



TOWN COUNCIL MEETING MINUTES

January 06, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

ROLL CALL

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

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

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda with an amendment to add Resolution No. 2026-004 - Authorizing Staff To Submit A Grant Application To The Office Of State Lands And Investments for Workforce Housing. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, and Burchard. 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: December 16, 2025, Town Council Meeting Minutes:
Councilmember Burchard made a motion to approve the December 16, 2025, Town Council Meeting Minutes, Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Motion carried.
- (b) Bills to Pay: 12/12/2025 - 12/31/2025: Councilmember Burchard made a motion to approve Bills to Pay Report 12/12/2025 - 12/31/2025, Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Motion carried.

REPORTS

Town of Afton Tourism Director - Lisa Grimsley - The Wall that Heals

The Mayor announced that invited guests would present on *The Wall That Heals* and invited **Lisa Grimsley**, Tourism Director for the Town of Afton, and **Jay Connley** of Afton VFW Post 4797, to address the Council.

Ms. Grimsley explained that Afton was selected as one of 31 national sites to host the Vietnam Veterans Memorial Fund's traveling exhibit, *The Wall That Heals*, in 2026. The community was notified of its selection in late November. The exhibit will travel from Billings, Montana, to Afton and then on to Manning, Iowa. Ms. Grimsley emphasized the honor and significance of hosting the memorial and noted it will be a regional event for western Wyoming and eastern Idaho.

The exhibit will be on display in Afton from **July 9–12**, operating Thursday through Sunday, and will be open to the public **24 hours a day at no cost**. An opening ceremony is planned, with the Governor and First Lady invited to attend. Ms. Grimsley described the extensive planning underway, including coordination with the Vietnam Veterans Memorial Fund (VVMF), volunteer training, and committee organization. Approximately **200 volunteers** will be needed. Funding needs were discussed, noting costs could range significantly, with many communities spending up to \$250,000.

Ms. Grimsley outlined seven committees established for the event and identified sponsorship/fundraising, marketing, and logistics/utilities as areas most in need of leadership. A website is currently under construction and is expected to be live within two weeks, at which time volunteer sign-ups and donation information will be available.

The planned motorcade route was discussed, including escort coordination through multiple communities. The group expressed hope for community participation along Highway 89, including lining the route with American flags. The event coincides closely with Independence Day and the nation's 250th anniversary, adding to its significance.

Mr. Connley spoke about the importance of the memorial from a veteran's perspective, emphasizing healing, education, and recognition for Vietnam veterans and their families. He discussed the generational impact of the Vietnam War and the opportunity for education through local schools. He noted that the school district in Afton has expressed strong interest in student involvement and educational programming.

Council members expressed support and enthusiasm for the project. Funding opportunities were discussed, including grants through Alpine Travel & Tourism, the Veterans Commission, and partnerships with existing 501(c)(3) organizations. Ms. Grimsley explained that the organizing group is currently registered as a nonprofit with the State of Wyoming and has an EIN but has not yet received 501(c)(3) status. Top of the Rockies was identified as a potential fiscal partner if needed.

Additional discussion included lodging coordination, regional marketing efforts, potential collaboration with Jackson-based nonprofit organizations, and logistics related to site selection. The preferred location is the Afton Middle School, pending final approval and insurance requirements.

Council members encouraged continued coordination with Alpine staff and requested that updated information be provided for inclusion in future meeting packets. Staff offered assistance with grant applications and promotional efforts.

The Mayor and Council thanked Ms. Grimsley and Mr. Connley for their presentation and dedication to the project.

Public Works Director Report - Craig Leseberg:

Public Works Director Craig Leseberg provided his report.

Mr. Leseberg reported that funding for the Level III grant for the Mega Well tie-in has been approved and is currently being drafted for the Legislature. Once approved and signed by the Governor, anticipated around March, work can begin, with completion targeted for October.

The AMI Project is approximately 95% complete, with about 20 meters remaining to be replaced after spring due to winter conditions. Ten of the remaining meters are seasonal or irrigation meters currently offline. Larger meter replacements are also expected to be completed before spring.

Mr. Leseberg reported that the Town was awarded two grants through the Midwest Assistance Program: approximately \$34,000 for a Civic Center backup generator and \$89,000 for a new generator at the main wellhouse. Both grants are fixed-amount awards with no required match, though additional Town funding may be needed depending on final equipment selection.

Early results from the AMI system have identified approximately 40 water leaks throughout Town, improving water conservation efforts.

Mr. Leseberg also noted that a quote is pending for a new meter to measure water flow from the wells to the tanks. Once installed, the meter will help compare water production and sales and identify system losses.

The Mayor and Council thanked Mr. Leseberg and congratulated him on the successful grant awards.

Code Enforcement Officer Report - Tara Bender - Submitted in Writing:

Engineering Report – Jorgensen Engineering:

Kevin Meagher of Jorgensen Engineering reported that the radio-read meter project is nearing completion. Phase Two invoices are under review with billing discrepancies being corrected, and Phase One invoices are pending review to confirm compliance with the contract.

Mr. Meagher stated that a full permitting process is required for the proposed target vault, with the location currently being finalized. Once completed, the Town will have comprehensive metering for water entering and leaving the system.

He also noted that staff is developing standards for lift stations, roads, and stormwater systems to streamline development review, and that the State Revolving Fund Intended Use Plan deadline is February 16, with shovel-ready projects under consideration.

The Council thanked Mr. Meagher for the update.

Alpine Education Foundation Report - Submitted in Writing:

WORK SESSION

Comprehensive Land Use and Development Code (LUDC) Redesign

Planning and Zoning Administrator Gina Corson presented the need for a comprehensive redesign of the Town's Land Use and Development Code (LUDC), noting that the code is approximately 20 years old and contains internal conflicts, unclear authority, inconsistent procedures, and enforceability challenges. These issues have become more apparent during implementation of the Master Plan and create administrative and legal risks.

Ms. Corson recommended hiring a professional consultant to complete a full redesign rather than piecemeal updates. Council discussed three consultant proposals ranging from approximately \$111,000 to \$178,000, including options for an interactive digital code.

Funding options, including phased budgeting, potential developer contributions, and other revenue sources, were discussed. Council expressed general support for moving forward while noting concerns regarding cost and timing. Staff will continue evaluating budget impacts before bringing forward a resolution.

Council thanked Ms. Corson for the presentation.

ACTION ITEMS

Ordinance No. 2025-016 Allowing The Operation Of Off-Road Vehicles Within The Town Limits Of Alpine - 3rd Reading:

Councilmember Larsen made a motion to approve Ordinance No. 2025-016 on third reading, allowing the operation of off-road vehicles within the Town limits of Alpine. Councilmember Burchard seconded.

Staff confirmed there were no changes between the second and third readings. A route map was added as an addendum, showing the designated connection through Town, beginning on Short Street, connecting to Trail Drive, continuing to Greys River Road, and leading to the trailhead. It was noted that the map was required by Wyoming Trails for funding purposes and is specific to this action item, with future trail mapping anticipated.

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

Resolution No. 2026-001 - Official Appointments of 2026:

Councilmember Burchard made a motion to approve Resolution No. 2026-001, designating the official appointments, assignments, and agencies of the Town of Alpine for calendar year 2026. Councilmember Larsen seconded.

Council identified several items requiring clarification, including corrections to term expiration dates for the Travel and Tourism Board and other boards and commissions. It was agreed that these date corrections could be addressed through a future amendment without delaying approval of the resolution.

Councilmember Larsen made a motion to amend the resolution to add Riley Horvoka as the Alpine Education Committee liaison for a one-year term ending December 31, 2026. The motion was seconded by Councilmember Burchard. The amendment passed unanimously.

Public Comment:

Patricia McQuade, a citizen of Alpine, provided public comment regarding the appointment of the Mayor Pro Tem, expressing concern about the selection process and the appointment of a Councilmember who was appointed rather than elected. The Mayor responded by explaining the intent to rotate the Mayor Pro Tem position among Council members and clarified that the role is primarily to preside over meetings in the Mayor's absence.

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

Resolution No. 2026-002 - Adopting Written Procedures For Evaluation Of Requests For Proposals For Grant-Funded Capital Projects:

Councilmember Larsen made a motion to approve Resolution No. 2026-002, adopting written procedures for the evaluation of requests for proposals for grant-funded capital projects. Councilmember Burchard seconded.

Assistant Clerk Sarah Greenwald explained that the resolution was developed to ensure compliance with state and federal grant requirements, following guidance received during the Safe Streets for All RFP process. Minor revisions were made to the document prior to the

meeting and reviewed by legal counsel. Staff confirmed that the evaluation criteria meet applicable CFR requirements.

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

Resolution No. 2026-003 - Establishing The Composition Of The Town Of Alpine Board Of Adjustment:

Councilmember Burchard made a motion to approve Resolution No. 2026-003, establishing the composition of the Town of Alpine Board of Adjustment. Councilmember Larsen seconded.

The Mayor explained that the Board of Adjustment had not been formally utilized in recent years and that the Land Use and Development Code requires clarification of its composition. The proposed structure includes members of the Planning and Zoning Commission, the Design Review Committee, and one additional appointed person. The intent is to provide a broader and more balanced review body and to avoid appeals being heard by substantially the same group that made the original decision. It was also clarified that appeals may arise from decisions made by the Planning and Zoning Administrator or the Building Official and that additional appeal options remain available to applicants.

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

Contract Increase – Alpine Pretreatment Program Development (JVA, Inc.):

Councilmember Larsen made a motion to the requested contract increase for the Alpine Pretreatment Program Development project with JVA, Inc. by increasing the not-to-exceed amount by \$5,200.00, for a revised project total not-to-exceed amount of \$18,900.00, and authorize the Mayor to execute any necessary amendment or documentation consistent with this action. Councilmember Burchard seconded.

Town Engineer Kevin Meagher explained that the additional costs resulted from expanded scope beyond the original industrial pretreatment permit development, including additional permitting work and design assistance related to the screw press system. JVA also provided support for addressing design issues and implementing necessary changes. The contract increase also covers preparation for and participation in an upcoming meeting with the Town's industrial user, Melvin Brewing, as well as any subsequent report revisions. Staff noted the amount is time-and-expense based and will not exceed the approved total without further Council authorization.

A minor mathematical discrepancy in JVA's letter was noted; staff confirmed the correct total amount is reflected in the staff report.

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

Resolution No. 2026-004 - Authorizing Staff To Submit A Grant Application To The Office Of State Lands And Investments for Workforce Housing Funding:

Councilmember Burchard made a motion to approve Resolution No. 2026-004, authorizing staff to submit a grant application to the Office of State Lands and Investments for workforce housing funding. Councilmember Larsen. seconded.

The Mayor explained that the State of Wyoming has allocated \$5 million through a grant program to address unmet workforce housing needs. The Town of Alpine owns a 1.5-acre parcel in Alpine Meadows, which presents a timely opportunity to pursue funding for workforce housing development. Due to the application deadline of January 30, 2026, staff recommended moving forward immediately.

Council discussed potential uses of the property, including housing for Town employees, law enforcement, educators, healthcare workers, and other essential workers. It was noted that the Town's land contribution would strengthen the application as an in-kind match. Staff confirmed that architects are assisting with preliminary concepts and cost estimates for inclusion in the application.

Council acknowledged financing limitations under Wyoming law but agreed that submitting the application is an important first step.

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

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 8:39 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on January 20th, 2025

Signed:

Attest:

Eric Green, Mayor

Sarah Greenwald, Town Assistant Clerk