



TOWN COUNCIL MEETING MINUTES

February 17, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:00 p.m.

ROLL CALL

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

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session to discuss matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may become a party, and to consider wages, salaries, benefits, and terms of employment.

Councilmember Larsen made a motion to exit executive session and reconvene the regular meeting, seconded by Councilmember Burchard. Voting Yea: Mayor Green; Councilmembers Larsen, Wierda, Burchard, and Scaffide. The motion carried, and executive session concluded at 6:51 p.m.

Councilmember Larsen then made a motion to ratify the decisions made during executive session, seconded by Councilmember Burchard. Voting Yea: Mayor Green; Councilmembers Larsen, Wierda, Burchard, and Scaffide. The motion carried. Mayor Green called for a brief recess.

RECONVENE REGULAR TOWN COUNCIL MEETING

Mayor Green reconvened the regular meeting at 7:08 p.m.

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: February 3, 2026, Town Council Meeting Minutes:**
Councilmember Larsen made a motion to approve the February 3, 2026, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

- (b) **Planning & Zoning Commission Minutes: January 13, 2026, Planning & Zoning Commission Minutes:** Councilmember Larsen made a motion to approve the January 13, 2026, Planning & Zoning Commission Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

- (c) **Bills to Pay: February 4, 2026, through February 17, 2026:** Councilmember Larsen made a motion to approve Bills to Pay Report February 4, 2026, through February 17, 2026, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that Town staff has been working diligently on multiple issues, including liquor license applications and sewer concerns. He noted the significant amount of public feedback received and expressed appreciation for community engagement.

Public Works Report – Craig Leseberg

Public Works Director Craig Leseberg provided an update on the sewer inspection efforts within the Alpine Meadows Subdivision.

Mr. Leseberg reported that inspection work began the previous day at noon and, as of 3:00 PM that day, approximately one-third of the neighborhood had been inspected. He presented a map indicating areas completed and findings to date.

He stated that one lot (Lot 46) was found to have a physical disconnection at the main. Additionally, three properties were identified with offset joints in their lateral connections. He explained that in those cases a Fernco fitting had been installed and was offset by approximately

one inch, which will require correction. Two of the affected properties are vacant lots, and one (Lot 121) is currently under construction and not occupied.

Mr. Leseberg reported that jetting of the sewer system had been completed throughout the neighborhood. He explained that jetting involves the use of high-pressure water to clear lines prior to camera inspection. Mayor Green noted that the Town apologizes for any water intrusion that may have occurred in homes during the jetting process, explaining that high-pressure water can sometimes force water past P-traps due to air gaps. Mr. Leseberg confirmed that crews were prepared to respond if issues arose.

Mr. Leseberg stated that if progress continues as planned, the inspection work should be completed by the end of the week, and a more detailed report will be provided to Council at a later date. He also confirmed that updates have been provided to the Alpine Meadows Property Owners Association and that the Town remains committed to resolving the identified issues.

No further questions were raised.

Events Committee Report - Andrea Burchard:

Councilmember Burchard reported on recent and upcoming community events:

- January Bingo fundraiser supporting the Town Scholarship Fund
- Community fundraising efforts for Cassie Klinger
- Upcoming Child Development Center fundraiser
- Charter School Gala (sold out)
- Easter Egg Hunt scheduled for April 4

She also reported plans for Music in the Mountains, including live bands, karaoke, and line dancing at the Farmer's Market.

Engineering Report – Jorgensen Engineering:

Updates included:

- Radio-read water meter invoice processing
- Grey's River Well generator installation planning
- Wastewater treatment plant recommendations
- Housing grant update: \$65 million requested statewide; \$5 million available. Most applicants requested underground infrastructure funding rather than housing projects.

Planning & Zoning Report – Melisa Wilson:

Melisa Wilson provided the report which included:

- Review and updates to the Land Use Development Code (LUDC)
- Ongoing review of active permits

- Continued seasonal LUDC evaluation

Economic Development and Alpine Travel & Tourism Board Report – Jeremiah Larsen:

Councilmember Larsen reported:

- Tourism impacts due to lack of snow this winter
- Proposed natural gas line expansion from Soda Springs into the valley
- Lincoln County’s 250th celebration planning
- Lincoln-Uinta Outdoor Recreation Collaborative meeting
- Alpine Travel & Tourism applications open through March 15

Travel & Tourism budget is estimated at approximately \$300,000, divided:

- 57.5% Promotion & Events
- 37.5% Tourism Impact Grants
- 5% Arts Projects

Lincoln County Sheriff’s Report – submitted in writing:

DISCUSSION ITEMS

Nora Bland, Cushing Terrell – Master Plan Update:

Nora Bland of Cushing Terrell provided an update on the Town of Alpine Master Plan. She reported the project remains on schedule, with the fourth Steering Committee meeting held on February 16, 2026. A public open house was scheduled for February 18, 2026, from 5:00–7:30 PM at the Civic Center. An online version of the open house and survey will be available February 19 through March 6. A draft plan is anticipated in late spring, with adoption expected in summer 2026.

Ms. Bland summarized community engagement efforts to date. Approximately 60 individuals attended the November open house, 16 responses were received online, and 94 written comments were collected. Key themes identified through public feedback include:

- Preservation of natural landscapes and wildlife
- Improved pedestrian and bicycle connectivity
- Additional recreation amenities
- A more vibrant and active downtown
- Workforce and affordable housing needs
- Safe routes and crossings for school-aged children

She reviewed the purpose of the Future Land Use Map, clarifying that it is a **guiding document and not zoning**. The map illustrates the community’s vision for growth and may inform future zoning updates but does not itself regulate property.

Proposed land use categories include Residential, Business, Mixed Use, and Natural. She also reviewed proposed Character Areas, including Downtown, the Riverwalk District, and the US-26 Corridor, which focus on desired development patterns and community character.

Ms. Bland presented a preliminary pedestrian and bicycle connectivity map, explaining that incorporating trail and pathway improvements into the adopted Master Plan strengthens future grant eligibility.

Council discussion included clarification regarding the Riverwalk District and future land use designations. Ms. Bland reiterated that the Town retains control over Town-owned properties and that future land use designations are conceptual in nature.

Mayor Green encouraged public participation at the open house and noted that detailed materials and the online survey would be available following the event.

Discussion: Paperless Billing:

Staff presented analysis of billing costs. Key findings:

- Approximate annual postage cost: ~\$6,000
- Total estimated cost including materials and labor: ~\$8,000+
- Significant staff time required for processing

Options discussed:

1. Maintain current system
2. Encourage voluntary paperless enrollment
3. Consider mandatory paperless billing with opt-out fee

No action taken.

Discussion: Upcoming Travel and Tourism Grant Submissions:

Proposed 2026 applications include:

- Winter Jubilee
- Mountain Days
- Fourth of July Fireworks (250th Celebration year)
- Music in the Mountains
- Emergency Management Signage
- Holiday Lighting Project
- 250th Public Art Installation
- Trail Groomer Lease

Council discussed signage cost and holiday lighting concept. No action taken.

Discussion: Retail Liquor License Applicants:

Mayor Green opened discussion regarding retail liquor license applicants and noted the Town has received extensive public input, including hundreds of emails and written comments. He stated that Council has been reviewing feedback and researching possible alternatives and options for applicants.

Councilmember Scaffide reported she conducted extensive independent research on Wyoming liquor licensing statutes and processes, including reviewing information on the Wyoming Liquor Division website and researching available license classifications statewide. She explained that the Town currently has five retail licenses, four restaurant licenses, and one county malt beverage license. She stated that one of the challenges faced by the Council is that current licensing structures are largely controlled by state statute, which limits local flexibility.

Councilmember Scaffide stated she would like municipalities to have more local control over licensing decisions and expressed interest in pursuing legislative changes. She explained she has begun researching the process of working with state legislators to amend **Title 12-4-201** to potentially qualify Alpine as a “resort gateway” community. She noted that if Alpine could include nearby population areas such as Broken Wheel and Bananas within a broader qualifying population, the Town might become eligible for additional liquor licenses. She stated she has begun speaking with individuals about sponsoring potential legislation and outlined the process such a bill would follow, including review by the Legislative Service Office and committee consideration before a legislative vote.

She clarified that this effort is in preliminary stages but is being explored as a long-term option to increase flexibility and opportunity for local businesses.

Councilmember Larsen reported he has also been conducting extensive research and communicating directly with the Wyoming Liquor Division, including awaiting follow-up clarification from the Division Director on specific statutory interpretations. He explained he has been examining alternative licensing structures that may be available to applicants beyond the standard retail license.

He discussed the possibility of the Town adopting an ordinance stating that newly issued retail liquor licenses would have **no independent monetary resale value**, meaning they could not be sold separately for profit. He explained that licenses could still transfer with the sale of a business but would otherwise revert to the issuing authority (the Town) if unused or surrendered. He noted some other Wyoming communities are exploring similar approaches and stated this concept is being considered because Council members have expressed concern about issuing licenses that could immediately be resold for significant profit. He added that Council is also considering time-use requirements to ensure licenses are actively used and not held speculatively.

Councilmember Larsen then reviewed additional license types that are authorized under state law but currently unused within Alpine, including:

- **Bar and Grill Licenses** – Alpine is eligible for two. He explained these differ from restaurant licenses because alcohol sales may not exceed 40%, but the remaining 60% may consist of food and entertainment revenue combined. He stated this structure could be suitable for businesses such as bowling alleys or entertainment venues.
- **Wine Satellite Licenses** – These allow a business to operate as a satellite location for a Wyoming-licensed winery. He noted Wyoming law requires alcoholic beverages sold in the state to be registered through the state system, which can limit availability of small-volume or specialty products. He suggested businesses could partner with Wyoming wineries that currently do not have western-state representation.
- **Hotel/Resort Licenses** – He explained these require certain qualifications, including property value thresholds, a conference facility capable of hosting at least 50 people, and a minimum number of lodging units. He stated he is awaiting clarification from the Liquor Division regarding whether RV spaces can count toward room totals and indicated that local issuing authorities may have discretion to define certain terms.

Councilmember Larsen emphasized that Council is actively exploring all available legal options to determine what licensing pathways may be feasible for applicants. He stated that no final decision has been made and that additional information from the Liquor Division is still pending.

ACTION ITEMS

Establishment of Top Three Retail Liquor License Applicants:

Mayor Green opened the item for consideration of establishing the top three retail liquor license applicants.

Council engaged in extended discussion regarding the applicants, public feedback received, and research conducted by Councilmembers concerning licensing options and statutory considerations. Discussion included possible alternative license types, potential ordinance provisions affecting newly issued licenses, and clarification still pending from the Wyoming Liquor Division. Council expressed a desire to ensure a thorough and informed decision-making process before proceeding.

Original Motion: Councilmember Scaffide made a motion to establish the top three retail liquor license applicants. Seconded by Councilmember Larsen.

Amendment: Councilmember Larsen made a motion to amend the motion to table the item to a future meeting. Seconded by Councilmember Burchard.

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

Resolution No. 2026-007 - A Resolution Waiving Subdivision Fees And Associated Mailing Requirements For The Lakeview Addition:

Councilmember Burchard made a motion to Resolution No. 2026-007 - A Resolution Waiving Subdivision Fees And Associated Mailing Requirements For The Lakeview Addition. The motion was seconded by Councilmember Weirda.

Clerk/Treasurer Monica Chenault provided background on the request and explained that the resolution pertains to the administrative requirements normally associated with subdivision applications, including processing fees and public notice mailings. She stated that approval of the resolution would waive those requirements for the Lakeview Addition and outlined the rationale for the request as presented to staff. She also noted that the waiver would apply specifically to this subdivision and would not affect standard requirements for other projects unless separately approved by Council.

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

Resolution No. 2026-008 - Authorizing The Submission Of A Federal Mineral Royalty Capital Construction Account Grant Application To The State Loan And Investment Board To Investigate And Correct Improper Sewer System Connections Within The Alpine Meadows Subdivision:

Councilmember Larsen made a motion to Resolution No. 2026-008 - authorizing submission of a Federal Mineral Royalty Capital Construction Account grant application to the State Loan and Investment Board for investigation and correction of improper sewer system connections within the Alpine Meadows Subdivision. The motion was seconded by Councilmember Scaffide.

Clerk/Treasurer Chenault provided background regarding ongoing inspection efforts within the subdivision, including recent findings identifying disconnected and improperly connected sewer laterals. It was explained that the proposed grant funding would support further investigation, assessment, and corrective work necessary to address these issues and ensure proper functioning of the sewer system. Council discussed the importance of pursuing available grant funding to offset potential costs to the Town and residents.

Amendment: Councilmember Larsen made a motion to amend Resolution No. 2026-008 to include a request amount of **\$300,000** in the grant application. Seconded by Councilmember Scaffide.

Mayor Green called for discussion. Hearing none, a vote was taken.

Vote on Amendment: Voting Yea - Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried.

Mayor Green then called for a vote on Resolution No. 2026-008 as amended.

Vote on Resolution as Amended: Voting Yea - Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried. Resolution carried.

Resolution No. 2026-009 - Authorizing The Submission Of A Federal Mineral Royalty Capital Construction Account Grant Application For The Well #4 Improvement Project:

Councilmember Burchard made a motion to Resolution No. 2026-009 - authorizing submission of a Federal Mineral Royalty Capital Construction Account grant application to the State Loan and Investment Board for the well #4 improvement project. The motion was seconded by Councilmember Scaffide.

Clerk/Treasurer Monica Chenault provided an overview of the proposed project and explained the purpose of the grant application. She stated the funding would support improvements associated with Well #4 and related infrastructure, and that pursuing grant funding would help offset costs while supporting reliability and capacity of the Town's water system.

Council briefly discussed the project and the importance of seeking outside funding assistance for infrastructure improvements.

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

Approval of Additional \$3,000 for Reorganization of Town Code Codification Project:

Councilmember Larsen made a motion to authorize an additional expenditure of \$3,000 to the Town's codification contractor for restructuring and renumbering the Town of Alpine Code into a Title-Chapter-Section format consistent with Wyoming Statutes. Councilmember Burchard seconded.

Clerk/Treasurer Monica Chenault provided background on the codification project and explained that the additional funding would allow the contractor to fully reorganize and renumber the Town Code into a standardized format aligned with Wyoming statutory structure. She noted that the restructuring would improve clarity, consistency, and long-term usability of the Code.

Town Attorney Jim Sanderson also addressed Council and explained the legal importance of reorganizing the Code into a Title-Chapter-Section format. He stated that aligning the structure with Wyoming Statutes would improve legal consistency, make future amendments easier to draft and track, and reduce potential confusion or ambiguity within the Code.

Council briefly discussed the benefits of completing the restructuring.

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

1st Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2:

Councilmember Burchard made a motion to approve 1st reading of Ordinance No. 2026-001- Creating the Position of Town Administrator and Amending Duties Within Title 2.

Councilmember Larsen seconded.

Clerk/Treasurer Monica Chenault provided an overview of the proposed ordinance and explained that the purpose of the amendment is to formally establish the Town Administrator position within the Town Code and clarify administrative duties, authority, and reporting structure. She noted that codifying the position would provide consistency in municipal operations, improve administrative efficiency, and clearly define responsibilities between elected officials and staff.

Town Attorney Jim Sanderson addressed Council and explained that incorporating the position into the Code ensures legal clarity and organizational structure. He stated that formalizing the role through ordinance language helps avoid ambiguity, provides continuity for future administrations, and aligns municipal procedures with recognized governance practices.

Council engaged in discussion regarding the scope of responsibilities assigned to the Town Administrator, how the position would interact with existing staff roles, and how authority would be delegated under the proposed structure. Councilmembers discussed the intent of the ordinance as an organizational and administrative improvement rather than a change in policy authority. It was also noted that this action constituted a first reading and that additional review and opportunity for revision would occur prior to final adoption.

Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green. Voting Abstain: Councilmember Scaffide. Motion carried. Ordinance No. 2026-001 passed on 1st reading.

Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association:

Councilmember Larsen made a motion to approve Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association. Councilmember Burchard seconded.

Clerk/Treasurer Monica Chenault provided background on the resolution and explained that the intent was to formally authorize Town representation at Alpine Meadows Property Owners Association meetings in order to provide updates, coordinate communication, and address matters related to ongoing sewer system investigation and corrective efforts within the subdivision.

Council engaged in discussion regarding the scope of representation, the role and authority of any designated representative, and the importance of maintaining clear communication between the Town and the Property Owners Association. Councilmembers discussed ensuring

transparency, protecting the Town's legal interests, and clarifying whether representation would include voting authority or would be limited to informational and liaison purposes.

Additional discussion centered on defining the structure of representation and ensuring that any authorization aligned with the Town's legal and administrative framework. Given the ongoing nature of sewer-related matters within the subdivision, Council expressed interest in further reviewing the language of the resolution to ensure clarity regarding responsibilities and limitations.

After discussion, it was determined that additional time was needed to review the resolution language.

Councilmember Larsen made a motion to table Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association. Councilmember Wierda seconded.

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

PUBLIC COMMENT

Mayor Green opened the floor for public comment.

Patricia McQuade, a resident of Alpine, addressed Council regarding the proposed charter school. She referenced a prior meeting in which she had requested enrollment information and stated that she later received communication indicating the current enrollment was 27 students compared to a projected need of approximately 120 students. She expressed concern about the school's enrollment levels, the Town's involvement with the project, and the use of public resources associated with the school. She stated that she believed enrollment figures were relevant to public discussion of the project.

Megan Rumsey, a resident of Alpine, addressed Council regarding sewer system concerns within the Alpine Meadows Subdivision. She raised concerns that sewer system failures may be systemic rather than isolated and referenced prior communications with Council. She cited historical public health issues in Alpine, including a 1998 E. coli outbreak, and expressed concern about potential contamination risks associated with groundwater pathways, seasonal population increases, and impacts to the lake and Snake River watershed. She requested clarity regarding actions taken to address these concerns.

Heather Goodrich, President of the Alpine Meadows Property Owners Association, addressed Council regarding the ongoing sewer investigation within the subdivision. She expressed appreciation for recent communication from Town staff and thanked Clerk/Treasurer Chenault, Public Works Director Leseberg, and staff involved in the inspection process. She acknowledged minor issues experienced during the jetting process but stated that overall communication and coordination had been positive. She then asked follow-up questions regarding specific areas

shown on the inspection map, particularly portions of Columbine and nearby lots, and sought clarification about areas of concern within the subdivision.

Troy Johnson addressed Council regarding infrastructure repairs within his neighborhood. He described concerns related to roadway cuts made during utility or infrastructure work and noted that over time some repaired areas have settled, creating depressions in the roadway. He stated that warranty provisions associated with repair work appear intended to address such issues if deficiencies become apparent within a specified period and encouraged clarification of requirements.

Isaac Aznoe addressed Council regarding Resolution No. 2026-008 and the Alpine Meadows sewer investigation. He raised questions about insurance, resale, and warranty implications related to homeowners assuming responsibility for lateral lines located within the public right-of-way. He asked whether the Town has obtained written opinions from insurance carriers and title companies regarding potential impacts to homeowner policies, flood or sewer backup coverage, and property resale value, and whether such information would be made publicly available prior to advancement of the grant application.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Wierda seconded the motion.
Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried. Meeting adjourned at 10:09 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 3rd, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk