



TOWN COUNCIL MEETING

May 21, 2024 at 7:00 PM

250 River Circle - Alpine, WY 83128

MINUTES

Notice - The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email clerk@alpinewy.gov with any questions or comments.

YouTube LINK FOR LIVE FEED:

<https://www.youtube.com/@townofalpine>

1. CALL TO ORDER - Mayor Green

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

2. PLEDGE OF ALLEGIANCE – Mayor Green

Mayor Green led the attendees in the Pledge of Allegiance.

3. ROLL CALL – Monica Chenault

Clerk Chenault conducted roll call.

PRESENT

Councilman Jeremiah Larsen

Councilman Frank Dickerson

Mayor Eric Green

Councilman Emily Castillo

ABSENT

Councilman Andrea Burchard

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.

4. CONSENT AGENDA – Mayor Green

a. Town Council Minutes.

Motion to approve the following Town Council Meeting Minutes:

Regular Meeting Minutes - 04/16/2024

Special Meeting Minutes - 05/07/2024

Work Session Meeting Minutes - 05/07/2024

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

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

b. Planning & Zoning Commission Minutes.

Motion to approve the following Planning & Zoning Commission Minutes:

Planning & Zoning Commission Meeting - 04/09/2024.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

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

c. Bills to Pay 4/17/2024 - 5/21/2024.

Motion to approve the Bills to Pay 4/17/2024 - 5/21/2024.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

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

d. Financial Report - April 2024.

Motion to approve the Financial Report - April 2024.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

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

e. Catering Permits:

Seeking approval for Catering Permit - VR Tavern on the Greys: Mule Deer Ladies Only - 11/02/2024.

All Nighter Permits:

Seeking approval for All Nighter Permit - Bull Moose Lodge & Saloon - 07/06/2024, 10/26/2024, and 12/31/2024.

Motion to approve Catering Permit - VR Tavern on the Greys: Mule Deer Ladies Only - 11/02/2024.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo.

Motion to approve All Nighter Permit - Bull Moose Lodge & Saloon - 07/06/2024, 10/26/2024, and 12/31/2024.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo.

5. REPORTS

- a. Mayor's Report – Eric Green
- b. Engineering Report – Jorgensen Engineering

The time was turned over to Kevin Meagher, Project Manager. Mr. Meagher updated Town Council on various completed tasks beginning with the AMI Radio Read Project. He explained that the team at Jorgensen is diligently working on the design of the gateway towers at the Town Shop and Ferry Park and the electrical requirements.

Mr. Meagher transitioned to the topic of the Town's Water Model. An updated model of the Level I Water Master Plan is in the works.

Mr. Meagher discussed the Town's development reviews. Jorgensen Engineering recently reviewed the Lasher Town Homes submittal and submitted the review for consideration. Fire Flow information is pending. Additionally, The Extended Stay Project is under development review as additional information from the developer is gathered. More information has been submitted and is under review. Mr. Meagher addressed the recent application for annexation into the Town of Alpine which was submitted by Alpine Lakes. Lastly, Mr. Meagher announced the Sporting Club is interested in creating employee housing on two of their Town hillside lots.

Mr. Meagher directed the attention to the Excel Development No. 1 Well, also referred to as "Mega Well". It was established that Jorgensen Engineering is consulting with the State Engineer's Office (SEO) to determine the best process of integrating the Mega Well into the existing Town municipal water system.

Mr. Meagher gave a detailed update of the Pre-Treatment Building highlighting topics such as building construction, the approval of the General Contractor's Pay Application No. 4, and the Cambrian Innovation Equipment & Design Update.

Mr. Meagher concluded the engineering report by explaining the current updates with General Fund such as the submittal of the Federal Lands access Program

grant, construction standards for the water and sewer systems, the Planning and Zoning map update for the existing Town limits, the FY25 engineering and capital improvement budgets, and the SPET 6-Cent Tax.

c. Planning & Zoning Report – Sue Kolbas

Building Department Fee Schedule

The Planning & Zoning Report was conducted by Sue Kolbas. The points of interest that were presented to Town Council include the Tower proposed by Silver Star, The Variance Application which was submitted by Star Valley Health for a signage increase, and certified letters of non-compliance sent out to Lashcon and La Tienda Mexicana. Mr. Dan Schou, Planning and Zoning Commission Member, assisted Ms. Kolbas in the discussion of the certified letters of non-compliance.

d. Economic Development Report – Jeremiah Larsen

Councilman Larsen presented the Economic Development Report. The South Lincoln County Economic Development met up the previous week to discuss the Research and Economic Division with University of Wyoming projects with Terra Power and Inter Mountain Investments.

e. Utility Easement Update – Jeremiah Larsen

Councilman Larsen briefly went over the utility easements in the works in order to have access to the water towers.

f. Alpine Travel & Tourism Board Report – Jeremiah Larsen

The Alpine Travel And Tourism Board met on May 9th, Councilman Larsen highlighted a few items that were approved, such as, the Second Reading of grant application for the 2024 Music Series, "Music in the Mountains" sponsored by the Town of Alpine. Requested \$16,000 matches \$4,000, the Second Reading of grant application for ATAP for Grooming of trails twice a week for the 2024/2025 season. Requested \$ 9,600 match \$ 2,400, and the the Second Reading of grant application for Reimbursement funding for the Star Valley Trout Unlimited chapter for the second annual Fly-Fishing Film Festival Fundraiser. Requested \$ 5,352 matches \$1,200. The Third Reading will be held on June 6th, 2024 at 6:00 p.m.

g. Lincoln County Sheriff's Report – Submitted in writing.

Mayor Green yielded his time to Stephan Allen, Chief of Staff for Lincoln County Commissioners. Some goals addressed include transitioning into a more unified county in Economic Development. Various other county projects were addressed. Mr. Allen recognized the housing concerns in the area, regional transportation to Jackson Hole, and the support of the Charter School. He discussed various projects throughout different municipalities in Lincoln County.

6. ACTION ITEMS

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

a. Resolution No. 2024-021 - Petition for Annexation Alpine Lakes.

Seeking approval for Resolution No. 2024-021 - Petition for Annexation Alpine Lakes and authorization for Mayor Green to sign.

Motion to approve Resolution No. 2024-021 - Petition for Annexation Alpine Lakes.

Motion made by Councilman Dickerson, Seconded by Councilman Larsen.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo

b. Ordinance No. 2024-004 - Zyland Subdivision Annexation - 1st Reading.

Seeking approval on the 1st Reading of Ordinance No. 2024-004 - Zyland Subdivision Annexation.

Motion to approve the 1st Reading of Ordinance No. 2024-004 - Zyland Subdivision Annexation.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo

c. Resolution No. 2024-022 - Dead Horse Meadows Replat

Seeking approval for Resolution No. 2024-022 - Dead Horse Meadows Replat and authorization for Mayor Green to sign.

Motion to approve Resolution No. 2024-022 - Dead Horse Meadows Replat.

Motion made by Councilman Dickerson, Seconded by Councilman Larsen.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo

d. Ordinance No. 2024-003 - Building Department Fee Schedule - 2nd Reading.

Seeking approval of the 2nd Reading of Ordinance No. 2024-003 - Building Department Fee Schedule.

Motion to approve the 2nd Reading of Ordinance No. 2024-003 - Building Department Fee Schedule.

Motion made by Councilman Castillo, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo.

e. Resolution No. 2024-020 - Special Purpose Tax Joint Resolution.

Seeking approval for Resolution No. 2024-020 - Special Purpose Tax Joint Resolution and authorization for Mayor Green to sign.

Motion to approve Resolution No. 2024-020 - Special Purpose Tax Joint Resolution.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

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

f. Town of Alpine Public Works - Bid for Vehicle.

Seeking approval of the lowest bid for Town of Alpine Public Works Vehicle and authorize Mayor Green to sign the sales agreement.

The Town of Alpine held a bid opening for a Vehicle for the Public Works Department.

There was one bid received via email the bid was for a 2019 Ford F-350 Super Duty Truck. The bid for the truck as \$46,613.6. There is an option to add a 3 year 100,000 mile service contract for \$3,995.00. The service vehicle is located in Texas.

Motion to approve the bid for a 2019 Ford F-350 Super Duty Truck and authorize Mayor Green to sign the sales agreement. The Council decided to include the service contract. Motion was made by Councilman Dickerson and seconded by Councilman Larsen.

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

Motion to amend the motion to include traveling costs making the total amount not to exceed \$54,000. Motion made by Councilman Dickerson and seconded by Councilman Larsen.

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

g. Ordinance No. 2024-005 - Amended Budget FY 2024.

Seeking approval on the 2nd Reading of Ordinance No. 2024-005 - Amended Budget FY 2024.

Motion to approve the 2nd Reading of Ordinance No. 2024-005 - Amended Budget FY 2024.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

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

h. Ordinance No. 2024-006 - Budget FY 2025.

Seeking approval on the 2nd Reading of Ordinance No. 2024-006 - Budget FY 2025.

Motion to approve the 2nd Reading of Ordinance No. 2024-006 - Budget FY 2025.

Motion made by Councilman Dickerson, Seconded by Councilman Larsen.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green
Voting Nay: Councilman Castillo.

i. **Alpine Charter School - Letter of Support**

Seeking a motion to allow Clerk Chenault to draft a letter of support for the application of a charter school that will serve the Town of Alpine and the greater community and authorized Mayor Green to sign it.

Motion to allow Clerk Chenault to draft a letter of support for the application of a charter school that will serve the Town of Alpine and the greater community and authorized Mayor Green to sign it.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo

7. PUBLIC COMMENT

The meeting was opened for public comment. There was no public comment.

8. EXECUTIVE SESSION

At 9:15 p.m. Councilman Dickerson made a motion to enter executive session and Councilman Larsen seconded the motion.

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

Councilman Dickerson made a motion to leave executive session and reopen the public meeting and Councilman Larsen seconded the motion.

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

9. ADJOURNMENT

Motion to adjourn the Town Council Regular Meeting. Motion made by Councilman Dickerson, Seconded by Councilman Castillo.

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

Motion was adjourned at 10:11 p.m.

Minutes recorded by:

Publish Tracking:

Town Website:

Community Board:

Alpine Post Office:

Alpine Library:

Alpine Information Center:

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on 06, 18, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL BID OPENING

May 21, 2024 at 6:45 PM

250 River Circle - Alpine, WY 83128

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1. CALL TO ORDER - Mayor Green

Mayor Green called the public meeting to order at 6:45 p.m.

2. DISCUSSION ITEMS

a. Town of Alpine Public Works Department - Bid for Vehicle

There was one bid received via email the bid was for a 2019 Ford F-350 Super Duty Truck. The bid for the truck as \$46,613.6. There is an option to add a 3 year 100,000 mile service contract for \$3,995.00.

3. ADJOURNMENT

The meeting was closed at 7:01 p.m.

Minutes recorded by:

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on 06, 18, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL MEETING - PUBLIC HEARING - ZYLAND ANNEXATION

May 21, 2024 at 6:00 PM
250 River Circle - Alpine, WY 83128

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1. CALL TO ORDER - Mayor Green

the May 21, 2024 Public Hearing was called to order at 6:15 p.m. by Mayor Green. Mayor Green asked Clerk Chenault to review the agenda items with the Council and the Public.

2. PUBLIC HEARING

a. Annexation Summary and Notice of Public Hearing Zyland Subdivision

Clerk Chenault testified that the Notice of Public Hearing requirements were met.

b. Annexation Report - Zyland

Clerk Chenault testified that the Annexation report is in the packet.

c. Petition Certification - Zyland

Clerk Chenault testified that the Petition certification was completed by Christine Wagner.

d. Annexation Hearing Checklist

Marlow Scherbel testified on behalf of the petitioner and gave a brief overview of the annexation petition. Attorney James Sanderson reviewed the statute requirement with the petitioner's representative and testimony was heard about if the requirements were met.

Mr. Scherbel responded to several questions on the road easement and utility easements that are needed, and it was found they were sufficient.

3. PUBLIC COMMENT

4. ADJOURNMENT

Mayor Green adjourned the Hearing at 6:30 p.m.

Minutes recorded by:

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on 06, 18, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL BUDGET WORKSHOP

May 22, 2024 at 3:00 PM

250 River Circle - Alpine, WY 83128

MINUTES

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1. CALL TO ORDER - Mayor Green

2. DISCUSSION ITEMS

The following items were reviewed and discussed:

- DRAFT Capital Expenditures
- DRAFT Town Events:
- Treasurer's Worksheet
- Melody's Submittal
- Shay's Submittal
- DRAFT – Grants

3. ADJOURNMENT

Mayor Green adjourned the meeting at 5:00 p.m.

Minutes recorded by:

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on 06, 18, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL BUDGET WORKSHOP

May 29, 2024 at 3:00 PM
250 River Circle - Alpine, WY 83128

MINUTES

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1. CALL TO ORDER - Mayor Green

2. DISCUSSION ITEMS

The following items were discussed:

a. General Fund Expenses

3. ADJOURNMENT

Mayor Green adjourned the meeting at 4:00 PM.

Minutes recorded by:

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on 06, 18, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL WORK SESSION

June 04, 2024 at 7:00 PM
250 River Circle - Alpine, WY 83128

MINUTES

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<https://www.youtube.com/@townofalpine>

1. CALL TO ORDER - Mayor Green

Mayor Green called the Work Session to order at 7:00 PM.

2. DISCUSSION ITEMS

a. Alpine Master Plan Draft

Mayor Green led a discussion on the Alpine Master Plan Draft.

- o Attendees provided feedback and suggestions for improvement.

b. Alpine Comprehensive Plan Proposal

- o Attendees discussed the key components and potential impact on the community.

c. Building Fee Discussion

- o Attendees shared perspectives on current fee structures and proposed changes.

3. ADJOURNMENT

Minutes recorded by:

Monica L. Chenault, Town Clerk

Minutes approved in a legally advertised meeting on 06, 18, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk