



TOWN COUNCIL REGULAR MEETING MINUTES

June 2, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:30 p.m.

ROLL CALL

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

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel, litigation, and confidential legal matters. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

RECONVENE INTO REGULAR SESSION

The Council reconvened into Regular Session at 7:00 p.m.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **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 Minutes: May 19, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve May 19, 2026, Town Council Meeting Minutes, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen,

Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

Bills to Pay: May 19, 2026, through June 2, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report May 19, 2026, through June 2, 2026, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

REPORTS

Mayor's Report – Eric Green

Mayor Green provided an update on the Town of Alpine's upcoming celebration of America's 250th Anniversary, scheduled for July 2–4, 2026. He reviewed the planned events, including the Farmers Market, Music in the Mountains concert, car show, vendor activities, the Great American Gala, scavenger hunt, parade, community concert, and fireworks display. Mayor Green encouraged community participation and noted that the celebration would be an opportunity to recognize 250 years of American independence while bringing residents and visitors together for a weekend of events and activities.

Public Works Director Report – *submitted in writing*

Clerk/Treasurer Report – *submitted in writing*

Planning & Zoning Administrator Report - *submitted in writing*

Code Enforcement Officer Report - *submitted in writing*

ACTION ITEMS

Annexation Agreement for the Alpine Lakes Addition:

Councilmember Larsen made a motion to approve the Annexation Agreement for the Alpine Lakes Addition between the Town of Alpine, Palisades Investments, LLC, and The J.M. McSweeny Revocable Trust regarding the proposed annexation and future development of approximately 61 acres contiguous to the Town of Alpine boundaries. Councilmember Burchard seconded the motion.

Councilmember Scaffide read a prepared statement expressing her concerns regarding the proposed agreement.

Kevin Meagher also addressed the Council regarding the proposed annexation agreement.

Councilmember Larsen asked Treasurer Chenault about the fiscal impacts of the proposed development. Treasurer Chenault explained that the Town's capacity fee structure is designed to

accommodate and fund future growth and that the fees associated with the development would help offset future infrastructure demands.

Councilmember Larsen sought legal guidance from Town Attorney James Sanderson regarding the agreement.

Councilmember Wierda clarified that the agreement did not constitute approval of annexation into the Town, but rather established terms and conditions should the annexation move forward. She noted that the property would still be required to complete the formal annexation process, including all applicable public hearings and approvals.

Councilmember Burchard stated that she viewed the agreement as a special-circumstance agreement and expressed interest in understanding what infrastructure improvements had already been completed on the property.

Mayor Green clarified that water infrastructure had been installed on the property, but that no sewer infrastructure currently existed.

Mayor Green invited the petitioners to address the Council. Colby Cox, acting as a consultant for the applicants, stated that the proposal had been thoroughly presented and that he had no additional comments to add.

Mayor Green then called for a vote.

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

LUDC Redesign:

Councilmember Scaffide made a motion to enter into a contract with the selected consultant for the Land Use and Development Code (LUDC) Redesign and to authorize Mayor Green to execute the agreement. Councilmember Larsen seconded the motion.

Councilmember Scaffide expressed support for updating the Town's Land Use and Development Code and discussed the importance of ensuring that the regulations remain current and reflective of the community's needs.

Councilmember Wierda stated that she supported moving forward with the project and recognized the value of modernizing the Town's development regulations.

Melisa Wilson, Chair of the Planning and Zoning Commission, spoke in favor of the project and noted that the Commission had discussed the need for a comprehensive update to the existing code. She emphasized the importance of creating a document that aligns with the community's goals and future growth.

Mayor Green reviewed the proposals received and summarized the costs associated with each consultant's submission.

Treasurer Chenault reported that the Town's year-to-date financials reflected a surplus in the General Fund and discussed available funding capacity. She explained that the proposed amended budget projected a reduced but still positive surplus and outlined potential funding options for the project.

Mayor Green suggested utilizing a portion of the current year's surplus, along with future budget allocations, to fund the code update.

Wilson noted the importance of coordinating the LUDC redesign with the Town's ongoing Master Plan efforts to ensure consistency between the two planning documents.

Councilmember Burchard agreed that the LUDC update should be conducted concurrently with the Master Plan process so that both documents complement one another and reflect the same community vision.

Treasurer Chenault discussed potential options available to the Council regarding project funding and implementation.

Following discussion, the motion was withdrawn.

Resolution No. 2026-027 - Dry Dog Development, LLC Alpine Apex Annexation Petition Certification:

Councilmember Larsen made a motion to approve Resolution No. 2026-027, certifying the sufficiency of the annexation petition submitted by Dry Dog Development, LLC for the proposed Alpine Apex Annexation. Councilmember Burchard seconded the motion.

Clerk Chenault explained that the annexation petition had been reviewed and determined to be complete and in compliance with applicable statutory requirements. She further noted that a public hearing on the proposed annexation had been scheduled for July 7, 2026.

Mayor Green called for a vote.

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

Alpine Flats Request for Extension of Buildings 3 & 4 Permits:

Councilmember Burchard made a motion to approve a 12-month extension of the Alpine Flats Buildings 3 and 4 permits beyond their current June 12, 2027 expiration date. Councilmember Larsen seconded the motion.

Clerk Chenault presented the request on behalf of the applicant and summarized the Planning and Zoning Administrator's staff report. She explained that Buildings 3 and 4 had previously

received permit extensions in accordance with Town regulations and that the applicant was requesting additional time beyond the currently authorized extension period. Clerk Chenault reviewed staff's concerns regarding consistency in permit administration, fairness to future applicants, and the precedent that could be established by granting an exception to the Town's adopted regulations.

Drew Hale, representing Alpine Flats and Sundance Properties, addressed the Council regarding the request. Mr. Hale stated that several project-related challenges had contributed to delays in construction and requested additional time to complete the development.

Council discussed the request, including the Town's existing permit extension policies, the potential precedent that could be created by granting additional extensions, and the balance between maintaining consistency in Town regulations and providing flexibility for ongoing development projects.

Following discussion, Mayor Green called for a vote.

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

Motion failed.

Resolution No. 2026-029 - Amending the Official Meeting Schedules for the Planning and Zoning Commission and Design Review Committee for the Town of Alpine, Wyoming, For Calendar Year 2026:

Councilmember Larsen made a motion to approve Resolution No. 2026-029, amending the official meeting schedules for the Planning and Zoning Commission and Design Review Committee for Calendar Year 2026. Councilmember Scaffide seconded the motion.

Mayor Green explained that the proposed amendment would increase the Planning and Zoning Commission meeting schedule to twice monthly during the peak building season, with meetings occurring on the second and fourth Tuesdays of each month from July through September 2026. He further explained that the Design Review Committee schedule would be amended to meet on the fourth Thursday of each month, as needed, for the remainder of Calendar Year 2026.

Mayor Green stated that the proposed changes would provide additional flexibility to address development activity and application reviews during the busy construction season.

Mayor Green then called for a vote.

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

2nd Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire:

Councilmember Burchard made a motion to approve the second reading of Ordinance No. 2026-004, Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire Use. Councilmember Scaffide seconded the motion.

Clerk Chenault reviewed the revisions that had been incorporated into the ordinance since the previous reading and requested Council direction regarding several outstanding policy questions, including provisions related to recreational fires, portable outdoor fireplaces, and fireworks regulations.

Council discussed whether fireworks regulations should be included within the ordinance. Mayor Green questioned whether the fireworks provisions should be removed entirely and addressed through a separate regulatory approach. Town Attorney James Sanderson advised that the Council could amend the ordinance by striking the fireworks-related provisions if desired.

Following discussion, Councilmember Larsen made a motion to table the second reading of Ordinance No. 2026-004 to allow for further review and direction regarding the fireworks provisions. Councilmember Scaffide seconded the motion.

Mayor Green called for a vote on the motion to table.

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

Resolution No. 2026-028 - Amendment to the Town of Alpine Employee Policy and Procedure Manual Regarding Clerk/Treasurer Severance and Payroll Schedule:

Councilmember Burchard made a motion to approve Resolution No. 2026-028, amending the Town of Alpine Employee Policy and Procedure Manual regarding Clerk/Treasurer severance and the Town's payroll schedule. Councilmember Wierda seconded the motion.

Councilmember Scaffide expressed concerns regarding the proposed severance provision, stating that she believed the amendment could establish a precedent for additional personnel-related expenditures in the future.

Councilmember Wierda noted that the Clerk/Treasurer position is appointed by and serves at the discretion of the Town Council. She stated that the proposed severance provision would provide a measure of stability and transition support for an employee who may be separated from employment due to changes in administration or organizational direction rather than job performance.

Councilmember Burchard commented that the provision was intended to address circumstances specific to the Clerk/Treasurer position and would provide consistency in the event a future Clerk/Treasurer faced a similar situation.

Discussion also included amendments to the Town's payroll schedule and payroll publication procedures intended to clarify existing administrative processes.

Mayor Green then called for a vote.

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

Project Priority Designation – Sanitary Sewer Project and Well #4 Improvement Project:

Councilmember Scaffide made a motion to designate the Sanitary Sewer Project as the Town of Alpine's Priority 1 funding project and the Well #4 Improvement Project as Priority 2 for submission to the Wyoming Office of State Lands and Investments (OSLI). Councilmember Larsen seconded the motion.

Clerk Chenault provided background on the request, explaining that the Town would be submitting applications for both projects to the State Loan and Investment Board (SLIB) and was required to establish a priority ranking for funding purposes.

Riley Hovorka discussed the SLIB funding process and the importance of establishing project priorities for consideration by the Board.

Council discussed the status of the Sanitary Sewer Project, noting that while the project was initially considered an emergency need, the immediate issue had since been addressed, allowing the project to proceed through the normal funding process.

Following discussion, Councilmembers Burchard and Wierda expressed support for prioritizing the Well #4 Improvement Project due to its importance to the Town's long-term water infrastructure needs.

Councilmember Scaffide amended her motion to designate the Well #4 Improvement Project as the Town of Alpine's Priority 1 funding project and the Sanitary Sewer Project as Priority 2. Councilmember Larsen agreed to the amendment.

Council also directed staff to prepare and submit a letter to the Wyoming Office of State Lands and Investments documenting the Town's project priority designations.

Mayor Green then called for a vote.

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

PUBLIC COMMENT

Dale Cottam addressed the Council on behalf of the Alpine Airpark. He thanked Town staff for their cooperation in providing information related to the proposed charter school and emphasized the importance of continued communication between the Town and the Airpark. Mr. Cottam also stated that the Airpark is not interested in annexation into the Town of Alpine.

Bill Saks addressed the Council regarding transparency in local government and encouraged the Town to continue improving communication with residents, specifically referencing matters related to Greys River Road.

Dan Schou commented on the proposed Land Use and Development Code (LUDC) Redesign and inquired whether input could be sought from individuals involved in creating the existing document.

Isaac Aznoe asked questions regarding sewer system capacity and expressed support for the proposed fire code updates. He also inquired about how the ordinance would apply to existing fire pits.

Marlene O'Leary commented on the annexation discussion and stated that she initially believed the item before the Council involved annexation approval. She expressed concerns regarding growth, water availability, representation of existing residents, and the Town's ability to provide services as development continues.

No action was taken.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

The meeting adjourned at 9:13 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 June 23rd, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk