



## TOWN COUNCIL MEETING

January 16, 2024 at 7:00 PM  
250 River Circle - Alpine, WY 83128

### MINUTES

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Notice - The video and audio for this meeting are streamed live to the public via the internet and mobile devices with views that encompass all areas, participants, and audience members. Please silence all electronic devices during the meeting. Comments made on YouTube will not be answered. Please email [clerk@alpinewy.gov](mailto:clerk@alpinewy.gov) with any questions or comments.

YouTube LINK FOR LIVE FEED:

<https://www.youtube.com/@townofalpine>

1. **CALL TO ORDER** - Mayor Green

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

2. **PLEDGE OF ALLEGIANCE** – Mayor Green

Mayor Green led the attendees in the Pledge of Allegiance.

3. **ROLL CALL** – Monica Chenault

Clerk Chenault conducted the roll call, all members were present.

4. **ANNOUNCEMENTS** – Monica Chenault

a. Alpine Winter Jubilee - January 27th & 28th

Clerk Chenault announced the upcoming Alpine Winter Jubilee - January 27th & 28th.

**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.

5. **CONSENT AGENDA** – Mayor Green

Councilman Larsen made a motion to approve the consent agenda with the exception of the bills, Councilman Dickerson seconded the motion. The motion passed unanimously.

- a. QuickBooks Bills to Pay: General Fund - 12/31/2023, Water Fund - 12/31/2023, Sewer Fund - 12/31/2023

Check Register: Check Issued Date - 01/04/2024, Check Issued Date - 01/16/2024

- *Item tabled for review.*

- b. Catering Permits

Motion to approve the following Catering Permits: Gala for the Arts (Salt River Arts Society): Fundraiser Gala - 02/24/2024, VR Tavern on the Greys: Winter Jubilee - 01/27/2024, and Cooking with Music: Sleigh ride, dinner, music event - 02/10/2024.

Motion made by Councilman Larsen, Seconded by Councilman Castillo.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

## 6. REPORTS

- a. Mayor's Report – Eric Green
- b. Engineering Report – Jorgensen Engineering - Attached
- c. Economic Development Report – Jeremiah Larsen
- d. Utility Easement Update – Jeremiah Larsen
- e. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- f. Lincoln County Sheriff's Report – Submitted in writing.
- g. Treasurer's Report - Monica Chenault
- h. Alpine Education Committee Report
- i. Star Valley Medical Center Updates

## 7. ACTION ITEMS

- a. Resolution No. 2024-001 - Official Appointments.

Motion to approve Resolution No. 2024-001 - Official Appointments.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.

Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

Motion to Amend Resolution No. 2024-001 - Official Appointments – to change Municipal Court Attorney to Town Prosecuting Attorney.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

b. Swearing In Ceremony:

- o *Planning & Zoning Commission Members: Susan Kolbas and Dan Shou*
- o *Tourism and Travel Board Member: Shannon Bowers*
- o *Codes Enforcement Officer: Steve Gilcrease*

Clerk Chenault administered the Oath of Office.

c. Resolution No. 2024-002 - Designated Signatories.

Motion to approve Resolution No. 2024-002 - Designated Signatories.

Motion made by Councilman Dickerson, Seconded by Councilman Burchard.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

d. Agreement to Grant Easement - Hafeez Addition Annexation:

Motion to approve the Agreement to Grant Easement of the Hafeez Addition Annexation and granting the Mayor the authority to sign on behalf of the Town of Alpine upon approval from the Town Attorney.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

e. 3rd Reading Ordinance No. 2023-09 Hafeez Annexation.

Motion to approve 3rd Reading Ordinance No. 2023-09 Hafeez Annexation.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Burchard  
Voting Nay: Councilman Castillo

Motion to amend Ordinance No. 2023-09 to include Silver Star tract.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Burchard  
Voting Nay: Councilman Castillo

f. Alpine Engineering Master Agreement Revision:

Motion to approve Alpine Engineering Master Agreement Revision between the Town of Alpine and Jorgensen Engineering with a term of February 01, 2024 - June 30, 2024,

and granting authority for Mayor Green to sign the agreement on behalf of the Town of Alpine.

Motion made by Councilman Dickerson, Seconded by Councilman Castillo.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

g. Resolution No. 2023-524 - Dead Horse Meadows Annexation.

Motion to approve Resolution No. 2023-524 (Amended as Resolution 2024-003) - Dead Horse Meadows Annexation.

Motion made by Councilman Dickerson, Seconded by Councilman Burchard.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

h. Pedigree Stage Stop Race Sponsorship.

- *Tabled indefinitely.*

i. Wind River Event Permit: Wind River Youth Snow Cross Event Permit.

Motion to approve the Wind River Youth Snow Cross Event on January 27, 2024, and waiver of the event permit fee.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

j. 2nd Reading Ordinance No. 2023-10 - Architectural Review Committee.

Motion to approve 2nd Reading Ordinance No. 2023-10 - Architectural Review Committee.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

## 8. TABLED ITEMS

a. Resolution No. 2023-517 - Griest Addition to the Town of Alpine.

Motion to remove Resolution No. 2023-517 - Griest Addition to the Town of Alpine from the table.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard

Motion to approve Resolution No. 2023-517 - Griest Addition to the Town of Alpine.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman  
Castillo, Councilman Burchard

## **9. PUBLIC COMMENT**

No Public Comment.

## **10. EXECUTIVE SESSION**

Motion to adjourn the meeting into Executive Session for legal discussion.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo,  
Councilman Burchard - 9:08 p.m.

Motion to adjourn Executive Session and return to Meeting.

Motion made by Councilman Larsen, Seconded by Councilman Dickerson.  
Voting Yea: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo,  
Councilman Burchard

## **11. ADJOURNMENT**

Councilman Larsen made a motion to adjourn the Town Council Meeting. Councilman  
Dickerson Seconded the Motion. The Meeting was adjourned at 10:45 p.m.

Minutes recorded by:

Monica L. Chenault, Town Clerk

Publish Tracking:

Town Website: 03/07/2024

Community Board: 03/07/2024

Alpine Post Office: 03/07/2024

Alpine Library: 03/07/2024

Alpine Information Center: 03/07/2024

Minutes approved in a legally advertised meeting on 03, 19, 2024.



Signed:

Eric Green, Mayor

Attest:

Monica L. Chenault, Town Clerk

TOWN OF ALPINE  
Transaction List by Vendor  
December 20 - 31, 2023

Trans #	Type	Date	Num	Name	Account	Split	Amount
<b>ALPINE TRAILS AND PATHWAYS</b>							
68604	Bill	12/22/2023	23/24	ALPINE TRAILS AND PATHWAYS	2000 · Accounts Payable	2285 · Alr Park Community Support...	-5,000.00
68805	Bill Pmt -Check	12/22/2023	19188	ALPINE TRAILS AND PATHWAYS	1105 · Checking/1st Bank	2000 · Accounts Payable	-5,000.00
<b>BANK OF STAR VALLEY</b>							
68771	Bill	12/20/2023	Dec. 23	BANK OF STAR VALLEY	2000 · Accounts Payable	-SPLIT-	-2,537.07
68774	Bill Pmt -Check	12/20/2023	19184	BANK OF STAR VALLEY	1105 · Checking/1st Bank	2000 · Accounts Payable	-58,313.27
68782	Bill Pmt -Check	12/21/2023	19185	BANK OF STAR VALLEY	1105 · Checking/1st Bank	2000 · Accounts Payable	-58,406.25
<b>EMPOWER TRUST COMPANY LLC</b>							
69019	Liability Check	12/31/2023	eft	EMPOWER TRUST COMPANY LLC	1105 · Checking/1st Bank	-SPLIT-	-2,885.00
69020	Liability Check	12/31/2023	EFT	EMPOWER TRUST COMPANY LLC	1105 · Checking/1st Bank	-SPLIT-	-2,885.00
69021	Liability Check	12/31/2023	EFT	EMPOWER TRUST COMPANY LLC	1105 · Checking/1st Bank	-SPLIT-	-2,885.00
69022	Liability Check	12/31/2023	EFT	EMPOWER TRUST COMPANY LLC	1105 · Checking/1st Bank	-SPLIT-	-2,885.00
<b>FIRST BANKCARD</b>							
68986	Bill	12/26/2023	Nov. Billing	FIRST BANKCARD	2000 · Accounts Payable	6100 · Administration	-13,821.38
68987	Bill Pmt -Check	12/26/2023		FIRST BANKCARD	1105 · Checking/1st Bank	2000 · Accounts Payable	-13,821.38
<b>JL CONCRETE &amp; CONSTRUCTION, INC.</b>							
68785	Check	12/21/2023	19187	JL CONCRETE & CONSTRUCTION, INC.	1105 · Checking/1st Bank	1485 · Due From Sewer Dept	-165,778.74
<b>LOWER VALLEY ENERGY</b>							
68881	Bill Pmt -Check	12/28/2023	eft	LOWER VALLEY ENERGY	1105 · Checking/1st Bank	2000 · Accounts Payable	-7,033.34
<b>Prater Peak, LLC</b>							
68808	Bill	12/22/2023	2023 Don...	Prater Peak, LLC	2000 · Accounts Payable	2285 · Alr Park Community Support...	-1,000.00
68809	Bill Pmt -Check	12/22/2023	19190	Prater Peak, LLC	1105 · Checking/1st Bank	2000 · Accounts Payable	-1,000.00
<b>QuickBooks Payroll Service</b>							
68831	Liability Check	12/28/2023		QuickBooks Payroll Service	1105 · Checking/1st Bank	-SPLIT-	-20,120.23
<b>ROBERT WAGNER</b>							
68806	Bill	12/22/2023	2023 Nov	ROBERT WAGNER	2000 · Accounts Payable	6796 · Mileage	-27.05
68807	Bill Pmt -Check	12/22/2023	19189	ROBERT WAGNER	1105 · Checking/1st Bank	2000 · Accounts Payable	-27.05
<b>SV PATRIOT CAMP</b>							
68840	Bill	12/27/2023	2024	SV PATRIOT CAMP	2000 · Accounts Payable	2285 · Alr Park Community Support...	-2,500.00
68842	Bill Pmt -Check	12/27/2023	19210	SV PATRIOT CAMP	1105 · Checking/1st Bank	2000 · Accounts Payable	-2,500.00
<b>United States Treasury</b>							
69016	Liability Check	12/31/2023	efpts	United States Treasury	1105 · Checking/1st Bank	-SPLIT-	-30,935.84
<b>WY Dept. of Workforce Services</b>							
69018	Liability Check	12/31/2023	eft	WY Dept. of Workforce Services	1105 · Checking/1st Bank	-SPLIT-	-7,188.85
<b>WYOMING CHILD SUPPORT</b>							
69023	Liability Check	12/31/2023	19211	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-32.78
69025	Liability Check	12/31/2023	19212	WYOMING CHILD SUPPORT	1105 · Checking/1st Bank	Child Support	-736.60

**TOWN OF ALPINE-SEWER DEPT.  
Transaction List by Vendor**

December 20 - 31, 2023

Trans #	Type	Date	Num	Name	Account	Cr	Split	Amount
<b>TOWN GEN FUND</b>								
14348	Bill	12/28/2023	July 23 Additional	TOWN GEN FUND	2000 - Accounts Payable		6657 - Utilities	-94.22
14349	Bill	12/28/2023	October 23 -307...	TOWN GEN FUND	2000 - Accounts Payable		6657 - Utilities	-151.26
14350	Bill Pmt -Check	12/28/2023	VOID	TOWN GEN FUND	1250 - Cash In Bank	X	2000 - Accounts Payable	0.00
14351	Bill Pmt -Check	12/28/2023	VOID	TOWN GEN FUND	1250 - Cash In Bank	X	2000 - Accounts Payable	0.00
14368	Bill	12/31/2023	DC CC	TOWN GEN FUND	2000 - Accounts Payable		-SPLIT-	-708.23