



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-001**

**AN ORDINANCE AMENDING TITLE 2 CHAPTER 5 SECTIONS 501 A, ADDING
THERETO AS AN APPOINTIVE OFFICER OF THE TOWN OF ALPINE, WYOMING
THE POSITION OF TOWN ADMINISTRATOR, AND AMENDING SECTION 2-506 TO
DESCRIBE THE DUTIES OF THE TOWN ADMINISTRATOR, AND RENUMBERING
THE CURRENT SECTION 2-506 TO 2-507**

WHEREAS, the Governing Body of the Town of Alpine, Wyoming, pursuant to Article 13, Section 1 of the Constitution of the State of Wyoming, and the allocation of executive and legislative authority set forth in Wyoming Statutes §§ 15-1-108 and 15-1-103, respectively, has the authority to establish and provide for appointive officers and employees necessary for the administration of Town affairs; and

WHEREAS, the Governing Body intends by these Amendments to the Ordinance to create the position of Town Administrator as an appointive administrative officer to assist in the coordination and administration of Town operations, while preserving the statutory powers and duties of the Mayor, the Town Council, and all other municipal officers established by Wyoming law.

NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 501 A is hereby amended to read as follows:

2-501. Appointive Officers — Generally.

(a) The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, town administrator, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote of the entire council.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 506 shall be amended as follows:

2-506. Town Administrator — Qualifications and Duties.

The Town Administrator shall be an appointive administrative officer of the Town and shall serve at the direction of the Mayor and Town Council.

(a) Qualifications.

(i) The Town Administrator shall be selected on the basis of executive and administrative training, experience, and education, and such other qualifications as may be specified by the governing body from time to time. The Town Administrator shall be appointed by a majority vote of the governing body and shall serve as an at-will employee of the Town,

serving at the pleasure of the governing body. The Town Administrator may be removed from the position at any time by a majority vote of the governing body.

(ii) At the time of appointment, the Town Administrator need not be a resident of the Town or the State; however, within a reasonable time as set by the Council following appointment, the Town Administrator shall, at a minimum, relocate to the State of Wyoming and reside within the Star Valley area of Lincoln County. Permanent residence within the Town of Alpine is preferred during the Town Administrator's employment.

(b) Duties.

(i) Assist the Mayor and Town Council in the administration and coordination of Town operations and the implementation of policies, ordinances, and resolutions adopted by the Town Council;

(ii) Coordinate the activities of Town departments and personnel, subject to the authority of the Mayor and applicable ordinances and policies of the Town;

(iii) Assist in the preparation, administration, and monitoring of the Town budget, capital planning, and financial operations, in coordination with the Mayor, Town Council, and Town Treasurer;

(iv) Oversee and coordinate administrative functions of the Town, including contracts, grants, projects, and intergovernmental relations, as assigned by the Mayor or Town Council;

(v) Attend meetings of the Town Council and provide administrative reports and recommendations as requested;

(vi) Perform such other administrative and operational duties as may be assigned by the Mayor or Town Council, consistent with Wyoming law and Town ordinances.

(vii) Supervise the enforcement of all laws, ordinances, rules, regulations, policies, and procedures of the town adopted by the governing body.

(viii) Participate in the hiring of all department heads; exercise administrative authority in the hiring and removal of subordinate department employees upon consultation with the department heads having primary responsibility for the operation of such departments. The administrator shall notify the governing body of dismissals, terminations, and demotions in a timely fashion. The administrator shall notify the governing body of newly hired employees, transfers, promotions, and resignations in a timely fashion.

(ix) To issue such administrative regulations and outline general administrative procedures applicable to areas and departments assigned to his or her supervision, in the form of rules which are not in conflict with the laws of the state of Wyoming or other town ordinances.

(x) Recommend to the governing body for adoption such measures as he or she may deem necessary or proper for the health, safety, and welfare of the community and for the efficient and proper operation of the town.

(xi) Coordinate with the town treasurer to keep the governing body fully informed as to the financial condition of the town.

(xii) Subject to the requirements of statutes and ordinances, and in accordance with rules and regulations now or hereafter promulgated by the governing body, to purchase materials and authorize expenditures of funds on behalf of the town in coordination with the town clerk and town treasurer.

(xiii) Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

(c) Relationship Of Governing Body To Town Administrator.

The governing body shall deal with that portion of the administrative service of the town for which the town administrator is responsible for through the town administrator. Directives issued by the governing body concerning policies or operations of the town council affecting the area of responsibility of the town administrator in the administration of any of these departments shall be made so as to direct the town administrator to accomplish the necessary orders. The mayor shall ensure the proper administration of such directives by the town administrator.

(d) Employment; Salary.

The governing body shall employ the town administrator and fix his or her salary. The town administrator shall receive no other or additional salary for the performance of any duties required of him or her as town administrator. The town administrator is an employee and serves at the pleasure of the governing body. The salary may be changed from time-to-time, and the town administrator may be discharged, and employment terminated at any time by a majority vote of the governing body.

(e) Notice Of Resignation; Interim Administrator.

The town administrator shall give at least 30 days' notice in writing to the governing body before resigning the position. The mayor, with the consent of the governing body, may immediately proceed to appoint another individual as town administrator. If there is any delay in securing a new or interim administrator, the mayor shall act as administrator for up to 180 days, at no additional compensation, and shall be vested with authority and charged with the duties and responsibilities of the town administrator until a new town administrator is appointed.

AND NOW THEREFORE, BE IT ORDAINED by the Governing Body of the Town of Alpine, Wyoming that the existing **Section 2-506**, entitled "**Duties of Other Officers**", is hereby

renumbered as **Section 2-507**, and shall remain in full force and effect without substantive amendment.

Severability.

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

Passed First Reading on the 17th day of February 2026.

VOTING RECORD:

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|---------------------|----------|---------------------|----------------|
| <i>Ayes:</i> | 4 | <i>Mayor Green:</i> | Aye |
| <i>Nays:</i> | 0 | <i>Burchard:</i> | Aye |
| <i>Abstentions:</i> | 1 | <i>Larsen:</i> | Aye |
| <i>Absent:</i> | 0 | <i>Wierda:</i> | Aye |
| | | <i>Scaffide:</i> | Abstain |

Passed Second Reading on the 3rd day of March 2026.

VOTING RECORD:

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|---------------------|----------|---------------------|------------|
| <i>Ayes:</i> | 5 | <i>Mayor Green:</i> | Aye |
| <i>Nays:</i> | 0 | <i>Burchard:</i> | Aye |
| <i>Abstentions:</i> | 0 | <i>Larsen:</i> | Aye |
| <i>Absent:</i> | 0 | <i>Wierda:</i> | Aye |
| | | <i>Scaffide:</i> | Aye |

Passed on Third and Final Reading 17th day of March 2026.

VOTING RECORD:

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|---------------------|--|---------------------|--|
| <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:

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. 2026-001 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:

Monica L. Chenault, Clerk / Treasurer