TOWN COUNCIL REGULAR MEETING MINUTES

October 20, 2026; 250 River Circle, Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into executive session on matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. Councilmember Wierda seconded the motion.

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

Motion carried.

The Council entered executive session at 6:00 p.m. Present were Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, legal counsel, Town Administrator Riley Hovorka, and Town Clerk/Treasurer Monica Chenault. Councilmember Scaffide was absent.

Councilmember Wierda made a motion to exit executive session and return to the regular meeting. Councilmember Larsen seconded the motion.

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

The regular meeting resumed at 7:15 p.m. Mayor Green reported that the executive session concluded with no findings.

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the Pledge of Allegiance.

ROLL CALL

Town Administrator Riley Hovorka conducted roll call. Present were Mayor Eric Green, Councilmember Jeremiah Larsen, Councilmember Andrea Burchard, and Councilmember Amy Wierda. Councilmember Shay Scaffide was absent and excused. A quorum was established.

ADOPTION OF AGENDA

Councilmember Burchard made a motion to adopt the agenda with the addition of Action Item F, direction to the Town Administrator regarding waiver of permit fees discussed during executive session. Councilmember Larsen seconded the motion.

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

APPROVAL OF CONSENT AGENDA: *Items listed on the consent agenda are considered routine and are enacted by one motion unless a Council member or citizen requests separate consideration.*

October 6, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the October 6, 2026, Town Council Meeting Minutes. Councilmember Burchard seconded the motion.

Bills to Pay Report for September 15, 2026, through October 20, 2026: Councilmember Larsen made a motion to approve the Bills to Pay Report for September 15, 2026, through October 20, 2026. Councilmember Burchard seconded the motion.

250th Celebration Charitable Distribution: Councilmember Larsen made a motion to approve the 250th Celebration Charitable Distribution. Councilmember Burchard seconded the motion

Councilmember Larsen made a motion to approve the consent agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

REPORTS

Report from Mayor Eric Green

Mayor Green reminded residents of the candidate forum scheduled for October 21 at 7:00 p.m. at the Civic Center and noted that the event would also be livestreamed. He thanked residents for their patience during the temporary roundabout study and encouraged participation in the online survey.

Report from Clerk / Treasurer Monica Chenault

The report was submitted in writing.

Events Committee Report

Councilmember Burchard reported on the upcoming boutique craft fair at the Civic Center, an October 24 fundraiser in Afton for a local youth and his family, and the ongoing coat drive. She announced Halloween activities at the library, the Town's Trunk or Treat on October 31 at 5:00 p.m., and Wyoming Classical Academy's Fall Festival from 4:00 to 7:00 p.m. The school parking lot would be available for attendees. Additional information about the annual Thanksgiving dinner would be provided as the event approached.

Economic Development Report

Councilmember Larsen had nothing to report.

Alpine Travel and Tourism Board Report

Councilmember Larsen reported that the Board received updates from previous grant recipients and approved out-of-cycle grants for the following summer's music events, Civic Center audiovisual equipment, and welcome-sign reinforcement. He noted that the next grant application period would run from January 1 through March 15.

Public Works Director Report

The report was submitted in writing. Additional discussion addressed training the Public Works crew for winter snow removal. Mayor Green noted that most of the crew would be new to the Town's plowing operations and expressed confidence in their ability to learn the routes and procedures.

Code Enforcement Officer Report

The report was submitted in writing.

Lincoln County Sheriff Report

The report was submitted in writing.

ACTION ITEMS

Ratification of the Wastewater Treatment Facility Fee Agreement Addendum

Councilmember Larsen made a motion to approve and ratify Addendum No. 1 to the Wastewater Treatment Facility Fee Agreement, as executed by the Mayor. Councilmember Burchard seconded the motion.

Town Attorney Jim Sanderson explained that the Mayor executed Addendum No. 1 because the existing agreement was expiring. The extension would maintain the $12,000 monthly charge through the end of June while the Town evaluated appropriate wastewater charges. Town Administrator Hovorka discussed development of the Industrial User Program and an appropriate rate structure. Discussion also addressed the agreement being with the lessee responsible for utility charges rather than the property owner.

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

Wellhouse Emergency Generator Purchase Award

Councilmember Wierda made a motion to approve the purchase of one 300 kW emergency generator and 600-amp automatic transfer switch for the Town wellhouse from Western States Equipment Company in the amount of $95,410, as described in Quote 31729986 dated September 24, 2026, and authorize staff to issue the purchase order. Councilmember Burchard seconded the motion.

Council discussed the $140,000 overall project budget, the two bids received, and the estimated generator lead time of 25 to 27 weeks. Final design and additional quotes would be needed for the electrical work, excavation, and concrete pad. Installation work could be bid together or in separate components and would return to Council for consideration.

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

Travel and Tourism Grant for South Entrance Welcome Sign Repairs

Councilmember Burchard made a motion to support the Town of Alpine's out-of-cycle Travel and Tourism grant application requesting $3,950 for repair of the south entrance welcome sign and authorize staff to pursue the funding. Councilmember Wierda seconded the motion.

Discussion addressed reinforcing the south entrance welcome sign to reduce the risk of future snowplowing damage and adding a message to the back of the sign. The proposed work applied to the south sign only; similar work on the other signs could be considered later. Mayor Green noted that the earlier damage had been repaired at no cost to the Town.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda.

Councilmember Larsen recused himself due to his membership on the Travel and Tourism Board. Motion carried.

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Proposed Jorgensen Engineering Contract for Design Standards

Councilmember Larsen made a motion to contract with Jorgensen Engineering to develop Hillside, Roadway (Slope), Roadway (Non-Slope), Lift Station, and Storm Water standards in an amount not to exceed $43,900. Councilmember Burchard seconded the motion.

Council discussed available engineering funds, the timing of the Land Use and Development Code update, and whether additional standards should be identified before seeking bids. Town Administrator Hovorka explained that the proposed standards could be incorporated during or after the code update. Dan Schou of the Planning and Zoning Commission encouraged consideration of broader hillside wastewater needs and standards for septic systems and leach fields. Discussion favored revisiting the scope and costs during a future budget process.

Following discussion, Councilmember Larsen made a motion to rescind his pending motion to contract with Jorgensen Engineering. Councilmember Burchard seconded the motion.

The motion to rescind carried by voice vote, with no opposition recorded. No contract was approved.

Wyoming Business Council Revenue Recapture Funds

By Council agreement, this item was moved to the work session for discussion. No motion was made under Action Items.

Permit Fee Waivers

Councilmember Burchard made a motion to direct the Town Administrator to waive permit fees per direction provided during executive session. Councilmember Larsen seconded the motion.

Town Administrator Hovorka explained that two permits have been issued in error and that the applicants need different permit types. Council discussed the potential differences in fees and limiting the waiver amount while staff worked with the applicants on the available options.

Councilmember Burchard made a motion to amend the motion to direct the Town Administrator to waive permit fees up to $500 per direction provided during executive session. Councilmember Larsen seconded the amendment.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The amendment carried.

The Council then voted on the motion, as amended, to direct the Town Administrator to waive permit fees up to $500 per direction provided during executive session.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The motion, as amended, carried.

WORK SESSION ITEMS

Liquor Ordinance Review

Council discussed updating Liquor Ordinance No. 2021-05 to clarify procedures for new applicants and review licensing fees. Town Administrator Hovorka discussed current fees and the maximum amounts described in state law.

Council requested that staff prepare draft revisions and fee recommendations, seek input from existing license holders, and return during 2027 with sufficient time for ordinance readings and advance notice before a future renewal period.

Wyoming Business Council Revenue Recapture Funds

Council reviewed options for applying the recapture funds to existing wastewater debt, economic development, or future infrastructure improvements. Discussion focused on Option A, repayment of existing debt, and whether the funds could be used for water and sewer enterprise obligations. Other potential uses discussed included grant matching funds and critical replacement parts for wastewater operations.

Clerk/Treasurer Chenault discussed the Town's outstanding utility obligations and reported plans to separate the committed recapture funds from operating funds and transfer them to Wyoming CLASS.

Staff and the Town Attorney were asked to seek clarification from the Wyoming Business Council regarding allowable uses, including repayment of existing utility debt and the treatment of transfers to enterprise funds, and return with additional information. No expenditure allocation was approved.

TABLED ITEMS

Used Service Pickup with Crane

Councilmember Burchard made a motion to remove from the table the motion to authorize staff to purchase a used service pickup equipped with a crane in an amount not to exceed $75,000 and direct staff to amend the Water Fund capital outlays budget by $30,000 to accommodate the purchase. Councilmember Larsen seconded the motion.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The motion carried.

Public Works Director, Craig Leseberg, explained that the crane is needed to service lift-station pumps and that repairing the existing crane would cost more than $10,000. The existing truck was approximately 21 years old. He reported identifying used pickups equipped with cranes for less than $45,000.

Clerk/Treasurer Chenault discussed the previously budgeted $45,000 for a vehicle and the distinction between vehicle purchases and specialized equipment. Council discussed available funds, vehicle needs, and additional acquisition expenses such as travel.

Councilmember Burchard made a motion to amend the motion to authorize staff to purchase a used service pickup equipped with a crane in an amount not to exceed $50,000. The amendment removed the proposed $30,000 Water Fund budget amendment. Councilmember Larsen seconded the amendment.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The amendment carried.

The Council then voted on the motion, as amended, to authorize staff to purchase a used service pickup equipped with a crane in an amount not to exceed $50,000.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The motion, as amended, carried.

PUBLIC COMMENT

Mayor Green opened public comment, limited to 20 minutes total and 3 minutes per speaker, and stated that Council would not take action on items raised during public comment.

Dan Schou, Planning and Zoning Commission, requested an update on the County's consideration of the gravel-pit property. Mayor Green reported that he and Town Administrator Hovorka attended the

County meeting and presented the Town's concerns. He stated that the matter had been tabled for a future meeting and that staff would submit additional questions. Interested residents were invited to provide questions to the Town Administrator.

Calvin Rawe responded to comments made at previous meetings and discussed a neighborhood property dispute, code-enforcement complaints, and the upcoming election.

Mike McElroy expressed concerns about public-comment time limits and the lack of responses to public questions. He suggested including an open discussion period at one meeting each month and encouraged timely responses to residents.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting. Councilmember Burchard seconded the motion.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The meeting adjourned at 8:29 p.m.

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MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

_____ _____

Sarah Greenwald, Town Deputy Clerk Date

Attest:

_____ _____

Monica Chenault, Town Clerk Date

Minutes approved in a legally advertised meeting on November 2, 2026

Signed: Attest:

_____ _____

Eric Green, Mayor Monica Chenault, Town Clerk

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