



TOWN COUNCIL REGULAR MEETING MINUTES

March 17, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 7:05 p.m.

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

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.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide.

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: March 3, 2026, Town Council Meeting Minutes:
Councilmember Burchard made a motion to approve the March 3, 2026, Town Council Meeting Minutes, Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide.
- (b) Planning & Zoning Commission Minutes: February 10, 2026, Planning and Zoning Commission Meeting Minutes: Councilmember Burchard made a motion to approve the February 10, 2026, Planning and Zoning Commission Meeting Minutes. Councilmember Scaffide seconded.
- (c) Bills to Pay: February 27, 2026, through March 17, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report February 11, 2026, through February 26,

2026, Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that Public Works staff have completed televising the entire Alpine Meadows subdivision to assess the condition of the infrastructure. Based on the results, the Town has developed a plan of action for addressing the identified issues. The Town is currently awaiting notification regarding grant funding from the State and will provide updates once a determination has been made.

Mayor Green also discussed plans for displaying a large American flag over U.S. Highway 89 during the Fourth of July celebration. The proposed flag will measure approximately 25 by 40–50 feet and will be suspended between two lifts. Due to safety considerations, the Town has asked Jorgensen Engineering to assist in designing and engineering the installation to ensure it can be safely secured and does not pose a hazard due to wind conditions. Mayor Green expressed enthusiasm for the project and emphasized that public safety will be the priority in its design and installation.

Mayor Green further noted that the Town has experienced a significant increase in public records requests. He explained that the Town follows a formal process for responding to these requests, including acknowledging receipt within seven days and providing responsive records within thirty days when possible. While the Town intends to fulfill requests as promptly as possible, current workloads may affect response times.

Clerk Chenault confirmed that all recent public records requests have been acknowledged. She explained that staff are currently reviewing each request to determine the scope of work required to fulfill them. In some cases, such as email record searches, assistance from the Town's email system administrator is required. Staff are working through the requests individually and will provide records that can be produced quickly while continuing to process more complex requests.

Events Committee Report - Andrea Burchard:

Councilmember Burchard reported that the Town's annual Easter Egg Hunt is scheduled for April 4. Volunteers are needed to assist with the event, and those interested are encouraged to arrive at approximately 9:00 a.m. on the day of the event.

Councilmember Burchard also shared that the recent community bingo event raised nearly \$1,000 in support of the Vietnam Memorial Wall project, The Wall That Heals, which will be coming to the area the week after the Fourth of July. She noted that organizers are also seeking volunteers for that event. Additional information about the traveling The Wall That Heals can be

found through Visit Afton, including a video available on the Visit Afton website and Facebook page.

Councilmember Burchard further noted that another community bingo event is scheduled for Friday. While the benefiting cause had not yet been finalized, the event will continue the community fundraising efforts organized through the Events Committee.

Engineering Report – Jorgensen Engineering (*Submitted In Writing*):

Planning & Zoning Report – Rachael Stewart:

Planning and Zoning Commission Member Stewart reported that the Commission held a busy meeting the previous week with several single-family residential projects on the agenda. Most of the applications were approved. One application was tabled due to an insufficient site plan.

The Commission also reviewed and approved the site plan application for La Tienda, allowing the project to move forward in the review process.

Stewart noted that the primary topics of discussion during the meeting were two pre-annexation discussion items. One involved a property located near the Boardwalk area by On the Run, and the other involved property owned by Steve Turley located up the hill. Both discussion items generated significant public interest, with a large number of attendees providing comments and opinions.

Stewart emphasized that these discussions represented the beginning of what will likely be an ongoing series of conversations regarding the proposed annexations.

Economic Development Report – Jeremiah Larsen:

Councilmember Larsen reported that the Town has seen a decrease in tourism-related revenue this winter due to lower snowfall levels. As a result, lodging tax and sales tax revenues tied to tourism have been lower than typical for the season. Despite the economic impact, Larsen noted that the mild weather has been appreciated by many residents.

Larsen also provided an update on countywide economic development efforts, noting that a recent branding meeting for Lincoln County was held in Cokeville. The meeting included participation from a consulting group based in Utah and focused on developing a unified brand identity for the county, including communities such as Alpine, Kemmerer, LaBarge, and Diamondville. Additional meetings are planned to review the consultant's findings and recommendations.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Larsen reported that the deadline for grant applications to the Alpine Travel and Tourism Board recently closed, with nearly \$450,000 in funding requests submitted. The anticipated budget for this year's grants is expected to be between \$275,000 and \$300,000. These

funds must be distributed among several categories, including tourism impacts, arts and events, and promotion of Alpine.

Due to the high volume of requests exceeding the available funding, Larsen noted that some applicants will likely not receive funding this year.

The Alpine Travel and Tourism Board will hold its first grant review meeting on April 22. The board intentionally scheduled the meeting later in the month to allow time for members to review the large number of applications and to accommodate spring break schedules. Additional meetings are expected to take place in April and May, with the goal of completing the review process before early June.

Larsen noted that some grant requests, particularly those with an established history of successful implementation, may move through the approval process more quickly. Applications may be approved through the standard first, second, and third reading process as needed.

Lincoln County Sheriff's Report (*Submitted In Writing*)

WORK SESSION ITEMS

Discussion: Proposed Fire Safety Ordinances – Open Burning, Recreational Fires, and Fireworks:

Mayor Eric Green opened discussion regarding proposed ordinances related to open burning, recreational fires, and fireworks. Mayor Green explained that the topic had been briefly reviewed previously and was being revisited to provide additional clarification and direction to staff.

Clerk Chenault explained that regulations for recreational fires and fireworks are currently addressed through separate ordinances. Clerk Chenault noted that two existing ordinances referencing fireworks contain contradictory language regarding the days fireworks are permitted within the Town of Alpine. Staff's goal is to update and clarify the ordinances to eliminate those inconsistencies.

Clerk Chenault further explained that concerns have been raised regarding the sale of fireworks within Town limits when fireworks are generally prohibited from being discharged within the Town. Clerk Chenault stated that determining whether fireworks should continue to be sold within Town limits is a policy decision for the Town Council and requested direction from the Council on how staff should proceed. Clerk Chenault added that if changes are desired, addressing the issue prior to the upcoming fireworks season would be beneficial, particularly given the potential for dry conditions this year.

Mayor Green stated that several residents have contacted the Town with concerns regarding fireworks and fire risk. Mayor Green noted that fireworks are already prohibited on Bureau of Reclamation lands, but fireworks are frequently discharged in those areas during the Fourth of July holiday. Mayor Green emphasized the potential wildfire risk to nearby neighborhoods, including the Rees Subdivision, particularly if a fire were to start during windy conditions.

Clerk Chenault also noted that while recreational fires are regulated by ordinance, there is currently no ordinance specifically prohibiting the burning of trash or other materials, aside from construction materials regulated through the Land Use Development Code. Clerk Chenault requested direction from the Council regarding whether additional regulations should be considered.

Councilmember Andrea Burchard reported receiving feedback from residents expressing concern about fireworks and the risk of fires that could threaten homes within Town.

Councilmember Jeremy Larsen noted that the area was currently under a Red Flag warning due to wind, warm temperatures, and lack of snow. Councilmember Larsen also referenced a recent fire in Swan Valley, Idaho, and expressed interest in receiving additional public feedback on the issue. Councilmember Larsen noted that surrounding lands managed by the Bureau of Reclamation, Forest Service, and Bureau of Land Management are often subject to fire restrictions.

Mayor Green added that residents in the Alpine Meadows area have specifically raised concerns about fireworks being purchased locally and discharged near the boat ramp and surrounding areas.

Councilmember Wierda stated that no direct public comments had been received but expressed support for the concept of aligning Town fire restrictions with those issued by Lincoln County or the State of Wyoming during periods of elevated fire danger.

Town Attorney Jim Sanderson provided additional perspective, noting that while fireworks can pose risks, it is also important to consider the extent to which regulations limit individual activities. Jim Sanderson referenced the 2001 wildfire near Alpine, which was caused by a mechanical spark rather than fireworks, and encouraged the Council to consider the broader implications of regulation.

Council discussion continued regarding potential options for regulating fireworks sales and use, as well as updating existing ordinances related to recreational fires and open burning. No formal action was taken.

Discussion: Draft Ordinance Establishing Administrative Fees and Cost Recovery for Town Services

Mayor Eric Green introduced discussion regarding a draft ordinance establishing administrative fees and cost recovery for Town services.

Clerk Chenault explained that the Town currently has a resolution establishing certain administrative fees, including fees related to Wyoming Public Records Act requests and notary services. Clerk Chenault noted that the resolution was adopted several years ago and that many of the listed fees are now outdated.

Clerk Chenault stated that the proposed ordinance would separate the authority to charge fees from the specific fee schedule. Under this approach, the ordinance would establish the authority for administrative fees, while the actual fee amounts would be set through a separate resolution. This would allow the Town to update fees when necessary without having to amend the entire ordinance.

Clerk Chenault also explained that the draft ordinance addresses the Town's ability to recover costs for services billed outside of the utility billing system. Currently, when the Town bills for certain services, there is no mechanism to assess late fees or interest on unpaid balances. The proposed ordinance would allow the Town to establish late fees and interest charges to encourage timely payment, particularly for larger outstanding balances.

Additionally, Clerk Chenault noted that the ordinance would allow the Town to establish field operations rates for certain services performed by Public Works staff. In some cases, the Town performs work on infrastructure that is privately owned but maintained through agreements with the Town. The proposed ordinance would allow the Town to set rates that better reflect the actual cost of labor, including wages and benefits.

Mayor Green stated that the goal of the ordinance is to establish definitions and authority for administrative fees while allowing the Town Council to update fee schedules periodically through resolution if needed.

Councilmember Scaffide expressed concern about ensuring that residents are not unnecessarily charged for accessing public information and stated that the primary interest was in clarifying definitions related to late fees and interest.

Clerk Chenault responded that the intent is not to charge more than the cost incurred by the Town but rather to recover actual costs when significant staff or consultant time is required. Clerk Chenault noted that research conducted by the Town's IT contractor, Teton Tech, is billed to the Town at a rate of approximately \$165 per hour, and the goal of the ordinance is to allow the Town to recover those types of costs when applicable.

Council discussion continued regarding the proposed ordinance. The item was presented for discussion to allow Councilmembers time to review the draft and provide feedback to staff before the ordinance is formally considered for adoption.

Discussion: Town of Alpine Safety Manual

Mayor Eric Green introduced discussion regarding the Town of Alpine Safety Manual. Mayor Green noted that the document had been briefly reviewed during a previous meeting and suggested that additional time may be needed to fully evaluate the manual due to its length and complexity.

Councilmember Wierda explained that after reviewing the document, several sections appeared well developed while others seemed incomplete. Councilmember Wierda stated that it was

unclear whether certain sections were intended to be supported by additional training materials or whether further information still needed to be incorporated into the manual.

Councilmember Wierda also expressed concern that the document frequently assigns responsibility for many safety-related duties to a single safety officer. Councilmember Wierda suggested that the Town may benefit from establishing a safety committee to help develop procedures and policies, while maintaining a safety officer role that is separate from field supervisors to ensure employees have an independent point of contact for reporting concerns or incidents.

Mayor Green noted that adopting the safety manual could also require additional equipment and resources, particularly if specific personal protective equipment (PPE) requirements are established for certain job duties. Mayor Green stated that determining appropriate PPE requirements for various positions could be a task for a safety committee to review.

Mayor Green also confirmed that adoption of the manual would not impact the Town's existing workers' compensation discount.

Following discussion, Councilmembers agreed that the document requires additional review and that forming a committee to further evaluate the safety manual may be appropriate.

Councilmember Larsen tabled the discussion item, pending further review and the potential formation of a safety committee. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, Councilmember Scaffide.

ACTION ITEMS

3rd Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2:

Councilmember Burchard made a motion to approve 3rd Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2. Councilmember Larsen seconded.

Mayor Eric Green explained that the ordinance presented on third reading combines two previously introduced ordinances related to the establishment of the Town Administrator position. The combined ordinance consolidates the provisions and outlines the duties and responsibilities associated with the position. Town Attorney Jim Sanderson worked with staff to merge the two ordinances into a single document.

During Council review, Councilmember Larsen raised a question regarding the language in **Section C: Relationship of Governing Body to Town Administrator**. Town Attorney Sanderson acknowledged that the existing wording could be clarified and proposed revised language.

Councilmember Larsen made a **motion to amend** the language in Section C under Duties, striking the sentence:

“The governing body shall deal with that portion of the administrative service of the town for which the town administrator is responsible for through the town administrator.”

and replacing it with:

“The governing body shall address all matters within the Town Administrator’s area of responsibility exclusively through the Town Administrator.”

The amendment was seconded by Councilmember Burchard. With no further discussion, the amendment passed.

Councilmembers also briefly discussed language in the ordinance regarding residency preferences for the Town Administrator position. Councilmembers agreed that the current wording indicating a preference for residency in Alpine, while requiring relocation to the State of Wyoming, was acceptable and no amendment was made.

With no further discussion, the Council proceeded to vote on the ordinance as amended.

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

The motion carried **5–0**, and **Ordinance No. 2026-001 passed on third reading.**

Following approval, staff stated that the Town Administrator position will be advertised through several outlets including the Town website, the *Jackson Hole News & Guide*, the *Star Valley Independent*, and online job posting platforms.

1st Reading of Ordinance No. 2026-002 - Public Notice Ordinance:

Councilmember Larsen a motion to approve 1st Reading of Ordinance No. 2026-002 - Public Notice Ordinance. Councilmember Burchard seconded.

Clerk Chenault explained that the ordinance was drafted to create consistency in the Town’s public notice procedures. The ordinance would standardize notification requirements for Town hearings and Planning and Zoning processes, including requirements for mailed notices and the timing of notice publication. Clerk Chenault noted that the current requirements vary across different sections of the Town’s code and applicable statutes, making them difficult to track and apply consistently.

Councilmember Wierda asked whether the Planning and Zoning Commission had reviewed the proposed ordinance, given that it affects certain Planning and Zoning notification procedures.

Mayor Eric Green stated that the ordinance would be provided to the Planning and Zoning Commission for discussion at an upcoming meeting. Mayor Green noted that the ordinance is

intended to create a consistent standard that would apply across the Town's processes, including those referenced in the Land Use Development Code.

With no further discussion, the Council proceeded to vote.

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

The motion carried **5-0**, and **Ordinance No. 2026-002 passed on first reading.**

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

Resolution No. 2026-015 - Adopting a Sewer Line Preventative Maintenance Program:

Councilmember Larsen made a motion to approve Resolution No. 2026-015 - Adopting a Sewer Line Preventative Maintenance Program. Councilmember Scaffide seconded.

Mayor Eric Green explained that the preventative maintenance program was developed in connection with the Town's application for state grant funding related to sewer infrastructure repairs in the Alpine Meadows subdivision. Mayor Green stated that having a formal maintenance plan in place is a requirement for the grant and would establish a framework for ongoing sewer system maintenance. Mayor Green noted that the program may evolve over time as the Town gains more experience implementing the plan.

Councilmember Larsen asked whether the Town should also consider developing a preventative maintenance program for the water system in the future. Mayor Green responded that while a water maintenance plan is not required for the current grant, it would be beneficial and could be integrated into the Town's developing work order and maintenance scheduling process.

Councilmember Wierda expressed support for the concept but raised questions regarding implementation and associated costs. Councilmember Wierda noted that discussions with Public Works staff included potential options such as purchasing a jetter trailer to perform sewer cleaning in-house or continuing to contract the work to outside providers. Councilmember Wierda stated that understanding the costs associated with equipment, training, staffing, or contracting services will be important when preparing future budgets.

Mayor Green acknowledged that additional evaluation will be needed to determine the most cost-effective approach, including whether to purchase equipment or continue contracting services. Mayor Green noted that the Town recently spent approximately \$38,000 to televise and jet sewer lines in Alpine Meadows and that additional information will help guide future decisions.

Councilmember Burchard commented that previous budget discussions had included consideration of purchasing equipment and that proactive maintenance could help reduce the cost of emergency sewer backups.

Mayor Green emphasized that the proposed resolution represents an initial step to establish a formal maintenance program required for the grant, with the understanding that the program may be refined as additional information becomes available.

With no further discussion, the Council proceeded to vote.

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

The motion carried 5–0, and Resolution No. 2026-015 was approved.

Consideration of Amending the Annual Dig Date:

Councilmember Scaffide made a motion to approve the amendment to the Town of Alpine’s annual seasonal dig restriction for 2026, allowing excavation within Town rights-of-way and other affected areas to resume on April 1, 2026, instead of the standard April 15 date, as recommended by the Public Works Director due to reduced snowpack and earlier ground thaw conditions. Councilmember Wierda seconded the motion.

Councilmembers briefly discussed current ground conditions and the likelihood of limited mud or frost remaining due to the mild winter.

With no further discussion, the Council proceeded to vote.

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

The motion carried 5–0, approving the amended dig date for 2026.

PUBLIC COMMENT

Isaac Aznoe addressed the Council regarding the proposed regulations related to fireworks and fire bans. Mr. Aznoe expressed concern about how the ordinance language could be interpreted, stating that the wording appeared to suggest that individuals could potentially face daily fines if fireworks were in their possession after a fire ban was enacted.

Mr. Aznoe also asked whether the Town had data regarding fire-related injuries or property damage under the current system that would justify stricter regulations related to fireworks possession. Additionally, Mr. Aznoe requested clarification regarding which officials would be responsible for enforcing the ordinance and what authority those officials would have when enforcing the regulations. Mr. Aznoe further expressed concern that certain provisions, when applied together, could potentially result in significant fines or penalties for residents possessing unused fireworks.

Mayor Eric Green acknowledged the comments and stated that the Council would review the concerns raised.

Anessa Melnick then addressed the Council regarding the Town’s Master Plan. Ms. Melnick stated that after reviewing the plan, several properties currently zoned R-2 appeared to be identified for potential commercial use in the future land use recommendations. Ms. Melnick asked for clarification regarding the reasoning behind those proposed changes and any potential impacts on affected properties.

Mayor Green clarified that the Master Plan reflects recommendations for future land use and does not directly change zoning designations. Mayor Green encouraged Ms. Melnick to follow up with staff after the meeting to review the plan and discuss any comments submitted during the planning process.

No further public comments were received.

EXECUTIVE SESSION

Councilmember Jeremy Larsen made a motion to enter into **Executive Session to discuss matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may become a party**. Councilmember Andrea Burchard seconded the motion. Went into at 8:13

ADJOURNMENT

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

The meeting adjourned at 9:19 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 April 21st, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk