



TOWN COUNCIL MEETING MINUTES

December 16, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

ROLL CALL

Clerk Chenault conducted roll call. Present were Mayor Green, Councilmembers Larsen, Scaffide, Wierda, and Burchard, establishing a quorum. Town Attorney James Sanderson was also in attendance.

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

ADOPTION OF AGENDA

Councilmember Burchard made a motion to adopt the agenda. Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried.

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) Town Council Meeting Minutes: December 2, 2025, Town Council Meeting Minutes: Councilmember Burchard made a motion to approve the December 2, 2025, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Planning and Zoning Commission Meeting Minutes: October 14, 2025, Public Hearing & Regular Meeting Minutes, October 28, 2025, Work Session Minutes, and November 25, 2025, Work Session Minutes. Councilmember Burchard made a motion to approve the listed Planning and Zoning Commission Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried

- (c) Bills to Pay Report: 11/27/2025 through 12/11/2025. Councilmember Burchard made a motion to approve the Bills to Pay Report: 11/27/2025 through 12/11/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (d) Financial Report: 12/11/2025. Councilmember Burchard made a motion to approve the Financial Report: 12/11/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried
- (e) ARPA Grant No. WS-1068 - Grant Draft Request #3: Councilmember Burchard made a motion to approve the ARPA Grant No. WS-1068 - Grant Draft Request #3. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

REPORTS

Mayor's Report:

Mayor reported that he is feeling significantly better than he was two weeks prior and thanked Council for handling the previous meeting in his absence. He noted he may still cough occasionally but is improving overall.

Events Committee Report - Andrea Burchard:

Councilmember Burchard reported the following upcoming activities and updates:

- Bingo Night will be held Friday. Alpine Trails and Pathways will be present selling tamales and conducting fundraising efforts, including raffle prize packages, to support the Coney Classic.
- Winter Jubilee is scheduled for January 30–31.
- The Coney Classic will take place on January 31.
- Planning is underway for Casino Night on January 31, and the committee is actively seeking dealers. Interested individuals are encouraged to participate.
- Fire dancers will return for Winter Jubilee and are scheduled to perform on January 30.

Engineering Report – Kevin Meagher, Jorgensen Engineering:

No Engineering Report was provided. The Engineer was out of town and did not submit a written report.

Planning and Zoning Report – Melisa Wilson:

Melisa Wilson reported that the Planning & Zoning Commission had no formal updates at this time.

She discussed the possibility of holding a future joint work session between the Planning & Zoning Commission and the Town Council to review and discuss updates to the Land Use and Development Code (LUDC). The Commission intends to continue working through LUDC updates during the slower winter months, consistent with past practice.

Gina Corson, Planning and Zoning Administrator, as well as the Commission, is compiling a list of items identified over the past year for discussion. Once prepared, a joint work session may be scheduled to allow Council input. This has been scheduled for February 3, 2026, at 6:00 PM.

Councilmember Scaffide requested that the Dark Sky Ordinance, previously submitted by her, materials be included as a discussion item at a future meeting for additional review and brainstorming.

Economic Development Report– Jeremiah Larsen:

Councilmember Larsen reported that he spoke earlier in the day with Bob King regarding economic development and county travel and tourism matters.

On the economic development side, Lincoln County representatives, including Dan Dockstader, are exploring efforts to reestablish an active Chamber of Commerce in the Valley. The initiative is currently being discussed as a no-cost effort, with the goal of revitalizing and restructuring the organization.

Regarding county travel and tourism, work is ongoing to organize branding, marketing, and grant efforts. Applications are currently being accepted for branding and marketing consultants. Additional discussions are underway regarding trail system development in coordination with the school district, the Caribou-Targhee National Forest area, and the State of Wyoming, including potential projects on state-owned lands south of Freedom.

Alpine Travel & Tourism Board Report - Jeremiah Larsen:

Councilmember Larsen reported that the Alpine Travel & Tourism Board met the prior week and approved funding up to \$25,000 for the Town of Alpine's America 250 / Semiquincentennial Fourth of July celebration, which appears later on the agenda.

The Board also approved a discounted advertising opportunity through Star Valley Independent and will work with staff on implementation.

Additionally, the Board received an application from local residents operating a production and promotional company to assist with advertising and promotional materials for Town events. An application related to Winter Jubilee was received, and coordination with the Winter Jubilee Committee will occur to develop promotional content, including a potential video.

The Board announced that its open application period runs from January 1 through March 15. Applications are for Fiscal Year 2026 (July 1, 2026 – June 30, 2027). Projects and events that benefit the community and support tourism, particularly during the off-season, are encouraged to apply. The Board anticipates beginning application reviews in early April.

Lincoln County Sheriff's Report – Submitted in writing:

The Lincoln County Sheriff's Report was submitted in writing. Councilmembers and the public were advised that the report is available for review on the Town's website.

ACTION ITEMS

Jenkinson, Kathleen, and William- Simple Re-Plat Application:

Marlowe Scherbel of Scherbel, Ltd presented a Simple Re-Plat Application on behalf of Kathleen and William Jenkinson.

The application proposes a lot combination of two existing parcels owned by the applicants into a single parcel totaling approximately 1.69 acres. The properties are located on the south side of Sunset Hill in the Lake View Estates area. The southern boundary of the combined lot adjoins forested land. The request is intended to consolidate the lots, which currently include an existing residence.

Ms. Corson submitted a detailed staff report that confirmed that the proposal complies with applicable zoning requirements, minimum lot size standards, and subdivision regulations. The request was described as straightforward and consistent with Town regulations.

Councilmember Larsen made a motion to approve Jenkinson, Kathleen, and William- Simple Re-Plat Application. Councilmember Burchard seconded.

Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Scaffide, and Councilmember Burchard. Voting Abstain: Mayor Green. Motion carried.

Ordinance No. 2025-016 Allowing The Operation Of Off-Road Vehicles Within The Town Limits Of Alpine - 2nd Reading:

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-016 Allowing The Operation Of Off-Road Vehicles Within The Town Limits Of Alpine. Councilmember Burchard seconded.

Council discussed revisions made since the First Reading, including updates to the ordinance title to better reflect its intent. Council expressed support for the revised language and noted it aligned with the ordinance's original purpose.

Melisa Wilson commented that she appreciated the revisions and felt the rewritten language was well done. She raised a question regarding the ordinance's reference to "sidewalks," specifically whether the paved bike path along Greys River Road would be considered a sidewalk. She noted

concern that this could create confusion regarding off-road vehicle or snowmobile use on the path, as it functions as a multi-use trail rather than a traditional sidewalk.

Council discussed the concern and agreed the language could be clarified prior to the Third Reading if necessary.

Council noted that the designated ORV route map was not attached for the Second Reading. Mayor Green displayed a GIS overview of the route and confirmed that the map would be included on the Town website and attached for the Third Reading. The route generally follows Alpine Drive to Short Street, connects to Trail Drive, and continues to Greys River Road, consistent with routes historically used by local snowmobile operators.

Councilmember Larsen also identified a minor grammatical issue in Section 3(B) and agreed it would be corrected prior to the Third Reading.

Voting Yea: Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard.
Voting Abstain: Councilmember Scaffide and Mayor Green. Motion carried.

Ordinance No. 2025-012 - Utility Procedure Ordinance - 3rd Reading:

Councilmember Burchard made a motion to approve 3rd Reading of Ordinance No. 2025-012 - Utility Procedure Ordinance. Councilmember Larsen seconded.

Council asked whether any changes had been made between the Second and Third Readings. Staff reported that the revisions discussed during the prior work session were incorporated and provided to Council at that meeting. Additional minor revisions were made by Jim Sanderson, including edits to the proposed Equivalent Residential Unit (ERU) definition. The ERU definition was initially drafted by Raftelis; however, legal revisions were made to ensure enforceability. All updates were provided to Council during the two-week period between readings.

Council confirmed there were no further questions or concerns with the final version.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard, and Mayor Green. Motion passed **5–0**. Ordinance No. 2025-012 adopted on Third Reading.

Ordinance No. 2025-014 Capacity Fee Ordinance – 3rd Reading:

Councilmember Burchard made a motion to approve 3rd Reading of Ordinance No. 2025-014 Capacity Fee Ordinance. Councilmember Larsen seconded.

Council asked whether any changes had been made between the Second and Third Readings. Staff reported that no changes were made to the Capacity Fee Ordinance during the work session. However, the Equivalent Residential Unit (ERU) definition was updated to ensure

consistency across related ordinances. Council confirmed the ERU definition update was applied uniformly.

Council noted that the ordinance documents were lengthy and had been reviewed multiple times and asked if there were any additional questions or concerns. None were raised.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Voting Abstain: Mayor Green. Motion passed **5–0**. Ordinance No. 2025-014 adopted on Third Reading.

Ordinance No. 2025-013 Utility Rate Ordinance – 3rd Reading

Councilmember Larsen made a motion to approve 3rd Reading of Ordinance No. 2025-013 Utility Rate Ordinance. Councilmember Burchard seconded.

Clerk Chenault reported the proposed utility rate changes, noting that no increase to water rates was included at this time due to insufficient usage data. Mayor Green stated that additional data from the Town’s newly installed meters is needed, particularly during the higher summer usage period, before considering any water rate adjustments.

Mayor Green discussed long-term rate-setting goals, including the intent for base rates to cover operating expenses, with usage charges providing additional revenue to support reserves, consistent with prior recommendations from Jorgensen Associates.

Clerk Chenault confirmed that the ordinance includes a 25% increase to sewer rates, intended to move the sewer utility closer to financial self-sufficiency. It was noted that the prior minimum sewer rate of \$54.00 per month per ERU will increase to \$67.50 per month per ERU, with one ERU being the minimum for most customers. Council acknowledged that the increase may not immediately result in full cost recovery but represents a significant step toward that goal.

Clerk Chenault added that the ordinance also includes a water replacement fee intended to accumulate overtime to support future infrastructure needs.

Council confirmed there were no additional changes from the prior discussion. No questions were raised by Council or the public.

Voting Yea: Councilmember Larsen, , Councilmember Wierda, Councilmember Burchard, and Mayor Green. Voting Nay: Councilmember Scaffide. Motion passed **4-1**. Ordinance No. 2025-013 adopted on Third Reading.

Lease Agreement - Lincoln-Uinta County Child Development Center:

Councilmember Burchard made a motion to approve the Lincoln-Uinta County Child Development Center Lease Agreement and authorize Mayor Green to sign. Councilmember Scaffide seconded.

Monica Chenault provided background on the lease agreement, explaining that shortly after the current administration took office, a roof leak was discovered at the Child Development Center building. At that time, it became clear that under the existing lease, the Town was responsible for all building maintenance and repair costs, including roof replacement expenses that were not fully covered by insurance.

Clerk Chenault explained that lease agreements for Town-owned buildings have historically varied and that efforts have been underway for several years to standardize lease language across Town facilities. The updated lease aligns maintenance responsibilities and requirements across Town-owned properties while maintaining appropriate distinctions between commercial tenants and nonprofit or public service entities.

Under the revised lease, the Town retains ownership of the building; however, responsibility for future roof repairs and certain maintenance costs shifts to the lessee, reducing the Town's financial exposure. Clerk Chenault noted that the Child Development Center has reviewed the lease and is agreeable to the revised terms.

Council discussed the nominal annual lease rate and acknowledged the essential community service provided by the Child Development Center as a county-operated, nonprofit entity. Council noted that while the lease rate is minimal, the arrangement supports an important public service, and the Town retains ownership of the facility.

No additional questions or concerns were raised.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard, and Mayor Green. Motion carried.

Resolution No. 2025-050 - A Resolution Authorizing The Town Clerk To Open Three Bank Accounts For Sewer Capacity Fees, Water Capacity Fees, And Meter Fees And Restricting The Use Of Said Funds:

Councilmember Burchard made a motion to approve Resolution No. 2025-050 - A Resolution Authorizing The Town Clerk To Open Three Bank Accounts For Sewer Capacity Fees, Water Capacity Fees, And Meter Fees And Restricting The Use Of Said Funds. Councilmember Scaffide seconded.

Monica Chenault provided background on the resolution, explaining that with the adoption of the utility-related ordinances approved earlier in the meeting, capacity fee revenues are required to be placed into separate, restricted bank accounts. While the Town already tracks these funds separately within its accounting system, an additional level of physical separation is required to ensure compliance and transparency.

Clerk Chenault explained that meter fee revenues will also be deposited into a separate account to clearly distinguish those funds for public transparency and long-term planning purposes. The \$2.00 monthly meter fee collected from customers would be transferred into the restricted meter fee account, with the timing of transfers discussed. Council suggested that annual transfers could

be considered instead of monthly transfers to reduce administrative burden, and staff agreed that this approach could be implemented.

Clerk Chenault further explained that capacity fees collected at the time of connection would be split at deposit, with the operational portion deposited into the operating account and the capacity fee portion deposited directly into the appropriate restricted account. She noted that this approach aligns with best practices and recommendations from Raftelis to avoid future compliance concerns.

Authorized signers on the new accounts will remain consistent with existing Town bank accounts.

No further questions or concerns were raised.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard, and Mayor Green. Motion carried.

Alpine Pretreatment Facility – Blower Failure / Pretreatment Design Assessment (JVA, Inc.):

Councilmember Larsen made a motion to authorize Mayor Green to sign the updated Letter Agreement with JVA, Inc. for the Alpine Pretreatment Facility Design Assessment. Councilmember Burchard seconded.

Clerk Chenault discussed ongoing concerns regarding the design and performance of the pretreatment facility blowers. She explained that JVA, Inc. has already been engaged to review other aspects of the facility and that this additional scope would provide a third-party professional assessment of the blower system and overall pretreatment design.

Clerk Chenault continued to report that the pretreatment facility has now been considered commissioned by the contractor, placing the project within the one-year warranty period. Staff emphasized the importance of promptly identifying and documenting design deficiencies in order to pursue corrective action while the facility remains under warranty.

Council discussed next steps following receipt of JVA's findings, including using the assessment to formally direct corrective action by the contractor. Funding for the assessment will be booked to the wastewater capital project, consistent with enterprise fund accounting requirements. Clerk Chenault noted this approach aligns with audit and accounting standards.

Council acknowledged the importance of proceeding with the assessment to resolve the blower issues and move the project forward.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard Voting Abstain: Mayor Green. Motion carried.

Resolution No. 2025-056 - Repealing And Replacing Resolution No. 2025-047 And Resolution No. 2025-049 And Authorizing The Use Of Alpine Travel & Tourism Funds For The Town Of Alpine's 250th Celebration:

Councilmember Burchard made a motion to approve Resolution No. 2025-056 - Repealing And Replacing Resolution No. 2025-047 And Resolution No. 2025-049 And Authorizing The Use Of Alpine Travel & Tourism Funds For The Town Of Alpine's 250th. Councilmember Scaffide seconded.

Jeremy Larsen stated that he would abstain from voting due to his position as Chair of the Alpine Travel & Tourism Board. He also recommended revising the wording in the resolution to better reflect the Board's intent.

Council discussed the intent of the Alpine Travel & Tourism Board's approval, clarifying that the funding is intended to provide up to \$25,000 for eligible expenses associated with the Town's 250th (Semiquincentennial) Fourth of July celebration, excluding fireworks, which are expected to be addressed through a separate application at a later date. The purpose of the resolution is to allow the Town to begin expending funds for approved celebration-related costs and seek reimbursement through Travel & Tourism.

Clerk Chenault explained that the resolution would allow flexibility for the Celebration Committee as event planning continues and that the funds are reimbursement-based and must be expended by the Town in accordance with state statute.

Motion to Amend:

Councilmember Scaffide made a motion to amend the resolution language to read that the Alpine Travel & Tourism Board has approved providing up to a total of \$25,000 for the Town of Alpine's 250th Celebration, removing specific allocations within the resolution. The amendment was seconded by Councilmember Burchard.

Vote on Amendment:

Motion to amend carried unanimously.

Council returned to the main motion as amended.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard Voting Abstain: Mayor Green. Motion carried.

PUBLIC COMMENT

Daniel Schou addressed the Council and thanked them for their work. He asked for clarification regarding the operational status of the Alpine Pretreatment Facility, specifically questioning whether the facility is nonfunctional without the blowers. Staff clarified that the facility is operational; however, the blowers are not functioning as efficiently as intended and may not be properly sized, resulting in performance concerns.

Mr. Schou also commented on Ordinance No. 2025-016 regarding the operation of off-road vehicles within the Town limits. He expressed concern that the ordinance does not include specific enforcement penalties and questioned the effectiveness of an ordinance without fines for violations. Council and staff explained that the ordinance is required by the State to qualify for certain funding and follows a state-provided model. It was further noted that other existing ordinances and law enforcement authorities provide enforcement mechanisms for unsafe or unlawful behavior.

Mr. Schou thanked the Council for the clarification.

No additional public comments were offered.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into executive session. Councilmember Burchard seconded. Council entered executive session at 8:05 p.m.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 9:30 p.m.

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 January 7th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk