



TOWN COUNCIL REGULAR MEETING MINUTES

April 21, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii) to consider the appointment, employment, or dismissal of a public employee. 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.

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.

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

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

- (a) Town Council Minutes: March 17, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the March 17, 2026, Town Council Meeting Minutes, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried..
- (b) Bills to Pay: March 18, 2026, through April 16, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report March 18, 2026, through April 16, 2026, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried..
- (c) Draft Financial Report: February 28, 2026: Councilmember Larsen made a motion to approve the Draft Financial Report: February 28, 2026. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried..
- (d) Special Event Permit Applications and Fee Waivers for Town Events: Councilmember Larsen made a motion to approve Special Event Permit Applications and Fee Waivers for Town Events. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried
- (e) Special Event Permit Application – Artisan Farmers Market & Summer Events: Councilmember Larsen made a motion to approve Special Event Permit Application – Artisan Farmers Market & Summer Events. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.
- (f) Special Event Permit Application – Salomon Marquina 'Carnaval' (April 26th, 2026): Councilmember Larsen made a motion to approve Special Event Permit Application – Salomon Marquina 'Carnaval' (April 26th, 2026). Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.
- (g) Resolution No. 2026-020 - Nurses Day Proclamation: Councilmember Larsen made a motion to approve Resolution No. 2026-020 - Nurses Day Proclamation. 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 explained the removal of the PUD discussion item from the agenda and stated that future discussions regarding the land use development code and PUD process would be handled comprehensively at a later date.

Engineering Report – Jorgensen Engineering

Kevin Meagher reported the following:

- Staff has been working through capital budgets and repair/maintenance budgeting.
- Discussions continued regarding Trail Drive water line sizing, fire line requirements, and design standards.
- Work continues on the wastewater treatment plant UV light replacement and pretreatment plant improvements.
- Staff is reviewing performance bond and warranty matters associated with Cambrian.
- Industrial waste permitting work continues.
- Radio read meter installations are nearing completion, including larger meters at the Mega Well.
- Work continues on CORE Main invoicing and DEQ permits for Nelson Lane and Overlook Circle.

Planning & Zoning Report – Melisa Wilson

Melisa Wilson reported that Planning & Zoning continues reviewing and updating the Land Use Development Code (LUDC). She stated that the Commission recently held a work session focusing on grading permits and related code provisions.

Wilson explained that the Commission has identified approximately 150 areas within the code requiring review or clarification and acknowledged that the process will take significant time due to the interconnected nature of the code.

She encouraged public participation and input during the review process.

Mayor Green thanked the Commission for its work.

Events Committee Report - Andrea Burchard

Councilmember Burchard reported:

- Five Winter Jubilee scholarships were awarded to graduating Star Valley seniors.
- The Easter Egg Hunt was successful despite inclement weather.
- The final Bingo event of the season drew approximately 140 attendees.
- Upcoming events include the Mother's Day Market in May, Mountain Days on June 26–28, and Fourth of July celebrations.

Economic Development/ Travel & Tourism Reports – Jeremiah Larsen

Councilmember Larsen discussed both Alpine Travel & Tourism and Lincoln County Travel & Tourism matters.

Larsen stated:

- Lincoln County Travel & Tourism recently reviewed grant applications and branding proposals.
- Alpine Travel & Tourism would be facing difficult funding decisions due to lower lodging tax revenues tied to reduced winter tourism and low snowfall.
- Approximately \$450,000 in funding requests had been submitted against an estimated budget of roughly \$220,000.
- The committee would focus on its mission of supporting tourism promotion and projects benefiting Alpine residents and businesses.

Lincoln County Chief of Staff Update - Stephen Allen

Stephen Allen provided an extensive update regarding county and legislative matters, including:

- Legislative updates concerning property tax relief measures and the proposed 50% property tax referendum.
- Impacts to counties and special districts associated with reduced property tax revenue.
- Economic concerns surrounding tourism declines and future coal industry reductions.
- Positive sales tax impacts associated with TerraPower and energy projects.
- County efforts to collect sales tax revenue associated with large industrial component storage.
- EMS district discussions and ballot considerations.
- Ongoing discussions regarding expanding the Lincoln County Commission from three to five commissioners.
- County support for Alpine annexation efforts and planning initiatives.
- Concerns regarding fireworks restrictions due to anticipated dry conditions.
- Support opportunities available through the County for grants and economic development initiatives.
- Housing and infrastructure studies being conducted through the Wyoming Business Council.
- Wildfire preparedness and emergency management planning.
- County sewer and septic capacity improvements.
- Economic development initiatives throughout Lincoln County.
- Continued work on livestreaming County Commission meetings and related infrastructure costs.

Council discussion followed regarding commissioner districts, livestreaming, and county representation.

PUBLIC HEARINGS

Public Hearing: Retail Liquor License Application - Triple JL Companies d/b/a Alpine Standard (120 US Highway 89): *This item is a public hearing before the Town Council to consider a Retail Liquor License application submitted by Triple JL Companies, doing business as Alpine Standard, for the property located at 120 US Highway 89.*

Mayor Green opened the public hearing regarding the Retail Liquor License Application submitted by Triple JL Companies d/b/a Alpine Standard for property located at 120 US Highway 89.

No public comments were received. Mayor Green closed the public hearing.

Public Hearing: Planned Unit Development (PUD) Application - Dead Horse Development, LLC (Alpine Business Park Addition, 856 Elkhorn Drive): *This item is a public hearing before the Town Council to consider the Planning and Zoning Commission's recommendation for approval of a Planned Unit Development (PUD) submitted by Dead Horse Development, LLC.*

Mayor Green opened the public hearing regarding the Planned Unit Development application submitted by Dead Horse Development, LLC.

Rex Doornbos presented the project, explaining that:

- The project consists of approximately 24,000 square feet in two commercial buildings.
- The proposed PUD would allow the individual commercial units to be separately owned and sold.
- Shared maintenance, parking, and common area management would be governed through CC&Rs.
- The project is intended to provide smaller, more affordable ownership opportunities for local businesses.
- The project was nearing completion with anticipated occupancy beginning in summer 2026.

Discussion followed regarding ERU allocation and future utility assessments for tenant improvements.

No additional public comments were received. Mayor Green closed the public hearing.

ACTION ITEMS

Resolution No. 2026-016 - A Resolution Repudiating Unauthorized Communication and Clarifying the Official Position of the Town of Alpine:

Councilmember Larsen made a motion to approve Resolution No. 2026-016 - A Resolution Repudiating Unauthorized Communication and Clarifying the Official Position of the Town of Alpine. Councilmember Burchard seconded the motion.

own Attorney Jim Sanderson explained the resolution was necessary to clarify that an email sent from a Town email account did not represent the official position of the Town.

Councilmember Scaffide stated that the communication had been sent in good faith but acknowledged it had been sent from the wrong email account and committed to following established processes moving forward.

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

Resolution No. 2026-017 - A Resolution Appointing the Water Commissioner for the Town of Alpine:

Councilmember Burchard made a motion to approve Resolution No. 2026-017 - A Resolution Appointing the Water Commissioner for the Town of Alpine. Councilmember Larsen seconded.

Clerk Chenault explained the appointment was required by ordinance.

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

Resolution No. 2026-018 - A Resolution Approving the Town of Alpine’s Submission to Voters of The Town of Alpine a Lodging Tax Question on the 2026 Election Ballot:

Councilmember Burchard made a motion to approve Resolution No. 2026-018 - A Resolution Approving the Town of Alpine’s Submission to Voters of The Town of Alpine a Lodging Tax Question on the 2026 Election Ballot. Councilmember Wierda seconded the motion.

Councilmember Larsen explained:

- The lodging tax must be renewed every four years.
- The current proposal would continue the existing 1% lodging tax.
- Revenues support tourism promotion activities and community events.
- The lodging tax structure and revenue sharing formula through the State and County were reviewed.

Additional council discussion followed regarding lodging tax percentages and projected revenues.

Council discussion followed regarding lodging tax percentages and projected revenues.

Councilmember Larsen made a motion to amend the final paragraph of the resolution language regarding the lodging tax ballot question. Councilmember Scaffide seconded the motion.

Motion to amend carried unanimously.

Mayor Green asked councilmembers for input regarding whether the lodging tax should remain at 1% or increase to 2%.

The amended resolution was then voted upon.

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

Resolution No. 2026-021 - Authorizing certain improvements by the Alpine Education Foundation, Inc. at the leased premises located at 200 Buffalo Drive:

Councilmember Burchard made a motion to approve Resolution No. 2026-021 - Authorizing certain improvements by the Alpine Education Foundation, Inc. at the leased premises located at 200 Buffalo Drive. The motion was seconded by Councilmember Larsen.

Gina Corson presented plans for Council review. Dave Jenkins also addressed the Council.

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

1st Reading of Ordinance No. 2026-008 – Interim Permitting Update:

Councilmember Larsen made a motion to approve 1st reading of Ordinance No. 2026-008 - Interim Permitting Update. Councilmember Burchard seconded the motion.

Gina Corson explained the purpose of the ordinance and the proposed interim permitting changes.

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

2nd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice Requirement:

Councilmember Scaffide made a motion to approve 2nd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice Requirement. Councilmember Burchard seconded the motion.

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

Consideration of Retail Liquor License Application – Triple JL Companies, d/b/a Alpine Standard:

Councilmember Scaffide made a motion to approve Retail Liquor License Application – Triple JL Companies, d/b/a Alpine Standard. Councilmember Wierda seconded.

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

Consideration of Dead Horse Permit Extension Fee Modification Request:

Councilmember Larsen made a motion to approve a prorated quarterly extension fee of \$750 per permit in lieu of the standard \$3,000 annual extension fee for Dead Horse permits. Councilmember Burchard seconded.

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

Consideration of Reimbursement Request for Sewer Diagnostic Services – 399 Columbine St:

Councilmember Burchard made a motion to approve or deny reimbursement of the sewer diagnostic expense for 399 Columbine St. Councilmember Larsen seconded.

Town Attorney Jim Sanderson advised against reimbursement, stating it could establish an unfavorable precedent and noted that a governmental claim would need to be filed.

The property owner addressed the Council.

Councilmember Burchard withdrew the motion. No action was taken.

Consideration of Planned Unit Development (PUD) Application - Dead Horse Development, LLC:

Councilmember Larsen made a motion to approve the Planned Unit Development (PUD) for Dead Horse Development, LLC, subject to the conditions outlined in the Planning and Zoning Commission’s recommendation, including ERU allocation, CC&R finalization, and compliance with all applicable regulations. Councilmember Wierda seconded.

During discussion, Council determined the PUD approval required adoption by ordinance.

A brief recess was taken while Ordinance No. 2026-010 was prepared and distributed.

Clerk Chenault read the ordinance into the record.

Councilmember Larsen made a motion to approve 1st reading of Ordinance 2026-010.
Councilmember Burchard seconded. Motion carried.

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

1st Reading of Ordinance No. 2026-003 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks:

Councilmember Larsen made a motion to approve 1st Reading of Ordinance No. 2026-003 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks. Councilmember Burchard seconded.

Mayor Green noted the Council had held several work sessions and received substantial public comment regarding the proposed ordinance. He suggested implementation beginning in 2027.

Councilmember Scaffide expressed concerns regarding enforcement capabilities and stated discomfort with a blanket prohibition.

Councilmember Larsen made a motion to table 1st Reading of Ordinance No. 2026-003 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks. Councilmember Burchard seconded.

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

1st Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire:

Councilmember Wierda made a motion to approve 1st Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire. Councilmember Larsen seconded.

Council discussed fee structures and setback requirements.

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

1st Reading of Ordinance No. 2026-005 - Establishing Fees for Administrative Services, Returned Payments, And Staff Reimbursements:

Councilmember Burchard made a motion to approve 1st Reading of Ordinance No. 2026-005 - Establishing Fees for Administrative Services, Returned Payments, And Staff Reimbursements. Councilmember Scaffide seconded.

Clerk Chenault explained the purpose of the ordinance and noted an accompanying resolution would be included in a future meeting packet.

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

1st Reading of Ordinance 2026-006 - Amended Budget FY 2026:

Councilmember Larsen made a motion to approve 1st reading of Ordinance No. 2026-006, Amended Budget for Fiscal Year 2026, with the understanding that capital projects have not yet been fully reviewed and will be addressed prior to second reading. Councilmember Burchard seconded.

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

1st Reading of Ordinance No. 2026-007 - Budget FY 2027:

Councilmember Burchard made a motion to approve 1st reading of Ordinance No. 2026-007, Budget for Fiscal Year 2027, with the understanding that capital projects have not yet been fully reviewed and will be addressed prior to second reading. Councilmember Larsen seconded the motion.

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

Consideration of Amendment No. 1 to Lease Agreement between the Town of Alpine and Alpine Education Foundation, Inc:

Councilmember Larsen made a motion to approve Amendment No. 1 to the Lease Agreement between the Town of Alpine and Alpine Education Foundation, Inc., and authorize Mayor Eric Green to sign the amendment on behalf of the Town of Alpine. Councilmember Burchard seconded.

Town Attorney Jim Sanderson advised that Item No. 2 regarding a proposed 30-foot flagpole should be amended due to easement concerns.

Councilmember Larsen made a motion to amend the agreement by reducing the proposed flagpole height from 30 feet to no more than 19 feet. Councilmember Burchard seconded the amendment.

Voting Yea on Amendment: Councilmember Larsen, Councilmember Scaffide, Mayor Green, Councilmember Burchard, Councilmember Wierda. Motion carried. **Voting Abstain:** Councilmember Scaffide. Amendment carried.

Council then voted on the amended lease agreement.

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

Alpine Well #4 Transmission Pipeline 2026 Project Agreement:

Councilmember Burchard made a motion to approve the Alpine Well #4 Transmission Pipeline 2026 Project Agreement and authorize Mayor Eric Green to sign the agreement on behalf of the Town of Alpine. Councilmember Scaffide seconded.

Clerk Chenault explained that the next step in the project process would be engagement of an engineering firm.

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

TABLED ITEMS

Discussion: Town of Alpine Safety Manual

Council discussed having staff review the manual and make additional adjustments.

The item remained tabled.

PUBLIC COMMENT

Mayor Green opened the floor for public comment.

Public comments included:

- Concerns regarding Alpine Meadows property issues.
- Additional comments regarding proposed fireworks regulations.

Mayor Green called a brief five-minute recess.

EXECUTIVE SESSION

Councilmember Larsen made a motion 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 9:44 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 10:15 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 17th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk