



TOWN COUNCIL MEETING MINUTES

December 03, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Pro Tem Andrea Burchard called the meeting to order at 7:01 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Andrea Burchard led the Pledge of Allegiance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Wierda seconded. Voting Yea: Mayor Pro Tem Burchard, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. 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: November 18, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve November 18, 2025, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Pro Tem Burchard, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. Motion carried.
- (b) Bills to Pay Report: 11/05/2025 through 11/18/2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: 11/05/2025 through 11/18/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Pro Tem Burchard, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. Motion carried.

- (c) Snake River MEP Invoice-009: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-009. Councilmember Burchard seconded. Voting Yea: Mayor Pro Tem Burchard, Councilmember Larsen, Councilmember Scaffide, and Councilmember Wierda. Motion carried.

REPORTS

Clerk/Treasurer Report:

Clerk/Treasurer Monica Chenault reported that over the past two weeks she has devoted significant time to reviewing and investigating the Town's utility billing ordinance. She noted that this work incorporated feedback provided by the Council at the previous meeting as well as comments received from the public regarding areas to be examined. She stated that she looks forward to discussing the findings with the Council and believes the results of the review will be satisfactory.

Public Works Director – Submitted in writing:

WORK SESSION ITEMS

Ordinance No. 2025-012 - Utility Procedure Ordinance - 3rd Reading Discussion

Clerk/Treasurer Monica Chenault reviewed the items that have been redlined and revised since the second reading. These include adding language regarding inspection of existing sewer laterals prior to connection, establishing a grace period for newly installed meters, and further refining the ERU definition for consistency across ordinances.

Ordinance No. 2025-014 Capacity Fee Ordinance - 3rd Reading Discussion

Clerk/Treasurer Monica Chenault reported that the only potential update to this ordinance would be related to any amendment made to the ERU definition, which will be made consistent across all three utility ordinances if revised.

Ordinance No. 2025-013 Utility Rate Ordinance - 3rd Reading Discussion

Clerk/Treasurer Monica Chenault provided an updated staff report summarizing recommendations based on two weeks of additional analysis. She recommended adoption of all three utility-related ordinances and reported the following:

- The **sewer fund requires a 25% rate increase** (equivalent to **\$13.50 per ERU**) to meet operating and maintenance needs. Long-term capital needs would be addressed through the proposed Capacity Fee Ordinance.
- A **water rate increase is not recommended at this time**. Additional months of meter data—particularly winter/off-peak usage—are needed to evaluate usage patterns and develop rate options that minimize impacts on households.

- Adjustments to the **base rate structure** will increase revenue, particularly for larger service lines and fire-protection connections, and provide fairer cost allocation.

Chenault explained that the Town now receives accurate, minute-by-minute water meter data beginning November 6, which will allow for reliable monthly usage tracking going forward.

Council discussed bill impacts, residential versus commercial user equity, and the number of commercial accounts with ¾-inch service lines. Staff reported that updated line-size information and improved data collection will assist in future evaluation. Council acknowledged that water rate adjustments may be reconsidered during budget season, with any changes incorporated into the FY 2026–2027 budget cycle.

Discussion also addressed leak detection and the Town’s ability to identify and assist customers with significant water loss. Staff noted that the new metering system detects leaks within approximately three days and that Town staff will coordinate with the Water Commissioner to address exceptional billing situations when appropriate.

Mayor Green provided additional information on the distribution of service line sizes and stated that while the sewer rate increase appears necessary, water rates should be reviewed after meaningful usage data is available. Council also briefly discussed the potential for future block-rate structures to encourage water conservation.

Public Comment:

Resident Villana Mandel commented regarding financial impacts of rate structures on households, comparisons to other communities, and the importance of pursuing state and federal funding sources to reduce local burdens.

ACTION ITEMS

Repeal of Resolutions 2025-047 and 2025-049:

Councilmember Scaffide made a motion to repeal Resolution No. 2025-047, A Resolution Authorizing the Town of Alpine to Apply for a Grant from the Alpine Travel & Tourism Board for the Semiquincentennial Celebration, and Resolution No. 2025-049, A Resolution Authorizing the Expenditure of Funds for a Concert Deposit for the Town of Alpine’s 250th Celebration. Councilmember Wierda seconded.

Council discussed the Semiquincentennial Committee’s reassessment of the proposed concert, noting that total costs continued to rise and the committee is exploring alternative, lower-cost musical options. Mayor Green, participating remotely, reported that the committee is considering securing a smaller artist and holding the performance at the Town gazebo to reduce expenses. Travel and Tourism representatives indicated that an updated proposal with a spending ceiling of \$25,000 will be presented, potentially requiring a revised resolution.

Following discussion, Council determined that the repeal item should be tabled until after the upcoming Travel & Tourism meeting. A motion was made and seconded to table the repeal of Resolutions 2025-047 and 2025-049. The motion to table carried.

Voting Yea: Mayor Pro Tem Burchard, Councilmember Scaffide, and Councilmember Wierda.
Abstained: Councilmember Larsen (due to his position on the Alpine Travel & Tourism Board).
Motion carried.

Resolution No. 2025-052 - The Official Schedule Of Planning And Zoning Commission Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026

Councilmember Larsen made a motion to approve Resolution No. 2025-052 - The Official Schedule Of Planning And Zoning Commission Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026. Councilmember Wierda seconded.

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

Resolution No 2025-053 - The Official Schedule Of Town Council Meetings For The Town Council Of Alpine, Wyoming, For The Calendar Year 2026:

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-012 - Utility Procedure Ordinance. Councilmember Burchard seconded.

Councilmember Scaffide Councilmember Scaffide provided comments regarding the current meeting schedule. She stated that the Town previously operated with one monthly meeting and that this was adequate for conducting Town business. She expressed concern that the two-meeting schedule increases the time commitment for Councilmembers, who receive **\$75 per meeting**, while the **Mayor receives an annual salary of \$24,000 with health benefits**. She also noted that the Mayor has recently opted not to vote unless required to break a tie. Councilmember Scaffide stated that returning to one monthly meeting may reduce strain and improve alignment with public expectations.

Councilmember Wierda requested clarification regarding past meeting practices. **Mayor Pro Tem Burchard** explained that prior to Mayor Green's term, the Town held only one regular meeting per month. Afterward, the Town began holding one regular meeting and one work session each month. Over time, work sessions were frequently converted into special meetings to allow action on agenda items, resulting in increased advertising costs. To reduce those expenses and improve efficiency, the Town shifted to two official meetings per month.

Councilmember Scaffide added that the change to two meetings was adopted in May 2025 and that preparation time for multiple monthly meetings is substantial. She expressed concern that decisions may be moving too quickly for both the Council and the public to fully process.

Mayor Pro Tem Burchard disagreed with the characterization that items were being pushed through but acknowledged the significant time commitment required of Council. She emphasized that serving on the Council requires balancing personal responsibilities with a commitment to improving the community.

Councilmember Larsen stated that he supports the two-meeting structure due to improved efficiency and continuity. He explained that the prior reliance on special meetings was costly and less streamlined. He noted that two shorter meetings are preferable to one meeting that could run late into the evening. He also emphasized his commitment to attending meetings regardless of meeting type and expressed comfort with the current schedule.

Councilmember Scaffide reiterated concern regarding the Mayor abstaining from votes while the Council carries the increased workload of two meetings per month.

Mayor Green asked legal counsel whether a mayor is required by statute to vote; legal counsel began reviewing the question. Mayor Green stated his understanding that a mayor is permitted—but not required—to vote and noted that he intends to address concerns about mayoral benefits during the upcoming budget process.

Council proceeded to a vote on Resolution No. 2025-052.

Voting Yea: Mayor Pro Tem Burchard, Councilmember Larsen, and Councilmember Wierda.
Voting Nay: Councilmember Scaffide Motion carried.

Resolution No. 2025-054 The Official Schedule Of Municipal Court Proceedings For The Town Of Alpine, Wyoming, For The Calendar Year 2026:

Councilmember Scaffide made a motion to approve Resolution No. 2025-054 The Official Schedule Of Municipal Court Proceedings For The Town Of Alpine, Wyoming, For The Calendar Year 2026. Councilmember Wierda seconded.

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

Resolution No. 2025-052 The Official Schedule Of Design Review Committee Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026:

Councilmember Larsen made a motion to approve Resolution No. 2025-052 The Official Schedule Of Design Review Committee Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026. Councilmember Wierda seconded.

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

Resolution No. 2025-051 - A Resolution Establishing The Application Period And Presentation Date For The Town Of Alpine's Available Retail Liquor License:

Councilmember Larsen made a motion to Resolution No. 2025-051 - A Resolution Establishing The Application Period And Presentation Date For The Town Of Alpine's Available Retail Liquor License. Councilmember Wierda seconded.

Clerk/Treasurer Monica Chenault explained that the Town became eligible for an additional retail liquor license following the Department of Revenue's updated census, which reported 1,360 residents. She stated that other municipalities have established formal application periods when a new retail liquor license becomes available, allowing councils to review multiple applicants and select the option that best serves the community.

Chenault noted that state statute does not prescribe a selection process beyond standard application requirements. Establishing an application period enables public notice, transparency, and the opportunity for applicants to present proposals to the Council. She also clarified the distinction between retail liquor licenses and restaurant licenses, noting that the Driftwood's restaurant license remains separate from this discussion.

Council discussed the process for evaluating multiple applicants, the lack of statutory criteria, and the responsibility of the Town Council to determine which proposal is in the best long-term interest of Alpine. Legal counsel stated that selection may consider factors such as public benefit, financial stability, proposed business operations, and community impact.

With no further discussion, the Council voted on the resolution.

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

Following the vote, legal counsel provided clarification regarding the mayor's voting authority under Wyoming Statute §15-11-108(a)(vi), confirming that the mayor may vote but is not required to vote except in specific statutory circumstances. Mayor Green stated that his intention is to vote only in the event of a tie.

Public Comment:

Patricia McQuade, Town Resident, asked for clarification regarding sewer lateral issues in Alpine Meadows, referencing past instances where property connections did not properly meet the main line and later caused problems. She inquired whether the Town would be responsible for performing inspections or camera work at the initial hookup.

Clerk/Treasurer Monica Chenault clarified that the Town currently does not own a sewer camera and cannot perform inspections itself. Under the proposed ordinance, the property owner is responsible for the materials, labor, and installation of the sewer lateral from the main to the home, including portions located within Town right-of-way. She also explained that property owners in Alpine Meadows own to the center of the road and that the Town of Alpine holds an easement for utility installation and maintenance.

Mayor Pro Tem Burchard reported that the Community Thanksgiving Dinner was a success, with 270 meals served, an increase of 50 meals over the previous year, including take-home plates and deliveries. The event was well planned, and food remained at the end of the evening.

Upcoming community events were announced:

- **Santa Visit:** Saturday at the Civic Center from 11:00 AM to 1:00 PM.
- **Community Bingo:** Friday evening, with proceeds supporting community needs, including Thanksgiving dinner and holiday assistance for local children.
- **December 20 Bingo:** Dinner will be provided by Alpine Trails and Pathways, with funds supporting cross-country ski trail maintenance.

Additional acknowledgment was given to Broulim's, which donated all hams and turkeys for the Thanksgiving Dinner and regularly supports the Town's food bank.

With no further public comment, Council proceeded to adjourn.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Svcaffide seconded the motion. Mayor Pro Tem Burchard, Councilmember Larsen, and Councilmember Wierda, and Councilmember Scaffide Motion carried. Meeting adjourned at 8:07 p.m.

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 November 4th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk