



TOWN COUNCIL MEETING MINUTES

November 18, 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.

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 6:42 p.m. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Scaffide, Wierda, and Burchard. No action was made in executive session.

REGULAR MEETING

Mayor Green called the regular meeting to order at 7:00 p.m.

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: November 4, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the November 4, 2025, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Bills to Pay Report: 11/05/2025 through 11/18/2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: 11/05/2025 through 11/18/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (c) Snake River MEP Invoice-009: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-009. 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 a significant report for the evening. He noted that Town staff is currently focused on preparations for the upcoming winter season. Public Works has begun installing Christmas lights, and the community may begin to see those illuminated in the town park soon.

Mayor Green also informed the Council and public that, moving forward, he intends to refrain from voting on most items before the Town Council. His goal is to allow the Council's decisions and voices to stand on their own. He clarified that he will cast a vote only in the event of a tie, as permitted by statute, or on matters he is personally passionate about, such as resolutions of support. His intention is not to stop voting entirely but to limit his participation to those specific circumstances

Events Committee Report - Andrea Burchard:

Councilmember Burchard reported that Bingo Night is scheduled for this Friday. She noted that it is always an enjoyable community event and a great opportunity for residents to get out of the house. She added that all funds raised by Top of the Rockies and the American Legion are reinvested back into the community.

Councilmember Burchard also announced that the annual Community Thanksgiving Dinner will take place next Thursday. The event is open to everyone, regardless of circumstances—whether residents do not feel like cooking, do not have family nearby, or simply do not want to spend the holiday alone. The football games will be on, and the dinner is free to attend.

She mentioned that Mayor Green may be providing one of the turkeys this year and noted that no additional turkey bakers are needed at this time. Councilmember Burchard highlighted that the Thanksgiving Dinner is one of the best events the Town hosts and encouraged anyone without other plans to attend.

In response to a question, Councilmember Burchard shared that last year the event served over 200 people, including dine-in guests, deliveries, and to-go orders.

Engineering Report – Kevin Meagher, Jorgensen Engineering

Kevin Meagher reported that the radio-read water meter project is nearly complete. All small meters in stock have been installed and are communicating properly. Seven meters showed missing data and will be corrected. The new system has already identified several continuously running meters, likely indicating leaks. Public Works will contact the affected property owners.

The 8-inch vault for the Target area requires DEQ review due to its size. Jorgensen will prepare the design using the existing project budget, with installation anticipated in the spring. Large meters ordered through Change Order No. 2 are expected to arrive this month.

With the Master Water Report now complete, Jorgensen will prepare a budget for the DEQ permitting process for the Mega Well (Well 4).

Public Works Director Craig Leseberg met with the Water Development Commission and Select Water Committee regarding funding for the North Water Main Connection. The committees recommended funding the \$400,000 project, which now moves to the state legislature and could result in 50% funding.

The Wastewater Treatment Plant is operational but still has nuisance alarms and PLC adjustments pending. Jorgensen is also evaluating replacement UV systems, as the existing unit is 17 years old and failing.

Development activity was minimal this month, with only stormwater comments for the RV Rear Art Lodge under review.

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

Councilmember Larsen reported no new updates on economic development from the County.

For Travel and Tourism, he stated that the Board met last week and reviewed several initial applications, including one from the Town for the semi-quincentennial celebration. Those items will return for second reading at the meeting scheduled for tomorrow at 6:00 p.m. The Board also reviewed applications from SBI Media, which received a 50% discount offer, and from Sam and Paul for a social media promotion project.

Councilmember Larsen provided an update on the new County Travel and Tourism Committee, noting that the group is still organizing its bylaws and structure and aims to be fully operational before summer.

He also reported that approximately \$306,000 remains in the Town's Travel and Tourism account, with about \$100,000 already committed. Councilmembers discussed being fiscally conservative, especially with the lodging tax returning to voters in 2026. Councilmember Larsen clarified that the lodging tax is paid by visitors, not residents, and that the Board may educate the public but cannot advocate on the vote.

Lincoln County Sheriff's Report – Submitted in writing:

WORK SESSION ITEMS

Utility Rate Discussion

Mayor Green opened the work session to review proposed utility rate changes and to ensure the public had a clear understanding of the issues. The Clerk provided a summary of the utility procedure ordinance, the capacity fee ordinance, and the utility rate ordinance, all of which were made available at the meeting along with a full staff report.

The Clerk explained that recent rate studies show the Town's water and wastewater funds are not generating sufficient revenue to cover operating costs, maintenance, regulatory requirements, and long-term capital needs. The previous base rate structure did not sufficiently cover fixed costs, resulting in residential customers subsidizing higher-capacity users. A meter-based structure is needed to correct this imbalance.

She further explained that capacity fees—once adopted—may only be used for expansion projects such as the Mega Well tie-in and cannot be used for operations. Historically, connection fees have been used to subsidize operating costs, which is not permissible under state statute. Transitioning to capacity fees significantly reduces connection fee revenue, increasing the need for rate adjustments. She also clarified that the proposed wastewater rate increase does not include costs related to Melvin Brewing, as they are responsible for their own pretreatment system.

The Town has historically used the general fund to subsidize water and sewer operations, which is prohibited for enterprise funds. To comply with state requirements, water and sewer operations must be self-sustaining.

A comparison of regional water rates was presented, showing that Alpine's base rates remain lower than many nearby systems, though methodologies differ.

Town Council members discussed the financial challenges and the need to correct long-standing structural issues. Some members expressed concern about the impact on single-family households, while others emphasized the need to ensure infrastructure maintenance and future

planning. Council discussed past decisions regarding rate setting, system credits, and connection fees, and acknowledged the difficulty of implementing increases.

The Mayor then opened the floor for public comment, allowing up to three minutes per speaker and a total of 20 minutes of comment time.

Resident Michael Nuget expressed concern about the cumulative financial burden on homeowners from recent property tax increases and prior water and sewer rate increases, stating that additional utility rate increases would be difficult for working residents to absorb. He asked the Council to further explore alternative solutions before approving broad rate increases.

Resident Vilana Mandel stated that she and her husband moved to Alpine for affordability and are struggling with the current utility costs. She questioned whether new development and larger homes are paying their fair share of connection and capacity fees and whether those costs are being spread unfairly across existing homeowners. Staff responded that the proposed ordinances implement a methodology based on fixture units and service line size so that larger homes and higher-capacity users pay proportionally more, and that capacity and connection fee structures and building fees are available for public review.

Resident Troy Johnson, a 35-year resident, raised questions about the historic treatment of business versus residential base rates and hookup fees. He suggested that sewer charges should be tied more directly to gallons of water used and expressed concern about the impact of Melvin Brewing on the system. Staff and Council clarified that Melvin is responsible for its own pretreatment costs, that user fees are not being raised to cover Melvin's pretreatment facility, and that the proposed ordinances are intended to align revenues with actual operating and capital costs of the water and sewer systems. Mr. Johnson stated he would prefer that the rate ordinances be tabled until additional questions can be addressed.

Hearing no further public comment, Mayor Green closed the public comment period and moved on to action items.

ACTION ITEMS

Action Items Water and Sewer Extension - Creative Properties, LLC – Lot #12, Palisades Heights (160 Hwy 89): and Creative Properties, LLC Special Use Permit Application: were originally heard and voted on at the previous council meeting. However, due to a tie vote, the outcome was unclear. These items were therefore placed back on the agenda for clarification and final action.

Water and Sewer Extension - Creative Properties, LLC – Lot #12, Palisades Heights (160 Hwy 89):

Councilmember Larsen made a motion to approve the Water and Sewer Extension - Creative Properties, LLC – Lot #12, Palisades Heights (160 Hwy 89). Councilmember Burchard seconded.

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

Creative Properties, LLC Special Use Permit Application:

Councilmember Larsen made a motion to approve Creative Properties, LLC Special Use Permit Application. Councilmember Burchard seconded.

Councilmember Scaffide clarified that she was abstaining from both votes regarding Creative Properties because the company is her landlord, creating a financial dynamic that requires her to abstain. She stated that the Town has been issuing a significant number of special use permits and expressed disappointment that the Town is spending over two hundred thousand dollars on a master plan. She further clarified that she does not have a financial interest in the proposed development; however, the property owner involved is her landlord.

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

Ordinance No. 2025-012 - Utility Procedure Ordinance - 2nd Reading:

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-012 - Utility Procedure Ordinance. Councilmember Burchard seconded.

Clerk Chenault recommended amendments to require utility connections located outside the Town's incorporated boundaries to execute an Extraterritorial Agreement prior to issuance of a permit to connect. She explained that, following discussions with the Public Service Commission, it is standard practice for utilities serving customers outside municipal limits to have such agreements in place. These agreements ensure that the Town's utility customers outside town limits agree to follow the Town's water and sewer rules and regulations, adopted by ordinance, and provide assurance that service will be continued. Because those properties are not subject to Town ordinances, the agreements are necessary to apply the Town's utility requirements.

The recommended amendments were:

- **Section VI(d)(iii):** Add, "All water connections located outside the incorporated boundaries of the Town of Alpine are required to execute an Extraterritorial Agreement prior to the issuance of any permit to connect."
- **Section IX(d)(iii):** Add, "All sewer connections located outside the incorporated boundaries of the Town of Alpine are required to execute an Extraterritorial Agreement prior to the issuance of any permit to connect."

Councilmember Larsen made a motion to amend the main motion to include the recommended amendments. Councilmember Burchard seconded. The motion to amend passed unanimously.

With the amendment incorporated, Mayor Green asked for final discussion on the ordinance. Hearing none, the motion to approve Ordinance No. 2025-012 on second reading passed unanimously.

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

Ordinance No. 2025-014 Capacity Fee Ordinance - 2nd Reading

Councilmember Burchard made a motion to approve 2nd Reading of Ordinance No. 2025-014 Capacity Fee Ordinance. Councilmember Larsen seconded.

Clerk Chenault reported no changes from the first reading. There were no questions or comments from the Town Council.

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

Ordinance No. 2025-013 Utility Rate Ordinance - 2nd Reading

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-013 Utility Rate Ordinance. Councilmember Burchard seconded.

Clerk Chenault stated that Ordinance 2025-013 requires two amendments:

1. adding Attachment A – Fixture Unit to ERU Calculator, and
2. amending the definition of “Fixture Unit” in Section IV to reference the International Building Code and Attachment A.

Councilmember Scaffide proposed an amendment to keep all ¾-inch line rates at their current level while allowing other rates to increase. The motion failed for lack of a second.

Clerk Chenault explained that a graduated sewer rate based on line size was initially considered but resulted in a loss of revenue; therefore, the ERU method was retained. Councilmember Wierda noted that the recommended water usage rate from the study was \$3.50 per thousand gallons, while the proposed \$2.30 rate achieves 100% of operating costs but leaves little margin.

Council discussed the potential for future sewer usage rates and the option for customers to install deduct meters for irrigation. Staff emphasized the Town’s requirement to fund depreciation and maintain reserves to remain eligible for state grants and loans.

Councilmember Larsen made an amendment to the motion to attach Attachment A and update Section IV language accordingly. Councilmember Burchard seconded. Motion passed unanimously.

Vote on Ordinance 2025-013, Second Reading: Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Voting Abstain: Mayor Green. Voting No: Councilmember Scaffide. Motion carried.

Ordinance No. 2025-016 - Regulating The Operation Of Off-Road Vehicles Within Town Limits - 1st Reading

Councilmember Larsen made a motion to approve 1st Reading of Ordinance No. 2025-016 Regulating The Operation Of Off-Road Vehicles Within Town Limits. Councilmember Burchard seconded.

Mayor Green provided background on the need for the ordinance, explaining that State Trails requires a designated ORV route through Town in order for the Town to receive grant support for a narrower groomer capable of restoring safe snowmobile access to McCoy Creek without multiple highway crossings. State Trails will fund fuel and hourly operation for the groomer once the Town adopts a designated route. The intention of the ordinance is not to regulate local recreational riding but to formally designate a preferred route for State Trails purposes.

Council discussed concerns with the current language in Sections 3 and 4, including driver's license requirements, inspections, enforcement provisions, penalties, and route restrictions. Councilmembers expressed that Alpine's long-standing culture of ORV and snowmobile use should be preserved and the Town should avoid creating overly strict or duplicative rules. Members also noted potential contradictions with state statute regarding snowmobile licensing and questioned whether additional policing language was needed.

Public Comment:

Residents including Mo Wilson, August Wittig, Shaden Corsai, and Troy Johnson spoke. Commenters supported having a *preferred route* to guide out-of-state riders and reduce safety issues, especially along main roads and near McCoy Creek. They emphasized, however, that local youth have long ridden ORVs and snowmobiles on Town roads and that such use is a core part of Alpine's culture. Speakers stated that responsibility for minors' ORV use rests with parents and households, and that existing traffic laws already provide tools for deputies to address unsafe behavior (e.g., speeding, reckless riding).

Residents expressed concern that the ordinance's current language—particularly Sections 3 and 4—was too broad and could allow future councils or officers to enforce more aggressively than intended. They urged the Council to remove burdensome licensing, inspection, and enforcement language, avoid prohibiting ORVs in park parking lots, and focus the ordinance solely on designating the required route.

Commenters also spoke about the challenges created when the highway reconstruction removed the former McCoy Creek snowmobile access and questioned the cost, responsibility, and feasibility of operating the leased groomer, including reliance on volunteers. Several residents offered historical context about past snowmobile grooming and conflicts with federal land restrictions near the bird sanctuary.

Following public comment, the Council agreed to revise the ordinance before the second reading. Town Attorney Sanderson will develop updated language—likely removing Sections 3 and 4 and clarifying the preferred route—for review at the next meeting.

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

Mayor Green then entered a 5-minute recess.

Resolution No. 2025-049 - Authorizing The Expenditure Of Funds For A Concert Deposit For The Town Of Alpine's 250th Celebration

Councilmember Larsen made a motion to approve Resolution No. 2025-049 - Authorizing The Expenditure Of Funds For A Concert Deposit For The Town Of Alpine's 250th Celebration. Councilmember Burchard seconded.

Discussion included that the concert is planned for July 4, with related events beginning July 2–3. The concert will be held on the ball field with multiple parking areas identified. Alternate fireworks locations are being evaluated. The proposed headliner is Jake Worthington. Council expressed a desire to keep the event affordable while acknowledging that tickets, sponsorships, and donations may be needed to offset costs. Tourism funds will cover a portion of expenses.

Due to an unclear vote, the item was re-stated. Councilmember Larsen moved to approve Resolution No. 2025-049 authorizing the concert deposit; the motion was seconded. On re-vote, the motion passed, with Councilmember Larsen abstaining and one nay vote recorded.

Councilmember Larsen moved to approve Resolution No. 2025-049 authorizing the expenditure of funds for a concert deposit for the Town of Alpine's 250th celebration. The motion was seconded. On re-vote, the motion carried, with Councilmember Larsen abstaining due to his service on the Travel and Tourism Board and one nay vote recorded (Scaffide).

Updated TextMyGov Agreement

TextMyGov agreement, establishing a new three-year term and updating the annual messaging allotment to 150,000 text messages per year at a total annual cost of \$2,600, and authorize Mayor Green to sign

Councilmember Larsen made a motion to approve TextMyGov agreement, establishing a new three-year term and updating the annual messaging allotment to 150,000 text messages per year at a total annual cost of \$2,600, and authorize Mayor Green to sign. Councilmember Burchard seconded.

Mayor Green explained that the Town had already exhausted its initial 25,000 texts plus an additional 50,000 provided, and that the system has been well-used for community notifications. The increase represents approximately \$600 more per year to reach more residents.

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

Equipment Lease - SR3X Snowcat Groomer

Councilmember Larsen made a motion to approve Equipment Lease - SR3X Snowcat Groomer. Councilmember Burchard seconded.

Discussion noted:

- The lease is funded through previously approved Travel and Tourism grant dollars (approximately \$40,000–\$41,000), already budgeted by both Travel and Tourism and the Town.
- The lease provides approximately 480 hours of available grooming time for the season, equating to about 30–37 hours per week depending on snow conditions and season length.
- The primary purpose is to provide a groomed route along the highway corridor to restore safe access to McCoy Creek and improve connectivity, with potential additional grooming around town and in other areas if hours permit.
- The lease is considered an experimental/pilot program to evaluate long-term feasibility before any consideration of a major capital purchase.
- Alpine Trails and Pathways will continue its existing contract for cross-country grooming at the lakebed this season; this lease does not replace that contract.
- The lease requires proof of Town insurance. Town staff and select individuals will be trained to operate the groomer, and paid operators or compensated volunteers may be used if the program continues.

Questions were raised about liability, volunteer use of equipment, and the long-term cost of ownership versus leasing.

Councilmember Larsen abstained due to his involvement with Travel and Tourism. Motion passed with remaining members voting in favor and one abstention.

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

Resolution No. 2025-048 Authorizing The Transfer Of Funds From The SSFA Project Expenses Account To The FY 2026 Capital Projects Account

Councilmember Larsen made a motion to approve Resolution No. 2025-048 Authorizing The Transfer Of Funds From The SSFA Project Expenses Account To The FY 2026 Capital Projects Account. Councilmember Burchard seconded.

Staff explained that the Town's required match for the SS4A grant was fully covered by additional grant funding, freeing the local funds originally budgeted for that purpose. The snowblower attachment for the wheeled skid steer is no longer functional and must be replaced

for the upcoming season. The resolution moves \$12,000 from the SS4A project account to the capital projects account to fund the new snowblower.

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

PUBLIC COMMENT

Justin Scott, Alpine resident, spoke in support of the Town's 250th celebration and concert but urged the Council to be mindful of environmental impacts when selecting fireworks and parking locations, particularly regarding sagebrush and open land near the ice rink area. He requested the Town avoid unnecessary disturbance or "scarring" of natural areas for a one-day event and remain conscious of long-term impacts.

Councilmember Scaffide made comment questioned Mayor Green's earlier statement that he intends to abstain from most votes and expressed concern about the perception of a "lame duck" role for the remainder of the term. The Mayor explained that, in response to public perceptions that he is overly involved in certain issues, he is choosing to generally vote only to break ties, while still retaining his legal authority to vote when necessary. He noted he would further reflect on the concern and how best to balance representation and perception.

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 9:30 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