



TOWN COUNCIL REGULAR MEETING MINUTES

July 7, 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. Town Attorney James Sanderson and Clerk/Treasurer Chenault were also in attendance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **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 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

Planning and Zoning Commission Meeting Minutes: June 9, 2026: Councilmember Burchard made a motion to approve June 9, 2026, Planning and Zoning Commission Meeting Minutes, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

Bills to Pay: June 6, 2026, through July 7, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report June 6, 2026 through July 7, 2026, Councilmember Larsen seconded. **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 the Town's America 250 celebration was a tremendous success and was well received by the community. He thanked everyone who participated, donated materials, and volunteered their time and effort to make the event possible. He noted that the large American flag displayed over the highway generated significant positive attention online and expressed hope that displaying the flag could become an annual tradition. Mayor Green also thanked Rex for attending the celebration, presenting flowers, and sharing kind remarks.

Mayor Green announced that the American flag had recently been taken down but said he would like to explore the possibility of displaying it year-round in the future.

Mayor Green further announced that the Town had secured a \$1,777,000 Mineral Royalty Grant to fund major upgrades to Well No. 4. He reported that the State Loan and Investment Board (SLIB) unanimously approved the grant during its July 2 meeting. The grant represents 50 percent of the total project cost and will allow Well No. 4 to operate at its full capacity, creating a reliable water source north of the river. Mayor Green expressed the Town's appreciation to the State Loan and Investment Board for supporting the project and stated that the investment would strengthen the Town's water system and provide long-term resiliency and prosperity for the community. He noted that additional information would be released in an upcoming press release and congratulated the Town on achieving this significant milestone.

Events Committee Report - Andrea Burchard

Councilmember Burchard reported that Mountain Days was a successful event despite inclement weather. She noted that the event was well attended, featured a variety of enjoyable activities, and only one or two activities had to be canceled due to the weather.

She reminded the community that the Farmers Market and Music in the Mountains events would continue every Thursday throughout the summer. Councilmember Burchard also announced that the Top of the Rockies Car Show is scheduled for August 15. She concluded by encouraging everyone to enjoy the many summer activities while the season lasts.

Fireworks Restrictions within the Town of Alpine - Jeremiah Larsen

Councilmember Larsen, speaking in his capacity as Emergency Management Coordinator, reminded the public that the permitted period for discharging fireworks within the Town of Alpine had ended. He reviewed the provisions of Town Ordinance No. 2020-01, which regulates pyrotechnic devices within town limits due to Alpine's proximity to forested areas and other combustible vegetation. The ordinance permits the discharge of fireworks only during the 24

hours before July 4, on July 4, and during the 24 hours following July 4, unless additional dates are specifically approved by the Town Council through a petition process.

Councilmember Larsen also announced that the Lincoln County Board of Commissioners had adopted Resolution No. 2026-22, establishing Stage 1 Fire Restrictions effective 12:01 a.m. on July 14, 2026, until further notice. The restrictions prohibit open fires and the discharge of any class of fireworks on state and private lands within the unincorporated areas of Lincoln County, subject to the exceptions outlined in the resolution. He noted that the resolution is available on the Lincoln County website.

Given the forecasted hot, dry weather, Councilmember Larsen encouraged residents to reduce fire hazards by mowing lawns, removing weeds, and maintaining vegetation on private property, particularly along roadways and adjacent to public lands.

Councilmember Larsen also shared a report from Alpine Fire Chief Vogt, stating that the Alpine Fire Department responded to numerous incidents over the Fourth of July weekend, totaling more than 86 personnel hours on July 4 alone. Firefighters extinguished more than 20 spot fires during the holiday. Additionally, he reported that the U.S. Forest Service issued 55 citations on the lakebed area over the weekend, emphasizing that fireworks are prohibited on all public lands, including U.S. Forest Service, Bureau of Land Management, and other public properties.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Larsen reported that the Alpine Travel & Tourism Board will hold a workshop on Thursday, July 23, from 5:00 p.m. to 6:00 p.m. The workshop will be open to the public, with the first half hour dedicated to public comment. Motel and hotel owners and managers from the Alpine area have been invited to participate in the discussion.

Councilmember Larsen explained that the second half of the workshop will focus on education regarding the lodging tax measure, which will appear on the ballot in November. He encouraged the public to attend the workshop and noted that it is scheduled between the Farmers Market and Music in the Mountains events.

Clerk/Treasurer Report – Monica Chenault - *Submitted in Writing*

Public Works Director Report - Craig Leseberg - *Submitted in Writing*

Planning & Zoning Report – Gina Corson - *Submitted in Writing - May and June*

Code Enforcement Officer Report - Tara Bender - *Submitted in Writing*

Agenda Order Adjustment

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

ACTION ITEMS

Town of Alpine Ordinance No. 2026-011 – Boardwalk II Lot 18 Annexation - 2nd Reading:

Councilmember Burchard made a motion to approve Ordinance No. 2026-011 - Boardwalk II Lot 18 Annexation on the 2nd Reading. Councilmember Wierda seconded the motion.

Mayor Green opened the second reading of **Town of Alpine Ordinance No. 2026-011**, an ordinance approving and authorizing the annexation of Lot 18 of the Boardwalk II Subdivision, located in Lincoln County, into the corporate boundaries of the Town of Alpine.

The Mayor asked whether any changes had been made to the ordinance since the first reading. Staff confirmed that no changes had been made. Mayor Green then asked if there were any questions or discussion from the Council. Hearing none, he called for a vote.

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

Review and Consider Proposed Amendments to Town Council Meeting Rules:

Councilmember Scaffide made a motion to review the proposed amendments to the Town Council Meeting Rules and provide direction to staff and the Town Attorney regarding preparation of an updated resolution for Council consideration. Councilmember Wierda seconded the motion.

During discussion, it was noted that the redlined version of the proposed amendments prepared by Town Attorney Jim Sanderson had not been included in the Council packet. The Council agreed that reviewing the redlined document before discussion would be beneficial.

Councilmember Scaffide then moved to table the item until later in the meeting to allow time for the redlined version to be printed and distributed. Councilmember Wierda seconded the motion.

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

Alpine Meadows Letter Agreements:

Administrator Hovorka presented two proposed letter agreement templates intended to memorialize the Town Council's previous decision regarding sewer lateral conditions affecting properties within Alpine Meadows. She explained that the agreements would be recorded with the Lincoln County Clerk so the Town's commitments would remain with each property upon

transfer of ownership. Two templates were prepared: one for properties with separated or offset sewer lateral joints requiring future repair or replacement, and another for properties with minor sewer lateral deformities providing that the Town will clear the lateral if a blockage occurs. She noted that the agreements allow the Town to address the issues as properties develop while continuing to pursue grant funding opportunities. She also explained that if notice of development is provided between November 15 and April 15, any excavation work would be deferred until after the winter season.

Mayor Green stated that the agreements were intended to provide peace of mind to affected property owners by documenting the Town's commitments in a recorded agreement. During discussion, Town Attorney Jim Sanderson confirmed the agreements would be recorded with the Lincoln County Clerk.

Councilmember Burchard made a motion to approve the letter agreement templates for property owners in Alpine Meadows with separated or offset joints and/or other minor sewer lateral conditions, subject to minor changes by staff. The motion was seconded by Councilmember Wierda.

During discussion, the Council discussed the cost of recording the agreements. Councilmember Burchard made a motion to amend the motion to provide that the Town of Alpine will bear the cost of recording the executed letter agreements with Lincoln County. The amendment was seconded by Councilmember Wierda. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

The Council then voted on the amended motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Councilmember Burchard made a motion to direct staff to prepare the letter agreement templates for each affected property owner and authorize the Mayor to execute the letter agreements once completed. The motion was seconded by Councilmember Wierda.

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

Amendment to the Securities Custodial Agreement - Ratification of Signatures:

Councilmember Larsen made a motion to ratify the signatures on the Amendment to the Securities Custodial Agreement and approve the amendment as executed, modifying the required overnight operating account balance to \$0.00 to allow daily transfers into the repurchase product, maximize interest earnings on Town funds, and avoid the additional monthly insurance fee. Councilmember Burchard seconded the motion.

Clerk/Treasurer Chenault presented background on the Amendment to the Securities Custodial Agreement, explaining that recent changes by the Federal Home Loan Bank would have resulted in a \$1,000 monthly fee to insure operating account balances exceeding FDIC coverage. She explained that the amendment modifies the Town's banking arrangement by reducing the required overnight operating account balance from \$350,000 to \$0.00, allowing all available funds to be swept daily into the Town's repurchase account where they remain secured and continue earning interest. She noted that this change also allows the Town to avoid the additional monthly insurance fee while maintaining appropriate protection of public funds.

Clerk/Treasurer Chenault further explained that due to the implementation deadline imposed by the bank, the amendment was executed prior to the Council meeting to prevent the Town from incurring the monthly fee. The Council was therefore asked to ratify the signatures and approve the amendment as executed. Councilmembers asked questions regarding the daily sweep process, the repurchase agreement, and the protection of Town funds, which were addressed by Clerk/Treasurer Chenault.

Mayor Green then called for a vote. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green, and Councilmember Scaffide. **Motion carried.**

Following approval of the amendment, the Council returned to the previously tabled agenda item regarding the proposed amendments to the Town Council Meeting Rules. At the request of Councilmember Wierda, Mayor Green called a brief recess to allow Councilmembers time to review the redlined version of the proposed amendments before discussion resumed.

Review and Consider Proposed Amendments to Town Council Meeting Rules:

Councilmember Larsen made a motion to review the proposed amendments to the Town Council Meeting Rules and provide direction to staff and the Town Attorney regarding preparation of an updated resolution for Council consideration. Councilmember Burchard seconded.

Town Attorney Jim Sanderson presented the proposed redlined amendments, explaining that the existing meeting rules had been adapted from county commissioner meeting rules and contained outdated references. He stated that the proposed revisions were intended to modernize the rules, ensure consistency with Wyoming law, and clarify procedures for conducting meetings while protecting First Amendment rights. Mr. Sanderson emphasized that the proposed changes were intended to address disruptive conduct during meetings rather than regulate the content or viewpoint of public comment.

The Council reviewed the proposed amendments and discussed revisions related to meeting disruptions, public comment procedures, agenda preparation, maintaining order during meetings, and other housekeeping updates. Councilmembers requested additional refinement to language concerning decorum and readmission procedures following the removal of a disruptive

individual. The Council directed staff and the Town Attorney to incorporate the Council's comments into a revised resolution for future consideration.

Mayor Green then called for a vote. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green, Councilmember Scaffide. **Motion carried.**

Resolution 2026-031 Melvin Brewing Purchase Option:

Councilmember Larsen moved to approve Resolution No. 2026-031, confirming Melvin Brewing's exercise of its purchase option for the property located at 624 County Road 101 and authorizing the Town to proceed in accordance with the existing agreements, subject to final payment of all outstanding balances owed to the Town, final review and approval by the Town Attorney, and applicable Wyoming Business Council requirements. Councilmember Burchard seconded the motion.

Town Attorney Jim Sanderson provided a brief history of the existing lease agreement and subsequent amendments, explaining that the agreements grant Melvin Brewing the option to purchase the property upon providing notice and satisfying the requirements outlined in the agreements. He noted that the resolution authorizes the Town to proceed with the purchase option in accordance with those existing agreements.

Administrator Hovorka explained that the resolution provides formal direction for staff to proceed with the transaction and allows the Council an opportunity to ask questions before final closing documents are prepared. Councilmembers discussed the role of the Wyoming Business Council in the transaction and confirmed that the final conveyance documents would remain subject to review by the Town Attorney.

Councilmember Scaffide expressed concerns regarding provisions contained in previous versions of the agreements related to employment commitments and the outstanding costs associated with the Town's wastewater pretreatment system. Clerk/Treasurer Chenault reported that Melvin Brewing currently exceeds the employment levels originally contemplated by the agreements and noted that the employment requirements had been addressed through prior amendments.

Discussion also focused on the outstanding pretreatment costs and the need to establish an equitable long-term rate structure for industrial wastewater users. Administrator Hovorka informed the Council that staff is evaluating alternative rate structures and will continue working toward a solution that is fair to both the Town and industrial users.

At the Mayor's invitation, Colby Cox, representing Melvin Brewing, addressed the Council regarding the proposed purchase. Mr. Cox explained that exercising the purchase option would allow the company to reinvest capital into expanding the brewery and creating additional employment opportunities in Alpine. He stated that Melvin Brewing intends to satisfy all amounts required under the existing agreements at closing and reaffirmed the company's

commitment to working collaboratively with the Town to resolve the outstanding pretreatment issues.

Following discussion, Mayor Green called for a vote. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green. **Voting Nay:** Councilmember Scaffide. **Motion carried.**

PUBLIC COMMENT

Mayor Green read the Town's public comment procedures into the record, reminding attendees that public comment is limited to a total of 20 minutes, with individual speakers limited to three minutes. He noted that the Council may listen to comments but would not take action on items raised during public comment. He also reminded speakers that written comments may be submitted by noon on the day of the meeting.

Calvin Rawe addressed the Council regarding the Town's social media presence and encouraged the Town to consider utilizing additional social media platforms. He also expressed concerns regarding social media activity by individuals seeking Town office and shared his opinions on those matters.

There being no further public comments, Mayor Green closed the public comment period.

ADJOURNMENT

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

The meeting adjourned at 8:24 p.m.

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 July 21st, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk