



# TOWN COUNCIL MEETING MINUTES

February 18, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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**CALL TO ORDER:** Mayor Green called the February 18<sup>th</sup>, 2025, Town Council regular meeting to order at 7:01 p.m.

**PLEDGE OF ALLEGIANCE:** Mayor Green led the attendees in the Pledge of Allegiance.

**ROLL CALL:** Assistant Clerk Sarah Greenwald conducted roll call. Present: Councilmember Jeremiah Larsen, Councilmember Andrea Burchard, Councilmember Shay Scaffide, Councilmember Emily Castillo, and Mayor Eric Green. A quorum was established.

**ADOPT THE AGENDA:** The Council reviewed the agenda prior to the meeting. Councilmember Larsen made a motion to approve the agenda. Councilmember Castillo seconded the motion. Voting Yea: Councilmember Emily Castillo, Councilmember Andrea Burchard, Councilmember Scaffide, Councilmember Jerney Larsen, Mayor Eric Green.

**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

- a. **Approval of Town Council Minutes:** January 21, 2025, Town Council Regular Meeting Minutes; February 4, 2025, Special Meeting Minutes; February 4, 2025, and Joint Work Session with Planning & Zoning Minutes Councilmember Larsen made a motion to approve the listed Town Council meeting minutes. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.
- b. **Approval of Planning & Zoning Commission Minutes:** January 14, 2025, Planning & Zoning Commission Meeting Minutes. Councilmember Larsen made a motion to approve the listed Town Council meeting minutes. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.
- c. **Bills to Pay Report: 01/22/2025 - 02/04/2025:** Councilmember Larsen made a motion to approve the Bills to Pay Report for the period January 22, 2025, through February 4, 2025. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.
- d. **Catering Permits:** VR Tavern on the Greys: Alpine Jubilee 2/1/2025; Rocky Mountain Elk Foundation 5/3/2025; Alpine Mountain Days 6/20, 6/21, 6/22, 2025. Star Valley Trout Unlimited: Fly Fishing Film Tour 4/19/2025. Councilmember Larsen made a motion to ratify catering permit for VR Tavern on the Greys: Alpine Jubilee 2/1/2025. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green. Councilmember Larsen made a motion to approve catering permit for Rocky Mountain Elk Foundation 5/3/2025, Alpine Mountain Days 6/20, 6/21, 6/22, 2025 and Star Valley Trout Unlimited: Fly Fishing Film Tour 4/19/2025. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.

## REPORTS

- a. **Mayor's Report:** Mayor Green had no report.
- b. **Planning & Zoning Report:** Dan Schou reported that Planning & Zoning had a productive meeting, approving two previously tabled home applications after the required documentation was submitted. There was discussion regarding a planned unit development (PUD). Lower Valley Energy has indicated they want to be the originator of the permit for the property in question, and they have concerns about any construction before the power lines are buried. Further discussions with Lower Valley are ongoing. There was also discussion about the **Dead Horse commercial property (Elkhorn Estates)**. Plans were submitted, and the permit fees were paid, but structural drawings are still pending. Additionally, discussions focused on setback and parking requirements, particularly the need for curb and gutter definitions in the Land Use Development Code. It was recommended that a line be added to the next reading of the code to clarify that the edge of the curb is the five-foot setback.
- c. **Engineering Report – Jorgensen Engineering:** Kevin Meagher provided updates on various projects. The AM Radio project is still in progress, with a preconstruction meeting scheduled. The project is expected to be completed by August 2025. Regarding the Dead Horse Project, engineering reviews are ongoing to ensure proper sewer pressures, lift station capacity, and water connections. For the Sewer Treatment Plant, backup operators were used temporarily, but with Dustin's return, backup support will no longer be needed. The town has resolved missing discharge monitoring reports with the state. The pretreatment plant has a minor roof hatch leak that is being assessed. Meagher noted that the process piping is about 99.5% complete, with final electrical components expected to take another 2.5 months due to material lead times.
- d. **Events Committee Report – Councilmember Andrea Burchard:** Councilmember Burchard reported that the Alpine Jubilee was successful, although parade participation was lower than expected. The fire dancers were a big hit and will likely be invited back next year through a grant from Travel & Tourism. The Casino Night fundraiser had lower attendance due to weather but still raised \$6,000 for Alpine's scholarship fund. Upcoming events include Easter celebrations and the start of planning for Mountain Days. On Friday, February 21, 2025, a Bingo fundraiser will be held in collaboration with the Child Development Center, featuring a silent auction and raffle to benefit local early childhood programs.
- e. **Economic Development Report:** Councilmember Larsen highlighted the recent opening of the **new ER and OR facility on January 10, 2025**. A **VIP event** was held on January 9, followed by a **public open house** that saw nearly **200 visitors**. The facility has had **72 ER visits, 22 surgical cases, and 186 imaging scans** since opening. Alpine's facility is home to the **only Cath Lab in western Wyoming**, which is expected to have a significant regional impact.  
For the **Travel & Tourism Board**.
- f. **Alpine Travel & Tourism Board Report:** Councilmember Larsen informed attendees grant applications for event funding remain open through **March 15, 2025**. Several upcoming events located outside Alpine's official boundaries will benefit the town's businesses, so joint project discussions with the county are underway.
- g. **Lincoln County Sheriff's Report:** was submitted in writing and can be viewed in the meeting packet on our website [alpinewy.gov](http://alpinewy.gov).

## ACTION ITEMS

- a. **Wastewater Pretreatment Plant Change Order:**



Kevin Meagher, representing **Jorgensen Engineering**, via **Zoom**, explained the details of the change orders and address Council questions regarding unexpected costs and project delays.

The Council reviewed and approved the following change orders recommended by Jorgensen Engineering:

- **\$55,127.33 increase for Cambrian Innovations**
  - **\$39,402.11** for unaccounted parts and sensors that were originally listed as “to be provided by others” but were never relayed to the contractor. Kevin explained that this oversight originated in **April 2023**, when the previous engineering firm failed to forward the list of required parts to Precision Electrical, resulting in missing components that must now be purchased.
  - **\$43,076.00** for additional process installation support, including electrical and mechanical clarifications. Meagher noted that Cambrian staff have been visiting the site regularly to ensure that all necessary systems are installed correctly.
  - **(-\$27,351.00)** deduction for process piping work that Cambrian Innovations did not complete. Since **Precision Electrical** will now be handling this work, the cost has been deducted from Cambrian’s total.
- **\$86,913.45 increase for Precision Electrical**
  - **\$39,114.88** for an upgraded screener and gas monitoring system. Meagher explained that the original gas monitoring system design covered the entire building, but due to **updated safety classifications**, the screener room was classified as **Class One, Division Two (explosion-resistant)**, requiring an upgraded monitoring system.
  - **\$18,078.00** for additional HVAC controls and ventilation, necessary to comply with updated safety standards after modifications were made to the ventilation system.
  - **\$27,351.00** for additional piping work that Cambrian Innovations failed to complete. Since Precision Electrical is now handling this portion of the project, the cost is included in their change order.
  - **\$2,368.57** for blower motor starters that were missing from the original design plans.

During the discussion, Council members expressed frustration over the accumulating costs and past project management inefficiencies. Councilmember Scaffide voiced concerns over how these issues had delayed the project and increased the financial burden on the town. Meagher acknowledged the difficulties but emphasized that all missing components have now been identified, and this change order should cover the final necessary modifications.

Mayor Green noted that the town is now "too far along" to delay the project any further and emphasized the importance of moving forward. The Council agreed that forensic auditing and a deeper review of past engineering missteps should be prioritized in future projects to prevent similar issues.

Motion to approve the change orders was made by Councilmember Larsen, seconded by Councilmember Castillo. Motion passed unanimously.

**b. Ordinance No. 2025-001 - Prohibiting Water & Sewer Extensions Outside Town Boundaries**

The Council held the first reading of Ordinance No. 2025-001, which prohibits water and sewer services from being extended beyond Alpine's incorporated boundaries. The intent is to preserve town resources and encourage property owners to annex into the Town of Alpine rather than purchasing utility services separately.

Councilmember Larsen made a motion to approve Ordinance No. 2025-001 - Prohibiting Water & Sewer Extensions Outside Town Boundaries on the 1<sup>st</sup> Reading. Councilmember Castillo seconded the motion. Motion passed unanimously.

### **c. Text My Gov Proposal**

The Council discussed Text My Gov, a text-based communication platform that allows residents to receive real-time notifications from the town and interact with town services via text messaging. The system enables residents to receive emergency alerts, meeting reminders, public works updates, and general town announcements. Additionally, it provides two-way communication, allowing residents to send inquiries and receive automated responses or have their messages routed to the appropriate department.

The Council reviewed the cost structure, which includes an annual package with 25,000 text messages, plus a one-time allotment of 50,000 text messages. Councilmember Larsen inquired about the town's current usage rate, expressing concerns that 25,000 messages per year might not be sufficient given the number of meetings, emergency notifications, and public works updates. Councilmember Castillo noted that Text My Gov also allows for opt-in emergency alerts, which could be useful for power outages, water service interruptions, and severe weather updates.

Councilmember Larsen made a motion to approve the Text my Gov Proposal and authorize Mayor Green to sign. Councilmember Burchard seconded the motion. Motion passed unanimously

**The Text My Gov agreement will be included as Attachment A in these minutes.**

### **TABLED ITEMS**

#### **a. Ordinance No. 2024-009 - Land Use & Development Code (2nd Reading)**

Councilmember Castillo made a motion to remove Ordinance No. 2024-009 – Land Use and Development Code (2<sup>nd</sup> Reading) from the table. Councilmember Scaffide seconded the motion. The Council discussed removing the ordinance from the table but ultimately decided to keep it tabled for further review. A special meeting on March 4, 2025, was scheduled to address the second reading, with final approval expected by March 18, 2025.

### **DISCUSSION ITEMS:**

The Council awaits recommendations from Building Official Dee J. Rammel and Town Clerk Monica Chenault regarding fee adjustments. Furthermore, the Council discussed transitioning from ERU-based to fixture-unit-based fee structures. A formal recommendation will be presented at the March 18, 2025, Town Council Meeting.

### **PUBLIC COMMENT:**

Sue Kolbas (Town of Alpine Resident) reported ongoing research regarding the Alpine Bear Pit and its proposed expansion. Concerns include Clean Water Act violations, stormwater runoff risks, and permit compliance.



Councilmember Scaffide clarified that the town is seeking to become a cooperating agency to ensure timely notifications about regulatory actions.

**ADJOURNMENT:** Councilmember Larsen made a motion to adjourn the February 18, 2025, Town Council Meeting, seconded by Councilmember Castillo. Motion carried unanimously. The meeting was adjourned at 9:14 PM.

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**MINUTES ARE A SUMMARY OF THE MEETING**

Transcribed By:

\_\_\_\_\_  
Sarah Greenwald, Town Assistant Clerk

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk

\_\_\_\_\_  
Date

Minutes approved in a legally advertised meeting on 03, 18, 2025.

Signed:

Attest:

\_\_\_\_\_  
Eric Green, Mayor

\_\_\_\_\_  
Monica L. Chenault, Town Clerk





# TextMyGov

TextMyGov  
P.O. Box 3784  
Logan, Utah 84323  
435-787-7222

## Partnership Agreement

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### Introducing TextMyGov

TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, ***97% of smartphone owners text regularly.***

The technology analysts at Compuware reported ***that 80 to 90% of all downloaded apps are only used once and then eventually deleted*** by users.



# TextMyGov Solutions

*Communicate, Engage, Boost Website Traffic, Track and Work.*



## Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



## Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



## Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



## Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



## Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.



# Implementation

## Getting Started

- After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

## Configuration

- The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

## Media Kit

- Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

## Unlimited Training and Support

- After initial implementation and training, unlimited on-going support is included. Our experts are available M-F 6am-5pm MST.



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## Subscription Cost Break Down

This quote represents a subscription to TextMyGov with an annual recurring charge for a period of Three-Years. The agreement is set to automatically renew on the date of this agreement, after the initial term. Support and service fees may increase in subsequent years but will increase no more than 5% per year. See below for package price and other details

Terms and conditions can be printed and attached as Exhibit A or viewed at [www.TextMyGov.com/terms](http://www.TextMyGov.com/terms)

**Prepared for:**

Alpine, WY  
250 River Cir, Alpine, WY 83128  
Monica Chenault admin@alpinewy.gov

**Prepared by:**

Josh Casperson  
Account Executive  
P.O. Box 3784  
Logan, UT 84323

Package	Package Price	Billing
TextMyGov	\$2,000.00	Annual
Package includes:		
<ul style="list-style-type: none"><li>• TextMyGov Web-Based Software</li><li>• Local Phone Number</li><li>• Short Code Number (for outgoing messages)</li><li>• Unlimited Users</li><li>• Unlimited Departments</li><li>• Unlimited Support for Every User</li><li>• TextMyGov data base</li><li>• 10 GB Managed online data storage</li><li>• 25,000 Text Messages per year</li><li>• 50,000 Text Messages (One-Time Allotment)</li></ul>		
	\$550.00	Included (One-Time)
Implementation/Setup Fee	\$500.00	Included
Total (First Year)	\$2,500.00 \$2,000.00	First Year
Total (Ongoing)	\$2,000.00	Annual

**Terms:**

1. This is a Three-Year. After the initial Three-Years, the contract can be canceled by providing 60-day written notice.
2. After the initial Three-Years, the agreement will revert to a year to year.
3. Customer is required to put Text My Gov widget on the Agency's Web Home page.
4. This agreement needs to be signed and sent back by February 28<sup>th</sup>, 2025.
5. Customer is required to provide copy of W-9



## Additional Services

TextMyGov provides additional applications and services that can be purchased as part of the TextMyGov solution. These can be added to the customer's annual\* cost, upon request.

Enhanced Media & Care Package – Marketing materials and expert implementation to promote and optimize TextMyGov, see us here for additional information- <a href="https://textmygov.com/enhanced-media-care/">https://textmygov.com/enhanced-media-care/</a>  *Our marketing team invests significant time and effort into creating a personalized media kit for your Agency, designed to enhance your Agencies presence and reach. As part of our agreement, we request that you post the material provided on your social media channels to maximize its effectiveness and ensure the best possible outcomes for the service.	Price based on Population	Annual
Additional Storage – Each unit of storage contains an additional 100 GB.	\$250	Annual
Additional text messages – Additional text messages can be purchased at any time. (\$750 for 100,000), (\$550 for 50,000), (\$300 for 25,000)	Price based on amount of text messages	Annual
<b>Database</b> <ul style="list-style-type: none"> <li>Database of your local residence to improve citizen engagement.</li> <li>Database might have been quoted in the original quote. See your package breakdown for details.</li> </ul>	Price is based on population. See Account Executive for details.	



## Agreement Confirmation

### Implementation Team Information

Name: Monica Chenault

Title: Clerk/Treasurer

Email: clerk@alpinewy.gov

Office Phone: 307-654-7757

Cell Phone (Required):

### Implementation Team Information

Name: Melody Leseberg

Title: Public Works / Administrator

Email: admin@alpinewy.gov

Office Phone: 307-654-7757

Cell Phone (Required): 208-420-6981

### Billing Information

(Invoices for the amount will be sent two weeks after signature with net 30 days.

Invoices will be sent from an iWorQ email address)

Billing Contact Name: Melody Leseberg

Title: Public Works Administrator

Email: admin@alpinewy.gov

Office Phone: 307-654-7757

Address: PO Box 3070, 250 River Circle Alpine, WY 83128

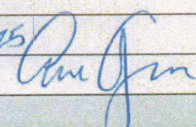
(Please attach copy of W-9)

### Agreement Signature

Name: Eric Green

Title: Mayor

Date: 2/12/25

Signature: 

### Widget Contact

Name: Melody Leseberg

Title: Public Works Administrator

Email: admin@alpinewy.gov

Phone: 307-654-7757

\*This person is responsible for placing the TextMyGov Widget (see options-[textmygov.com/textmygov-widget/](https://textmygov.com/textmygov-widget/)) the agency's website within 60 days of the signature. The Text My Gov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs. (this is to cover TextMyGov's time).



## Twilio Contact Authorization

### Twilio Authorized Contacts

Employee Name (1): Monica Chenault

Email: clerk@alpinewy.gov

Phone Number: 307-654-7757

Job Position: Clerk/Treasurer

Business Title: Alpine

Employee Name (2): Melody Leseberg

Email: admin@alpinewy.gov

Phone Number: 307-654-7757

Job Position: Public Works Administrator

Business Title: Alpine

☒ I confirm that my nominated authorized representatives agree to be contacted by Twilio.

*\*\*Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts. \*\**