



TOWN COUNCIL MEETING MINUTES

July 16, 2024, at 7:00 PM

250 River Circle - Alpine, WY 83128

Notice - The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email clerk@alpinewy.gov with any questions or comments.

1. CALL TO ORDER - Mayor pro tem Larsen.

Mayor pro tem Larsen called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE – Mayor pro tem Larsen.

Mayor Pro Tem Larsen led the Pledge of Allegiance.

3. ROLL CALL – Monica Chenault

Clerk Chenault conducted roll call.

PRESENT: Councilman Jeremiah Larsen, Councilman Frank Dickerson, Mayor Eric Green - via telephone, Councilman Emily Castillo, Councilman Andrea Burchard.

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.

4. CONSENT AGENDA – Mayor Green.

- a. Town Council Minutes: June 18th, 2024, Town Council Regular Meeting Minutes and July 2nd, 2024, Special Meeting Minutes.

Councilman Dickerson made a motion to approve the June 18th, 2024, Town Council Regular Meeting Minutes and the July 2nd, 2024, Special Meeting Minutes. Seconded by Councilman Castillo. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

- b. Planning & Zoning Commission Meeting Minutes: June 25th, 2024, Planning and Zoning Commission Meeting Minutes.

Councilman Dickerson made a motion to approve June 25th, 2024, Planning and Zoning Commission Meeting Minutes, Seconded by Councilman Castillo. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

- c. Bills to Pay Report: 06/19/2024 - 07/15/2024.

Councilman Dickerson made a motion to approve the Bills to Pay Report: 06/19/2024 - 07/15/2024. Seconded by Councilman Castillo. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

- d. Pretreatment Plant - Process Piping Systems - Precision Pay Application #1.

Councilman Dickerson made a motion to approve Pretreatment Plant - Process Piping Systems - Precision Pay Application #1, Seconded by Councilman Castillo. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

5. REPORTS

- a. Engineering Report – Jorgensen Engineering.

Kevin Meagher presented the following updates regarding the Engineering Report: The AMI Radio Read Project has completed its electrical and structural plans, with specifications sent to the State for bidding; legal review is in progress, and the project is set to be advertised for bid by late July, with a contractor expected to be awarded in August. Sunrise Engineering is on track to deliver the Water Model by August 2025, and the Level I Water Master Plan is anticipated to provide updates. Development reviews for Lasher Town Homes and the Extended Stay Project are finalized, and Alpine Lakes has applied for annexation. Corrections for water rights with the State Engineers Office are needed, including adjustments for the Mega Well permit and municipal well permits. Legal counsel is required for easement documents and water well rights. The Water Utility Financial Plan rate study by MAP is expected in August. For the Sewer Fund, construction of the Pre-Treatment Building is ongoing with Precision Electrical scheduled to complete work by October 31st. The WWTP DEQ permit renewal is pending comments, and MAP is set to finish the sewer rate study in July. Geographical mapping files from MAP are expected by August. Additionally, Musgrove Engineering proposed \$4,500 for generator design, and a bid for a wastewater lift station portable generator received one proposal with options, leading to CoVelop providing a \$64,479 check to cover costs.

- b. Planning & Zoning Report – Sue Kolbas: Recommendation from Planning and Zoning - Alpine Trailhead Project and Legal Notice - Request for a Simple Replat.

Ms. Kolbas reported to the Council on the Planning and Zoning Commission's review of a legal notice for a Simple Replat request by Leslie and Nanette Watson for lots #831 and #832 in Lakeview Estates. Furthermore, Ms. Kolbas reported the Planning and Zoning Commission review of the notice for a hearing on July 24, 2024, for Star Valley Development, LLC. They recommended that the applicant cover all costs related to the design, installation, and review of infrastructure, ensuring it meets Town specifications, and suggested pursuing annexation into Alpine. The Commission also proposed making information about updated Land Use and Development Code (LUDC) regulations available to address parking and snow storage needs. Public comments raised concerns about project density, annexation requirements, and the need to reassess the 12/23/2022 "Will-Serve" letter due to recent growth. The public was advised to discuss these issues with the Town Council for further clarification.

- c. Economic Development Report – Jeremiah Larsen.

Councilman Larsen turned his time to Shay Scaffide who highlighted some points regarding the Alpine Music Series. The Alpine Music Series continues to be a success, with robust attendance each week. The

event has been well-received by the community, and local businesses are benefiting from the increased foot traffic and engagement. This week's highlight is DJ Karaoke, which is expected to draw a significant crowd and provide additional support for local vendors and businesses.

d. Utility Easement Update – Jeremiah Larsen.

Councilman Larsen provided an update on the utility easement. He reported that one signature could not be obtained, so the team is shifting to "Plan B." The intent is to complete the development by the end of the summer. No immediate action is taking place currently.

e. Alpine Travel & Tourism Board Report – Jeremiah Larsen.

Councilman Larsen reported that all ongoing projects and events are progressing as planned. The next meeting of the Alpine Travel & Tourism Board is scheduled for October. Additionally, work is continuing on the development of a new Town logo, which is expected to be completed soon.

f. Lincoln County Sheriff's Report – Submitted in writing.

6. TABLED ITEMS

a. Public Hearing - Marquina, LLC new Liquor License application:

Councilman Castillo made motion to remove Public Hearing - Marquina, LLC - D.B.A. Tienda La Mexicana new Liquor License application from the table. Councilman Dickerson seconded the motion. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

7. PUBLIC HEARING

a. Marquina, LLC - D.B.A. Tienda La Mexicana - New Liquor License Application:

Councilman Dickerson made motion to approve the new Liquor License Application for Marquina, LLC - D.B.A. Tienda La Mexicana. Councilman Castillo Seconded.

Clerk Chenault confirmed that building concerns have been addressed and presented documentation from the zoning administrator affirming compliance. Additionally, the Wyoming Liquor Division has verified that the application is complete and in order.

Saloman addressed the council, noting their 13 years of experience operating in Jackson and their decision to expand into Alpine. They acknowledged previous challenges and apologized, emphasizing their intention to meet the demand for beer and malt beverages among both locals and tourists, thereby supplementing income during the brief summer season.

Saloman also highlighted their commitment to community support, particularly during the COVID-19 pandemic in Jackson Hole. They expressed plans to introduce products from local breweries and integrate local beverages into their offerings.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

8. ACTION ITEMS

a. Ordinance No. 2024-004 - Zyland Subdivision Annexation - 3rd Reading.

Councilman Dickerson made a motion to approve Ordinance No. 2024-004 for the 3rd Reading regarding the annexation of Zyland Subdivision. Councilman Castillo seconded the motion.

Clerk Chenault briefly went over Ordinance No. 2024-004 indicating there had been no changes since the 2nd Reading. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

b. Ordinance No. 2024-007- Noise Control - 1st Reading.

Councilman Dickerson made a motion to approve the 1st Reading of Ordinance No. 2024-007- Noise Control. Councilman Castillo seconded the motion.

Clerk Chenault explained why it was necessary to amend the noise control ordinance. The primary reasoning behind the amendment to Ordinance 2019-05 is to enhance the enforceability of noise restrictions as vehicles enter the town. Copies of the staff report regarding this matter can be found in the meeting packet on the Town of Alpine's website. Ms. Kolbas with the Planning and Zoning Commission noted that the definition of "Right-A-Way" should align with the definition in the Land. Mr. Schou with Planning and Zoning made a comment concerning the potential issues with noise complaints with the Alpine Airpark. Clerk Chenault noted that the Airpark is in the county so therefore we cannot govern that noise. Mr. Sanderson, The Town's attorney, brought up questions regarding the enforceability of this Ordinance and concerns with that.

No further discussion was made. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

c. Resolution No. 2024-028 - Alpine Lakes Annexation Petition Public Hearing.

Councilman Dickerson made motion to approve Resolution No. 2024-028 - Alpine Lakes Annexation Petition Public Hearing. Councilman Castillo seconded the motion.

Clerk Chenault provided an update on the annexation petition application submitted by Palisades Investments, LLC. She outlined key elements of the annexation report. It was noted that certified mail containing the annexation report and notice of the public hearing will be sent to landowners within 500 feet of the Alpine Lakes Annexation area.

During the discussion, it was decided to reschedule the Town Council meeting and the Alpine Lakes Public Hearing due to the primaries scheduled for August 20, 2024. The meeting and hearing were rescheduled to August 21, 2024. The revised schedule is as follows: Public Hearing: 6:00 p.m., Bid Opening for Surplus Equipment: 6:45 p.m., and Town Council Meeting: 7:00 p.m.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

d. Resolution No. 2024-029 - Establishing a Venmo Business Account.

Mayor Green made a motion to approve Resolution No. 2024-029 - Establishing a Venmo Business Account. Councilman Dickerson seconded.

Mayor Pro Tem Larsen requested Clerk Chenault to explain the necessity of the Venmo Business Account. Clerk Chenault clarified that the account will be used for accepting donations for town events, processing vendor payments related to town events, and managing other miscellaneous payments as needed.

Richard Jenkins expressed concerns about the necessity of establishing a Venmo account for the Town of Alpine. Councilman Larsen addressed this by explaining that the Venmo account would provide a convenience factor. He compared the situation to the transition from vinyl records to digital music, emphasizing that while traditional methods remain valid, modern solutions offer greater efficiency and ease. Councilman Burchard added that, in today's digital age, fewer people carry cash, and having a Venmo account would make it easier to receive more donations by simply scanning a QR code.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

e. Town Council Comments - Alpine Trailhead Project.

Councilman Dickerson made a motion to have a letter drafted to the Lincoln County Planning & Zoning Commission commenting on the Alpine Trailhead Project to be read aloud by Mayor Green at the Star Valley Development LLC Public Hearing on July 24th, 2024. Councilman Castillo seconded the motion.

The floor was then turned over to Mayor Green, who considered how the development might impact the Town of Alpine. He presented a draft letter to the Council, requesting that the Lincoln County Planning and Zoning Department grant the Town of Alpine 60 days to assess whether the current infrastructure can support the proposed subdivision.

Councilman Castillo added that she had spoken with the Commissioner's chief of staff, who encouraged public comments on the development. Castillo expressed her concern about infrastructure, noting that there is currently limited information available for review.

Public Comment on the Alpine Trailhead project:

- Richard Jenkins emphasized the importance of reviewing impact fees. He also voiced his opinion that it would be inappropriate to provide water and sewer services to the project if it is not under the Town's jurisdiction, as it is located in the County.
- Dave Gustaffson, a 27-year resident of Alpine, commented on the Alpine Trailhead Project, highlighting that some areas, including his own, are still on septic systems. He suggested that the Town should focus on managing existing responsibilities within the town limits before considering expansion.
- Shay Scaffide raised concerns about the timeline for the will-serve letter and expressed confusion regarding the details. Clerk Chenault responded with information from her research about when the will-serve letter was approved. Scaffide also recommended considering the cost of a potential water study.
- Jim Sanderson commented on the legal aspects of the will-serve letter.
- Kevin Meagher from Jorgensen discussed a potential water study, and the factors involved in that process.
- Dan Schou from the Planning and Zoning Commission provided additional comments regarding the will-serve letter, contributing to the discussion on its implications.

Additional Comments: Mayor Green mentioned that he also spoke with the Commissioner's chief of staff, Stephen Allen, who indicated that the project application is complete. Allen suggested that with the will-serve letter from the Town, the project is likely to proceed. Shay Scaffide reiterated the importance of factoring in the cost of the water study. Voting Yea regarding the draft of the letter: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

f. Driftwood Pizzeria - Sales Tax Hold Notice.

Clerk Chenault initiated the discussion by explaining that, upon receiving a notice from the Wyoming Liquor Division, she discovered that she does not have the authority to suspend a liquor license. This decision falls under the jurisdiction of the Town Council, which is why the matter was included on the agenda.

Discussion: Michael Fischer, owner of Driftwood Pizzeria, addressed the Council and expressed confidence that he would have his sales tax payments up to date by the beginning of August. Jim Sanderson noted that there is no requirement to suspend the liquor license for Driftwood Pizzeria at this time. Mayor Pro Tem Larsen emphasized the importance of Driftwood Pizzeria to the town, highlighting the business's active involvement in the community.

The Council decided to table this item and revisit the discussion at the next Town Council meeting scheduled for August 21, 2024.

g. SVI Media Proposal.

Councilman Dickerson made a motion to accept the SVI Media Proposal and allow Mayor pro tem to sign on behalf of the Town of Alpine. Councilman Castillo seconded the motion.

Clerk Chenault provided an update on the proposal, noting that SVI Media had submitted a revised document. The total cost of the proposal is \$40,000, with \$20,000 to be covered by the Town Council from the General Fund and the remaining \$20,000 funded by the Travel and Tourism Board.

Mayor Green elaborated on the negotiations, explaining that if the Travel and Tourism Board contributes 20% of the total cost, the Town Council will also contribute 20%, effectively securing a 20% discount on the overall cost. Additionally, the Mayor noted that if the Town is not satisfied with the results of the website, SVI Media has agreed to transfer ownership of the website to the Town.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

h. Caterpillar Power System Proposals: Recommendation from Jorgensen Engineering - Generator.

Councilman Dickerson made motion to accept the recommendation from Jorgensen Engineering for the CAT Portable Generator for the amount of \$63,140.00 and allow Mayor pro tem to sign on behalf of the Town of Alpine. Councilman Castillo seconded

Kevin Meagher from Jorgensen Engineering explained that the CAT Portable Generator is the optimal choice as it offers flexibility and portability. This approach is preferred over purchasing multiple generators for each lift station, as it allows the generator to be used wherever it is needed. Clerk Chenault added that there is money budgeted for this.

Voting Yea for the Generator recommendation from Jorgensen: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

i. Alpine Wells Generator Electrical Design Proposal - Musgrove Engineering, P.A.

Councilman Dickerson made a motion to accept the Alpine Wells Generator Electrical Design Proposal from Musgrove Engineering, P.A., and allow Mayor pro tem to sign on behalf of the Town of Alpine. Councilman Castillo seconded the motion.

This proposal was discussed and approved. Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

j. Resolution No. 2024-030 - Capital Lease.

Councilman Dickerson made a motion to approve Resolution No. 2024-030 - Capital Lease. Councilman Castillo seconded the motion.

Clerk Chenault explained that the money for this was already budgeted. This resolution authorizes Mayor pro tem to execute the lease agreement between Western States and the Town of Alpine for One (1) 2024 938m Caterpillar Loader with Attachments.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

9. PUBLIC COMMENT

Shay Scaffide inquired about the process for funding nets for the pickleball court.

Pat McQuaid asked for updates on the Charter School application. Councilman Larsen responded that the application is still being prepared and is due by July 31st. Ms. McQuaid also commented on signs that were knocked down in Alpine Meadows by construction crews, seeking resolution or repair.

10. EXECUTIVE SESSION

Councilman Dickerson made a motion to enter Executive Session at 9:06 p.m. Councilman Burchard seconded.

11. ADJOURNMENT

The July 16th, 2024, Town Council meeting was adjourned at 9:36 p.m.

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on 08, 21, 2024.

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk