



TOWN COUNCIL MEETING MINUTES

September 02, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER Mayor Green called the meeting to order at 7:05 PM.

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

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen (via conference call), Councilmember Scaffide, and Councilmember Wierda. Councilmember Burchard was absent. 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 with the amendment of removing Action Items under No. 9, subsections C, D, and E, which include Ordinance Nos. 2025-14, 2025-13, and 2025-12. Councilmember Burchard seconded the motion.

Discussion: Mayor Green noted that the Council had held a work session prior to the meeting, and additional questions for staff remained regarding the ordinances. He recommended removing the items until the Council could further review them.

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

APPROVAL OF CONSENT AGENDA: Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

CONSENT AGENDA

- (a) Town Council Minutes: August 19, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the Town Council Minutes from August 19, 2025, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Bills to Pay Report: 08/14/2025 - 08/27/2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: 08/14/2025 - 08/27/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that the Semiquincentennial Committee has met twice in preparation for the 250th anniversary celebration of the United States. He noted that the committee has been brainstorming ideas and is excited about the opportunities ahead. Planning is being done nearly a year in advance to ensure that the Town can pursue available funding opportunities through state, county, and local grants. Mayor Green added that a more detailed report will be provided in the future, potentially by a committee representative.

Clerk/Treasurer Report – Monica Chenault:

Clerk/Treasurer Chenault reported that she finalized her review of the draft audit received from the CPA at the end of last week. She also asked Wade, the Town's regular CPA, to review the audit, and he confirmed that it looked good.

Chenault noted that staff held the CitizenServe program kickoff last week. The program will streamline Town processes, beginning with an overhaul of the Planning and Zoning building process. Implementation of this portion is expected to take approximately six to eight months, with the goal of having it operational for the next building season. Following completion of this phase, additional program components will be implemented.

No questions were raised for the Clerk/Treasurer.

Public Works Director Report - Craig Leseberg:

Public Works Director Leseberg reported that substantial completion was reached on the radio read meter project earlier in the day. Inspections of the vaults were conducted, with only minor items such as landscaping and lid insulation remaining. Jorgensen is preparing a checklist of outstanding items. HydroCorp completed their work last Friday, with approximately 40 meters still needing replacement due to scheduling conflicts or difficulty contacting homeowners. A plan will be developed to complete those installations.

Leseberg stated that the tower installation is scheduled to begin the first week of October, with final completion anticipated in December following the installation of the meter for the Tiny Home Village. He also noted that the pre-treatment plant is progressing well and is expected to have water running through it as early as next week.

Councilmember Scaffide asked about the billing schedule in relation to the new meter readings. Leseberg explained that monthly readings could begin immediately, though billing procedures will continue under the current ordinance until it is updated. He added that monthly readings will provide helpful usage information for homeowners in the meantime.

In response to a further question from Councilmember Scaffide regarding truck activity near the horseshoe field, Leseberg confirmed that the dirt dumping observed in the area was approved, as material is being stored there for the vault project. He noted that this location has been a temporary dumping site but will change with the future development of the school, which includes plans for regrading and the addition of a sledding hill.

Code Enforcement Officer Report - Tara Bender – Submitted in writing

DISCUSSION ITEMS:

Review of Current Noxious Weed Ordinance 273 (2020-02) - Meta Dittmer:

Travis Osmond and Meta Dittmer with Teton County Weed and Pest, plant ecologist Chuck Butterfield, and Town Code Enforcement Officer Tara Bender addressed the Council regarding the infestation of spotted knapweed in and around Alpine, its soil-altering impacts, and risks to wildlife and property. Osmond noted that spotted knapweed has been present in Alpine since the early 1970s and is one of the most destructive invasive weeds, spreading rapidly and altering soils to suppress native vegetation. He reported that Lincoln County Weed and Pest has invested approximately \$300,000 in recent years to combat the weed near Alpine, with prior funding support also provided to the Town. Osmond emphasized the importance of steady and ongoing control, warning that even a one-year lapse could undo years of progress. He also outlined enforcement tools under Wyoming law and stressed the role of education and community participation.

Meta Dittmer echoed the importance of enforcement and education, referencing Alpine's existing ordinance, which requires removal of noxious weeds within 10 days of notice. She suggested updating the ordinance and outreach tools, including the use of door tags with species checklists and QR codes linking to current resources. Dittmer also recommended reinvigorating community events such as Alpine Noxious Weed Awareness Day, which in the past included educational booths, demonstrations, and social activities to engage residents.

Chuck Butterfield, a local plant ecologist, described his availability as a resource for residents and suggested exploring alternative control measures, such as goat grazing, for landowners opposed to herbicide use. He emphasized that safe chemical options are available but acknowledged that some residents prefer non-chemical approaches.

Code Enforcement Officer Tara Bender provided an update on her recent efforts, explaining that she has focused primarily on education, contacting property owners in high-priority areas and building familiarity with spotted knapweed identification and treatment. Bender expressed that her goal for this year is education rather than strict enforcement, with an expectation that stronger compliance can be required after a full season of outreach. She highlighted the potential of Farmers Market outreach, door tags with QR codes, and digital resources to improve public awareness.

The Council discussed funding, education, and coordination with Lincoln County Weed and Pest. Ideas included reviving public events, creating a loan program for backpack sprayers,

exploring a “bounty program” for weed pulling, and partnering with community groups for outreach. Councilmembers emphasized the need for ongoing momentum, Town budget allocation, and coordination between Town staff and Weed and Pest to protect Alpine’s natural resources and property values.

PUBLIC COMMENTS ON AGENDA ITEMS: No public comment was made.

ACTION ITEMS

Resolution No. 2025-040 - A Resolution To Amend The Town Of Alpine FY 2025 Budget To Increase The Wastewater Treatment Plant Repairs & Maintenance Expense Line Item (52-84-332):

Councilmember Larsen made a motion to approve Resolution No. 2025-040 - A Resolution To Amend The Town Of Alpine FY 2025 Budget To Increase The Wastewater Treatment Plant Repairs & Maintenance Expense Line Item (52-84-332). Councilmember Burchard seconded.

Discussion: Public Works Director Craig Leseberg explained that one of the screening components in the wastewater treatment plant had developed holes, allowing larger particles to pass through that should be filtered out. He noted that addressing the issue now would serve as a preventative “band-aid” repair expected to last for several years, while delaying action could result in significantly higher costs in the near future. Leseberg clarified that the repair is within the headworks of the wastewater treatment plant and not related to the new membranes. The Council acknowledged that while such unbudgeted maintenance items create challenges, they highlight the ongoing need for increased financial capacity through expanded utility connections and revenues.

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

Encroachment Agreement – Dr. Kurt Linford, D.D.S:

Councilmember Burchard made a motion to enter into an encroachment agreement with Dr. Linford, D.D.S., and authorize Mayor Green to sign. Councilmember Larsen seconded.

Mayor Green introduced the item, and Town Attorney Jim Sanderson provided background, explaining that the original contract submitted by Dr. Linford had been unacceptable and required revisions. Sanderson reworked the agreement and noted that the only remaining item is a legal description to be prepared by a surveyor. He confirmed that Dr. Linford did not object to the revised language. Sanderson further stated that the updated document could serve as a template for future use.

Following a brief recess to allow Council Members to review the agreement, Councilmember Larsen proposed an amendment to the motion to include additional language. The amendment added subparagraph F under section four stating:

“The grantee shall be liable for any damage to the grantor’s roadway or infrastructure caused by the installation and/or removal of any and all improvements from the encroachment area described in Exhibit A.”

The amendment was seconded and approved unanimously.

The Council then voted unanimously to approve the motion to enter into an Encroachment Agreement with Dr. Kurt Linford, D.D.S., and to authorize Mayor Green to sign the agreement on behalf of the Town.

For the record, Councilmember Larsen clarified that his amended motion mistakenly referenced “Resolution No. 2025-040,” which was incorrect. He stated that the amendment applied specifically to the Encroachment Agreement with Dr. Kurt Linford, D.D.S., and should be recorded as such.

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

GENERAL PUBLIC COMMENT: No comments made.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 8:40 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 September 16th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk