



Date: November 2, 2026

Department: Administration

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Confluence Advisory Committee Formation and Bylaws

Purpose

Consider a resolution establishing the Confluence Advisory Committee, adopting its bylaws, and appointing initial members. Council direction is requested on the proposed structure and procedures.

Background

The Alpine Master Plan, adopted October 6, 2026, calls for a Confluence Advisory Committee to study amenities and facilities on Town-owned land and help secure funding for planning and construction (Land Use Action 1.1.A, page 62). It does not identify members or establish committee size, eligibility, terms, or appointment procedures.

The draft combines the basic structure of the Teton County Historic Preservation Bylaws with the roles, project review process, and financial oversight in Jackson's Public Art Guidelines. The goal is practical direction with manageable administration.

Proposed structure. The following provisions are proposed for review:

- **Membership.** Five voting members nominated by the Mayor and appointed with Council approval; at least three Town residents, with other members having an Alpine connection. No specific professional credentials are required.
- **Terms and meetings.** Two-year terms, initially staggered with two one-year and three two-year appointments; a Chair and Vice Chair; initially monthly meetings; and a three-member quorum.
- **Responsibilities.** Review community needs and projects, gather input, identify funding, and make recommendations to Council. A work plan is proposed within 90 days of the first meeting, with quarterly updates while active and an annual summary.
- **Authority.** The Committee is advisory. Staff coordinates support and administers approved funds and contracts; the Committee cannot independently spend money or obligate the Town.

These are proposed choices for review. Initial member names and term dates remain to be added to the resolution.

Alternatives

- A. **Option A Adopt the resolution.** Establish the Committee, adopt finalized bylaws, and appoint members. This allows work to begin once membership rules, names, and terms are confirmed.
- B. **Option B Make appointments later.** Establish the Committee and adopt bylaws, with appointments to follow. This allows recruitment to continue but delays the first meeting. Revise the resolution to remove initial appointments.
- C. **Option C Request revisions.** Return the documents to staff with direction. This allows further review but delays formation.

Proposed staff recommendation. Proceed with Option A once the bylaws and appointments are finalized; consider Option B if a roster is not ready.

Fiscal Impact

No appropriation or project expenditure is requested. Members would serve without compensation; meetings, records, and coordination will require staff time. Future planning, construction, consultants, grant matches, and other costs would require separate review and applicable Town budget and spending approvals.

Strategic or Community Impact

Formation advances Master Plan Action 1.1.A and supports related planning and partnership actions. The Committee would provide a forum for community input on recreation, civic spaces, and amenities, including costs, accessibility, and long-term maintenance.

Key Questions

- 1. Does Council support the proposed membership, residency, appointment, and term provisions?
 - 2. Are the responsibilities, meeting frequency, and reporting expectations appropriate?
 - 3. Who should be appointed, for what initial terms, and are appointments ready?
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Attachments

Draft resolution establishing the Confluence Advisory Committee; proposed bylaws as Exhibit A.