\$ 5,000.00	3/1/2023	\$ 5,000.00	3/1/2024	\$ 7,591.61	3/1/2025	\$ 7,591.61	3/1/2026	\$ 7,591.61
4/1/2022	\$ 10,000.00	4/1/2023	\$ 10,000.00	4/1/2024	\$ 15,183.22	4/1/2025	\$ 15,183.22	4/1/2026	\$ 15,183.22
5/1/2022	\$ 10,000.00	5/1/2023	\$ 10,000.00	5/1/2024	\$ 15,183.22	5/1/2025	\$ 15,183.22	5/1/2026	\$ 15,183.22
6/1/2022	\$ 10,000.00	6/1/2023	\$ 10,000.00	6/1/2024	\$ 15,183.22	6/1/2025	\$ 15,183.22	6/1/2026	\$ 15,183.22
	\$ 100,000.00		\$ 100,000.00		\$ 151,832.21		\$ 151,832.21		\$ 151,832.21
Date	Payment	Date	Payment	Date	Payment	Date	Payment	Date	Payment
7/1/2026	\$ 15,183.22	7/1/2027	\$ 15,183.22	7/1/2028	\$ 15,183.22	7/1/2029	\$ 15,183.22	7/1/2030	\$ 15,183.22
8/1/2026	\$ 15,183.22	8/1/2027	\$ 15,183.22	8/1/2028	\$ 15,183.22	8/1/2029	\$ 15,183.22	8/1/2030	\$ 15,183.22
9/1/2026	\$ 15,183.22	9/1/2027	\$ 15,183.22	9/1/2028	\$ 15,183.22	9/1/2029	\$ 15,183.22	9/1/2030	\$ 15,183.22
10/1/2026	\$ 15,183.22	10/1/2027	\$ 15,183.22	10/1/2028	\$ 15,183.22	10/1/2029	\$ 15,183.22	10/1/2030	\$ 15,183.22
11/1/2026	\$ 15,183.23	11/1/2027	\$ 15,183.23	11/1/2028	\$ 15,183.23	11/1/2029	\$ 15,183.23	11/1/2030	\$ 15,183.23
12/1/2026	\$ 7,591.61	12/1/2027	\$ 7,591.61	12/1/2028	\$ 7,591.61	12/1/2029	\$ 7,591.61	12/1/2030	\$ 7,591.61
1/1/2027	\$ 7,591.61	1/1/2028	\$ 7,591.61	1/1/2029	\$ 7,591.61	1/1/2030	\$ 7,591.61	1/1/2031	\$ 7,591.61
2/1/2027	\$ 7,591.61	2/1/2028	\$ 7,591.61	2/1/2029	\$ 7,591.61	2/1/2030	\$ 7,591.61	2/1/2031	\$ 7,591.61
3/1/2027	\$ 7,591.61	3/1/2028	\$ 7,591.61	3/1/2029	\$ 7,591.61	3/1/2030	\$ 7,591.61	3/1/2031	\$ 7,591.61
4/1/2027	\$ 15,183.22	4/1/2028	\$ 15,183.22	4/1/2029	\$ 15,183.22	4/1/2030	\$ 15,183.22	4/1/2031	\$ 15,183.22
5/1/2027	\$ 15,183.22	5/1/2028	\$ 15,183.22	5/1/2029	\$ 15,183.22	5/1/2030	\$ 15,183.22	5/1/2031	\$ 15,183.22
6/1/2027	\$ 15,183.22	6/1/2028	\$ 15,183.22	6/1/2029	\$ 15,183.22	6/1/2030	\$ 15,183.22	6/1/2031	\$ 15,183.22
	\$ 151,832.21		\$ 151,832.21		\$ 151,832.21		\$ 151,832.21		\$ 151,832.21
Date	Payment	Date	Payment	Date	Payment	Date	Payment	Date	Payment

7/1/2031	\$ 17,256.51	7/1/2032	\$ 17,256.51	7/1/2033	\$ 17,256.51	7/1/2034	\$ 17,256.51	7/1/2035	\$ 17,256.51
8/1/2031	\$ 17,256.51	8/1/2032	\$ 17,256.51	8/1/2033	\$ 17,256.51	8/1/2034	\$ 17,256.51	8/1/2035	\$ 17,256.51
9/1/2031	\$ 17,256.51	9/1/2032	\$ 17,256.51	9/1/2033	\$ 17,256.51	9/1/2034	\$ 17,256.51	9/1/2035	\$ 17,256.51
10/1/2031	\$ 17,256.51	10/1/2032	\$ 17,256.51	10/1/2033	\$ 17,256.51	10/1/2034	\$ 17,256.51	10/1/2035	\$ 17,256.51
11/1/2031	\$ 17,256.52	11/1/2032	\$ 17,256.52	11/1/2033	\$ 17,256.52	11/1/2034	\$ 17,256.52	11/1/2035	\$ 17,256.51
12/1/2031	\$ 8,628.25	12/1/2032	\$ 8,628.25	12/1/2033	\$ 8,628.25	12/1/2034	\$ 8,628.25	12/1/2035	\$ 8,628.25
1/1/2032	\$ 8,628.25	1/1/2033	\$ 8,628.25	1/1/2034	\$ 8,628.25	1/1/2035	\$ 8,628.25	1/1/2036	\$ 8,628.25
2/1/2032	\$ 8,628.25	2/1/2033	\$ 8,628.25	2/1/2034	\$ 8,628.25	2/1/2035	\$ 8,628.25	2/1/2036	\$ 8,628.25
3/1/2032	\$ 8,628.25	3/1/2033	\$ 8,628.25	3/1/2034	\$ 8,628.25	3/1/2035	\$ 8,628.25	3/1/2036	\$ 8,628.25
4/1/2032	\$ 17,256.51	4/1/2033	\$ 17,256.51	4/1/2034	\$ 17,256.51	4/1/2035	\$ 17,256.51	4/1/2036	\$ 17,256.51
5/1/2032	\$ 17,256.51	5/1/2033	\$ 17,256.51	5/1/2034	\$ 17,256.51	5/1/2035	\$ 17,256.51	5/1/2036	\$ 17,256.51
6/1/2032	\$ 17,256.51	6/1/2033	\$ 17,256.51	6/1/2034	\$ 17,256.51	6/1/2035	\$ 17,256.51	6/1/2036	\$ 17,256.51
	\$ 172,565.09		\$ 172,565.09		\$ 172,565.09		\$ 172,565.09		\$ 172,565.08
Payment total	\$ 2,277,483.12								



Town of Alpine RESOLUTION 2024-004

A RESOLUTION COMMITTING SUPPORT ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF ALPINE TO SUBMIT APPLICATIONS WITH THE ALPINE TRAVEL AND TOURISM BOARD ON BEHALF OF THE TOWN OF ALPINE.

WITNESSETH

WHEREAS the Alpine Travel & Tourism Board was established operate, manage, and maintain all tourism promotion activities and facilities and related activities, and

WHEREAS the Governing Body of the Town of Alpine recognizes the need for the Travel & Tourism Board to adopt programs for the good and betterment of the town of Alpine, and

WHEREAS the Governing Body of the Town of Alpine desires to provide signage to alert people to their entry into the Town of Alpine, a Music Concert Series that benefits residents and visitors, to continue to provide services for residents and visitors at the Alpine Information Center, and to upscale the Winter Jubilee.

NOW, THEREFORE BE IT RESOLVED THAT THE GOVERNING BODY OF THE TOWN OF ALPINE voted on February 20, 2024, to make 4 applications to the Alpine Travel and Tourism Board for the following projects to be completed within FY 2025 (July 1, 2024 – June 30, 2025):

- 1) Town of Alpine Welcome Sign Project – Total Cost: \$75,000.00 – Town of Alpine Match: \$15,000.00 (20%)
- 2) Town of Alpine Music in the Mountains Summer Series: Total Cost \$25,000.00 – Donations from Sponsors: Not estimated in paperwork submitted – **Town Council will need to determine appropriate match in donations.**
- 3) Town of Alpine Information Center Support: Total Cost \$60,000.00 – Town of Alpine Match: \$12,000.00 (20%)
- 4) Town of Alpine Winter Jubilee: Total Cost \$10,000.00 – Town of Alpine Match: \$2,000.00 (20%)

BE IT FURTHER RESOLVED that Eric Green, Mayor of the Town of Alpine, is hereby designated as the authorized representative of the Town of Alpine on all matters relating to these projects.

PASSED, APPROVED AND ADOPTED THIS 20th day of February 2024.

Vote: Yea, Nay, Absent, Abstain

Eric Green, Mayor

ATTEST:

Monica I. Chenault, Clerk/Treasurer

Town of Alpine Council Approval Request

Date: February 15, 2024

Department Name: Events

Name: Melody

Email Address: admin@alpinewy.gov

Seeking approval from the Alpine Town Council to apply for a grant from the Alpine Travel & Tourism Board.

We plan to upscale the snow box portion of the Alpine Winter Jubilee in 2025 with the assistance of the Star Valley Arts Council. We would also like to hire fire dancers just like the ones that LAVA HOT SPRINGS hires for their Fire and Ice Winterfest. The fire dancers would replace the fireworks show. We would like to apply for a grant to the Travel & Tourism Board for \$ 8,000 – \$10,000.

Town of Alpine Council Approval Request

Date: February 13, 2024

Department Name: Public Works

Name: Craig Leseberg

Email Address: publicworks@alpinewy.gov

Seeking approval from the Alpine Town Council to apply for a grant from the Alpine Travel & Tourism Board.

Almost 2 years ago we sought quotes for three new Welcome to the Town of Alpine signs. We are requesting approval to apply for a grant from the Travel and Tourism board to assist us with funding this project. We have reached out to several companies for quotes. Currently the information below is what we have obtained.

This project could be as simple as the standard aluminum signs on up to designed welcome signs. I recommend not exceeding \$25,000 each. My request is for approval from the Town to allow me to apply for a grant through travel and tourism and to agree to provide a match for the grant I will be requesting.

I would like the town to provide a match between 10% - 20%. At most I would be requesting the town to contribute \$15,000.

The basic sign would cost around \$6,000. I have included an estimate for the 4 x 8 aluminum signs. That quote does not include posts. I have estimated the costs of posts and labor that it would cost to install all three signs.

I have considered buying only the sign portion of the professional designs that come in, Then in house or with the assistance of our engineers configuring the base ourselves, and I am open to that however I feel it is worth the cost to have them engineer the base for their product, so it meets wind speed requirements etc. Sometimes piecing things out is not effective.

Attached you will find the concepts of one sign company that has been responsive to our request for quotes. Others did respond, however have not produced any concepts to date - they could still come in and the remaining sign companies have not yet responded, and my requests were submitted 4 weeks ago.

The costs of the attached sign designs b, c, d are estimated at 15,000 – 20,000 each, with concept C being the most expensive. Concept A will be the least expensive sign,

I have requested a quote for Concept A and Concept D. We can only request two quotes at no charge. If those quotes come in I will attach them to this request.

At this point picking out a design is not necessary. I only need approval to apply for the grant and if the council is willing to approve a match and if so, what is the match limitation so I can prepare my grant application.

fastsigns.com/552

Payment Terms: Cash Customer

Created Date: 2/1/2024

DESCRIPTION: 3 Welcome signs

Bill To: Town of Alpine
PO Box 3070
Alpine, WY 83128
US

Pickup At: FASTSIGNS
370 E Elva St
Idaho Falls, ID 83401
US

Requested By: Craig Leseberg
Email: publicworks@alpinewy.gov
Work Phone: (307) 880-2869
Cell Phone: (307) 880-2869

Salesperson: Nathan Smith
Email: nathan.smith@fastsigns.com

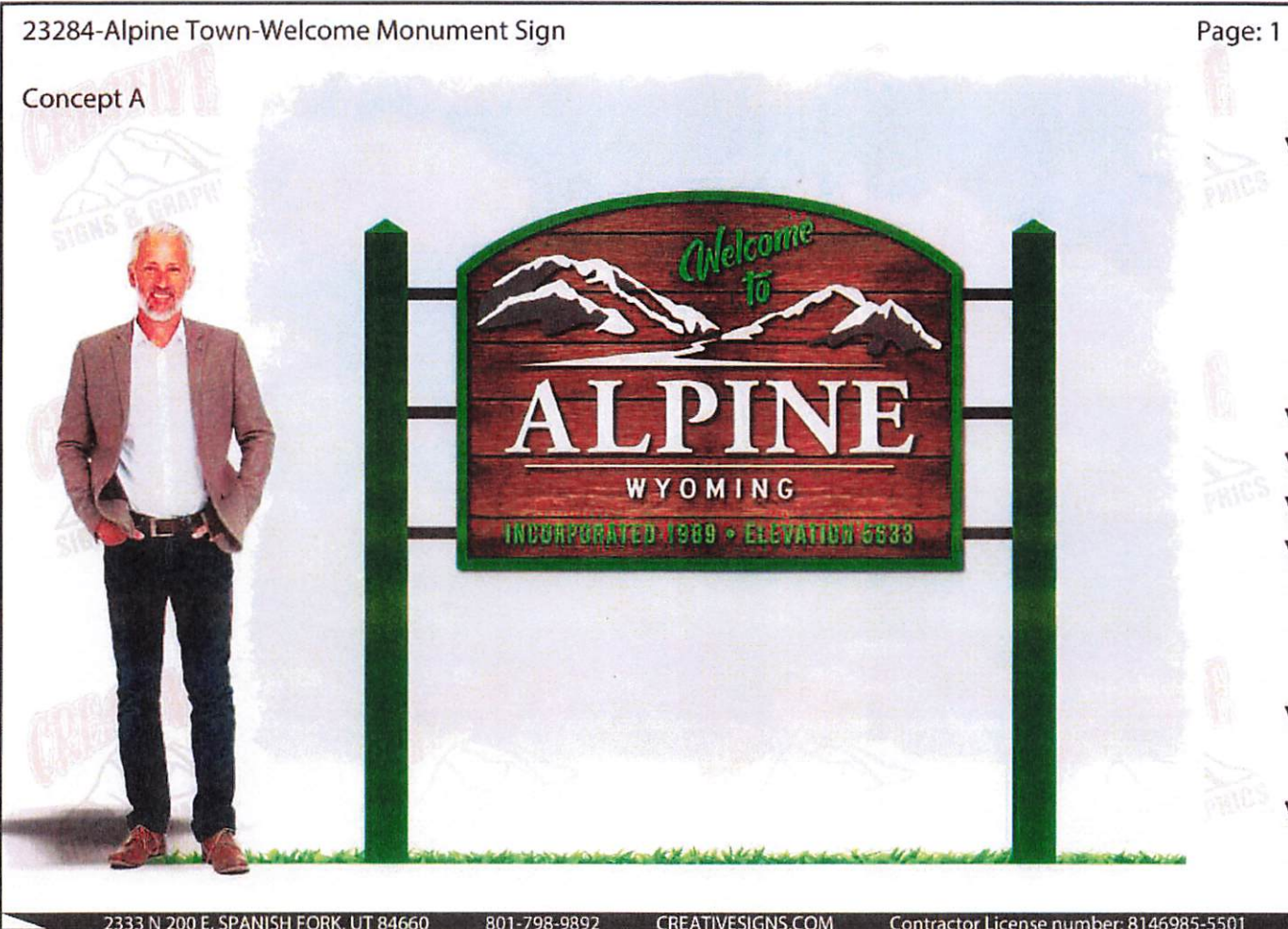
NO.	Product Summary	QTY	UNIT PRICE	TAXABLE	AMOUNT
1	-Print Set Up, Layout and Proofing Includes basic design and proof, plus 1 revision. Each additional revision will be \$25 each.	1	\$38.00	\$0.00	\$38.00
1.1	Print Set Up - Part Qty: 1				
2	6mm ACM Reflective w/ lam WxH	3	\$916.7667	\$2,750.30	\$2,750.30
2.1.1	Blank - ACM 6mm - Part Qty: 1 Width: 96.00" Height: 48.00" Sides: 1 Text: WELCOME TO ALPINE				
2.1.2	Vinyl - Reflective, Printed w lam - En.Grade - Part Qty: 1 Width: 96.00" Height: 48.00"				
2.1.3	Overlaminates- 2mil Gloss 3M 8518 - Part Qty: 1 Width: 96.00" Height: 48.00" Sides: 1				

Subtotal:	\$2,788.30
Taxable Amount:	\$2,750.30
Taxes:	\$165.02
Grand Total:	\$2,953.32

23284-Alpine Town-Welcome Monument Sign

Page: 1

Concept A



COMPANY NAME:

Alpine Town

INSTALL ADDRESS:

BILLING ADDRESS:
Alpine, Wyoming

CONTACT NAME:
Craig Leseberg

PHONE:
(307) 880-2869

DATE:
2-5-2024

DESIGN NUMBER:
23284

SALES PERSON:
Alyvia

DESIGNER:
Darlene

THIS DRAWING WAS CREATED TO ASSIST YOU IN VISUALIZING OUR PROPOSAL AND CANNOT BE COPIED OR REPRODUCED IN ANY FORM. THE ORIGINAL IDEAS HEREIN ARE THE EXCLUSIVE PROPERTY OF CREATIVE SIGNS & GRAPHICS. DRAWINGS IS REFERENTIAL ONLY. SCALE, COLOR AND OTHER MAY VARY REFER TO PROPOSAL FOR EACH SPECIFICATIONS.

CUSTOMER APPROVAL:

SALES PERSON SIGNATURE:

DATE: _____

2333 N 200 E, SPANISH FORK, UT 84660

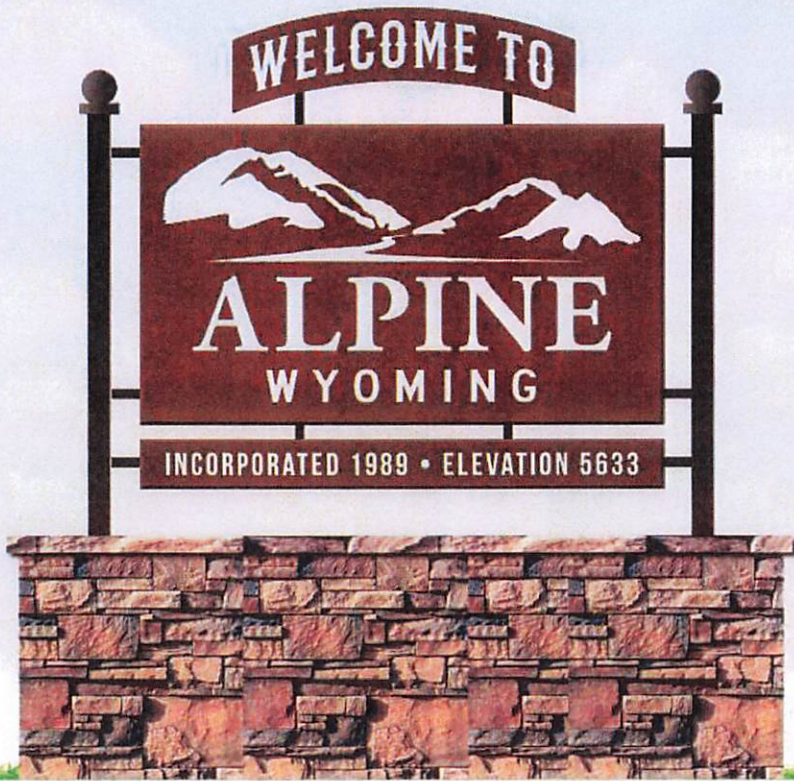
801-798-9892

CREATIVESIGNS.COM

Contractor License number: 8146985-5501

23284-Alpine Town-Welcome Monument Sign

Concept B



COMPANY NAME:

Alpine Town

INSTALL ADDRESS:

Alpine, Wyoming

BILLING ADDRESS:

Alpine, Wyoming

CONTACT NAME:

Craig Leseberg

PHONE:

(307) 880-2869

DATE:

2-5-2024

DESIGN NUMBER:

23284

SALES PERSON:

Alyvia

DESIGNER:

Darlene

CUSTOMER APPROVAL:

X

SALES PERSON SIGNATURE:

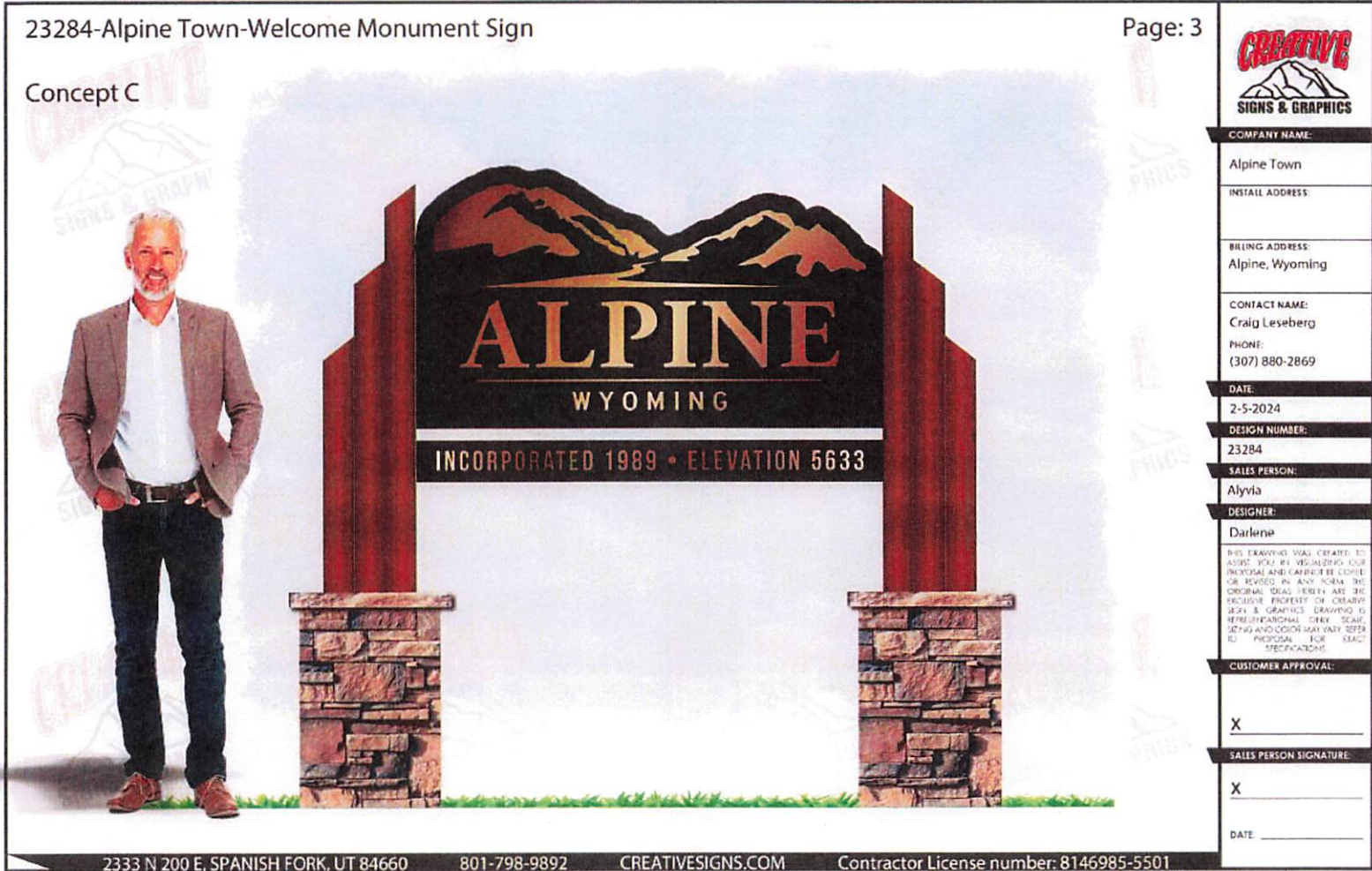
X

DATE:

23284-Alpine Town-Welcome Monument Sign

Page: 3

Concept C



COMPANY NAME:

Alpine Town

INSTALL ADDRESS:

BILING ADDRESS:
Alpine, Wyoming

CONTACT NAME:
Craig Leseberg

PHONE:
(307) 880-2869

DATE:
2-5-2024

DESIGN NUMBER:
23284

SALES PERSON:
Alyvia

DESIGNER:
Darlene

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DIMENSIONS AND COLOR MAY VARY FROM
THE PROPOSAL FOR EACH
SPECIFICATION.

CUSTOMER APPROVAL:

X

SALES PERSON SIGNATURE:

X

DATE:

2333 N 200 E, SPANISH FORK, UT 84660

801-798-9892

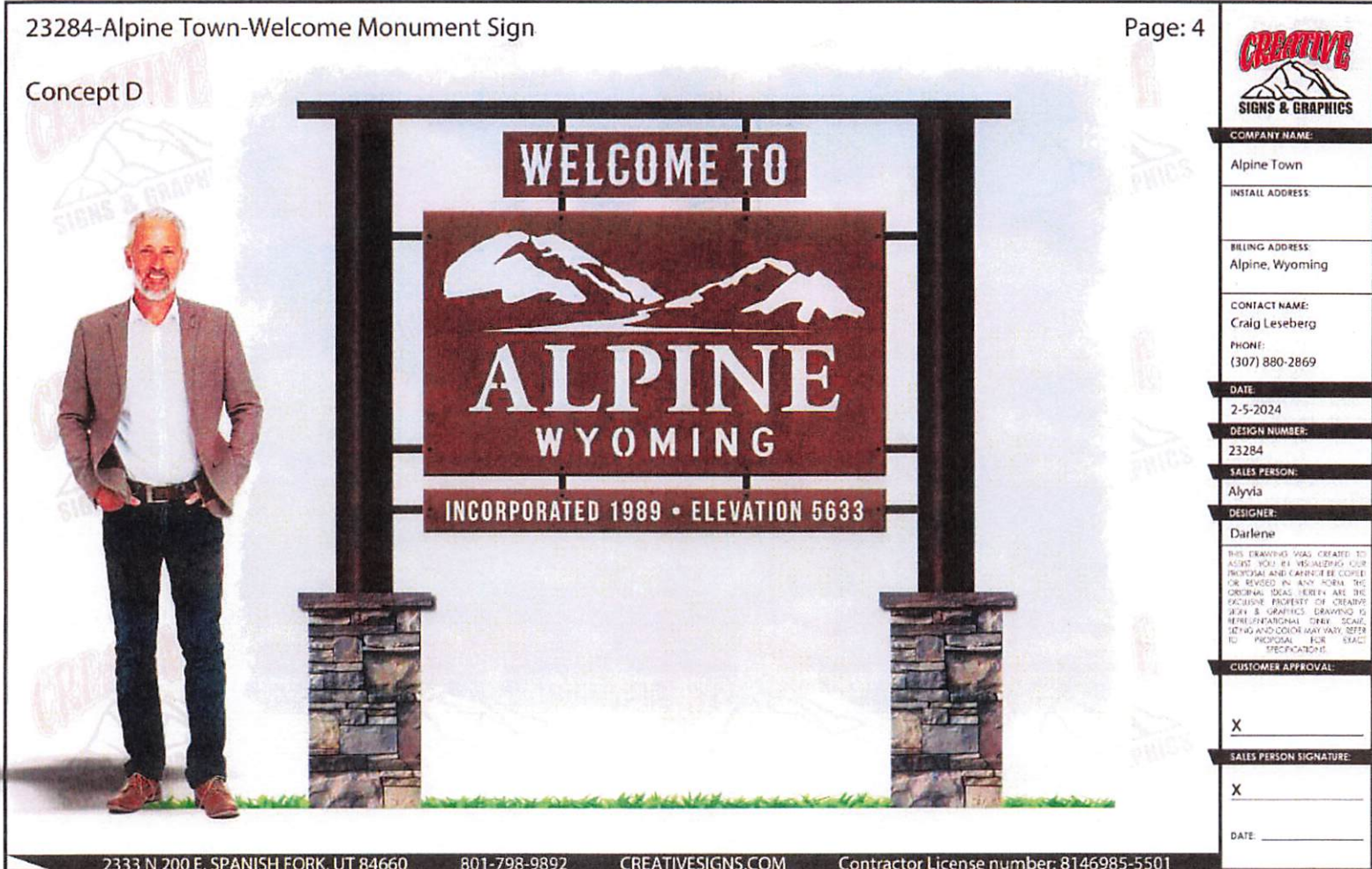
CREATIVESIGNS.COM

Contractor License number: 8146985-5501

23284-Alpine Town-Welcome Monument Sign

Page: 4

Concept D



COMPANY NAME:

Alpine Town

INSTALL ADDRESS:

Alpine, Wyoming

BILLING ADDRESS:

Alpine, Wyoming

CONTACT NAME:

Craig Leseberg

PHONE:

(307) 880-2869

DATE:

2-5-2024

DESIGN NUMBER:

23284

SALES PERSON:

Alyvia

DESIGNER:

Darlene

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CUSTOMER APPROVAL:

X

SALES PERSON SIGNATURE:

X

DATE:

2333 N 200 E, SPANISH FORK, UT 84660

801-798-9892

CREATIVESIGNS.COM

Contractor License number: 8146985-5501



**Town of Alpine
RESOLUTION 2024-005**

A RESOLUTION COMMITTING SUPPORT ON BEHALF OF THE GOVERNING BODY OF THE TOWN OF ALPINE TO SUBMIT AN APPLICATION WITH THE FEDERAL LANDS ACCESS PROGRAM.

WITNESSETH

WHEREAS Greys River Road is a Street within the Town of Alpine that leads to the Greys River Road in the Bridger-Teton National Forest; and

WHEREAS Greys River Road is one of the most popular forest roads in the Bridger-Teton National Forest, running almost 60 miles from Alpine south to Tri Basin Divide; and

WHEREAS Greys River Corridor within the Bridger-Teton National Forest encompasses the area surrounding the Greys River itself and the Greys River Road, and offers numerous opportunities for fishing, kayaking, camping, hiking, OHV riding and horseback riding; and

WHEREAS Greys River Corridor within the Bridger-Teton National Forest provides access to several trails in the Wyoming and Salt River Ranges; and

WHEREAS Greys River Road within the Town of Alpine is used heavily by traffic accessing Greys River Road within the Bridger-Teton National Forest.

NOW, THEREFORE BE IT RESOLVED THAT THE GOVERNING BODY OF THE TOWN OF ALPINE voted on February 20, 2024, to make application to the Federal Lands Access Program (FLAP) for a grant to complete the roadway section and pave the Gray’s River Road within the Town of Alpine limits and complete the parking lot at the entrance of the Forest Service. Upon completion of this project, the Town of Alpine will be required to maintain the parking lot at the entrance of Bridger-Teton Forest. The Town of Alpine will engage Jorgensen Engineering to complete the grant application and provide support throughout the application process for an amount not to exceed \$8,000.00. The application deadline is April 30, 2024.

BE IT FURTHER RESOLVED that Eric Green, Mayor of the Town of Alpine, is hereby designated as the authorized representative of the Town of Alpine on all matters relating to this project.

PASSED, APPROVED AND ADOPTED ON THIS 20TH DAY OF FEBRUARY 2024.

Vote: Yea, Nay, Absent, Abstain

Eric Green, Mayor

ATTEST:

Monica I. Chenault, Clerk/Treasurer

January 26, 2024

Town of Alpine, Wyoming
250 River Circle
Alpine, Wyoming 83128

We are pleased to confirm our understanding of the services we are to provide the Town of Alpine, Wyoming for the year ended June 30, 2024. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Alpine, Wyoming as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the Town of Alpine, Wyoming's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Alpine, Wyoming's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules for the Major Funds
3. Schedules of employer's share of net pension liability and employer contributions

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the Town of Alpine, Wyoming and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Alpine, Wyoming is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Alpine, Wyoming's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any nonaudit services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management’s views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Audit Administration and Fees

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Town of Alpine, Wyoming; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of DeCoria & Company, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of DeCoria & Company, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit each year at a time agreed to by both management and DeCoria & Company, PC and to issue our reports in a timely manner. David DeCoria is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be \$22,500 for the 2024 audit. If an A-133 Audit is required, we will bill you separately for that work with a not-to-exceed amount of \$5,000 per audit. You will also be billed for travel and other out-of-pocket costs (such as report reproduction, word processing, postage, copies, telephone, etc.) in an amount not-to-exceed \$1,000 per audit. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Other Matters

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2019 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Town of Alpine, Wyoming and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully submitted,

DeCoria & Company, PC

DeCoria & Company, PC

RESPONSE:

This letter correctly sets forth the understanding of the Town of Alpine, Wyoming.

By: _____

Title: _____

Date: _____

Town of Alpine
Planning & Zoning



Chairman:

Melisa Wilson

Commission Members:

Susan Kolbas

Dan Schou

Mayor Green & Council Members;

Recommendation for Replat Approval
Hafeez Addition to the Town of Alpine

The Planning and Zoning Commission met at their monthly Commission meeting and reviewed the replat application and associated plat map submitted by Surveyor Scherbel, LTD., on behalf of Rehman Hafeez for the simple subdivision replat application for the property located at the Junction of US Highway 26/89 and Wintergreen Drive.

Mr. Karl Scherbel was in attendance to discuss the re-plat project with those present. Ms. Christine Wagner presented the staff report for the application. It was noted that there was no written opposition to the subdivision and there was no verbal opposition present at the meeting.

Mr. Dan Schou moved to approve the simple replat application for Rehman Hafeez, RE-Plat #01-24, for the property known as the Hafeez Addition to the Town of Alpine; the replat is CONTINGENT upon the required ten (10) days posting of the finalized annexation ordinance. This simple subdivision (replat) will have an effective date of February 22nd, 2024. This recommendation will be sent to the Town Council for their consideration. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.



REPLAT PERMIT APPLICATION

CHECK ONE: () SIMPLE () MINOR () MAJOR

Owner Information:

Owner

Rehman Hafeez

Phone: 310-808-5905

Mailing Address

23040 Cumorah Crest Drive, Woodland Hills, California 93164

Project's Physical Address

Legal Description (Lot#, Block, Tract & Sub-division)

T37N R118W Section 20

Land Surveyor/Engineer (must be registered in the State of Wyoming)

Surveyor Scherbel Ltd PO Box 725, Afton, WY, 83110

Architectural/Structural/Engineer (if any)

Description of Project & Purpose

The applicant, Rehman Hafeez, is currently in the process of annexing his property into the Town of Alpine under the MRC - Mixed Residential and Commercial District. The property is located at the intersection of Wintergreen Drive and U.S. Highway 89 and lies between Wintergreen Drive and Old Alpine County Road No. 12-100. The property is approximately 10.05± acres and the applicant is applying for a permit to divide the property into two (2) commercial/multi-family lots.

Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner	<i>see attached</i>	Mailing Address
Owner		Mailing Address
Owner		Mailing Address
Owner		Mailing Address
Owner		Mailing Address
Owner		Mailing Address
Owner		Mailing Address
Owner		Mailing Address

Signature of Owner or Authorized Representative

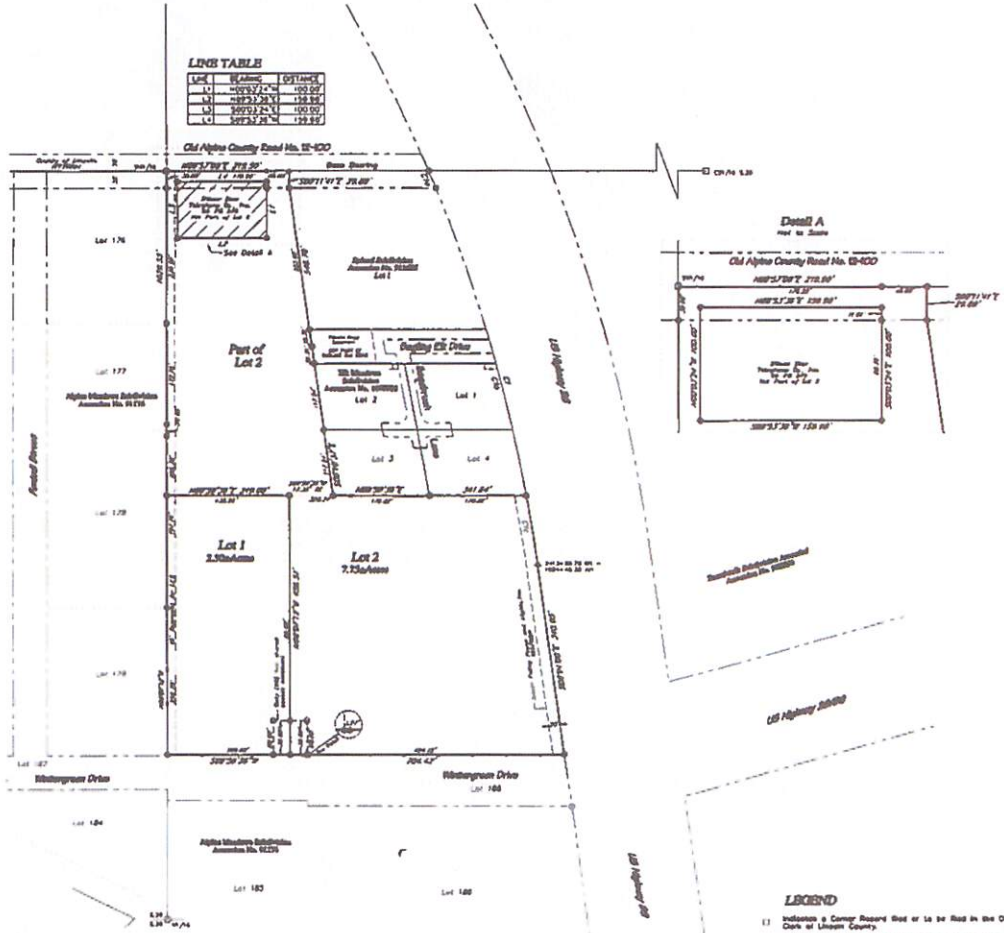
James Delora, Surveyor Scherbel
FOR TOWN USE ONLY

Date

12/1/2023

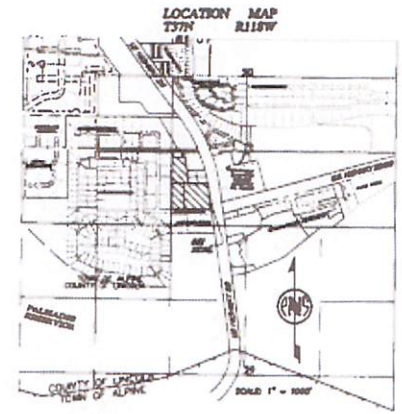
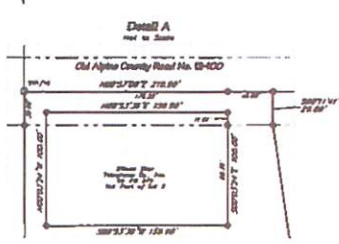
Date Received	Permit #:	Zoning
Permit Fees	Paid: (Check #/Cash)	Date Paid
Town Surveyor Review	Town Engineer Review	Fire Dept. Review

HAFEEZ ADDITION



LINE TABLE

LINE	BEARING	DISTANCE
L1	S00°27'21"W	100.00'
L2	S72°13'21"W	100.00'
L3	S00°27'21"W	100.00'
L4	S02°27'21"W	100.00'



CERTIFICATE OF SURVEYOR
 STATE OF WYOMING } SS.
 COUNTY OF LINCOLN }
 I, Marlene A. Scherbel, of Alphi, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by me personally under my supervision during January 2023 and from records in the Office of the Clerk of Lincoln County and that I surveyed the plat in accordance with the Statutes of Wyoming.

This plat is a part of the SE1/4SW1/4 of Section 25, T37N R11W Lincoln County, Wyoming, being part of Block 1038 of record in the Office of the Clerk of Lincoln County as shown on Photostatic Records on page 257 and page 268, described as follows:

BEGINS at the northeast corner of said SE1/4SW1/4;

thence S89°37'00"E, 219.50 feet, along the north line of said SE1/4SW1/4, to a spike;

thence S02°27'21"E, 35.00 feet, to a point on the south line of said line of the Alpha County Road No. 12-400;

thence S07°33'37"E, 548.78 feet, to a point on the south line of said line on page 257;

thence N85°23'25"E, 341.84 feet, going said south line, to a point on a north-south line of a roadway right-of-way line of U.S. Highway 20, 1172.20 feet, to a spike;

thence southwesterly 171.42 feet, along the arc of said curve, through a center of said curve, with a radius of 278.77 feet, to Station 2+13+36.78 85+162+64.36 feet;

thence S07°34'00"E, 340.25 feet, along said westerly right-of-way line, to the southeast corner of said tract on page 268;

thence N89°27'13"E, 104.42 feet, along the south line of said tract, to the southeast point shown;

thence N82°07'17"E, 1029.25 feet, along the west line of said SE1/4SW1/4, to the corner of Wyoming;

EXCEPTS that tract of record in said Office in Book 83 of Photostatic Records on page 262;

EXCEPTS an area of 10.00 acres, more or less;

that said addition was lawfully surveyed, that the parties thereto are duly and lawfully informed of their rights and obligations, including appropriate provisions for utility easements, and that the surveyor has provided a true and accurate plat of the addition, and that the bearings are correctly shown hereon.

That, to the best of my knowledge, it conforms with the established order of the Town of Alpha and is an appropriate state subdivision.

that the error of closure is not greater than one part in Sixty-Six thousand.



The foregoing instrument was acknowledged before me by Marlene A. Scherbel who is duly sworn, on this 20th day of January, 2023. I observed her sign and acknowledged this plat.

CERTIFICATE OF OWNERS
 STATE OF WYOMING } SS.
 COUNTY OF LINCOLN }
 We, the undersigned hereby certify that the addition of part of the SE1/4SW1/4 of Section 25, T37N R11W, within the incorporated limits of the Town of Alpha, Lincoln County, Wyoming, as shown on this plat and more particularly described in the Certificate of Surveyor, is with this consent and in accordance with the desires of the owner and proprietor of the described lands.

That the name of the addition shall be the **HAFEEZ ADDITION** in the Town of Alpha;

That the sixty (60) feet shared driveway easement is granted to each lot owner;

That the undersigned owner hereby reserves a perpetual right of ingress, egress and utility easement, unless and unless the owner hereof reserves otherwise in writing or in some other recorded instrument, and all utilities to whatever utility and under any easement;

That said addition is subject to any easements of record;

That this addition is subject to that description of Easements, Conditions, and Restrictions of record in said Office in Book 83 of Photostatic Records on pages 262, 263, and 264;

That Wyoming law does not recognize any riparian rights to the northeast corner line of a stream or river for persons living on the banks of a stream or river;

That all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released.

Signature of Owners:

Signature Obtained by Separate Affidavit: _____

Signature Hafeez, Owner _____

CERTIFICATE OF MORTGAGES
 STATE OF WYOMING } SS.
 COUNTY OF LINCOLN }
 The First Bank of Wyoming, Division of Chester Bank certifies that it is the holder of a deed of mortgage of record in the Office of the Clerk of Lincoln County, in Book 101 of Photostatic Records on page 179 for that part of the SE1/4SW1/4 of Section 25, T37N R11W, within the incorporated limits of the Town of Alpha, Lincoln County, Wyoming, under the Certificate of Surveyor and same hereby certifies to the Hafeez Addition as shown hereon and that the same is a part of the description of the land and same is hereby acknowledged in the Hafeez Addition as shown hereon and that the mortgage shall be subordinate to the additions and easements shown hereon and hereon.

First Bank of Wyoming, Division of Chester Bank

Signature Obtained by Separate Affidavit _____

-ADVANCE PLAT-
 SUBJECT TO CORRECTION
 AND APPROVAL

CERTIFICATE OF ACCEPTANCE
 STATE OF WYOMING } SS.
 COUNTY OF LINCOLN }
 The foregoing HAFEEZ ADDITION to the Town of Alpha was approved at the regular meeting of the Alpha Town Council on the 20th day of January, 2023, in accordance with Sections 13-1-1(a) and 13-1-1(b), Wyoming Statutes, 2023, as amended.

Attest: _____ Town of Alpha

Mayor: _____

Signature: _____

Signature: _____

- LEGEND**
- 1) Indicates a Corner Record that is to be Read in the Office of the Clerk of Lincoln County.
 - 2) Indicates a 5/8" x 3/4" steel reinforcing rod with an aluminum cap inscribed: "SURVEYOR SCHERBEL, L.D." and other details, see this survey.
 - 3) Indicates a 5/8" x 3/4" steel reinforcing rod with an aluminum cap inscribed: "SURVEYOR SCHERBEL, L.D." and other details, found this survey.
 - 4) Indicates a 5/8" x 3/4" steel reinforcing rod with a 2" aluminum cap inscribed: "1536447" and other details, found this survey.
 - 5) Indicates a calculated position, no monument found or set.
 - 6) Indicates a 6" x 8" concrete post with brass marker inscribed: "T312E" inscribed "60°1'0.00" S45W41", with appropriate details, found this survey.
 - 7) Indicates an easement line.
 - 8) Indicates a right-of-way line.
 - 9) Indicates an existing Jones.
- The Base Starting for this survey is the north line of the SE1/4SW1/4 of Section 25, T37N, R11W, being N89°37'00"E.

CURVE TABLE

CURVE	ARC	CENT.	ANGLES	CHORD BEARING	CHORD	TANGENT
C1	171.42'	145°57'00"	278.77'	S72°13'21"	219.50'	262.80'
C2	33.00'	85°00'00"	278.77'	S27°13'21"	33.00'	56.21'
C3	341.84'	82°07'17"	278.77'	S89°27'13"	341.84'	274.72'
C4	171.42'	72°52'59"	278.77'	S07°34'00"	171.42'	155.77'

SURVEYOR SCHERBEL, L.T.D.
 PROFESSIONAL LAND SURVEYORS

1012 W. 14th Street - Cheyenne, WY 82002-1402
 TEL: 337-1402 FAX: 337-4017
 MOBILE: 337-2311
 WEBSITE: www.scherbel.com

DATE: 10/20/2023
 TIME: 10:00 AM
 PROJECT: HAFEEZ ADDITION

HAFEEZ ADDITION
 TO THE TOWN OF ALPHIA
 WITHIN
 SECTION 7, ITEMG.
 SE1/4SW1/4 SECTION R11
 T37N COUNTY OF LINCOLN, WYOMING

Town of Alpine Legal Notice Request for a Simple Re-Plat

Notice is hereby given that on January 15, 2024; applicant Rehman Hafeez, has filed a replat application with the Town of Alpine, requesting a simple subdivision replat of the property known as the Hafeez to the Town of Alpine, which will encompass a total area of 10.05 +/- acres of land, within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming.

The subject property will be divided into two (2) lots; Lots #1 encompass an area of 2.30 +/- acres of land and Lot #2 will encompass an area of 7.75 +/- acres of land.

The property is located on the northwest side of Wintergreen Drive and US Highway 26/89 (Alpine Junction); {the property lies between Wintergreen Drive and Old Alpine – County Road No. 12-100}. The property is currently zoned as Mixed Residential and Commercial (MRC). Allowable uses are found in Part 3 of the Land Use and Development Code (LUDC) available on the Town of Alpine Website at:

alpinewy.gov/government/planning-zoning/land-use-development-code

A conceptual map of the replat is attached for review. The Planning and Zoning Administrator and/or Planning & Zoning Commission will take comments on the replat up until Monday, February 12th, 2024, by 4:00 p.m.

Simple subdivision regulations do not require a public hearing; however, notice has been given to all property owners located within a five hundred (500) foot radius of the proposed replat. The replat application and an advanced plat will be presented to the Planning and Zoning Commission at their scheduled meeting on February 13, 2024, with recommendations for approval, approval with contingencies or denial of the replat application/map. If approved a final plat map will be recommended for authorized signature by the Town Council, at their February 20th, 2024, Town Council Meeting.

Contact the Alpine Town Hall Office at (307) 654-7757, extension #7 for additional information and/or to submit your comments. Written comments can be submitted to:

Christine Wagner, Zoning Administrator
Town of Alpine
PO Box 3070 - Alpine, WY 83128
Email Address: [planning @alpinewy.gov](mailto:planning@alpinewy.gov)

February 9, 2024

Rehman Hafeez Lots #1 & 2 ~ Hafeez Addition Wintergreen Drive Simple Replat

Staff Report from the Zoning Administrator

- 1 The application and related filing fees have been submitted and processed by the Town of Alpine. All prepared forms have been deemed acceptable.
- 2 The Preliminary Plat has been submitted with applicant's lot boundaries lines identified. Information has been deemed acceptable.
- 3 All property Owners within the five hundred (500) foot radius have been notified of the proposed boundary line amended, with ample opportunity give to respond to the mailing. Response deadline was established as Monday, February 12th, 2024.
- 4 A total of Sixty-Eight (68) notifications were mailed, of those mailings six (6) property owners had one or more lots within the notification area. The Town has received **NO** return mailings.
- 5 Of the mailings distributed, **to date**, there has been one (1) verbal inquiry as to the replat application. That inquiry was seeking additional information as to the intent of the future development.
- 6 A Planning & Zoning Commission Meeting will be held to review and receive any and all additional comments from area property owners, review proposed re-plat map on the submitted application. Subsequently, a recommendation will be made to the Town Council for their consideration and/or subsequent approval on presented simple subdivision re-plat.

Comments by Zoning Administrator:

As part of the application process the applicant is to provide a description of the proposal and purpose of the replat. The description provided stated: The applicant, Rehman Hafeez, is currently in the process of annexing his property into the Town of Alpine under the MRC {Mixed Residential and Commercial District}. The property is located at the intersection of Wintergreen Drive and US Highway 89 and lies between Wintergreen Drive and Old Alpine County Road No. 12-100. The property is approximately 10.05+/- acres and the applicant is applying for a permit to divide the property into two (2) commercial/multi-family lots.

As part of the review and approval process the applicant/representative has had a pre-application conference. During the pre-application review process, "preliminary" plans were made available for the proposed project. The property has recently been annexed into the incorporated boundaries and once a lot split has been completed, proposed development/building plans will be submitted.

With that said, applicants are to follow the guidelines that have been established by the Town in the Alpine Land Use and Development Code (LUDC) regarding the use of the property within their established zoning district. The "MRC" Mixed Residential and Commercial District has specifically established the Intent and Purpose of the District: This district is intended to accommodate a combination of residential multi-unit housing, retail commercial facilities, and other commercial services within selected areas of the community that are immediately accessible to primary roadways and near other residential district in the community. The purpose of the "MRC" District is to establish viable commercial expansion areas that can serve and be accessible to the entire community, as well as those residing in multi-unit housing within the "MRC" District. It is envisioned that multi-unit residential uses will, in some cases, be combined with approved commercial uses within one structure.

The simple subdivision process is the quickest and easiest way to complete a basic lot split. The simple subdivision only allows for the creation of one (1) additional lot or parcel. With this process there are no changes to the current zoning. Notifications are sent to landowners within five hundred (500) feet of the proposed simple subdivision. Upon scheduling the application, the Planning and Zoning Commission shall review and discuss the recommendations of the Zoning Administrator. Although no public hearing will be required, all notified property owners shall have fifteen (15) business days to submit their comments; this notification has allowed area landowners until February 12th, 2024, to submit their comments. Subsequently, the Planning and Zoning Commission shall approve, approve with conditions or modification, or deny the proposed subdivision. If approved by the Planning and Zoning Commission, the preliminary plat of the simple subdivision shall be deemed and accepted as a final plat. However, it is customary the Commission sends a recommendation to the Town Council for their information and consideration. If approved with modifications, the preliminary plat shall be revised and filed by the applicant as a final plat with the Zoning Administrator. Any appeal of the decisions by the Planning and Zoning Commission shall be made to the Alpine Town Council.

Zoning Administrator Recommendation:

There has been only one (1) inquiry regarding the lot split, that inquiry was more inquisitive in nature inquiry regarding the development of the land. The applicant has demonstrated and/or met the requirements for the submitted simple subdivision application. It is my view that this lot split does not appear to be harmful to the adjacent neighbors, as this property was annexed into the incorporated boundaries under the "MRC" Mixed Residential and Commercial Zoning District. Permitted uses for this parcel are outlined in Section 3-204 (b) of the LUDC. If at a future date, development is proposed on these parcels, the applicants and/or developers will adhere to the currently adopted guidelines and/or regulations that are found in the LUDC.

It is my opinion that this replat application should be approved. There is no justifiable means that would warrant a denial of the replat, so with that I would have to recommend approval of the simple replat.

Furthermore: It should be noted that if the approved final plat is not recorded within one (1) year from the date of plat approval, or upon expiration of any time extension that may have been issued, the approval of such plat shall expire. Should the applicant thereafter desire to record the final plat, a new application for a new simple subdivision shall be required.

**TOWN OF ALPINE, WYOMING
RESOLUTION 2024-006**

A RESOLUTION TO ADOPT A REPLAT OF THE PROPERTY KNOW AS THE HAFEEZ ADDITION TO THE TOWN OF ALPINE.

WHEREAS on January 16, 2024, the Town of Alpine approved on the 3rd reading the Annexation of the Hafeez addition to the Town of Alpine; and

WHEREAS on January 15, 2024, Rehmen Hafeez filed a replat application with the Town of Alpine, requesting a simple subdivision replat of the Hafeez Addition to the Town of Alpine; and

WHEREAS on February 13, 2024, the Planning and Zoning Commission made a recommendation to approve the simple replat contingent upon the required ten (10) days posting of the final annexation ordinance.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING; THAT:

Replat of the Hafeez Addition to the Town of Alpine consistent with the attached Map (exhibit A) titled Hafeez Addition Advance Plat dated November 8, 2023, prepared by Surveyor Scherbel, LTD is hereby adopted in its entirety, and is effective February 22, 2024; and

BE IT FURTHER RESOLVED that Mayor Eric Green is hereby designated as the authorized representative of the Town of Alpine to act on behalf of the Governing Body on all matters relating to this issue.

PASSED, APPROVED AND ADOPTED this 20th Day of February 2024.

Vote: ___ Yes, ___ No, ___ Abstain and ___ Absent.

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk

Town of Alpine Planning & Zoning



Chairman:
Melisa Wilson

Commission Members:
Susan Kolbas
Dan Schou

Mayor Green & Council Members;

Recommendation for the Town of Alpine, Town Council to consider the immediate adoption of revisions to the Alpine Land Use and Development Code

The Planning and Zoning Commission met on Tuesday, February 13th, and at their regular monthly meeting discussed the need to implement immediate adoption of additional verbiage to the Single Family Residential (R-1) Section 3-202 (e) Minimum Setback; Multi-Family (R-2) Section 3-203 (f) Minimum Setbacks; and the Mixed Residential and Commercial District (MRC) Section 3-204 (f) Minimum Setbacks.

The language for consideration is as follows:

Setbacks are required specifically for safety, legal and aesthetic reasons. They provide a buffer that is meant to prevent encroachment over property lines, safety from possible traffic accidents flying into your property, snow removal, buffers from other land uses such as industrial and commercial, and incidentally provide open area around your structures. Setbacks establish the permitted location of structures and other improvements on a site. The Residential Use Building permit is a contract that you will put your structures where your site plan indicates. Inside these setback lines is referred to as the build-able area, development area and/or building envelope. A build-able area is the space created by the designated setback and height restrictions. It can be considered the specific area free from easements, property lines and other restrictions on where you can situate your structure on your property. The entire structure must fit within the build-able area, and all structures whether primary or accessory must be within the build-able area. It is important to note that a build-able area may be designated on your lot if it falls within a platted subdivision and may differ in size from the designed setbacks. **No development in the established setback area is allowed.**

Mr. Dan Schou moved to send a recommendation to the Town Council for their immediate consideration and subsequent implementation into the Alpine Land Use and Development Code, specified in the Single Family, Multi-Family and Mixed Residential and Commercial Zoning Districts. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- (4) Properties with less than ten thousand (10,000) square feet will be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary residential structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, will have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner will accept full responsibility for any and all costs for repairs.**

PROPOSED PLACEMENT:

- (5) Setbacks are required specifically for safety, legal and aesthetic reasons. They provide a buffer that is meant to prevent encroachment over property lines, safety from possible traffic accidents flying into your property, snow removal, buffers from other land uses such as industrial and commercial, and incidentally provide open area around your structures. Setbacks establish the permitted location of structures and other improvements on a site. The Residential Use Building permit is a contract that you will put your structures where your site plan indicates. Inside these setback lines is referred to as the build-able area, development area and/or building envelope. A build-able area is the space created by the designated setback and height restrictions. It can be considered the specific area free from easements, property lines and other restrictions on where you can situate your structure on your property. The entire structure must fit within the build-able area, and all structures whether primary or accessory must be within the build-able area. It is important to note that a build-able area may be designated on your lot if it falls within a platted subdivision and may differ in size from the designed setbacks. No development in the established setback area is allowed.
- (6) Corner Lots and Irregular Lots will have all street front setback guidelines and remaining sides will be considered side setbacks.
- (7) Any deviations from setback requirements will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.

(f) Maximum Building Height:

- (1) Primary residential structures will be thirty-five (35) feet or less in height.
- (2) The height of detached accessory structures will be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures will be placed behind the front plane of the existing residential structure.
 - aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; will have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
- (3) Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less; measuring the pitch end of the roof eaves, from the finished grade elevation.

Town of Alpine
Planning & Zoning



Chairman:

Melisa Wilson

Commission Members:

Susan Kolbas

Dan Schou

Mayor Green & Council Members;

**Recommendation for the Town of Alpine
to adopt the current International Energy Code**

The Planning and Zoning Commission met on Tuesday, February 13th, and at their meeting discussed the adoption of the International Energy Code.

Commission members feel that this adoption will aid the Town in effective building practices. The energy code sets minimum efficiency requirements for new and renovated buildings **to achieve reductions in energy use and emissions over the life of the building**. Energy codes are a subset of building codes, which establish baseline requirements and govern building construction. The code is founded on principles intended to establish provision consistent with the scope of the energy conservation code that adequately conserves energy, provisions that do not unnecessarily increase construction costs; provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of material, products or methods of construction.

Mr. Dan Schou moved to send a recommendation to the Town Council for consideration of the approval and adoption of the current International Energy Code via Town Ordinance. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

TOWN OF ALPINE FINANCIAL POLICY

Created 2/15/2024

VENDOR PAYMENTS POLICY AND PROCEDURE:

All Vendors must provide a W-9 before any payment is made.

Vendor Invoices (Bills to Pay) must be received by the last day of the month to be paid on the 3rd Tuesday of the following month. (Example: If we receive the bill on 1/31/2024, it would be paid on 2/20/2024). No late fees will be paid by the Town of Alpine unless the situation is consistent with W.S. 15-1-125(b).

The Alpine Town Council must approve all Invoices for payment at a Public town Council Meeting (the 3rd Tuesday of each month). All payments approved by the Town Council will be mailed on the Wednesday following the 3rd Tuesday. If an invoice is rejected by the Town Council, the Treasurer's Office will notify the Vendor. Invoices may be pulled out by the Town Council to get additional information; these invoices will be paid once any outstanding questions or concerns are rectified.

Vendor Payments for Routine Recurring Items may be paid by EFT. An EFT Vendor Approval List will be maintained by the Treasurer's Office and will be approved by the Town Council as needed to keep it current.

Credit Cards will be paid via EFT. Monthly the Treasurer's Office will reconcile the Credit Card Statement and post all transactions to their appropriate department.

All Vendor Invoices will be entered, and a payment voucher will be created for each invoice or group of invoices. Each voucher will have attached the documentation supporting the payment.

Vendor Statements received will be reconciled within 5 business days of receipt and signed by the person completing reconciliation.

Credit Cards will be paid via EFT. Monthly the Treasurer's Office will reconcile the Credit Card Statement and post all transactions to their appropriate department within 5 days of receipt. All Credit Card Transactions must have a receipt attached to the reconciliation voucher.

All Vendor Invoices, Receipts, and Credit Card Transactions will be reviewed for accuracy and to ensure no sales tax or late fees have been applied.

Invoices, Credit Card Transactions Documents, and Receipts must be returned to the Payables Department within 3 business days.

All Vendor Invoices, Receipts, and Credit Card Transactions must be itemized (a payment receipt will not be accepted – the receipt or invoice must be itemized).

Invoices not directly submitted to the Treasurer's Office by the Vendor will be turned over to the department heads for each department. The Department Head will place the correct GL account number on each item prior to presentation to the Treasurer's Department for entry into the accounting system.

If invoices are mailed or emailed directly to the payables department, they will be coded at entry into the accounting system.

Prior to review by the Town Council Department Heads will review each invoice and voucher for accuracy and sign to acknowledge each expense as a valid expense.

Monthly a Town Council member will review all Invoices and Vouchers no later than the Wednesday prior to the meeting held on the 3rd Tuesday. All Town Council members are encouraged to come into the Town Hall to review any or all bills or payments prior to the meeting.

A check register will be created by the Treasurer to submit to the Council in their meeting packet. Monthly a report will be generated by the Town Treasurer for all payments by Check, EFT, Transfer, or Wires to be submitted in the meeting packet, this report will be attached to the minutes of the meeting.

RESOLUTION 2024-007

ADOPT THE TOWN OF ALPINE FINANCIAL POLICY & PROCEDURE

A RESOLUTION TO ADOPT THE FFICIAL TOWN OF ALPINE FINANCIAL POLICY & PROCEDURE MANUAL FOR THE TOWN OF ALPINE.

WHEREAS The Town of Alpine retains the right to adopt a Financial Policy and Procedure Manual and to change its contents as it deems necessary; and

WHEREAS, this document is intended as a guide for consistent, efficient, and professional financial management.

NOW THEREFORE BE IT RESOLVED that the Town of Alpine Financial Policy and Procedural Manual as hereby accepted in its entirety and will be effective immediately with the passage of this resolution.

BE IT FURTHER RESOLVED that Eric Green, Mayor of the Town of Alpine, is hereby authorized to sign this resolution.

This resolution passed and adopted on this 20th day of February 2024.

Vote: Yes, No, Absent and Abstain.

Eric Green, Mayor

ATTEST:

Monica Chenault, Clerk/Treasurer

ORDINANCE 2024-001

AN ORDINANCE PROVIDING FOR A UNIFORM PROCESS OF REVIEWING PETITIONS FOR ANNEXATION FILED WITH THE TOWN OF ALPINE, WYOMING, BY THE LANDOWNERS WITHIN THE AREA PROPOSED TO BE ANNEXED, PURSUANT TO WYOMING STATUTE §15 – 1 – 401, ET. SEQ.; ESTABLISHING REQUIREMENTS FOR PETITIONERS TO GATHER AND SUPPLY EVIDENCE REQUIRED IN THE FINDINGS SET FORTH IN WYOMING STATUTE §15 – 1 – 402 AND TO PROVIDE SAID EVIDENCE CONCURRENT WITH THE PETITIOIN FOR ANNEXATION; DELCARING THAT THE PETITIONER CARRIES THE BURDEN OF PROOF ANY ASSERTATIONS OR CLAIMS PROFERRED DURING THE PETITION PROCESS AND HEARINGS; ESTABLISHING A REQUIREMENT OF A PRE-ANNEXATION MEETING TO BE HELD WITH THE PLANNING STAFF AND CLERK OF THE TOWN OF ALPINE, WYOMING; ESTABLISHING CLASSIFICATIONS FOR MAJOR AND MINOR ANNEXATIONS AND DEFINING THE CLASSIFICATIONS; ESTABLISHING A PRE – ANNEXATION FEE TO BE PAID BY THE PETITIONERS; ESTABLISHING A REQUIREMENT THAT THE PETITIONERS PREPARE ALL PUBLIC NOTICES AND PAY ALL COSTS ASSOCIATED WITH PUBLICATION OF SAID NOTICE, INCLUDING, BUT NOT LIMITED TO SUCH NOTICES RQUIRED BY WYOMING STATUTE § 15 – 1 – 402 (a) (vi) AND § 15 – 1 – 405 (b); ESTABLISHING A PETITION FEE STRUCTURE TO BE PAID BY PETITIONERS; ESTABLISHING A REQUIREMENT FOR THE DEPOSIT OF FUNDS TO COVER THE TOWN OF ALPINE, WYOMING’S COSTS FOR REVIEW OF THE PETITION AND EVIDENCE; EXEMPTING THE TOWN OF ALPINE, WYOMING FROM THE REQUIREMENTS OF THIS ORDINANCE.

WHEREAS, the Governing Body of the Town of Alpine, Wyoming, pursuant to Wyoming Statute § 15 – 1 – 103 (a) (xli) has authority to enact laws that regulate and protect the health, safety, and welfare of its citizens;

WHEREAS, the Governing Body of the Town of Alpine, Wyoming has authority, pursuant to Wyoming Statute § 15 – 1 – 401, et. seq. to receive petitions from landowners seeking to be annexed to the incorporated boundaries of the Town of Alpine, Wyoming; and

WHEREAS, the Governing Body of the Town of Alpine, Wyoming has determined that the process of review, gathering of information, planning, and publication of notice as set for the in Wyoming Statute §§ 15 – 1 – 401, et. seq. place a financial and time burden on the Town, which result in both an unfunded mandate from the Wyoming State Legislature and the subsidization by the citizens of the Town of Alpine, Wyoming of private land speculators and developers.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that:

17-__ - ____. Regulation of Petitions for Annexation by Private Landowners to the Town of Alpine, Wyoming

17- - Intent.

(a) The intent of this section is to promote the public health, safety, and welfare of the people of the Town of Alpine, Wyoming, to establish a process for review of annexation petitions prior to the filing of the petition with the Town of Alpine, Wyoming, to require petitioners for annexation to provide clear and convincing evidence of the information required for preparation of the annexation report as required by W.S. §15 – 1 – 402, assigning the burden of proof to the petitioner to support any claims made during the annexation process with clear and convincing evidence, to establish rules governing the annexation petition process, to set classifications of “minor” and “major” annexations, to establish pre-petition fees, annexation petition fees, requiring petitioners to pay a deposit to cover costs of the proceedings, and to require petitioners to pay the costs of all publication of notices required under W.S. §15 – 1- 402 and §15 – 1- 405.

(b) The Town of Alpine, Wyoming shall be exempt from any provision contained in this ordinance if the Town of Alpine, Wyoming is the petitioner for annexation under W.S. § 15 – 1 – 404.

17 - - Definitions.

(a) *Major annexation.* A major annexation shall be defined as any parcel of land proposed to be annexed to the Town of Alpine, Wyoming consisting of an area greater than two and one-half (2 ½) acres.

(b) *Minor annexation.* A minor annexation shall be defined as any parcel of land proposed to be annexed to the Town of Alpine, Wyoming consisting of an area of two and one-half (2 ½) acres or less.

17- - Prepetition Conference Required, Prepetition Fee Required, Information Petitioner to Provided at Prepetition Conference, Requirement that Prepetition Conference Statement and Proposed Petition be Reviewed and a Recommendation Made, Presentation of Proposed Petition to a Work Session of the Governing Body of the Town of Alpine, Wyoming Prior to Filing of Petition for Annexation

(a) All landowner(s) seeking annexation to the Town of Alpine, Wyoming shall, prior filing a petition for annexation, as outlined in W.S. § 15 – 1 – 403, attend a prepetition conference with representatives of the Town of Alpine, Wyoming planning and zoning department and the Town Clerk.

(b) All landowner(s) seeking annexation to the Town of Alpine, Wyoming shall pay, prior to the prepetition conference, a fee of seven hundred fifty dollars (\$750.00). In addition to the prepetition fee, the landowner(s) shall pay any costs for publication of notice of Town of Alpine Planning and Zoning hearing of the proposed petition as required by subsection (d) of this section.

(c) No less than five (5) days prior to the prepetition conference, all landowner(s) or their legal representatives shall file a memorandum, prepared and signed by the landowner(s) or their legal representatives, in which the following information is provided:

- (i) A clear and concise statement of the intended or planned use of the property if the annexation is granted;
- (ii) A clear and concise statement as to why the annexation of the area would be for the protection of the health, safety and welfare of the persons residing in the area and for the current residents of the Town. Statements containing conclusory statements and statements not supported by clear and convincing evidence will be deemed irrelevant;
- (iii) A clear and concise statement as to how the urban development of the area sought to be annexed would constitute a natural, geographical, economical and social part of the Town. Statements containing conclusory statements and statements not supported by clear and convincing evidence will be deemed irrelevant;
- (iv) A clear and concise statement as to how the area sought to be annexed would be a logical and feasible addition to the Town of Alpine, Wyoming and the extension of basic and other services customarily available to the residents of the Town of Alpine, Wyoming shall, within reason, be available to the area proposed to be annexed as well as a clear and concise statement of what actions the landowner(s) will take to install, pay for, and extend the services to the area sought to be annexed. Statements containing conclusory statements and statements not supported by clear and convincing evidence will be deemed irrelevant;
- (v) A clear and concise statement as to how the area sought to be annexed is contiguous with or adjacent to the Town of Alpine, Wyoming, or the area meets the requirements of W.S. § 15 – 1- 407. A map or most recent survey of the area sought to be annexed shall be included with the prepetition conference documents and statements;
- (vi) A clear and concise statement as to all utilities needed or potentially needed to serve the area sought to be annexed along with written proof that said utilities have been contacted and have received notification of the landowner(s) intent to seek annexation. The landowner(s) shall provide, as part of the exhibits included with the memorandum required under subsection (c) above, written proof from the utility provider that is ready and willing to provide the utility service;
- (v) Request for zoning of the area sought to be annexed with a clear and concise statement as to the reasoning for the zoning; and
- (vi) Proof of payment of the prepetition conference fee.

(d) If, after the prepetition conference, the representatives of the Town of Alpine, Wyoming planning and zoning department and the Town Clerk determine that the statements and supporting documentation and exhibits are complete and meet the standards outlined in (c) (i) – (vi) above, the proposed petition, along with the prepetition conference statements and supporting documentation and exhibits submitted by the landowner(s) shall be delivered by the

Town Clerk to the Town of Alpine, Wyoming Planning and Zoning Board for review at the board's next scheduled meeting. The proposed petition, along with the prepetition conference statements and supporting documentation and exhibits submitted by the landowner(s) shall be provided to the board no less than five (5) days prior to the board's next scheduled meeting. If the prepetition conference is held less than ten (10) days prior to the board's next scheduled meeting, then the review by the board shall be scheduled to occur at the following regularly scheduled board meeting.

(e) During the hearing on the proposed petition and request for zoning pursuant to (d) above, the landowner(s), or their legal representative, shall be present at said hearing. It shall be the burden of the landowner(s), or their legal representative, to provide clear and convincing evidence of all statements, representations, evidence, and exhibits contained in the proposed petition, request for zoning, and any other claim are truthful and based on actual evidence and not conclusory or promotional in nature.

(f) After the prepetition review hearing held by the Town of Alpine, Wyoming Planning and Zoning Board, the board shall file with the Clerk of the Town of Alpine, Wyoming a written report of their findings and along with any recommendations or suggested edits to the proposed petition and any request for zoning. The Town of Alpine, Wyoming Planning and Zoning Board shall determine, and include in the written report, whether the proposed annexation qualifies as minor or major annexation based on the definitions given in 17 - -.

(g) Upon receipt of the information outlined in subsection (f) above, the Clerk of the Town of Alpine, Wyoming shall set a prepetition work session at the next scheduled work session of the Governing Body of the Town of Alpine, Wyoming. Notice of the work session shall be provided to the landowner(s) and/or their legal representatives. No less than five (5) days prior to the work session, the Clerk shall provide copies of the proposed petition, supporting documentation and exhibits, along with the Town of Alpine, Wyoming Planning and Zoning Board's written report and recommendations to the members of the Governing Body.

(h) At the work session outlined in subsection (d) above, the landowners, and/or their legal representatives, shall be granted no more than twenty (20) minutes to present their proposed petition, along with their memorandum, supporting documentation and exhibits and to answer any questions from the Governing Body of the Town of Alpine, Wyoming.

(i) Following the work session presentation of the proposed petition by the landowner(s), and/or their legal representatives, the landowners may proceed to the process of filing their annexation petition pursuant to W.S. §§ 15 – 1 – 401, et. seq.

17- - Establishment of Petition Fee and Deposits

(a) All landowner(s) seeking annexation to the Town of Alpine, Wyoming shall, prior filing a petition for annexation, as outlined in W.S. § 15 – 1 – 403, shall be required to pay the following fees for annexation:

i. Minor annexation filing fee and deposit. The filing fee for all petitions for a minor annexation, as defined by § 17 - - (a), and determined to be a minor annexation by the Planning and Zoning Board pursuant to § 17 - - (d), shall be the sum of one thousand (\$1,000.00) dollars. In addition to the filing fee charged for a minor annexation, the landowner(s) shall tender to the Clerk of the Town of Alpine, Wyoming the sum of five thousand dollars (\$5,000.00). Said deposit for a minor annexation shall be held by the Clerk and the sums used to pay for costs of preparation of the annexation report required by W.S. § 15 – 1 – 402 and to pay for review of any infrastructure by the Town Engineer. The Clerk shall return any unused portion of said deposit, along with an itemized statement of the costs incurred and charged to the deposit, to the landowner(s) within thirty (30) days after approval or denial of the petition.

A. If the costs of preparation of the annexation report and review by the Town Engineer exceed the amount of the deposit, the landowner(s) shall be responsible to pay said excess amounts no later than thirty (30) days after approval or denial. If the landowner(s) fail to pay excess costs within the timeframe provided in this subsection, then the Clerk shall not record the annexation with the Clerk/Recorder, Lincoln County, Wyoming and a lien shall be filed against the property.

ii. Major annexation filing fee and deposit. The filing fee for all petitions for a major annexation, as defined by § 17 - - (a), and determined to be a major annexation by the Planning and Zoning Board pursuant to § 17 - - (d), shall be the sum of two thousand five hundred (\$2,500) dollars. In addition to the filing fee charged for a minor annexation, the landowner(s) shall tender to the Clerk of the Town of Alpine, Wyoming the sum of ten thousand dollars (\$10,000.00). Said deposit for a minor annexation shall be held by the Clerk and the sums used to pay for costs of preparation of the annexation report required by W.S. § 15 – 1 – 402. The Clerk shall return any unused portion of said deposit, along with an itemized statement of the costs incurred and charged to the deposit, to the landowner(s) within thirty (30) days after approval or denial of the petition.

A. If the costs of preparation of the annexation report and review by the Town Engineer exceed the amount of the deposit, the landowner(s) shall be responsible to pay said excess amounts no later than thirty (30) days after approval or denial. If the landowner(s) fail to pay excess costs within the timeframe provided in this subsection, then the Clerk shall not record the annexation with the Clerk/Recorder, Lincoln County, Wyoming and a lien shall be filed against the property.

17- - Petitioner(s) required to mail notices, publish notices prepared by Clerk, and post notice on the property, size requirements of notice posted on property, payment of costs to be borne by the Petitioner(s)

(a) It shall be the responsibility of the landowner(s)/petitioner(s) to mail notice, via certified mail, to all utilities effected and any persons owning property that is adjacent to or within three hundred (300) feet of the territory proposed to be annexed, regardless of whether the property is inside or outside the corporate limits of the Town of Alpine, Wyoming. Notice shall be prepared

by the Town Clerk and delivered to the landowner(s)/petitioner(s). The landowner(s)/petitioner(s) shall bear the responsibility of paying all costs and postage fees of the mailings of the certified mailing and provide proof of said mailings to the Town Clerk. The landowner(s)/petitioner(s) shall bear the responsibility of providing the notice required under W.S. § 15 – 1 – 402 (a) (vi) within the timeframe provided by said statute. Failure to provide notice within the timeframe shall result in the rejection of the petition.

(b) It shall be the responsibility of the landowner(s)/petitioner(s) to post notice on the territory proposed to be annexed. Notice shall be no less than 18” x 24” and posted on material that is visible from the property line. Costs of production of the notice and posting the notice shall be borne by the petitioner.

17 - - Severability.

If any provision of this Ordinance or the application thereof to any person or circumstances is held invalid or unconstitutional, the invalidity shall not affect other provisions of application of this Ordinance which can be given affect without the invalid provision or application, and to this and the provisions of this act are severable.

17 - - Effective Date.

This Ordinance shall become effective from the date of its passage.

This Ordinance shall become effective from the date of its passage.

PASSED ___ READING THIS ___ DAY OF _____, 2024.

Vote: ___ yes ___ no ___ abstain ___ absent

PASSED ___ READING THIS ___ DAY OF _____, 2024.

Vote: ___ yes ___ no ___ abstain ___ absent

PASSED ___ READING THIS ___ DAY OF _____, 2024.

Vote: ___ yes ___ no ___ abstain ___ absent

PASSED AND APPROVED THIS ___ DAY OF _____, 2024.

TOWN OF ALPINE

BY: _____
Eric Green, Mayor

ATTEST:

BY: _____
Monica Chenault, Clerk

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. _____ was duly posted for ten (10) days in the Town Clerk's Office.

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

ATTEST:

MONICA CHENAULT, CLERK