



**TOWN OF ALPINE, WYOMING  
ORDINANCE NO. 2026-002**

**AN ORDINANCE AMENDING TITLE 2 CHAPTER 5 SECTIONS 501 A, ADDING  
THERETO AS AN APPOINTIVE OFFICER OF THE TOWN OF ALPINE, WYOMING  
THE POSITION OF TOWN ADMINISTRATOR, AND AMENDING SECTION 2-506 TO  
DESCRIBE THE DUTIES OF THE TOWN ADMINISTRATOR, AND RENUMBERING  
THE CURRENT SECTION 2-506 TO 2-507**

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**WHEREAS**, the Governing Body of the Town of Alpine, Wyoming, pursuant to Article 13, Section 1 of the Constitution of the State of Wyoming, and the allocation of executive and legislative authority set forth in Wyoming Statutes §§ 15-1-108 and 15-1-103, respectively, has the authority to establish and provide for appointive officers and employees necessary for the administration of Town affairs; and

**WHEREAS**, the Governing Body intends by these Amendments to the Ordinance to create the position of Town Administrator as an appointive administrative officer to assist in the coordination and administration of Town operations, while preserving the statutory powers and duties of the Mayor, the Town Council, and all other municipal officers established by Wyoming law.

**NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 501 A is hereby amended to read as follows:

**2-501. Appointive Officers — Generally.**

A. The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, **town administrator**, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote of the entire council.

**AND NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 506 shall be amended as follows:

**2-506. Town Administrator — Duties.**

The Town Administrator shall be an appointive administrative officer of the Town and shall serve at the direction of the Mayor and Town Council. The Town Administrator's duties shall include the following:

**A.** Assist the Mayor and Town Council in the administration and coordination of Town operations and the implementation of policies, ordinances, and resolutions adopted by the Town Council;

- B.** Coordinate the activities of Town departments and personnel, subject to the authority of the Mayor and applicable ordinances and policies of the Town;
- C.** Assist in the preparation, administration, and monitoring of the Town budget, capital planning, and financial operations, in coordination with the Mayor, Town Council, and Town Treasurer;
- D.** Oversee and coordinate administrative functions of the Town, including contracts, grants, projects, and intergovernmental relations, as assigned by the Mayor or Town Council;
- E.** Attend meetings of the Town Council and provide administrative reports and recommendations as requested;
- F.** Perform such other administrative and operational duties as may be assigned by the Mayor or Town Council, consistent with Wyoming law and Town ordinances.
- G.** Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

**AND NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Town of Alpine, Wyoming that the existing **Section 2-506**, entitled “**Duties of Other Officers**”, is hereby renumbered as **Section 2-507**, and shall remain in full force and effect without substantive amendment.

**Severability.**

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

**Passed First Reading on the 17<sup>th</sup> day of February 2026.**

**VOTING RECORD:**

<i>Ayes:</i>	<b>4</b>	<i>Mayor Green:</i>	<b>Aye</b>
<i>Nays:</i>	<b>0</b>	<i>Burchard:</i>	<b>Aye</b>
<i>Abstentions:</i>	<b>1</b>	<i>Larsen:</i>	<b>Aye</b>
<i>Absent:</i>	<b>0</b>	<i>Wierda:</i>	<b>Aye</b>
		<i>Scaffide:</i>	<b>Abstain</b>

**Passed Second Reading on the 3<sup>rd</sup> day of March 2026.**

**VOTING RECORD:**

<i>Ayes:</i>	_____	<i>Mayor Green:</i>	_____
		<i>Burchard:</i>	_____
<i>Nays:</i>	_____	<i>Larsen:</i>	_____
		<i>Wierda:</i>	_____
<i>Abstentions:</i>	_____	<i>Scaffide:</i>	_____
<i>Absent:</i>	_____		

**Passed on Third and Final Reading 17<sup>th</sup> day of March 2026.**

**VOTING RECORD:**

<i>Ayes:</i>	_____	<i>Mayor Green:</i>	_____
		<i>Burchard:</i>	_____
<i>Nays:</i>	_____	<i>Larsen:</i>	_____
		<i>Wierda:</i>	_____
<i>Abstentions:</i>	_____	<i>Scaffide:</i>	_____
<i>Absent:</i>	_____		

TOWN OF ALPINE

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

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Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

STATE OF WYOMING )  
COUNTY OF LINCOLN )  
TOWN OF ALPINE )

I hereby certify that the forgoing Ordinance No. 2026-002 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

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Monica L. Chenault, Clerk / Treasurer