



# TOWN COUNCIL REGULAR MEETING MINUTES

May 5, 2026 / 250 River Circle - Alpine, WY 83128

---

## CALL TO ORDER

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

## ROLL CALL

Clerk Chenault conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established. Town Attorney James Sanderson was also in attendance.

## EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel, litigation, and confidential legal matters. Councilmember Burchard seconded **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

## RECONVENE INTO REGULAR SESSION

The Council reconvened into Regular Session at 7:00 p.m.

## ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. 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

**Bills to Pay:** April 16, 2026, through May 5, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report April 16, 2026, through May 5, 2026, Councilmember Burchard

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

## **REPORTS**

### **Mayor's Report – Eric Green**

Mayor Green announced that the Town had extended an offer to Riley Hovorka for the position of Town Administrator and that she had accepted the position.

Mayor Green shared that Hovorka currently serves as the Town Clerk for the Town of Jackson, where she manages council operations, public meetings, records, and compliance matters. He further noted that she previously worked with the Wyoming Water Development Commission supporting public projects and statewide initiatives. Mayor Green stated that Hovorka holds a Master of Public Administration from Boise State University and is a Certified Municipal Clerk.

Mayor Green also noted that Hovorka is an Alpine resident and has been active in the community through the Alpine Education Foundation. Due to her appointment, the Town would be seeking a new liaison to the Foundation.

He explained that Hovorka would begin working with the Town on a flexible transition schedule beginning May 18, 2026, through June 26, 2026, with her first full-time day as Town Administrator scheduled for June 29, 2026.

Mayor Green thanked the Town of Jackson for assisting with the transition process and stated he was excited for Hovorka to begin.

### **Public Works Director Report – Craig Leseberg**

Public Works Director Craig Leseberg reported that the AMI meter project was approximately 99% complete with four meters remaining to be switched out. He stated the system was functioning well and significantly improving operations..

## **WORK SESSION ITEMS**

### **Discussion – Ordinance No. 2026-004**

#### **Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire**

Clerk Chenault explained that the item had been placed under Work Session Items rather than as a second reading because Council had previously raised questions regarding setback distances and other ordinance language revisions that required additional discussion.

Council discussion focused primarily on setback requirements for recreational fires and portable outdoor fireplaces. Councilmembers expressed concern that the originally proposed 25-foot setback requirement would be difficult to achieve on smaller residential lots throughout Alpine.

Councilmember Larsen stated that many lots within Town limits are small enough that the proposed setback could become impractical.

Discussion included:

- Maintaining recreational fires at a maximum size of three feet in diameter and two feet in height;
- Reducing recreational fire setbacks to 15 feet;
- Reducing portable outdoor fireplace setbacks to 10 feet;
- Requiring portable outdoor fireplaces to contain spark arrestors or screening devices; and
- Enforcement concerns regarding undefined setback standards.

Town Attorney Jim Sanderson advised that establishing defined setback standards helps ensure uniform enforcement and avoids arbitrary interpretation.

Council also reviewed revisions to the ordinance's civil penalty section. Mayor Green noted that the revised language established a maximum civil penalty of \$750 per violation, consistent with other Town ordinances.

Clerk Chenault further advised that repeal of the existing ordinance would also remove current fireworks language unless specifically reinserted into the revised ordinance. Council discussed retaining existing language allowing limited fireworks discharge surrounding the Fourth of July holiday.

Consensus was reached to:

- Establish a 15-foot setback for recreational fires;
- Establish a 10-foot setback for portable outdoor fireplaces; and
- Add a fireworks section mirroring the existing ordinance language.

The ordinance will return for formal consideration at a future meeting.

## **ACTION ITEMS**

### **2nd Reading of Ordinance No. 2026-008 – Interim Permitting Update:**

Councilmember Burchard made a motion to approve 2nd Reading of Ordinance No. 2026-008 – Interim Permitting Update. Councilmember Larsen seconded the motion.

Mayor Green asked whether there had been any revisions between first and second reading. Clerk Chenault and Town Attorney Jim Sanderson confirmed that no changes had been made.

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

### **3rd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice**

#### **Requirement:**

Councilmember Scaffide made a motion to approve 3rd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice Requirement. Councilmember Larsen seconded the motion.

Mayor Green explained that the ordinance standardizes notification requirements throughout the Town's Land Use and Development Code, noting that current notification standards vary throughout existing code sections.

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

### **2nd Reading of Ordinance No. 2026-005 - Establishing Fees For Administrative Services, Returned Payments, And Staff Reimbursements:**

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2026-005 - Establishing Fees For Administrative Services, Returned Payments, And Staff Reimbursements. Councilmember Burchard seconded the motion.

Discussion included clarification that the ordinance establishes the framework for fees, while the specific fee schedule will later be adopted by resolution during the third reading process.

Mayor Green asked whether any changes had been made since first reading. Clerk Chenault stated that no substantive changes had been made.

Clerk Chenault encouraged Councilmembers to review the proposed fee schedule prior to third reading and provide any feedback or concerns regarding fee amounts.

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

### **2nd Reading of Ordinance No. 2026-010 - Dead Horse PUD:**

Councilmember Burchard made a motion to approve 2nd Reading of Ordinance No. 2026-010 - Dead Horse PUD. The motion was seconded by Councilmember Larsen.

Town Attorney Jim Sanderson identified a clerical correction within the ordinance language regarding ordinance numbering references related to the Alpine Business Park Addition and associated preliminary and final plat approvals.

The Council reviewed the corrected language and confirmed the revisions reflected in the clean version of the ordinance.

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

**Well #4 Connection Project – Engineering Services Selection and Agreement Approval:**

Councilmember Burchard made a motion to approve Well #4 Connection Project – Engineering Services Selection and Agreement Approval. Councilmember Larsen seconded the motion.

Mayor Green introduced the item regarding selection of an engineering firm for the Well #4 Connection Project design services.

Clerk Chenault explained that the Town had received grant funding covering approximately 50% of the overall project costs associated with connecting the Well #4 service area into the Town water system. She stated the current action related only to engineering and design services for the project.

The Council reviewed proposals submitted by Sunrise Engineering and Jorgensen Engineering.

Ryan Erickson of Sunrise Engineering explained that the proposal included separate line items for bidding and construction administration services, including advertisement for bids, pre-bid meetings, and contractor coordination during the bidding process.

Council discussion included:

- Comparison of the two engineering proposals;
- Existing familiarity Sunrise Engineering has with the Town’s water system and Water Master Plan;
- Potential project cost savings;
- The value of continuity with the Town’s current engineering consultants.

Councilmember Larsen stated he supported Sunrise Engineering due to the firm’s familiarity with the Town infrastructure and ongoing engineering work.

Councilmember Scaffide asked whether selecting the lower proposal amount would leave additional grant funding available for project construction costs. Mayor Green stated that reducing engineering costs could help preserve funding flexibility for the overall project budget.

Councilmember Larsen made a motion to amend the motion to specifically select Sunrise Engineering for design services related to the Well #4 Connection Project and authorize Mayor Green to execute all related engineering services agreements. Councilmember Burchard seconded the amendment.

**Voting Yea on amendment:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

**Voting Yea on amended motion:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

**Resolution No. 2026-022 - Boardwalk II Lot 18 Annexation Petition Certification:**

Councilmember Burchard made a motion to approve Resolution No. 2026-022 - Boardwalk II Lot 18 Annexation Petition Certification. Councilmember Larsen seconded the motion.

Clerk Chenault stated that the annexation application and petition materials had been reviewed and determined complete. She noted that the annexation public hearing was proposed for June 16, 2026, at 6:30 p.m.

Mayor Green observed that the resolution did not specify the hearing location. Clerk Chenault recommended amending the resolution to clarify that the hearing would be held at Town Hall Council Chambers.

Councilmember Scaffide asked whether the annexation report would include utility impact information and estimated connection costs associated with the development. Clerk Chenault confirmed that the annexation report would include analysis regarding utility service availability, projected water and sewer connections, and estimated infrastructure impacts.

Discussion also included the anticipated development concept for the property, including approximately 24 apartment units based on the current project concept.

Councilmember Burchard made a motion to amend the resolution to specify that the annexation public hearing would be held June 16, 2026, at 6:30 p.m. at Town Hall Council Chambers. Councilmember Larsen seconded the amendment.

**Voting Yea on amendment:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

**Voting Yea on amended motion:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

**Request from Melvin Brewing Company – Proposed Warehouse Facility:**

The Council considered a request from Melvin Brewing Company to proceed with submission of a construction permit application for a proposed 20,000 square foot warehouse facility located at 624 County Road 101.

No motion was made by the Council.

Mayor Green stated that the item would likely be revisited after additional information was obtained.

No action was taken.

**Resolution No. 2026-019 – A Resolution Adopting and Accepting the Mill Levy Tax Base of Five (5) Mills for Fiscal Year 2027:**

Councilmember Burchard made a motion to approve Resolution No. 2026-019 – A Resolution Adopting and Accepting the Mill Levy Tax Base of Five (5) Mills for Fiscal Year 2027. Councilmember Larsen seconded.

Clerk Chenault explained that the resolution clarifies the statutory allocation of mill levies between the Town and the Fire District. She stated that under state law, because the fire district exists within incorporated Town boundaries, the Town’s levy is reduced by the Fire District levy amount.

Chenault explained that:

- The Fire District receives three (3) mills; and
- The Town retains five (5) mills of the total eight (8) mills assessed.

Councilmember Scaffide asked about the estimated dollar amount represented by the Fire District’s three mills. Clerk Chenault stated she would calculate the amount based on the incorporated district valuation information.

No additional discussion was held.

Motion carried unanimously.

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

**TABLED ITEMS**

**Discussion: Town of Alpine Safety Manual**

Mayor Green asked whether Council wished to revisit the Town of Alpine Safety Manual.

No discussion occurred and no action was taken.

**PUBLIC COMMENT**

Mayor Green opened the floor for public comment. No public comment was offered.

**EXECUTIVE SESSION**

Councilmember Larsen moved to enter Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel, litigation, and confidential legal matters. The motion was seconded.

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

**Council entered executive session at 7:47 p.m.**

**ADJOURNMENT**

Councilmember Larsen made a motion to adjourn. Councilmember Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

**The meeting adjourned at 8:34 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 March 19<sup>th</sup>, 2026

Signed:

Attest:

---

Eric Green, Mayor

---

Monica Chenault, Town Clerk