



TOWN COUNCIL MEETING MINUTES

January 20, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 7:00 p.m.

ROLL CALL

Clerk Chenault conducted roll call. Present were Mayor Green, Councilmembers Larsen, Wierda, Burchard, Scaffide (via conference call), establishing a quorum. Town Attorney James Sanderson was also in attendance.

PLEDGE OF ALLEGIANCE: Mayor Green led the Pledge of Allegiance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. 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

- (a) Town Council Minutes: January 6, 2026, Town Council Meeting Minutes:
Councilmember Burchard made a motion to approve the January 6, 2026, Town Council Meeting Minutes, Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (b) Bills to Pay: 01/07/2026 to 01/15/2026: Councilmember Burchard made a motion to approve Bills to Pay Report 01/07/2026 to 01/15/2026, Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

- (c) Snake River MEP Invoice-010 Pretreatment Plant Process Piping Systems JA Project No. 23001: Councilmember Burchard made a motion to approve Snake River MEP Invoice-010 Pretreatment Plant Process Piping Systems JA Project No. 23001. Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (d) Snake River MEP Invoice-011 Pretreatment Plant Process Piping Systems JA Project No. 23001: Councilmember Burchard made a motion to approve Snake River MEP Invoice-011 Pretreatment Plant Process Piping Systems JA Project No. 23001. Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that the Town's newly installed sign on the west side of town was recently damaged. He noted that staff is aware of the issue and is currently working with the sign manufacturer to determine an appropriate solution for repairing or replacing the affected signage. Mayor Green explained that the damage may have been caused by the force of snow being thrown against the sign.

He further explained that the damaged sign is the one located closest to the roadway due to existing landscaping and a swale in the area; relocating the sign farther back would have required significant additional excavation. Mayor Green stated that the Town hopes to have a resolution soon. In the meantime, the sign currently displays "Alpine, Wyoming" with the mountain design still visible.

Clerk/Treasurer Report:

Clerk/Treasurer Monica Chenault reported that there was no formal report at this time. She explained that recent vacation time, followed by illness and a three-day holiday weekend, had delayed reporting and that she is currently catching up on outstanding items. Mayor Green thanked Ms. Chenault for being present.

Events Committee Report:

Councilmember Andrea Burchard reported that Winter Jubilee will take place on Friday, January 30, and Saturday, January 31, as a fundraiser for the Alpine Scholarship Fund benefiting graduating seniors.

She noted that a kickoff bingo event was held the previous weekend, sponsored by Wyoming Title and Escrow, during which pizza was sold and prizes were given away. Attendance was

reported at approximately 120 people, which organizers noted is an appropriate maximum capacity.

Upcoming Winter Jubilee events include:

- Friday, 01/30: Hot dog roast at 5:00 p.m., fire dancers at 6:15 p.m., followed by a family movie inside the Civic Center
- Saturday, 01/31: Casino Night beginning at 5:30 p.m.

Councilmember Burchard then asked Councilmember Jeremiah Larsen to provide an update on the Coney Classic fundraiser. Councilmember Larsen explained that the Coney Classic, a fundraiser for Alpine Trails and Pathways, is typically held on the second weekend in February but has been incorporated into Winter Jubilee this year due to scheduling conflicts with Valentine's Day and Presidents' Day weekend. He noted that this will be the final Coney Classic event.

Due to insufficient snow conditions and the inability to safely groom the lakebed trails, the event will be relocated to the ball field. Councilmember Larsen stated that children's activities will be offered and groomed trails will be created around the bench area and ball field. Because of safety concerns related to rocky conditions, there will be no race this year. The event will be held from 10:00 a.m. to 2:00 p.m. and is intended to be a family-friendly event.

Engineering Report – Jorgensen Engineering:

Kevin Meagher provided an engineering update to the Council.

An Intended Use Plan was submitted to the State Drinking Water Revolving Fund for FY27 for two projects: waterline improvements in the Nelson and Overlook Circle areas to bring fire hydrants up to code, and the connection of the Mega Well No. 4. Mr. Meagher noted this is an initial step in a lengthy funding process, with additional submittals required if the projects move forward.

A meeting regarding the industrial waste permit with JVA Consulting, Melvin Brewing Company, and Town staff is scheduled for Friday to review permit requirements and next steps.

At the wastewater pretreatment plant, pressate piping repairs on the dewatering press have been completed and are functioning properly. Half-plant controls are expected to be completed this week, with testing planned for next week. Sampling and testing are ongoing, and some equipment issues are being addressed under warranty.

Mr. Meagher also reported a recent foaming incident related to industrial discharge that resulted in foam overflow at the pretreatment plant. The issue has been addressed and staff responded accordingly.

Planning & Zoning Report:

Planning and Zoning Chair Melissa Wilson reported that the Commission recently held a well-attended meeting.

She stated that the Commission discussed potential ideas related to a dark sky initiative and plans to conduct additional research, gather more input, and revisit the topic at a future meeting.

Ms. Wilson also reported that the Commission discussed the possibility of revamping the Land Use and Development Code (LUDC) and hiring an outside consultant. She noted that a full discussion was not held among all three firms under consideration; however, she conducted independent research and spoke with communities familiar with OPS Strategies, who provided positive feedback regarding the firm's work and approach.

Ms. Wilson emphasized that the ultimate decision should prioritize ease of use and efficiency for staff who work with the LUDC on a daily basis. She also suggested that it may be beneficial to consider postponing any major updates until after completion of the Town's master plan. No action was taken.

Economic Development Report – Jeremiah Larsen

Councilmember Jeremiah Larsen reported that there are no major local economic development updates at this time. He noted that Lincoln County is currently working on travel and tourism efforts and recently held a kickoff meeting with consultants.

He explained that a survey is being conducted for the Lincoln County Travel and Tourism Board to identify cultural and recreational assets throughout the county and to gather tourism-related data. The next meeting will include a review of the assets identified through the survey process.

Councilmember Larsen reported that local economic activity related to tourism has been slow due to a lack of snow. He stated that several Airbnb and hotel owners have reported cancellations and reduced bookings. He noted that similar conditions are being experienced in Island Park and West Yellowstone, while reports from Pinedale have been more positive. He added that snow conditions remain good at elevations above approximately 7,500 feet, while lower elevations have received rain instead of snow.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Jeremiah Larsen reported that the Alpine Travel and Tourism Board is currently in an open application period, which will remain open through March 15. He stated that several individuals have already expressed interest and plan to submit applications.

Councilmember Larsen noted that following the application deadline, the Board plans to meet in early April, tentatively around April 1, due to a board member being out of town through the end of March. He invited Council members to reach out with any questions.

Lincoln County Sheriff's Report – Submitted in writing

DISCUSSION ITEMS

Consistency of Snow Removal Services for Town-Owned Properties

Mayor Green introduced the discussion regarding the consistency of snow removal services for Town-owned properties. The item was requested by Skyla Hamilton, who leases a Town-owned building for a medical clinic, to discuss snow removal responsibilities and lease consistency among Town tenants.

Ms. Hamilton provided background on her original lease agreement dated June 1, 2024, which included snow removal and shared signage access. She explained that an amended lease was later executed removing snow removal and trash services, and that she and her business partner invested significant funds to bring the building up to commercial and HIPAA compliance. Ms. Hamilton requested reinstatement of snow removal services consistent with the original lease and equal treatment compared to other Town-owned commercial tenants. She also requested full access to signage as outlined in the original agreement.

Council and staff discussed differences between public, nonprofit, and for-profit tenants; historic lease practices; snow removal costs; staff time and equipment use; and rent rates per square foot. Comparisons were made to other municipalities and to other Town-owned properties, including the daycare facility and Melvin Brewing Company. Councilmembers expressed interest in fairness, transparency, and consistency across Town leases.

Mayor Green and staff explained that lease consistency has been an ongoing effort, noting that several leases were negotiated under prior administrations and are currently being reviewed and standardized. Staff indicated that further research is needed to evaluate snow removal costs, lease terms, and potential impacts to Town operations. Any proposed lease amendments would require Council approval.

Council reached consensus to continue reviewing the matter internally and provide follow-up information to Ms. Hamilton. No formal action was taken.

Review/ Discussion of current Town of Alpine Ordinances: Regulating Recreational Fires (Ordinance No. 2020-01) and Pyrotechnic Devices (Ordinance No. 2022-13)

Mayor Green opened the discussion regarding the Town's ordinances related to recreational fires and pyrotechnic devices/fireworks. He noted Alpine's location near the county line and the presence of nearby fireworks stands contributes to significant fireworks activity. He stated that fireworks are illegal within the Town of Alpine and in surrounding National Forest lands, and expressed concern about wildfire risk and impacts to nearby subdivisions and infrastructure.

Fire Chief Mike Vogt addressed Council and recommended amendments to the ordinances, including:

- Removing references listing the Fire Chief as an "agent" for ordinance enforcement and removing any language indicating the Fire Department collects inspection fees.

- Utilizing the State Fire Marshal/State inspectors for required inspections, noting there are different standards for fireworks buildings, tents, and retail storage.
- Clarifying inconsistencies between ordinances regarding whether fireworks are prohibited or allowed on limited dates around July 4.

Chief Vogt discussed enforcement challenges, particularly if county regulations differ from the Town's, and emphasized the public safety risks and need for prevention.

Chief Vogt also provided wildfire risk context, including operational challenges during fireworks events, the importance of defensible space and public education, and ongoing work on a Community Wildfire Protection Plan (CWPP) with the County to support mapping, evacuation planning, and predictive modeling.

Council discussion included concerns about public safety, enforcement limitations, and the role of tourism/visitor education. Councilmembers shared concerns about wildfire risk, particularly during high fire danger conditions, and discussed potential approaches such as aligning local restrictions with fire danger levels, increasing public education, and reconsidering issuance of permits for fireworks sales within Town limits. Mayor Green noted that limiting sales may be the most effective lever but acknowledged enforcement concerns and potential public opposition.

No formal action was taken. Council directed staff to continue evaluating ordinance amendments and options to improve clarity, consistency, and public safety.

Additional Information: At Council's request, Chief Vogt provided an update on the Alpine Fire District, clarifying it is a separate entity from the Town and funded through a mill levy. He reported that the District is building a station in Nordic to improve response coverage, supported by a donated property and long-term planning for future expansion. He also noted ongoing efforts to reserve funds for emergency response needs and facility maintenance.

ACTION ITEMS

Resolution No. 2026-005 – Amending Resolution No. 2026-001 (Official Appointments):

Councilmember Larsen made a motion to approve Resolution No. 2026-005 – Amending Resolution No. 2026-001 (Official Appointments): Councilmember Burchard seconded.

Mayor Green introduced **Resolution No. 2026-005**, amending **Resolution No. 2026-001** regarding official appointments.

Councilmember Larsen made a motion to approve Resolution No. 2026-005 amending Resolution No. 2026-001 (Official Appointments). The motion was seconded.

Council confirmed that members had reviewed the resolution, including updates to the Travel and Tourism Board, Design Review Committee, and Board of Adjustment. The Clerk confirmed the resolution was in order.

There being no further discussion, Mayor Green called for a vote.

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

LUDC Redesign:

Mayor Green introduced a discussion regarding a comprehensive redesign of the Town's Land Use & Development Code (LUDC). He stated that the master plan is only one part of the Town's long-term planning effort and that an updated LUDC is needed to implement the master plan's goals. He noted the current LUDC is approximately 20 years old, has been amended frequently, and contains conflicts and duplications. He reported that three consultants responded to the Town's RFP and that Council's discussion was intended to help determine next steps and timing.

Planning & Zoning Administrator Gina Corson stated she was available to answer questions and reiterated the need for a full rewrite rather than continuing incremental fixes. She explained the effort originated internally due to ongoing enforceability and administrative challenges, and because the Town's existing code will not align with the updated master plan. Ms. Corson also noted that best practice is to update the master plan and development code together, with future reviews on a regular cycle (e.g., every five years) to avoid major overhauls.

Mayor Green reviewed the proposals at a high level and discussed preliminary budget assumptions, including that consultant work would be billed monthly based on hours up to a contracted amount, with any overages requiring renegotiation. He stated that, if the Town moved forward immediately, approximately one-third of the cost could fall in the current fiscal year, with the remainder in the next fiscal year.

Public Comment/Developer Input: Colby Cox addressed Council and spoke in support of updating the LUDC concurrently with the master plan. He stated that clearer regulations help preserve community character and reduce ambiguity for residents, applicants, and staff. He also stated he would support private contributions toward the effort and emphasized that the process would remain public and transparent. When asked, Mr. Cox stated that, in his view, the LUDC and master plan should be completed simultaneously and reviewed periodically rather than waiting decades between updates. He indicated a preference for the consultant KKC, citing clarity, comprehensiveness, and the proposal's emphasis on plain language and user-friendly tools.

Council discussed funding concerns, timing, and the importance of ensuring Town priorities are balanced. Councilmember Scaffide expressed concerns regarding the overall cost and the Town's other capital needs, and requested more discussion of budget impacts. Mayor Green and staff clarified that the LUDC redesign would be funded from the General Fund and is separate from utility project budgets.

Treasurer/Clerk Monica Chenault reported that the General Fund budget was currently in a positive position, including snow removal being under budget and certain planned projects not

being undertaken this fiscal year. She stated that the larger budget impact would likely fall in the next fiscal year.

Mayor Green stated his recommendation was to hire KKC and begin the redesign as soon as possible, including pursuing private contributions to offset costs. Councilmembers indicated they were not prepared to make a decision that evening. **No motion was made and no action was taken.**

Following the discussion, Mr. Cox added that a clear master plan and LUDC can provide return on investment by encouraging stalled projects to move forward. When asked for examples of strong codes, he referenced plans completed for Gunnison and a land development code from Milton, Delaware.

EXECUTIVE SESSION

Councilmember Larsen moved to enter executive session. Councilmember Burchard seconded the motion. The motion carried. No action was taken during executive session. Councilmember Larsen moved to adjourn executive session. Councilmember Burchard seconded the motion. The motion carried.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried. Meeting adjourned at 9:48 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 February 3rd, 2025

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk