



TOWN COUNCIL MEETING MINUTES

December 17, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER: Mayor Pro Tem Larsen called the December 17th, 2024, Town Council regular meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE: Councilman Dickerson led the attendees in the Pledge of Allegiance.

ROLL CALL: Clerk Chenault conducted roll call. Present: Councilman Dickerson, Councilman Larsen (Mayor Pro Tem), Mayor Green (via Zoom), Councilman Castillo, Councilman Burchard. Absent: None. A quorum was confirmed.

ADOPT THE AGENDA: Councilman Dickerson made a motion to approve the agenda. Councilman Castillo seconded the motion. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Dickerson, Councilman Jerney Larsen, Mayor Green.

CONSENT AGENDA

a. Approval of Town Council Minutes:

Dates approved: September 11, 2024, Special Meeting Minutes; October 01, 2024, Work Session Minutes; October 09, 2024, Special Meeting Minutes; November 06, 2024, Special Meeting Minutes; November 19, 2024, Town Council Regular Meeting Minutes; November 19, 2024, Town Council Public Hearing Minutes; December 3, 2024, Special Meeting Minutes; and December 3, 2024, 2024, Work Session Minutes.

Councilman Dickerson made a motion to approve the listed Town Council meeting minutes. Councilman Castillo seconded the motion. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Dickerson, Councilman Larsen, Mayor Green.

b. Approval of Planning & Zoning Commission Minutes:

Dates approved: November 12, 2024, Planning & Zoning Commission Meeting Minutes and October 22, 2024, Planning & Zoning Commission Meeting Minutes.

Councilman Dickerson made a motion to approve the listed Planning & Zoning Commission Meeting Minutes. Councilman Castillo seconded the motion. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Dickerson, Councilman Larsen, Mayor Green.

c. Bills to Pay Report: 11/20/2024 - 12/17/2024:

Councilman Dickerson made a motion to approve the Bills to Pay Report for the period November 20, 2024, through December 17, 2024. Councilman Castillo seconded. Voting Yea: Councilman Castillo, Councilman Burchard, Councilman Dickerson, Councilman Larsen, Mayor Green.

REPORTS

a. ANNOUNCEMENTS:

- **Water and Wastewater Public Notice:** Councilman Larsen provided an update on the Town's ongoing water and wastewater projects. These include rate studies, which are expected to be completed in early January, as well as development impact and capacity fee studies. Additionally, the installation of radio-read meters is anticipated to be finished by spring 2025. Changes to the water and wastewater billing structure may take effect on July 1, 2025. Clerk Chenault emphasized the importance of staying informed and encouraged residents to attend meetings or follow updates via Facebook and the town website.
- **Star Valley Health Open House:** Councilman Larsen announced that the Star Valley Health open house is scheduled for January 11, 2025, from 10:00 AM to noon. He noted that the new facility features a compact yet impressive ER and an advanced Cath lab and encouraged residents to visit during the event.
- **Christmas Bingo:** Councilman Larsen also highlighted the upcoming Christmas Bingo event, set for Friday, December 20, 2024, at 7:30 PM. Attendees are encouraged to wear festive Christmas sweaters, with prizes awarded in various categories. Proceeds from the event will benefit the community through Top of the Rockies and the American Legion.

- b. **Mayor's Report:** Mayor Green reported from the Western States Governors Association affordable housing workshop in Salt Lake City. He discussed insights gained from the Daybreak Community in South Jordan, Utah, including its integrated single- and multi-family housing and commercial development. He expressed optimism about applying lessons learned to Alpine's master planning process.
- c. **Clerk/Treasurer Report:** Clerk Chenault provided updates on ARPA funds: Additional reimbursement of \$37,299 for the AMI Radio Read Project. Additional reimbursement of \$88,700 for the Wastewater Pre-Treatment Plant. Finalization of ARPA-related contracts is nearing completion.
- d. **Engineering Report – Jorgensen Engineering Report:** *[A detailed engineering report is included in the meeting packet, which can be accessed on our website at alpinewy.gov.]*
- e. **Planning & Zoning Report:** Ms. Sue Kolbas, Planning and Zoning vice-chair, provided an update on the progress of the Alpine Valley RV Park annexation, highlighting the mutual benefits for both the town and the RV park. She presented the Planning and Zoning Commission's recommendations for firms to conduct the Impact and Capacity Fee Study and the Comprehensive Master Plan. The recommended firms were **Raftelis** for the Impact and Capacity Fee Study and **Cushing Terrell** for the Comprehensive Master Plan.

Ms. Kolbas expressed her frustration over delays in updating the Land Use Development Code (LUDC), stressing its importance in protecting the community and addressing current challenges. She concluded by announcing her departure from the Planning and Zoning Commission. However, she reaffirmed her commitment to advocating for the town, particularly focusing on environmental concerns, including the impact of local gravel pits.

- f. **Economic Development Report:** Councilman Larsen noted the potential for increased traffic due to snowfall. Mayor Green added that ongoing discussions about new business projects in Alpine are in preliminary stages.

- g. **Utility Easement Update:** Councilman Larsen provided updates, noting that Exterior fiber line installations are underway, with interior hookups expected to begin within a month.
- h. **Alpine Travel & Tourism Board Report – Jeremiah Larsen:** Councilman Larsen informed attendees that open applications for travel and tourism grants are from January 1 - March 15, 2025. He also added that grooming on the lakebed is set to begin soon to prepare for winter recreation
- i. **Lincoln County Sheriff's Report:** *[The Sheriff's report was submitted in writing and is included in the meeting packet, which can be accessed on our website at alpinewy.gov.]*

ACTION ITEMS

- a. **Town of Alpine AMI Project - Change Order #1:** Clerk Chenault informed the Council that the purpose of this change order is to modify the hole size for radio-read meter installations, improving the project's efficiency and minimizing disruption to homeowners. Councilman Dickerson made a motion to approve to approve Change Order #1 for \$3,220.88 and authorize Mayor Green to sign. Councilman Castillo seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.
- b. **Award of the Town of Alpine Development Impact & Capacity Fees Study and Analysis:** Clerk Chenault explained that Sunrise Engineering had contacted the Town and indicated their intent to submit additional information regarding their proposal. Despite the original deadline passing, the Town agreed to accept this additional information. Both Sunrise Engineering and Raftelis were informed of the decision to postpone the award to allow for further review and consideration. Clerk Chenault also noted that the Town expects representatives from both firms to attend the January 7, 2025, Special Meeting to present and address any questions. Councilman Burchard made a motion to postpone the award of the Development Impact & Capacity Fees Study and Analysis to the January 7, 2025, Town Council Special Meeting. Councilman Castillo seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green.
- c. **Driftwood Pizzeria, LLC Restaurant Liquor License Renewal:** Clerk Monica Chenault confirmed that all concerns leading to the previous postponement of the liquor license renewal had been resolved. The establishment was now fully compliant with all requirements. Councilman Dickerson made a motion to approve the restaurant liquor license renewal for Driftwood Pizzeria, LLC. Councilman Castillo seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green
- d. **Event Application/Permit - Wind River Youth Snow Cross - 02/01/2025:** Councilman Burchard provided background on the event, noting that it is hosted by the Snow Explorers snowmobile club of Pinedale, Wyoming, and will be held during the Winter Jubilee weekend. This will be the second year the event is hosted in Alpine, following a successful debut last year. The event is geared toward children and rotates among different communities to provide opportunities for youth participation in snowmobile racing. Councilman Dickerson made a motion to approve the event application/permit for the Wind River Youth Snow Cross on February 1, 2025. Councilman Castillo seconded. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, Mayor Green
- e. **Ordinance No. 2024-009 - Land Use and Development Code - 2nd reading:** The Council expressed frustration over the repeated delays in advancing the Land Use Development Code (LUDC) update. Clerk Chenault acknowledged concerns about the existing draft, noting that while

some issues were addressed, new concerns arose with each review, potentially creating unintended consequences. To assist in refining the LUDC, the Town is exploring the possibility of engaging a specialist, Eugene from Jorgensen Engineering, who has extensive expertise in land use planning. However, Clerk Chenault emphasized the importance of managing costs to avoid overspending on this process. Mayor Green added that while the delays were frustrating, it is crucial to address as many issues as possible now to avoid future complications. He mentioned that the LUDC update may also benefit from insights gained through the upcoming master plan process. Council members discussed the need for a workshop to review and refine the draft, with additional input from Planning and Zoning. Councilman Larsen noted that he had already submitted a page and a half of recommendations and acknowledged the complexity of the revisions needed.

TABLED ITEMS

- a. **Ordinance No. 2024-007- Noise Control - 2nd Reading:** Tabled with no discussion during this meeting.
- b. **Ordinance No. 2024-008 - Alpine Lakes Annexation - 3rd Reading:** Tabled with no discussion during this meeting.
- c. **Annexation Agreement - Palisades Investments, LLC:** Tabled with no discussion during this meeting.

Additional Notes: These items remain on the table for future consideration. No further discussion or action was taken during this meeting

PUBLIC COMMENT: No public comments were made.

COUNCILMAN RECOGNITION: Mayor Green and Councilman Larsen expressed their heartfelt gratitude to outgoing Councilman Dickerson for his years of dedicated service to the Town of Alpine. They highlighted his significant contributions, including his technical expertise in setting up and maintaining the Town Council's YouTube streaming service, which greatly improved public accessibility to council meetings. Mayor Green noted that Councilman Dickerson's efforts have been instrumental in enhancing the transparency and efficiency of town operations. Councilman Larsen echoed these sentiments, emphasizing that Dickerson's involvement has left a lasting positive impact on the council and the community. A small token of appreciation was presented to Councilman Dickerson as a gesture of thanks for his commitment and service. Dickerson graciously thanked his fellow council members and expressed his intention to stay involved with the community, even as he steps away from the council table.

ADJOURNMENT: Councilman Dickerson made a motion to adjourn the December 21, 2024, Town Council meeting, seconded by Councilman Burchard. Voting Yea: Councilman Larsen, Councilman Dickerson, Councilman Castillo, Councilman Burchard, and Mayor Green. The meeting was adjourned at 7:38 p.m.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 01, 21, 2025.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk/Treasurer