



## **TOWN COUNCIL MEETING MINUTES**

February 3, 2026 / 250 River Circle - Alpine, WY 83128

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### **CALL TO ORDER**

Mayor Green called the meeting to order at 5:00 p.m.

### **ROLL CALL**

Clerk Chenault conducted roll call. Present were Mayor Green, Councilmembers Larsen, Wierda, and Burchard, establishing a quorum. Town Attorney James Sanderson was also in attendance. Councilmember Scaffide was absent at roll call.

### **EXECUTIVE SESSION**

Councilmember Larsen made a motion to enter into executive session. The motion was seconded by Councilmember Burchard. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, and Burchard. Motion carried.

Councilmember Scaffide arrived following the motion to enter into executive session.

Legal items were discussed; no action was taken. Councilmember Larsen made a motion to exit executive session, Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried. Executive session ended at 6:30 PM.

### **REGULAR MEETING**

Mayor Green called the meeting back to order at 7:00 PM.

**PLEDGE OF ALLEGIANCE:** Mayor Green led the Pledge of Allegiance.

### **ADOPTION OF AGENDA**

Councilmember Larsen made a motion to adopt the agenda Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, Burchard, and 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**

- (a) Town Council Minutes: January 20, 2026, Town Council Meeting Minutes:**  
Councilmember Larsen made a motion to approve the January 20, 2026, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (b) Bills to Pay: 01/16/2026 - 02/03/2026:** Councilmember Larsen made a motion to approve Bills to Pay Report 01/16/2026 - 02/03/2026, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (c) Financial Report: *(For Discussion Only)*:** Councilmember Larsen made a motion to approve Financial Report: *(For Discussion Only)*. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

## **REPORTS**

### **Mayor's Report:**

Mayor Eric Green provided a report regarding sewer issues in the Alpine Meadows subdivision.

Mayor Green explained that the Town has been working for several years on updates to the water and sewer ordinances, including discussions with staff and recommendations from Jorgensen Engineering. Early draft ordinance language was received in May 2025, with the first formal draft ordinance presented in June 2025. Mayor Green noted that while the ordinance was adopted at the end of 2025, the process had been underway for an extended period of time.

Mayor Green stated that the specific issue in Alpine Meadows came to light on November 10, 2025, when a Town sewer customer experienced a sewer backup. Town staff investigated and discovered that the lateral pipe was not properly connected to the main sewer line. Repairs were completed, including excavation and road repair. It was later determined that similar issues may have occurred multiple times over the past ten years, though this was the first time the current administration had been made aware of the problem.

Following the repair, the Town began exploring the overall scope of the issue. Mayor Green reported that the Town has received two bids to perform a camera inspection of the sewer system to determine how many properties are properly connected. Due to seasonal constraints, cost considerations, and the need to obtain multiple quotes, the process has taken additional time.

Mayor Green acknowledged concerns from Alpine Meadows residents regarding potential costs and clarified that the Town does not intend to place the full financial burden on the subdivision.

He explained that recent ordinance changes clarified that homeowners are responsible for sewer infrastructure from their residence to the point of connection with the main sewer line. Mayor Green noted that this raised additional concerns for residents, including potential insurance implications.

Mayor Green stated that the Town is willing to work with Alpine Meadows to identify a resolution, though a final solution has not yet been determined. He reported that a capital budget request has been submitted to potentially cover inspection costs, noting that one bid received was approximately \$40,000. The timing of funding approval remains uncertain.

As a potential long-term option, Mayor Green suggested that Alpine Meadows consider dedicating its roads to the Town, similar to the arrangement in Riverview Meadows, where roads are dedicated and utilities fall within Town right-of-way easements. Mayor Green noted that this process could require replatting the subdivision.

Mayor Green emphasized that the Town is actively working on the issue but that municipal processes take time due to workload and procedural requirements. He stated that the purpose of the report was to provide transparency and inform the public of the Town's efforts. Public comment on the issue would be accepted later during the public comment portion of the meeting.

Councilmember Scaffide stated that much of the issue had been covered and emphasized the need to further review and potentially amend the ordinance language. She expressed hope that bids would be received soon so camera inspections could be conducted.

Mayor Eric Green clarified that the Town is considering revising the ordinance and changing the relevant language. He noted that the process would take time but could potentially be completed by the summer, depending on solutions identified and decisions regarding ordinance language. Mayor Green thanked the public for their patience.

Mayor Green then stated that the Council would move on to the next items on the agenda and asked the Clerk for a report.

#### **Clerk/Treasurer Report:**

Clerk Chenault reported that year-end closeout tasks had been completed, including preparation of W-2s and 1099 forms. She stated that staff has been working on the capital budget and noted that the Town Council has held two capital budget meetings over the past two Thursdays. Clerk Chenault reported that the third and final capital budget meeting is scheduled for Thursday 02/05/26 at 3:00 p.m., and that the capital request referenced by the Mayor would be included in that discussion.

**Planning & Zoning Administrator Report - Gina Corson (submitted in writing)**

**Public Works Director Report - Craig Leseberg (submitted in writing)**

**Code Enforcement Officer Report - Tara Bender (submitted in writing)**

## **RETAIL LIQUOR LICENSE APPLICANT PRESENTATIONS**

Mayor Eric Green introduced the liquor license application presentations and explained that this was a new process for the current administration, noting that a formal procedure had not yet been established. He stated that the Council's focus at this stage was reviewing the applications and determining next steps.

Mayor Green outlined the process for the evening, explaining that each applicant would be allotted approximately 15 minutes, including 5–7 minutes for a presentation followed by questions from the Town Council. He stated that public feedback would be taken after all presentations, and that presentation materials would be available on the Town's website for public review. He emphasized that no specific timeline had been established, noting the importance of making a thoughtful and well-considered decision given the potential impact on the Town of Alpine. Mayor Green thanked the applicants for their participation and interest.

### **Liquor License Application Presentation – Lisa and Ken Harris**

Lisa Harris presented a proposal for The Wine Bar, a boutique wine and cocktail bar proposed to be located at the mouth of the canyon in a building owned by the applicants. Ms. Harris described the business as focused on quality wines, handcrafted cocktails, and small plates in an intimate, community-oriented setting.

Ms. Harris stated that the business would serve local residents and visitors seeking an upscale but relaxed evening venue. Proposed hours of operation are Thursday through Monday, 3:00 p.m. to 10:00 p.m., with potential for extended hours. Seasonal menu updates were described, and staff training requirements were outlined.

Ms. Harris provided an overview of the proposed location, noting the space is currently vacant and may allow for future expansion. Mr. Ken Harris stated that build-out and preparation would take approximately **four to five months**, with a target opening in early summer.

Council discussion included questions regarding projected tax revenue, staffing plans, potential for future off-premises sales, and use of the space for private events. Ms. Harris stated that private events such as small gatherings and celebrations would be considered. She also clarified that the business is not intended to operate under a restaurant license.

Mayor Green thanked the applicants for their presentation.

### **Liquor License Application Presentation - Jacqueline Ruth (Triple JL Companies / Alpine Standard)**

Jacqueline Ruth presented an application on behalf of Triple JL Companies, doing business as Alpine Standard Chevron, for a retail liquor license. Ms. Ruth explained that Alpine Standard operates the primary convenience store and fuel station serving both residents and visitors year-round and regularly receives customer requests for packaged beer, wine, and spirits.

Ms. Ruth stated that the intent of the application is to meet existing demand responsibly and retain local spending, not to change the nature of the business. Alcohol sales would be limited to off-premises packaged beer, wine, and spirits, with an emphasis on Wyoming-made and regional products. She emphasized the business's experience with regulated products and described existing compliance practices, including ID verification and staff training.

Ms. Ruth outlined the company's involvement in the Alpine community through sponsorships, donations, and participation in local events and organizations. She presented estimated alcohol sales projections and stated that, based on Alpine's 5% sales tax rate, the license could generate additional sales tax revenue for the Town without requiring new infrastructure or public expense.

Council discussion included questions regarding hours of operation, staffing, location of alcohol sales within the existing store layout, and timeline for implementation. Ms. Ruth stated that the business could begin alcohol sales immediately upon approval and that extended hours, particularly during winter months, may be possible. She clarified that the focus would remain on off-premises sales and that no on-premises consumption is currently planned.

Mayor Green thanked Ms. Ruth for her presentation.

### **Liquor License Application Presentation - Bud Chatham (Alpine Valley RV Resort)**

Bud Chatham presented an application on behalf of Alpine Valley Resort. He stated the retail liquor license would support both off-premises sales and future on-site food and beverage service tied to the resort's planned amenities, including the lodge currently under construction, future restaurant service, and events.

Mr. Chatham described the property layout and project timeline, including completion targets for lodge phases and future amenities. He stated the resort has grown tax generation over recent years and presented projected revenue and tax impacts related to lodging and anticipated alcohol/food sales capture from resort guests and pass-through traffic.

Council discussion included questions regarding current and projected employment, operations during shoulder season, and whether the restaurant plans would be impacted if the retail liquor license is not awarded. Mr. Chatham stated the license provides operational flexibility for events and guest service, and that the goal is to operate year-round. Additional discussion included potential public access to the future pool facility and continued community support initiatives.

Mayor Green thanked Mr. Chatham for the presentation.

### **Liquor License Application Presentation - Crystal Magee**

Mayor Eric Green stated that Crystal McGee was unable to attend due to a family emergency but had submitted a letter for Council review. Mayor Green noted that the submitted materials were posted on the Town's website and available within the meeting agenda packet.

Councilmembers confirmed that Ms. McGee had submitted a business plan along with her letter. Mayor Green stated that, due to the absence of a formal presentation, the Council would review the submitted materials and follow up with Ms. McGee directly with any questions.

Mayor Green apologized for Ms. McGee's absence and stated that the meeting would proceed to the next applicant.

### **Jaclyn & Robert Shockey**

Brett Bennett of Alpine Architectural Studio presented a liquor license application on behalf of Jaclyn and Robert Shockey, who were present at the meeting. Mr. Bennett reviewed a cover letter submitted with the application, noting that the Shockey's have resided in Alpine since 2006, own multiple properties within Town limits, and operate a local construction company. He highlighted the applicants' past contributions to community projects, including improvements to local recreational facilities and signage.

Mr. Bennett explained that the proposal involves the use of an existing vacant commercial building located at 171 Alpine Drive, at the corner of Alpine Drive and Short Street. The property is zoned commercial, and retail liquor sales are a permitted use. He stated that the building is approximately 700–800 square feet and has adequate parking to meet Town requirements.

Mr. Bennett described the proposed interior layout, including point-of-sale location, cooler placement, and existing restroom facilities. He stated that the building is ready for use with minimal improvements and that the business could be operational within a short timeframe once equipment is installed. He noted that required alcohol server training has been completed and that the applicants have formed an LLC for the business. The business would be owner-operated, with no third-party lease involved.

Mr. Bennett stated that the proposed operation would employ approximately four to six employees. Hours of operation were discussed as generally seven days per week, with reduced winter hours and extended summer hours, subject to Town approval. He noted that while specific revenue projections were difficult to estimate, the business is expected to generate sales tax revenue due to its highway location.

Council discussion included questions regarding employment, potential future on-premises tastings or events, zoning considerations, and hours of operation. Mr. Bennett clarified that the current application is for a retail liquor store only and does not include a restaurant component.

Mayor Green thanked the applicants and presenter for the presentation.

### **Dave & Becka Walters (El Capitan Enterprises)**

Dave Walters presented a proposal on behalf of himself, **Becka Walters**, and business partner **Bryan James** for utilization of a retail liquor license. Mr. Walters stated that the proposal includes development of a community gathering space featuring a street-side wine bar, retail

liquor sales, food truck park, and outdoor public space. He emphasized the goal of enhancing quality of life, increasing local tax revenue, and creating a long-term community asset.

Mr. Walters noted that he and Ms. Walters have lived and operated businesses in Alpine for approximately 18 years and described their involvement in the community through local business ownership, volunteer service, and event production. He stated that the project is intended to address a lack of gathering spaces and dining options while providing both eat-in and take-out opportunities.

Architect Bryan James presented conceptual site and building designs, describing a mountain-modern structure oriented toward Main Street with rear parking, pedestrian access, and a central courtyard. He explained that the design incorporates a restaurant and bar space, retail liquor area, outdoor seating, and flexible gathering areas intended to activate Main Street and remain accessible from all sides.

Becka Walters discussed the food truck park component, stating that the project would support local entrepreneurs by providing shared infrastructure, including two food trucks owned by the applicants and space for additional vendors. She noted the project is designed to be scalable and adaptable as the community grows.

Mr. Walters outlined a phased development plan, stating that Phase One would include a temporary structure and food truck operations with a targeted opening in summer 2026, followed by full construction and permanent facilities with a goal of opening in summer 2027. He stated the project is contingent upon approval of a retail liquor license, as the proposed model is not compatible with a restaurant liquor license under state law.

Council discussion included questions regarding hours of operation, employment impacts, winter operations, food service logistics, and off-premises sales. Mr. Walters stated the project is expected to create approximately 20 new jobs, with seasonal variations in hours. He explained that food would primarily be sold through food trucks, with indoor seating and limited kitchen facilities initially, allowing for future expansion.

Mayor Green thanked the applicants for their presentation and stated that the Council would review all proposals, gather questions, and follow up with applicants directly. Mayor Green encouraged public feedback and indicated that additional meetings may be held prior to a final decision.

Mayor Green announced a five-minute recess.

## **ACTION ITEMS**

### **Resolution No. 2026-006 – Acknowledging The Award Of \$25,000 From The America 250 Grant Program Administered By The Wyoming Department Of State Parks And Cultural Resources And Authorizing The Use Of Grant Funds:**

Councilmember Burchard made a motion to approve Resolution No. 2026-006 – Acknowledging The Award Of \$25,000 From The America 250 Grant Program Administered By The Wyoming

Department Of State Parks And Cultural Resources And Authorizing The Use Of Grant Funds. Councilmember Wierda seconded.

Mayor Green explained that the Town received the full grant amount and that the funds are intended to support America 250 celebration-related projects. He described proposed uses of the funds, including beautification of the electrical substation near the town entrance through screening and artist-designed panels coordinated with the Star Valley Arts Council, as well as participation in a commemorative coin program in coordination with Lincoln County and other Star Valley municipalities. Mayor Green stated that additional details, including artwork and quantities, will be determined, and encouraged interested artists to contact Town staff.

Councilmember Scaffide stated she supports arts-related projects but expressed concern that additional public input could have been sought for long-term use of the funds. Mayor Green responded by outlining prior discussions held during the grant application process and noted that alternative locations for murals had been explored but were not feasible.

There being no further discussion, the motion was put to a vote.

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

**WWPT – Approval of Cambrian Engineering Invoices No. 4772 and No. 4639:**

Mayor Green requested background information regarding the Cambrian Engineering invoices related to the Wastewater Pretreatment Plant (WWPT) project.

Clerk Chenault explained that the invoices are for equipment provided under approved change orders associated with the WWPT project. She stated that while the Town has concerns regarding the operation of the pretreatment system and has not yet brought forward the final contract invoice, the equipment referenced in Invoices No. 4772 and No. 4639 has been delivered and received by the Town, and payment is required.

Clerk Chenault clarified that there are two invoices for approval and that a third document included in the packet was an equipment list only.

Councilmember Larsen made a motion to approve Cambrian Engineering Invoices No. 4772 and No. 4639 for the Wastewater Pretreatment Plant project. The motion was seconded by Councilmember Burchard.

There being no further discussion, the motion was put to a vote.

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

**PUBLIC COMMENT**

Mayor Eric Green opened the public comment period and noted that written public comments regarding the liquor license applications had been received and were available for review.

Councilmember Burchard emphasized the importance of public input in the liquor license selection process and encouraged community members to submit written comments to the Town.

Councilmember Scaffide echoed the importance of public feedback and commented on the limitations of the current liquor licensing framework at the state level, noting that all proposals presented had merit.

Councilmember Larsen provided additional context regarding the liquor licensing process, explaining that retail liquor licenses are issued based on population thresholds and that licenses may be resold for significant value. He stated that the process requires the Council to select among competing applicants and encouraged public feedback to assist in the decision-making process. Councilmember Larsen noted that the Town may undergo a similar process again in the future if population thresholds are met.

Councilmember Larsen then addressed the issue of domestic violence, noting that the Alpine community recently lost Cassie Clinger, a victim of domestic violence. He cited statewide and local statistics related to intimate partner violence, emphasized the importance of speaking openly about the issue, and encouraged individuals affected by domestic violence—including victims and perpetrators—to seek available resources and support services. He referenced state and local behavioral health resources and encouraged community members to support one another and speak up when concerns arise.

Councilmember Larsen concluded by stating that he wished to give the final word to Cassie Clinger and played a video from her social media addressing abuse.

### **Additional Public Comment**

- **Mr. Schenk** asked about the number and availability of liquor licenses. Mayor Green explained the complexity of Wyoming liquor licensing and the population-based allocation system.
- **Patricia McQuade** inquired about reports from the town's school board representative and enrollment numbers. Town staff indicated information would be provided at a future meeting.
- **Jenny Baker**, Alpine Meadows resident, expressed concern regarding public health impacts related to sewer lateral disconnections and thanked the Town for the prompt repair at her residence. She emphasized the importance of identifying the full scope of the issue.
- **Alec Ross** asked about the cost of sewer camera inspections. Town staff explained the specialized equipment and certification required for mainline and lateral inspections.

- **Stephanie Lamirito** shared information about a donation account established at Bank of Star Valley in Cassie Clinger's name.
- **Heather Goodrich**, President of the Alpine Meadows POA, requested clarity on communication, disclosure concerns, road easements, and homeowner responsibility under the sewer ordinance. Town staff confirmed they are reviewing the ordinance, will provide documentation related to easements, and intend to work collaboratively with the POA.

Mayor Green reiterated the Town's commitment to identifying the scope of sewer issues, addressing public health concerns, and reviewing ordinance language as needed.

## **ADJOURNMENT**

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried. Meeting adjourned at 9:05 p.m.

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### **MINUTES ARE A SUMMARY OF THE MEETING**

Transcribed By:

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Sarah Greenwald, Town Assistant Clerk

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Date

Attest:

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Monica Chenault, Town Clerk

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Date

Minutes approved in a legally advertised meeting on February 17<sup>th</sup>, 2026

Signed:

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Eric Green, Mayor

Attest:

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Monica Chenault, Town Clerk