



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-005**

**AN ORDINANCE ESTABLISHING FEES FOR ADMINISTRATIVE SERVICES, PUBLIC
RECORDS, CIVIC CENTER USE, RETURNED PAYMENTS, AND STAFF
REIMBURSEMENTS FOR THE TOWN OF ALPINE, WYOMING**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE,
WYOMING:**

SECTION 1. PURPOSE

The purpose of this Ordinance is to establish authority for the collection of fees for administrative services, public records, facility rentals, returned payments, and reimbursements for Town staff time and resources, in order to ensure that the Town of Alpine is fairly compensated for costs incurred in providing such services.

SECTION 2. DEFINITIONS

For purposes of this Ordinance, the following terms shall have the meanings set forth below:

- a) **“Actual Cost”** means the direct cost incurred by the Town for materials, labor, equipment use, contractor services, or other expenses required to provide a requested service.
- b) **“Community Program”** means a recurring class, meeting, or organized activity open to the general public and intended primarily for educational, civic, cultural, recreational, or wellness purposes, and not conducted for private profit, private events, or exclusive invitation-only gatherings, as determined by the Town.
- c) **“Due Date”** means the date on which payment is required as stated on an invoice, bill, permit, agreement, or written notice issued by the Town.
- d) **“Administrative Fee Schedule”** means the official schedule of fees adopted and amended from time to time by resolution of the Town Council, known as the Town of Alpine Administrative Fee Schedule Resolution.
- e) **“Nonprofit Organization”** means an organization recognized by the Internal Revenue Service as tax-exempt under Section 501(c) of the Internal Revenue Code.
- f) **“Regular Business Hours”** means the official hours during which Town Hall is open to the public, as established by the Town and posted publicly.
- g) **“Resident”** means a person whose primary residence is located within the Alpine Fire District boundaries.

SECTION 3. ADMINISTRATIVE FEE SCHEDULE AUTHORITY

The fees and reimbursement rates authorized by this Ordinance shall be established and shall be amended from time to time by resolution of the Town Council through the Town of Alpine Administrative Fee Schedule Resolution.

The Administrative Fee Schedule Resolution shall have the full force and effect of law.

The Town Council retains the authority to amend the Administrative Fee Schedule Resolution without requiring amendment of this Ordinance.

SECTION 4. AUTHORIZED FEES AND CHARGES

ADMINISTRATIVE SERVICES

a) Copies

- i. **Copy Fees.** A fee shall be charged for photocopies or printed copies of documents or public records.
- ii. **Standard Size Copies.** Standard copy fees shall apply to documents printed on standard paper sizes as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.
- iii. **Nonstandard Copy Charges.** Charges for copies produced in non-standard sizes, specialty formats, color printing, or large-format reproduction shall be determined by the Town based on Actual Cost or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) Notary Services

- i. **Notary Fee Authority.** A fee shall be charged for each notarization performed by Town staff.
- ii. **Fee Establishment.** Such fee, including any distinctions based on residency status or other classifications authorized by the Town, shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC RECORDS

a) Public Records Access

- i. **Compliance with State Law.** Access to public records maintained by the Town of Alpine shall be provided in accordance with the Wyoming Public Records Act.

- ii. **Inspection of Records.** Public records shall be available for inspection at Town Hall during Regular Business Hours at no charge, provided the records are readily available and do not require staff research, compilation, or redaction.

b) **Copies and Staff Time**

- i. **Copies of Records.** A fee shall be charged for copies, reproductions, or electronic transmission of public records.
- ii. **Staff Time.** Fees shall be charged for staff time required to locate, review, redact, compile, or prepare records when such work exceeds routine administrative effort.
- iii. **Fee Schedule.** Fees for copies, reproduction, electronic transmission, and staff time shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Extensive or Extraordinary Requests**

- i. **Definition.** A request shall be deemed "extensive or extraordinary" if the Town Clerk reasonably estimates that processing the request will require any of the following: i. more than one and one-half (1.5) hours of cumulative staff time to locate, review, redact, compile, or prepare the records; ii. retention of an outside contractor, vendor, or legal counsel to review or redact the records; iii. production of more than one hundred (100) pages of copies or electronic records; or iv. estimated total cost to the requester exceeding two hundred fifty dollars (\$250.00.)
- ii. **Written Cost Estimate.** Upon determining that a request is extensive or extraordinary, the Town Clerk shall provide the requester with a written, itemized cost estimate within a reasonable time and shall identify the basis for the estimate.
- iii. **Advance Payment Required.** Where a request is determined to be extensive or extraordinary, the Town shall require advance payment of the estimated cost, or fifty percent (50%) of the estimated cost, prior to processing. Work shall not commence until payment is received.
- iv. **Reconciliation.** Upon completion of the request, the Town shall reconcile the actual cost against the advance payment. Any overpayment shall be refunded to the requester, and any underpayment shall be billed to and paid by the requester prior to release of the records.
- v. **Right to Modify or Withdraw Request.** A requester may modify or withdraw the request at any time after receiving the cost estimate. If withdrawn before work commences, any advance payment shall be refunded in full, less actual costs already incurred.

PAYMENTS AND ACCOUNTS

a) Returned Payments

- i. **Fee Authority.** A fee shall be charged for each check, ACH, or other form of payment returned for insufficient funds, account closure, or other reason for non-payment.
- ii. **Fee Establishment.** The amount of such fee shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) Accounts Receivable Charges

- i. **Late Fee.** A late fee shall be assessed on any invoice, bill, or other amount owed to the Town that is not paid by the Due Date as established by the most recently adopted Administrative Fee Schedule Resolution.
- ii. **Interest.** Interest shall accrue on unpaid balances as established by the most recently adopted Administrative Fee Schedule Resolution.
- iii. **Collection Remedies.** The Town shall pursue all lawful collection remedies for unpaid balances, including collection agency referral, lien filing where authorized, or legal action.
- iv. **Administrative Implementation.** Administrative procedures related to billing, collection, and enforcement shall be established by resolution of the Town Council.

CIVIC CENTER

a) Civic Center Rental Fees

- i. **Rental Fee Authority.** Fees shall be charged for the rental and use of the Alpine Civic Center, including but not limited to the Main Event Area, Conference Room, Kitchen, and Entire Facility.
- ii. **Fee Amount and Schedule.** Rental fees and associated charges shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) Civic Center Rental Discounts

- i. **Resident Discount.** Residents of the Alpine Fire District shall receive a discount on Civic Center rental rates as established by the most recently adopted Administrative Fee Schedule Resolution.

ii. **Nonprofit Discount.** Registered Nonprofit Organizations shall receive a discount on rental rates as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution

A. To qualify, the organization must provide documentation verifying its tax-exempt status under Section 501(c) of the Internal Revenue Code and submit a Certificate of Insurance listing the Town of Alpine as an additional insured prior to the event.

iii. **Community Program Rate.** Community Programs shall be assessed a fee as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution. Community Program organizers must provide either:

A. a deposit as established by the most recently adopted Administrative Fee Schedule Resolution, or

B. a valid credit or debit card on file for incidentals.

Program organizers shall also sign a Town liability waiver prior to the use of the facility.

c) **Civic Center Deposits**

i. **Deposit Requirement.** A deposit shall be required for Civic Center rentals unless a valid credit or debit card is maintained on file for incidentals.

ii. **Deposit Amount and Timing.** Deposit amounts shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

iii. **Use of Deposit or Card.** The Town shall charge the card on file or retain the deposit for damages, excessive cleaning, or violations of rental policies.

d) **Tables and Chairs Rental**

i. **Tables and Chairs Fee Authority.** Fees shall be charged for the rental or use of Civic Center tables and chairs, whether used inside or outside of the facility.

ii. **Fee Amount and Schedule.** Such fees shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC PARK AND GAZEBO USE

a) **Marge Grover Park Gazebo**

- i. **General Use.** The gazebo located at Marge Grover Park is a public facility available for general use by the public on a first-come, first-served basis and is not subject to reservation or rental.
- ii. **No Rental Fee.** Use of the gazebo and surrounding park area shall not require a rental fee.
- iii. **Public Access.** Use of Marge Grover Park or the gazebo shall not unreasonably restrict or prevent general public access to the park.
- iv. **Special Events.** Organized events, gatherings, or activities that may involve amplified sound, large attendance, temporary structures, food service, alcohol service, or other activities requiring Town oversight shall require a **Special Event Permit** as determined by the Town.
- v. **Use of Adjacent Civic Center Grounds.** If an event associated with the use of Marge Grover Park extends onto the grounds of the Alpine Civic Center, including the lawn or outdoor areas surrounding the Civic Center facility, the event shall be subject to Civic Center rental policies and applicable fees established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

STAFF REIMBURSEMENT

a) **Mileage**

- i. **Mileage Reimbursement Rate.** Reimbursement shall be charged at the current Internal Revenue Service reimbursement rate or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) **Administrative Staff Time**

- i. **Administrative Staff Time Reimbursement.** Reimbursement shall be charged for administrative staff time expended on services beyond routine duties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Field Staff Work**

- i. **Field Staff Work Reimbursement.** Reimbursement shall be charged for work performed by Town public works or field staff on behalf of outside parties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

d) **Public Works Equipment and Services**

- i. **Equipment and Services Reimbursement.** Reimbursement shall be charged for the use of Town equipment, vehicles, or specialized services.
- ii. **Cost Calculation.** Charges shall be calculated at Actual Cost plus an administrative percentage as established by the most recently adopted Administrative Fee Schedule Resolution.

e) **Postage and Shipping**

- i. **Postage and Shipping Costs.** Actual postage or shipping costs shall be charged for mailing or delivery of requested documents or items.

GENERAL PROVISIONS

- a) **Fee Schedule Authority.** Specific rates for each service authorized by this Ordinance shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution and shall be amended from time to time as deemed necessary by the Town Council.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, the remaining portions shall not be affected.

SECTION 6. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 5th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading on the 19th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>		<i>Mayor Green:</i>	
<i>Nays:</i>		<i>Burchard:</i>	
<i>Abstentions:</i>		<i>Larsen:</i>	
<i>Absent:</i>		<i>Wierda:</i>	
		<i>Scaffide:</i>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the foregoing Ordinance No. 2026-005 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the foregoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer