



## Town of Alpine

Mayor:  
Eric Green

Town Council:  
Andrea Burchard  
Emily Castillo  
Frank Dickerson  
Jeremiah Larsen

Alpine Education Foundation, Inc.  
PO Box 2911  
Alpine, WY 83128

Re: Letter of Intent

Dear Board Members:

The Alpine Town Council is looking forward to having you attend their work session on December 3<sup>rd</sup>, 2024. The meeting begins at 7:00 p.m.

In preparation for this meeting, I have prepared the following list in anticipation of discussion about leasing land owned by the Town of Alpine. The list was generated from a series of individual lists from Town Councilman.

If the information is not readily available, please provide a timeline of availability.

If you have any questions, please reach out and I will be happy to assist you.

Sincerely,

Monica L. Cheanult  
Alpine Town Clerk

Cc: Mayor Green, Town Council

Physical: 250 River Circle  
Mailing: PO Box 3070  
Alpine, WY 83128  
Phone: 307-654-7757



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### Entity Information

#### Alpine Education Foundation, Inc.

- Please provide a list of the current Board of Directors
  - Detail board selection process
  - Define Public outreach to announce board selection
- Please provide the Bylaws and tax-exempt status
- Contracts or agreements with APA, APS, Alpine Charter School, Inc.
- Detail dissolution plans (if not outlined in Bylaws)
  - Include details of any risk to Town of Alpine

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#### Contractual Relationships

- Define the relationship between AEF, Inc and ACS, Inc

#### APA/APS/UCA/APEF

- Please define the entities listed and which ones will be involved in the Alpine Charter School
- Please provide an Organizational Chart

### Projected Enrollment

- How many families have indicated they will send their children to the Alpine Charter School initially?
  - Breakdown by
    - Current education statistics (Homeschool, Teton County School District, Lincoln County School District)

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- Number of children
- Residential zip code
  - Specifically, how many live within the incorporated boundaries of the Town of Alpine?
- Provide student population growth projections
  - Day 1 – 20 years
  - Provide supporting documentation for projections

### **Budget/Financial**

- Provide documentation of current cash position
- Provide a cash flow analysis
  - Day 1 – 20 years
- Donations
  - Detailed list of all donors
  - Detailed list of Angel Investor/s
  - Detailed list of all donor commitments (Promises)
- What is your budget to build the school
  - Breakdown by phases (K-8, HS)
- Debt service
  - Provide commitment and repayment schedules or agreements for angel investors
  - Provide refinancing plan for angel investors
    - Term, amount, collateral
- Lease payment
  - Fair market value or other
- Detail financial terms of agreement with administration of charter school
  - Is APA/APS for profit or non-profit?
  - How will you comply with the requirement to make monetary decisions locally?

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### Site Considerations

- Please detail all land options listed on Charter School Application
  - Explain process of elimination
- Please detail any viable land options currently
  - Have you investigated nearby state-owned education land?
- Acreage Requirements
  - Provide supporting data on requirements by phase
  - Tie data back to enrollment projections
- Are Charter Schools regulated by the Wyoming School Facilities Commission Design Standards and Guidelines?
  - Note - The FC requires that prior to purchasing a site, the district planner or architect prepare a site utilization plan and preliminary development cost estimate to determine if the site is cost effective. Factors to be utilized in the site analysis and development study include: Site Size, Vehicle Site Access, Site Topography (a site topographic study is required for ALL sites), Subsurface Characteristics (A Phase 1 Environmental Study is required prior to all property purchases/acquisitions. The Phase 1 Study must be completed by someone other than the seller of the land). There are multiple facilities requirements surrounding the utilization of land for a school that will need to be followed and adhered to by the Alpine Charter Board if a town owned land lease is to be considered.
- Detail safety concerns if school is placed behind the CDC
  - Airport flight path
  - Quarry air pollution
  - Traffic (entering and exiting the highway)
  - Brewery proximity

### Town Land

- Zoning/Rezoning
  - Costs must be paid for by Lessee
- Replat/Subdivision
  - Costs must be paid for by Lessee

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- Existing Town Facilities
  - Preserve or relocate
  - Cost must be paid for by Lessee
- Traffic Study
  - Will be required – How soon can it be completed

### **Building & Development**

- Schedule for opening school
- Must comply with all Land Use Development Codes (LUDC) and Alpine Building Codes
- Define process for awarding contracts and/or selecting vendors
  - Building phase
  - Operations phase

### **Other Lease Considerations**

- Non-transferable
- Land remains free and clear of any encumbrances
- Lease term
  - Provide supporting documentation for lease term
- Town Council approval required in advance of submitting applications to P & Z Department

### **Community Concerns**

- Detail enrollment process
  - Concern – children in the incorporated boundaries may get turned away
- Curriculum
  - Concern – how do parents and concerned citizens get detailed curriculum documents? Can you host a Public forum on curriculum concerns?
- Success/Fail Rate of Charter Schools
  - Concern - the Charter Application references State Statute surrounding dissolution of assets and leaseholds
    - Detail the statistics
    - Detail the legal/financial risks to the Town of Alpine
      - What steps can be taken to mitigate the risks?

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