



**TOWN OF ALPINE, WYOMING  
ORDINANCE NO. 2026-XXX**

**AN ORDINANCE ESTABLISHING FEES FOR ADMINISTRATIVE SERVICES,  
PUBLIC RECORDS, CIVIC CENTER USE, RETURNED PAYMENTS, AND STAFF  
REIMBURSEMENTS FOR THE TOWN OF ALPINE, WYOMING**

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**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE,  
WYOMING:**

**SECTION 1. PURPOSE**

This Ordinance authorizes the Town of Alpine to establish and collect fees for administrative services, public records requests, use of Town facilities, returned payments, and reimbursement of Town personnel time, equipment, and other resources in order to recover costs incurred by the Town in providing such services.

**SECTION 2. DEFINITIONS**

For purposes of this Ordinance, the following terms shall have the meanings set forth below:

- a) **“Actual Cost”** means the direct cost incurred by the Town in providing a requested service, including but not limited to employee time, materials, equipment use, outside professional services, and administrative overhead reasonably attributable to the request.
- b) **“Community Program”** means a recurring class, meeting, or organized activity open to the general public and intended primarily for educational, civic, cultural, recreational, or wellness purposes and not conducted for private profit or private invitation-only gatherings, as determined by the Town.
- c) **“Due Date”** means the date on which payment is required as stated on an invoice, bill, permit, agreement, or written notice issued by the Town.
- d) **“Administrative Fee Schedule”** means the official schedule of fees adopted and amended from time to time by resolution of the Town Council, known as the Town of Alpine Administrative Fee Schedule Resolution.
- e) **“Nonprofit Organization”** means an organization recognized by the Internal Revenue Service as tax-exempt under Section 501(c) of the Internal Revenue Code, or another organization whose income is dedicated to a public, charitable, educational, or civic purpose.
- f) **“Regular Business Hours”** means the official hours during which Town Hall is open to the public, as established by the Town and posted publicly.

- g) **“Resident”** means a person whose primary residence is located within the **incorporated boundaries of the Town of Alpine, Wyoming.**

### **SECTION 3. ADMINISTRATIVE FEE SCHEDULE AUTHORITY**

The fees and reimbursement rates authorized by this Ordinance shall be established and may be amended from time to time by resolution of the Town Council through the Town of Alpine Administrative Fee Schedule Resolution.

The Administrative Fee Schedule Resolution shall have the full force and effect of law.

The Town Council retains the authority to amend the Administrative Fee Schedule Resolution without requiring amendment of this Ordinance.

### **SECTION 4. AUTHORIZED FEES AND CHARGES**

#### **ADMINISTRATIVE SERVICES**

a) **Copies**

- i. **Copy Fees.** A fee may be charged for photocopies or printed copies of documents or public records.
- ii. **Standard Size Copies.** Standard copy fees shall apply to documents printed on standard paper sizes as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.
- iii. **Nonstandard Copy Charges.** Charges for copies produced in non-standard sizes, specialty formats, color printing, or large-format reproduction shall be determined by the Town based on Actual Cost or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) **Notary Services**

- i. **Notary Fee Authority.** A fee may be charged for each notarization performed by Town staff.
- ii. **Fee Establishment.** Such fee, including any distinctions based on residency status or other classifications authorized by the Town, shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

#### **PUBLIC RECORDS**

a) **Public Records Access**

- i. **Compliance with State Law.** Access to public records maintained by the Town of Alpine shall be provided in accordance with the Wyoming Public Records Act.
- ii. **Inspection of Records.** Public records shall be available for inspection at Town Hall during Regular Business Hours at no charge, provided the records are readily available and do not require staff research, compilation, or redaction.

b) **Copies and Staff Time**

- i. **Copies of Records.** A fee shall be charged for copies, reproductions, or electronic transmission of public records.
- ii. **Staff Time.** Fees shall be charged for staff time required to locate, review, redact, compile, or prepare records when such work exceeds routine administrative effort.
- iii. **Fee Schedule.** Fees for copies, reproduction, electronic transmission, and staff time shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Extensive or Extraordinary Requests**

- i. **Advance Payment.** Requests requiring substantial staff time, specialized review, or extraordinary use of Town resources may require advance payment of estimated costs.
- ii. **Actual Costs.** Charges shall include Actual Costs incurred by the Town, including staff time, materials, outside professional review, and reproduction costs.
- iii. **Electronic Records.** When records are provided electronically, fees shall include the cost of electronic storage media, electronic transfer services, or staff time necessary to prepare the records.

## **PAYMENTS AND ACCOUNTS**

a) **Returned Payments**

- i. **Fee Authority.** A fee shall be charged for each check, ACH, or other form of payment returned for insufficient funds, account closure, or other reason for non-payment.
- ii. **Returned Payment Fee Establishment.** The amount of such fee shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) **Accounts Receivable Charges**

- i. **Late Fee.** A late fee may be assessed on any invoice or amount owed to the Town that is not paid by the Due Date.
- ii. **Interest.** Interest may accrue on unpaid balances in accordance with Wyoming Statutes or as established by the Administrative Fee Schedule Resolution.
- iii. **Collection Remedies.** The Town may pursue lawful collection remedies including collection agency referral, liens where authorized, or legal action.
- iv. **Administrative Implementation.** Costs of collection, including court costs and reasonable attorney fees, may be assessed against the debtor where permitted by law.

**CIVIC CENTER**

a) **Civic Center Rental Fees**

- i. **Rental Fee Authority.** Fees shall be charged for the rental and use of the Alpine Civic Center, including but not limited to the Main Event Area, Conference Room, Kitchen, and Entire Facility.
- ii. **Fee Amount and Schedule.** Rental fees and associated charges shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) **Civic Center Rental Discounts**

- i. **Resident Discount.** Residents of the Alpine Fire District shall receive a discount on Civic Center rental rates as established by the most recently adopted Administrative Fee Schedule Resolution.
- ii. **Nonprofit Discount.** Qualified nonprofit organizations may receive discounted rates upon providing documentation of nonprofit status and proof of insurance listing the Town of Alpine as additional insured.
- iii. **Community Program Rate.** Community Programs shall be assessed a fee as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution. Community Program organizers must provide either:
  - A. a deposit as established by the most recently adopted Administrative Fee Schedule Resolution, or
  - B. a valid credit or debit card on file for incidentals.

Program organizers shall also sign a Town liability waiver prior to the use of the facility.

c) **Civic Center Deposits**

A deposit or valid credit card shall be required for facility rentals to cover damages, excessive cleaning, or policy violations. Deposit amounts shall be established by the Administrative Fee Schedule Resolution

d) **Tables and Chairs Rental**

- i. **Tables and Chairs Fee Authority.** Fees shall charged for the rental or use of Civic Center tables and chairs, whether used inside or outside of the facility.
- ii. **Fee Amount and Schedule.** Such fees shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

**PUBLIC PARK AND GAZEBO USE**

a) **Marge Grover Park Gazebo**

- i. **General Use.** The gazebo located at Marge Grover Park is a public facility available for general use by the public on a first-come, first-served basis and is not subject to reservation or rental.
- ii. **No Rental Fee.** Use of the gazebo and surrounding park area shall not require a rental fee.
- iii. **Public Access.** Use of Marge Grover Park or the gazebo shall not unreasonably restrict or prevent general public access to the park.
- iv. **Special Events.** Organized events, gatherings, or activities that may involve amplified sound, large attendance, temporary structures, food service, alcohol service, or other activities requiring Town oversight may require a **Special Event Permit** as determined by the Town.
- v. **Use of Adjacent Civic Center Grounds.** If an event associated with the use of Marge Grover Park extends onto the grounds of the Alpine Civic Center, including the lawn or outdoor areas surrounding the Civic Center facility, the event may be subject to Civic Center rental policies and applicable fees established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

## STAFF REIMBURSEMENT

### a) Mileage

- i. **Mileage Reimbursement Rate.** Reimbursement shall be charged at the current Internal Revenue Service reimbursement rate or as established by the most recently adopted Administrative Fee Schedule Resolution.

### b) Administrative Staff Time

- i. **Administrative Staff Time Reimbursement.** Reimbursement ~~may~~ shall be charged for administrative staff time expended on services beyond routine duties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

### c) Field Staff Work

- i. **Field Staff Work Reimbursement.** Reimbursement ~~may~~ shall be charged for work performed by Town public works or field staff on behalf of outside parties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

### d) Public Works Equipment and Services

- i. **Equipment and Services Reimbursement.** Reimbursement ~~may~~ shall be charged for the use of Town equipment, vehicles, or specialized services.
- ii. **Cost Calculation.** Charges may be calculated at Actual Cost plus an administrative percentage as established by the most recently adopted Administrative Fee Schedule Resolution.

### e) Postage and Shipping

- i. **Postage and Shipping Costs.** Actual postage or shipping costs may be charged for mailing or delivery of requested documents or items.

## GENERAL PROVISIONS

- a) **Fee Schedule Authority.** Specific rates for each service authorized by this Ordinance shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution and may be amended from time to time as deemed necessary by the Town Council.

**SECTION 5. SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, the remaining portions shall not be affected.

**SECTION 6. EFFECTIVE DATE**

This Ordinance shall take effect and be in force upon passage and publication as required by law.

**Passed First Reading on the day of 2026.**

**VOTING RECORD:**

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

**Passed Second Reading on the day of 2026.**

**VOTING RECORD:**

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

**Passed on Third and Final Reading day of 2026.**

**VOTING RECORD:**

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

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Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

STATE OF WYOMING            )  
COUNTY OF LINCOLN        )  
TOWN OF ALPINE             )

I hereby certify that the forgoing Ordinance No. 2026-00 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

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Monica L. Chenault, Clerk / Treasurer