



TOWN COUNCIL MEETING MINUTES

June 03, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the Town Council 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, and Councilmember Scaffide. A quorum was established. Also in attendance was Clerk Monica Chenault and Town Attorney James Sanderson. Councilmember Emily Scaffide joined via conference call later in the meeting at approximately 7:07 PM.

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, and Councilmember Scaffide. Motion carried. Councilmember Scaffide was still absent at this time.

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. **Approval of Town Council Minutes:** May 20th, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the listed Town Council meeting minutes. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

REPORTS

Mayor's Report:

Mayor Green stated that he did not have any specific items to report but noted there is a lot currently happening in the Town. He expressed appreciation for the attendance of the Town's new Building Official, Dee Rammell, who brought a representative from the State to discuss electrical inspections. This topic will be addressed further during the work session item later in the meeting. He then invited Clerk Chenault to proceed with her report.

Clerk/Treasurer Report:

Town Clerk Monica Chenault reported that the primary item on her schedule is the budget. She noted that, following four budget meetings, the Council would be adopting the second reading of the Fiscal Year 2026 Budget and the amended FY2025 Budget during the current meeting. The third and final reading is scheduled for June 17, 2025. Clerk Chenault encouraged anyone with concerns to contact their Council members or the Mayor and stated that she is also available to answer specific questions.

Mayor Green added that the lease agreement for the charter school will also be on the June 17 agenda, with final details currently being finalized prior to Council review.

Public Works Director Report:

Public Works Director Craig Leseberg provided an update on current projects. He reported that the Town's Water Master Plan, which has been in progress for approximately a year and a half, is nearing completion. The first draft is currently under review at the Cheyenne office. Mayor Green and Mr. Leseberg expect to receive it by Friday for their own review. A public meeting to present the findings and proposed improvements will be scheduled in July as a separate event, not during a Council meeting.

Mr. Leseberg also gave an update on the Radio Read Water Meter Project. Of the 440 meters to be installed, 60 have been completed as of the prior day. The team began installations on Monday and is progressing ahead of schedule, with a goal of completing the project by July 1, well before the August 1 deadline. He noted the transition is going more smoothly than expected, with 32 meters swapped out on the first day alone, exceeding the goal of 20 per day.

Installations are occurring Monday through Thursday, following routine checks, with Fridays reserved for regular maintenance tasks such as mowing and weed trimming.

He also mentioned that Core Main is expected to begin their portion of the project soon, although they are currently facing issues with plumber availability. Additionally, Alpine Excavation's Nate Dorian had 11 vaults delivered earlier that day, which will require water shut-offs during installation. Mr. Leseberg emphasized the team's commitment to minimizing disruptions and reassured residents that any unexpected water shut-offs would be handled quickly.

Residents were encouraged to call Craig directly or contact him through the Town's main line and website if they experience issues such as lack of water service. He emphasized his availability and encouraged leaving a voicemail if he does not answer immediately.

Code Enforcement Officer Report:

This was submitted in writing and provided in the packet. **The report will be included as Attachment A in these meeting minutes.**

PUBLIC COMMENT ON AGENDA ITEMS

No comment was made.

WORK SESSION ITEMS

Electrical Inspections Discussion

Building Official Dee J. Rammell introduced Dan Tobin, the Electrical Inspector for Lincoln County, to participate in a discussion on current electrical inspection protocols and considerations for strengthening inspection requirements within the Town of Alpine. Acting Planning and Zoning Administrator Gina Corson also participated in the discussion.

Councilmember Scaffide initiated the conversation, expressing concern that many homes in Alpine and the surrounding area appear to be skipping electrical inspections—whether intentionally or due to gaps in oversight. She emphasized the need to uphold the Town’s responsibility to health, safety, and welfare, noting that requiring electrical inspections for all new construction would protect both homeowners and the Town’s integrity during the permitting and Certificate of Occupancy processes.

Mr. Rammell clarified that while he conducts building plan reviews for structures, mechanical, plumbing, and fuel gas systems, electrical and life safety inspections fall under the jurisdiction of the State Fire Marshal’s Office. He explained that every electrical job requires a wire-pulling permit, but further clarified by deferring to Mr. Tobin.

Mr. Tobin explained that under Wyoming State Statute, a permit is only required if the project involves connection to electrical power (e.g., new service or service upgrades). He stated that while electrical inspections are available through the state, they are not mandatory unless the applicant requests a “guaranteed inspection,” which includes a rough-in and final inspection. The guaranteed inspection currently costs \$125. Repeat visits are covered unless reinspection abuse occurs, in which case a fee may be charged.

He noted that other municipalities like Lander and Casper have adopted guaranteed inspection policies or enforced home rule authority for greater oversight. Mr. Tobin explained that “home rule” allows a municipality to conduct its own electrical inspections using qualified staff, provided they receive authorization from the State. The Town of Lander adopted such a policy after several serious electrical safety issues, including electrocution incidents that did not result in fatalities but highlighted the dangers of insufficient inspection.

Concerns were raised about homeowners being permitted to self-wire, resulting in homes with ungrounded systems and wiring that does not meet code—often without insurance companies being aware of the risks. Mr. Tobin recounted inspections of homes with hazardous or non-code-compliant wiring, including one instance where speaker wire was used to wire a residence.

Gina Corson noted that the State does not conduct plan reviews for one- and two-family dwellings, only inspections, and that the Town currently requires commercial properties to obtain inspections. She recommended that the Town implement a mandatory guaranteed electrical

inspection policy for all permitted work, and her staff report outlining this recommendation will be attached to the minutes.

Her recommendations included:

- Requiring applicants to obtain electrical and fire safety permits and inspections through the Wyoming Department of Fire Prevention and Electrical Safety;
- Mandating payment of the additional \$75 for the guaranteed inspection;
- Requiring submission of permit and inspection documentation to the Town prior to the issuance of a Certificate of Occupancy or Certificate of Completion.

Mr. Rammell and Mr. Tobin both supported the recommendation. Mr. Tobin proposed that, if adopted, Alpine could follow a model similar to Lander's, where he would be available in Town one day per week to perform inspections on a consistent basis. Despite staffing challenges, he affirmed that the State is willing to work with the Town to ensure this policy could be effectively implemented.

The Council discussed whether to implement this change via a standalone ordinance or through an amendment to the Land Use and Development Code (LUDC). Clerk Monica Chenault suggested a standalone ordinance may allow the Town to act more quickly. Council and staff agreed that this issue warrants prompt action.

Mr. Tobin confirmed the State is currently seeking additional inspectors and noted that applicants must be at least a licensed journeyman electrician, able to pass their master certification and obtain the appropriate state credentials within six months of hiring.

Senator Dan Dockstader, who was present in the audience, was invited to comment. He stated that no legislation currently exists at the state level to mandate inspections for all municipalities, due to concerns about expanding state staffing. However, he expressed willingness to draft language to strengthen home rule authority if the Town desired support at the legislative level.

The Council expressed interest in exploring immediate policy adoption while also reviewing longer-term LUDC amendments. No action was taken, as this was a work session discussion item. **Gina Corson's staff report will be included as Attachment B in these meeting minutes.**

Housing for Sheriff Deputy Discussion

Mayor Green provided an update on the Town's efforts to assist with housing for a Lincoln County sheriff's deputy. He reported that after further evaluation, the originally considered parcel in Riverview Meadows is not a viable option due to existing infrastructure on the site—specifically, a lift station and sewer lines—that prevent construction, even of a small home.

As an alternative, the Town owns a 1.5-acre parcel in the Foxtail Subdivision near the Red Barn, which may be a more suitable location. Mayor Green suggested this property could potentially accommodate a duplex for the Sheriff's Office or, if additional partners are involved, up to four duplex units to house up to eight families.

While the concept is in the very early stages, the Mayor noted initial outreach to key partners, including the Sheriff's Office, which has a supporting foundation that may fund construction of the deputy's residence. Other potential partners could include the school district, WYDOT, or similar agencies that also face employee housing challenges.

The Mayor proposed that modular duplex units, built off-site and installed on a permanent foundation, could offer a more affordable and efficient solution—costing approximately \$250 per square foot, compared to traditional construction costs of \$450 per square foot. These units would be required to meet all Alpine building codes and undergo the same inspections as site-built homes.

Mayor Green also expressed a desire for the Town of Alpine not to act as landlord, suggesting that a management arrangement would need to be worked out if the project moves forward.

He welcomed feedback from the Council. Councilmembers expressed general support and interest in further exploring the idea. The Mayor will continue outreach to potential partners and provide additional updates as the concept develops.

ACTION ITEMS

Consideration to authorize Mayor Green to negotiate a lease agreement with Melvin Brewing Company for the installation of signage on Town-owned property, with the final agreement to be presented to the Town Council for approval

Councilmember Larsen made a motion to authorize Mayor Green to negotiate a lease agreement with Melvin Brewing Company for the installation of signage on Town-owned property, with the final agreement to be presented to the Town Council for approval. Councilmember Castillo seconded. Motion carried.

Colby Cox, CEO of Pure Madness Brewery Group (which includes Melvin Brewing and Roadhouse Brewing Company), addressed the Council to discuss a proposal for signage intended to reduce traffic confusion and improve wayfinding to the Melvin Brewing facility. Mr. Cox explained that past signage efforts had caused concern, notably when a previous sign proposal was presented without prior Council input. In contrast, the current request seeks to follow the appropriate process with Council awareness and participation.

Mr. Cox outlined the need for a prominent sign to be placed near Highway 89, accompanied by smaller directional signs throughout the area to guide both commercial and consumer traffic to the brewery via the appropriate routes. He noted that Melvin has received numerous complaints about customers and delivery drivers becoming lost or directed into residential areas, such as Riverview Meadows, due to unclear directions and Google Maps errors. The proposed signage would help prevent commercial vehicles from mistakenly entering neighborhoods and improve overall traffic safety.

Multiple potential sign locations were reviewed, with Colby Cox and Town staff identifying feasible Town-owned parcels, including a parcel near Circle Drive, as suitable for the main signage. Other directional signage may be placed at strategic intersections, including near the library and future ball fields or charter school area. The proposed signs would be owned, installed, powered, and maintained by Melvin Brewing, at their expense. Mr. Cox stated the sign would be lit and designed to meet Town aesthetic preferences, and he expressed openness to collaborating on a style consistent with other signage that may be used for future community branding.

Craig Leseberg, Public Works Director, confirmed that the proposed locations are not used as snow storage areas, so signage would not be obstructed during winter, provided signs are installed at an adequate height.

Members of the Council discussed the broader vision of creating a uniform signage system that could also support future development in that area and considered signage flexibility to accommodate future tenants or businesses. Councilmember discussion also touched on potential confusion if signs were placed too far from directional decision points and the importance of visibility and snow clearance.

Discussion included the process of sign approval. Because of the size and lighting, the signs will likely require a special use permit and Planning and Zoning Commission review. Council members encouraged submission of a sign application alongside lease negotiations to streamline the process.

The Council and Mr. Cox briefly discussed a fair lease rate for the Town-owned property. Mr. Cox expressed openness to a commercially reasonable rate, emphasizing the benefit of the signage not just for Melvin Brewing but for neighborhood safety and wayfinding.

Mayor Green confirmed that if authorized, he would negotiate the lease and return to the Council for final approval. Any Councilmember with specific concerns or suggestions regarding the lease terms was encouraged to share those directly with the Mayor during the negotiation process. It was noted that authorizing the Mayor to negotiate allows for efficiency and a single point of contact while ensuring the final agreement remains subject to Council approval.

Colby Cox's presentation and materials will be included as Attachment C in these meeting minutes.

Authorization to allow Mayor Green to negotiate a lease agreement with Melvin Brewing Company for the installation of signage on Town-owned property, with the final agreement to be presented to the Town Council for approval, passed. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo.

Ordinance No. 2025-008 - Speed Limit Ordinance - 3rd Reading

Councilmember Larsen made a motion to approve Ordinance No. 2025-008 – Speed Limit Ordinance on 3rd reading. Councilmember Burchard seconded. Motion carried.

Mayor Green asked the Clerk whether any changes had been made to the ordinance since the second reading. Clerk Monica Chenault confirmed there were no changes. Public Works Director Craig Leseberg also confirmed that no residents had contacted the Town requesting different speed limits in front of their homes.

During the public comment period, Megan Ramsey of 339 East Mill Street expressed concerns about traffic and speed on East Mill. She noted increased industrial truck traffic associated with nearby construction and suggested a reduction of the speed limit on that street by at least five miles per hour. Ms. Ramsey also inquired about the sale of a nearby parcel of land for \$9,000 and whether that would become a future throughway, potentially increasing traffic further.

Craig Leseberg confirmed that the area in question is a Town utility easement, not a future roadway. He clarified that it contains a Town water line and there are no plans for a road to be constructed through that area.

Council briefly discussed East Mill Street and the impact of traffic there. Councilmember Castillo noted that while some speeding occurs, it is a town-wide issue and reducing the speed limit further may not resolve it. She added that 20 miles per hour has long been the standard for that area, with signage already in place. It was also noted that the ordinance will provide the Town with enforceable authority regarding speed limits, which has previously been limited.

There being no further discussion, the Council proceeded to a vote.

Ordinance No. 2025-008 – Speed Limit Ordinance passed and approved on the 3rd reading. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo.

Ordinance No. 2025-009 - Amended Budget for FY 2025 – 2nd Reading:

Councilmember Larsen made a motion to approve the 2nd Reading of Ordinance No. 2025-009 – Amended Budget for FY 2025. Councilmember Burchard seconded. Motion carried.

Mayor Green asked Clerk Monica Chenault to provide a summary of any changes made to the budget since the first reading. Ms. Chenault noted that while no major changes were made, several adjustments and corrections occurred following recommendations from the Council during the prior budget meetings. Specifically, she corrected an error in the wage allocation formulas that had resulted in miscalculations in the General Fund, Water Fund, and Wastewater Fund. These adjustments caused some increases across those funds. She also reminded the Council that the FY2025 budget is still subject to change as the Town has not yet balanced May financials, and June is currently projected based on historical data.

Councilmember Castillo inquired about a prior discussion concerning the Mayor's salary and benefits, asking for clarification on whether a resolution or ordinance was required to authorize

the Mayor's inclusion in the Town's group health insurance plan. Mr. Sanderson referenced a legal memo from himself, which explained that although no ordinance or resolution had previously been passed, the insurance policy constitutes a private contract between the Town and the insurer. According to guidance from the Wyoming Association of Municipalities (WAM), this arrangement is not uncommon, and the Mayor may be treated as an employee for the purposes of health insurance.

Councilmember Castillo expressed concern that the health insurance benefit equals approximately 90% of the Mayor's salary, a proportion far above the typical 20–25% found in other compensation structures. She emphasized her support for a more balanced and transparent budget and stated she would vote "nay" on the second reading, not out of personal opposition, but due to broader concerns with the overall FY2026 projections and a desire to examine all line items carefully.

In response, Councilmember Burchard noted that the Mayor's salary is well below market value and is capped by state statute, and that the health insurance benefit helps offset that imbalance. She expressed support for the current arrangement given the significant amount of work the Mayor performs and the statutory constraints on salary.

Councilmember Scaffide also stated her intent to vote "nay," noting that she had not participated in the FY2025 budget planning process, as she was newly elected at the time.

Both councilmembers emphasized their commitment to fiscal responsibility and expressed appreciation for staff's efforts to gather legal guidance and refine the budget. They reiterated the importance of transparency and proactive planning in future budget cycles.

Ordinance No. 2025-009 – Amended Budget for FY 2025 was approved on 2nd Reading. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide and Councilmember Castillo.

Ordinance No. 2025-010 - Budget for FY 2026 – 2nd Reading:

Councilmember Larsen made a motion to approve the 2nd reading of Ordinance No. 2025-010 – Budget for FY 2026. Councilmember Burchard seconded. Motion carried

Councilmembers discussed the second reading of the FY 2026 budget. Councilmember Scaffide expressed concern about the inclusion of placeholder utility rate increases—25% for sewer and 15% for water—and stated she was not comfortable supporting the budget with those assumptions. Clerk Monica Chenault explained the increases are not final and can be amended once the utility billing ordinance is formally introduced.

Councilmember Castillo also voiced concerns and emphasized the need for a transparent public process before rate changes are approved. She suggested holding a future workshop focused on utility fund solutions and recommended inviting external advisors such as MAPS and Jorgensen Associates.

Clerk Chenault confirmed the FY 2026 budget will be amended in the future, and the utility ordinance is expected to be introduced before the end of the month. Councilmembers agreed that future planning and earlier engagement will improve the budget process.

Ordinance No. 2025-010 – Budget for FY 2026 was approved on 2nd Reading. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide, and Councilmember Castillo. Motion carried.

Resolution No. 2025-019 - A Resolution Repealing Resolution No 2025-001:

Councilmember Larsen moved to approve Resolution No. 2025-019 - A Resolution Repealing Resolution No 2025-001. Councilmember Burchard seconded. Motion carried.

Mayor Green introduced the resolution, explaining that Alpine Airpark previously offered a \$100,000 gift to support the Town's master plan development, which had influenced the Town's consultant selection. However, the funds were never received. Ongoing communications revealed that the gift had become tied to the Town granting an aviation easement—raising concerns about conditions being retroactively attached to the donation.

Town Attorney Jim Sanderson provided a legal overview, noting that municipalities may accept gifts only with clear terms. If conditions are applied post-offer, it may violate statutory authority or raise ethical concerns.

Matt Perkins, representing the Airpark, spoke about their intent to collaborate with the Town and emphasized their support for the school and master plan. He acknowledged concerns related to aviation safety near the proposed temporary school site and confirmed their willingness to continue discussions, including a possible aviation easement. He clarified that the Airpark still intends to contribute financially to the Town, even if this resolution is repealed.

Council discussion highlighted the need for clearer communication, legal compliance, and fiscal transparency. Monica Chenault confirmed the \$100,000 line item had been removed from the FY 2025 budget accordingly.

Resolution No. 2025-019 - A Resolution Repealing Resolution No 2025-001 was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide and Councilmember Castillo. Motion carried

Resolution No. 2025-017 - Authorizing Staff To Apply For A Minor Subdivision Replat And Lot Line Adjustment On Behalf Of The Town Of Alpine And Waiving All Associated Fees:

Councilmember Larsen made a motion to approve Resolution No. 2025-017 - Authorizing Staff To Apply For A Minor Subdivision Replat And Lot Line Adjustment On Behalf Of The Town Of Alpine And Waiving All Associated Fees. to award the proposal for painting/staining the Alpine Civic Center. Councilmember Burchard seconded. Motion carried.

Mayor Green introduced the resolution, explaining that a replat and lot line adjustment are necessary to create a defined 3.5-acre parcel of Town-owned land for the temporary charter school location. The proposed area is situated south of the ballfield and horseshoe pits and extends to Buffalo Drive to allow traffic flow options.

The resolution also waives all associated Town fees for the application process; however, the school will be responsible for surveyor costs and related expenses. The Town has been working with surveyor Sherbel to preliminarily define the site.

Staff clarified that the subdivision process includes multiple public hearings, notifications to adjacent property owners, and Planning and Zoning review. The replat process may take up to six months. Councilmembers discussed future land use needs, including space for daycare and potential CDC expansion.

Resolution No. 2025-017 - Authorizing Staff To Apply For A Minor Subdivision Replat And Lot Line Adjustment On Behalf Of The Town Of Alpine And Waiving All Associated Fees was passed and approved. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard. Voting Nay: Councilmember Scaffide and Councilmember Castillo. Motion carried

GENERAL PUBLIC COMMENT:

Dan Schou, Planning and Zoning Commission member, expressed support for the proposed subdivision and suggested that the Town consider subdividing the yellow area into three lots, as well as dividing the 4.8-acre area into lots during the same process with Surveyor Scherbel. He noted that doing so could provide greater flexibility for future use if the school site does not proceed as planned.

Megan Rumsey, Alpine resident, raised concerns about the transparency of the budget process and questioned whether Town officials receive insurance benefits through the Town. She expressed frustration with the tone and content of recent discussions, particularly surrounding the use of terms such as “bribe” and the handling of sensitive topics in public meetings. Rumsey also criticized the perceived lack of public input and disclosure regarding the choice of Academica over APA as the charter management organization, referencing previously submitted proposals and questioning the decision-making process. She urged for greater transparency, fairness, and thoughtful planning in relation to the proposed charter school and Town expenditures.

Matt Perkins, representing the Alpine Airpark, invited the Town Council and community to a public barbecue event at the airport over the Fourth of July weekend. He noted the event will feature food from Buffalo Bill's, static displays, and music. Perkins mentioned there will be coupons to ensure tourists don't consume all the meals, and asked if the Town could help distribute the coupons and share the event on the Town's Facebook page. Mayor Green agreed. Perkins also reiterated the Airpark's commitment to collaborating with the Town, highlighting their investments in the community and their intent to proactively address concerns regarding the proposed aviation easement.

Councilmember Scaffide clarified that her “nay” vote on the replating stems from frustration with the process, not opposition to the project itself. She expressed concern about the lack of opportunity for council workshops or collaborative discussions prior to being presented with finalized proposals. While she appreciates being able to review materials before meetings, she feels the council is often left out of the formative stages and would prefer a more inclusive process. She emphasized that her intentions are rooted in doing what’s best for the Town.

Jennifer Krause, a resident outside the Town of Alpine, commented that during a prior meeting she heard a motion was passed authorizing the Mayor to reach out to Lincoln County regarding the Town’s interest in taking over County Roads 100 and 101. She inquired where she could find more information and specifically what the Town’s interest was in taking over Highway 100. Mayor Green clarified that Lincoln County initially approached the Town to ask if it would be interested in taking over County Road 101, citing the distance and resources required to maintain it. The County offered to provide a piece of equipment to the Town to assist with plowing and maintenance. Mayor Green noted that the County is not pressuring the Town and stated that in his opinion, both roads should be within the Town limits. He explained that while annexing the roads themselves is under consideration, adjacent property owners would not be required to annex. However, it was also noted that legally, annexing a road can make adjacent properties eligible for annexation by future councils, though this current council has no interest in pursuing forced annexation.

Richard Jenkins stated that he owns property on County Road 100 and does not intend to ever be annexed into the Town of Alpine. He expressed concern about Lincoln County shirking its responsibilities, particularly with road maintenance. He mentioned that the County no longer helps maintain McCoy Forest Road, where 1.1 miles are now privately maintained by residents. Mr. Jenkins encouraged the Town not to take over County Road 100, emphasizing that the County should fulfill its obligations and work with the Forest Service as needed.

EXECUTIVE SESSION:

Councilmember Larsen made a motion to enter Executive Session at 9:25 PM, which was seconded by Councilmember Burchard. The Council entered Executive Session, during which no action was taken. Councilmember Larsen then made a motion to exit Executive Session and return to the regular meeting at 10:28 PM, Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Scaffide, and Councilmember Castillo.

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 Castillo. Motion carried. Meeting adjourned at 10:28 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

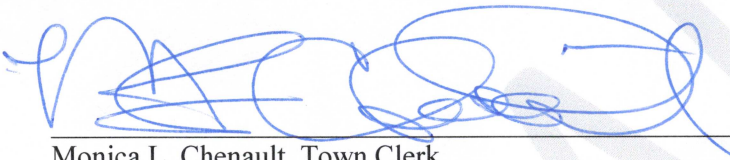


Sarah Greenwald, Town Assistant Clerk

6/12/2025

Date

Attest:



Monica L. Chenault, Town Clerk

6/12/2025

Date

Minutes approved in a legally advertised meeting on June 17th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



Town of Alpine Code Enforcement Officer Report

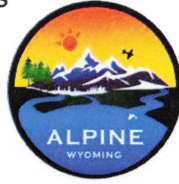
4/30/25 to 5/30/25

Meeting Date: June 3, 2025
Submitted By: Tara Bender, Code Enforcement Officer
Prepared On: May 30, 2025

Citations/Warnings	0 Citations 0 Warnings
Stop Work Orders Issued	2
Total Responses/Investigations	29

Abandoned Vehicle/Boat/Trailer	3	Animal - Dog/Vicious/At Large	3
Business License Compliance	9	Illegal Dumping	3
LUDC Violation	8	Maintenance of Premises	2
Stop Work Order Compliance Check	1		

Tara Bender
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CITY COUNCIL STAFF REPORT

TO: Mayor, Town Council, and Planning and Zoning Commission Members

FROM: Gina Corson, Acting Planning & Zoning Administrator

DATE: 05/29/2025

SUBJECT: Electrical and Fire Safety Inspection Process – Background and Options

MEETING DATE: 06/03/2025

PURPOSE

To provide background information and preliminary options regarding concerns raised about the consistency and quality of electrical and fire safety inspections currently conducted by the State Inspector.

BACKGROUND

Concerns have recently been brought to staff's attention regarding the effectiveness and consistency of inspections carried out by the State Office of Fire and Electrical Safety. Specifically, the question has been raised whether the current process provides adequate assurance that structures within the Town meet safety and code requirements, especially in light of growing development activity.

DISCUSSION

Two potential options are being considered to improve inspection outcomes:

1. Increased State Fee for Guaranteed Inspection

- The State has indicated that applicants may request a **guaranteed inspection** for an **additional \$75 per application**.
- This option would maintain the use of the State's current process but offer more certainty for applicants in terms of inspection scheduling and completion.

2. Independent Local Inspections



- The Town may consider requiring **third-party inspections** by qualified, independent inspectors.
 - Staff is currently in the process of confirming whether the Town must formally **request authority under Wyoming Statute §35-9-121** to take this approach.
 - Additional considerations include:
 - **Inspector certification and eligibility**
 - **Contractual arrangements** for inspection services
 - **Administrative processes** to implement and oversee inspections
-

NEXT STEPS

- Staff will continue discussions with the State Office of Fire and Electrical Safety to clarify authority and procedural requirements.
 - A follow-up report or recommendation will be provided based on this clarification.
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BENEFITS

- Streamlined permit and license processing
 - Centralized data management
 - Increased transparency and accountability
 - Enhanced citizen engagement and self-service options
 - Reduction in paper usage and administrative overhead
 - Scalable platform that can grow with the Town's needs
-

STAFF RECOMMENDATION

It is my recommendation that the Town **continue to require applicants to apply for and obtain their electrical and fire safety permits and inspections through the Wyoming Department of Fire Prevention and Electrical Safety.**

However, to improve reliability and accountability, it is also recommended that the Town **require applicants to pay the additional \$75 fee for a Guaranteed Inspection** through the State.



Additionally, the Town should implement a policy requiring that **permit and inspection documentation be submitted to the Town prior to the issuance of a Certificate of Occupancy or Certificate of Completion.** This will ensure proper recordkeeping and confirm compliance before final project approval.

ATTACHMENTS:

1. Wyoming §35-9-120
2. Wyoming §35-9-121
3. Wyoming §35-9
4. Wyoming §35-9-123
5. Wyoming §16-6-502
6. Rules of the Wyoming Department of Fire Prevention and Electrical Safety
7. Wyoming Department of Fire Prevention and Electrical Safety Guaranteed Inspection Fee Schedule



MELVIN BREWING COMPANY SIGN PROPOSAL FOR: ALPINE TOWN COUNCIL

PURPOSE STATEMENT

To ensure clear and effective traffic flow, this guidance is intended to:

1. Enhance Public Safety and Reduce Residential Traffic Impact

Directional signage will help patrons navigate efficiently to Melvin Brewing Company, significantly reducing unintended traffic through adjacent residential neighborhoods.

2. Streamline Commercial Traffic and Protect Neighborhood Streets

Signage will direct delivery drivers and logistics partners to use designated commercial routes, minimizing the presence of semi-trucks and trailers in residential areas.

3. Support Local Economic Development and Tourism

By increasing visibility and accessibility to Melvin Brewing Company, signage will contribute to broader tourism in Alpine. Visitors drawn to the brewery are likely to spend additional dollars at other local businesses, thereby stimulating economic growth in the community beyond the brewpub itself.



Sign Locations 1, 2 and 3



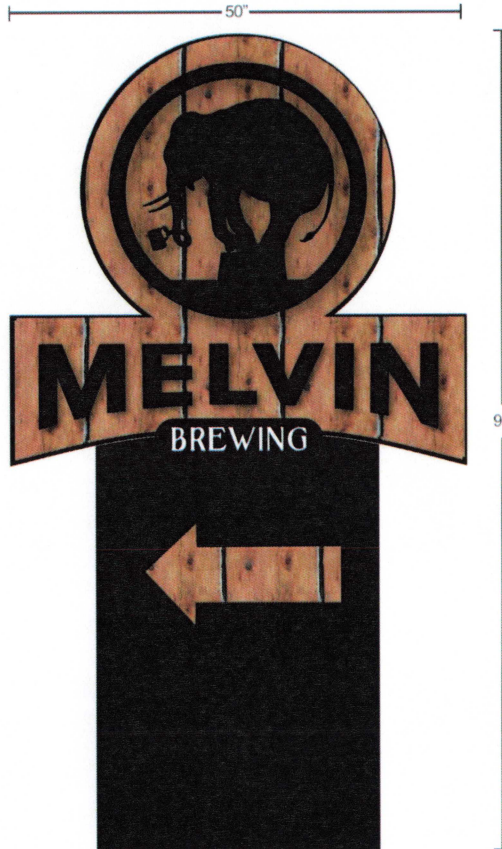
2 DIRECTIONAL SIGNS (1) NEAR THE SPEED
LIMIT SIGN AND (2) AFTER THE TURN IS MADE



LARGER MARKETING SIGN BY THE
HIGHWAY TO WELCOME PEOPLE IN



Directional Sign Design



Directional sign
with illumination

1- Larger directional internal LED illumination. Double sided with 10" depth aluminum return. All lettering will be halo lit from behind w/ the exception of the BREWING. This portion will be front lit, reverse cut with white acrylic facing. The 2 piece cabinet will be mounted to a 4"x 4" steel frame installed 2' in the ground with top and side mounting bolts

1- Smaller directional internal LED illumination. Double sided 8" depth . 34" top logo section. 60" ht. same basic specs for frame mounting. Note: directional arrows can be mounted any direction with whatever copy you want. Reverse side of signs may say " Visit us Again Soon" as an option.



Marketing Sign
Design



Pylon sign with
illumination



FOR ADDITIONAL
CONSIDERATION:
A Town of Alpine
Directional Sign to
direct traffic to
current and future
local businesses





THANK YOU FOR YOUR CONSIDERATION