

MAYOR

ROGER BOURKE

TOWN COUNCIL

CAROLYN ANCTIL

CRAIG HEIMARK

DAN SCHILLING

ELISE MORGAN



TOWN OF ALTA

P.O. BOX 8016

ALTA, UTAH 84092

TEL (801) 363-5105

(801) 742-3522

FAX (801) 742-1006

TTY 711

**Alta CAPITAL Committee
Meeting Materials
March 25, 2026**

Document Tips: The sections below are each hyperlinked to help you navigate straight to a section of interest. Page numbers refer to the header numbers on the top right of the page in blue.

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AGENDA

ALTA CAPITAL COMMITTEE

WEDNESDAY, JULY 15, 2026 @ 11:00 AM

10351 E HWY 210

ALTA POST OFFICE BUILDING

ALTA, UTAH

To view the meeting virtually, please visit <https://townofalta.utah.gov/events/> or watch live <https://townofalta.utah.gov/live-stream/>

To participate in the meeting make a public comment virtually, please notify Molly Austin via email (molly@townofalta.utah.gov) in advance of the meeting.

Please submit written public comment in advance to Chris Cawley via email (ccawley@townofalta.utah.gov)

- 1 Call the Meeting to Order
- 2 CAPITAL Committee Charter Discussion and ACTION to Appoint a Committee Chair and Select Member Terms
- 3 Open and Public Meetings Act Overview
- 4 Public Comment
- 5 Town of Alta Capital Improvement Planning Refresher
- 6 Fulfilling the Committee's Purpose
- 7 Next Steps and Guidance to Staff
- 8 Date of Next Meeting and Meeting Schedule
- 9 Other Business or Open Discussion
- 10 Motion to Adjourn

Notice Provisions:

- Motions relating to any of the foregoing including final action may be taken at the meeting.
- One or more members of the Alta Planning Commission may attend by electronic means, including telephonically. Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the ALTA COMMUNITY CENTER, 10361 EAST HWY 210, ALTA, UTAH
- Reasonable accommodation (including auxiliary communicative aids and services) for individuals with disabilities may be provided upon receipt of a request with three (3) working days' notice. For assistance, please call the Alta Town Office at 801-363-5105

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Town of Alta CAPITAL Committee Charter

ADOPTED – July 8, 2026

Authority

The Alta Town Council established the CAPITAL Committee (“Committee”) to operate according to this charter. “CAPITAL” is an acronym meaning Citizens Advisory Panel to Improve the Town of Alta. The Committee may decide to change the Committee’s name. The Committee serves as an advisory body to the town council to review proposed capital improvements and funding options and to make recommendations to the town council for the same.

Purpose

The purpose of the Committee is to review proposals for major capital improvements by the Town of Alta to ensure proposals meet the needs of Alta’s residents, businesses, taxpayers, and other community members. The committee will specifically review proposals developed by Town of Alta staff to improve or replace the Town’s buildings, culinary water system, and wastewater collection system. The committee will also review various options to fund capital improvements and may provide recommendations to the Town Council regarding project scope, budgets, and funding options.

Membership

The Committee shall consist of a minimum of 5 members and no more than 10 members. One member of the town council shall serve as a liaison to the council from the committee to ensure the council and the committee maintain open and direct lines of communication. The Council liaison is a non-voting member and is not counted toward quorum.

Appointment

The town council appoints committee members by simple motion on the record in an open meeting. Committee service is voluntary. Members serve staggered terms of 1 or 2 years, until a successor is appointed. The Council may remove a member for any reason by motion in an open meeting. A member may resign by written notice to the Mayor or Town Manager.

Qualifications

Committee members should be Town of Alta residents, property owners, business owners or operators, and/or taxpayers. Committee members should represent a diverse cross-section of Alta’s community.

Duties and Responsibilities

- Review and make recommendations to the town council for capital improvements and project budgets developed by Town of Alta staff
- Review various options to fund capital improvements

- Consider the Town's medium- to long-term financial needs and make recommendations for how to address those needs

Ethics/Conflicts

Members will comply with applicable municipal ethics and conflict-of-interest requirements. A member with a conflict regarding a matter before the Committee must disclose the conflict on the record and refrain from deliberation and voting on that matter. Disclosures will be reflected in the minutes.

Meetings

Because the Committee is a public body of the Town of Alta subject to the Utah Open and Public Meetings Act (OPMA), minimum requirements for meeting conduct include:

- At its first meeting each calendar year, the Committee will annually select a Chair and Vice Chair to preside and set agendas in coordination with staff.
- Agendas will be noticed at least 24 hours in advance
- Official meeting minutes will be prepared and adopted by the Committee in open meetings
- Meetings will be recorded, published, and retained by the Town of Alta
- A quorum of the Committee will be required to hold a meeting
- A quorum of the Committee may not discuss Committee business outside of an open and public meeting
- Committee members may attend meetings remotely following the Town's electronic meeting procedures policy.

Decision Making

- A quorum of the Committee will approve minutes for each meeting.
- The Committee may choose to pass voice motions on the record in open meetings as a means of communicating recommendations to the Town Council.
- A quorum of the Committee constitutes a simple majority of the total appointed members (excluding vacancies).

Each voting member present must vote aye, nay, or abstain; abstentions are recorded. Tie votes fail.

Charter Review

This charter may be reviewed and amended by the Town Council as necessary.

CAPITAL Committee Meeting #1

Housekeeping, Capital Planning Refresher, Establishing
Goals and Guidance for Staff

July 15, 2026



Meeting Agenda

1. Call the Meeting to Order
2. CAPITAL Committee Charter Discussion and ACTION to Appoint a Chair and Select Member Terms
3. Open and Public Meetings Act Overview
4. Public Comment
5. Town of Alta Capital Improvement Planning Refresher
6. Fulfilling the Committee's Purpose
7. Next Steps and Guidance to Staff
8. Date of Next Meeting and Meeting Schedule
9. Other Business or Open Discussion
10. Motion to Adjourn

2. CAPITAL Committee Charter Discussion and ACTION to Appoint a Chair and Vice Chair and Select Member Terms

Committee Charter

- Town Council reviewed 6/17, adopted 7/8
- Establishes Committee's authority, purpose, and rules of conduct



PURPOSE: *The purpose of the Committee is to **review proposals for major capital improvements** by the Town of Alta to ensure proposals meet the needs of Alta's residents, businesses, taxpayers, and other community members. The committee will specifically review proposals **developed by Town of Alta staff to improve or replace the Town's buildings, culinary water system, and wastewater collection system.** The committee will also review **various options to fund capital improvements and may provide recommendations to the Town Council** regarding project scope, budgets, and funding options.*

Committee Charter – Other Highlights

Appointment

- Members serve staggered terms of 1 or 2 years

Duties and Responsibilities

- Review and make recommendations for capital projects, budgets, and funding options
- Consider the above in light of the Town's future financial needs

Ethics/Conflicts

- Committee members must disclose conflicts of interest on the record

Membership

- Council appointed Craig Heimark as liaison

Meetings and OPMA

- Committee to select a chair and vice chair
- Committee meetings will comply with Open and Public Meetings Act (more, later)

Decision Making

- Quorum of the Committee approves minutes, may choose to pass motions on the record in open meetings to communicate recommendations to the Town Council

Charter Review

- Council created and can amend charter as necessary

Committee Charter – DISCUSSION AND ACTION

Committee to establish staggered terms

- Staff can draw names, or members can volunteer for 1 or 2 years

Discussion of public participation in meetings – what’s our standard?

- Subject to OPMA – more, later
 - OPMA does not *require* public participation/comment opportunity; but we’ve envisioned the Committee being inclusive and less formal in conduct. Inclusivity vs. efficient/effective meetings.
 - Staff recommends establishing a standard for participation – provide everyone the same opportunity
 - Council meetings allow three minutes per commenter, meeting chair sometimes allows other comments or questions during agenda items

Other Committee questions or comments?

How to take action: “I move to appoint _____” as the chair/vice chair of the Town of Alta CAPITAL Committee.”

Staff recommends an informal discussion regarding member terms

Staff recommends informal discussion regarding public comment/involvement standards

3. Open and Public Meetings Act

Open and Public Meetings Act

52-4-102 Declaration of public policy.

- (1) The Legislature finds and declares that the state, its agencies and political subdivisions, exist to aid in the conduct of the people's business.
- (2) It is the intent of the Legislature that the state, its agencies, and its political subdivisions:
 - (a) take their actions openly; and
 - (b) conduct their deliberations openly.

In other words: The purpose of OPMA is to ensure the public's business is conducted in public.



Open and Public Meetings Act

CAPITAL Committee is a “public body” under [UCA 52-4-103 \(7\)\(a\)](#):

“Public body” means:

- (i) any administrative, advisory, executive, or legislative body of the state or its political subdivisions that:
 - (A) is created by the Utah Constitution, statute, rule, ordinance, or resolution;
 - (B) consists of two or more individuals;
 - (C) expends, disburses, or is supported in whole or in part by tax revenue; and
 - (D) is vested with the authority to make decisions regarding the public’s business

Open and Public Meetings Act

Highlights:

- Members of public body must receive annual OPMA training!!
 - Please visit Utah State Auditor website: <https://training.auditor.utah.gov/courses/open-and-public-meetings-act-training-2026>
- Agendas posted w/in 24 hours, minutes and recordings taken (staff does this)
- Quorum of Committee members:
 - Required for a meeting
 - May not discuss Committee business outside of an open and public meeting
 - An email becomes a “meeting” when a quorum deliberates upon Committee business
 - Chance encounters or social events are fine – but please avoid deliberating

Questions?

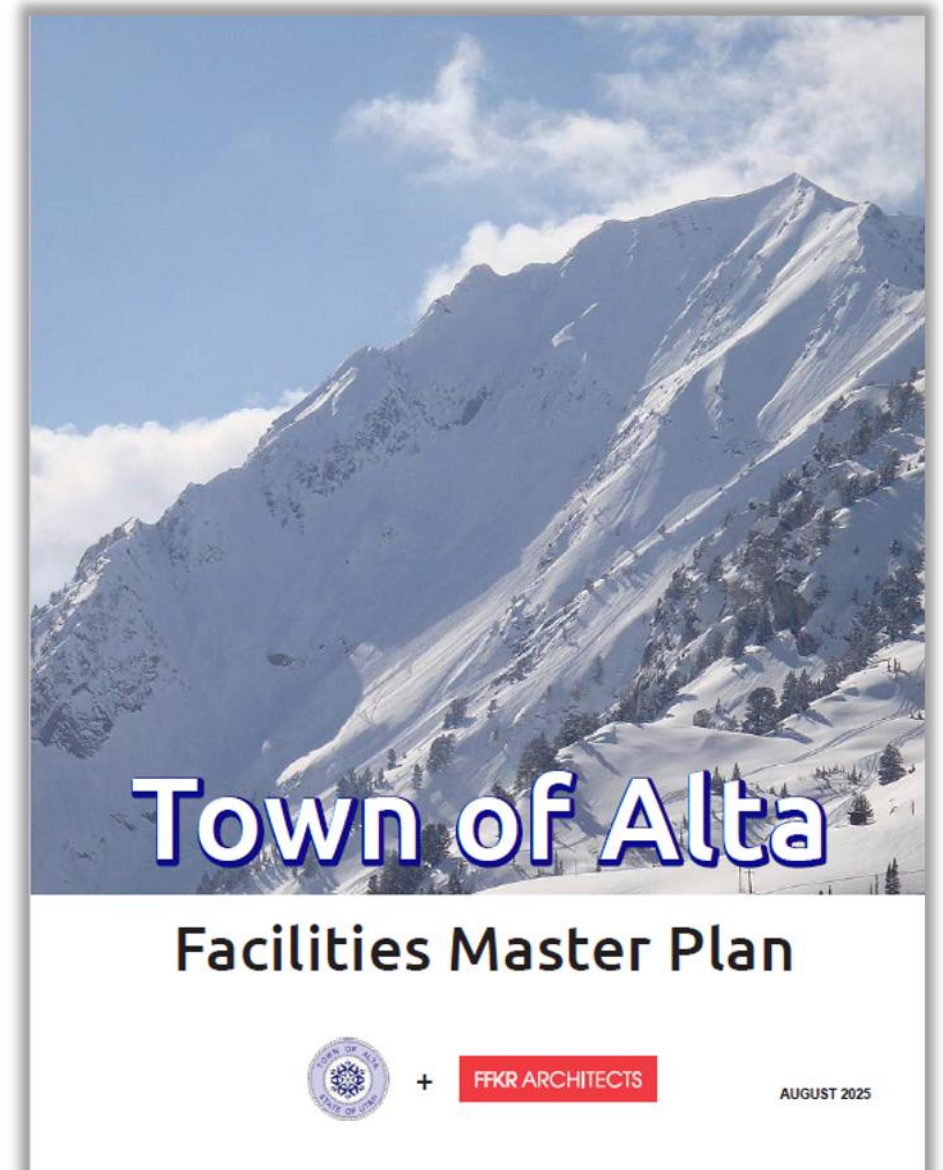
4. Public Comment

5. Town of Alta Capital Improvement Planning Refresher

Buildings

2025 Facilities Master Plan

- Town Office, Alta Central, Post Office Building – *Our Lady of the Snows (OLS) not included*
- Facility Condition Assessments including staff interviews re: additional needs
- Repair / Replace analysis
- As-built floor plans for existing facilities
- “Test fit” space plans w/ cost estimates
 - Square footages represent ideal future condition for existing TOA functions/depts
 - **Not** design documents
 - Much more planning, decision making, and design work is needed to determine construction costs





Post Office Building

- 4600 Square Feet
- Contract US Post Office, Multi-purpose room outfitted for public meetings, marshals' quarters, 3 large garage bays, and more
- Urgent structural problems: recommended for **demolition**
- Site recommended for new building: road-side, less avalanche-exposed*



Alta Central

- 3150 Square Feet
- Police and Dispatch functions of Alta Marshals Office, quarters for up to 10 marshals' personnel, operates 24-7-365
- Structural problems, poor accessibility and avalanche exposure: recommended for **decommissioning** – *can't use for public safety*
- Move functions to new building **AND/OR** Town Office



Town Office

- 2700 Square Feet
- Avalanche-resistant construction, still has significant accessibility challenges
- In good shape
- Recommended to remain administrative office **OR** become dispatch center



Additional Space Needs: AMO

Current deficiencies affecting Alta Marshals Office (AMO)

- Alta Central has major accessibility challenges especially in winter, which impairs response times
- AMO has very few industry-standard secure spaces for various needs including detention
- Various shortcomings require AMO deputies to drive to the valley and lean on other agencies to “help us out” – **not sustainable**
- Alta Central has no resistance to seismic, avalanche, or wildfire hazards – **not sustainable**

AMO needs additional purpose-built, secure, dedicated space for law enforcement functions

- Suspect/arrest processing and holding, interviewing, fingerprinting at roadside
- Amory, evidence storage
- Parking indoors at same facility where deputies are quartered overnight
- Additional overnight quarters and office space as staff grows

Additional spaces identified in facilities plan could add up to 3700 square feet to the new building -- but no final decision has been made to include them in a new building at this time

Primary benefit to increasing AMO space is to the sustainability of Alta providing a local police department on a constrained budget in a challenging environment.

What do we want to build?



New building:

- Existing functions: post office, garage bays, on-shift quarters, multipurpose/meeting space
- Relocate Alta Marshals Office

Options:

- Additional Marshals Office space in new building
- Move Admin to new building
 - Remodel Town Office as dispatch center

Master Plan “Test Fits”

Functional space “adjacency diagrams” translated into conceptual floor plans and 3D massing – NOT DESIGNS

Current Facilities

Post Office: 4600 sf
Alta Central: 3150 sf
Town Office: 2700 sf

Total: 10450 sf

Test Fit #1

Alta Central decommissioned or demolished

Post Office Building demolished

New Building @PO Site: Post Office Building functions, all existing Alta Central functions, additional Alta Marshals Office space

Minor improvements to Town Office to improve accessibility

New building: 13,983 sf (\$14,546,193)
Renovation: 228 sf (\$110,732.00)
Cost estimate: \$14,656,925

Total square footage: 16,683

Test Fit #2

Alta Central decommissioned or demolished

Post Office Building demolished

New Building @PO Site: Post Office Building functions, Police functions of AMO, additional AMO space, move admin to new building – moves all public-facing Town functions to one roadside location, improving accessibility

FFKR recommended due to accessibility improvement

Town Office renovated to become Dispatch Center

New building: 15,289 sf (\$15,674,343)
Renovation: 2,367 sf (Town Office = Dispatch)
Cost estimate: \$16,676,231

Total square footage: 17,989

Test Fit/Master Plan Project Caveats

- \$1,100/sf is over a year old. Costs have increased! But until we know more about our design, we can't say by how much. "The cheapest time to build is today."
- Neither the Facilities Master Plan nor the Test Fit scenarios account for Our Lady of the Snows. The Town could decide not to include a multipurpose room in a new building at the post office site, because OLS provides one.
- Possible UDOT participation in new building not contemplated in the plan
- The Master Plan is a snapshot of existing and ideal future conditions at a moment in time that has passed. The Town has implemented a few modest improvements which satisfy additional space needs outlined in the Test Fits, without adding floor area.
- THE TEST FITS ARE NOT DESIGN. The final design of the building is highly likely to have a different program and could be smaller.
- The Town Office is in good shape but should be renovated to improve accessibility. Test Fits represent different approaches to this.

Range of Costs

\$9 Million

• Assuming \$1,100/square foot

\$18 Million?

New building: Current functions + Alta Marshal's Office + Dispatch center. **No new spaces.** Maintain Town Office as it is w/ renovations for accessibility



New building: Current functions + expand AMO + Administration. Current Town Office becomes Dispatch center (**major renovation**).



Next Step: Architectural Feasibility and Programming – New Building

Assumptions

- Post Office Building site
- Include Alta Central, Post Office Building functions and spaces at a minimum – roughly 8000 square feet?
- Budget to be determined as design is refined *and as Committee deliberates*
 - Facilities Master Plan square footage and cost details are guidelines only – *not decisions*
- *Town and UDOT are in discussions regarding UDOT participating in new building – design and funding for UDOT functions EG equipment storage*

Goals

- Determine “program” for new building
 - Will we also renovate Town Office?
 - How much additional AMO space?
- Develop construction budget estimate (CBE)
- Produce schematic design, other design product sufficient for CBE
- Any other steps necessary to prepare for complete design and funding

Budget: \$100,000

Timeline: Now through March 2027

Facility Replacement Timeline

Tasks and Projects	2026				2027				2028				2029			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Public Meeting	■															
Committee?		■	■	■												
Program & Site Conditions			■	■	■											
Design Phase II					■	■	■	■								
Bond Campaign							■	■								
Council Bond Decision?						■	■									
Bond Election?								■								
Contracting (with design?)								■	■	■						
Construction									■	■	■	■	■	■	■	■
Update General Plan							■	■	■	■	■	■	■	■		■

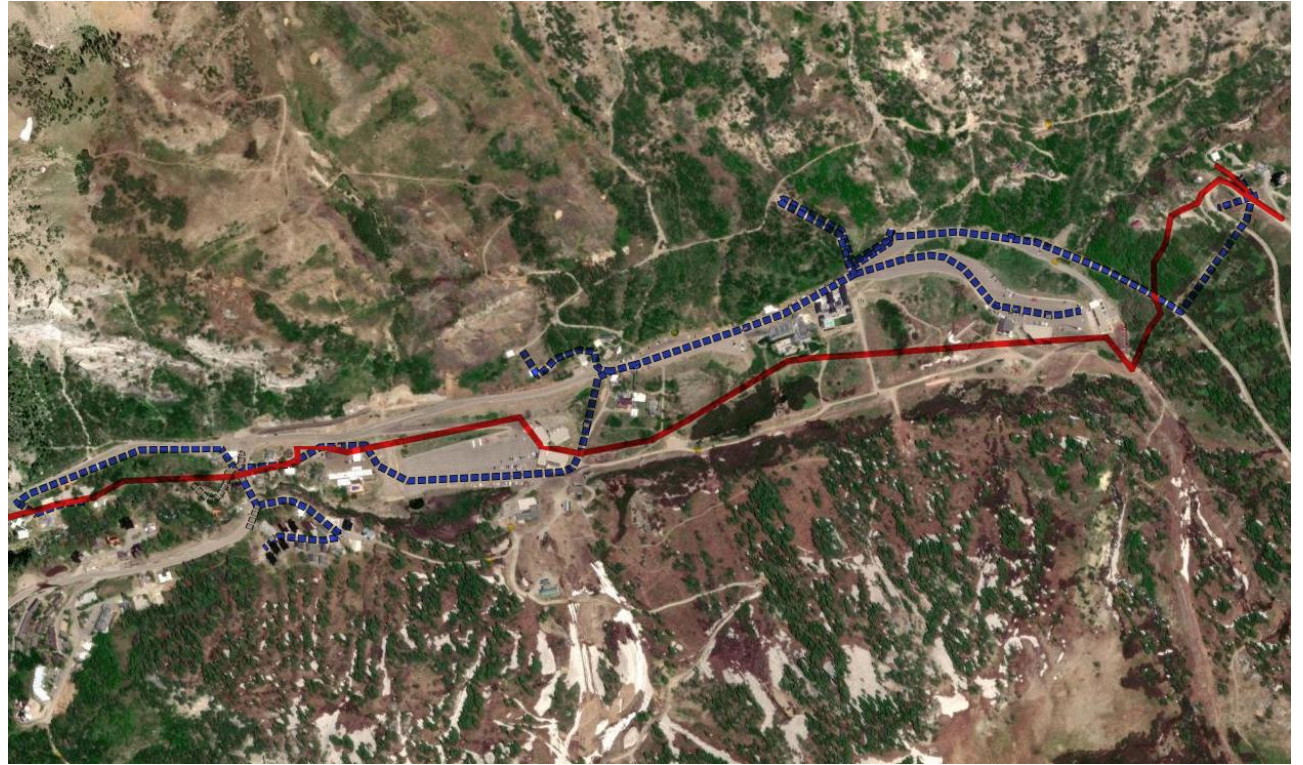
 You are here!

Water and Sewer

Existing systems are largely original:
circa 1970

Water system 5-year projects:
\$2.7M

Sewer system 10-year projects:
\$1.3M



Town needs to save more to fund pipeline replacement over time, but:

- Town's water and sewer budgets are extremely lean; there's nothing to cut
- So, we may have to raise rates even more to fund pipeline replacement

Decisions to be made - Buildings



What goes in
the new
building and
how big is it?



Future
functions of
the Town
Office?



How much
will we
spend?



How will
we fund?



Can we begin
construction
in 2028?



Save and pay as we go?



Or debt finance, seek a grant or
State of Utah loan, etc. to
expedite?



Will ratepayers bear all the
costs, or will the General Fund
support?

Decisions to be
made –
Water and Sewer

7. Fulfilling the Committee's Purpose

Purpose – from the charter

Summary

- Review staff's proposals for capital improvements
- Review project budgets
- Review project funding sources
- Make recommendations to the Town Council for the same

How to fulfil?

Staff recommends the Committee focus on funding

- Budget is key input to upcoming design process

How to Fund Projects?

For facilities: how much, and what source?

- Outside funding – bonds, grants, philanthropy
- If bonds, what kind?
 - A general obligation bond, which would raise property taxes on Alta properties for a period of time, may be the best option
 - We could issue a few different kinds of bonds eg: \$5m GO bond, \$5m sales tax revenue bond
- We will likely have >\$1M in the Town of Alta Capital Projects Fund programmed to a new building to offset outside funding needs

For water/sewer: projects are largely defined

- Pay as we go? Or seek loans or grants?

8. Next Steps and Guidance to Staff

What Does the Staff Need to Know

Should the Town consider philanthropy to fund projects?

- In the past, it was commonly assumed the “community center” would be funded by donations
- Town conducted fundraising feasibility study in ~2021 and found there may be interest in donating, *if the project is right*

Should the Town pursue grants to fund projects?

- We’re not aware of grants for police or general municipal buildings, although we’re aware of grants to fund outdoor recreation and tourism/culture/convention projects
- Grants or repayment forgiveness may be available for State loans for water/sewer

Is the community likely to support proposed projects?

- To be kept in mind as design proceeds

If the Town pursues a general obligation bond, how much would taxpayers and voters support?

- GO bonds have the best interest rates and other issuance costs, would not require major General Fund expense reductions, likelihood of full repayment much less subject to economic volatility

Should the Town pursue outside funding to expedite water and sewer projects?

- Concentrate construction impacts and reduce mobilization costs
- Will inflation make it more expensive/require steeper rate increases to do projects further into the future?

What does the committee need to know to help staff answer these questions?

8. Date of Next Meeting and Meeting Schedule

Considerations



Regular meeting schedule?

- Bimonthly
- Quarterly

Or, as needed?

- What are the outcomes of today's meeting?

Next Meeting:

- Late August or early October; may not have an architect on board by late August
- Chris will be away in mid-September

Next Meeting

Possible agenda items or discussion topics:

- Presentation and discussion on philanthropy and grant opportunities: if the Committee desires
- Special guest: Town of Alta has engaged a “Municipal Advisor,” a SEC-regulated fiduciary and financial advisor to assist the Town in considering debt-financing
 - Advisor may be able to “run some numbers” based on current taxable property value, sales tax revenue, utility revenues, etc. for various bonding scenarios to better inform “what we can afford”
- Presentation and discussion on Architectural Feasibility Study: project will be underway by end of August
- Discussion of whether to expedite urgent utilities projects by seeking outside funding

9. Other Business or Open Discussion

10. Motion to Adjourn