



TOWN COUNCIL SPECIAL MEETING MINUTES

November 06, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER

Mayor Green called the special meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Green.

3. ROLL CALL

Clerk Chenault conducted the roll call. Present: Andrea Burchard, Councilman; Jeremy Larsen, Councilman; Frank Dickerson, Councilman; Emily Castillo, Councilman; Eric Green, Mayor.

4. ADOPT THE AGENDA

Councilman Larsen made a motion to adopt the agenda. Councilman Dickerson seconded the motion. Voting Yea: Councilman Burchard, Councilman Castillo, Councilman Dickerson, Councilman Larsen, Mayor Green.

Mayor Green paused to extend his congratulations to Shay Scaffide and Andrea Burchard on their election as Town Council Members in the November 5th, 2024 election.

5. ACTION ITEMS

a. Town Welcome Signs Update: Mayor Green

Mayor Green provided an update on the town welcome signs. Versions of the sign have been received but do not fully meet expectations. He will work with Melody to adjust the design before presenting the options to the council for a final decision.

No motion or action was taken at this time, but the project is expected to continue with a goal of breaking ground in the spring.

b. RFP - Wastewater & Water Systems.

Mayor Green introduced the RFPs for the Town of Alpine Development Impact & Capacity Fees Study and Analysis. The following firms submitted proposals:

- TischlerBise
- Raftelis

- Sunrise Engineering

Mayor Green proposed that each council member provide feedback on the firms and their proposals. If no consensus was reached, a public hearing could be scheduled to ask questions directly to the firms.

Councilman Larsen made a motion to award the Town of Alpine Development Impact & Capacity Fees Study and Analysis and authorize Mayor Green to sign and manage the contract. Councilman Dickerson seconded the motion.

COUNCIL DISCUSSION:

Councilman Burchard:

- Expressed preference for Sunrise Engineering, citing their familiarity with the town's infrastructure and successful past projects with the Public Works Department.
- Highlighted efficiency and potential cost savings due to their existing knowledge of the town's systems.

Councilman Castillo:

- Focused on the legal defensibility of the proposals.
- Noted Raftelis's extensive experience in impact fee studies and their ability to reduce risks and ensure compliance.
- Acknowledged Sunrise Engineering's familiarity and strong track record with local projects but appreciated the fresh perspective and municipal experience offered by Raftelis.

Councilman Dickerson:

- Acknowledged Sunrise's cost-effectiveness and familiarity but expressed interest in considering public feedback through a hearing.
- Leaned towards Sunrise due to their existing relationship with the town.

Councilman Larsen:

- Pointed out that Sunrise Engineering is already working on the town's water master plan and has successfully managed previous grants.
- Inquired about the budget for the project.

Clerk Chenault:

- Clarified that there was no allocated budget for this project and that the budget will need to be amended.
- Mentioned that the cost of the study can be recovered through impact fees, as indicated during a work session with a consultant.

Mayor Green:

- Highlighted Raftelis's work in other Wyoming municipalities and their staff's extensive qualifications.
- Emphasized Sunrise Engineering's ongoing involvement with the town's water systems and the recommendation from the Public Works Director.

ADDITIONAL DISCUSSION POINTS:

- Optional Task: Financial Plan and Cash Flow Analysis
 - Council members agreed that while all firms are capable of providing this service, it could be negotiated as an add-on with any selected consultant.
 - Identified as a potential future task rather than an immediate necessity.

PUBLIC COMMENT:

Dan Schou, Planning and Zoning Commission Member:

- Offered feedback on the firms, particularly emphasizing Raftelis' extensive experience with infrastructure and impact fees.

Shay Scaffide:

- Expressed concern about over-reliance on Sunrise Engineering, suggesting that a fresh perspective from another firm might provide valuable insights, especially given Alpine's rapid growth.

Councilmember Larsen made an amendment to his previous motion to move the decision to a public hearing at the next meeting, inviting Sunrise Engineering and Raftelis to present and answer questions. Councilmember Dickerson seconded the motion. Voting Yea: Councilman Burchard, Councilman Castillo, Councilman Dickerson, Councilman Larsen, Mayor Green.

c. RFP – Master Plan.

Mayor Green introduced the RFP for the Town of Alpine Master Plan. The following firms submitted proposals:

- Pedersen Planning Consultants
- Harmony Design & Engineering
- Avenue Consultants
- CushingTerrell
- Dover, Kohl & Partners
- GYDE

Councilman Larsen made a motion to award the Town of Alpine Master Plan and authorize Mayor Green to sign and manage the contract. Councilman Dickerson seconded the motion.

Mayor Green proposed taking a similar approach as with the Development Impact & Capacity Fees Study and Analysis, with council members providing feedback and considering a public hearing.

COUNCIL DISCUSSION:

Councilman Burchard:

- Preferred Avenue Consultants for their ongoing work with Lincoln County and geographical proximity.

- Noted GYDE's local Alpine connections but cited concerns about missing timeline and budget details.
- Highlighted Harmony Design & Engineering's alignment with community values and recreational focus.

Councilman Castillo:

- Praised Harmony for their regional work but desired broader city planning experience.
- Criticized Pedersen Planning Consultants for their generic proposal.
- Expressed mixed feelings about Avenue Consultants due to potential conflicts of interest with their work in Lincoln County.
- Preferred Cushing Terrell for their detailed community engagement and relevant regional experience.

Councilman Dickerson:

- Favored Cushing Terrell for their impressive qualifications and community-focused approach.
- Highlighted concerns with GYDE's architectural focus over city planning.
- Noted Harmony's appeal but emphasized the need for stronger city planning expertise.

Councilman Larsen:

- Identified Cushing Terrell and Dover, Kohl & Partners as top contenders, praising their comprehensive proposals.
- Noted Avenue's cost-effectiveness and positive feedback from Lincoln County.
- Valued regional experience and public engagement as key factors in the decision.

Mayor Green:

- Ranked Harmony, Avenue Consultants, and Cushing Terrell as top choices.
- Highlighted Avenue's ongoing work in the region and Harmony's close proximity as cost-saving factors.
- Preferred Cushing Terrell for their extensive experience and detailed proposals, especially citing their Basalt master plan as exemplary.

Clerk Chenault:

- Clarified that \$100,000 was budgeted for the project in the current fiscal year.
- Noted flexibility to extend funding into the next fiscal year if needed, given project timelines.

PUBLIC COMMENT:

Shay Scaffide:

- Expressed concerns about traffic and infrastructure issues due to rapid development in the valley.
- Noted low participation in the county's traffic study and suggested increasing outreach.
- Highlighted upcoming public decisions on large developments in the region and the potential strain on local resources.

Megan Ramsey:

- Requested improved communication from council members regarding the charter school.
- Asked for clarification on the status of the school’s board and meeting requirements.

Mayor Green:

- Clarified that the school’s current board is private and not required to hold public meetings.
- Confirmed that public meetings will be mandatory once a formal public board is established.

6. ADJOURNMENT

Councilman Dickerson made a motion to adjourn the Town Council November 6th, 2024, Special Meeting. Councilman Larsen seconded. Voting Yea: Councilman Burchard, Councilman Dickerson, Councilman Larsen, Mayor Green Councilman Castillo. The meeting was adjourned at 8:06 p.m.

Transcriber Note:

The public hearing to award the Town of Alpine Development Impact & Capacity Fees Study and Analysis will be held on **November 19th at 6:00 p.m.** The public hearing for the Master Plan Award will be held on **January 7th, 2024, at 6:00 p.m.** For more information, contact the Town Hall at **307-654-7757.**

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 12, 17, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk