



*Town of Alpine*  
**COUNCIL MEETING**  
**MINUTES**

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

**DATE:** *February 7<sup>th</sup>, 2012*  
**TIME:** *7:00 p.m.*

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

---

**Call to Order:** Mayor Kennis Lutz called the meeting to order at 7:03 p.m.  
Mayor Lutz led attendees in the Pledge of Allegiance.

**Roll Call:** Town Clerk Pamela Poston conducted roll call: Present: Marietta Lanphear, Troy Greene, Don Jorgensen, Dave Jenkins and Mayor Kennis Lutz. A quorum was established.

#### **Consent Agenda**

**Councilman Don Jorgensen motioned to approve the minutes of the Consent Agenda.**  
**Councilwoman Marietta Lanphear seconded the motion.** No public comment

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

#### **Payment of Town Bills**

**Councilwoman Marietta Lanphear motioned to approve the payment of the Town Bills. Councilman Dave Jenkins seconded the motion.** No public comment

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

#### **Mayor Kennis Lutz - State of the Town Address**

I would like to welcome everyone to this Annual State of the Town Address. Thank you for attending. Last year when I stood here I said I felt the Town had growing pains and that we needed to finish up what had been started.

Repairs were made at the CDC. 20 item were identified as unacceptable including lack of insulation in roof and water coming in around windows and, thru the roof-down thru main electrical panel. With the help from the Council and contractors, ALL of the issues have been repaired. The CDC is finished.

Phase I sewer collection lines project is finished.

Meadows water line replacement project is finished

Phase II sewer collection line project, except for a handful of services line repairs which were discovered last November and will be repaired the April/May, this project will be finished.

We paved 4 streets in Town, East Mill, Meadows, Trail Drive and Short Street. These are finished.

We are currently looking for funding to pave additional roads in town including; Alpine Drive, Parkway Drive, Canyon View Drive, West Mill Circle, River Bench Road, Morning Star Drive and others.

Extensive repairs were made to the Civic Center. There was no insulation in front part above offices and little insulation above the kitchen and the Police Department. Water lines were run thru cold attic space. No Heat

in front office space. New furnace and ducting installed, extensive electrical work throughout the building and the list goes on and on. The Town spent 35k on repairs this year already. Last year 45k was spent on repairs. That's 80k on a new building in 1 ½ years. On the bright side after insulating we saved approximately \$1,250.00 in 2 months of heating costs.

We are wrapping up bringing the 3<sup>rd</sup> well on line and pump and well house upgrades. This brings our capacity from 700 gpm to 2000 gpm. Electronic monitoring tanks, automatic chlorinating and standby power. Final pay application will be next meeting and this project will be finished.

The Alpine Car Show was a huge success located in Town at the Civic Center. It raised over \$1,200 for the Alpine Fire Department.

As always, the American Legion 4<sup>th</sup> of July parade had an outstanding turnout followed by the Town of Alpine fireworks display with help from Bananas.

Other events that were successful were the Alpine Easter Egg Hunt which had over 160 kids from ages 1 to 9 participated in. This year the Alpine Easter Egg Hunt will be at the Civic Center. The visit from Santa Claus to the Town Hall in Alpine was a wonderful success. There were over 100 children that came to sit on Santa's lap, deliver their lists and express their wishes of toys. Once the visit with Santa was complete, each child was given a bag of peanuts and a bucket of goodies. There were cookies and hot cider for all. A donation of hats and scarves was made available by Alana Carpenter and were laid out for families to choose from. Les Penfield provided sleigh rides in front of the Town Hall for everyone to enjoy.

All and All it's been a Good Year!!!

Now I would like to introduce Sharon Backus with James D. Dubisz CPA's office regarding financials.

### **Sharon Backus – Financials**

#### 1) Draw Council's Attention to cash balances at 12/31/2011

- a. General Fund Total Cash \$259,406
- b. Sewer Fund \$1,013,167
- c. Water Fund \$249,892
- d. Total Cash \$1,522,465 compared to \$1,263,441 at 12/31/2010 for a variance of \$259,024
- e. It may look like a lot of cash, but I remind you of the following:
  - i. \$90,000 of General Fund Money belongs to sewer department, you repaid \$90k a few months ago, and I would encourage the council to pay back the remainder of the "Loan". It was an unfortunate incident and we need to get this off the books.
  - ii. Also, the over 1 million dollars in the sewer fund may look like a lot of money, but we begin to pay back the loan #80 in September and those payments will be approximately \$246,000/year plus you need to repay the accrued interest of \$193,714 with the first payment.
  - iii. We are finalizing a sewer project calculating cash flows from 2012-2017 and will be comparing this to the Nelson Engineering projection; I can tell you that at the end of 2017, you will be left with less the \$20,000.

#### 2) Revenue and Expenses vs. Budget through 12-31-2011

- a. General Fund
  - i. Revenue \$448,952
  - ii. Expenses (\$371,060)
  - iii. Net Income of \$77,892
  - iv. This includes the \$9,000 spent for the required C133 audit of federal funds that was not budgeted.
  - v. Civic Center Repairs spent as of 12/31/2011 \$37,341; budgeted \$10,169.
  - vi. Insurance budgeted \$8,000 out of sewer and paid to GF, remainder is increase.
- b. Sewer Fund

- i. Revenue \$443,448
- ii. Expenses (\$385,430)
- iii. Net Income \$48,018
- iv. Note Loan #95 which was issued to the Town in FY 2011; was completely forgiven, you owe nothing. This was part of stimulus funding from the federal government; once significant completion was filed on the portion of the sewer fund funded by Loan #80, the total of loan #95 was forgiven, \$400,000.

c. Water Fund

- i. Revenue \$415,423
- ii. Expense (\$486,857)
- iii. Net Loss (\$71,434) this is due to:
  - 1. Revenue is off by \$46,607
  - 2. For the most part, grant income offsets capital expenditures except in the water fund. Match funds of approximately \$89,000 were expended through 12/31/2011. This was not budgeted, council was not aware of this contingency that was entered into during a prior administration and this money should have been set aside for this project before it began.
  - 3. Debt Service due in April: principal \$8,000; Interest of \$7,385.
- iv. The water rates will be revisited in June or so and should be adjusted for FY 2013.

3) Financial statements for General Fund and each proprietary fund distributed to Council. I will not cover these, please peruse them and let me know if you have any questions. I have made comments by some of these larger variances. I will mention a few items.

- a. This fiscal year, each proprietary fund is funding its own required operators including payroll, taxes and benefits. In the past, the general fund funded the taxes, health insurance and retirement fund for the licensed water and sewer operators and the proprietary paid only the salary and in the case of the water department, only a portion of the operator's salary.
- b. Your liability insurance increased approximately \$2,000 over last year. \$8,000 of this was budgeted in the sewer department because that is where it was budgeted last year and the lion's share of the insurance is for the sewer plant. The insurance was paid out of the general fund and then the sewer fund reimbursed the water fund.
- c. In the General Fund, you will notice the \$7,000 paid out of the Police Legal and Professional account. That was the legal fees the prior administration agreed to pay to the Wyoming Liability Pool for Chief Phillips' defense in regards to the lawsuit brought against him.
- d. The single item which has helped you the most is the decrease in professional fees, most of those being legal fees, of:
  - i. General Fund: \$34,308
  - ii. Sewer Fund: \$12,753
  - iii. Water \$2,303
  - iv. For a total savings of \$49,364.

4) Cash Flow Statement for period of January 1 to June 30, 2012 for each proprietary fund:

- a. Water Fund project \$331,243 ending cash at 6/30/2012
- b. Sewer Fund project \$1,057,433 ending cash at 6/30/2012

In summary, I want to express my congratulations on a job well done through 6 months of this fiscal year. The proprietary funds are in good shape, the water rates should be adjusted for the next fiscal year so the water fund can afford to pay back the new loans, and will make some money. You are just finishing up the sewer improvement and water projects. You need to finish these projects and reassess where you are financially and the ability to repay your loans and set aside funds for major repairs.

I would point out that Mayor Kennis Lutz and the council has done an excellent job staying within the budget; I think that the presence of the Mayor in the Town Hall has had an advantageous impact on the staff and in controlling expenses. I compliment the council in reviewing and approving the expenditures. The attentiveness of the Mayor and the Council has proven to have a beneficial effect on the financial wellbeing of the Town of Alpine. I want to give Kudos to Pam for the great organizational skills that she has provided. We can now find invoices, deposits and other transactions in the office. She has had a lot to learn in a year but quickly picked up the accounting, continues to make improvements, and obvious one was taking credit cards. The outside auditor was impressed with the grant and loan files, so that to Christine for keeping those organized and up to date. To stress the point of organization and finding files, we asked the staff to prepare a schedule of when each person had hooked into the sewer, how they paid their hookup fee and how much they paid; it has been a nightmare as there are bits and pieces of files, but no complete file of this, but there will be now.

#### **Mayor Kennis Lutz – Resumed State of the Town Address**

##### **LOOKING FORWARD:**

- The WSSA is coming to the Town of Alpine this March 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup>, having their annual meeting and fun days.
- Mountain Days is moving back into the Town of Alpine and will be located at the Civic Center on June 22<sup>nd</sup>, 23<sup>rd</sup>, & 24<sup>th</sup>.
- Fourth of July Parade and fireworks display.
- Alpine Car Show will be located at the Civic Center on August 25<sup>th</sup> & 26<sup>th</sup>. Looking forward to a large turnout.

##### **WORKING ON FOR 2012:**

- Finishing up skate park including; landscaping, restrooms, pavilion, parking area and fence between park and Alpine Fire Department.
- Banners for light poles.
- Continue to improve our public appearance and enhancement. New signs entering Town and Christmas decorations.
- Ice skating rink.
- Move our Homeland Security Sign to Civic Center
- Pavement funding.
- New snow removal bid requirements or keep it in house.
- Finish Maintenance Shop.
- Finish Civic Center.
- Work on trail system thru Town.

I would like to express my gratitude to our Town Engineer, Town Account, Town Attorney for all their help and dedication to the Town.

I would like to thank the Council for all their assistance and a special thanks to all the Town Employees for a job well done and for their genuine concerns for the Town of Alpine.

As always my phone is on and my door is open!!!

#### **Daniel Fund Grant – Mayor Kennis Lutz**

In March of 2009 to apply for a grant, from the Daniels fund, the purpose of the grant was to help create and maintain a summer time position to provide recreational; sports program for the youth of Alpine Wyoming. This was extended in 2010 and again in 2011. This expires at the end of June 2012. Councilman Don Jorgensen said that he would like to try and contact some people to help take care of this and the money put into good use.

#### **Skate Park, Lincoln County Recreational Commission – Mayor Kennis Lutz**

Mayor Kennis Lutz stated that we would like to continue and improve the Skate Park. The estimated cost to complete everything would be \$38,600. Mayor Lutz asked the Town Council if we could pursue grant money to cover the cost and go to the Lincoln County Recreation Commission to ask for these funds.

Councilman Dave Jenkins motioned to have Mayor Lutz to seek grant money to see the skate park improvements. Councilman Troy Greene seconded the motion.

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

**1<sup>st</sup> Reading of 208 Ordinance No. 2012-01 Providing for partial vacation of Elk Run, Alpine West First Addition Subdivision, Alpine, Lincoln County, Wyoming. An Ordinance to vacate a portion of Elk Run; and provide for the effective date of this ordinance upon passage and approval pursuant to Wyoming State Statutes, section 15-4-305.**

**Councilwoman Marietta Lanphear motioned to approve the 1<sup>st</sup> reading of 208 Ordinance No. 2012-01. Councilman Don Jorgensen seconded the motion.**

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

#### **Alpine Community Kids Playgroup**

The Alpine Community Kids Playgroup presented to the Council a use of the Alpine Civic Center for a kids playgroup to get together from 10am to 12pm every other Friday beginning with 02-03-2012 and ending 06-01-2012. This would be open to all moms and dads with kids who are looking to get out and play with other kids.

**Councilman Dave Jenkins motioned to approve the Alpine Community Kids Playgroup to use the Alpine Civic Center from 10am to 12pm every other Friday beginning 02-03-2012 and ending 06-01-2012. Councilman Troy Greene seconded the motion.**

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

#### **Planning and Zoning – Wendy Walton**

Wendy stated that there was not much going on with Planning and Zoning. There were a few minor construction permits. Jim Blittersdorf asked if the Town Council could approve the Planning and Zoning recommendations for his relocation of the dispensing room located in the Bull moose Saloon.

**Councilman Don Jorgensen motion to approve construction permit, the relocation of dispensing room located in the Bull Moose Saloon. Councilman Dave Jenkins seconded the motion.**

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

Mayor Kennis Lutz was asked to present a Portable Emergency Advisory Radio Station, RadioSTAT, that would be fully funded by grant funds. This would be a radio station to inform people of emergency situations such as road closures, avalanches, etc...

**Councilman Don Jorgensen motioned to have Chief Phillips to pursue this Emergency Radio Station. Councilman Troy Greene seconded the motion.**

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

**Councilman Don Jorgensen motioned to adjourn the meeting. Councilman Marietta Lanphear seconded the motion.**


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

**Mayor Kennis Lutz adjourned the public meeting at 8:09pm**



  
Kennis Lutz, Mayor 3/6/12  
Date

Minutes taken and transcribed by:

  
Pamela D. Poston, Town Clerk Treasure 3-6-12  
Date