



## TOWN COUNCIL MEETING

May 16, 2023, at 7:00 PM  
250 River Circle - Alpine, WY 83128

### MINUTES

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1. **CALL TO ORDER** - Mayor Green

Mayor Green called the Town Council Regular Meeting to order at 7:00 P.M

2. **PLEDGE OF ALLEGIANCE** – Mayor Green

Mayor Green led the attendees in the Pledge of Allegiance.

3. **ROLL CALL** – Monica Chenault

Clerk Chenault conducted the roll call and declared a quorum of the Town Council.

**PRESENT**

Councilman Jeremiah Larsen  
Councilman Frank Dickerson  
Mayor Eric Green  
Councilman Emily Castillo  
Councilman Andrea Burchard

4. **ANNOUNCEMENTS** – Monica Chenault

**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.

5. **CONSENT AGENDA** – Mayor Green

a. Town Council Regular Meeting Minutes: 04,18,2023

Motion to approve Town Council Regular Meeting Minutes: 04,18,2023. Motion made Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

- b. Bills to Pay: General Fund, Water Department, and Sewer Department – April 19, 2023 – 5/16/2023.

Motion to approve Bills to Pay. Motion made Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

- c. Financial Report: April 30, 2023.

Motion to approve Financial Report: April 30, 2023. Motion made Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

- d. Catering Permits: JH Chorale Spring Concert in Jackson 5/14/2023 – Ratify Mayor Green's approval on 4/28/2023 due to time constraints.

Motion to approve Catering Permits: JH Chorale Spring Concert in Jackson 5/14/2023 and ratify Mayor Green's approval on 04/28/2023 due to time constraints. Motion made Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

## **6. Action Items:**

Staff recommendation to utilize CivicPlus for Website redesign, Meeting Management, and Codification of Town Ordinances with website hosting of Codification.

Motion to table the staff's recommendation to utilize CivicPlus for Website redesign, Meeting Management, and Codification of Town Ordinances with website hosting of Codification until June's Town Council Meeting. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

Resolution No. 511 Approval to Make Application for Credit Card Accounts at 1st Bank of Wyoming and upon opening new account, close the Credit Card Account at First Bank of Omaha

Motion to approve Resolution No. 511 - Approval to Make Application for Credit Card Accounts at 1st Bank of Wyoming and upon opening a new account, close the Credit Card Account at

First Bank of Omaha. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

Ratification of the Mayor's signature on the Corrected Dump Body Quote to include air latching system for tailgate increasing the total purchase price by \$650.00.

Motion to amend

3<sup>rd</sup> Reading 301 Ordinance No. 2023-01 AN ORDINANCE AMENDING TOWN OF ALPINE ORDINANCE 256 ORDINANCE NO. 2018-06, ADOPTED JANUARY 15, 2008, PROVIDING FOR THE ESTABLISHMENT OF A RECREATION BOARD FOR THE TOWN OF ALPINE, WYOMING.

Motion to amend 301 Ordinance No. 2023-01 for clerical error, correcting the sentence on the third line to read: "...two (2) members shall be appointed for a term of three (3) years, two (2) members shall be appointed to serve for a term of three (2) years, and one (1) member shall serve for a term of one (1) year. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

Motion to approve 3<sup>rd</sup> Reading 301 Ordinance No. 2023-01. Motion made by Councilman Larsen and seconded by Councilman Castillo.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

3<sup>rd</sup> Reading of 302 Ordinance No. 2023-02 AN ORDINANCE AMENDING TOWN OF ALPINE ORDINANCE NO. 294 ORDINANCE NO. 2022-12, ADOPTED JUNE 20, 2022, PROVIDING FOR THE ESTABLISHMENT OF A TRAVEL PROMOTION BOARD FOR THE TOWN OF ALPINE, WYOMING.

Motion to approve 3<sup>rd</sup> Reading of 302 Ordinance No. 2023-02 with the spelling correction of the word "providing".

Motion to approve 3<sup>rd</sup> Reading 301 Ordinance No. 2023-01. Motion made by Councilman Larsen and seconded by Councilman Castillo.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

3<sup>rd</sup> Reading 303 Ordinance No. 2023-03 AN ORDINANCE TO REPEAL & REPLACE TOWN OF ALPINE ORDINANCE 257 ORDINANCE NO. 2018-07, ADOPTED MAY 21, 2019, PROVIDING FOR THE ADOPTION OF THE LAND USE DEVELOPMENT CODE FOR THE TOWN OF ALPINE, WYOMING.

Motion to open a discussion for 3<sup>rd</sup> Reading 303 Ordinance No. 2023-03. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

Motion to table a discussion for 3<sup>rd</sup> Reading 303 Ordinance No. 2023-03. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

2<sup>nd</sup> Reading of 305 Ordinance No. 2023-05 Budget Fiscal Year 2023.

Motion to approve 2<sup>nd</sup> Reading of 305 Ordinance No. 2023-05 Budget Fiscal Year 2023. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

2<sup>nd</sup> Reading of 306 Ordinance No. 2023-06 - Budget Fiscal Year 2024.

Motion to approve 2<sup>nd</sup> Reading of 306 Ordinance No. 2023-06 - Budget Fiscal Year 2024. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard.

Approval for Clerk Chenault to sign the Bank of Star Valley Automatic Fund Transfer Authorization for Bank of Star Valley Lease to be automatically withdrawn from the General Fund Operating Account at First Bank of Wyoming on the 5<sup>th</sup> of each month beginning June 5<sup>th</sup>, 2023, in the amount of \$2,537.07.

Motion to approve for Clerk Chenault to sign the Bank of Star Valley Automatic Fund Transfer Authorization for Bank of Star Valley Lease to be automatically withdrawn from the General Fund Operating Account at First Bank of Wyoming on the 5<sup>th</sup> of each month beginning June 5<sup>th</sup>, 2023, in the amount of \$2,537.07. Motion made by Councilman Larsen and seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

## **7. TABLED ITEMS**

Lot 12 Lazy B Subdivision Sewer Connection – See attached letter from Mrs. Wagner – No action taken. Remains on the table.

## **8. REPORTS**

- a. Mayor – Eric Green
- b. Recreation Board – Meta Dittmer

- c. Planning & Zoning –
- d. Engineering – Jorgensen Engineering – Written Report Submitted
- e. Economic Development – Jeremiah Larsen
- f. Utility Easement Update – Jeremiah Larsen
- g. Tourism Board – Jeremiah Larsen
- h. Public Works – Craig Leseberg – Written Report Submitted

## **8. PUBLIC COMMENT**

The Meeting was opened to public comment.

## **9. ADJOURNMENT**

Mayor Green Adjourned the meeting.



## Town of Alpine

Mayor:  
Eric Green

Town Council:  
Andrea Burchard  
Emily Castillo  
Frank Dickerson  
Jeremiah Larsen

Minutes recorded by:

A handwritten signature in blue ink, appearing to read "Monica L. Chenault", is written over a horizontal line.

Monica L. Chenault, Town Clerk

Publish Tracking: 03/28/2024.

Town Website: 03/28/2024.

Community Board: 03/28/2024.

Alpine Post Office: 03/28/2024.

Alpine Library: 03/28/2024.

Alpine Information Center: 03/28/2024.

Minutes approved in a legally advertised meeting on 04, 16, 2024.

Signed:

Attest:

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Eric Green, Mayor

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Monica L. Chenault, Town Clerk