



TOWN COUNCIL MEETING MINUTES

October 21, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:00 p.m.

ROLL CALL

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

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda with the addition of Action Item (e): Electric Distribution Easement – Lower Valley Energy. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, and Burchard. Voting Nay: Councilmember Scaffide. Motion carried.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter Executive Session to discuss legal matters. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Scaffide, Wierda, and Burchard. The Council entered Executive Session at 6:03 p.m.

Councilmember Larsen made a motion to exit Executive Session and enter recess at 7:06 p.m. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Scaffide, Wierda, and Burchard.

REGULAR MEETING

Mayor Green called the regular meeting to order at 7:10 p.m.

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

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: October 7th, 2025, Town Council Meeting Minutes:
Councilmember Larsen made a motion to approve the October 7th, 2025, Town Council Meeting Minutes, Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b)** Bills to Pay Report: October 4, 2025 - October 21, 2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: October 4, 2025 - October 21, 2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (c)** Financial Report: August 2025: Councilmember Larsen made a motion to approve the Financial Report: August 2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

REPORTS

Mayor's Report:

Mayor Green stated that he did not have much to report for the evening. He shared that the Town is planning to host a community art contest. The contest will invite local photographers to submit photos that capture "A Day in the Life of Alpine" or otherwise represent the town's character and inspiration. Details of the contest will be posted on the Town's website and Facebook page.

Mayor Green also announced that the Town's consultants will be hosting an Open House on November 3rd from 5:00 to 7:00 p.m. at the Alpine Civic Center. This event will provide an opportunity for residents and community members to speak directly with the consultants and share feedback on the ongoing projects and planning efforts. He encouraged anyone with questions to contact Town Hall for additional information and noted that the invitation is open to all Star Valley residents, as many travel through Alpine regularly.

Engineering Report – Jorgensen Engineering:

Kevin Meaghar with Jorgensen Engineering reported that the Radio Read Project is nearing completion. The antenna towers are scheduled to be installed next week, and once the controls are added, the system should be operational by the end of the month. Some vaults are still waiting on small parts from Change Order No. 2, which will be installed as they arrive.

Jorgensen is reviewing the Dead Horse Project lift station plans, which will be concrete. Only minor technical details remain to be finalized.

At the pre-treatment plant, water is being processed, but several sensors are not yet operational. The dewatering press ran successfully in manual mode and reduced six truckloads of material to one dumpster of dried output. The team will return next Tuesday to test automatic mode.

Jorgensen is also assisting with industrial use permits in coordination with JVI and Dustin.

Events Committee Report - Andrea Burchard:

Councilmember Burchard reminded everyone that Trunk or Treat will take place on October 31st at 5:00 p.m. in the Town Hall parking lot.

Community Bingo Nights are held on the first and third Friday of each month through April, and all proceeds benefit the community.

The Community Thanksgiving Dinner, sponsored by Top of the Rockies, will be held on Thanksgiving Day for anyone who would like to join.

Planning & Zoning Report – Melisa Wilson:

Melisa Wilson reported that the Commission reviewed several special use permits, including one for Creative Properties, which met requirements. The Dead Horse Project property owned by Dave Jenkins remains zoned MRC, with a special use permit required due to the lot being slightly under one acre.

The Commission also discussed a draft trash ordinance proposing requirements for trash receptacles and collection, though it is still in early discussion stages. A dark-sky light ordinance is also being finalized for review.

Economic Development Report & Alpine Travel & Tourism Board Report – Jeremiah Larsen:

Councilmember Larsen reported that the Lincoln County Travel and Tourism Board continues to meet regularly to establish its structure and purpose, focusing on both county branding and grant funding. The Board plans to meet with a consultant in Cokeville within the next month to refine its direction.

He noted that the grant process will likely mirror the county's recreation committee, with applications opening at the start of the year, review meetings to follow, and final awards approved by the County Commissioners.

For the Alpine Travel and Tourism Board, the next meeting is scheduled for November 6th at 6:00 p.m. at Town Hall. The Board will hear reports from summer grant recipients, handle housekeeping items, and begin preparations for the upcoming grant cycle starting January 1.

Lincoln County Sheriff's Report – Submitted in writing:

ACTION ITEMS

Lease Addendum - Get Down, LLC:

Councilmember Larsen made a motion to approve the Lease Addendum - Get Down, LLC. Councilmember Burchard seconded.

Clerk Chenault explained that Get Down LLC (Melvin Brewing) requested an addendum to their existing lease with the Town of Alpine for the parcel located in front of Town Hall. The addendum proposes delaying rent payments until the company can install signage, expected in spring 2026, and adding an option to renew the lease for one additional five-year term.

Mayor Green and the Council agreed the request was reasonable. Discussion followed regarding potential language addressing company insolvency, with the Town Attorney advising that bankruptcy issues would be handled through normal legal procedures and no additional clause was necessary.

Councilmember Larsen amended the motion to authorize Mayor Green to sign the lease addendum. The amendment was seconded by Councilmember Burchard and approved unanimously.

Councilmember Larsen then motioned to postpone the item for later in the meeting to allow the Town Attorney time to review the original lease. Councilmember Burchard seconded.

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

Resolution 2025-047 Alpine Travel & Tourism Board Semiquincentennial Celebration Grant:

Councilmember Burchard made a motion to accept Resolution 2025-047 Alpine Travel & Tourism Board Semiquincentennial Celebration Grant. Councilmember Wierda seconded.

Councilmember **Burchard** made a motion to approve Resolution 2025-047, supporting a grant request to the Alpine Travel and Tourism Board for the Semiquincentennial Celebration. Councilmember Wierda seconded.

Mayor Green explained that the grant request is for \$25,000 to fund a deposit for country artist Jake Worthington, who is being considered to perform after the parade and before the fireworks during the 250th celebration. Additional expenses for production and staging will be included in future grant requests.

Discussion followed regarding the event cost and funding structure. Councilmember Scaffide expressed concern over the \$25,000 cost for a single performance, noting the risk of weather impacts and potential strain on Travel and Tourism funds. Mayor Green clarified that the concert would be free to the public, and that various community foundations could help raise revenue through parking or other event activities.

The motion passed 3–1, with Councilmember Scaffide voting nay and Councilmember Larsen abstaining due to his role as Chairman of the Travel and Tourism Board.

Lease Addendum - Get Down, LLC

After Attorney Sanderson finished reviewing the original lease, the Council returned the item to the table, as it had been postponed earlier in the meeting.

Councilmember Larsen made a motion to approve the lease addendum with Get Down LLC (Melvin Brewing) and to authorize Mayor Green to sign on behalf of the Town of Alpine. Councilmember Burchard seconded.

Discussion confirmed that the addendum applies only to the Highway 26 location, not to any other properties. Councilmember Scaffide noted the importance of ensuring that signage lighting remains appropriate for nearby residential areas.

The motion passed unanimously.

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

Special Use Permit - Melvin Brewing Sign:

Councilmember Larsen made a motion to approve the special use permit for Get Down LLC dba Melvin Brewing Company, contingent upon a fully executed lease agreement, payment of all application fees, and a required permit from WYDot for an off-premise sign. Councilmember Scaffide seconded.

Discussion clarified that the special use permit is required because the sign will be placed on Town-owned property and does not conform to standard zoning for signage. The sign is proposed to be approximately 20 feet tall and 8 feet wide. Council discussed comparisons to existing signage, snow storage considerations, and ensuring the sign's orientation remains perpendicular to Highway 26.

Councilmember Larsen expressed concern about the height and potential precedent for other businesses, while noting the importance of directing traffic appropriately away from residential areas. Mayor Green confirmed the sign's placement will not interfere with the winter snowmobile right-of-way and that power will be run to the site for future use.

The motion passed unanimously.

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

FY 2025 - F-66 (WY-2) Annual City and Town Financial Report and Self Audit

Councilmember Larsen made a motion to accept the Fiscal Year 2025 F-66 (Wyoming-2) Annual City and Town Financial Report and Self Audit. Councilmember Burchard seconded.

Discussion clarified that this action acknowledges receipt of the completed report, which has already been submitted. Clerk Chenault explained that CPA Wade Hirschi assisted with the self-audit process and provided guidance for the Town to conduct future audits independently.

The motion passed, with Councilmember Scaffide abstaining.

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

Electric Distribution Easement – Lower Valley Energy

Councilmember Larsen made a motion to approve the electric distribution easement with Lower Valley Energy and to authorize Mayor Green to sign the document upon review and approval by the Town Attorney. Councilmember Burchard seconded.

Clerk Chenault explained that the easement is required to provide electrical service to the charter school site. Attorney Sanderson identified two revisions: (1) each party will be responsible for its own attorney's fees, and (2) the perpetual easement will terminate if the charter school use ceases and the buildings are removed.

Discussion followed regarding whether maintaining electricity at the site could be beneficial for future development and clarification that the easement is an agreement between the Town of Alpine and Lower Valley Energy, not the charter school.

Councilmember Scaffide stated she would vote no, expressing concern that buildings were being moved onto the property earlier than expected.

The motion passed 4–1, with Councilmember Scaffide voting nay.

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

PUBLIC COMMENT

Patricia McQuade addressed the council regarding activity at the charter school site. She questioned whether it was appropriate for work to begin on the property prior to the lease becoming effective.

Attorney Sanderson and council members discussed that while moving dirt generally does not require a permit, it was unclear who authorized the contractor to begin work. The council agreed to look into who granted permission to access the site before the lease was active.

Sanderson noted that when he became aware of the activity, he requested that all work stop until the lease was finalized. Clerk Chenault explained that while the charter school had submitted its building permit application months earlier, it was not approved until the lease was officially executed.

Ms. McQuade emphasized her concern that the applicant may have accessed Town property prematurely. Mayor Green acknowledged the concern and stated that the matter would be reviewed.

Council briefly discussed ongoing efforts to obtain bids from landscape architects for a beautification plan in that area, which will be revisited after progress is made on the Town's Master Plan.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 8:10 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on November 4th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

DRAFT