



TOWN COUNCIL WORK SESSION

April 02, 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. **DISCUSSION ITEMS**
 - a. MOU with Lincoln County Sheriff's Department
 - b. Penny Tax Projects
 - c. Planning & Zoning Proposed Fee Schedule
 - d. F350 General Fund - Request for Bids
 - e. Maintenance Orders - Proposal
 - f. FY 2024 Draft Amended Budget and FY 2025 Draft Budget
3. **ADJOURNMENT**

Memorandum of Understanding Between
The Town of Alpine
And The Lincoln County Sheriff's
Office

Term of Agreement

This MOU is effective upon the day and date last signed and executed by the Town of Alpine Mayor and the Lincoln County Sheriff and shall remain in effect until terminated by either party in accordance with the terms of this MOU or until Dec 31, 2026. The MOU will be automatically renewed at the end of the term of each Lincoln County Sheriff unless terminated by either party.

Purpose of MOU

The purpose of the MOU is for the Lincoln County Sheriff's Office to provide enforcement of the Wyoming State Statutes and/or Alpine Ordinances as agreed upon within the Town of Alpine. Conduct special patrols of the Town as requested and agreed by both parties. The certified peace officers covered by this MOU are all certified peace officers employed by the Lincoln County Sheriff's Office.

Cost to Town

In exchange for the services provided by the Lincoln County Sheriff's Office, the Town of Alpine will pay the County a total sum of \$130,000.00 per year. The funds will be paid in two (2) equal installments to the County general fund due no later than August 1st and January 1st of each year. The County will provide the Sheriff's Office budget funds to cover the cost of the services contemplated herein including the cost of all salaries, wages, training, benefits and equipment.

Sheriff's Office Duties

- Enforce Wyoming State Statutes and Alpine Ordinances 112-02 (adopted portions of Wyoming traffic code), 100-01 (public intoxication) and 100-10 (drug paraphernalia) within the Town of Alpine.
- Provide patrol coverage in the Town of Alpine and respond as needed to calls for service based upon the priority of the calls for service.
- Special Patrols as needed determined by the Mayor and Sheriff to include DUI shifts or special shifts at Town events as requested and agreed upon by both parties.
- Make available with reasonable notice all public records and logs pertaining to the Town of Alpine to include monthly schedules and reports of activity as requested.
- The Sheriff's Office will submit all citations issued by it to the Alpine Town Clerk no later

than five (5) days prior to the scheduled Municipal Court appearance as set forth on the citation.

Town of Alpine Duties

- Inform the Sheriff's Office of the Alpine Municipal Court schedule.
- Subpoena any Sheriff's Office employee required to testify at any hearing or trial in the Alpine Municipal Court.
- Inform the Sheriff's Office of any changes or additions to any Alpine Ordinances that could impact the Sheriff's Office services hereunder.
- The Town may, at its discretion, hire a special municipal officer to assist with the enforcement of Alpine Ordinances not enforced by the Sheriff's Office. If Alpine hires a special municipal officer, both parties to this MOU will work together and coordinate enforcement activities.

Prosecution and Fines

All violations of Alpine Ordinances shall be cited into the Alpine Municipal Court. Violations of Wyoming State Statutes, unless adopted by Alpine through Ordinance, will be prosecuted by the Lincoln County and Prosecuting Attorney's office in the appropriate court.

Animal Control

The Town of Alpine through its special municipal officer shall be primarily responsible for all investigations and citations involving animal control. The Sheriff's Office will remove vicious dogs pursuant to its policies and at its discretion.

Amendments

Any party to this agreement may request changes to this MOU. Any changes, modifications, revisions or amendments which are mutually agreed upon by and between the parties shall become effective when executed and signed by the parties to this MOU.

Termination

This MOU may be terminated without cause, by either party upon sixty (60) days written notice.

Immunity
The County does not waive sovereign immunity by entering into this MOU and specifically retains immunity and all defenses available to it. The Town of Alpine does not waive sovereign immunity by entering into this MOU and specifically retains immunity and all defenses available to it.

Entirety of Agreement

This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, and agreements, whether written or oral.

Signatures

The parties to this MOU through their duly authorized representatives have executed this MOU on the date set out below and certify that they have read, understood, and agreed to the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties of this MOU have caused it to be executed this ___ day of _____, 2024.

LINCOLN COUNTY SHERIFF'S OFFICE

M Shane Johnson , Sheriff

TOWN OF ALPINE WYOMING

Eric Green, Mayor

ATTESTED TO BY

Monica Chenault, Clerk/Treasurer

Town of Alpine, Wyoming

6th Penny Project - Estimated Opinion of Probably Costs

PREPARED BY: Jorgensen Associates, Inc.

NOTE: Estimates of probable construction cost are based on 2024 estimates with inflation of 5%/year added to arrive at a 2025 and 2030 respectively.

PROJECT DESCRIPTION:

Complete streets - greenbelt pathway on south end of town. Project includes new sidewalk from Morning Star Drive to River Circle on the south side of the highway and CR-101 on the north side of the highway. The pathway will include extending the sidewalk, curb/gutter to Trail Drive Road and then a separated pathway and landscaping on the remaining areas of the project.

Item	Description	Unit	Estimated Quantity	SOUTH GREENBELT PATHWAY	
				Est. Unit Price	Total Est. Cost
1	Mobilization & Bonds	LS	1	\$ 51,200.00	\$ 51,200.00
2	Excavation & Grading	CY	1,800	\$ 12.00	\$ 21,600.00
3	Base Course 6"(Crushed Base - Grade W)	CY	700	\$ 75.00	\$ 52,500.00
4	4" Thick Concrete Pathway	SF	36,800	\$ 9.00	\$ 331,200.00
5	Curb & Gutter, Type A	LF	250	\$ 45.00	\$ 11,250.00
6	Lighting	LS	1	\$ 60,000.00	\$ 60,000.00
7	Signage	LS	1	\$ 5,000.00	\$ 5,000.00
8	Landscaping	LS	1	\$ 30,000.00	\$ 30,000.00
Estimated Probable Construction Costs=				\$	\$ 562,750.00

Construction Contingency (15%) = \$ 84,420.00
 Design Engineering (10%) = \$ 56,275.00
 Construction Administration (10%) = \$ 56,275.00

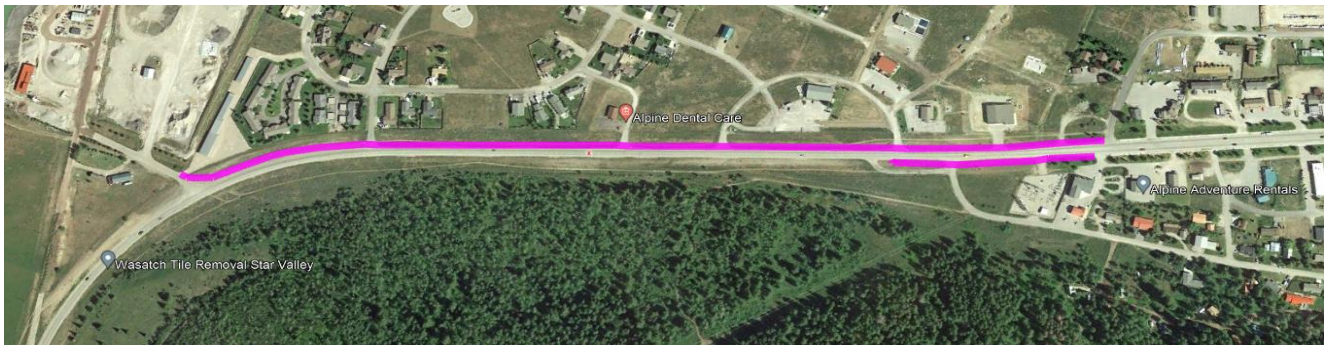
ESTIMATED TOTAL PROJECT COST (2024 \$) \$759,800.00

ESTIMATED TOTAL PROJECT COST (2025 \$) \$798,000.00

Inflation of 5% per year

ESTIMATED TOTAL PROJECT COST (2030 \$) \$1,019,000.00

Inflation of 5% per year



The Alpine River Walk Project

The Palisades Reservoir is an Alpine attraction and key recreational resource. There are very few existing pathways in or near Town of Alpine, and most recreation is motorized. This project is proposing to capitalize on the natural beauty by providing a pedestrian and bicycle facility adjacent to the Reservoir. This would provide stunning vistas along a natural attraction and be accessible for all age groups and mobility levels with the generally flat terrain. The proposed pathway will improve and enhance Town of Alpine livability, provide safe transportation options for pedestrians and bicyclists, and improve connectivity.

This project will include approximately 4.75 miles of dedicated pathways for bike and pedestrian use and a separate trail for motorized ATVs. Along the north side of the Palisades Reservoir, the path will extend along the reservoir between County Road 100 and Highway 89. On the south side of the reservoir and from west to east, the path will generally run from the location of Melvin Brewery along the south side of the Palisade Reservoir, cross at Highway 89, continue to the southeast adjacent to Wooden Spur Drive and connect to the new pathway on Greys River Road. This project was identified as part of the 2019 Town of Alpine, Wyoming Transportation Alternatives Plan and 2006 Lincoln County Office of Planning and Development Comprehensive Plan, Appendix 7 Star Valley Trails and Open Space Plan.



The goal of this project funding is to conduct an environmental review, project planning, site survey and complete engineering design for the Alpine River Palk Project. Due to the location of the proposed pathway, coordination with the Town of Alpine, US Bureau of Reclamation, Game and Fish, and US Forest Service will be critical. The estimated cost for the planning and design is as follows:

The Alpine River Walk Project – Estimated Planning & Design

Description	Cost Estimate
Feasibility Study. Complete topographic survey, environmental assessment, geotechnical investigation, develop conceptual alternatives, coordinate with agencies, public involvement, identify needs and wants for project (such as sitting and picnic areas, look outs, lighting) present to Town and County, develop feasibility report .	\$150,000
Preliminary design – 30% level of completeness	\$80,000
Design – 75% level of completeness	\$100,000
Environmental regulatory compliance, easements, agency agreements, and permitting.	\$75,000
100% Plan Set and Construction Documents	\$65,000
Contingency (~10%)	\$30,000
TOTAL	\$500,000



SERVANT ELECTRIC

Servant Electric P.C.
307-713-7378

P.O. Box 3847
kevinaznoe@srvpwr.com

Alpine WY 83128

Estimate For: *Town of Alpine*
Regarding: Generator at Civic Center
Per: Walk through with Craig

Details:

-Generator to be located near rear Kitchen doorway, in the treed, landscaped portion.

Excludes:

- Excavation
- Repair of Asphalt
- Repair of Sidewalk
- Repair of Landscaping
- Compaction
- Propane Lines
- Additional Propane Storage

Disclaimers:

- Installation of a back up generator is not a guarantee or warranty that the backup generator will always function when the power is lost. This is a mechanical item and all mechanical items will fail or not function correctly at some point. This can be due to mechanical failure, lack of fuel, lack of proper maintenance, natural disaster, or a number of other causes.
- Sizing of the Generator is based on Lower Valley Energy's Peak Demand, plus the necessary Calculation for Alpines Elevation.

GENERAC 48KW	\$ 97,500
-400A Service Rated Transfer Switch	
-5 year warranty	
CUMMINS ONAN 45?KW	\$ 99,800
-400A Service Rated Transfer Switch	
-2 year warranty	
Mobilization Deposit:	\$ 30,000



Town of Alpine Building & Development Fees

2024 Rate Increase Proposal

<u>Building Fees:</u>	<u>Base Rate</u>	<u>Price Per Sq. Ft.</u>
<u>Commercial Building:</u>	\$1,200.00 \$2,600.00	PLUS \$0.50/sq. ft.
<u>Multi-Unit Residential:</u>	\$750.00/unit \$1,500.00	PLUS \$0.50/sq. ft.
<u>Single Family Residential:</u> (Garage with Primary Structure is included in 'SFR' Fee)	\$750.00 - \$1,750.00	PLUS \$0.25/sq. ft.
<u>Re-Inspections:</u>		
Residential – (Fee per each re-inspection)	- \$100.00 - \$450.00	One (1) hr. minimum
Commercial – (Fee per each re-inspection)	- \$100.00 - \$750.00	One (1) hr. minimum
<u>Other Permits:</u>		
Addition	- \$750.00 - \$2,000.00	PLUS \$0.25/sq. ft.
Remodel	- \$750.00 - \$1,350.00	
Garage – {Not Associated with "SFR" Structure}	- \$750.00 - \$2,000.00	PLUS \$0.25/sq. ft.
<u>Minor Construction Permit Fees:</u>		
	- \$250.00 - \$750.00	
<u>Affidavits:</u>		
Deck Affidavit	- \$200.00 - \$300.00	
Fence Affidavit	- \$100.00 - \$175.00	
Shed Affidavits – (Includes Greenhouses)	- \$200.00 - \$250.00	
All Others	- \$200.00 - \$250.00	
<u>Extension Affidavit:</u>		
Extension of 1 st Building Permit	- \$300.00 - \$750.00	
Extension of 2 nd Building Permit	- \$400.00 - \$1,000.00	
<u>Sign Permit Fees:</u>		
Wall/Canopy	- \$150.00 - \$300.00	
Free Standing	- \$200.00 - \$400.00	
Permanent Banners	- \$200.00 per Banner - \$275.00	
Temporary Banners	- \$75.00 per Banner - \$125.00	
(Must be removed 90 days from installation date)		
<u>Miscellaneous Permits:</u>		
Demolition Permit (not associated with new construction)	- \$100.00 - \$300.00	
Special Hearing by Planning & Zoning Commission	- \$1,500.00 - No Change	
Temporary Use Permit (90 Day Use Only)	- \$500.00 - \$750.00	
<u>Development Fees:</u>		
Variance Application	- \$1,500.00 - \$5,000.00	
Zoning Map Amendment Application (Rezone)	- \$2,500.00 - \$5,000.00	
Replat/Subdivisions Application		
Simple	- \$750.00 - \$5,000.00	
Minor	- \$1,500.00 - \$5,000.00	
Major	- \$2,500.00 - \$5,000.00 = (plus \$100.00 per lot)	



**ORDINANCE NO. 2024-003
TOWN OF ALPINE
BUILDING DEPARTMENT FEE SCHEDULE**

AN ORDINANCE REPEALING AND REPLACING 297 ORDINANCE NO. 2022-15 TOWN OF ALPINE BUILDING DEPARTMENT FEE SCHEDULE FOR BUILDING APPLICATIONS AND PERMIT APPLICATIONS IN THE TOWN OF ALPINE. THIS ORDINANCE WILL ESTABLISH AN EFFECTIVE DATE AT ITS PASSING ON THE THIRD READING.

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

Section I: Building Department Fee Schedule

Plan review by Town of Alpine building official is included in the base rate along with the required inspection fees, any additional inspections and/or re-inspections will be charged and/or billed to the property owner accordingly.

Plan Review Fee: A Separate plan review fee of One Hundred (\$100) Dollars per hour for all plan reviews conducted outside of the regular permit submissions will be assessed to all requests.

In addition to the permit fee (base rate and price per square foot) the Town reserves the right with specific findings, to have a 3rd party entity plan review conducted, at the expense of the applicant, these additional costs would be on any complex projects the Town deems necessary.

<u>Building Fees:</u>		<u>Base Rate</u>	<u>Price Per Sq. Ft.</u>
<u>Commercial Building:</u>	-	\$2,600.00	PLUS \$0.50/sq. ft.
<u>Multi-Unit Residential:</u>	-	\$1,500.00	PLUS \$0.50/sq. ft.
<u>Single Family Residential:</u>	-	\$1,750.00	PLUS \$0.25/sq. ft.
(Garage with Primary Structure is included in 'SFR' Fee)			
<u>Re-Inspections:</u>			
<i>If for any reason a project is not ready when the Building Official arrives, thus requiring a return to the project site by the Building Official to conduct an inspection or additional, the applicant will be charged accordingly for all additional visits.</i>			
Residential	- (Fee per each re-inspection)	\$450.00	One (1) hr. minimum
Commercial	- (Fee per each re-inspection)	\$750.00	One (1) hr. minimum
<u>Other Permits:</u>			
Addition	-	\$2,000.00	PLUS \$0.25/sq. ft.

Remodel	-	\$1,350.00	
Garage – {Not Associated with "SFR" Structure}	-	\$2,000.00	PLUS \$0.25/sq. ft.

Minor Construction Permit Fees: - **\$750.00**

Affidavits:

Deck Affidavit	-	\$300.00	
Fence Affidavit	-	\$175.00	
Shed Affidavits – (Includes Greenhouses)	-	\$250.00	
All Others	-	\$250.00	

Extension Affidavit:

Extension of 1 st Building Permit	-	\$750.00	
Extension of 2 nd Building Permit	-	\$1,000.00	

Sign Permit Fees:

Wall/Canopy	-	\$300.00	
Free Standing	-	\$400.00	
Permanent Banners	-	\$275.00 – Per Banner	
Temporary Banners (Must be removed 90 days from installation date)	-	\$125.00 – Per Banner	

Miscellaneous Permits:

Demolition Permit (not associated with new construction)	-	\$300.00	
Special Hearing by Planning & Zoning Commission	-	\$1,500.00	
Temporary Use Permit (90 Day Use Only)	-	\$750.00	

Development Fees:

Variance Application	-	\$5,000.00	
<i>{Person requesting variance shall also pay all advertising separately}</i>			
Zoning Map Amendment Application (Rezone)	-	\$5,000.00	
<i>{Person requesting rezone shall also pay for all advertising separately}</i>			
Replat/Subdivisions Application			
Simple	-	\$5,000.00	
Minor	-	\$5,000.00	
Major	-	\$5,000.00	= (plus \$100.00 per lot)

Additional Fees:

If any of the above fees do not fully cover the total costs of processing any application and/or additional inspections or re-inspections, additional fees will be assessed pursuant to Section II of this Ordinance.

Charges for replating of a subdivision applications shall commence at the above cost basis. There may be extra costs incurred, as determined by the Town of Alpine, as every project is unique and may incur additional costs.

Fees listed do not include all costs for advertising which will be billed directly to the property owner along with all other out of ordinary expenses.

SECTION II: Payment/Refunds/Waiver of Fees.

All fees are non-refundable. There shall be no waiver of fees. All Applicants shall be required to present a credit or debit card number and sign an authorization to allow the Town to keep the credit card information on file until a certificate of occupancy, or a sworn statement of the project inspector stating that the project is completed and has passed inspection, has issued, or received by the Town. Any additional inspections shall be charged to the Applicant's card upon

seven (7) days' notice from the Administrator that additional inspections are required. Notice shall be mailed to the Applicant's mailing address. All credit or debit card transactions shall be assessed an additional three percent (3%) charge for card processing fees. Visa, MasterCard, and Discover are accepted.

SECTION III: Water And Sewer Connection Fees.

In conjunction with the permit building permit application process and before a building permit is issued, all water and sewer connection fees must be paid in full.

Section IV: Severability.

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

Section V: Ordinances Repealed.

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

Section VI: Effective Date.

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

Passed First Reading on the 16th day of April 2024.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading on the 21st day of May 2024.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading 18th day of June 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. 2024-003 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

Caselle® Hosted Software & Services Proposal

Town of Alpine, WY

March 12, 2024

(Valid for 90 days)

From:

Farrah Brown, Customer Relationship Manager
fkb@caselle.com

Caselle® Hosted Software & Services Proposal
Town of Alpine, WY
March 12, 2024

Proposal Summary

License Type	Hosted
Total Training	\$550
Total Setup	500
Total Investment	\$1,050

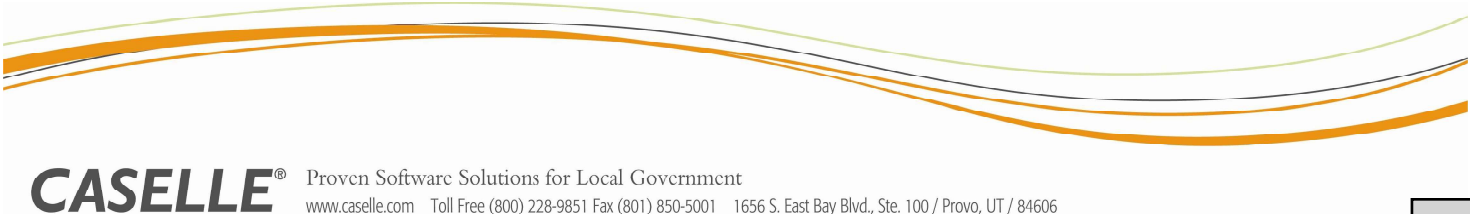
Monthly Hosted Maintenance & Support will be \$101.

I have read and agree to all terms & conditions proposed herein.

Signature

Printed Name & Title

Date



Caselle® Hosted Software & Services Proposal
Town of Alpine, WY
March 12, 2024

Proposal Detail

<i>Caselle®</i> Application Software	License Type	Training	Setup	Total
Maintenance Orders	Hosted	\$550	\$500	\$1,050
Grand Total	Hosted	\$550	\$500	\$1,050

Note: The training will take place online.

Maintenance Orders Setup

- Set up the Maintenance Order options (including personnel, department, and actions).
- Customize Maintenance Order data entry screens.
- Format three Maintenance Order form layouts.
- Set up organization information.
- Additional form layouts will be billed at the rate of \$100 per form. Forms that have multiple pages will be billed \$100 for each additional page included in the form.





Maintenance Orders



Caselle Maintenance Orders is for the administrative assistant, clerk, or field personnel who needs to track maintenance orders or non service related orders for an organization's public works department.

With combined power and flexibility, tracking your maintenance orders has never been easier. This application allows you to easily create and print customized maintenance orders and then track their creation date, due date, and completion date. You can also organize maintenance orders by department, project, personnel, or location. In addition, this application allows you to record multiple actions on a single maintenance order and create user-defined fields for storing any unique information. With the Connect Online capabilities, field personnel can view the maintenance orders through a web browser. They can then electronically enter and submit maintenance order information back to the office staff, all without having to go to the office to pick up printed forms.

BENEFITS

- Set up and track maintenance orders through the completion process.
- Track creation, due date, and completion of maintenance orders by date and time.
- Import existing service addresses from Utility Management.
- View a complete list of maintenance orders online.

EFFICIENT

- Organize work by departments, project, or personnel.
- View location history while creating or completing a maintenance order.
- Easily create, edit, reprint, and complete maintenance orders while viewing details.
- Field personnel can access and complete maintenance orders electronically.

FLEXIBLE

- Create and print customized maintenance orders by request type.
- Create and save filters to refine viewable maintenance order history.
- Control actions and personnel by department.
- Create user-defined fields.
- Go paperless and allow field staff to see and complete maintenance orders remotely in real-time.

INTERFACES WITH

- Utility Management
- Document Management