



TOWN COUNCIL REGULAR MEETING MINUTES

May 19, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Pro Tem Wierda called the meeting to order at 7:01 p.m.

ROLL CALL

Clerk Chenault conducted roll call. Present was Mayor Pro Tem Wierda, Councilmember Larsen, and Councilmember Burchard. A quorum was established. Councilmember Scaffide and Mayor Green were both absent.

ADOPTION OF AGENDA

Councilmember Burchard made a motion to adopt the agenda. Councilmember Larsen seconded. **Voting Yea:** Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

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

Bills to Pay: April 29, 2026 - May 19, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report April 29, 2026 - May 19, 2026, Councilmember Larsen seconded. **Voting Yea:** Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. Motion carried.

REPORTS

Events Committee Report - Andrea Burchard

Councilmember Burchard provided an update on upcoming community events and ongoing coordination efforts for the summer season. Discussion included preparations for Mountain Days, scheduled for June 26–28, 2026, as well as planning efforts for Alpine's 250th Celebration taking place July 2–4, 2026. Councilmember Burchard noted that coordination with volunteers, vendors, and community organizations is ongoing as the events approach.

Engineering Report – Jorgensen Engineering

Kevin Meagher with Jorgensen Engineering provided a verbal engineering report to the Council. Discussion included ongoing work related to the radio read water meter project, wastewater treatment plant improvements, and current development coordination efforts. Mr. Meagher also discussed continued work on infrastructure planning, water system improvements, and upcoming capital improvement projects.

Planning & Zoning Report – Rachael Stephens

Rachael Stephens provided an update on current Planning and Zoning activities, including ongoing development reviews and applications currently under consideration by the Planning & Zoning Commission. Ms. Stephens also discussed challenges staff has encountered within the existing Land Use and Development Code (LUDC), noting that certain sections contain gaps and areas that may benefit from additional clarification and future professional review.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Larsen reported that all items presented at the Alpine Travel & Tourism Board's May 7, 2026 meeting passed on second reading. He also noted that the Board plans to hold another meeting in June, with the date still to be determined.

Lincoln County Travel & Tourism Board Report - Jeremiah Larsen

Councilmember Larsen reported on recent Lincoln County Travel & Tourism Board discussions, including regional tourism coordination, marketing efforts, and opportunities for collaboration between municipalities throughout the county.

Lincoln County Sheriff's Report – *Submitted in writing*

PUBLIC HEARING

Public Hearing: Dania Meadows Subdivision Minor Subdivision (Replat) Application – Rehman Hafeez (96 Wintergreen Drive): *This item is a public hearing before the Town Council to consider a Minor Subdivision (Replat) Application submitted by Rehman Hafeez.*

Marloe Scherbel attended via conference call. Dave Kennington attended to present on behalf of the applicant.

Mayor Pro Tem Wierda stated that the Planning & Zoning Commission submitted its recommendation on May 14, 2026, which included discussion regarding the subdivision classification.

Mayor Pro Tem Wierda opened the floor for public comment. No public comment was received.

Marloe Scherbel explained that the items identified as requirements for a major subdivision would be addressed within the developer's agreement.

Mayor Pro Tem Wierda closed the public hearing.

ACTION ITEMS

Dania Meadows Subdivision Minor Subdivision (Replat) Application submitted by Rehman Hafeez for Lot 2 of Hafeez Subdivision located at 96 Wintergreen Drive, Alpine, Wyoming:

Councilmember Larsen made a motion to approve the Dania Meadows Subdivision (Replat) Application submitted by Rehman Hafeez for Lot 2 of Hafeez Subdivision, located at 96 Wintergreen Drive, Alpine, Wyoming, subject to the recommendations and conditions provided by the Planning & Zoning Commission, including the reclassification of the application from a minor subdivision to a major subdivision. Councilmember Burchard seconded the motion.

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

3rd Reading of Ordinance No. 2026-010 - Dead Horse PUD:

Councilmember Burchard made a motion to approve 3rd Reading of 2026-010 - Dead Horse PUD. Councilmember Larsen seconded the motion.

Clerk Chenault confirmed that no changes had been made between the second and third readings of Ordinance No. 2026-010. Applicant Rex Doornbos also confirmed that no revisions had been made.

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

3rd Reading of Ordinance No. 2026-008 – Interim Permitting Update:

Councilmember Larsen made a motion to approve 3rd reading of Ordinance No. 2026-008 - Interim Permitting Update. Councilmember Burchard seconded the motion.

Clerk Chenault explained that the only revisions made between the second and third readings involved adjustments to the fee schedule, which resulted in a decrease in fees from the amounts previously presented at second reading.

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

3rd Reading of Ordinance No. 2026-005 - Establishing Fees For Administrative Services, Returned Payments, And Staff Reimbursements:

Councilmember Burchard made a motion to approve 3rd Reading of Ordinance No. 2026-005 - Establishing Fees For Administrative Services, Returned Payments, And Staff Reimbursements. The motion was seconded by Councilmember Larsen.

Town Attorney Jim Sanderson discussed revisions made between the second and third readings regarding provisions related to extensive research associated with public records requests.

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

Resolution No. 2026-024 - Administrative Fee Schedule:

Councilmember Larsen made a motion to approve Resolution No. 2026-024 - Administrative Fee Schedule. The motion was seconded by Councilmember Burchard.

There was minimal discussion regarding the proposed fee schedule.

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

Resolution No. 2026-023 - Rescheduling the Public Hearing for the Boardwalk II Lot 18 Annexation Petition:

Councilmember Burchard made a motion to approve Resolution No. 2026-023 - Rescheduling the Public Hearing for the Boardwalk II Lot 18 Annexation Petition. The motion was seconded by Councilmember Burchard.

Clerk Chenault explained that the June 16, 2026, Town Council meeting had been rescheduled to June 23, 2026, requiring the associated public hearing date to be adjusted accordingly.

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

Resolution No. 2026-025 - Establishing the Town of Alpine Safety Committee:

Councilmember Larsen made a motion to approve Resolution No. 2026-025 - Establishing the Town of Alpine Safety Committee. The motion was seconded by Councilmember Burchard.

Mayor Pro Tem Wierda provided background information regarding the purpose and establishment of the proposed Town of Alpine Safety Committee.

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

Resolution No. 2026-026 - Amendment to the Town of Alpine Employee Policy and Procedure Manual Regarding Town Administrator Severance:

Councilmember Burchard made a motion to approve Resolution No. 2026-026 - Amendment to the Town of Alpine Employee Policy and Procedure Manual Regarding Town Administrator Severance. The motion was seconded by Councilmember Larsen.

Mayor Pro Tem Wierda provided background information regarding the proposed amendment to the Town of Alpine Employee Policy and Procedure Manual concerning Town Administrator severance provisions.

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

2nd Reading of Ordinance No. 2026-007 - Budget FY 2027:

Councilmember Larsen made a motion to approve 2nd reading of Ordinance No. 2026-007 - Budget for Fiscal Year 2027. The motion was seconded by Councilmember Burchard.

Clerk Chenault provided an overview of the revisions made between the first and second readings of the ordinance.

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

2nd Reading of Ordinance No. 2026-006 - Budget FY 2026:

Councilmember Burchard made a motion to approve 2nd reading of Ordinance No. 2026-006 – Amended Budget FY 2026. The motion was seconded by Councilmember Larsen.

Clerk Chenault provided an overview of the revisions made between the first and second readings of the ordinance. Clerk Chenault noted that the budget outlook was significantly better than originally projected.

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

TABLED ITEMS

Discussion: Town of Alpine Safety Manual

Councilmember Larsen made a motion to remove from table Discussion: Town of Alpine Safety Manual. Councilmember Burchard seconded the motion.

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

Councilmember Larsen made a motion to table indefinitely Discussion: Town of Alpine Safety Manual. The motion was seconded by Councilmember Burchard.

PUBLIC COMMENT

Clerk Chenault explained that 2nd Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire was postponed to the next Town Council meeting due to additional changes and discussion points that arose following outreach and feedback from Councilmembers.

Rex Doornbos addressed the Council with questions regarding procedural matters associated with the Dead Horse PUD.

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 7:55 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 March 19th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk