



**Town of Alpine  
COUNCIL MEETING MINUTES**

**\*\* Minutes are a brief summery only of a tape recorded meeting \*\***

**DATE:** *October 5, 2010*  
**TIME:** *7:00 p.m.*

**PLACE:** *Town Hall*  
**TYPE:** *Regular Meeting*

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- 1. Call to Order:** Mayor Victoria DeCora called the meeting to order at 7:03 p.m.
- (a) Pledge of Allegiance:** Mayor DeCora led attendees in the Pledge of Allegiance.
- 2. Roll Call:** Office Assistant Christine Wagner conducted roll call: Present: Troy Johnson, Shirley Brown, Don Jorgensen, Beau Taylor and Mayor Victoria DeCora. A quorum was established. Also in attendance were Town Administrator Deb Wolfley, Town Attorney Stefan Fodor and Town Clerk/Treasurer Terra Miller.
- 3. Approval of Consent Agenda:** Items included on the consent agenda were Town Council Meeting Minutes of September 7, 2010, Special Town Council Meeting Minutes of September 15, 2010 and Planning and Zoning Minutes of August 24, 2010 and September 14, 2010. Council reviewed the documents/materials on the Consent Agenda. Mayor DeCora called for a motion for approval of the consent agenda.

**Councilman Taylor motioned to approve the consent agenda. Councilman Jorgensen seconded the motion.**

Public Comment: Ms. Tiphany Gayhart commented about the consent agenda being brought in front of the Council before a special meeting is called. Mayor DeCora commented that she feels Ms. Gayhart has some misunderstandings of what a consent agenda is.

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

**4. New Business:**

- (a) Planning & Zoning Report:** Mr. Justin Sandner of the P&Z Commission briefly went over the events of the previous Commission meetings. The commission recently had a meeting with the Mayor and the Town Administrator regarding the safety of the community at the skate park and some of the decisions that have been made such as; size of the parking lot, road to the skate park, installation of lights and the hours of operation. The Commission understands that permits were not needed but wanted to offer some suggestions to make the park safe for the community. Mr. Sandner stated that the Commission discussed the picnic shelter, in which a temporary shelter was suggested and has been denied. He further stated that the American Legion has done an outstanding job; the commission feels that a temporary shelter would not do justice to how hard the legion has worked on the ball field. The Commission feels a nice shelter on a permanent foundation would be better suited for the ball field. A special meeting was held on October 4<sup>th</sup> for an eight thousand (8000) square foot commercial structure presented by the Overland Group, in which they will build a family dollar store. Upon received approval there were some contingencies to be worked out, such as; added insulation, snow removal areas, State Fire Marshal documentation and they will be applying for a variance for the roof pitch. These items are required at the next Commission meeting. In addition they will be resubmitting their sign permit application. This will be a very nice looking building for the Town of Alpine.

- (b) Child Development Center Update ~ Ms. Kay Gogol – Ms. Gogol addressed the Council regarding the progress of the Child Development Center in which has been completed and was over five (5) years**

in the completion process. The fence was installed prior to fall opening, it was done as an Eagle Scout Project. Stimulus money was received for the playground equipment. Several grants were applied for and a grant was received for a tricycle path and the purchase of tricycles. The TANIF grant was received in which they were able to offer scholarship slots for children. The currently have twenty-two scholarships awarded to children. The Center was able to hire three (3) new employees for the Alpine Center, with six (6) more employment opportunities in the future for the Alpine Center. There is currently no waiting list; everyone in the Alpine community has an opportunity to attend the program. It is truly a wonderful feeling to be able to serving all the kids that have come to the door. Ms. Gogol thanked the Mayor and Council for all their help during this process.

- (c) Update on Phase II Sewer Project** ~ Sunrise Engineering, Mr. Ryan Erickson – Mr. Erickson updated the Council on the contractor portion of the project. Project is moving along well, Meadows Drive and Meadows Court will soon be finished up. The gravity to the lift station is almost complete, the October 15<sup>th</sup> date should be close to accurate. Looking at a realignment of Lodge Lane, to avoid utility lines and a couple of conflicts, it will require an addition of manhole, in which will recreate a change order, but that will be done at a later date. A change order was presented to the council; with no change in price on this change order, just documenting the project. Changes in the project are; steel posts will be used mark end of service pipes; no concrete collars required on service clean outs; utility marking tape mains and service laterals; no trace or wire, will be required by the gravity sewer mains as of June 24, 2010. Minor items, some more work, some less work, change in price and or contract time.

**Councilman Taylor motioned to accept the change order, with no price increase. Councilman Johnson seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

Mr. Erickson presented the Council with preliminary payment request number three (3). In which Mr. Erickson will certify before final submittal. Mr. Erickson explained the line item for water system repairs that was in the bid, this is to cover for loss of time to fix water lines, and this was included from past history on Phase I of the project.

**Councilman Johnson motioned to approve payment request number three (3) for the project submitted by Johansen Construction, subject to Ryan Erickson's certification. Councilman Taylor seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

Mr. Erickson discussed the need for road improvements; some of the lines had to be put in the road and also to fix the road to a better condition than what they are currently at, due to the water lines. There is room in the grant to accept this item, in which is approximately fifteen thousand (\$15,000) dollars. That would be ten (10,000) thousand for three hundred fifty (350) cubic yards of gravel and five thousand (\$5000) dollars for the repair, for a total of approximately fifteen thousand (\$15,000) dollars. Council discussed the need for additional gravel, the repairs that were needed and the amount to be paid.

**Councilman Johnson motioned to increase the road base and enlarge the repair area, with the approval of fifteen thousand (15,000) dollars, with not more than twenty (20%) percent over. Councilman Taylor seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- (d) Update on Meadows Drive Water Project** ~ Sunrise Engineering, Mr. Ryan Erickson - Mr. Erickson gave a brief update on the water project. They have had some interest from contractors on the project;

in addition he has received the permit to construct from DEQ. A pre-bid meeting will be on October 20<sup>th</sup>, with the bid opening on October 25<sup>th</sup> at 1:00 pm. Mr. Erickson asked how the Council would like to proceed with the bid award and the timing of the next council meeting. Council discussed this issue and agreed that a special meeting would be warranted for this bid opening.

Mayor DeCora called a special meeting on October 25<sup>th</sup> for the bid award of the Three River Meadows Water Project at 5:30 pm, pursuant to Wyoming State Statutes, Section 16-4-404(b).

Town Administrator Deb Wolfley discussed the SLIB meeting to be held on October 17, 2010 regarding the Three River Meadows application. It was decided that a representative would be available by phone.

**(e) Flower Beds @ Town Civic Center** ~ Ms. Gloria Jorgensen, President of American Legion Ladies Auxiliary; addressed the Council regarding the bulbs the Ladies Auxiliary would like to plant at the Legion Monument, located at the Town Civic Center. Council decided that it would be a great idea.

**Councilman Johnson motioned to have the Ladies Auxiliary to proceed with planning bulbs at the monument at the Civic Center. Councilman Taylor seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

Ms. Jorgensen commented to the Council that the Legion and the Ladies Auxiliary have purchased cleaning supplies for the Civic Center and have been making sure that extra cleaning has been done at the center. This will be done on a volunteer basis. At a later date they would like to present a proposal to the Council for installing shelves in the storage closet. In addition, they would like to schedule a Christmas party for the children of the community and have them decorate a town Christmas tree; she will come to the Council with dates, once it has been decided.

**(f) #203 Ordinance No. 2010-05 ~ 3<sup>rd</sup> Reading** – Town of Alpine – Non-Metered Water for Irrigation Purposes. Council reviewed and discussed this ordinance.

**Councilman Jorgensen motioned to approve #203 Ordinance No. 2010-05 – Non Metered Water for Irrigation Purposes. Councilman Taylor seconded the motion.**

Public Comment: Mr. Kennis Lutz suggested the Council include the Alpine Skate Park in the ordinance; it would be a good idea for the future.

**Councilman Jorgensen REVISED his motion to approve #203 Ordinance No. 2010-05 – Non Metered Water for Irrigation Purposes, in which to include the green areas at the Alpine Skate Park. Councilman Taylor seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

In the interest to have the Town Administrator present all of his topics together, Mayor DeCora asked Ms. Tiphany Gayhart to speak on her topic of Town Budget and Spending at this time. Ms. Gayhart responded that she had no comments at this time.

**(g) Town Civic Center Project Completion** ~ Town Administrator, Deb Wolfley commented on progress of this project. Mr. Wolfley went over the punch list items and the and Mr. Ames's (JL Hardy) request to reconsider a request for reduction in liquidated damages, re-inspection fees and costs for propane heating. A letter was sent to Mr. Ames (JL Hardy) regarding the costs to be paid. The Town received a letter from JL Hardy's attorney today; it stated that he is to contest the charges. Council

members and the Town Attorney needed time to review the letter received today. The other question is to advertise for final payment; even though there are some items on the punch list that need to be completed. The advertisement is for forty-five (45) days. Council discussed this issue. It was suggested that the Town could pay the uncontested amounts and withhold the payment on the contested amounts. It would have to be contingent upon surety and lien waiver releases.

**Councilman Taylor motioned to move forward with the advertisement for final payment for JL Hardy, Town Civic Center, contingent upon the Town receiving all lien waivers, release of surety sign off and punch list items to be completed. Councilman Jorgensen seconded the motion.**

Public Comment: Mr. Paul Jenkins, Sunrise Concrete (County Commission Candidate) stated that it would be best for the town to get these sub contractors paid. Ms. Gloria Jorgensen commented on the kitchen floor, she is not sure that this is a punch list item but the fact is -- it is not sealed!

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- (h) Request for the Nest Recreation Project** ~ Ms. Darlene Gardner submitted a letter that was put into the public record. (See Attachments). Council decided that they would send a response letter to Ms. Gardner.
- (i) Town Skate Park Project Update** ~ Town Administrator commented on the progress of the project and how happy he is that the project has gone so smoothly. The Town received the grant on this project. It is estimated that this project will be done by the end of the month. It was suggested that the Town come up with the rules and regulations signs for the park.
- (j) Town Street Light Project Update** ~ Town Administrator stated that the lights should be here sometime next week. Mr. Johnson has been working on the project. It should be two to three weeks before the project is done.
- (k) Town Picnic Shelter Update** ~ Town Administrator stated that the project had to be scaled down to 20 x 30 based on the town budget, engineering and labor costs. Monies have been received from Simplot, Lincoln County Recreational Grant and the American Legion group. The certificate of placement still needs to be done. Council discussed this project; they discussed the bracing of the structure and the size of the structure vs. the cost of the project.

**Councilman Johnson motioned to move forward with the Picnic Shelter Project. Councilwoman Brown seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

Town administrator asked for council input on the placement of the shelter, a meeting was scheduled for Tuesday, October 12<sup>th</sup> to review and discussed the placement on the shelter.

- (l) Town Pathway Project** ~ Town Administrator commented on the size of the project and the monies that were received for the design of the project. However the grant funds were not received for this project, the town of Alpine was 3<sup>rd</sup> in line for the funding, the application is on record and the Town can resubmit the application next year when more funds are made available.
- (k) Daniels Grant Funds** ~ Summer after School Program – (Summer Recreational Program) – Town Administrator commented that it is still a work in progress; they are looking into scheduling some movies over at the Civic Center. The Recreational Committee will be meeting next week and there will be more of an update after that meeting.

The Council discussed the Town Civic Center and the installation of additional sound boards in the main room and/or wrapping the duct work in the main room. Councilman Jorgensen also mentioned that the American

Legion was interested in donating curtains for in between the beams, to help with the sound. The old wastewater treatment plant was also discussed and the idea of making some storage space for additional town items. Mayor DeCorra suggested that the town office personnel get involved with this project.

The public meeting was recessed at 8:25 pm. Mayor DeCorra reconvened the public meeting at 8:33.

Mayor DeCorra wanted to publicly acknowledge and thank candidates, Kathy Tomassi, Lincoln County Treasurer and Paul Jenkins, Lincoln County Commissioner for coming to tonight's meeting.

## **2. On Going Business**

**(a) Payment of Town Bills** – The Council reviewed the bills.

**Councilman Jorgensen motioned to approve the payment of Town Bills. Councilman Taylor seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

### **Department Updates:**

**Police Dept. /Court:** Chief Phillips was not present, therefore no report was given.

**Clerk/Treasurer/Assistant:** Ms. Terra Miller reported on the following items:

1. Discussed the Certificate of Deposit (CD) renewals for the Town of Alpine.

**Councilman Taylor motioned to approve the one (1) Certificate of Deposit (CD) for the Town of Alpine. Councilman Johnson seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

2. Review the letters to the residents for Phase II, deadline rapidly approaching.
3. Council discussed the Kilroy/Kanouff determinations. It was decided that further review was needed before a determination is made.

**Town Attorney:** Commented that a transition letter would be a good idea, upon the Town Administrator's impending departure.

**Streets & Roads:** Councilman Jorgensen commented that the road in Phase II of the sewer project seem to be much better than when they first started the project; right after Johansen Construction took the project over from Johnson Construction.

**Parks & Recreation:** Councilman Johnson commented that the Council and the public need to go over to the skate park and look at a job well done.

**Water & Sewer:** No report was given.

**Planning & Zoning:** Refer to above section.

**Alpine Fire Department & EMT Department:** No report was given.

**Town Administrator:** Mr. Deb Wolfley had previously reported on his ongoing items.

Mayor DeCorra wanted to thank Mr. Wolfley for a job well done! Much appreciation was expressed by all the Town Council members to Mr. Wolfley on his position and accomplishments here at the Town of Alpine. It was decided to submit an article to the newspaper on his accomplishments.

**Councilman Jorgensen motioned to adjourn the public meeting. Councilman Johnson seconded the motion.**

**Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

Mayor DeCora adjourned the public meeting at 8:51 pm.

Victoria DeCora      11-3-10  
Victoria DeCora, Mayor      Date

Minutes taken and transcribed by:

Christine Wagner      11/14/2010  
Christine Wagner      Date

ATTEST:

Terra Miller  
Terra Miller, Treasurer/Clerk      Date