



TOWN COUNCIL REGULAR MEETING MINUTES

September 15, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the Pledge of Allegiance.

ROLL CALL

Town Administrator Hovorka conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established.

ADOPTION OF AGENDA

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

APPROVAL OF CONSENT AGENDA: *Items listed on the consent agenda are considered routine and are enacted by one motion unless a Council member or citizen requests separate consideration.*

Town Council Minutes: September 1, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the September 1, 2026, Town Council Meeting Minutes. Councilmember Burchard seconded the motion.

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

Planning & Zoning Commission Minutes: August 11, 2026, and August 25, 2026, Planning & Zoning Commission Minutes: Councilmember Larsen made a motion to approve the August 11, 2026, and August 25, 2026, Planning & Zoning Commission Minutes. Councilmember Burchard seconded the motion.

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

Bills to Pay Report: August 18, 2026, through September 15, 2026: Councilmember Larsen made a motion to approve the Bills to Pay Report August 18, 2026, through September 15, 2026. Councilmember Burchard seconded the motion.

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

REPORTS

Mayor's Report - Eric Green:

Mayor Green reported that he had no items to present at the beginning of the reports.

Planning & Zoning Report - Melisa Wilson:

Planning & Zoning Commission Chair Melisa Wilson reported that the Commission discussed concerns regarding foundation height and whether constructed foundations remain consistent with approved plans and established grade. The Commission discussed whether an additional verification could be incorporated into the certificate-of-placement or inspection process.

The Council discussed the relationship between finished grade, road elevation, foundation stem-wall height, survey benchmarks, and the Town's current inspection process. It was noted that the issue should be considered as part of the ongoing rewrite of the Land Use and Development Code. The recent vacancy in the Planning and Zoning Administrator position was also noted as an operational challenge.

Events Committee Report - Councilmember Andrea Burchard:

Councilmember Burchard reported on upcoming community events, including a local-author book signing at the Alpine Library, the Alpine Education Foundation golf scramble fundraiser, the first bingo event of the season, Fall Fest at Melvin on October 3 with community cleanup activities, pumpkin patch and face painting, and a Civic Center craft fair on October 24.

The Council requested that upcoming October events be included in the Town's public communications.

Economic Development Report - Councilmember Jeremiah Larsen:

Councilmember Larsen reported no additional Economic Development activity.

Alpine Travel & Tourism Board Report - Councilmember Jeremiah Larsen:

Councilmember Larsen reported that the next Alpine Travel & Tourism Board meeting would be held October 15, 2026. The annual fall meeting will include feedback from summer grant recipients and other Board business.

Lincoln County Sheriff's Report:

The Lincoln County Sheriff's Report was submitted in writing.

PUBLIC HEARING

Transfer of Ownership - County Malt Beverage Permit - KJ's Alpine:

Mayor Green opened the public hearing at approximately 7:10 p.m. to consider the transfer of ownership of the county malt beverage permit for the premises located at 1500 Boardwalk Drive from Parkland USA Corp. to ABS Wyoming LLC, doing business as KJ's Alpine.

Town Administrator Hovorka reported that the requested license term would run from the date of approval through December 31, 2026. Notice of the public hearing had been published and posted, the transfer fee had been paid, and final review and certification by the Wyoming Liquor Division remained pending. Staff recommended approval contingent upon final review and certification of the application.

A representative of ABS Wyoming LLC appeared before the Council. Council discussion clarified that the business would operate as KJ's Alpine and that the permit would remain subject to the normal renewal process for the following calendar year.

No public testimony was offered. Mayor Green closed the public hearing at approximately 7:14 p.m.

ACTION ITEMS

Transfer of Ownership - County Malt Beverage Permit - KJ's Alpine:

Councilmember Wierda made a motion to approve the transfer of ownership of the county malt beverage permit from Parkland USA Corp. to ABS Wyoming LLC, doing business as KJ's Alpine, for the premises located at 1500 Boardwalk Drive, contingent upon final review and certification of the application as complete by the Wyoming Liquor Division. The motion was seconded.

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

AMI Meter Project - Pay Application No. 5:

Councilmember Burchard made a motion to approve Pay Application No. 5 to Core & Main LP in the amount of \$42,292.70 and authorize release of the remaining retainage associated with Pay Application No. 1 following completion of the required 41-day public notice period.

Councilmember Wierda seconded the motion.

Town Administrator Hovorka confirmed that this was the final pay application for the radio-read installation project and that the final meter installation had been completed.

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

Civic Center Audio/Video System Upgrade:

Councilmember Wierda made a motion to approve a budget of up to \$8,000 for upgrades to the Civic Center audio/video system and authorize staff to submit a funding request to the Alpine Travel & Tourism Board in the amount of \$6,000 for consideration at its October 15, 2026, meeting. Councilmember Burchard seconded the motion.

Councilmember Burchard recused herself from the discussion and vote due to a conflict of interest involving the contractor proposed to purchase and install the equipment.

Councilmember Larsen also recused himself because of his service on the Alpine Travel & Tourism Board.

The Council clarified that \$8,000 was the total not-to-exceed project amount, not \$8,000 in addition to a potential \$6,000 Travel & Tourism award. If the full Travel & Tourism request were awarded, the Town's net cost would be approximately \$2,000. The prior equipment estimate was discussed as being below the \$8,000 ceiling.

During public comment on the item, Jeremy Larson explained that improved Civic Center audio/visual capability could support efforts to attract conventions and off-season visitors.

Voting Yea: Mayor Green, Councilmember Wierda, and Councilmember Scaffide.

Councilmember Larsen and Councilmember Burchard recused themselves. **Motion carried.**

Caselle Community Connect Online Payment Portal:

Councilmember Larsen made a motion to approve Caselle Community Connect for utility billing, accounts receivable, and other General Fund payments, including a \$1,200 setup fee and \$1,800 annual cost, with implementation by December 31, 2026. Councilmember Burchard seconded the motion.

Town Administrator Hovorka explained that Xpress Bill Pay is being sunset and the Town must transition to another online payment processor. Because the Town already uses Caselle accounting software, Community Connect will allow online payments to feed directly into the Town's accounting system. Existing online-payment customers will need to establish accounts in the new system. Staff will provide additional public information before implementation.

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

Lift Station Electrical Service Relocation:

Councilmember Burchard made a motion to direct staff to proceed with the lift-station power-supply relocation project and amend the Wastewater Fund capital outlay budget by \$20,000 to accommodate project costs. The motion was seconded.

The Council discussed relocating the lift station's electrical service from the Melvin Brewing building to a dedicated Town-controlled service. The Town had budgeted \$25,000 for the

project; however, excavation, a concrete pad, and electrician work increased the estimated all-in project cost to approximately \$40,000, with a not-to-exceed amount of approximately \$45,000 discussed.

The motion initially referenced Fiscal Year 2025. Councilmember Burchard moved to amend the motion to correct the fiscal year to Fiscal Year 2027. The amendment was seconded and carried with no opposition.

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

Used Service Pickup with Crane:

Councilmember Scaffide made a motion to authorize staff to purchase a used service pickup equipped with a crane in an amount not to exceed \$75,000 and direct staff to amend the Water Fund capital outlay budget by \$30,000 to accommodate the purchase. The motion was seconded.

The Council discussed the \$45,000 vehicle appropriation approved during the Fiscal Year 2027 budget process, the condition and intended replacement sequence of existing Public Works service vehicles, the need for additional field-operations vehicle capacity, and whether the General Fund rather than the Water Fund should own the vehicle.

Because Public Works Director Craig Leseberg was unable to attend and Councilmembers had additional questions regarding vehicle need, funding, and fleet planning, Councilmember Larsen moved to table the item for discussion at a future meeting. Councilmember Wierda seconded the motion.

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

Lift Station Mobile Generator Connections:

Councilmember Larsen made a motion to authorize Town staff to complete the electrical and related site upgrades necessary to connect the Town's lift stations to the existing mobile generator during an extended power outage, for a total project cost not to exceed \$45,000; to prioritize locations as necessary to remain within budget; and to return to Council before proceeding if an overage is anticipated. The motion was seconded.

The Council discussed the importance of making the existing mobile generator usable at the lift stations and clarified that funding for the work had already been budgeted in the wastewater/sewer fund.

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

MaintainX Work Order Platform:

Councilmember Larsen made a motion to select MaintainX as the Town's work-order platform and authorize the Mayor to sign the order form in the amount of \$6,742 for implementation and an initial one-year subscription. The motion was seconded.

Town Administrator Hovorka reported that MaintainX provides a relatively simple, mobile-friendly interface suited to field operators using phones and tablets. The system will allow the Town to inventory and track assets, equipment and fleet information, run times, checklists, maintenance procedures, photographs, work histories, and the time and resources spent on individual assets.

The Council discussed first-year discounts included in the proposal and agreed that beginning with a one-year subscription would allow the Town to evaluate the platform before renewal.

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

PUBLIC COMMENT

Bill Saks, Alpine, asked Councilmember Larsen about the timing of his prior investment in Melvin Brewing in relation to a 2022 Council matter. Councilmember Larsen stated that he had been an investor from the beginning and that his investment ended when the business sold in 2022.

Mike McElroy, Alpine resident and candidate for Town Council, spoke in support of Bill Saks and commented on local public-governance discussions and conduct surrounding public meetings. His comments also included disputed allegations concerning another individual; the minutes do not independently adopt or verify those allegations.

Dave Dobler addressed the Council regarding the long-running property and roadway issue referred to as the Dobler Triangle/Terrace Lane matter. The speaker summarized the property's survey and roadway history, asserted that public use extends onto private property, and requested further Council review. Mayor Green stated that the Town intended to arrange a meeting with the resident, Town Administrator, and Town Attorney, and a Councilmember requested an opportunity to visit the property.

Patricia McQuade, Alpine resident, asked about the temporary roundabout demonstration project. Mayor Green explained that installation had been delayed while materials were being obtained and that WYDOT had authorized an extension into October, allowing the demonstration to remain in place for approximately four weeks after installation.

Council discussion also addressed the recent vacancy in the Planning and Zoning Administrator position. Mayor Green stated that the Town was preparing to advertise the position and that Town Administrator Hovorka would serve as the interim contact for planning-related questions and matters already in process.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting. Councilmember Wierda seconded the motion.

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

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on October 6th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk