



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2026-XXX  
A RESOLUTION ESTABLISHING AN ADMINISTRATIVE FEE SCHEDULE FOR  
THE TOWN OF ALPINE, WYOMING**

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**WHEREAS**, the Town Council of the Town of Alpine, Wyoming, has adopted Ordinance No. 2026-005 establishing the authority of the Town to collect fees for administrative services, public records requests, facility rentals, returned payments, postage, and staff reimbursements; and

**WHEREAS**, it is necessary for the Town Council to adopt and maintain a schedule of fees to implement the ordinance; and

**WHEREAS**, the Council desires to establish reasonable fees to recover the costs incurred by the Town in providing such services.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:**

The Town of Alpine Administrative Fee Schedule, as set forth below, is hereby adopted.

**1. COPY FEES**

Service	Rate
Black & White Copies (standard size)	\$0.20 per page
Color Copies (standard size)	\$0.50 per page

**2. NOTARY SERVICE FEES**

Customer Type	Fee
Town Residents	Free
Out-of-Town Residents	\$5.00 per notarized document

**3. PUBLIC RECORDS REQUEST FEES**

Service	Rate
Website-Available Information	Free
Research / Staff Time	\$50.00 per hour
Overtime Research	1.5 × standard hourly rate
Electronic Records (media, transfer, preparation)	Actual Cost

**Copies of public records shall be charged according to the Copy Fees section of this schedule.**



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**4. RETURNED PAYMENT FEES**

Type	Fee
Returned Check / ACH / Other Returned Payment	\$50.00 per returned item

**5. ACCOUNTS RECEIVABLE FEES**

Service	Rate
Late Fee	5% of outstanding balance
Interest	1.5% per month on unpaid balances

**6. STAFF REIMBURSEMENT RATES**

Service	Rate
Mileage	Current IRS reimbursement rate
Administrative Staff Time	\$50.00 per hour
Field Crew Labor	\$50.00 per hour per staff member
Public Works Equipment / Services	Actual cost + 30%

**Overtime Staff Reimbursement.** Staff time performed outside regular business hours, or staff time that results in overtime compensation to the Town employee, shall be reimbursed at one and one-half times (1.5 ×) the applicable staff reimbursement rate.

**7. POSTAGE & SHIPPING FEES**

Service	Rate
Postage / Shipping	Actual cost charged to requester

**8. CIVIC CENTER RENTAL FEES**

**a) Rental Rates**

Area	Hourly Rate	Full Day Rate
Main Event Area	\$65.00	\$400.00
Conference Room	\$35.00	\$200.00
Kitchen	\$12.00	\$75.00
Entire Facility	\$110.00	\$650.00

**b) Deposits**



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- i. **Deposit Requirement.** A deposit is required for Civic Center rentals unless a valid credit or debit card is maintained on file for incidentals.
- ii. **Deposit Payment.** If a credit or debit card is not provided, the deposit must be paid in full prior to the rental and shall be equal to the applicable rental fee.
- iii. **Use of Deposit or Card.** The Town may charge the card on file or retain the deposit for damages, excessive cleaning, or violations of Civic Center rental policies.
- iv. **Deposit Refund.** Deposits may be refunded after inspection of the facility and confirmation that no damages or policy violations occurred.

**c) Tables & Chairs**

Item	Fee	Deposit
Table Rental	\$3.00 each per day	\$50.00
Chair Rental	\$1.00 each per day	\$50.00

**d) Civic Center Discounts:**

- i. **Resident Discount.** Residents residing within the Alpine Fire District shall receive a twenty-five percent (25%) discount on Civic Center rental rates.
- ii. **Nonprofit Discount.** Registered nonprofit organizations recognized under Section 501(c) of the Internal Revenue Code may receive a one hundred percent (100%) discount on Civic Center rental rates. The Town reserves the right to approve or deny nonprofit discounts based on availability and intended use of the facility.
  - A Certificate of Insurance listing the Town of Alpine as an additional insured is required.
- iii. **Community Program Rentals.** Community programs that are **open to the public** and host recurring activities shall be assessed a fee of fifteen dollars (\$15.00) per week or per scheduled use, as applicable. A deposit of one hundred dollars (\$100.00), or a valid credit or debit card on file, shall be required. Program organizers must sign a Town liability waiver prior to use of the facility.

**e) Public Park and Gazebo**

Marge Grover Park Gazebo	No rental fee; first-come, first-served
Special Event Permit	May be required depending on event size, impact, or activities. Applicable fees, if any, shall be established by separate resolution or fee schedule.



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**BE IT FURTHER RESOLVED,**

That the Town Clerk is directed to maintain and make available to the public the current version of the Town of Alpine Administrative Fee Schedule.

**BE IT FURTHER RESOLVED,**

That the Administrative Fee Schedule may be amended from time to time by resolution of the Town Council.

**BE IT FURTHER RESOLVED,**

that Resolution No. 5-7-2013, and any amendments thereto, are hereby repealed in their entirety and replaced by this Resolution.

**PASSED, APPROVED AND ADOPTED** this day of 2026

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

SIGNED:

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer