



TOWN OF ALPINE

Confluence Advisory Committee Bylaws

Exhibit A to Resolution No. 2026-038

a) Purpose and Authority

The Confluence Advisory Committee advises the Town Council on amenities and facilities for Town-owned land in the Confluence area. Consistent with the Alpine Master Plan, the Committee studies community needs and project options and assists the Town in securing funding for a Confluence master plan and construction. It promotes recreation, public access, community gathering, and protection of the area's natural features. Final project, budget, contract, and land-use decisions remain with the appropriate Town authorities.

b) Membership and Terms

- i. **Composition and eligibility.** The Committee consists of five voting members nominated by the Mayor and appointed with Town Council approval. At least three members must reside within Alpine town limits. The remaining members may reside outside town limits if they have a demonstrated connection to the Alpine community through employment, business or property ownership, or community service.
- ii. **Qualifications.** Appointments should reflect a range of community perspectives. Interest or experience in recreation, trails, conservation, planning, accessibility, business, community facilities, or fundraising is desirable. Professional credentials and membership in a particular organization are not required. Members serve without compensation.
- iii. **Terms and vacancies.** Members serve two-year terms and may be reappointed. For initial appointments, two members serve one-year terms and three serve two-year terms to stagger expiration dates. The appointment resolution identifies each member and term. A vacancy is filled through the same appointment process for the remainder of the term.
- iv. **Attendance.** Members notify the Chair or staff liaison when unable to attend. Three consecutive unexcused absences may be referred to the appointing authority for review. The member shall receive notice and an opportunity to explain before removal is considered. Resignations shall be submitted in writing to the Town Clerk.
- v. **Liaisons.** The Council may designate one nonvoting Council liaison. The Town Administrator or a designee serves as the nonvoting staff liaison. Liaisons do not count toward quorum and do not fill voting seats.



c) Officers and Administrative Support

- i. At its first meeting and annually thereafter, the Committee elects a Chair and Vice Chair from its voting members by open vote. The Chair works with the staff liaison on agendas, presides at meetings, and presents approved recommendations. The Vice Chair serves in the Chair's absence. Both retain their regular voting rights.
- ii. The Town Administrator designates responsibility for notices, agendas, minutes, and recordkeeping. A member may assist, but official records are maintained through the Town Clerk. The Committee directs requests for staff, engineering, legal, or consultant assistance through the Town Administrator. The Committee has no separate treasurer or bank account.

d) Town responsibilities.

The Town Council establishes the Committee's scope, considers its recommendations, and approves Town priorities and resources through the applicable Town processes. The Town Administrator coordinates staff review and implementation of approved work. The Committee advises; Town officials and staff carry out their respective administrative, financial, and legal responsibilities.

e) Committee Responsibilities

The Committee shall carry out the following work within the scope and resources approved by Council:

- i. **Community needs.** Review existing plans, property information, and public feedback; recommend appropriate ways to gather additional community input.
- ii. **Project options.** Study potential amenities, facilities, trails, and gathering spaces. Consider access, safety, environmental effects, costs, maintenance, and consistency with the Alpine Master Plan.
- iii. **Planning and priorities.** Recommend a scope and priorities for a Confluence master plan, potential project phases, and partnerships. Consultant selection and contracting follow Town procedures.
- iv. **Funding.** Identify grants, donations, and partnerships and assist staff with proposals and outreach. Obtain required Town approval before submitting applications, soliciting funds in the Town's name, or making commitments.
- v. **Recommendations.** Submit written recommendations identifying the proposed action, available cost information, funding options, ongoing maintenance needs, and unresolved issues.



- vi. **Additional input.** The Committee may invite residents, business owners, agency representatives, and technical advisers to provide information at its meetings. Participation does not confer membership, a vote, or authority to act for the Town. Requests for outside professional services shall go through the Town Administrator.

f) Work Plan and Reporting.

- i. Within 90 days of its first meeting, the Committee shall submit a proposed work plan and priorities to Council. The work plan shall identify the questions to be studied, anticipated public input, major tasks, proposed timing, and requested Town assistance. Council direction establishes the priorities for further Committee work.
- ii. The Committee shall provide brief progress updates at least quarterly while work is active and an annual summary of accomplishments, pending recommendations, and proposed next steps. Reports may build on meeting minutes and written recommendations. Council may request additional reports.

g) Project Review and Recommendations

The Committee shall use the following process for significant project recommendations. The amount of information should fit the size and stage of the proposal; early concepts may identify estimates and matters needing further study.

- i. **Initial review.** Identify the community need, proposed location, intended users, relationship to the Alpine Master Plan, and reasonable alternatives. Coordinate with staff to identify known property, access, utility, and regulatory constraints.
- ii. **Input and evaluation.** Review available community feedback and recommend additional outreach when useful. Seek staff input on feasibility, public access, safety, environmental effects, and operations before advancing a proposal. Record significant concerns and how they were addressed.
- iii. **Recommendation.** Develop a recommendation describing the proposed scope, alternatives considered, estimated planning and construction costs, possible funding, maintenance responsibilities, and proposed timing. Identify assumptions, funding gaps, and approvals still needed.
- iv. **Council consideration.** Consider the recommendation at a noticed meeting and record the vote. The Chair and staff liaison shall coordinate its presentation to Council. Council may approve further work, request changes or information, defer consideration, or decline the recommendation.
- v. **Further action.** Council approval of a concept does not by itself authorize a contract, expenditure, grant commitment, or construction. Those actions follow the Town's applicable approval processes. The Committee may continue to advise on approved work when requested; material changes to scope, cost, or funding shall be referred through staff for appropriate Town review.



h) Funding and Financial Oversight

- i. The Committee may research grants, donations, partnerships, and other funding sources and assist staff with approved outreach. Funding recommendations shall identify available amounts, required matching funds, deadlines, donor conditions, and continuing Town obligations to the extent known.
- ii. Town staff administers approved funds, purchasing, contracts, and grant reporting through Town accounts and procedures. The Committee may recommend expenditures and funding arrangements but may not independently spend or receive money, hire consultants, sign agreements, or obligate the Town. Applications, acceptance of gifts or awards, and financial commitments require the applicable Town approvals. Any delegated authority must be expressly approved by the Town Council and comply with applicable law.

i) Meetings and Voting

- i. **Schedule and public access.** The Committee adopts a regular meeting schedule in coordination with Town staff. Special meetings may be called by the Chair with the required notice. All meetings, notices, and records shall comply with the Wyoming Public Meetings Act and applicable Town requirements.
- ii. **Agendas and communications.** Agendas shall identify the business to be considered and provide an opportunity for public comment under reasonable, consistently applied rules. Members may use email or texts for scheduling and distributing materials, but not to deliberate, poll votes, or make collective decisions outside a noticed public meeting.
- iii. **Quorum and action.** Three voting members constitute a quorum. Liaisons and guests do not count. A recommendation requires a majority of the members present and eligible to vote, with a quorum participating in the item. A tie vote fails. If recusals leave fewer than three eligible members, the item is deferred or referred to Council without a Committee recommendation.
- iv. **Meeting records.** Votes, including officer elections, shall be taken openly and recorded by member name. Minutes shall record attendance, motions, votes, recusals, and a brief summary of discussion. Records shall be retained and made available under applicable public-records requirements. The Chair shall use a clear motion, discussion, and vote process and allow each member a reasonable opportunity to speak.



j) Conflicts of Interest

Members shall disclose any personal, financial, or professional interest that could affect their impartiality on an item. A member with a disqualifying conflict shall not participate in discussion or voting on that item. The disclosure and recusal shall be recorded in the minutes. Questions about conflicts shall be referred through staff to the Town Attorney before action. Members shall not use their position for private benefit or represent a personal opinion as an approved Committee recommendation.

k) Amendments and Review

The Committee may recommend amendments to these bylaws by a recorded vote at a noticed meeting. Amendments take effect only upon Town Council approval. Council may review the Committee's scope, membership structure, and continued need and amend or dissolve the Committee by appropriate action. Applicable law and the establishing resolution control if a conflict arises.

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