



TOWN COUNCIL REGULAR MEETING MINUTES

August 18, 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 the motion.

Councilmember Larsen made a motion to amend the agenda to add **Action Item 7(f), Request for Proposals - Alpine Wastewater Treatment Facility UV Disinfection System Replacement**. Councilmember Wierda seconded the amendment.

Mayor Green explained that the item had been inadvertently omitted from the published agenda due to a clerical communication issue between staff.

The motion to amend the agenda **carried unanimously**

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.**

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 – August 4, 2026: Councilmember Burchard made a motion to approve August 4, 2026, Town Council Meeting Minutes. Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Bills to Pay: July 21, 2026, to August 18, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report July 21, 2026, to August 18, 2026, Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

Financial Report: For the 12 months ending June 30, 2026: Councilmember Burchard made a motion to approve the Financial Report - *For the 12 months ending June 30, 2026*, Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

Pension Agreement Update: Wyoming Retirement System: Councilmember Burchard made a motion to approve the Pension Agreement Update: Wyoming Retirement System, Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

Great American Gala Fundraising Proceeds Distribution: Alpine Education: Councilmember Burchard made a motion to approve the Great American Gala Fundraising Proceeds Distribution: Alpine Education, Councilmember Wierda 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. Mayor Green reported that sewer jetting work had begun earlier than initially anticipated. Town Administrator Hovorka stated that crews began with the sewer mains to minimize disturbance to residents and that work affecting individual residences was anticipated to continue the following day. Mayor Green reminded residents in the affected area, including the Greys River Road area, of precautions previously communicated by the Town.

Mayor Green then yielded the remainder of his report to Dr. Alex Oliver, Headmaster of Wyoming Classical Academy - Alpine.

Dr. Oliver reported that Wyoming Classical Academy - Alpine would welcome students for its first day of school on **Thursday, August 20, 2026**. Doors would open at 7:30 AM, with instruction beginning at 8:00 AM. He invited members of the community to attend and welcome students as they arrived.

Dr. Oliver thanked the Town and Alpine community for their support throughout the development of the school. In response to a question from Councilmember Larsen, Dr. Oliver

confirmed that the school would follow the same academic calendar as Lincoln County School District No. 2.

Events Committee Report - Councilmember Andrea Burchard:

Councilmember Burchard reported that the Top of the Rockies Car Show was held the previous Saturday. Despite rain, hail, and inclement weather, approximately 33 participants attended, along with community members, vendors, and attendees of the art event occurring the same day.

Councilmember Burchard also reported that the Farmers Market and live music were scheduled for Thursday.

Engineering Report - Jorgensen Engineering:

Kevin Meagher of Jorgensen Engineering provided an update on current Town engineering projects.

Mr. Meagher reported continued work on the radio-read meter project, including additional work at Targhee Village. Thirty meters had been installed as of the previous Friday, with additional installations anticipated during the week. Final grant-related billing for the project was anticipated by the end of September.

Additional engineering work included:

- Greys River wellhouse generator RFP preparation, electrical drawings, and related survey work;
- Wastewater treatment facility UV disinfection system replacement;
- Cambrian MBR equipment and aeration tank mixer improvements, including remaining piping work between the aeration and equalization tanks;
- Engineering and study considerations related to the Turley annexation;
- Review of possible tiered sewer-rate structures;
- Greys River Road and Town engineering standards;
- Development of standards addressing lift stations, storm sewer, roads, and slopes; and
- Final sizing of the Civic Center generator.

Mr. Meagher explained that the Town's engineering standards are intended to provide consistent requirements for developers. Work remains underway to develop additional road and slope standards, including thresholds that could trigger additional engineering review.

Planning & Zoning Report - Melisa Wilson

Planning & Zoning Commission Chair Melisa Wilson reported that the Commission continued reviewing the Land Use and Development Code and preparing for consideration of the Town's Master Plan.

Ms. Wilson stated that building grade and benchmark requirements remained an ongoing concern and had been discussed by the Commission for several years.

Commission member Dan Schou discussed building-code provisions related to grade, driveway slopes, foundation elevation, and drainage. Mr. Schou stated that concerns had arisen regarding the elevation of certain homes relative to road and property grade.

The Council and Commission discussed the need for further review and clarification of these requirements within the Land Use and Development Code and applicable building standards.

Mr. Schou also reported that two permit matters had recently been tabled, including one where the applicant did not appear and another involving grade concerns on a hillside property requiring additional civil engineering.

Economic Development Report - Councilmember Jeremiah Larsen:

Councilmember Larsen reported that the summer had been busy for local hotels, motels, and tourism-related businesses. No additional Economic Development action was reported.

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 Board is expected to receive reports and feedback from previous grant recipients, including organizations associated with the recent arts festival and Music in the Mountains.

Councilmember Larsen noted that the Board would begin considering upcoming programming and planning needs.

Lincoln County Sheriff's Report:

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

ACTION ITEMS

Resolution No. 2026-032 - Town Council Rules of Procedure and Meeting Rules:

Original Motion: Councilmember Larsen made a motion to adopt Resolution No. 2026-032. Councilmember Burchard seconded the motion.

During discussion, Councilmember Wierda identified two revisions to the proposed rules.

First Amendment: Councilmember Wierda made a motion to amend **Rule 2-1** by striking the words “the provisions,” so the rule would begin, “These rules shall constitute the rules and regulations governing the procedures of the Town Council.” Councilmember Larsen seconded the amendment.

Vote on First Amendment:

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide.

Second Amendment: Councilmember Wierda made a motion to remove **Rule 3-5, Preservation of Order**, from Section 3 and move it in its entirety to Section 2 as **Rule 2-6**, with the remaining provisions renumbered accordingly. Councilmember Burchard seconded the amendment. The amendment carried with no opposition.

Vote on Second Amendment:

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide

The Council then discussed **Rule 3-4(C)** regarding the three-minute public-comment limit and the prohibition against yielding or pooling time. Councilmember Larsen questioned whether allowing speakers to yield time could be useful in certain circumstances. Mayor Green and staff noted that the rules allow the Council, by majority vote before public comment begins, to establish a different time limit for a particular item or comment period. No amendment was made.

Councilmember Scaffide also raised concerns regarding public comment no longer being taken during each individual ordinance or resolution action item. The Council discussed written comments submitted in advance, constituent communication with Councilmembers, meeting length, and the ability of the Council to alter public-comment procedures when appropriate. No amendment was made.

The Council then voted on **Resolution No. 2026-032 as amended**.

Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. **Voting Nay:** Councilmember Scaffide. **Motion carried. The resolution passed 4-1.**

Ordinance No. 2026-013 - Alpine Apex Annexation - Third Reading:

Councilmember Larsen made a motion to approve the third reading of Ordinance No. 2026-013, An Ordinance Approving and Authorizing the Annexation of Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96, Approximately 2.5 Acres of Property Located in Lincoln County, into the Boundaries of the Town of Alpine, Wyoming. The motion was seconded by Councilmember Burchard.

Town staff confirmed that no changes have been made between second and third reading.

Following discussion, the Council voted on Ordinance No. 2026-013 on third reading.

Voting Yea: Mayor Green, Councilmember Burchard, Councilmember Larsen, and Councilmember Wierda. **Voting Nay:** Councilmember Scaffide. **Motion carried. The resolution passed 4-1.**

Ordinance No. 2026-014 - Land Use and Development Code Amendments - Second Reading:

Councilmember Burchard made a motion to approve the second reading of Ordinance No. 2026-014, An Ordinance Repealing and Replacing Ordinance No. 2025-011; Amending Certain Sections of Part 2 - Procedures, Part 4 - Development Standards, and Part 5 - Appeals of the Town of Alpine Land Use and Development Code; Updating Public Notice, Subdivision, Building Permit, Inspection, and Building Code Requirements; and Amending the Table of Contents Accordingly.

The motion was seconded.

Councilmember Scaffide asked whether ongoing concerns regarding ground level, grade, and building-height measurements were addressed by the ordinance.

Planning & Zoning Administrator Gina Corson explained that the ordinance before the Council was not intended as a comprehensive cleanup of all Land Use and Development Code issues and that grade and elevation standards were separate matters requiring additional discussion. She stated that those concerns were a high priority as part of the broader redevelopment of the Land Use and Development Code.

Following discussion, the Council voted on Ordinance No. 2026-014 on second reading.

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

Ordinance No. 2026-012 - Local ICC Code Exemptions, Modifications, and Amendments - Second Reading:

Councilmember Scaffide made a motion to approve the second reading of **Ordinance No. 2026-012, An Ordinance Establishing Local Exemptions, Modifications, and Amendments to the Most Currently Adopted International Code Council (ICC) Codes as Referenced in Section 4-201 and Section 4-203 of the Town of Alpine Land Use and Development Code.**

The motion was seconded.

Planning & Zoning Administrator Corson explained that the ordinance consolidates local exemptions and modifications applicable to the International Code Council codes adopted by the Town. She explained that the Town's Land Use and Development Code provides for use of the

versions adopted by the State of Wyoming and that the ordinance would consolidate the Town's local modifications into a single ordinance.

Following discussion, the Council voted on Ordinance No. 2026-012 on second reading.

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

Resolution No. 2026-034 - Procedural Sufficiency of Annexation Petition:

Prior to consideration of this item, Town Attorney Jim Sanderson **recused himself** from the matter and left the room.

Councilmember Larsen made a motion to approve Resolution No. 2026-034, A Resolution Certifying the Procedural Sufficiency of the Annexation Petition Submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley and Setting a Public Hearing Date in Accordance with W.S. § 15-1-405. The motion was seconded by Councilmember Burchard.

Mayor Green emphasized that the resolution **does not approve the proposed annexation.**

Town staff clarified that the purpose of the resolution was to acknowledge the Town Clerk's certification that the petition satisfied the procedural requirements established by Wyoming law and to establish the required public hearing.

Town Administrator Hovorka explained that the public hearing must be scheduled between 30 and 180 days following certification of the petition. The Town Clerk stated that the petition had been certified complete on **July 31, 2026.**

The Council discussed the distinction between the earlier pre-annexation process conducted through the Planning & Zoning Commission and the formal annexation procedure required by Wyoming statute. Staff explained that the Town's pre-annexation process provides an additional local review and opportunity for public participation, while the current process proceeds under the statutory annexation requirements.

The Council discussed the originally proposed public hearing date of October 6, 2026. Councilmembers raised concerns regarding the time available to receive additional information and public feedback and discussed whether the hearing should be delayed until later in the year or until the incoming administration was seated.

Councilmember Scaffide expressed support for allowing the incoming administration additional involvement. Councilmember Wierda expressed support for providing additional time while also allowing the current Council, which began the process, to continue its consideration. Councilmember Larsen stated that additional time would allow Councilmembers and residents to review forthcoming information.

The Council also discussed holding the public hearing at the Alpine Civic Center or another location capable of accommodating anticipated attendance and the possibility of holding a special Town Council meeting specifically for the hearing.

Councilmember Larsen made a motion to amend Resolution No. 2026-034 to provide that the public hearing be held during a **special Town Council meeting on October 28, 2026, at 7:00 PM, at a location to be determined.**

Vote on Amendment:

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide. The amendment **carried.**

The Council then voted on Resolution No. 2026-034 as amended.

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

Request for Proposals - Alpine Wastewater Treatment Facility UV Disinfection System Replacement:

Councilmember Scaffide made a motion to approve the Request for Proposals for replacement of the UV disinfection system at the Alpine Wastewater Treatment Facility and authorize staff to solicit proposals. Councilmember Wierda seconded the motion.

Town Administrator Hovorka explained that the project had previously been approved as part of the Town's budgeting process and that the RFP was brought before the Council so members could review the anticipated fiscal impact before proposals were solicited.

Administrator Hovorka reported that the project appeared to be appropriately budgeted. Current estimates placed equipment costs at approximately \$80,000, leaving approximately \$50,000 to \$60,000 available for installation.

Mayor Green noted the importance of the UV disinfection system as a final treatment measure for bacteria at the wastewater treatment facility and stated that the project was a priority improvement for the facility.

Following discussion, the Council voted on the motion.

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

PUBLIC COMMENT

- **Calvin Rawe** commented regarding the newly adopted Town Council Rules of Procedure and Meeting Rules. Mr. Rawe raised concerns regarding the wording and enforceability of provisions governing signs during public meetings and emphasized the importance of the

Town following the procedural requirements contained in its adopted rules. He also commented regarding local campaign-related matters.

- **Jerzy Moszynski** commented regarding the proposed Turley annexation and expressed concern about the potential duration and impacts of future development if the annexation were ultimately approved. He discussed possible impacts associated with road, sewer, utility, and other infrastructure construction, including noise, dust, construction traffic, and the potential for development to occur over an extended period of time.
- **Isaac Aznoe** stated that he had prepared a detailed written review and proposed revisions to the Town Council Meeting Rules and intended to distribute the document electronically. Mr. Aznoe expressed support for opportunities for public comment following Council discussion and before final votes while acknowledging concerns regarding meeting length. He also suggested releasing agendas and supporting information earlier to provide residents additional time to review materials and prepare comments.

With no further comments, Mayor Green closed public comment.

EXECUTIVE SESSION

Councilmember Burchard made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii) to consider matters related to personnel. Councilmember Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide.

Councilmember Larsen made a motion to exit executive session. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. No action was taken in executive session.

ADJOURNMENT

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

The meeting adjourned at 8:52 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 September 1st, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk