



TOWN COUNCIL REGULAR MEETING MINUTES

July 21, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:30 p.m.

ROLL CALL

Town Administrator Hovorka conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, and Burchard. Councilmember Scaffide was excused absent. A quorum was established. Town Attorney James Sanderson and Clerk/Treasurer Chenault were also in attendance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

PUBLIC HEARING

Dry Dog Development, LLC Alpine Apex Annexation Petition Hearing:

Mayor Green opened the public hearing for the Dry Dog Development, LLC Alpine Apex Annexation Petition. He explained that the purpose of the hearing was for the Town Council to determine whether the proposed annexation complied with Wyoming State Statutes and applicable Town requirements. The subject property was identified as Lot 96, Alpine Village Subdivision No. 1, Plat 3, Amended 7th Filing, consisting of approximately 2.5 acres located north of Elkhorn Drive near the Target Place landing area. The applicant requested Mixed Residential Commercial (MRC) zoning. Mayor Green clarified that annexation would incorporate the property into the Town limits but would not constitute approval of future development, subdivision, building permits, utility connections, or other land use approvals, all of which would remain subject to the Town's ordinances and review processes.

Mayor Green entered into the record the petition to annex, affidavit of mailing, affidavit of posting, annexation report, and the Planning and Zoning Commission's report and recommendation. He then invited the applicant to present testimony.

Marlowe Scherbel, Surveyor with Scherbel Ltd., presented the application on behalf of Dry Dog Development, LLC. Mr. Scherbel explained that the property adjoins land previously annexed into the Town approximately four years earlier and that the current concept proposed approximately 18 townhouse units. He stated that the property was a logical expansion of the Town because municipal water and sewer services were readily available nearby and access to the property already existed. He also introduced Dave Pennington of Sunrise Engineering, who prepared the annexation report and was available to answer technical questions regarding utilities or the report.

Mayor Green asked about the availability of municipal water and sewer service. Mr. Scherbel confirmed that existing Town utilities serving Target Place and the adjacent annexed property could be extended to serve Lot 96.

Mayor Green then reviewed the statutory annexation requirements with Clerk/Treasurer Monica Chenault. Ms. Chenault confirmed for the record that:

- The petition had been properly signed, notarized, and submitted;
- The required legal description, map, ownership information, and annexation request had been provided;
- The annexation report had been completed;
- Required public notices had been properly issued;
- The property was contiguous to the Town;
- The annexation represented a logical and feasible addition to the Town;
- Municipal services could reasonably be made available; and
- All required procedures had been followed.

Town Attorney Jim Sanderson questioned whether sufficient evidence had been presented to support the statutory finding that the annexation would promote the health, safety, and welfare of the Town. He noted that while the application contained general statements, he believed future annexation requests should include more specific evidence demonstrating public benefit, including measurable financial impacts such as anticipated tax revenue or utility revenues.

In response, Mr. Scherbel explained that annexation would allow the property to receive municipal water and sewer services, improving public health and safety for future residents. He further stated that annexation would expand the Town's tax base, increase population for purposes of state revenue distribution, and add developed infrastructure without requiring the Town to construct roads or utility extensions, as those improvements would be funded by the developer. Mr. Scherbel acknowledged that specific financial projections had not historically

been required but stated he would be willing to provide more detailed calculations for future proceedings if requested.

Mayor Green indicated that because the Council was conducting a public hearing rather than taking final action that evening, the discussion was valuable in identifying information the Council may wish to require in future annexation applications. Councilmember Wierda observed that annexation applications necessarily rely on conceptual development plans, which may change significantly before construction occurs, making precise projections difficult at the annexation stage. Administrator Hovorka reminded the Council that annexation and development approvals are separate processes, emphasizing that the current request involved only annexation of a vacant parcel rather than approval of any specific development proposal.

Councilmember Larsen asked why the applicant requested Mixed Residential Commercial (MRC) zoning rather than R-2 zoning. Mr. Scherbel responded that the MRC designation would provide flexibility for potential future commercial uses, such as neighborhood-serving businesses, without requiring a future rezoning request. He also explained that the property currently lies within a mixed-use zoning designation in Lincoln County and that annexation into the Town would allow connection to municipal sewer and water services, which would otherwise be required for comparable development.

Mayor Green then opened the hearing for public comment.

Bill Saks addressed the Council, asking whether annexing undeveloped land without a defined project could increase the property's value without guaranteeing development. He also inquired whether required public hearing notices had been properly posted and whether nearby residents had been consulted regarding potential impacts.

Administrator Hovorka responded that the required public hearing sign had been posted on the property and that notices had been mailed to all property owners within 500 feet, noting that the Town's notification requirements exceed the State's minimum 300-foot requirement.

With no additional public comments, Mayor Green invited the applicant to offer any final remarks. Mr. Scherbel stated that, in his opinion, the annexation satisfied all applicable statutory requirements for annexation.

Mayor Green asked if the Council had any final questions or comments. Hearing none, he closed the public hearing on the Alpine Apex Annexation Petition. Josh Springer thanked the Council for its consideration and participation before disconnecting from the meeting.

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the pledge of allegiance.

APPROVAL OF CONSENT AGENDA: *Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.*

CONSENT AGENDA

Town Council Meeting Minutes - June 23, 2026, and July 7, 2026: Councilmember Burchard made a motion to approve June 9, 2026, Planning and Zoning Commission Meeting Minutes, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

Bills to Pay: June 23, 2026 - July 21, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report June 23, 2026 - July 21, 2026, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

May Financial Report - For the 10 months ending May 31, 2026: Councilmember Burchard made a motion to approve the May Financial Report, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

Rad Curbside Customer Service Agreements: Councilmember Burchard made a motion to approve Rad Curbside Customer Service Agreements, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

REPORTS

Mayor's Report – Eric Green

Mayor Green reported that the Town would soon begin mailing the Alpine Meadows Property Owners sewer letter agreements. Administrator Hovorka explained that the agreements would be sent to affected property owners within the next few days. The agreements address sewer connections or sewer laterals that the Town will either monitor and maintain in the event of a backup or fully replace when a property owner develops their property. She noted that the agreements were designed to be straightforward and easy to understand. Once signed and returned, the Town will record the agreements and provide recorded copies to the respective property owners.

Mayor Green encouraged any property owner receiving a letter who has questions to contact Administrator Hovorka directly for assistance, noting that she had prepared the agreements and would be available to answer questions.

Events Committee Report - Andrea Burchard

Councilmember Burchard reminded the public that the Alpine Farmers Market is held every Thursday beginning at 4:00 p.m., followed by Music in the Mountains at 6:00 p.m., with live music continuing for the next several weeks. She also announced that the Alpine Travel and Tourism Board meeting would be held that Thursday at 5:00 p.m.

Councilmember Burchard encouraged the public to attend the Transportation Safety Action Plan and Demonstration Project Open House on July 30, from 5:00 p.m. to 7:00 p.m., noting that it would provide valuable information to the community.

She announced that a Candidate Forum would be held on August 5 at 7:00 p.m. at the Alpine Civic Center, providing residents an opportunity to meet candidates for Mayor and Town Council and ask questions. Mayor Green added that the event would primarily serve as a meet-and-greet with the candidates.

Councilmember Burchard also announced that the Friends of the Alpine Library Annual Book Sale would take place August 7–15, encouraging community members to stop by and support the event.

She highlighted the Top of the Rockies Car Show on August 15, noting that proceeds from the event benefit members of the local community.

Finally, Councilmember Burchard reminded everyone to save the date for the Alpine Education Foundation's Second Annual Golf Scramble Fundraiser, scheduled for September 20.

Planning & Zoning Commission Report – Melisa Wilson

Planning & Zoning Commission Chair Melisa Wilson reported that the Commission recently reviewed the applications submitted by two development companies. She stated that the Commission received the necessary information from both applicants, addressed questions during the meeting, and completed its review.

Ms. Wilson informed the Council that she would be unable to attend the upcoming Planning & Zoning Commission meeting and requested additional support from Council members if possible. She explained that the Commission's previous meeting had drawn an unusually large public attendance, with significant public interest regarding upcoming development proposals. While the discussion remained respectful and allowed everyone an opportunity to voice concerns, she anticipated another well-attended meeting, particularly because the Turley development application was expected to be on the agenda. She noted that she planned to participate remotely by phone if needed.

Mayor Green confirmed that the Commission would still have a quorum and stated that the Town would explore ways to provide additional support for the meeting.

Councilmember Wierda asked whether the Commission had designated a vice chair or second-in-command to preside in Ms. Wilson's absence. Ms. Wilson replied that the Commission had not formally appointed one and that she had assumed seniority would determine who would chair the meeting. Mayor Green indicated the Town would review the Commission's procedures to determine the appropriate process.

Ms. Wilson concluded by congratulating the Town on the success of the recent Alpine 250th Gala and Fourth of July celebrations, stating that she had heard overwhelmingly positive feedback from attendees and commending the Town for its excellent representation during the events. Mayor Green thanked Ms. Wilson for her comments and recognized her participation in the community events.

Economic Development Report – Jeremiah Larsen

Councilmember Jeremiah Larsen reported that there were no significant economic development updates from Lincoln County. Speaking in his capacity with Emergency Management, he informed the Council that the Alpine Fire District had recently responded to a brush fire south of Town. The fire originated from a campfire that had been extinguished the previous evening but was not fully cold. Due to the hot and dry conditions, the fire rekindled the following afternoon. Fortunately, firefighters responded quickly and contained the fire before it spread.

Councilmember Larsen reminded the public that Lincoln County remains under Stage 1 Fire Restrictions, emphasizing that recent rainfall has not sufficiently reduced fire danger. He also noted that the Bridger-Teton National Forest would implement Stage 1 Fire Restrictions beginning the following day. He urged residents to ensure any campfire is completely extinguished and cold to the touch before leaving it unattended. He further encouraged owners of vacant properties to mow or remove tall weeds and vegetation to reduce available fuel for potential fires.

Mayor Green added that he had spoken with the Fire Chief, who explained that the fire had originated from an improperly constructed backyard fire that lacked a designated fire ring or other containment. Although the fire appeared to have been extinguished the previous evening, it reignited the following afternoon under dry conditions. Mayor Green emphasized that, under the right wind conditions, the fire could have spread rapidly toward Alpine, underscoring the seriousness of proper fire safety practices.

Councilmember Larsen also reported that the responsible property owner had been cited and noted that the Lincoln County Sheriff's Office will continue enforcing fire restrictions and issuing fines for violations.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Jeremiah Larsen reported that the Alpine Travel & Tourism Board would hold a public meeting on Thursday from 5:00 p.m. to 6:00 p.m. at Town Hall. He explained that the first half of the meeting would serve as an open forum for community discussion regarding the Travel & Tourism Board's activities and accomplishments over the past three years. The second half would be an educational presentation explaining the upcoming November lodging tax election, including the purpose of the Travel & Tourism program, what renewal of the tax would mean for the community, and what would occur if the measure did not pass. Councilmember Larsen encouraged the public to attend.

Councilmember Burchard noted that the Town website calendar listed the meeting at 6:00 p.m. Councilmember Larsen clarified that the correct meeting time was 5:00 p.m. to 6:00 p.m. so it would fit between the Farmers Market and Music in the Mountains events. Mayor Green requested that staff verify and correct the posted meeting time if necessary.

Mayor Green noted that the Lincoln County Sheriff's Office had submitted its report in writing and then moved on to the Action Items portion of the agenda.

Lincoln County Sheriff's Report – *Submitted in writing*

ACTION ITEMS

Ordinance No. 2026-011 - Boardwalk II Lot 18 Annexation Ordinance - 3rd Reading:

Councilmember Burchard made a motion to adopt on 3rd and Final Reading Ordinance No. 2026-011 Boardwalk II Lot 18 Annexation. The motion was seconded by Councilmember Wierda.

Mayor Green opened the item for discussion, noting that the applicant was not present, likely because the ordinance had reached its third reading. Referring to the discussion held earlier during the annexation public hearing, he acknowledged the conversation regarding the statutory health, safety, and welfare findings but stated that no changes had occurred since the second reading and that the applicant was prepared to move forward with the project.

Clerk/Treasurer Chenault confirmed that no changes had been made since the second reading.

With no further questions or comments from the Council, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried. Ordinance No. 2026-011 was adopted on third and final reading

Ordinance No. 2026-013 - Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96 - 1st Reading:

Councilmember Burchard made a motion to find that the statutory conditions for annexation exist, that the required annexation procedures have been met, and to approve the 1st Reading of Ordinance No. 2026-013 Alpine Apex Annexation/Alpine Village No. 1 Plat 3 Lot 96. The motion was seconded by Councilmember Larsen.

Mayor Green opened the item for discussion, noting that the Council had already conducted the required public hearing and reviewed the statutory annexation requirements. He commented that the discussion during the public hearing regarding the statutory health, safety, and welfare finding had been beneficial and suggested that, if the Council desired additional supporting information from the applicant, it could be requested before second reading. He further stated that future annexation applications should include more detailed documentation addressing those statutory findings to ensure the Town's review is comprehensive.

Councilmember Wierda referenced the staff report, noting that annexation would bring the property under the Town's ordinances, zoning regulations, development standards, utility rules, fees, and review processes. He stated that annexation supports orderly growth by allowing future land use, subdivision, utility, and development proposals to be reviewed through the Town's established approval process. He also emphasized that annexation itself does not authorize future development.

Councilmember Wierda further commented that many residents question why certain types of development occur along the Highway 26 corridor, explaining that projects outside Town limits fall under county jurisdiction and are not subject to Town review. He expressed that annexation allows the Town greater ability to guide future development in a manner consistent with community goals rather than leaving development decisions solely to the County.

Councilmember Burchard agreed with those comments.

Mayor Green added that the Town has taken steps to improve the appearance of future commercial development by establishing a Design Review Committee. He explained that future commercial projects proposed on annexed property would be required to appear before the committee to receive design feedback before development proceeds. He clarified that the Design Review process currently applies only to commercial projects and not residential development.

With no further discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide

Motion carried. Ordinance No. 2026-013 passed first reading

Town of Alpine AMI Project - Contractor's Application for Payment No. 1, No. 2, No. 3, and No. 4:

Councilmember Larsen made a motion to approve the AMI Radio Read Project pay applications in the total amount of \$667,067.91, apply a credit of \$286,111.01 for direct parts invoices

previously paid by the Town, and authorize payment of the remaining balance due to Core and Main, LP in the amount of \$380,956.90, with project engineering and Town staff labor costs accounted for separately. Councilmember Burchard seconded the motion.

Mayor Green explained that the item represented payment for the Town's Automated Metering Infrastructure (AMI) Radio Read Project, noting that while the grant application had been completed under the previous administration, the current administration had overseen the project's completion. He stated that the project was funded in large part through a state grant, allowing the Town to modernize its water meter system so customers can now monitor water usage in near real-time and enabling the Town to better manage its water system.

Clerk/Treasurer Monica Chenault explained that the payment request effectively finalized the entire project. She reported that during construction, Core & Main had inadvertently billed the Town for all project materials—including both the contractor-installed and Town-installed portions of the project—rather than only the contractor's portion. Once the billing discrepancy was discovered, the Town immediately suspended further payments while staff, the project engineer, and Core & Main reconciled the invoices. The payment request before the Council reflected those corrections by crediting the Town for the materials it had already paid directly and authorizing payment of the remaining balance due.

Mayor Green thanked Clerk/Treasurer Chenault, Deputy Clerk Tara, and Jorgensen Engineering for the significant effort required to reconcile the project costs.

Councilmember Wierda asked for clarification regarding the project's funding and whether the remaining payment would be made from Town funds. Clerk/Treasurer Chenault explained that the project operates under a 60/40 grant, with the Town initially paying project costs before receiving reimbursement for approximately 60 percent of eligible expenses. She also noted that Town staff labor would not be reimbursed directly but would count toward the Town's required grant match.

Councilmember Larsen commented that he had recently spoken with Public Works Director Craig, who reported that the new radio-read system has already resulted in measurable water conservation because customers are now able to monitor their water usage more closely. Mayor Green added that the Town has also been able to better monitor water production and identify water leaks more quickly. He further noted that allowing Town staff to install a portion of the system as part of the grant match significantly reduced overall project costs compared to original estimates.

With no further discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried.

JVA, Incorporated - On Call Pretreatment and WWTF Engineering Services Agreement Updated:

Councilmember Burchard made a motion to approve the updated JVA, Inc. on-call engineering services agreement for pretreatment and wastewater treatment plant support, in an amount not to exceed \$42,000.00 for 2026, and authorize the Mayor to execute the agreement on behalf of the Town, with invoices to be billed to the appropriate Town account based on the services provided. Councilmember Larsen seconded the motion.

Mayor Green requested additional background on the agreement. Clerk/Treasurer Monica Chenault explained that JVA has been providing specialized consulting services to assist the Town with bringing the wastewater pretreatment plant into operation and addressing ongoing issues associated with the project. In addition, JVA has assisted the Town in developing its industrial wastewater pretreatment program, which Town staff will now continue implementing.

Ms. Chenault stated that due to ongoing issues involving the wastewater treatment plant contractor, Cambrian, and previous equipment performance concerns, JVA has provided substantially more assistance than originally anticipated. She explained that staff expects JVA's involvement to continue for the next six to eight months and that the updated agreement establishes a not-to-exceed amount for those continued engineering services.

Mayor Green noted that JVA's expertise is specifically in wastewater treatment engineering and pretreatment systems, providing technical services beyond the scope of the Town's regular engineering consultant. Ms. Chenault confirmed that the agreement is a time-and-materials contract with a not-to-exceed amount, meaning the Town will only pay for services actually performed.

Councilmember Wierda asked whether the requested \$42,000 would cover services through the remainder of the year and how that compared with the budgeted amount. Ms. Chenault confirmed that the wastewater budget currently includes approximately \$48,000 for the service. She added that not all JVA work would necessarily be charged to the wastewater enterprise fund, as services related to legal matters may instead be billed to the Town's General Fund under professional services.

With no further questions or discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried.

Attorney-Client Engagement Agreement with Jackson Hole Law, P.C. for Legal Representation Regarding the Annexation Matter for Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC:

Councilmember Larsen made a motion to approve the Attorney-Client Engagement Agreement between the Town of Alpine and Jackson Hole Law, P.C. for legal representation regarding the annexation matter involving Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC, and authorize the Mayor to execute the agreement on behalf of the Town. Councilmember Burchard seconded the motion.

Mayor Green requested background on the proposed agreement. Town Attorney Jim Sanderson explained that the matter arose after it was determined that an attorney who had previously worked in his office had provided legal advice to representatives of the annexation applicants. Although Mr. Sanderson was not personally involved, he concluded that the prior representation created a potential conflict of interest and recommended that the Town retain independent legal counsel to represent it during the annexation proceedings.

Administrator Hovorka explained that Jackson Hole Law, P.C. was recommended because attorney **Alec Lever** has experience representing municipal clients and is familiar with local government law. She noted that municipalities in rural Wyoming have a limited number of attorneys with specialized municipal law experience, making qualified counsel difficult to obtain. In addition to representing the Town during public meetings, Mr. Lever would also be available to advise staff on legal questions related to the annexation matter outside of meetings.

Mayor Green asked how legal representation would function during future Council meetings. Mr. Sanderson stated that he would recuse himself entirely from the annexation matter and would neither participate in discussions nor review documents related to that specific case, while continuing to serve as Town Attorney on all other agenda items.

Councilmember Wierda asked whether other attorneys had been considered before selecting Jackson Hole Law. Mr. Sanderson explained that he had contacted several attorneys with municipal law experience who represent other Wyoming municipalities, but each declined the representation, leaving Jackson Hole Law as the available qualified option. Mayor Green expressed appreciation that due diligence had been exercised in seeking alternate counsel.

With no further discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried.

Consideration of Approval of the Commercial Lease Agreement with The Playroom Learning Center:

Councilmember Burchard made a motion to approve the Commercial Lease Agreement with The Playroom Learning Center as proposed, and authorize the Mayor to execute the agreement. Councilmember Larsen seconded the motion.

Mayor Green requested background on the proposed lease. Administrator Hovorka explained that The Playroom Learning Center's previous lease had expired in **2023** and that the daycare had continued occupying the space on a month-to-month basis under the existing lease terms. She noted that approving a new long-term lease would provide greater stability and peace of mind for both the business owners and the families who rely on the childcare services.

Mayor Green stated that the proposed lease rate had been discussed previously during executive session. Under the new agreement, the rental rate would increase to **\$0.75 per square foot**, resulting in the monthly rent increasing from **\$1,590.00** to **\$1,837.50**, an annual increase of approximately **\$3,000**. He commented that The Playroom Learning Center provides an important service to the community and that the Council sought to establish a rental rate that was fair to the Town while remaining affordable for the daycare to continue operating. He noted that the daycare operators had indicated the proposed increase was manageable, although it could result in a slight increase in childcare rates.

With no further discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried.

Ordinance No. 2026-014 - Land Use & Development Code Amendments - 1st Reading:

Councilmember Larsen made a motion to approve 1st Reading of Ordinance No. 2026-014 - Land Use & Development Code Amendments. Councilmember Burchard seconded the motion.

Mayor Green requested an overview of the proposed amendments. Administrator Hovorka explained that the ordinance consists primarily of housekeeping revisions recommended by the Planning and Zoning Administrator to correct inconsistencies and update provisions within the existing Land Use and Development Code. She noted that several amendments align the Code with ordinances previously adopted by the Town, including revisions to public notice requirements, while other changes address inconsistencies that have been identified during administration of the Code.

Mayor Green observed that while the Town intends to retain a consultant to perform a comprehensive update of the Land Use and Development Code, these revisions address issues that cannot reasonably wait until that larger project is completed. Administrator Hovorka added that municipalities routinely adopt updated editions of national building, residential, and fire codes and make targeted amendments where local modifications are needed, making periodic updates such as these a normal part of code maintenance.

Councilmember Wierda asked how the Town determines whether regulatory provisions should remain within the Land Use and Development Code or instead be incorporated into Town ordinances. Mayor Green explained that the recent changes to public notice requirements illustrated this process, as the Council had adopted a separate ordinance expanding the notification radius, making it necessary to amend the Code for consistency. Town Attorney Jim Sanderson clarified that new ordinances include repeal provisions for conflicting language, ensuring that the most recently adopted ordinance governs when inconsistencies exist.

Planning and Zoning Commission Chair Melisa Wilson commented that the Commission routinely reviews the Land Use and Development Code during the winter months and identifies inconsistencies or provisions requiring revision. She explained that the current amendments are intended to address pressing issues as they arise while the Town continues working toward a comprehensive update of the Code. Mayor Green added that the current Code has been amended numerous times since its adoption in 2006, resulting in inconsistencies that these revisions begin to address. He also noted that digitizing the Code and completing a comprehensive rewrite would make future updates significantly easier.

Councilmember Larsen remarked that the Land Use and Development Code is a "living document" that will continue to evolve as the Town grows, a sentiment echoed by Chair Wilson.

With no further discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried.

Ordinance No. 2026-012 - ICC Code Exemptions and Local Amendments - 1st Reading:

Councilmember Burchard made a motion to approve 1st Reading of Ordinance No. 2026-012 - ICC Code Exemptions and Local Amendments. Councilmember Larsen seconded the motion.

Mayor Green explained that the ordinance was closely related to the previous agenda item and asked Administrator Hovorka to confirm its purpose. Administrator Hovorka explained that the ordinance identifies the specific exemptions and local amendments the Town intends to adopt in conjunction with the International Code Council (ICC) codes. Rather than drafting an entirely new building code, the Town adopts the ICC codes by reference while specifying the local provisions that will differ from the standard code.

Mayor Green noted that Council had received a staff report outlining the proposed exemptions and local amendments and asked if there were any questions regarding the ordinance.

With no questions or discussion from the Council, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried.

Consideration of Selection of a Consultant for the Comprehensive Land Use and Development Code Rewrite:

Councilmember Larsen made a motion to authorize the Mayor to negotiate and execute a professional services agreement with a consultant to prepare the Town of Alpine's comprehensive Land Use and Development Code rewrite, subject to final review by the Town Attorney. Councilmember Burchard seconded the motion.

Mayor Green opened discussion by noting that the Planning and Zoning Commission had previously evaluated the consultant proposals and that both firms presented advantages and disadvantages. He stated that while both firms were qualified, **KKC** had extensive Wyoming planning experience, including work for the City of Gillette, and emphasized that the firm was familiar with Wyoming statutes and municipal planning requirements.

At Councilmember Larsen's request, Planning and Zoning Commission Chair Melisa Wilson explained why the Commission had recommended **OPS**. She stated that the Commission appreciated OPS's local presence and believed the firm's proximity would make communication, meeting attendance, and collaboration easier throughout the project. She also discussed earlier questions regarding digital code management and recurring software costs, noting that both firms had submitted strong proposals and that the Commission carefully evaluated each.

Mayor Green explained that KKC had revised its proposal by separating the code rewrite from future digital codification services, allowing the completed code to later be converted into a digital format. Administrator Hovorka and Clerk/Treasurer Chenault further informed the Council that the Town already had a contract with **Municode**, which included future codification of the Land Use and Development Code once the rewrite was complete. They explained that because the Town was already committed to Municode for annual code hosting and supplementation, digital codification could be addressed separately regardless of which consultant was selected for the rewrite.

Councilmember Larsen asked whether the new information regarding Municode affected the project budget. Clerk/Treasurer Chenault responded that staff had worked to compare the consultant proposals on an equivalent basis and noted that additional analysis of the codification component would be completed separately. Mayor Green added that approximately **\$112,000** had been budgeted for the rewrite and that either proposal could be accommodated within the Town's financial resources. Staff also confirmed that both firms had indicated they were available to begin work immediately.

During Council discussion, Councilmembers Larsen, Burchard, and Wierda each expressed support for **OPS**, citing the firm's local presence, favorable community references, compatibility with the Town's existing Municode platform, and ability to complete the work within the

approved budget. Mayor Green stated his preference for **KKC**, citing the firm's larger staff, responsiveness, and capacity to complete the project efficiently.

Councilmember Larsen then made a motion to amend the original motion by specifying **OPS** as the selected consultant. Councilmember Burchard seconded the amendment.

Following brief discussion, the Council voted on the amendment. Councilmembers **Burchard, Larsen, and Wierda** voted **Aye**, while **Mayor Green** voted **Nay**. The amendment carried.

The Council then returned to the amended main motion.

Motion: Councilmember Larsen moved to authorize the Mayor to negotiate and execute a professional services agreement with **OPS** to prepare the **Town of Alpine Comprehensive Land Use and Development Code Rewrite**, subject to final review by the Town Attorney. Seconded by Councilmember Burchard.

With no further discussion, Mayor Green called for a vote.

Vote: Ayes – Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. Absent – Councilmember Scaffide.

Motion carried. The Town directed staff to proceed with negotiating a professional services agreement with **OPS**, subject to review by the Town Attorney.

PUBLIC COMMENT

- **Calvin Rawe** commented on campaign-related social media posts and criticized a mayoral candidate's views on development, housing design, and local government. During his comments, a procedural dispute arose regarding whether campaign-related remarks were permitted during public comment. Following a brief recess, the Town Attorney advised that no Wyoming statute prohibited such comments, and Mr. Rawe was allowed to restart his allotted time.
- **Mike McElroy** expressed concerns about meeting decorum and enforcement of public comment rules. He encouraged the Council to establish and consistently enforce standards to prevent personal attacks and disruptive behavior while maintaining orderly public meetings.
- **Bill Saks** questioned which public comment rules currently govern Town Council meetings, citing discrepancies between the 2008 meeting rules and more recent proposed revisions. He requested clarification regarding the applicable standards for public participation.
- **Jersey Mosinski** expressed concerns regarding the proposed Turley annexation, specifically the increase in residential units, anticipated traffic impacts on Sunrise and Grandview Drives, and the effect of continued growth on the surrounding neighborhood.

- **Dee Talcott** raised questions regarding the proposed Turley development, including bonding requirements, enforcement of good-neighbor practices, concerns about trash associated with short-term rentals attracting bears, and impacts on neighboring property owners. Mayor Green responded by encouraging written questions to staff and reporting concerns through the Town's code enforcement process.
- **Justin Scott** suggested utilizing the Town's code enforcement officer to address complaints related to trash and property maintenance associated with short-term rentals.
- **Isaac Aznoe** encouraged the Council to ensure the upcoming Land Use and Development Code rewrite remains transparent by publishing consultant agreements, draft documents, project deliverables, spending limits, and opportunities for public review and comment throughout the process.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider personnel matters. Councilmember Burchard seconded the motion.

No action was taken during Executive Session.

Councilmember Larsen made a motion to adjourn Executive Session. Councilmember Burchard seconded the motion.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Wierda seconded the motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Motion carried.

The meeting adjourned at 9:10 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on August 4th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk