



## TOWN COUNCIL MEETING

February 20, 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 February 20, 2024 Town Council 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 and announced a quorum of the Council with Councilman Larsen absent (excused).

**4. ANNOUNCEMENTS** – Monica Chenault

Monica updated the Council and attendees of the search for photographs for the Town's new website.

**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

- a. Town Council Minutes: 2023.02.06 Town Council Work Session; 2024.02.06 Special Meeting

Motion to approve Town Council Work Session Minutes 02.06.2024 and Special Meeting Minutes 02.06.2024.

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

- b. Planning & Zoning Commission Minutes: 2024.12.12 Public Hearing Minor Re-Plat; 2024.12.12 P & Z Meeting

Motion to approve Planning & Zoning Commission Minutes 12.12.2023 and Public Hearing Minutes 12.12.2023. (Dates Amended by clerk Chenault)

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

- c. Financial Report - All Funds through 1/31/2024:

Note next month's report will include the budget and YTD percentages spent.

Motion to approve the Financial Report - All Funds through 1/31/2024.

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

- d. Greys River Road TAP - Reimbursement Request #17 - \$100,125.50

Motion to approve Greys River Road TAP - Reimbursement Request #17 - \$100,125.50.

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

- e. Bills to Pay - All Fund 1/17/2024 - 2/20/2024

Motion to approve Bills to Pay - All Fund 1/17/2024 - 2/20/2024.

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

- f. WSLIB Grant Draft Request:

Radio Read Water Meter System: \$7,577.50

Pretreatment Handling Facility: \$622,206.76

Motion to approve the WSLIB Grant Draft Request, the Radio Read Water Meter System Reimbursement \$7,577.50, and the Pretreatment Handling Facility Reimbursement Request \$622,206.76.

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

## **6. REPORTS**

- a. Mayor's Report – Eric Green
- b. Engineering Report – Jorgensen Engineering
- c. Planning & Zoning Report –
- d. Economic Development Report – Jeremiah Larsen
- e. Utility Easement Update – Jeremiah Larsen
- f. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- g. Lincoln County Sheriff's Report – Submitted in writing.
- h. Star Valley Health Project Update - Mike Hunsaker

## **7. ACTION ITEMS**

- a. Ordinance 2023-10 - Architectural Review Committee - 3rd Reading :

Motion to approve Ordinance 2023-10.

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

Motion to amend the Motion made to approve Ordinance 2023-10 to amend Section 4 of Ordinance 2023-10 to read "The Committee shall have jurisdiction over the design of buildings and landscape for Commercial & MRC Zoned Properties within the Town of Alpine and shall:"

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

- b. Ordinance 2024-002 Annexation Dead Horse Meadows - 1st Reading

Motion to approve Ordinance 2024-002 Annexation Dead Horse Meadows - 1st Reading

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

c. **Melvin Monthly Payment Schedule Revision:**

Motion to approve the adoption of the Melvin Monthly Payment Schedule Revision.

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

d. **Resolution 2024-004 Travel & Tourism Board Grant Applications:**

Motion to table Resolution 2024-004 Travel & Tourism Board Grant Applications.

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

e. **Resolution 2024-005 FLAP Grant Application:**

Motion to approve Resolution 2024-005 FLAP Grant Application.

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

f. **Town of Alpine - Single Audit Engagement Letter 2024:**

Motion to hire DeCoria & Company, PC to do the single audit for fiscal year 2024.

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

g. **Hafeez Addition to the Town of Alpine - Simple Replat:**

Seeking approval of Resolution 2024-006 Hafeez Addition Simple Replat to be effective February 22, 2024.

Motion to approve Resolution 2024-006 Hafeez Addition Simple Replat to be effective February 22, 2024.

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

- h. P & Z Recommendation LUDC: No Action.
- i. P & Z Recommendation to Adopt Energy Code: No Action.
- j. Resolution 2024-007 - Town of Alpine Financial Policy & Procedure:

Motion to approve Resolution 2024-007 the Town of Alpine Financial Policy and Procedure Manual.

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

- k. Ordinance 2024-004 - Annexation Ordinance - 1st Reading:

Motion to approve the 1st Reading of Ordinance 2024-001 - Annexation Ordinance.

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

## **8. PUBLIC COMMENT**

The following people participated in Public Comment:

Calvin Rawe

Shay Scaffide

Jerry Bircher

## **9. EXECUTIVE SESSION**

Motion to adjourn the meeting into Executive Session.

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

## **10. ADJOURNMENT**

Councilman Dickerson made a motion to adjourn Executive Session for legal discussions. Councilman Burchard Seconded the Motion. The Motion carried.

Councilman Dickerson made a motion to adjourn the Town Council Meeting. Councilman Castillo Seconded the Motion. The Meeting was adjourned.

**Check Register – Town of Alpine**  
**Check Issue Dates: 02/20/2024 – 02/20/2024**

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
02/24	02/20/2024	19294	200	Alarmlogix	10-20100	35.00	
02/24	02/20/2024	19295	960	First Bank Card	10-20100	7,284.55	M
02/24	02/20/2024	19295	220	All Star Auto Parts - Napa	10-20100	749.91	
02/24	02/20/2024	19296	250	Alpine Ace Hardware	10-20100	1,075.13	
02/24	02/20/2024	19297	3110	Angela Kinn	10-20100	93.29	
02/24	02/20/2024	1929B	570	Broulims.Alpine	10-20100	89.27	
02/24	02/20/2024	19299	5B0	Buckrail	10-20100	600.00	
02/24	02/20/2024	19300	3110	Calvin Rawe	01-20100	176.34	
02/24	02/20/2024	19301	620	Caselle	10-20100	1,578.00	
02/24	02/20/2024	19302	640	CivicPlus	10-20100	924.00	
02/24	02/20/2024	19303	670	Comtech Digital Solutions	10-20100	3,600.22	
02/24	02/20/2024	19304	700	Control Engineers, PA	52-20100	B26.00	
02/24	02/20/2024	19305	3100	Daugherty Strategies, LLC	10-20100	10,000.00	
02/24	02/20/2024	19306	2840	Dawn Guffey	10-20100	42.21	
02/24	02/20/2024	19307	810	Dex Imaging	10-20100	907.21	
02/24	02/20/2024	19308	870	Energy Laboratories, Inc	51-20100	125.00	
02/24	02/20/2024	19309	30B0	Eric Green	10-20100	397.52	
02/24	02/20/2024	19310	910	Fall River Propane	52-20100	101.97	
02/24	02/20/2024	19311	980	FP Mailing Solutions	10-20100	617.08	
02/24	02/20/2024	19312	2890	High Country Linen	51-20100	447.05	
02/24	02/20/2024	19313	1260	Imperial Pump Solutions, LLC	52-20100	1,818.70	
02/24	02/20/2024	19314	1310	Jenkins Building Supply	52-20100	381.79	
02/24	02/20/2024	19315	1340	Jorgensen Engineering	10-20100	30,162.75-	
02/24	02/20/2024	19316	1510	Lincoln County Sheriff's Office	10-20100	606.50	
02/24	02/20/2024	19317	1530	Lincoln County Water Quality Lab	51-20100	81.00	
02/24	02/20/2024	19318	15B0	LSE, Inc	51-20100	1,100.00	
02/24	02/20/2024	19319	3070	Melody Leseberg	10-20100	143.12	
02/24	02/20/2024	19320	3060	Naumoff, Rick	10-20100	100.00	
02/24	02/20/2024	19321	16B0	Norco, Inc.	10-20100	39.06	
02/24	02/20/2024	19322	1700	One Call of Wyoming	51-20100	132.50	
02/24	02/20/2024	19323	1770	Quality Service	10-20100	76082	
02/24	02/20/2024	19324	1780	RE Investment Company	10-20100	54413	
02/24	02/20/2024	19325	1810	Rhinehart Oil	10-20100	2,875.90	
02/24	02/20/2024	19326	2860	Robert Wagner	10-20100	65.05	
02/24	02/20/2024	19327	3090	Rod's Diesel and Generator Service Inc.	52-20100	B82.50	
02/24	02/20/2024	19328	2870	Sanderson Law Office	10-20100	3,568.25	
02/24	02/20/2024	19329	1910	Servant Electric, PC	10-20100	120.52	
02/24	02/20/2024	19330	2020	Star Valley Disposal, Inc	10-20100	47000	
02/24	02/20/2024	19331	2140	SVI Media	10-20100	1,296.75	
02/24	02/20/2024	19332	2390	USA Blue book	51-20100	411.24	
02/24	02/20/2024	19333	2450	Valley Auto Supply	10-20100	151.90	
02/24	02/20/2024	19334	2470	Valley Tech, LLC	10-20100	273.45	
02/24	02/20/2024	19335	24B0	Valley Wide Cooperative, Inc	10-20100	2,613.73	
02/24	02/20/2024	19336	2520	Vinylart	10-20100	371.46	
02/24	02/20/2024	19337	2570	Western Records Destruction, Inc.	10-20100	9500	
02/24	02/20/2024	19338	2590	Western States Equipment	10-20100	B54 18	
02/24	02/20/2024	19339	2760	Wyoming Secretary of State	10-20100	10 00	
02/24	02/20/2024	19340	2820	Xerox Financial Services	10-20100	277 32	
02/24	02/20/2024	19341	28B0	Xpress Bill Pay	52-20100	469 57	
<b>Grand Totals:</b>						<b>80,346 94</b>	



**Check Register – Town of Alpine**  
**Check Issue Dates: 02/20/2024 – 02/20/2024**

GL Account	Debit	Credit	Proof
01-10750	176.34	.00	176.34
01-20100	0.00	176.34-	176.34-
10-20100	226.27	48,630.91-	48,404.64-
10 22106	10,000.00	.00	10,000.00
10-42-240	161.96	.00	161.96
10-42-315	7,248.75	.00	7,248 75
10-42-335	4,975.54	.00	4,97554
10-42-345	757.08	.00	757.08
10-42-350	1 148.75	.00	1,148.75
10-42-370	29.78	.00	29.78
10-42-390	27.60	.00	27 60
10-42-405	401.08	.00	401 08
10-42-410	1,240.81	226.27-	1,014 54
10-42-415	119.99	.00	119 99
10-45-311	968.25	.00	968 25
10-45-335	75.00	.00	75.00
10-50-331	1,633.75	.00	1,633.75
10-50-335	50.00	.00	5000
10-50-395	160.00	.00	160 00
10-50-397	65.05	.00	65.05
10-50-10	354.95	.00	354 95
10-50-411	462.00	.00	462 00
10-52-335	550.00	.00	550 00
10-54-333	141.37	.00	141 37
10-54-334	760.82	.00	760 82
10-54-350	191.89	.00	191 89
10-54-351	5,312.41	.00	5,312.41
10-54-411	662.77	.00	662.77
10-54-455	2,875.90	.00	2,875.90
10-56-319	701.50	.00	701 50
10-58-330	324.74	00	324.74
10-58-332	6388	00	63.88
10-58-334	485.52	00	485.52
10-58-35	150.00	00	150.00
10-58-336	13.82	00	13.82
10-58-380	316.16	00	316 16
10-58-410	67.50	00	67.50
10-58-450	35.00	00	35.00
10-58-452	1,559.05	00	1 559 05
10-58-454	1,489.68	00	1 489 68
10--66-422	527.06	00	527.06
10--66-426	826.94	00	826.94
10--66-427	93.29	00	93.29
10--66-430	600.00	00	600.00
10-70-315	1,001.27	00	1 001 27
51-20100	0.00	6,070 26-	6,070 26-
51-42-315	3,331.25	00	3 331 25
51-80-320	473.67	00	473.67
51-80-332	377.20	00	377.20
51-80-335	682.52	00	682.52
51-80-430	1,100.00	00	1 100 00
51-80-454	105.62	00	105.62



**Check Register – Town of Alpine**  
**Check Issue Dates: 02/20/2024 – 02/20/2024**

GL Account	Debit	Credit	Proof
52-20100	.00	25,695.70-	25,695.70-
52-42-315	10,417.50	.00	10,417.50
52-82-315	565.00	.00	565.00
52-82-332	546.87	.00	546.87
52-82420	1,818.70	.00	1,818.70
52-82454	101.97	.00	101.97
52-83-315	8,872.50	.00	8,872.50
52-83-332	465.3	.00	465.3
52-83-335	156.52	.00	156.52
52-84-300	121.52	.00	121.52
52-84-315	1,555.00	.00	1,555.00
52-84-332	624.02	.00	624.02
52-84-335	726.00	.00	726.00
52-84420	143.57	.00	143.57
	<b>80,799.48-</b>	<b>80,799.48-</b>	<b>0.00</b>

Grand Totals.

*Handwritten signature*  
*Emily Castello*

*Handwritten signature*  
*Andrea Burkhard*

Treasurer

*Handwritten signature*





Minutes recorded by:

Publish Tracking:

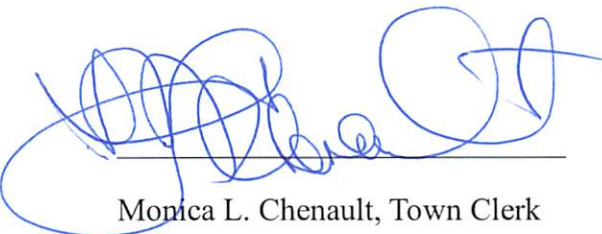
Town Website: 03/05/2024

Community Board: 03/05/2024

Alpine Post Office: 03/05/2024

Alpine Library: 03/05/2024

Alpine Information Center: 03/05/2024




Monica L. Chenault, Town Clerk


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

Signed:

Attest:



Eric Green, Mayor



Monica L. Chenault, Town Clerk