



TOWN COUNCIL MEETING MINUTES

May 20, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the Town Council Special 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, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson.

ADOPT THE AGENDA

Councilmember Burchard made a motion to adopt the agenda. Councilmember Castillo seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. 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. **Approval of Town Council Minutes:** May 6th, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the listed Town Council meeting minutes. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.
- b. **Approval of Planning and Zoning Commission Minutes:** April 8th, 2025, Planning and Zoning Commission Meeting Minutes: Councilmember Larsen made a motion to approve the listed Planning and Zoning Commission Meeting minutes. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.
- c. **Bills to Pay Report: 05/06/2025-05/19/2025.** Councilmember Larsen made a motion to approve the Bills to Pay Report for the period May 6th, 2025, through May 19th, 2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reminded everyone about the ongoing update to the Alpine Master Plan. He noted that the project website is now live and can be accessed at www.alpine-master-plan.com. Community members are encouraged to visit the site for updates and information. For any questions regarding the Master Plan update, residents may contact Sarah at the Town Hall office.

Clerk/Treasurer Report:

Clerk/Treasurer Monica Chenault stated there was no formal report for this meeting. She informed the public that beginning in June, the reporting schedule will be updated. Department head reports, including the Clerk/Treasurer, Public Works Director, and Code Enforcement Officer, will be presented at the first meeting of each month. The Code Enforcement Officer will likely submit a written report. The Engineering Report from Jorgensen will be presented at the second meeting of each month, along with the other reports typically given at Town Council meetings. This change is intended to streamline and organize reporting for improved clarity and consistency.

Events Committee Report:

Councilmember Burchard reminded everyone that Memorial Day is on Monday. The American Legion will be holding remembrance ceremonies throughout the valley on the Alpine end, and the VFW will be holding ceremonies on the other end of the valley. These events take place at several locations and are a meaningful way to honor those who have served. The ceremonies will conclude at approximately 11:30 AM in front of the Civic Center.

She also announced that Mountain Days will take place June 20th, 21st, and 22nd. This year's event will feature live music on both Friday and Saturday nights, as well as appearances by the Raptor Center and Horse Warriors, who will provide demonstrations. Native American dancers will also perform. The event will include a wide variety of vendors and great food, promising a fun and festive weekend for the community.

Engineering Report:

Kevin Meagher of Jorgensen Engineering provided an update on the AMI Radio Read Water Meter Project. He reported that they have been meeting weekly on the project and that installation is expected to begin in full next week. Some delays occurred due to a shipment of meters not arriving as planned, but the team will begin installing vaults and larger meters first, followed by smaller ones. Installers will begin contacting customers to schedule appointments and aim to complete 20 to 40 installations per day.

Once installations are underway, spot checks and inspections will be conducted to ensure accuracy and quality. Kevin encouraged anyone who hears concerns or notices issues with installations to reach out to the Town so the engineering team can address them.

Each new meter will be equipped with an antenna. Additionally, two 40-foot galvanized monopoles will be installed—one at Ferry Peak Park and one at the Public Works facility. These poles are necessary for remote data collection; until they are operational, data will be collected using a portable meter reader. This reader allows staff to drive around and collect readings manually until the full system is live.

Kevin reminded the Council and public that the Town received a \$750,000 state grant toward the \$1.2 million total project cost. The remainder is being covered through in-kind contributions. Town staff will assist with meter installations, reducing the need for subcontractors and helping speed up the process. Staff familiarity with meter locations will allow for efficient progress, though meters located inside homes, such as in crawl spaces, may take more time.

The new system will significantly improve efficiency and leak detection, giving residents daily insight into their water usage and helping identify system losses in real time.

Planning and Zoning Report:

Rachael Stewart of the Planning and Zoning Commission presented the report and noted it was her first time delivering it. She provided a high-level overview of the most recent Planning and Zoning Commission meeting.

The Commission reviewed five new items of business:

- One application for a shed roof was approved.
- Two single-family residence applications were reviewed. One was approved, and the other was tabled pending submission of a proper survey and site plan.
- A commercial building application for the Alpine Valley RV Resort was approved.
- An encroachment application for a parking lot at Alpine Dental was discussed but not approved, as it was determined that the applicant needs to obtain a proper survey before moving forward. The applicant is working with Town staff on the necessary paperwork and will need to determine whether an encroachment agreement, a special use permit, or both are required.

Additionally, the Commission held a discussion on a potential addition to a non-conforming building. This led to a broader conversation regarding vague language in the Land Development Regulations (LDRs), particularly around definitions of “existing buildings” and “additions.” The Commission, along with staff, agreed to start maintaining a running list of such discrepancies in the LDRs for future review and revision.

The Alpine Dental case also prompted further discussion on impervious surface concerns. It was noted that while property owners have the right to pave within their property boundaries and setbacks, paving up to town roads or within easements requires an encroachment agreement,

which must be approved by the Town Council. It was also clarified that a special use permit may be required depending on how close the paving is to the property line and whether it impacts stormwater runoff.

The Council expressed appreciation for the Commission's work and emphasized the importance of continuing conversations around impervious surfaces, runoff impacts, and appropriate updates to the LDRs.

Economic Development Report

Councilmember Jeremy Larsen provided the Economic Development Report. He shared that former Commissioner Bob King has taken the lead on economic development efforts for Star Valley, with a particular focus on outdoor recreation as a driver for local economies.

Mr. King has been traveling throughout Utah and attending various Wyoming conferences to explore how smaller towns, valleys, and counties are promoting outdoor recreation as a means of supporting economic development. He has gathered several ideas that may benefit Alpine and the surrounding region.

Recently, Mr. King met with the Alpine Trails and Pathways Board to discuss concepts for identifying and promoting a variety of trails across Star Valley, including hiking, biking, motorized, and equestrian trails. The long-term goal is to create a connected, valley-wide trail system. While this would be a multi-year project, the initial planning and conversations are now underway.

Mr. King has also been in contact with the Soda Springs District on the Caribou-Targhee National Forest side and continues to collaborate with representatives on the Bridger-Teton and Greys River sides. Discussions are ongoing, and outreach to the Palisades area may occur in the future.

Utility Easement Report

Councilmember Jeremy Larsen provided an update on utility easement activities. He noted that Silver Star had previously delayed work due to snow cover. Now that the snow has melted, recent rains have caused further minor delays. Councilmember Larsen spoke earlier in the day with Craig, the Town's Streets and Roads Supervisor, as well as McKay from Silver Star, regarding upcoming utility and road work.

To avoid duplicating efforts, Silver Star and the Town will coordinate on the rehabilitation of Terrace Drive. While Sunset Drive requires less work, primarily on the unpaved section, Terrace will be a priority in the coming weeks.

Lower Valley Energy has completed the process of burying power lines along Barton Terrace. Remaining overhead lines observed in the area are typically those running from utility boxes to individual homes. Councilmember Larsen reminded residents that if they wish to have those

lines buried, they should contact Lower Valley Energy, as the portion from the utility box to the home is the homeowner's responsibility.

Alpine Travel & Tourism Board Report

Councilmember Jeremy Larsen presented the final report from the Alpine Travel & Tourism Board's spring meeting. He explained that the board approved a variety of grants and funding proposals, some with contingencies. These recommendations will now move forward to the Town Council for final approval.

Items recommended for funding include support for several major community events such as Alpine Mountain Days, Alpine Winter Jubilee, and Music in the Mountains. The board also approved a marketing proposal from the Star Valley Independent, which includes geofencing, social media advertising, and general promotion of Alpine as a destination.

Impact grants were recommended for the Alpine Fire District, Friends of the Bridger-Teton, and the Town of Alpine. The board also proposed future funding for a snow groomer to enhance winter trail grooming and expressed support for the Rally in the Rockies, scheduled for the weekend after Labor Day. Additionally, funding was recommended for an interactive touchscreen kiosk at the Alpine Civic Center's Information Center, which will also require approval by the Town Council.

Councilmember Larsen noted that the board approved funding support for Star Valley Trout Unlimited's film festival, with proceeds benefiting Salt River restoration.

Looking ahead to summer 2026, the board allocated funds for a Shakespeare in the Park production and other arts-focused events including an arts festival and an art auction in collaboration with the Star Valley Arts Council.

Additional funding was also recommended for Friends of the Bridger-Teton to hire trail ambassadors serving the Grays River trailhead and surrounding Alpine area. This effort will be coordinated with Star Valley Ranch to ensure ambassador presence across multiple recreational access points.

The board also approved continued funding for winter grooming on the lake bed to support cross-country skiing, building on the success of last season's program.

Councilmember Larsen concluded by noting that the next Alpine Travel & Tourism Board meeting is tentatively scheduled for October, at which time the board will review feedback and performance reports from the summer season.

Addition to Events Committee Report:

Councilmember Burchard added that proceeds from Winter Jubilee and Casino Night, held in January, were used to fund local scholarships. Tonight (05/20/2025) marks Scholarship Awards Night at Star Valley High School, where three scholarships will be awarded. Additionally, one

scholarship was awarded to a student in Jackson. In total, \$3,500 in scholarship funds were distributed, and she noted that the Town is proud to support local students through these efforts.

PUBLIC COMMENT ON AGENDA ITEMS

Melisa Wilson, Chair of the Planning and Zoning Commission, addressed the Council to express her disappointment regarding Christine Wagner departure. She noted that Christine had been a valuable asset to the department and the Town overall. Her extensive knowledge of past projects and long-standing involvement with the community made her a significant contributor to Planning and Zoning discussions and decisions. Chair Wilson thanked Christine for her service and stated that she will be greatly missed by the team.

Justin Scott, Alpine resident, addressed Councilmember Andrea Burchard's earlier addition to the Events Committee Report regarding scholarship awards. He inquired whether one of the scholarships was awarded to a student from Jackson. Councilmember Burchard clarified that the student resides in Alpine but attends school in Jackson and does not attend school in Lincoln County. She further explained that attending school within Lincoln County is not a requirement for the scholarship. One of the key criteria is that the student must actively participate in the Alpine community.

Jack Varah, Alpine resident, expressed concerns about the increased use of compression brakes by trucks traveling to and from the gravel pit and weigh station. He noted that the noise created by the brakes is often loud enough to be heard for a mile or more, especially in the mornings under certain conditions. Mr. Varah suggested the Town consider installing "No Compression Brake" signs, similar to those in Swan Valley, to help mitigate the disruption.

Mayor Green thanked Mr. Varah for his input and explained that the Town is required to follow WYDOT guidelines regarding compression brake signage.

It was also noted that Ordinance 2024-007 – Health, Safety, and Noise Control, which was recently passed by the Council, addresses the use of compression brakes. Clerk/Treasurer Monica Chenault stated she would follow up with Public Works Director Craig regarding the status of implementing the signs called for under the ordinance.

ACTION ITEMS

Ordinance No. 2025-008 - Speed Limit Ordinance - 2nd Reading

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-008 – Speed Limit Ordinance. Councilmember Castillo seconded. Motion carried.

The Council proceeded with the second reading of Ordinance No. 2025-008, the proposed Speed Limit Ordinance. Mayor Green presented a comparison between the first and second readings, noting that minor revisions had been made. These included the removal of duplicate street listings and the elimination of designations such as major and minor collector streets for simplification and clarity.

Clerk/Treasurer Monica Chenault confirmed that Craig, the Public Works Director, will be present at the June 3rd meeting to assist with the third reading and to answer any questions related to the ordinance.

Mayor Green encouraged Council members and the public to review the proposed speed limits and submit any comments or concerns prior to the third reading.

Ordinance No. 2025-008 – Speed Limit Ordinance was approved on 1st Reading. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.

Jorgensen Engineering - Addressing Non-Performance at the WWPTP

The Council addressed ongoing performance issues at the wastewater pre-treatment facility. Kevin Meagher of Jorgensen Engineering provided a detailed timeline outlining the problems and the sequence of events leading up to the current concerns. The Council is continuing to review the situation, and corrective actions are being explored.

Ordinance No. 2025-009 - Amended Budget for FY 2025 - 1st Reading:

Councilmember Burchard moved to approve the first reading of Ordinance No. 2025-009 – Amended Budget for FY 2025. Councilmember Larsen seconded. Motion carried.

The Council held the first reading of the amended FY 2025 Budget. Mayor Green noted that while the Town has already held three budget meetings, the budget is not yet finalized, and this version reflects the most recent working draft. He commended Clerk/Treasurer Monica Chenault for her efforts, stating that she has been “dialed in” on the details.

Clerk Chenault expressed the need for further review and stated she would feel more comfortable going through the budget one more time. Councilmember Castillo and other members pointed out inconsistencies in the numbers, and Monica acknowledged a PDF formatting error had been identified and corrected.

A broader discussion followed regarding the financial challenges facing the wastewater system, including the fact that the sewer fund is operating at a deficit. It was clarified that while the sewer fund can technically borrow from other funds to remain balanced, this is not sustainable long term. Concerns were raised about the wastewater treatment plant (WWTP), rising maintenance and repair costs, and the potential for regulatory violations if critical infrastructure such as blowers is not replaced.

The sewer and water funds must operate independently, and the need for either increased rates or more users was discussed as a possible path forward. It was also mentioned that in the past, operator salaries were funded through the general fund, but this budget reflects a more realistic allocation of expenditures.

Councilmember Scaffide emphasized the importance of finding creative revenue solutions and discussed the need to start planning for FY 2026. The Council agreed to schedule an additional budget work session to further review expenditures and revenues, particularly in regard to infrastructure funding challenges.

The next budget work session was scheduled for Wednesday, May 28, 2025, and Clerk Chenault noted she will reach out to Wade Hirschi, Town Accountant, to make sure he would be available to attend and provide insight on revenue strategies and expenditure management.

Ordinance No. 2025-009 – Amended Budget for FY 2025 was approved on 1st Reading. Voting Yea: Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.

Ordinance No. 2025-010 - Budget for FY 2026 - 1st Reading:

Councilmember Larsen moved to approve the first reading of Ordinance No. 2025-010 – Budget for FY 2026. Councilmember Castillo seconded. Motion carried

The Council held the first reading of Ordinance No. 2025 010, presenting the proposed budget for Fiscal Year 2026.

Councilmember Scaffide raised a question about whether the Mayor should receive benefits, particularly health insurance, and whether that aligns with state law. Councilmember Burchard expressed her full support for the Mayor receiving benefits. Councilmember Scaffide stated that while he was not necessarily opposed, she wanted clarification to ensure the Town is following legal guidelines.

A discussion followed regarding the level of commitment required by the Mayor's role. Mayor Green stated that although he did not initially seek compensation, the time and responsibilities involved in the position have shown him the importance of providing benefits. He noted the significant number of hours spent away from his family and business and said he believes the compensation is deserved.

There was also a brief mention of whether Town Council members should receive benefits, though no decision was made on that topic during this meeting.

The Council acknowledged several typographical and formatting errors in the draft document and agreed that these should be corrected.

Ordinance No. 2025-010 – Budget for FY 2026 was approved on 1st Reading. Voting Yea: Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.

Resolution No. 2025-018 - A Resolution Appointing Gina Corson As The Acting Planning And Zoning Administrator For The Town Of Alpine, Wyoming:

Councilmember Castillo moved to approve Resolution No. 2025-018 - A Resolution Appointing Gina Corson As The Acting Planning And Zoning Administrator For The Town Of Alpine, Wyoming. Councilmember Burchard seconded. Motion carried.

Clerk Chenault explained that prior to Ms. Wagner's departure from the Town of Alpine, Ms. Gina Corson served as her assistant. With this appointment, Ms. Corson will assume the role of Acting Planning and Zoning Administrator and will serve an initial 90-day probationary period. Councilmember Scaffide expressed a preference for a 6-month probationary period; however, after discussion, the council agreed to proceed with the 90-day term and revisit the appointment at that time to assess performance and determine next steps.

Resolution No. 2025-018 - A Resolution Appointing Gina Corson As The Acting Planning And Zoning Administrator For The Town Of Alpine, Wyoming was approved. Voting Yea: Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried

Review and Award Proposal for Painting/Staining the Alpine Civic Center:

Councilmember Larsen moved to award the proposal for painting/staining the Alpine Civic Center. Councilmember Burchard seconded. Motion carried.

Multiple bids were reviewed from Olvera's Construction, Pro Finish Painting, Rocky Mountain Custom Coatings, and Western Quality Drywall. During the discussion, concerns were raised about the clarity of some bids, the inclusion and scope of prep work, and the long-term durability of the proposed materials and methods. Local contractor Dan Schou advised that the most urgent need was addressing the deteriorating posts and purlins at the Civic Center, noting that the exterior paint could reasonably be delayed another year if budget constraints required it. The Council expressed a preference for either Olvera's Construction or Pro Finish Painting, citing local familiarity, past experience, and solid references. There was also debate regarding Rocky Mountain's notably low bid, especially due to a clause indicating potential cost increases based on labor or material adjustments, which introduced uncertainty.

Councilmember Larsen amended his motion to authorize Mayor Green to negotiate a contract with either Olvera's Construction or Pro Finish Painting, with final contractor selection at his discretion, and have the cost not to exceed \$21,000. Councilmember Burchard seconded the motion. Voting Yea: Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.

TABLED ITEMS:

Review and Award Proposal for Painting the Town Hall:

Councilmember Larsen moved to remove from the table the review of proposals submitted for painting the Town Hall and to award the project. Councilmember Burchard seconded. Motion carried.

Councilmember Larsen made a motion to award the proposal for painting the interior of the Town Hall. Councilmember Burchard seconded. Motion carried.

Councilmember Scaffide and Castillo questioned whether to proceed with interior work given uncertainty about future use (e.g., rental or relocation).

Councilmember Larsen made a motion to withdraw his motion to paint the interior of the Town Hall. Councilmember Burchard seconded. Motion carried.

The motion passed with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Councilmember Larsen made a motion to award the proposal for painting the exterior of the Town Hall. Councilmember Burchard seconded. Motion carried.

Debate continued regarding the type of finish to be used, with discussion surrounding stain, semi-solid stain, and paint. While bid comparisons were made, concerns remained about the varying product specifications, which made it difficult to evaluate the proposals on an apples-to-apples basis. As a result, the Council considered delegating the responsibility of contractor selection and project oversight to Public Works Director Craig Leseberg to ensure consistency and clarity moving forward.

Councilmember Larsen made a motion to withdraw his motion to paint the exterior of the Town Hall. Councilmember Castillo seconded. Motion carried.

Retraction of Previously Approved Civic Center Motion:

Councilmember Larsen made a motion to strike the previously approved motion that authorized Mayor Green to negotiate with Olvera's or Pro Finish (not to exceed \$21,000). Councilmember Castillo seconded. Motion carried.

Final Combined Motion (Civic Center + Town Hall)

Councilmember Larsen made a motion to authorize Public Works Director Craig Leseberg to select a contractor for the painting and staining of the Civic Center's posts and purlins, as well as the exterior painting of the Town Hall, with cost not to exceed \$25,000. Councilmember Castillo seconded. Motion carried. The selection would be based on quality and pricing.

During discussion, there was consensus that this approach would offer the necessary flexibility and efficiency to move both projects forward in a timely and cost-effective manner. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried.

GENERAL PUBLIC COMMENT: None.

EXECUTIVE SESSION:

Councilmember Larsen made a motion to enter Executive Session at 9:35 PM, which was seconded by Councilmember Burchard. The Council entered Executive Session, during which no action was taken. Councilmember Larsen then made a motion to exit Executive Session and return to the regular meeting at 10:07 PM, Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo.

ADJOURNMENT

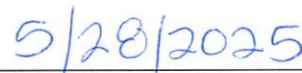
Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo. Motion carried. Meeting adjourned at 10:07 PM.

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 June 3rd, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk