TOWN COUNCIL REGULAR MEETING MINUTES

August 04, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 7:01 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 the motion.

Councilmember Larsen made a motion to amend the agenda by removing Action Item B: Ordinance No. 2026-014 Land Use & Development Code Amendments - 2nd Reading and Action Item C: Ordinance No. 2026-012 ICC Code Exemptions and Local Amendments - 2nd Reading. He explained that the Planning and Zoning Administrator was absent due to illness and was vital to the discussion of both ordinances. Councilmember Burchard seconded the amendment.

Councilmember Scaffide asked whether language defining the ground level of a building could be added to address recurring concerns regarding how building height is measured. Mayor Green recommended that she contact the Planning and Zoning Administrator to discuss whether the language should be addressed through the current amendments or as part of a future comprehensive update.

With no further discussion, Mayor Green called for a vote on the amendment. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Mayor Green then called for a vote on the motion to adopt the agenda as amended. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

PUBLIC HEARING

Public Hearing – Draft Master Plan

Mayor Green opened the public hearing and introduced Nora Bland with Cushing Terrell, who participated by telephone. Mayor Green displayed the presentation while Ms. Bland reviewed the Draft Master Plan. Ms. Bland stated that the planning process began in March 2025 and included approximately a year and a half of community and Steering Committee engagement. She explained that no action was required that evening and that comments received during the public hearing would be considered for incorporation into the final adoption draft. The Planning and Zoning Commission was scheduled to make a recommendation on August 11, with final consideration by the Town Council scheduled for August 18.

Ms. Bland reviewed the following changes made since the previous draft:

- Page 27 was updated to reflect the extent of Phase 4 public engagement.
- Page 31 was revised to describe the review of the draft and final plans.
- Page 53 was revised to reduce the maximum height within the Downtown Character Area from four stories to three stories.
- Page 60 was revised to clarify that the Dillon Amphitheater case study was an example of a potential use of Town-owned land and was not a recommendation to construct an amphitheater of that scale.
- Land Use Action 3.5 on Page 64 was strengthened to direct the Town to work with property owners and the airport toward a mutually beneficial annexation agreement.
- Economic Vitality Action 2.1D on Page 73, regarding the creation of a Business Improvement District, was removed.
- Economic Vitality Action 2.2B on Page 73 was revised to remove the specific reference to amphitheater programming.
- The neighborhood map on Page 80 was updated based on community feedback.
- A new Parks, Recreation, Open Space, and Trails action was added on Page 106 to establish a Confluence Recreation Committee responsible for studying potential recreational amenities on Town-owned land and seeking funding for their construction.

Mayor Green opened the floor for questions and comments from the Council.

Councilmember Wierda stated that she had met with Ms. Bland for approximately two hours and discussed matters ranging from minor language and formatting changes to larger concerns regarding annexation, the Downtown Character Area, and the Confluence area. She stated that the broad goals and vision appeared reasonable but expressed concern regarding potential gaps between the overall vision and the specific implementation steps. She encouraged the public and Council to carefully review the complete document and submit comments.

Councilmember Larsen asked why the Draft Master Plan did not include a specific mission statement, vision statement, purpose statement, and guiding principles for the Town. Ms. Bland explained that the community values on Page 33 functioned as guiding principles and reflected themes heard throughout the public engagement process. She stated that municipal mission and vision statements are more commonly included in a strategic plan but could be incorporated into the Master Plan at the Council's direction. Mayor Green stated that the Steering Committee had previously discussed the matter and decided not to include a mission statement. He encouraged Councilmember Larsen to develop proposed language for the Council's consideration.

Councilmember Larsen expressed concern that photographs of larger communities used throughout the document were not representative of Alpine, which has a population of approximately 1,360. He recommended using examples from communities that are more comparable in size and western character. Ms. Bland explained that the photographs were selected to illustrate a particular look and feel rather than to compare Alpine directly with the communities pictured. She stated that Cushing Terrell would reconsider the photographs based on the feedback received.

Councilmember Larsen requested additional information regarding the advantages and disadvantages of zero-foot setbacks. Ms. Bland explained that the intent was to locate buildings closer to the sidewalk, place parking behind the buildings, and create a more continuous row of commercial uses. She further explained that creating a more urban appearance along U.S. Highway 89 could support future discussions with WYDOT regarding reduced speeds.

Mayor Green clarified that WYDOT has a 200-foot right-of-way through Alpine, extending approximately 100 feet from the center of the highway in each direction. He stated that a zero-foot setback would not place buildings immediately adjacent to the roadway and that green space would likely remain between the roadway and the buildings. He suggested that the Town consider a future corridor study to evaluate roadway needs, parking, and potential improvements along the corridor.

Councilmember Larsen identified inaccuracies on Page 101 regarding the snowmobile trail, certain trailheads, and RV parks and campgrounds. Mayor Green asked him to provide the correct information to Ms. Bland. Councilmember Burchard had no questions or comments.

Mayor Green opened the floor for public comment.

PUBLIC COMMENT

- **Meredith Leonard**, Chair of the Alpine Education Foundation, read the organization's mission and vision statements and stated that they aligned with the goals and values identified in the Draft Master Plan. She expressed concern that the proposed charter school was not adequately addressed or shown on the civic amenities map, despite the Alpine Education Foundation being listed as a stakeholder. She stated that the organization had not been contacted directly during the public engagement process. Ms. Leonard referenced Pages 19, 35, and 95 and discussed the importance of a local school to Alpine's families, community values, and long-term stability. She noted that the school was scheduled to open on August 20 and requested that it be incorporated into the Draft Master Plan.

- **Dave Jenkin**s, Chair of the Wyoming Classical Academy - Alpine campus and member of the Master Plan Steering Committee, referenced Page 12 and noted conflicting language regarding whether Alpine currently has a permanent school. He requested clarification regarding where the Plan addresses potential locations and planning considerations for a future permanent school campus. Mr. Jenkins stated that he had not been contacted individually during the public engagement process despite his involvement with the Steering Committee, the charter school, and the community. He also referenced Pages 56 and 96 and questioned why schools were not listed among the civic-oriented uses. He encouraged Cushing Terrell to meet with representatives of the charter school to review their comments and proposed revisions.

- **Max Mogren** expressed concern regarding the depiction of the Confluence area on Page 55, stating that the rendering did not accurately reflect the area's topography, vegetation, river conditions, or seasonal water-level fluctuations. He questioned whether the area was suitable for the recreational uses shown and raised safety concerns regarding a paved pathway near the river embankment.

  Mr. Mogren also expressed concern that the Future Land Use Map on Page 42 identified the Turley property on the hillside for future housing. He discussed steep slopes and potential landslide hazards and referenced a petition signed by approximately 550 individuals regarding development in the area. He questioned how the housing designation was determined and suggested that the property could instead be considered for open space, trails, or a potential land exchange. He reiterated that the Draft Master Plan should more accurately reflect Alpine's geography and the characteristics of the Palisades Reservoir.

- **Don Cribbens** commented on the reduction in proposed building height from four stories to three stories. He recommended regulating building height by a maximum number of feet rather than by the number of stories.

Following public comment, Councilmember Larsen requested that wildlife migration areas be accurately identified on the map on Page 101. He offered to provide information and assist with coordinating a discussion with the Wyoming Game and Fish Department. Mayor Green recommended including language directing the Town to consider wildlife migration patterns when evaluating future land uses.

Councilmember Scaffide asked who determined that the Turley property should be designated for future housing. Ms. Bland explained that the designation resulted from a combination of property reviews, discussions with property owners, and community input. She stated that she could not recall precisely when the decision was made but that the residential designation had been included and presented to the community earlier in the planning process. Mayor Green added that the designation was established early in the process as a recommended future use if the property were annexed.

With no further comments, Mayor Green closed the public hearing. Ms. Bland stated that Cushing Terrell would consider the comments received and provide the Town Council with a redlined version identifying all revisions before the August 18 meeting.

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

Town Council Meeting Minutes – July 21, 2026: Councilmember Burchard made a motion to approve July 21, 2026, Town Council Meeting Minutes. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Bills to Pay: July 7, 2026, through August 4, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report July 7, 2026, through August 4, 2026, Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

Authorize the employment of a full-time temporary plumber and related expenses to assist with the installation of individual water meters at Targhee Place*:* Councilmember Burchard made a motion to approve the authorization of the employment of a full-time temporary plumber and related expenses to assist with the installation of individual water meters at Targhee Place, Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

REPORTS

Mayor's Report – Eric Green

Mayor Green announced a planned Lower Valley Energy power outage scheduled from 3:00 a.m. to 5:00 a.m. on August 5. He stated that additional information was available on the Town's Facebook page. Mayor Green also announced a Candidate Meet and Greet scheduled for August 5 at 7:00 p.m. at the Alpine Civic Center. He then yielded the remainder of his time to Councilmember Burchard.

Councilmember Burchard announced that the farmers market and Music in the Mountains would continue Thursday evening. She also announced a motorcycle show scheduled for Saturday at the Alpine Civic Center. The event would be hosted by Bikers for Christ, with a $10.00 admission fee benefiting the community, along with trophies and a raffle.

Councilmember Burchard announced that the Top of the Rockies Car Show would be held on August 15. Registration would take place from 8:00 a.m. to 10:00 a.m., the Show and Shine would be held from 10:00 a.m. to 1:00 p.m., and awards would be presented at 3:00 p.m. The event would also include music, raffles, and vendors.

Councilmember Wierda announced that the Friends of the Alpine Library book sale would begin August 7.

Clerk/Treasurer Report – *submitted in writing*

Planning & Zoning Administrator Report - *submitted in writing*

Public Works Director Report - *submitted in writing*

Code Enforcement Officer Report - *submitted in writing* A

ACTION ITEMS

Ordinance No. 2026-013 - Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96 - 2nd Reading:

Councilmember Larsen made a motion to approve the 2nd Reading of Ordinance No. 2026-013 Alpine Apex Annexation/Alpine Village No. 1 Plat 3 Lot 96. Councilmember Burchard seconded the motion.

Clerk/Treasurer Monica Chenault explained that the only new information included in the meeting packet was the applicant's supplemental responses addressing questions raised during the July 21, 2026, public hearing. Marlowe Scherbel confirmed that an addendum had been submitted on behalf of the applicant. Mayor Green asked whether the Council had any questions for the applicant or the applicant's representative. It was noted that no changes had been made other than the addition of the supplemental language.

Councilmember Scaffide stated that she did not believe additional annexations were prudent until the Town's land use, development, planning, and zoning processes were fully established. She stated that planning should guide growth and expressed concern that additional development could place further demands on the Town's water and sewer infrastructure until system capacity and long-term funding were clearly demonstrated. She clarified that her concerns related to the Town's overall pattern of growth and were not directed solely at the proposed annexation.

With no further questions or comments from the Council, Mayor Green called for a vote.

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

Resolution No. 2026-33: Authorization to Apply for Wyoming Water Development Commission (WWDC) Construction Grant Funds for Well #4 Improvement Project:

Councilmember Scaffide made a motion to approve Resolution No. 2026-33, authorizing staff to prepare and submit an application for WWDC construction grant funds for the Alpine Well #4 Improvement Project. Councilmember Burchard seconded the motion.

Mayor Green stated that the Town had recently been awarded more than $1 million through the SLIB Board for the project. He explained that the resolution would authorize the Town to pursue additional funding through the Wyoming Water Development Commission, followed by potential funding through the Drinking Water State Revolving Fund and other available sources. Mayor Green stated that the project was an important step in addressing the Town's future water needs.

With no further questions or comments from the Council, Mayor Green called for a vote.

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

Resolution No. 2026-032 - Council Rules of Procedure:

Councilmember Larsen made a motion to adopt Resolution No. 2026-032, adopting the Town Council Rules of Procedure and Meeting Decorum. Councilmember Burchard seconded the motion.

Mayor Green presented the redlined version of the proposed rules drafted by Administrator Hovorka and asked whether the Council had any questions regarding the proposed additions and deletions.

Administrator Hovorka explained that Town Attorney Jim Sanderson had prepared an initial redlined draft addressing changes discussed by the Council at its July 7 meeting. Following additional review, Clerk/Treasurer Chenault identified several provisions that no longer aligned with the Town's current practices. These included outdated agenda section titles and language regarding the deadline and content of written public comments. Administrator Hovorka stated that the draft also included a new section establishing procedures for recusals and abstentions. She noted that the Council could consider adding provisions addressing excused and unexcused absences and Council censure in a future revision.

Town Attorney Sanderson identified an additional issue within Section 1.8, which referenced procedures for readmitting an individual without establishing those procedures. He recommended that the Council postpone adoption so the document could be reviewed and the necessary procedures added.

Councilmember Wierda agreed that the document should be revised before adoption. She discussed the large attendance at the recent Planning and Zoning Commission meeting and the difficulties attendees experienced seeing and hearing the proceedings when the audiovisual equipment malfunctioned. She requested language prohibiting conduct that blocks attendees' sightlines, interferes with their ability to hear the proceedings, or tampers with equipment used to broadcast meetings.

Councilmember Wierda also recommended reorganizing the document into three sections addressing meeting procedures, Council procedures, and public participation. She stated that a preliminary reorganization had been prepared for review but did not include substantive changes. Mayor Green recommended that Councilmember Wierda work with Administrator Hovorka to provide the proposed format to Town Attorney Sanderson for review.

Administrator Hovorka summarized the requested revisions, including reorganizing the public-comment provisions into a separate public-participation section, adding language addressing obstruction of sightlines and interference with streaming equipment, and establishing procedures for readmitting individuals. Councilmember Larsen stated that he also had notes regarding camera access during public comment and would provide them to Administrator Hovorka.

Councilmember Larsen asked whether the revisions could be completed before the August 18 meeting. Town Attorney Sanderson and Administrator Hovorka stated that the proposed timeline was reasonable.

Councilmember Larsen made a motion to postpone consideration of Resolution No. 2026-032 until the August 18, 2026, Town Council meeting. Councilmember Burchard seconded the motion. With no further discussion, Mayor Green called for a vote.

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

PUBLIC COMMENT

- **Calvin Rawe** discussed his opposition to the campaigns of Bill Sachs and Mike McElroy. He referenced a personal property dispute and court proceedings involving the candidates, questioned their qualifications for municipal office, and expressed concern regarding the potential financial and administrative effects their election could have on the Town.

- **Isaac Aznoe** commented on Resolution No. 2026-032 and encouraged the Council to include public comment as a standard component of each action item. He recommended allowing public comment after the staff presentation and Council discussion but before a vote is taken. He stated that this would allow residents to provide informed comments, strengthen transparency, improve public trust, and ensure the Council considers public perspectives before making a final decision.

With no further comments, Mayor Green closed public comment.

ADJOURNMENT

Councilmember Burchard made a motion to adjourn the meeting. Councilmember Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**
The meeting adjourned at 8:11 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 August 18th, 2026

Signed: Attest:

______________________________ ______________________________

Eric Green, Mayor Monica Chenault, Town Clerk