



TOWN COUNCIL MEETING MINUTES

November 19, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER - Mayor Green

Mayor Green called the November 19th, 2024 Town Council regular meeting to order at 7:07 p.m.

2. PLEDGE OF ALLEGIANCE – Mayor Green

3. ROLL CALL – Monica Chenault

4. ADOPT THE AGENDA

Councilman Larsen made a motion to approve the agenda. Councilman Dickerson seconded the motion. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

5. PUBLIC HEARING

a. LIQUOR LICENSE RENEWALS: Mayor Green invited representatives to provide updates on their establishments. He inquired about business operations and any significant changes.

1. **Driftwood Pizza LLC:** Michael Fisher acknowledged delinquent sales tax and submitted a receipt, pending official state confirmation. Clerk Chenault recommended postponing approval until the December 17, 2024, meeting.
2. **Get Down LLC (d.b.a. Melvin Brewing Company):** Darren Bowers reported resolved application issues, confirmed by Clerk Chenault.
3. **La Cabana Del Tequila LLC:** Christian Perez Franco highlighted outdoor dining developments; Clerk Chenault verified the application was complete.
4. **Marquina LLC (d.b.a. Tienda La Mexicana):** Salomon Marquina noted ongoing upstairs seating design; approval was recommended.
5. **Rocky Mountain Rogues Inc. (d.b.a. Bull Moose Saloon):** Tanya DeJonet discussed winter preparations and holiday events; the application was complete.
6. **VR Tavern on the Greys LLC:** Brenda Sisco shared adjusted kitchen and bar hours; approval was recommended.
7. **Yankee Doodle LLC (d.b.a. Red White & Brew):** Alyshia Trujillo confirmed smooth operations; minor issues were resolved.
8. **Broulim Hardware LLC and Broulim Supermarkets LLC:** Scott Lund provided business updates; Clerk Chenault noted minor corrections resolved.
9. **Parkland USA Corp (d.b.a. KJ's Alpine):** Nicole Truman detailed remodeling efforts, including a facade upgrade; Clerk Chenault confirmed minor corrections.

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.

6. CONSENT AGENDA – Mayor Green

- a. **Town Council Minutes: September 11, 2024, Town Council Work Session Minutes and October 15, 2024, Town Council Meeting Minutes.**

Councilman Dickerson made a motion to approve the September 11, 2024, Town Council Work Session Minutes and the October 15, 2024, Town Council Meeting Minutes. Councilman Castillo seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

- b. **Planning & Zoning Commission Minutes: October 8, 2024, Planning and Zoning Commission Meeting.**

Councilman Dickerson made a motion to approve October 8, 2024, Planning & Zoning Commission Meeting Minutes. Councilman Castillo seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

- c. **Bills to Pay Report: 10/16/2024 through 11/19/2024.**

Councilman Dickerson made a motion to approve the Bills to Pay Report: 9/18/2024 - 10/15/2024. Councilman Castillo seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green

7. REPORTS

- a. **Mayor's Report – Eric Green:** Mayor Green reminded attendees of the December 3, 2024, work session with the Alpine Education Foundation to discuss the proposed lease of Town property for a charter school. Council questions will be finalized and shared with the Foundation to prepare for their presentation. Public input will be welcomed during the session.
- b. **Engineering Report – Jorgensen Engineering:** Kevin Meagher, Project Manager from Jorgensen Engineering, provided updates on ongoing projects. For the Radio Read Project, Core Main was selected as the low bidder for both the project and supplying meters, with the Town managing smaller meter pits. A potential change order is being reviewed for a smaller reader requiring less invasive installation. Planning reviews are pending for three commercial projects regarding water capacity, fire, sewer, and storm requirements. On the Pretreatment Plant, sealing of the small tank joints has been completed, and water testing will begin shortly; however, delays in securing parts have pushed substantial completion from December 2024 to February 2025. The portable generator for lift stations has arrived but requires repairs, with electrical connection work being coordinated. Regarding the mega well, design work has been paused until the Water Master Plan is complete to ensure accuracy and grant funding eligibility, though the survey and platting will proceed to avoid spring delays. Additionally, budget tracking for all projects is available through the Town Clerk, with new bylaws allowing developers to be charged for related costs. *[A detailed engineering report is included in the meeting packet, which can be accessed on our website at alpinewy.gov.]*

- c. **Planning & Zoning Report – Melisa Wilson:** Ms. Wilson provided updates on current planning and zoning activities:
1. **Permit Overview:**
 - Commercial Projects: 2 permits remain open.
 - Multi-Unit Projects: 5 permits remain open.
 - Single-Family Plans: 11 permits are active.
 - Other Permits: 20 permits, including remodels and sign applications, are ongoing.
 2. **Parkland Update:**
 - Parkland USA Corporation d.b.a. KJs Alpine is updating its facade and signage. The project required separating permits due to missing details about lumens for the backlit lighting.
 - There have been concerns from nearby subdivisions about the brightness of the updated signage.
 3. **Lumen Regulations & Dark Skies Initiative:**
 - It was noted that the Town’s lumen regulations have not been recently updated.
 - Some community members have expressed interest in reducing light pollution in alignment with the Dark Skies initiative. However, Melissa emphasized the importance of maintaining well-lit areas for public safety and security, especially at locations like fuel stations.
 - The Council agreed that any potential updates to lighting regulations would need to balance safety and the concerns of nearby residents.
- d. **Economic Development Report – Jeremiah Larsen:** Nothing to report.
- e. **Utility Easement Update – Jeremiah Larsen:** Councilman Larsen provided the following updates on the utility easement project:
1. **Construction Completion:**
 - All construction work has been completed, including trenching and drilling fiber lines to all customers who signed up.
 - The main transmission power lines have been successfully buried.
 2. **Fiber Connection to Homes:**
 - The crew is now focusing on connecting fiber to individual homes.
 - With the ability to complete three homes per day and over 50 homes signed up, this process is expected to continue over the next one to three months.
 3. **Spring Maintenance:**
 - Come spring, crews will address any road issues caused by settling during the winter and complete backfilling and road maintenance as needed.
 4. **Homeowner Responsibilities:**
 - While the main power transmission lines are buried, individual homeowners must cover the cost of burying power lines directly from the transmission to their homes if desired.
- Councilman Larsen emphasized that the project’s progress is significant, with major milestones already achieved and further connections continuing throughout the winter.
- f. **Alpine Travel & Tourism Board Report – Jeremiah Larsen:** Councilman Larsen provided a brief update on the Alpine Travel & Tourism Board:
- The application period for the 2025-2026 fiscal year will open on January 1, 2025, and close on March 15, 2025.
 - Board meetings will resume in late March or early April to review submitted applications.

No additional updates or activities were reported. Councilman Larsen invited any questions from the Council, but none were raised.

- g. **Lincoln County Sheriff's Report:** was submitted in writing and can be viewed in the meeting packet on our website alpinewy.gov.

8. DISCUSSION ITEMS

a. Resolution No. 2024-040 - Moratorium on Annexations.

Mayor Green opened the discussion on a potential moratorium on annexations, emphasizing the importance of considering its necessity before adding it as a future action item. He acknowledged that while the timing for such a resolution previously seemed appropriate, current circumstances may not justify immediate action.

Councilwoman Castillo requested the recommendation be displayed for review. Melissa Wilson, Planning and Zoning Chair, supported the moratorium, noting it has been adjusted to focus solely on annexations, leaving other building and development unaffected. She stressed the need to prioritize updates to the Town's master plan and infrastructure, including the sewer and water treatment plants, before considering further annexations. Several Council members expressed differing levels of feedback from constituents, with some hearing concerns about annexations and others reporting no comments. The general consensus was to carefully evaluate the Town's capacity and ensure positive growth. Council members discussed the importance of maintaining flexibility, allowing potential annexations while ensuring the Town has sufficient capacity and resources. A moratorium could address concerns about high-density developments with unknown impacts, but current processes already allow the Town to evaluate petitions and deny them if they do not meet health, safety, and welfare standards.

10. ACTION ITEMS

After hearing updates from each applicant during the public hearing, the Council reviewed the status of all liquor license renewals. The Council appreciated the applicants' transparency and commitment to maintaining Alpine's thriving business community.

a. 2025 Liquor License Renewals:

Councilman Larsen made a motion to postpone Driftwood Pizza LLC – Restaurant Liquor License: Postponed to December 17, 2024, pending certification from the state regarding delinquent sales tax. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.

Councilman Larsen made a motion to approve contingent upon final review by the State Liquor Division for Broulim Hardware LLC – County Malt Beverage Permit #CMB-3, Broulim Supermarkets LLC – Retail Liquor License, Get Down LLC – Microbrewery Permit, Get Down LLC – Restaurant Liquor License, La Cabana Del Tequila LLC – Restaurant Liquor License, Parkland USA Corporation – County Malt Beverage Permit, Yankee Doodles LLC – Restaurant Liquor License. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.

Councilman Larsen made a motion to approve Marquina LLC – Restaurant Liquor License, Rocky Mountain Rogues Inc – Retail Liquor License, and VR Tavern on the Greys LLC – Retail

Liquor License. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.

b. Award of the Town of Alpine Development Impact & Capacity Fees Study and Analysis.

Prior to the meeting, there was a public hearing held to review proposals from Sunrise Engineering and Raftelis for the Development Impact & Capacity Fees Study and Analysis. Both firms presented their qualifications, methodology, and approach, followed by a Q&A with the Town Council.

Mayor Green and Council members discussed the proposals in detail. Sunrise Engineering was praised for its local presence, familiarity with Alpine's infrastructure, and ability to provide in-person meetings. Robert from Sunrise clarified that a financial capacity plan for the sewer study was not included in their proposal but estimated the cost at \$2,000 if added.

Raftelis impressed Council members with their expertise in financial analysis, accreditation as a Municipal Advisor, and commitment to delivering legally defensible and customizable solutions. However, concerns were raised about the additional costs associated with optional tasks, such as a financial plan, which significantly increased their bid.

Acknowledging the strengths of both firms, the Council decided to postpone the decision.

Councilman Larsen made a motion to postpone the award for the Town of Alpine Development Impact & Capacity Fees Study and Analysis to the December 17th, 2024, Town Council Meeting. Councilman Dickerson seconded. Voting Yea: Councilman Emily Castillo, Councilman Andrea Burchard, Councilman Frank Dickerson, Councilman Jerney Larsen, Mayor Eric Green.

c. Precision Electrical Services - Pay Application No. 3 - Pretreatment Plant Process Systems for the amount of \$103,543.50.

Councilman Dickerson made a motion to approve Pay Application No. 3 - Pretreatment Plant Process Systems for the amount of \$103,543.50 - Precision Electrical Services. Councilman Castillo seconded the motion.

Mr. Meagher discussed Pay Application No. 3 for Precision Electrical Services regarding the Pretreatment Plant Process Systems in the amount of \$103,543.50. He clarified that this payment represents 56% of the total project cost, leaving 44% remaining. Mr. Meagher confirmed that a conditional lien release is attached to the payment. This release is notarized for the specified amount and becomes effective once the check clears. Council members confirmed the payment process and lien release procedures. No further questions or discussion points were raised.

Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green

d. Ordinance No. 2024-009 - Land Use and Development Code - 2nd reading.

Councilman Larsen made a motion to approve Ordinance No. 2024-009 009 - Land Use and Development Code on its second reading, and Councilman Dickerson seconded.

Mayor Green suggested tabling the ordinance until the December 17th meeting to allow further discussion and feedback. The Council agreed that individual council members should email their thoughts and

suggestions regarding updates to the Land Use and Development Code (LUDC) directly to the Planning and Zoning Commission.

Key Discussion Points:

- **Setback Changes:**
Brett Bennett raised concerns about significant setback changes, emphasizing that such changes should align with the master plan process to avoid confusion for developers and ensure consistency. He highlighted that the lack of off-street parking poses challenges that should also be addressed concurrently.
- **Public Input:**
Council members agreed on the importance of public involvement and suggested holding a specific public hearing to gather feedback on proposed changes to the LUDC.
- **Landscaping and Short-Term Rentals (STRs):**
Concerns were raised about the lack of provisions for xeriscaping and the need to address the growing number of short-term rentals (STRs), as current regulations focus on bed-and-breakfast establishments.
- **Parking Schematic Issues:**
The parking requirements for medical clinics were flagged as unclear, with ambiguity around the definition of "employees" and how parking spaces are calculated.
- **Construction Activity Times:**
Suggestions for regulating construction activity times were debated, with concerns about enforcement and the practicality of overly specific rules. General language around "reasonableness" was proposed but recognized as challenging to enforce.
- **Call for Public Involvement:**
The Council encouraged citizens to participate actively in meetings and discussions to contribute to positive growth in Alpine.

Mayor Green proposed delaying further action until after January, when a new board member will join. In the meantime, council members will provide feedback via email to compile a list of concerns for Planning and Zoning to address.

Councilman Larsen made a motion to postpone Ordinance No. 2024-009 - Land Use and Development Code on its second reading until the December 17th, 2024 Town Council Meeting, and Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green

e. Resolution(s) No. 2024-036, 2024-037, 2024-038, 2024-039 - 2025 Meetings/Court Schedules.

Councilman Larsen identified that these resolutions give the schedule of meetings for Municipal Court, Planning and Zoning Commission Meetings, Town Council Regular Meetings, and Town Council Work Sessions.

Councilman Larsen made a motion to adopt Resolution(s) No. 2024-036, 2024-037, 2024-038, 2024-039 - 2025 Meetings/Court Schedules. Councilman Dickerson seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green

10. TABLED ITEMS

a. Ordinance No. 2024-007- Noise Control - 2nd Reading.

b. Ordinance No. 2024-008 - Alpine Lakes Annexation - 3rd Reading.

c. Annexation Agreement - Palisades Investments, LLC.

All tabled items were not discussed and remained on the table.

11. PUBLIC COMMENT

Nessa Melnick: Nessa Melnick expressed her support for selecting Raftelis for the impact fee study. She emphasized the importance of choosing a company with no prior ties to the Town or County, suggesting that an external perspective would provide a more objective and unbiased assessment. She noted the value of obtaining a second opinion on impact fees from a firm without longstanding local connections.

Patricia McQuade: Patricia further inquired if the public could access the questions sent to the school board or Foundation board ahead of the December 3rd meeting. She also asked about the process for involving engineering and Planning and Zoning in evaluating the lease request.

Mayor Eric Green: Mayor Green clarified that the initial set of questions sent to the Alpine Education Foundation is available to the public. He offered to email the document to Patricia and mentioned that it could be attached to the meeting agenda for wider accessibility.

He further explained that the involvement of engineering and Planning and Zoning would occur as a secondary phase if a specific direction or proposal emerges. This phase would include a more detailed and comprehensive review based on specific details such as the location and size of the proposed land.

Mayor Green noted that this initial meeting is just the starting point, and future meetings will likely generate additional questions as the process evolves.

Councilman Burchard: Councilman Burchard reminded everyone about the upcoming Community Thanksgiving Dinner next Thursday. She emphasized that the event is open to anyone who doesn't have plans, prefers not to be alone, or simply wants to avoid cooking and cleaning.

12. EXECUTIVE SESSION

Councilman Dickerson made a motion to enter into executive session, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green. The Council entered executive session at 8:47 p.m. to discuss personnel and legal matters.

Following the discussion, Councilman Dickerson made a motion to exit executive session and return to the regular meeting, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green.

13. ADJOURNMENT

Councilman Dickerson made a motion to adjourn the November 19, 2024, Town Council Meeting, seconded by Councilman Larsen. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green. The meeting was adjourned at 9:36 p.m.

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