

TOWN OF ALTA

RESOLUTION NO. 2026-R-25

**A RESOLUTION OF THE TOWN COUNCIL OF ALTA, UTAH
ESTABLISHING THE CAPITAL COMMITTEE CHARTER**

WHEREAS, the Town of Alta owns several buildings, a culinary water system, and a wastewater collection system; and

WHEREAS, the Town has identified the need to make major investments in these assets, many of which are over 50 years old and require significant repairs or have reached end-of-life condition; and

WHEREAS, the Town's most likely source of revenue to fund capital improvements are typical municipal revenues such as sales tax revenue, property tax revenue, utility revenue, or bonds or other debts issued against such revenues; and

WHEREAS, the Alta Town Council has prioritized resident, taxpayer, and general community engagement on the topic of funding capital improvements; and

WHEREAS, during its April 8th, 2026 meeting, the Alta Town Council appointed members to a citizens advisory committee formed for the purpose of providing input to the council regarding capital improvement projects, project budgets, and funding sources; and

WHEREAS, that committee is presently known as the Citizens Advisory Panel to Improve the Town of Alta, or the CAPITAL Committee;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF ALTA, UTAH AS FOLLOWS:

Section 1. The Alta Town Council hereby adopts an official charter for the CAPITAL Committee, in order to guide and govern the Committee's purpose and operations, which is attached as Exhibit A.

Section 2. This resolution shall become effective immediately upon passage.

PASSED AND APPROVED this 8th day of July, 2026.

By


Mayor Roger Bourke

ATTEST:

Jen Clancy
Jen Clancy, Town Clerk

VOTE:

Mayor Bourke

yes

Councilmember Heimark

yes

Councilmember Schilling

yes

Councilmember Ancil

yes

Councilmember Morgan

yes

MAYOR
ROGER BOURKE

TOWN COUNCIL
CAROLYN ANCTIL
CRAIG HEIMARK
ELISE MORGAN
DAN SCHILLING



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Exhibit A

Town of Alta CAPITAL Committee Charter

July 1, 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' notice
- 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.