



TOWN COUNCIL REGULAR MEETING MINUTES

September 01, 2026 / 250 River Circle- Alpine, WY 83128

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the pledge of allegiance.

ROLL CALL

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

ADOPTION OF AGENDA

Councilmember Larsen made a motion to amend the agenda by removing items (d) Temporary Roundabout Demonstration Project in Alpine, (e) Rescheduling November 3, 2026, Town Council Meeting, (f) Transfer of Peaks Investment Account to Sewer Reserve, and (g) Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing from the consent agenda and adding them as action items (f), (g), (h), and (i) in the order listed on the consent agenda. Councilmember Burchard seconded.

The motion to amend the agenda carried unanimously.

Mayor Green then called for a vote on the motion to adopt the agenda as amended. **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

Town Council Meeting Minutes – August 18, 2026: Councilmember Larsen made a motion to approve August 18, 2026, Town Council Meeting Minutes. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Planning & Zoning Commission Meeting Minutes - June 30, 2026, and July 28, 2026: Councilmember Larsen made a motion to approve June 30, 2026, and July 28, 2026, Planning & Zoning Commission Meeting Minutes. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Bills to Pay: August 4, 2026 - September 1, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report August 4, 2026 - September 1, 2026. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

REPORTS

Mayor's Report – Eric Green:

Mayor Green reported that the temporary roundabout at Greys River Road and U.S. Highway 89 will be installed September 9 and remain through October 7. A QR code survey will be mailed to residents in the 83128 zip code and shared on the Town website and social media for broader participation.

Mayor Green also reported on the removal of a large tree at Marge Grover Park and the planned removal of an aging cottonwood near Chevron due to a significant crack, at an estimated cost of \$1,200. He noted the need for a long-term tree replacement plan.

Clerk/Treasurer Report – Monica Chenault:

Clerk/Treasurer Monica Chenault recommended moving staff reports to the third Tuesday of each month to allow for more current financial reporting following bank reconciliation. Councilmember Larsen agreed to move the Travel and Tourism report to accommodate the change, and the Engineering report will move to the first meeting of the month due to a recurring scheduling conflict.

Public Works Director Report- Craig Leseberg:

Public Works Director Craig Leseberg reported that water meter installations are nearly complete, with only a few remaining, and the Town is awaiting the MIU radio units to finish the system. Twin D completed sewer jetting in Area 4 and along the main line from Yankee Doodle to the treatment plant, resulting in improved system flow.

The Mega Well tie-in project is at approximately 50% design, with Sunrise Engineering coordinating with WYDOT on boring permits under Highway 26. A 90% design meeting is anticipated in early October. Staff is also obtaining additional quotes for the Greys River pavement project.

Engineering Report- Jorgensen Engineering:

Engineer Kevin reported that work is underway at the Wastewater Treatment Plant to connect the aeration and equalization tanks, which will help return operations to a normal pre-treatment schedule and reduce manual labor.

The RFP for the Greys River Wellhouse emergency generator will be issued this week, and design work continues for the Civic Center generator. Kevin is also developing updated road standards for new development, including safety requirements for fire apparatus and snowplows. Council discussed adopting the standards by resolution to allow for easier future updates.

Planning & Zoning Administrator Report- Gina Corson:

The Planning & Zoning Administrator's Report was submitted in writing.

Code Enforcement Officer Report- Tara Bender:

The Code Enforcement Officer's Report was submitted in writing.

DISCUSSION ITEMS

Town Council Deliberation on the Final Draft of the Master Plan:

Public hearings on the Draft Master Plan were held before the Planning and Zoning Commission on July 28, 2026, and the Town Council on August 4, 2026. Written comments were accepted as part of both hearings, and the consultant followed up on concerns raised during the public review process. On August 25, 2026, the Planning and Zoning Commission adopted and certified the municipal portion of the Master Plan.

The public comment period is now closed. This item is reserved for Town Council deliberation on the final draft, and no additional public comment will be taken.

Nora Bland with Cushing Terrell was in attendance to review the final draft of the Master Plan with the Town Council.

Ms. Bland reviewed proposed revisions with the Council, and each Councilmember was given an opportunity to provide feedback. Discussion included refinements to the mission statement; language regarding the Wyoming Classical Academy Alpine Campus and future educational partnerships; planning for the Confluence and other Town-owned property; annexation language

within the Alpine Planning Area; long-term development of the downtown and highway corridors; and prioritization of short-term rental policies.

Council generally supported language intended to keep the Master Plan flexible and relevant over its 20-year planning horizon. Revisions included removing references to the school campus as “temporary,” broadening potential educational partners, elevating planning for the Confluence and short-term rentals to higher priorities, and revising annexation language to focus on considering mutually beneficial opportunities within the broader planning area. Council also discussed future implementation of downtown development concepts through the Land Use Development Code.

ACTION ITEMS

Determine Location for the October 28, 2026, Annexation Public Hearing:

Councilmember Larsen made a motion to designate the Alpine Civic Center as the location for the Special Meeting for the purpose of the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing. Councilmember Burchard seconded the motion.

Mayor Green discussed holding the October 28 annexation public hearing at the Alpine Civic Center due to anticipated public attendance. Council reviewed options for maintaining live-streaming capabilities at the Civic Center, including temporarily relocating existing equipment or purchasing additional equipment for a more permanent setup.

Council discussed the benefits of equipping the Civic Center for future meetings and events, as well as the possibility of seeking Travel and Tourism grant funding. Administrator Hovorka stated that staff would obtain detailed pricing and a proposal for a complete Civic Center audiovisual system and bring the information back to Council for consideration.

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

Ordinance No. 2026-014 - An Ordinance Repealing And Replacing Ordinance No. 2025-011; Amending Certain Sections Of Part 2 – Procedures, Part 4 – Development Standards, And Part 5 – Appeals Of The Town Of Alpine Land Use And Development Code; Updating Public Notice, Subdivision, Building Permit, Inspection, And Building Code Requirements; And Amending The Table Of Contents Accordingly - 3rd Reading:

Councilmember Scaffide made a motion to approve 3rd Reading of Ordinance No. 2026-014- An Ordinance Repealing And Replacing Ordinance No. 2025-011; Amending Certain Sections Of Part 2 – Procedures, Part 4 – Development Standards, And Part 5 – Appeals Of The Town Of Alpine Land Use And Development Code; Updating Public Notice, Subdivision, Building Permit,

Inspection, And Building Code Requirements; And Amending The Table Of Contents Accordingly. Councilmember Larsen seconded the motion.

Town staff confirmed that no changes have been made between second and third reading.

Following discussion, the Council voted on Ordinance No. 2026-014 on third reading.

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

Ordinance No. 2026-012 - An Ordinance Establishing Local Exemptions, Modifications, And Amendments To The Most Currently Adopted International Code Council (ICC) Codes As Referenced In Section 4-201 And Section 4-203 Of The Town Of Alpine Land Use And Development Code - 3rd Reading:

Councilmember Larsen made a motion to approve 3rd Reading of Ordinance No. 2026-012- An Ordinance Establishing Local Exemptions, Modifications, And Amendments To The Most Currently Adopted International Code Council (ICC) Codes As Referenced In Section 4-201 And Section 4-203 Of The Town Of Alpine Land Use And Development Code. Councilmember Wierda seconded the motion.

Town staff confirmed that no changes have been made between second and third reading.

Following discussion, the Council voted on Ordinance No. 2026-012 on third reading.

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

Wellhouse Emergency Generator Request for Proposals:

Councilmember Burchard made a motion to direct staff to proceed with the Request for Proposals for the purchase and installation of an emergency generator at the Town wellhouse, and to direct staff to return to Council with a recommendation. Councilmember Wierda seconded the motion.

Town Administrator Hovorka reviewed the remaining steps needed before the Wellhouse Emergency Generator RFP is issued and noted that the process will help determine whether the project can be completed within the Town's budget. The project has a total budget of \$140,000, including an \$89,000 Homeland Security grant.

Following discussion, Mayor Green called for a vote.

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

Resolution No. 2026-035- Employee Compensation Schedule:

Councilmember Wierda made a motion to approve **Resolution No. 2026-035, adopting the Town of Alpine Employee Compensation Schedule as presented, with the schedule taking effect for the payroll period beginning Sunday, September 13, 2026.** Councilmember Larsen seconded the motion.

Councilmember Scaffide stated that, given the number of matters currently before the Council, she did not feel she had sufficient time to fully evaluate the proposed compensation schedule and expressed a preference to table the matter to allow additional time for review and research.

Councilmember Wierda stated that she had discussed the compensation schedule in detail with Town Administrator Hovorka and felt the proposed schedule would be beneficial to the Town. Mayor Green added that the compensation schedule could also assist the Town with recruitment and hiring.

Councilmember Scaffide asked whether all current staff positions were represented within the schedule. Town Administrator Hovorka confirmed that current staff positions were included and explained that the schedule also contains positions that are not currently filled but may be needed in the future, such as a Wastewater Operator III.

The Council discussed how future cost-of-living adjustments would be addressed. Town Administrator Hovorka explained that the Council could provide direction regarding a proposed adjustment, such as a three-percent increase, and staff would then prepare a resolution for Council consideration.

Councilmember Burchard asked whether concerns raised by a specific employee had been addressed. Town Administrator Hovorka recommended that the Council conduct a more comprehensive evaluation of individual employee compensation during the budget process. She stated that the immediate priority should be to bring employees whose compensation falls below the established pay range up to at least the minimum of the applicable range. She further advised that a more detailed review could identify employees whose compensation falls both below and above the established ranges, and that the Council should be prepared to consider both circumstances.

Mayor Green called for the vote.

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda
Abstain: Councilmember Scaffide, citing insufficient time to fully review and evaluate the proposed Employee Compensation Schedule. **Motion carried.**

Temporary Roundabout Demonstration Project in Alpine:

Councilmember Larsen made a motion to approve payment for the Temporary Roundabout Demonstration Project, in an amount not to exceed \$25,663.03, payable to Idaho Traffic Safety. Councilmember Burchard seconded the motion.

Town Administrator Hovorka noted that her staff report had not been included with the meeting materials and provided an overview of the project. She explained that the Town's Safe Streets for All (SS4A) Safety Action Plan consultant identified a temporary roundabout at the intersection of Highway 89 and Greys River Road as a potential demonstration project, and that the Council had previously directed the consultant to move forward with the alternative. The design had been completed and permitting was underway.

Town Administrator Hovorka explained that the Town received \$300,000 in grant funding for the SS4A project, with \$40,000 allocated to the demonstration project and \$260,000 allocated to the Town's contract with Kimley-Horn. The demonstration project was estimated to total approximately \$44,000, including approximately \$26,000 for Idaho Traffic Safety's services and \$18,000 for other materials. The Idaho Traffic Safety quote presented to the Council totaled \$25,663.03 and included traffic control equipment, labor, striping, wheel stops, installation, and removal.

Councilmember Larsen stated that the temporary roundabout was not intended to address traffic access, but rather was the option WYDOT had indicated it would consider as a means of reducing traffic speeds in the area. He explained that WYDOT had not approved simply lowering the posted speed limit and that the temporary roundabout demonstration provided an opportunity to evaluate the effectiveness of a traffic-calming measure before considering any permanent implementation. The staff report similarly noted that the temporary roundabout would allow the Town to evaluate its impact before permanent implementation and that the community would be surveyed during the demonstration period.

Mayor Green called for the vote.

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda

Nay: Councilmember Scaffide. **Motion carried.**

Rescheduling November 3, 2026, Town Council Meeting:

Councilmember Burchard made a motion to reschedule the November 3, 2026, Town Council Meeting to November 2, 2026, at 7:00 p.m. Councilmember Larsen seconded the motion.

Mayor Green explained that the proposed change was due to the General Election and the anticipated unavailability of Town staff, who would be working at the polls.

Councilmember Scaffide asked whether the November 3 meeting could instead be canceled. Mayor Green stated that he was not in favor of canceling the meeting.

Councilmember Scaffide then made a motion to amend the original motion by canceling the November 3, 2026, Town Council Meeting. The motion to amend failed for lack of a second.

The Council returned to consideration of the original motion to reschedule the November 3, 2026, meeting to November 2, 2026, at 7:00 p.m.

Mayor Green called for the vote.

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

Transfer of Peaks Investment Account to Sewer Reserve:

Councilmember Burchard made a motion to approve the transfer of the Peaks Investment Account to the Sewer Reserve Account. Councilmember Wierda seconded the motion.

Clerk/Treasurer Monica Chenault presented the staff report and explained that the Town's Peaks Investment Management account held \$202,717.74 as of June 30, 2026, including a \$200,000 certificate of deposit issued by State Bank of India, Chicago. The certificate bears interest at 1.10 percent and is scheduled to mature on October 19, 2026.

Clerk/Treasurer Chenault explained that staff recommends allowing the certificate of deposit to mature, closing the Peaks Investment Management account, and transferring the certificate proceeds, remaining cash, and credited interest to the Town's Sewer Reserve Account at Bank of Star Valley. She noted that the transfer would consolidate the funds within the Town's Sewer Reserve Account.

The staff recommendation was to authorize staff to redeem the certificate of deposit upon its October 19, 2026, maturity, close the Peaks Investment Management account, and transfer all proceeds to the Sewer Reserve Account at Bank of Star Valley.

Mayor Green then called for a vote.

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

Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing:

Councilmember Larsen made a motion to adopt the Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing. Councilmember Scaffide seconded the motion.

Clerk/Treasurer Monica Chenault presented the proposed hearing format, which was intended to establish a clear and content-neutral process for the annexation public hearing. As presented, the format provided 30 minutes for the applicants' presentation and Council questions and answers, followed by 30 minutes for public comment, with each speaker limited to three minutes.

The Council discussed the amount of time allotted for public comment and considered an amendment to increase the public comment period from 30 minutes to 75 minutes, while retaining the three-minute limit per speaker.

Councilmember Scaffide made a motion to amend the proposed public hearing rules to provide 75 minutes for public comment rather than 30 minutes. Councilmember Larsen seconded the motion.

Mayor Green called for the vote on the amendment.

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

The amendment carried.

The Council then returned to the original motion, as amended, to adopt the Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing with a 75-minute public comment period.

Mayor Green called for the vote.

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

PUBLIC COMMENT

- **Calvin Rawe** provided comments regarding local political matters, including his opinions concerning an individual running for Mayor.
- **Dr. Alex Oliver, Headmaster of Wyoming Classical Academy – Alpine**, provided an update on the school's opening. He stated that the first two weeks had been successful and that the school had received significant positive feedback. Dr. Oliver also announced that, following a vote, the school's official mascot is the WCA Eagles.

- **Shay Scaffide** commented on the murals recently installed at the Lower Valley Energy substation. She discussed the related press release and raised concerns regarding transparency and communication with the public and the Town Council.

With no further comments, Mayor Green closed public comment.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**
The meeting adjourned at 9:12 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 September 15, 2026.

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk

DRAFT