



TOWN COUNCIL MEETING MINUTES

August 5, 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 Burchard, Councilmember Scaffide, and Councilmember Wierda (attending via conference call). A quorum was established. Also in attendance was Clerk Monica Chenault and 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 Burchard, Councilmember Scaffide, and Councilmember Wierda. 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: July 15, 2025, Town Council Meeting Minutes. Councilman Larsen made a motion to approve the Town Council Minutes: July 15, 2025, Town Council Meeting Minutes. Councilman Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (b) Bills to Pay Report: July 16, 2025 - July 31, 2025. Councilman Larsen made a motion to approve the Bills to Pay Report: July 16, 2025 - July 31, 2025. Councilman Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (c) Financial Report: June 2025 - Draft Financial Report. Councilman Larsen made a motion to approve the Financial Report: June 2025 - Draft Financial Report. Councilman Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried.

REPORTS

Mayor's Report:

The Mayor provided an update on the Town's master plan. The steering committee recently met with the consultants to review initial results, which will be posted on the Town's website soon. A stakeholder meeting is scheduled for August 19 at the Alpine Civic Center. Invitations have been sent. Attendees are encouraged to RSVP, and those wishing to attend without an invitation may contact the Mayor or Clerk for consideration.

The Mayor invited Councilmember Burchard to give an update on the Alpine Car Show. Councilmember Burchard announced that the event, hosted by Top of the Rockies, will be held on Saturday, August 16, along with the Star Valley Street Market and an art fair on the Bank of Jackson Hole lawn. Car show registration is available at ridealpine.com.

Clerk/Treasurer Report – Monica Chenault:

Clerk/Treasurer Chenault reported that the Town of Alpine has been awarded a \$60,000 grant through the Governor's Infrastructure Matching Funds Program to cover the Town's matching requirement for the Safe Streets for All grant, resulting in no impact to the operating budget for the transportation master plan project. She thanked Lincoln County's grant coordinator, Mary, and Assistant Clerk Sarah Greenwald for their work on the application.

Chenault provided an update on the Town's single audit, which has been delayed due to the mid-year financial system conversion during the audit period. The audit is in its final review stage and should be completed within the next few weeks, after which it will be shared with the Council and appropriate oversight entities.

She also reported progress on the utility billing ordinance and proposed scheduling a 6:00 p.m. work session on August 19 prior to the regular meeting to review the draft ordinance and proposed fee changes in detail. Changes include separating fees from the ordinance, increasing water and sewer rates, and shifting responsibility for water service connections to property owners, with the Town retaining inspection and final tap responsibilities. The draft ordinance will be distributed to Council by the end of the week to allow time for review.

Additional updates included completion of the transition from vacation/sick leave to a PTO accrual system, and a call for volunteers for the Town's semiquincentennial committee to help plan upcoming celebratory events.

Public Works Director Report - Craig Leseberg:

Craig Leseberg reported the Town's portion of the radio read water meter project is complete, with Hydrocorp to begin interior installations on August 18 and finish in two weeks. All vaults should be in place by mid-September except Targhee Village, arriving in October. The new system will reduce meter reading time from four weeks to minutes, with recessed lids installed to protect units in plow areas.

He noted the pre-treatment plant will soft start around Labor Day, with full operation expected after a staged rollout. The water master plan, including a GIS system, will be delivered within a week.

Leseberg referenced the Level III Water Development Commission grant application to connect the mega well system, which was on the agenda for Council consideration. He also reported on the Civic Center lighting retrofit, with Lower Valley Energy covering 60% of the \$11,418 cost if completed by September 15.

Code Enforcement Officer Report:

The report by Tara Bender was submitted in writing.

PUBLIC COMMENTS ON AGENDA ITEMS

ACTION ITEMS

Snake River MEP Invoice - 002

Councilmember Burchard made a motion to the Snake River MEP Invoice-002. Councilmember Scaffide seconded the motion.

The Council reviewed Invoice No. 002, with the Mayor noting satisfaction with the contractor's performance, progress, and detailed reporting. No questions were raised. The Snake River MEP Invoice was approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-034 - Authorizing The Town Of Alpine To Submit An Application For The America 250 Grant Program Administered By The Wyoming Department Of State Parks And Cultural Resources:

Councilmember Larsen made a motion to approve Resolution No. 2025-034, Authorizing The Town Of Alpine To Submit An Application For The America 250 Grant Program Administered By The Wyoming Department Of State Parks And Cultural Resources. Councilmember Burchard seconded.

The Clerk explained that the grant program, administered by the Wyoming Department of State Parks and Cultural Resources, supports projects with long-term cultural impact, such as murals or historical displays. Potential ideas submitted by staff include a decorative fence at Ferry Peak Park featuring historical cutouts or a community mural, with the final project to be determined by a committee and approved by the Council. The grant cannot be used for one-day celebrations. Council authorized submission of the grant application prior to final project selection.

Resolution 2025-034 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-035 - To Approve and Budget Funds for the Lighting Retrofit Project at the Alpine Civic Center:

Councilmember Burchard made a motion to approve Resolution No. 2025-035 - To Approve and Budget Funds for the Lighting Retrofit Project at the Alpine Civic Center. Councilmember Scaffide seconded. Motion carried.

The Mayor and Council reviewed the project overview, noting the total cost of \$11,418, with Lower Valley Energy covering approximately 60% if completed before September 15, leaving the Town's share at \$5,218 from the general fund. The project will improve lighting quality, increase energy efficiency, and is expected to have a four-year return on investment. Resolution 2025-035 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-036 - A Resolution To Amend The Budget For The Wastewater Pretreatment Facility– Task Work Order #2:

Councilmember Larsen made a motion to approve Resolution No. 2025-036 - A Resolution To Amend The Budget For The Wastewater Pretreatment Facility– Task Work Order #2. Councilman Burchard seconded the motion. Motion carried.

The Mayor and Council reviewed the request to amend the budget to account for an increase of \$3,750 in the cost of Task Work Order No. 2 with JVA for development of industrial wastewater fees and permitting for the new pretreatment plant. The increase reflects updated information and current rates. Clerk/Treasurer Chenault explained the budget amendment process, noting the use of prior year fund balance unless otherwise specified, and discussed the potential for including a reserve for unbudgeted expenses in future budgets. **Resolution 2025-036** was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-037 - Authorizing the Submission of a Level III Construction Funding Application to the Wyoming Water Development Commission for the Well No. 4 Tie-In Project:

Councilmember Burchard made a motion to approve Resolution No. 2025-037 - Authorizing the Submission of a Level III Construction Funding Application to the Wyoming Water Development Commission for the Well No. 4 Tie-In Project. Councilmember Larsen seconded the motion.

The Mayor and Council reviewed the proposed application for \$415,000 in Level III construction funding to connect Well No. 4 (the “mega well”) to the Town's water system. The Mayor emphasized the project's critical importance for system reliability and noted alternative funding options, including SLIB and potential use of future capacity fee revenues, to cover the Town's share of costs. Council agreed this is a key infrastructure priority and a prudent first step before

considering larger system upgrades in the future. Resolution 2025-037 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-038 - A Resolution Appointing Members To The Emergency Action Planning Committee (EAPC) For The Town Of Alpine

Councilmember Larsen made a motion to approve Resolution No. 2025-038 - A Resolution Appointing Members To The Emergency Action Planning Committee (EAPC) For The Town Of Alpine. Councilmember Burchard seconded. Motion carried.

The Mayor and Council reviewed the proposed appointments to the Emergency Action Planning Committee to strengthen the Town's preparedness for emergencies. The seven members appointed are: the Mayor, the Fire Chief, a representative from Lincoln County Emergency Management, a representative from the Lincoln County Sheriff's Office, Council Member Larsen, the Public Works Director, and the Wastewater Treatment Plant Supervisor. The committee will build upon the County's existing plan to address Alpine's specific needs. Resolution 2025-038 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

Resolution No. 2025-039 - A Resolution Authorizing An Emergency Repair And Increasing The Budget By \$15,000.00 For The Purchase Of A Replacement Mixer For The Wastewater Treatment Plant:

Councilmember Burchard made a motion to approve Resolution No. 2025-039 - A Resolution Authorizing An Emergency Repair And Increasing The Budget By \$15,000.00 For The Purchase Of A Replacement Mixer For The Wastewater Treatment Plant. Councilmember Burchard seconded. Motion carried.

The Mayor and Council reviewed the request for emergency funding. The Clerk stated the mixer is needed for plant operations and that the existing unit broke. Resolution 2025-039 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda.

GENERAL PUBLIC COMMENT:

Dan Schou, Planning and Zoning Commission:

Schou commented on the new trim paint at Town Hall, noting it replaced an earlier bright teal primer. The Mayor explained the color choice resulted from a contractor miscommunication. Council and staff agreed the new paint looks good.

Councilmember Scaffide:

Councilmember Scaffide announced that the Music in the Mountains series has officially concluded after a successful five-week run.

EXECUTIVE SESSION:

Councilmember Larsen made a motion to enter executive session. Councilmember Burchard seconded. Motion carried. Council entered executive session at 8:12 PM.

During executive session there was no action taken. Councilmember Burchard made a motion to adjourn executive session and enter back into the regular meeting. Councilmember Larsen seconded. Motion carried.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Wierda. Motion carried. Meeting adjourned at 8:35 PM.

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 August 19th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

DRAFT