



TOWN COUNCIL MEETING MINUTES

August 19, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER Mayor Green called the meeting to order at 7:00 PM.

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

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen (via conference call), Councilmember Scaffide, and Councilmember Wierda. Councilmember Burchard was absent. A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson.

ADOPT THE AGENDA

Councilmember Wierda made a motion to adopt the agenda. Councilmember Scaffide seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. 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: August 5, 2025, Town Council Meeting Minutes.: Councilman Wierda made a motion to approve the Town Council Minutes: August 5, 2025, Town Council Meeting Minutes. Councilman Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (b) Planning & Zoning Commission Minutes: July 8th, 2025 Planning and Zoning Commission Meeting Minutes: Councilman Wierda made a motion to approve the Planning & Zoning Commission Minutes: July 8th, 2025 Planning and Zoning Commission Meeting Minutes. Councilman Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (c) Bills to Pay Report: 08/01/2025 - 08/13/2025. Councilman Wierda made a motion to approve the Bills to Pay Report: 08/01/2025 - 08/13/2025. Councilman Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that Cushing Terrell had been in town over the past few days, and Nora would provide a more detailed update later in the meeting. He noted that the stakeholder meeting was well attended, with approximately 30–35 people present, and expressed satisfaction with the progress made.

Mayor Green reminded the community that planning has begun for the Semiquincentennial celebration next year, marking the 250th anniversary of the Fourth of July. He encouraged anyone interested in serving on the committee to contact him, the clerk, or a council member.

Mayor Green then turned the time over to the Alpine Education Foundation for an update on the school, presented by Meredith.

Alpine Education Foundation - Meredith Leonard

Meredith Leonard reported that planning for the Alpine Charter School is progressing, with consultants working on the traffic study, site engineering, and lighting. The Foundation intends to bring the project before the Town Council and Planning and Zoning in September for building and special use permit approval, with the goal of setting modular buildings before winter and opening the school in Fall 2026.

She noted ongoing work on a business plan, enrollment study, and marketing efforts, including renderings and a planned fundraiser. The Foundation also plans to hire a headmaster this winter to lead teacher recruitment and school operations.

Councilmembers asked about transportation, lunch options, enrollment projections, and residency priority. Meredith stated that the Foundation is exploring childcare partnerships, potential bus acquisition, and lunch support options, and will address enrollment and residency considerations through the upcoming study and with the school's operations team.

Engineering Report – Jorgensen Engineering

Kevin Meagher reported that AMI meter installations are nearly complete, with antennas expected by the end of next month to allow full remote readings from Town Hall. The Town's wastewater plant permit has been approved. Work is underway on water and sewer rate studies, the Dead Horse lift station, and final sensor installation for the wastewater pre-treatment plant, which is expected to be commissioned shortly after Labor Day.

Planning & Zoning Report – Rachael Stewart

At last week's Planning & Zoning meeting, the Commission reapproved a small building modification and approved an outbuilding with the condition that snow storage be shown on the site plan, which has since been submitted. Members also discussed Star Valley Health's proposal

for a temporary helipad, with a permanent heated and lighted facility planned for next year; the HOA has already given its approval, and the addition could help save lives by allowing direct landings at the site. Finally, the Commission reviewed the conceptual site plan for the proposed Alpine Charter School, which appeared to meet setback and code requirements.

Economic Development Report – Jeremiah Larsen

Councilmember Larsen reported that utility work on the Hill is complete. Homeowners may now contact LVE directly if they wish to connect power, with responsibility for burying lines on their property.

Utility Easement Update – Jeremiah Larsen

No additional updates beyond the completion of the Hill project.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Larsen noted the completion of summer events, including the music series and the arts fair, both supported by grants. Feedback reports from grant recipients will be reviewed at the October meeting. Applications for 2026 grants will be open January 1–March 15.

Lincoln County Sheriff's Report – Submitted in writing

Update on Lincoln County's 2026 Semiquincentennial Celebration – Presented by Bob King, Lincoln County Commissioner

Lincoln County is preparing to celebrate the nation's 250th anniversary in 2026 with events and commemorations across the valley. Plans include a county-wide scavenger hunt (with locations in both North and South Lincoln County), supported by the Historic Society. Participants who complete the hunt will receive a commemorative challenge coin, with communities also having the option of creating their own coins to be included in the prize set. The county plans to strike about 2,000 coins, which will also be available for purchase at various locations.

The county has submitted a grant application to the State of Wyoming, with funding decisions expected by mid-to-late September. If awarded, the funds will help cover event costs, including coin production. Commissioner King noted that towns are encouraged to design their own challenge coins, which could be produced at the same time to help reduce costs. These coins could also serve as a way to support local initiatives such as senior centers or community projects.

Commissioner King emphasized that this celebration is an opportunity to bring the whole county together. A coordinating committee is being formed, and local representation from Star Valley is encouraged.

Master Plan Update - Nora Bland, Cushing Terrell

Cushing Terrell presented an update on Alpine's Master Plan, highlighting results from the recent community survey with 218 responses. Residents emphasized the importance of preserving natural features while adding more trails, sidewalks, and bike paths, as well as dining options and diverse, affordable housing. Alpine is shifting from a bedroom community toward a destination, and the Master Plan will outline priorities, funding opportunities, and strategies to guide future growth. A community open house is planned for this fall to gather further input.

PUBLIC COMMENTS ON AGENDA ITEMS: No public comment was made.

ACTION ITEMS

Dr. Kurt Linford - Encroachment Agreement

Dr. Kurt Linford presented a request for an encroachment agreement to allow paving of the parking area adjacent to his dental office on Deer Drive, extending to the roadway.

Dr. Linford explained that the clinic, which has operated for approximately 20 years and which he purchased in 2020, has grown substantially and now employs seven staff. Current parking is insufficient, requiring patients, many of whom are elderly, to park on roadside dirt and gravel. This creates safety and accessibility concerns, particularly in winter. The proposed paving would formalize employee parking along the side of the building, freeing additional spaces for patients.

He noted that he owns the adjacent residential parcel in Riverview Meadows and has long-term plans to pursue rezone and expansion. The immediate concern, however, is parking safety and functionality. Dr. Linford stated that he has written approval from the Riverview Meadows HOA and confirmed that site grading directs stormwater northward.

Council discussed several issues relating to the request. Concerns were raised about setting a precedent for other commercial properties, impacts on the right-of-way, and consistency with the Land Use Development Code, which prohibits backing into rights-of-way and requires a five-foot buffer. At the same time, several members noted that Deer Drive has low traffic and a low speed limit, and that paving the parking area could improve safety compared to the current condition. The Council discussed the possibility of designating the new stalls as employee parking only, with employees required to back in so they can pull forward when leaving, thereby minimizing backing into the roadway. Members also considered future needs for sidewalks, curb and gutter, and snow storage, with the applicant acknowledging responsibility for managing snow on the property. In general, Councilmembers recognized the importance of supporting thriving local businesses, particularly medical providers, and agreed that improving parking conditions would serve the community.

Mr. Sanderson clarified that this request requires a revocable encroachment agreement rather than a standard permit. The agreement must include provisions for removal on notice, per ordinance, and may also include a sunset clause of five to ten years.

Councilmember Scaffide made a motion to enter into an encroachment agreement with Dr. Kurt Linford. Councilmember Wierda seconded the motion.

During Council discussion, Mayor Green expressed concern that the motion on the floor, which stated only “to enter into an encroachment agreement,” did not specify any stipulations or conditions. He emphasized that an agreement of this type should include negotiated terms such as a sunset provision, parking restrictions, and clear revocation language before being finalized. The Mayor noted that while he supports improving parking conditions for safety and access, he was not comfortable voting in favor of the motion as worded because it could be interpreted as approving the agreement outright rather than initiating negotiations.

Voting Yea: Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda.

Voting Abstain: Mayor Green. Motion carried.

Snake River MEP Invoice-003:

Councilmember Scaffide made a motion to approve Snake River MEP Invoice-003.

Councilmember Wierda seconded.

Council reviewed Invoice 003 from Snake River MEP in the amount of \$62,375. The invoice was itemized and reviewed for clarity.

Councilmember Wierda asked whether these additional bills being brought forward at each meeting were in addition to the approved budget or an adjustment to it. Kevin from Jorgensen Engineering explained that Snake River MEP was hired on a time and materials basis to complete the project after the original contractor failed to meet obligations and was terminated. He clarified that there is no fixed budget for this work and that all additional costs will be pursued through damages and the contractor’s bond. The invoice should be paid from the sewer budget, with adjustments anticipated next spring once reimbursements are received.

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

GENERAL PUBLIC COMMENT:

Patricia McQuade asked questions regarding the charter school project, including the replatting process, lease contingencies, traffic study requirements, enrollment numbers, and utility hookups. Mayor Green responded, clarifying the timeline and requirements, and noted that risks related to enrollment and temporary buildings rest with the school, not the Town of Alpine.

Councilmember Scaffide asked whether a replat was necessary in addition to the special use permit, expressing concern that replatting may need to be done again in the future. Dan Schou from the Planning and Zoning Commission explained that a replat is required in order to provide a legal description of the leased property. He noted that the property will be divided to account

for parking, the school buildings, and the playground, and that the lease must be tied to a defined parcel.

Mr. Schou further explained that the special use permit is required because the temporary classroom buildings will not sit on concrete foundations, as otherwise required by the Land Use Development Code. He stated that before any buildings are placed, the applicant will need to provide a full civil engineering set showing site grading, sewer and water plans, stormwater management, snow storage, and traffic circulation. He added that Planning and Zoning will require a complete site plan and supporting documents, and that numerous approvals must be in place before any building permit is issued.

Mr. Schou expressed doubt that the applicant would be able to complete all requirements before the November 1 deadline for water and sewer connections, given the amount of work and limited time remaining.

Mayor Green thanked Mr. Schou for his input and noted the complexity of the process, emphasizing that multiple moving parts remain under review and that the Planning Department is actively managing the requirements.

Councilmember Larsen reported that Lincoln County issued a fire ban effective August 19, 2025, and in place until further notice. The county is under Stage One fire restrictions, which prohibit fireworks, open fires, and controlled burns. Exemptions include campfires at residences or campsites within stone or metal fire rings with at least 15 feet of clearance, trash burns between 6:00 p.m. and 8:00 a.m. in containers with spark arrestors, charcoal fires within enclosed grills, use of cutting torches, welding, and grinders within 15 feet of clearance, and portable stoves or lanterns in enclosed setups with 15 feet of clearance.

ADJOURNMENT

Councilmember Scaffide made a motion to adjourn. Councilmember Wierda seconded the motion. Voting Yea: Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda, Mayor Green. Motion carried. Meeting adjourned at 9:26 PM.

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 August 19th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk