



TOWN COUNCIL SPECIAL MEETING MINUTES

May 06, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the Town Council Special Meeting to order at 7:01 PM.

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

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Castillo attended via conference call.

Absent: Councilmember Scaffide. A quorum was established.

ADOPT THE AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Castillo. 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. **Approval of Town Council Minutes:** April 9th, 2025, Special Meeting Minutes and April 15th, 2025, Regular Meeting Minutes. Councilmember Burchard made a motion to approve the listed Town Council meeting minutes. Councilmember Larsen seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, Mayor Green.
- b. **Bills to Pay Report: 04/12/2025 - 05/05/2025.** Councilmember Burchard made a motion to approve the Bills to Pay Report for the period April 12, 2025, through May 05, 2025. Councilmember Larsen seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, Mayor Green.

BID OPENING

Bid Opening – Town of Alpine Signs

The Town Council conducted a bid opening for the Town of Alpine signage project. Three bids were received and publicly opened during the meeting:

- **Exposure Signs** – \$59,399.00
- **IF Signs** – \$60,210.00
- **SignPro** – \$59,750.00

No action was taken at this time. The bids were opened for review and consideration, with a decision to be made later in the meeting.

WORK SESSION TOPICS

Property Tax Information - Jerry Greenfield, Lincoln County Treasurer

Jerry Greenfield, Lincoln County Treasurer, was present to provide general information regarding property taxes and available refund programs. He noted that the Wyoming Property Tax Refund Program is income-based and available to qualifying residents. The deadline to apply is June 2, 2025, and applications are available at the Alpine Town Hall Office.

Greenfield also briefly discussed how property tax revenue is allocated across various entities and services within the county. Additional brochures and information materials were left at Town Hall for interested residents.

PUBLIC COMMENT ON AGENDA ITEMS

Mayor Green opened the floor for public comment on agenda items. He explained that public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This portion of the meeting provides an opportunity for the public to comment specifically on items listed on the agenda. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.

Ruth Peerzichilli spoke in reference to the Speed Limit Ordinance, for which the first reading was included on the agenda. She shared concerns about speeding in her neighborhood on Alpine Drive, located directly behind the Community Center, where she has lived since 2013. Ms. Peerzichilli noted the absence of speed limit signs from Greys River Road and reported frequent issues with fast-moving traffic, despite the presence of children, pets, and outdoor activities in the area. She requested the installation of speed limit signage, "Children at Play" signs, and potentially electronic speed signs. She recommended setting the speed limit at 15 mph, and placing signs before Center Street and along Alpine Drive to promote safety.

Sparky Shultz also commented on the Speed Limit Ordinance, voicing concerns about drivers taking shortcuts through the neighborhood and speeding. He noted the issue poses a danger, especially to pets, and mentioned he has a small dog that he worries about with the increased traffic and high speeds.

Bud Chatham, owner of Alpine Valley Resort and applicant for the Snake River Junction Annexation, spoke in support of the third reading of the annexation ordinance. He thanked the Town staff for their assistance throughout the process and expressed appreciation for their

efforts. Mr. Chatham also commented on the sign bid opening, stating that he has previously worked with Exposure Signs and has had a positive experience with the company.

Joseph Cypro, representing Snake River Junction Townhomes and Condominiums, expressed his appreciation to Monica, Mr. Sanderson, and Mayor Green for their hard work throughout the annexation process. He acknowledged the effort and time involved, noting that while it had been a long and sometimes difficult process, he was grateful for the dedication shown. He concluded by stating they look forward to becoming part of the Town and “paying taxes to the Town,” which was met with light-hearted agreement.

ACTION ITEMS

2025 Amended Travel & Tourism Bylaws

Councilmember Burchard moved to approve the 2025 Amended Travel & Tourism Bylaws. Councilmember Castillo seconded. Motion carried.

The Council reviewed the updated 2025 Amended Bylaws for the Alpine Travel and Tourism Board. Councilmember Larsen noted that the bylaws are intended to be a “living, breathing document” and acknowledged that this is the first formal revision process for the group. He explained that the most significant change allows business owners to designate a representative to serve on the board, even if that designee does not reside within the Town of Alpine. Other revisions were primarily for clarification and clean-up of the existing language.

It was also noted that applications for funding will be accepted from January 1 to March 15 each year, aligning with the fiscal calendar. Under Section 10, the board now has the ability to accept applications submitted outside of this window with a majority vote.

Councilmember Castillo expressed appreciation for the work of the Travel and Tourism Board.

The motion to adopt the updated bylaws was approved by the Council. Voting Yea: Councilmember Castillo, Councilmember Burchard, and Mayor Green. Councilmember Larsen abstained from the vote.

Ordinance No. 2025-003 - Snake River Junction Annexation - 3rd Reading

Councilmember Larsen moved to approve the third reading of Ordinance No. 2025-003 – Snake River Junction Annexation. Councilmember Burchard seconded. Motion carried.

Town Clerk Chenault reported that the ordinance had been updated following revisions by Town Attorney Sanderson. Mayor Green read aloud the newly added Section 6, which outlines the Town’s responsibilities related to road dedication and maintenance within the annexed area:

Section 6: All roads, with the exception of those parts of roads or roadways excluded in a transfer agreement between landowners and property owner associations, within the annexed area shall be dedicated to the Town of Alpine, Wyoming. The Town of Alpine, Wyoming shall be responsible for maintenance and snow removal of the roads described in the transfer agreement

within the annexed area. Landowners and property owner associations shall execute documents describing and transferring the roads to the Town of Alpine, Wyoming within sixty (60) days of the passage of this Ordinance. Failure to execute the transfer agreement within the time stated shall relieve the Town of Alpine, Wyoming of any and all responsibilities for the roads.

Councilmember Castillo inquired about cost estimates for snow removal. It was noted that it would take approximately one to one and a half hours per storm to service the area.

Councilmember Larsen stated that he had received only positive feedback regarding the annexation.

The ordinance passed on third reading with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Ordinance No. 2025-006 - Design Review Committee Guidelines - 3rd Reading:

Councilmember Burchard moved to approve third reading of Ordinance No. 2025-006 - Design Review Committee Guidelines. Councilmember Larsen seconded. Motion carried.

Brett Bennett, Chair of the Design Review Committee, addressed the Council regarding the proposed ordinance. He explained that the purpose of adopting the guidelines is to establish a clear baseline for design standards in the Town. The intent is to avoid unorganized or inconsistent façades and ensure a cohesive visual standard throughout the community. He noted that the full guidelines are available for public viewing on the Town of Alpine website.

The ordinance passed on third reading with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Consideration to authorize Mayor Green to send a formal letter to the Lincoln County Commission confirming the Town of Alpine's agreement to assume ownership and maintenance responsibilities for County Roads 100 and 101:

Councilmember Larsen moved to authorize Mayor Green to send a letter to Lincoln County Commission, formally confirming the Town of Alpine's agreement to assume ownership and maintenance responsibilities for County Roads 100 and 101. Councilmember Burchard seconded. Motion carried.

Mayor Green provided background on prior discussions with the Lincoln County Commission regarding the Town of Alpine potentially assuming ownership and maintenance responsibilities for County Roads 100 and 101. He noted that the topic originally arose during a storm event when the County had to send equipment and personnel to Alpine. In response, one of the commissioners asked if the Town would be interested in taking over those roads. Mayor Green stated that the Town is definitely interested, and mentioned that the County also offered to include a plow truck as part of the potential transfer.

Specific concerns were discussed regarding County Road 101, including an instance where a fence appears to have been placed in the middle of the road. After research, it was determined that landowners had previously approached the County to alter the right-of-way. If the Town moves forward with assuming this road, it would request that the County actively work with WYDOT and the property owners to resolve the easement issues.

Mayor Green also mentioned that annexing County Road 101 could potentially lead to the annexation of WYDOT's 40-acre parcel adjacent to the road.

Councilmember Larsen expressed general support but raised questions about the long-term costs and responsibilities the Town would be assuming. He also asked whether the process would require three readings, to which Town Attorney Jim confirmed yes, as it would be considered an annexation.

It was also noted that the County would need to formally vote on the transfer.

Further discussion included mention of the Town expressing interest in receiving one of the County's graders in addition to the plow truck, although these equipment transfers remain part of ongoing discussions and are not guaranteed.

Councilmember Andrea Burchard stated that this seems like a good starting point for a larger partnership.

Councilmember Castillo asked about specifics regarding the plow truck.

The motion to authorize Mayor Green to send a formal letter to the Lincoln County Commission confirming the Town's interest in assuming responsibility for County Roads 100 and 101 passed with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Ordinance No. 2025-008 - Speed Limit Ordinance - 1st Reading

Councilmember Burchard moved to approve first reading of Ordinance No. 2022-008 – Speed Limit Ordinance. Councilmember Larsen seconded. Motion carried.

The Council conducted the first reading of Ordinance No. 2025-008, which establishes and clarifies speed limits throughout various sections of the Town of Alpine.

Town Clerk Chenault noted that the ordinance has been structured to divide the town into specific sections and that additional roads, including those under potential annexation, may be incorporated.

Town Attorney Sanderson explained that the ordinance will require approval from the State Engineer's Office, as this is the appropriate method to provide publicly constructed notice for speed regulations.

Monica clarified that written public comments will be accepted up to 12:00 PM (Noon) on the day of the meeting. Comments received by that deadline will be included in the meeting packet.

Councilmember Larsen specifically mentioned Terrace Drive and suggested that Craig be invited to attend the next meeting if further clarification is needed. Councilmembers may also email Craig directly in the meantime.

Councilmember Castillo inquired about the number of signs that would be required.

Mayor Green responded that there is currently no firm number but emphasized the importance of budgeting annually for signage needs. He also noted the need to consult with Craig to determine whether implementation of the ordinance would require an increase in the sign budget.

The ordinance passed on first reading but is expected to undergo further refinements as Public Works Director Craig continues to review the proposed speed zones. Voting Yea:

Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Award of Town of Alpine Sign Bids:

Councilmember Burchard moved to award the Town of Alpine Sign Bid. Councilmember Castillo seconded. Motion carried.

The Council discussed the bids received for the Town of Alpine signage project. Three bids were previously opened from Exposure Signs, IF Signs, and SignPro, with amounts coming in relatively close.

Councilmember Larsen announced that he would abstain from the vote due to his position on the Travel and Tourism Board, which is involved in the signage project.

Councilmembers shared their impressions of the bids. It was noted that IF Signs did an excellent job and were great to work with. However, Mayor Green recommended Exposure Signs, citing their extensive experience and the high quality of the example sign they submitted. He emphasized that the proposed sign is made from a composite material that is weather-resistant and durable.

Councilmember Larsen suggested that the backside of the sign could include a “Thanks for visiting” message. The Council also briefly discussed budgeting for future lighting of the signs.

Councilmember Burchard amended her motion to specify awarding the bid to Exposure Signs in the amount of \$59,399.00. The amended motion was seconded by Councilmember Castillo.

The motion passed with all in favor. Councilmember Larsen abstained. There was no further discussion. Voting Yea: Councilmember Castillo, Councilmember Burchard, and Mayor Green

Town of Alpine Independent Contractor Agreement:

Councilmember Larsen moved to approve the Town of Alpine Independent Contractor Agreement. Councilmember Burchard seconded. Motion carried.

The Council reviewed the proposed Independent Contractor Agreement for services to be provided by contractor Dee J. Rammell. It was noted that the only edits made to the agreement were related to the insurance requirements. Mr. Rammell will be billing for a specific project under the terms of the agreement.

A motion was made and seconded to approve the agreement as presented with the noted revisions.

The motion passed with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Resolution No. 2025-016 - A Resolution Appointing A Code Enforcement Officer For The Town Of Alpine, Wyoming:

Councilmember Burchard moved to approve Resolution No. 2025-016 - A Resolution Appointing A Code Enforcement Officer For The Town Of Alpine, Wyoming. Councilmember Larsen seconded. Motion carried.

The Council considered Resolution No. 2025-016, appointing Tara Bender as the Code Enforcement Officer for the Town of Alpine. Mayor Green noted that Tara has already been actively working on enforcement matters, stating she has been “up to her knees in cases.”

The motion passed with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

Following the vote, Mayor Green administered the oath of office, formally appointing Tara Bender as the Town’s Code Enforcement Officer.

Review and Award Proposal for Painting the Town Hall:

The Council reviewed multiple bids received for the Town Hall painting project. After discussion, the Council decided to table the item to allow time for bidders to provide separate cost estimates for interior and exterior painting, along with additional detail.

Councilmember Larsen made a motion to table the item until the May 20, 2025 meeting. Councilmember Andrea Burchard seconded the motion.

The motion passed with all in favor. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

GENERAL PUBLIC COMMENT:

Mayor Green opened the floor for general public comment. He explained that this portion of the meeting is limited to 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity for members of the public to address the Council on any topic not listed on the

agenda. The Council may listen but will not take action on items raised during this time. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.

A written public comment was received from Butera regarding the basketball hoops in Ferry Peak Park. The letter will be attached to these minutes.

Brett Bennett spoke in support of keeping the basketball hoops at Ferry Peak Park, noting that his children use them regularly and asking the Council not to remove them.

Dan Schou expressed appreciation that the Town is moving forward with maintaining the Town Hall building, referencing the painting and staining bids discussed earlier in the meeting.

Patricia McQuade addressed the Council with questions regarding County Road 100, asking about the logistics of the road and how it affects properties both inside and outside of town boundaries.

Councilmember Andrea Burchard thanked everyone who participated in Spring Cleanup, specifically recognizing the local church group that comes out each year with 15 or more volunteers.

Councilmember Jeremy Larsen provided a brief update on the road project located on the hill, noting that work on fill-ins and related improvements is expected to be completed around May 15th.

EXECUTIVE SESSION:

Councilmember Larsen made a motion to enter Executive Session at 8:44 PM, which was seconded by Councilmember Burchard. The Council entered Executive Session, during which no action was taken. Councilmember Larsen then made a motion to exit Executive Session and return to the regular meeting at 9:27 PM, Councilmember Burchard seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Larsen, and Mayor Green.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide. Motion carried. Meeting adjourned at 9:27 PM.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald
Sarah Greenwald, Town Assistant Clerk

05/13/2025
Date

Attest:

Monica L. Chenault
Monica L. Chenault, Town Clerk

5/13/2025
Date

Minutes approved in a legally advertised meeting on May 20th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

April 30, 2025

Parks and Recreation Department
Town of Alpine
Alpine WY 83125

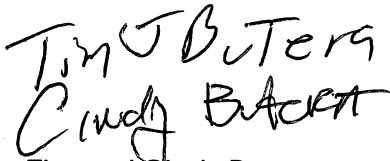
Hi,

It has come to our attention that there is discussion that the basketball hoops in Ferry Peak Park will be taken down because of the Pickle Ball Courts or not being used.

DO NOT DO THIS! As you know, we live right next to the park, and we know that both the pickle ball and basketball hoops are used quite a bit. This spring a lot of people are shooting hoops – have not seen pickleball yet but assume will be soon. Please let the residents share the recreation facilities.

If you have any questions and would like to talk with us, please let us know. Could you please put us on the Parks and Rec email list – email below.

Thank you,

Handwritten signatures of Tim and Cindy Butera. The signature for Tim is 'Tim Butera' and for Cindy is 'Cindy Butera'.

Tim and Cindy Butera
341 E Mill Road
307-654-7472
Tiggerjh80@gmail.com