



TOWN COUNCIL MEETING MINUTES

October 07, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER Mayor Green called the meeting to order at 7:00 PM.

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

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, and Councilmember Burchard. A quorum was established. Also in attendance was Town Attorney James Sanderson.

ADOPT THE AGENDA: Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember 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: September 16, 2025, Town Council Meeting Minutes, and September 30, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the Town Council Minutes: September 16, 2025, Town Council Meeting Minutes, and September 30, 2025, Town Council Meeting Minutes, Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Bills to Pay Report: 09/17/2025-10/03/2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: 09/17/2025-10/03/2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (c) Snake River MEP Invoice-006: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-006. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

- (d) Snake River MEP Invoice-007: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-007. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that new carpet has been installed in the Town Hall and that the office staff repainted the walls, including accent colors. He expressed appreciation for their efforts, noting that the updates were long overdue and greatly improved the appearance of the building.

Mayor Green provided an update on the Semiquincentennial Committee, stating that the group has met approximately four times and is currently brainstorming ideas. He noted that several concepts are taking shape and that he will provide further updates as plans develop.

Mayor Green also mentioned that the new town signs have received positive feedback, with other municipalities expressing admiration. He stated that he is proud of the improvements and humorously added that he is somewhat envious of another town's mural, suggesting Alpine may consider a similar project in the future.

Clerk/Treasurer Report – Monica Chenault:

Clerk Chenault reported that on September 23, she and Assistant Clerk Greenwald attended the *Safe Streets for All* kickoff meeting. The Town is currently in the early stages of drafting a Request for Proposals (RFP) for consultant services related to the Transportation Master Plan and Safe Streets Demonstration Project. The goal is to complete the draft RFP within the next week and present it to the Town Council for review and approval prior to advertising for proposals.

Clerk Chenault also provided an update on the revisions to the Utility Procedure and Utility Billing Fee Ordinances. She noted that staff, Mayor Green, and Amy have all reviewed and contributed to the revisions. The revised drafts incorporate feedback received during the recent work session. The updated ordinances are expected to be distributed to Council by October 13 for review, with the first reading anticipated on October 21, barring any significant changes. The Capacity Fee Ordinance has not been modified since the initial work session and will be presented as previously discussed.

Clerk Chenault further reported that Wade Hershey with RCPA recently completed the self-audit portion of the F-66 financial report. She finalized the remainder of the report and submitted it earlier in the day. In addition, she confirmed that the Fiscal Year 2023–2024 has been officially closed out, and the Town is now operating under Fiscal Year 2024–2025.

Public Works Director Report - Craig Leseberg:

Public Works Director Leseberg reported that the Level I Master Plan is nearing completion. He spoke with Lonnie earlier in the day, who indicated that the final deliverables, including the GIS system components, should be completed within approximately ten days.

Director Leseberg noted that the Level III project remains under review within the state office, where it must pass through several divisions before a recommendation is made regarding support. Regardless of the outcome, the Town will present its case before the board in Casper on November 5.

He provided an update on the Radio Read Meter Project, stating that progress continues but at a slower pace than anticipated. The antenna installation is scheduled for October 18, after which the system will be fully operational as an Advanced Metering Infrastructure (AMI) system. Approximately 60 meters remain to be installed, and Director Leseberg is working on a plan to complete the remaining installations.

Director Leseberg also reported that the Pre-Treatment Plant is operational, and the screw press is scheduled to be started on Thursday. He noted that several issues remain to be addressed as part of the startup process.

Lastly, Director Leseberg announced that the long-requested engine brake signs have been installed. He expressed satisfaction that the project was completed in compliance with all legal requirements and noted that the signs look great.

Code Enforcement Officer Report - Tara Bender – Submitted in writing

ACTION ITEMS

AEF Business Plan:

Councilmember Larsen made a motion to accept the Alpine Education Foundation business plan. Councilmember Burchard seconded.

Discussion: Mayor Green stated that this item represents the final requirement necessary for the lease to become official. He noted that the Council has reviewed similar versions of the plan over the past year and a half and that the submitted version includes financial projections and related information. He acknowledged that some details, such as enrollment numbers, remain estimates but indicated that the plan fulfills the Town's expectations. Mayor Green also commended the Foundation for its recent fundraising success at the golf tournament which raised a significant amount of money for the project.

Councilmember Scaffide expressed concern that the plan appeared to include only a construction facility budget rather than an enrollment or operational budget. She noted that while the plan lists a net income figure, it does not appear to include details such as teacher salaries or other operational expenses.

Mayor Green clarified that the document represents the Alpine Education Foundation's business plan and not the charter school's governing budget. He stated that financial questions could be directed to Luke, who manages the Foundation's financial work and is available to meet with any Councilmember for further explanation.

Councilmember Scaffide inquired about site work activity at the project location, noting that it appeared construction had begun prior to the issuance of a building permit. Clerk Chenault clarified that while no building permit has been issued, Town code does not require a permit for lot grading or dirt work that is not directly related to building construction. Excavation for a foundation, however, must be performed in conjunction with an approved building permit.

No further discussion occurred.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Voting Abstain: Councilmember Scaffide. Motion carried, with all in favor except one abstention.

2024 Single Audit - Financial Report:

Councilmember Larsen made a motion to accept DeCoria & Company, PC 2024 Single Audit - Financial Report. Councilmember Burchard seconded.

Clerk Chenault explained that the single audit was required for Fiscal Year 2024 because the Town expended more than \$750,000 in grant funds received from the State, which originated from federal sources. She noted that entities receiving more than \$300,000 in direct federal grant funding, or \$750,000 in total federal pass-through funding, must complete a single audit.

She further explained that the Town's CPA, Wade Hirschi, does not perform single audits due to their technical complexity and the extensive review required. Only a few accounting firms in Wyoming are qualified to conduct single audits for municipalities, and DeCoria & Company, PC is one of those firms.

Councilmember Larsen added that the report identified one significant deficiency—Finding 2024-001—stating that the Town's staff size is not large enough to allow for complete segregation of duties in financial reporting. He noted that this is common among small municipalities and that the Town Council and management are aware of the condition and have made a conscious decision to accept the associated degree of risk.

No further discussion occurred.

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

Resolution No. 2025-043 - Appointing Gina Corson as Planning and Zoning Administrator:

Councilmember Burchard made a motion to approve Resolution No. 2025-043 - Appointing Gina Corson as Planning and Zoning Administrator. Councilmember Larsen seconded.

Mayor Green stated that when Ms. Corson was hired as Acting Planning and Zoning Administrator, she was placed on a 90-day probationary period. He noted that Ms. Corson has performed exceptionally well during that time and has demonstrated that she is the right person to assume the position permanently. Mayor Green commended her work and stated that many residents will have the opportunity to interact with her through various permitting processes.

No further discussion occurred.

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

Resolution No. 2025-044 - A Resolution Authorizing The Opening Of A Bank Account For Escrow Funds With First Bank of Wyoming:

Councilmember Burchard made a motion to Resolution No. 2025-044 - A Resolution Authorizing The Opening Of A Bank Account For Escrow Funds With First Bank of Wyoming. Councilmember Larsen seconded.

Mayor Green requested that Clerk and Treasurer Chenault provide an overview of the purpose of the new account. Clerk Chenault explained that the establishment of a separate escrow account is both an accounting best practice and a statutory requirement. Funds accepted by the Town as deposits from outside parties must be maintained separately from all other Town funds.

She noted that the account will hold security deposits from individuals renting Town property, as well as deposits collected for annexations and development-related fees. Clerk Chenault confirmed that the account will be non-interest-bearing, following guidance from both the Town Attorney and CPA, to prevent any obligation for the Town to pay interest upon refunding deposits.

No further discussion occurred.

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

Resolution No. 2025-042 - Appointing Councilmember Jeremy Larsen To The Employee Policy & Procedure Committee Effective October 7, 2025:

Councilmember Burchard made a motion to Resolution No. 2025-042 - Appointing Councilmember Jeremy Larsen To The Employee Policy & Procedure Committee Effective October 7, 2025. Councilmember Wierda seconded.

Clerk Chenault provided background information on the committee, noting that it was established in December 2023 by resolution to allow three Councilmembers and the Clerk to meet as an official committee. The committee was created to facilitate discussions regarding employee policies, procedures, and related issues without creating a quorum of the full Council. She explained that the Clerk, rather than the Mayor, calls committee meetings and that the committee's role is advisory—making recommendations to the Mayor and Council but not taking official action or making spending decisions.

Mayor Green stated that Councilmember Larsen was being nominated due to his seniority on the Council and prior experience serving as the employee liaison. He noted that this appointment would fill the current vacancy through the end of the year, with all committee appointments to be re-evaluated in January.

Councilmember Scaffide questioned whether the committee remained necessary now that the employee handbook has been completed and expressed a preference for limiting the committee to two Councilmembers. She also suggested that broader management perspectives, such as from Public Works Director Leseberg, could be valuable.

Mayor Green responded that the committee continues to play an important role in addressing employee issues and serves as a forum for collaboration and guidance. He added that employee matters are discussed regularly during the Town's weekly management meetings, which include the Clerk and Councilmember Burchard, ensuring coordination on personnel-related topics.

No further discussion occurred.

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

Resolution No. 2025-045 - A Resolution Recommending The Appointment Of Riley Hovorka To The Alpine Education Foundation Board As The Representative Of The Alpine Town Council:

Councilmember Larsen made a motion to Resolution No. 2025-045 - A Resolution Recommending The Appointment Of Riley Hovorka To The Alpine Education Foundation Board As The Representative Of The Alpine Town Council. Councilmember Burchard seconded.

Mayor Green explained that this position was established in the lease agreement for the charter school, which grants the Town Council the authority to appoint a community member to serve on the Alpine Education Foundation Board. He stated that Councilmember Wierda brought forward the recommendation of Riley Hovorka, whom he recently met and found to be highly qualified.

Mayor Green noted that Ms. Hovorka serves as the Town Clerk for the Town of Jackson and holds a master's degree in public administration. She has lived in Alpine for approximately four years and expressed a strong interest in becoming more involved in the community. Mayor Green commented that Ms. Hovorka was enthusiastic about the opportunity to serve in this

capacity and felt it would be a meaningful way to contribute to the town. The appointment would run through the end of the year, with future participation to be re-evaluated in January.

Councilmember Scaffide expressed concern that a public notice had not been issued for the position and stated that she had believed the appointment was intended to be filled by a Councilmember rather than a community member. Mayor Green clarified that the position could be filled by any community member and that no other candidates had been brought forward. He added that the Alpine Education Foundation must also ratify the appointment, which provides an additional level of review to ensure the selected representative is a good fit for the board.

No further discussion occurred.

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

Resolution No. 2025-046 - A Resolution Of The Town Council Of The Town Of Alpine, Wyoming, Recommending That The Lincoln County Commission Provide Live Streaming Of Commission Meetings For The Benefit Of The Public:

Councilmember Larsen made a motion Resolution No. 2025-046 - A Resolution Of The Town Council Of The Town Of Alpine, Wyoming, Recommending That The Lincoln County Commission Provide Live Streaming Of Commission Meetings For The Benefit Of The Public. Councilmember Scaffide seconded.

Mayor Green provided background on the resolution, noting that the topic of encouraging the Lincoln County Commission to live stream its meetings has been discussed multiple times over the past two years. He explained that commission meetings are held in Kemmerer on the first and third Tuesdays of each month, which makes in-person attendance challenging for residents of Alpine due to the two-hour drive. While the county currently allows participation through a limited virtual option in Afton, the Mayor emphasized that a public live stream would promote transparency, accountability, and accessibility. He added that the Town of Alpine's own success with live streaming meetings demonstrates the value of this practice and expressed appreciation that the resolution had been shared with other municipalities in the county.

Councilmember Scaffide expressed strong support for the resolution, stating that it reflects modern standards of accessibility and transparency. She shared that she and other Town representatives have raised the issue with the County Commission's Chief of Staff several times without much progress. Councilmember Scaffide emphasized that providing live streams is not only feasible with today's technology but also essential for residents across the large geographic area of Lincoln County who are unable to attend meetings in person. She added that this effort should extend beyond County Commission meetings to include the County Planning and Zoning Commission, as many county-level decisions directly affect municipalities.

Mayor Green noted that copies of the resolution were sent to all eight other municipalities in Lincoln County, and several towns had expressed interest in adopting similar resolutions.

Clerk Chenault confirmed that if approved, the resolution would be signed and forwarded to the Lincoln County Commission accompanied by a formal cover letter from the Town.

No further discussion occurred.

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

GENERAL PUBLIC COMMENT

- **Patricia McQuade**, Town of Alpine resident, addressed the Council regarding the Alpine Education Foundation Business Plan. She stated that after reviewing the plan, she was hoping to see additional financial detail. Ms. McQuade referenced pledged contributions noted from the Ferst Foundation and the Daniels Fund and questioned the timing of when those funds would be received, noting that the Daniels Fund typically does not allocate funding until a school is officially open.

She expressed concern that the plan lacked itemized cost details related to preparing the school site, including expenses for relocating the modular buildings, site work, water and sewer connections, and retrofitting requirements such as overhang adjustments. Ms. McQuade reiterated her ongoing concerns about the project's financial transparency and requested further information on student enrollment commitments, noting that a minimum of 100 students is required for operation and that enrollment projections remain uncertain.

- **Councilmember Burchard** recognized and congratulated Mr. Dan Dockstader for his 40 years of service with the *Star Valley Independent*. She expressed appreciation for his long-standing contributions to the community and his leadership in transitioning the publication into digital media.

Mayor Green and other Councilmembers joined in congratulating Mr. Dockstader and thanked him for his continued dedication to providing local news coverage. Council members commended the *Star Valley Independent* team for their outstanding coverage of local sports, noting the value it brings to families who are unable to attend games in person. Councilmember Burchard highlighted how meaningful it is for parents to watch their children compete through the paper's live coverage of volleyball, football, and other events, especially during state tournaments.

The Council also acknowledged the paper's growth and success in broadcasting statewide athletic events across multiple divisions, as well as the professional development of its staff, including former team members who have advanced into collegiate media roles.

Mayor Green and the Council collectively thanked Mr. Dockstader for his decades of service and contributions to the Star Valley community.

- **Anessa Melnik**, Alpine resident, addressed the Council regarding concerns about potential lighting impacts associated with the proposed charter school development. She stated that the area currently maintains dark skies and expressed concern that new parking lot lighting could disrupt the visibility of the night sky and affect neighboring properties. Ms. Melnik asked whether the planned lighting would comply with dark-sky standards, including motion sensors or dimming capabilities during nighttime hours.

Mayor Green responded that the Town has consistently encouraged the project developers to consider dark-sky preservation in their lighting plans. He noted that the Town recommended they implement lighting similar to that used at the Lincoln County Library, which adjusts brightness based on motion detection—brightening when activity occurs and dimming to approximately 25% when inactive.

Councilmember Larsen added that the Town of Alpine has existing ordinances regulating exterior lighting, including downward-facing fixtures and lumen limitations, which the project must comply with.

Mayor Green encouraged Ms. Melnik to contact the Clerk's Office to share her interest and ideas for a potential Dark Sky initiative.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter Executive Session to discuss legal matters. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. The Council entered Executive Session at 7:42 p.m.

Councilmember Larsen made a motion to exit Executive Session and reconvened the regular meeting at 8:26 p.m. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 8:27 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on October 21, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk