



TOWN COUNCIL MEETING AGENDA

July 21, 2026, at 6:30 PM

250 River Circle - Alpine, WY 83128

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 with any questions or comments.

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

2. **ROLL CALL** – Monica Chenault

3. **ADOPT THE AGENDA**

4. **PUBLIC HEARING**

a. **Dry Dog Development, LLC Alpine Apex Annexation Petition Hearing**

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

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.

6. **CONSENT AGENDA** – Mayor Green

a. Town Council Minutes: June 23, 2026, and July 7, 2026, Town Council Meeting Minutes.

b. Bills to Pay: June 23, 2026 - July 21, 2026

c. May Financial Report: *For the 10 months ending May 31, 2026*

d. Rad Curbside Customer Service Agreements

7. **REPORTS**

a. Mayor's Report – Eric Green

b. Events Committee Report - Andrea Burchard

c. Engineering Report – Jorgensen Engineering

- d. Planning & Zoning Commission Report
- e. Economic Development Report – Jeremiah Larsen
- f. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- g. Lincoln County Sheriff's Report – *Submitted in writing*

8. ACTION ITEMS

a. **Ordinance No. 2026-011 - Boardwalk II Lot 18 Annexation Ordinance - 3rd Reading:**

Suggested Motion: Motion to adopt on 3rd and Final Reading Ordinance No. 2026-011 Boardwalk II Lot 18 Annexation.

b. **Ordinance No. 2026-013 - Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96 - 1st Reading:**

Suggested Motion: Motion to find that the statutory conditions for annexation exist, that the required annexation procedures have been met, and to approve the 1st Reading of Ordinance No. 2026-013 Alpine Apex Annexation/Alpine Village No. 1 Plat 3 Lot 96.

c. **Town of Alpine AMI Project - Contractor's Application for Payment No. 1, No. 2, No. 3, and No. 4:**

Suggested Motion: Motion to approve the AMI Radio Read Project pay applications in the total amount of \$667,067.91, apply a credit of \$286,111.01 for direct parts invoices previously paid by the Town, and authorize payment of the remaining balance due to Core and Main, LP in the amount of \$380,956.90, with project engineering and Town staff labor costs accounted for separately.

d. **JVA, Incorporated - On Call Pretreatment and WWTF Engineering Services Agreement Updated:**

Suggested Motion: Motion to approve the updated JVA, Inc. on-call engineering services agreement for pretreatment and wastewater treatment plant support, in an amount not to exceed \$42,000.00 for 2026, and authorize the Mayor to execute the agreement on behalf of the Town, with invoices to be billed to the appropriate Town account based on the services provided.

e. **Attorney-Client Engagement Agreement with Jackson Hole Law, P.C. for Legal Representation Regarding the Annexation Matter for Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC:**

Suggested Motion: Motion to approve the Attorney-Client Engagement Agreement between the Town of Alpine and Jackson Hole Law, P.C. for legal representation regarding the annexation matter involving Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC, and authorize the Mayor to execute the agreement on behalf of the Town.

f. **Consideration of Approval of the Commercial Lease Agreement with The Playroom Learning Center:**

Suggested Motion: Motion to approve the Commercial Lease Agreement with The Playroom Learning Center as proposed, and authorize the Mayor to execute the agreement

g. **Ordinance No. 2026-014 - Land Use & Development Code Amendments - 1st Reading:**

Suggested Motion: Motion to approve 1st Reading of Ordinance No. 2026-014 - Land Use & Development Code Amendments.

h. **Ordinance No. 2026-012 - ICC Code Exemptions and Local Amendments - 1st Reading:**

Suggested Motion: Motion to approve 1st Reading of Ordinance No. 2026-012 - ICC Code Exemptions and Local Amendments.

i. **Consideration of Selection of a Consultant for the Comprehensive Land Use and Development Code Rewrite:**

Suggested Motion: Motion to authorize the Mayor to negotiate and execute a professional services agreement with _____ to prepare the Town of Alpine's comprehensive Land Use and Development Code rewrite, subject to final review by the Town Attorney.

9. PUBLIC COMMENT

Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to address the Council on any topic. 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

10. EXECUTIVE SESSION

- a. **Suggested Motion:** Motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel.

11. ADJOURNMENT

SCOTT A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

KARL F. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 11810
Idaho Registration No. 13493
Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD. PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

AFTON OFFICE
Box 725, 46 West 3rd Avenue
Afton, WY 83110
307-885-9319
307-885-9809 (Fax)

BIG PINEY OFFICE
Box 96, 283 Main Street
Big Piney-Marbleton, WY 83113
307-276-3347
307-276-3348 (Fax)

Section 4, Itema.

KASSIE KEEHN
Afton Office Manager
Jackson, Wyoming
Direct to Big-Piney Office
307-733-5903 & Fax

Lava Hot Springs, Idaho
Direct to Big Piney Office
208-776-5930 & Fax

Montpelier, Idaho
Direct to Afton Office
208-847-2800 & Fax

15 May 2026

Mayor Eric Green
Town of Alpine
PO Box 3070
Alpine, Wyoming 83128

Re: Dry Dog Development, LLC – Annexation – Lot 96 of the Alpine Village Subdivision Plat 3
Amended 7th Filing, Lincoln County, Wyoming

Dear Mayor Green,

Enclosed please find the following for the above referenced project:

1. An executed Petition for Annexation to the Town of Alpine by Josh Springer, Managing Member of Dry Dog Development LLC.
2. A print of an advance plat titled, "PLAT TO ACCOMPANY ORDINANCE NO. 2025-
ALPINE APEX ANNEXATION TO THE TOWN OF ALPINE WITHIN
SE1/4SE1/4 SECTION 18 T37N R118W LINCOLN COUNTY, WYOMING", dated 20 April 2025.
3. A report prepared by Sunrise Engineering for the annexation report requirements.

It is my understanding that the annexation petition will be scheduled for a meeting with the Alpine Town Council on June 2nd to adopt the resolution acknowledging receipt of the petition.

If you have any questions, please contact me.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jamie DeCora
enclosures
cc: Josh Springer, Dry Dog Development, LLC (email)

PETITION FOR ANNEXATION
TO THE
TOWN OF ALPINE
LINCOLN COUNTY, WYOMING

ANNEXATION NO. _____

1. The undersigned hereby petitions the Town of Alpine to annex the following described lands as the ALPINE APEX ANNEXATION TO THE TOWN OF ALPINE, in accordance with Section 15-1-402, etc. seq. of Wyoming Statutes, 2025, as amended.
2. Legal description. See attached exhibit.
3. That your petitioner is the owner of the lands described in accordance with the records in the Office of the Clerk of Lincoln County in Book 1046 of Photostatic Records on page 432 and that a hearing is required in accordance with Section 15-1-405.
4. That an exhibit has been prepared by Surveyor Scherbel, Ltd. titled, "ALPINE APEX ANNEXATON TO THE TOWN OF ALPINE" dated 20 April 2025 accompanies this petition depicting the lands to be annexed.
5. That the especial reason for requesting annexation is so that the petitioners may enjoy the advantages of being served by the Town water and sewer. Also, other desirable amenities of the Town as they would become available. It is further noted:
 - i. That the annexation of the area would be for the protection of the health, safety, and welfare of those persons residing in the area and in the Town.
 - ii. That the urban development of the area sought to be annexed would constitute a natural geographical, economical, and social part of the Town.
 - iii. That the area sought to be annexed is a logical and feasible addition to the Town and the extension of basic and other services customarily available to residents of the Town shall, within reason, be available to the area proposed to be annexed.
 - iv. That the area sought to be annexed is contiguous or adjacent to the incorporated limits of the Town of Alpine.
 - v. That the governing body is prepared to designate Lower Valley Energy to serve the annexed area pursuant to Section 15-1-410, and to authorize the designated utility to serve the annexed area.
6. That the proposed area to be annexed will have access via Elkhorn Drive.
7. That utilities such as electrical, power, and telephone are installed within the public roadways and are readily available.

8. That the roadways will be constructed to the standards of the Town.

9. It is proposed that the area be zoned MRC- Mixed Residential and Commercial District

It is the prayer of your petitioner that the above-described area be annexed into the Town of Alpine and that the Town adopt an ordinance setting forth such annexation.

Signature page to follow

Dated this 19 day of MARCH 2026.

Dry Dog Development, LLC,
a Utah limited liability company


Josh Springer, Managing Member

STATE OF NC)
COUNTY OF Tredell) ss.

The foregoing Petition for Annexation to the Town of Alpine Lincoln County, Wyoming was acknowledged before me by Josh Springer, Managing Member of Dry Dog Development, LLC, a Utah limited liability company this 19 day of March 2026. Witness my hand and official seal.

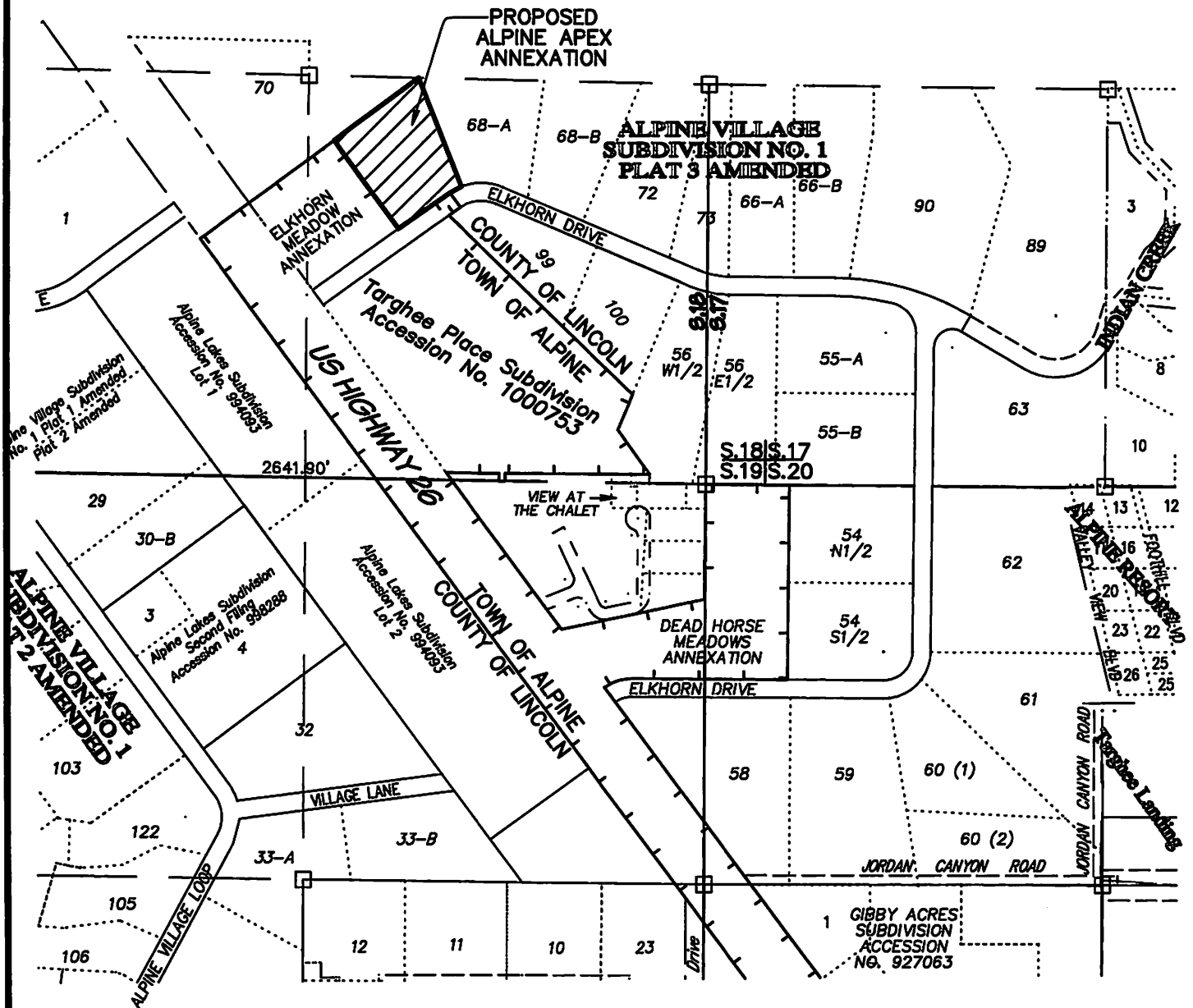
[SEAL]


Notary Public
My commission expires:

My Commission Expires:
April 21, 2029

Exhibit
Legal Description
For Alpine Apex

All of Lot 96 of Alpine Village Subdivision No. 1 Plat 3 Amended – 7th Filing of record in the Office of the Clerk of Lincoln County with Accession No. 930379.



SCALE: 1" = 500'

ALPINE APEX ANNEXATION TO THE TOWN OF ALPINE

Copyright © 2026 by Surveyor Scherbel LTD. All rights reserved.

DATE: 3 March 2026
 DRAWN BY: Kade Beus
 CALCULATED BY: Kade Beus
 CATEGORY/PORT: Town/Alpine/Annex
 FIELD BOOK:
 COMPUTER FILE: AL-APEX-AnnexExhibit.pro



SURVEYOR SCHERBEL, LTD.
 PROFESSIONAL LAND SURVEYORS

BOX 96 BIG PINEY-MARBLETON, WY TEL. 276-3347; BOX 725 AFTON, WY TEL. 885-9319;
 ALPINE, WY TEL. 885-9319; JACKSON, WY TEL. 733-5903; LAVA, ID TEL. 776-5930

Annexation Report
Alpine Village No. 1 Plat 3 lot 96
April 2026

Prepared by Surveyor Scherbel, Ltd.
and



Creating solutions that work and relationships that last.

1.0 STATEMENT OF PURPOSE AND GENERAL INFORMATION

This document addresses the items required by the Annexation Report Requirements W.S. 15-1-402 c for the Town of Alpine. The Alpine Village Plat 3 Lot 96 Annexation encompasses an area of 2.5 Acres. This parcel is located on the north side of Elkhorn Drive just north of Targhee Place. The proposed property borders the Existing Town to the west and south. The entirety of this parcel is proposed to be annexed into the Town. See Figure 1 in the attachments for a map of the project area.

2.0 INFRASTRUCTURE IMPROVEMENTS (WATER AND SEWER)

The proposed subdivision will receive water and sewer services from the same portion of the Town systems that serve Targhee Place. An existing 4-inch water main is located adjacent to the property along Elkhorn Drive. The nearest 6-inch waterline is located approximately 100 feet to the west of the proposed subdivision and 300 feet to the south along Elkhorn Drive. A 6-inch waterline is required to be served from two locations where fire protection is provided. In this case the existing 6-inch line will be extended into and looped around Alpine Village before tying back into the existing waterline on Elkhorn Drive.

The waterlines in this area of Town are served by the 'Mega Well' system which includes the Excel No. 1 well and water mains. This section of the system is also planned to be connected to the main Town system in the near future. The Alpine water system has the capacity to serve the proposed annexed area and will not require any improvements to infrastructure to serve the proposed area.

The existing Town sewer is located adjacent to the parcel with the nearest existing manhole at the intersection of Targhee Loop and Elkhorn Drive. This sewer will be extended across Elkhorn Drive to be next to the property. New collection lines will be constructed to extend sewer services into the proposed annexation. Figure 2 shows the recommended infrastructure improvements to the proposed parcel to be annexed. The collection lines in this area of Targhee loop are 8" PVC lines that were installed within the Targhee Place Development. Sewer flows in this area are collected to a lift station west of HWY 89. This lift station pumps these flows to the gravity system to the south near Old Alpine County Rd. Flows are then collected to the Town treatment facility. The large lift station was designed to include future flows from developments to the north and will have the capacity to serve the proposed development. The Town sewer plant also has capacity to serve the proposed annexed parcel.

3.0 COST OF IMPROVEMENTS

An engineer's opinion of probable construction cost was prepared for extension of the utilities to the annexed parcel. This is shown in Figure 3 of the attachments. The estimated cost of water and sewer is \$400,000.

These improvements will provide access to Town utilities (water and sewer) that are currently available to its residents. The Town of Alpine requires developers to install the required utilities within the subdivision. These costs will be borne by the property developer and not Town residents.

4.0 WATER AND SEWER RATES

Water and sewer services that are provided by the Town are charged a monthly rate, with water services also charging a per gallon fee. A ¾" water connection is charged \$31.00 per month with a usage fee of \$2.00 per 1,000 gallons. Residential sewer connections are charged \$67.50 per month.

In addition to the monthly sewer and water rates new connections in Alpine Village No. 1 will pay connection fees.

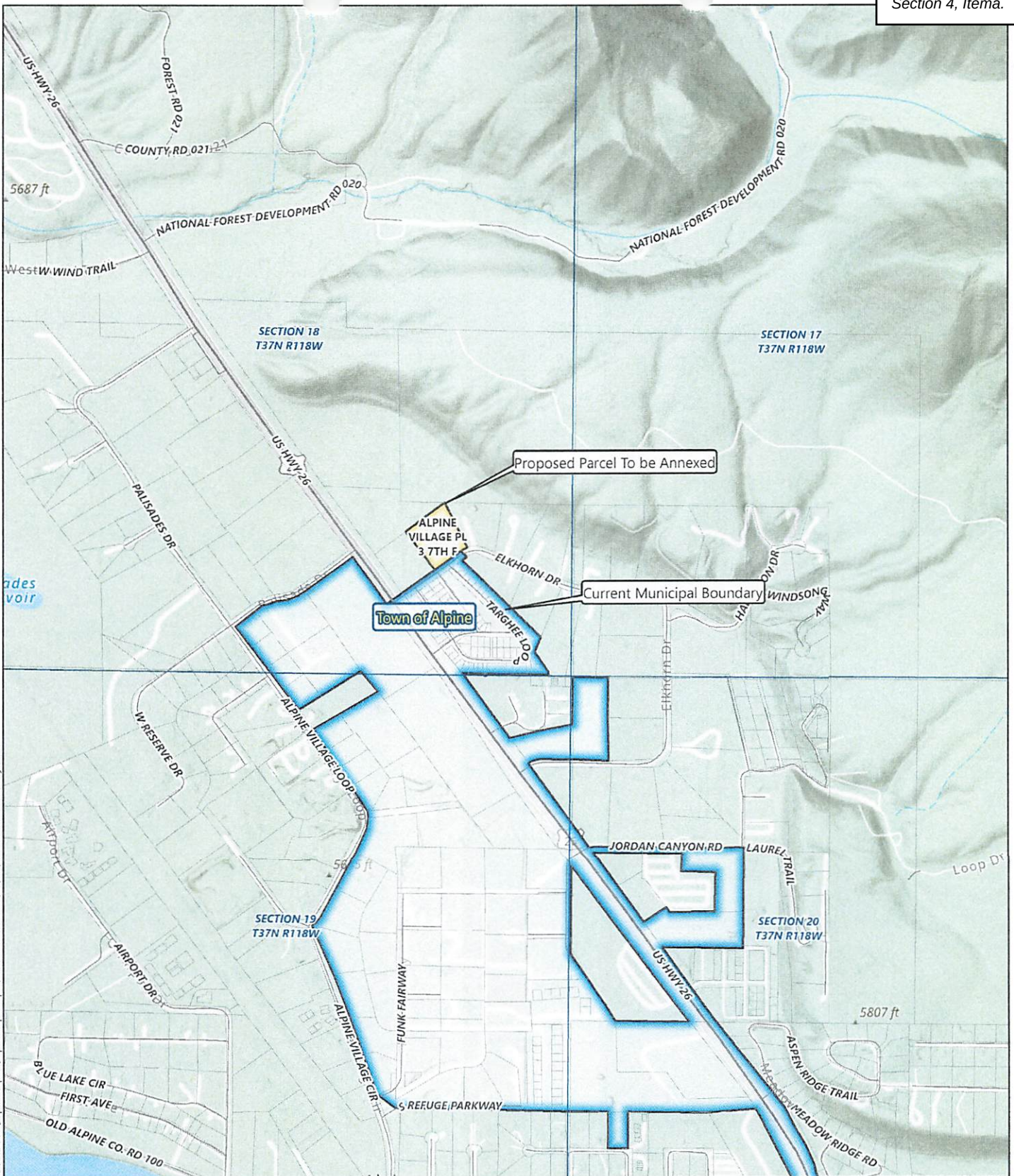
5.0 MUNICIPAL SERVICES AND LEVIES

Basic services provided by the Town include water and sewer services as well as roadway maintenance/snow removal on public streets. Other services are provided by Lincoln County or other private companies such as trash services, electricity and internet/fiber.

The current Mill Levy for the Town of Alpine Wyoming is 5.0 mills. The maximum mill levy for municipalities in Wyoming is 8.0 mills. There are no anticipated increases in Levies in the near future.

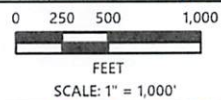
6.0 ATTACHMENTS

P:\Surveyor Scherbert\Alpine Apex\GIS\ArcGIS Pro\Alpine Apex.aprx 85x11 PORTRAIT. 3/25/2026 4:35:22 PM kjsmith



LEGEND

- TOWNSHIPS
- SECTIONS
- LINCOLN COUNTY PARCELS
- ALPINE VILLAGE PHASE 3 LOT 96
- TOWN OF ALPINE, WYOMING

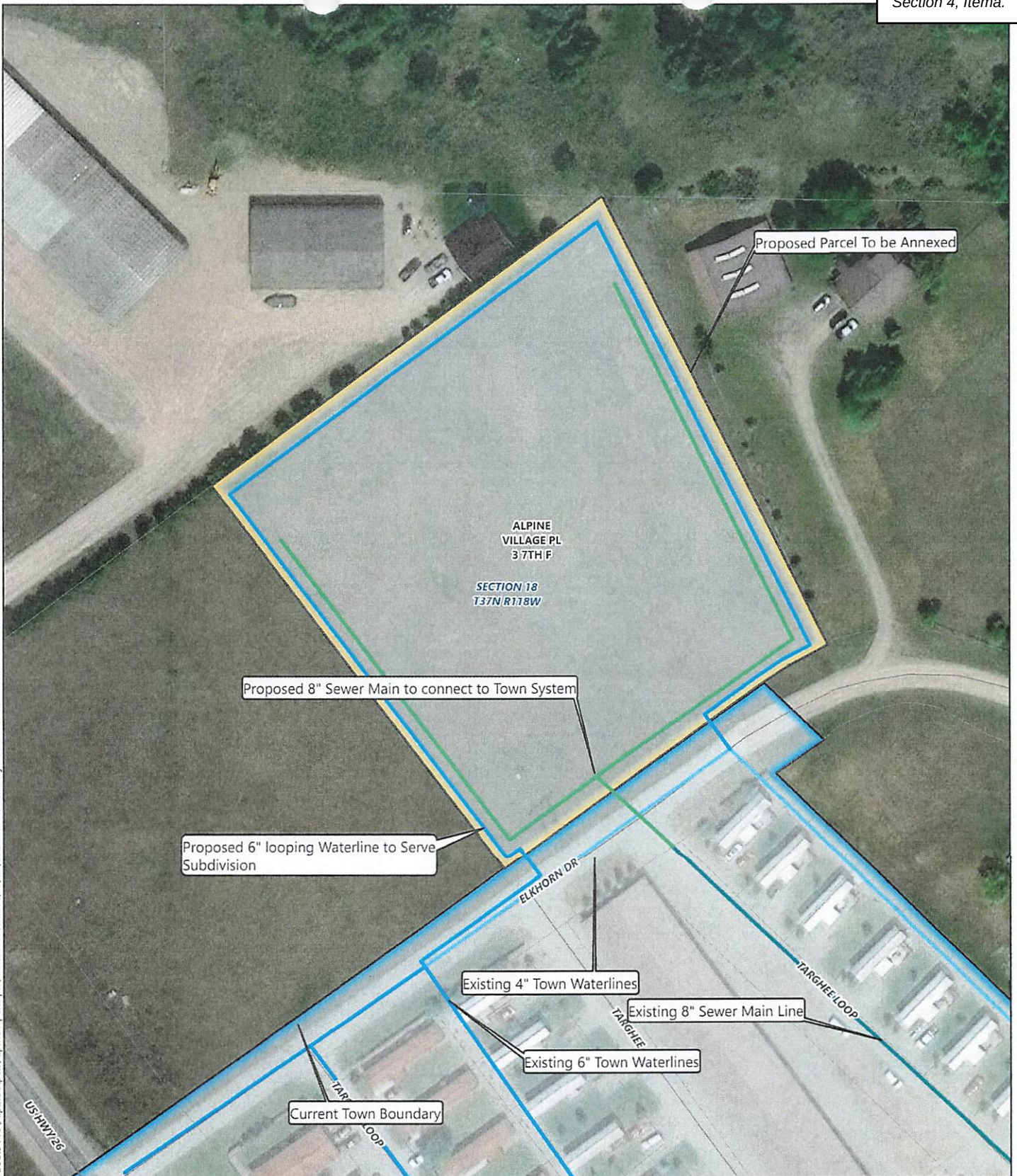


SUNRISE
ENGINEERING
770 S WASHINGTON STREET SUITE A
AFTON, WYOMING 83110
TEL 307.885.8500
www.sunrise-eng.com

FIGURE 1
ALPINE VILLAGE NO. 1 PLAT 3 LOT 96
MAP OF PROPOSED AREA TO BE ANNEXED

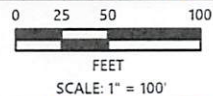
DATE: MARCH 25, 2026

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LEGEND

- | | |
|---|---|
| LINCOLN COUNTY PARCELS | — PROPOSED 6" WATERLINE |
| ALPINE VILLAGE PHASE 3 LOT 96 | — EXISTING SEWER |
| TOWN OF ALPINE, WYOMING | — EXISTING 6" WATERLINE |
| — PROPOSED SEWER LINE | — EXISTING 4" WATERLINE |



SUNRISE
ENGINEERING
770 S WASHINGTON STREET SUITE A
AFTON, WYOMING 83110
TEL 307.885.8500
www.sunrise-eng.com

FIGURE 2
ALPINE VILLAGE NO. 1 PLAT 3 LOT 96
MAP OF EXISTING AND PROPOSED
WATER AND SEWER UTILITIES

DATE: MARCH 26, 2026

SUNRISE ENGINEERING, INC.
CONSULTING ENGINEERS AND SURVEYORS
Opinion of Probable Construction Cost

Project: Silver Brook Estates SubdivisionProject No.: S16610Date: 3/18/2026Owner: Twisted Six LLC.Sheet: 1 of 1By: KJS & RVH

ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
WATER SYSTEM					
1	Mobilization	1	L.S.	\$ 10,000.00	\$ 10,000
2	Traffic Control	1	L.S.	\$ 5,000.00	\$ 5,000
3	Connect to Existing Waterline	2	Each	\$ 5,000.00	\$ 10,000
4	6" PVC C900	2,000	L.F.	\$ 60.00	\$ 120,000
5	Imported Pipe Bedding	2,000	L.F.	\$ 10.00	\$ 20,000
6	6" Gate Valve	6	Each	\$ 3,300.00	\$ 19,800
7	Fire Hydrant Assembly	4	Each	\$ 8,000.00	\$ 32,000
8	Water Service Connection	18	Each	\$ 1,500.00	\$ 27,000
9	Materials Sampling & Testing	1	L.S.	\$ 2,500.00	\$ 2,500
10	Construction Staking	1	L.S.	\$ 2,500.00	\$ 2,500
SUBTOTAL					\$ 243,800
SEWER SYSTEM					
11	Mobilization	1	L.S.	\$ 14,000.00	\$ 14,000
12	Traffic Control	1	L.S.	\$ 5,000.00	\$ 5,000
13	8" Sewer Pipe	1,000	L.F.	\$ 70.00	\$ 70,000
14	Imported Pipe Bedding	1,000	L.F.	\$ 10.00	\$ 10,000
15	48" Manhole	3	Each	\$ 10,000.00	\$ 30,000
16	Sewer Service Connection	18	Each	\$ 750.00	\$ 13,500
17	Materials Sampling & Testing	1	L.S.	\$ 5,000.00	\$ 5,000
18	Construction Staking	1	L.S.	\$ 5,000.00	\$ 5,000
SUBTOTAL					\$ 152,500
CONSTRUCTION TOTAL					\$ 396,300

Figure 3: Engineers Opinion of Probable Construction Cost

Annexation Report Requirements
W.S. §15-1-402 (c)
Town of Alpine, WY

An annexing municipality shall prepare a proposed annexation report as specified the report at a minimum shall contain:

A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought within one-half (1/2) mile of the new corporate limits of the town;

The total estimated cost of infrastructure improvements required of all landowners by the annexing municipality related to the annexation;

A list of basic and other services customarily available to residents of the town and timetable when those services will reasonably be available to the area proposed to be annexed;

- A projected annual fee or service cost for services described in the previous paragraph;
- The current and projected property tax mill levies imposed by the municipality; and
- The cost of infrastructure improvements required within the existing boundaries of the municipality to accommodate the proposed annexation.

Before any territory is eligible for annexation the governing body shall prepare for each landowner and affected public utility so requesting in writing, the estimated cost of infrastructure improvements required of the landowner and affected public utility related to the annexation. This request shall be made not less than ten (10) days prior to the public hearing. The estimate shall be provided prior to the hearing.

SCOTTA A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 3889
Utah Registration No. 372111
Idaho Registration No. 8026

MARLOWE A. SCHERBEL
Professional Land Surveyor
Wyoming Registration No. 5368

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Certified Federal Surveyor No. 1223

SURVEYOR SCHERBEL, LTD. PROFESSIONAL LAND SURVEYORS

Est. 1951 CONSULTANTS IN Boundary Matters, Irrigation and Water Rights

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Section 4, Itema.

Big Piney Office Manager

KASSIE KEEHN
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15 May 2026

Mayor Eric Green
Town of Alpine
PO Box 3070
Alpine, Wyoming 83128

Re: Dry Dog Development, LLC – Annexation – Lot 96 of the Alpine Village Subdivision Plat 3
Amended 7th Filing, Lincoln County, Wyoming

Dear Mayor Green,

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1. An executed Petition for Annexation to the Town of Alpine by Josh Springer, Managing Member of Dry Dog Development LLC.
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If you have any questions, please contact me.

Sincerely,
SURVEYOR SCHERBEL, LTD.



Jamie DeCora
enclosures
cc: Josh Springer, Dry Dog Development, LLC (email)

PETITION FOR ANNEXATION
TO THE
TOWN OF ALPINE
LINCOLN COUNTY, WYOMING

ANNEXATION NO. _____

1. The undersigned hereby petitions the Town of Alpine to annex the following described lands as the ALPINE APEX ANNEXATION TO THE TOWN OF ALPINE, in accordance with Section 15-1-402, etc. seq. of Wyoming Statutes, 2025, as amended.
2. Legal description. See attached exhibit.
3. That your petitioner is the owner of the lands described in accordance with the records in the Office of the Clerk of Lincoln County in Book 1046 of Photostatic Records on page 432 and that a hearing is required in accordance with Section 15-1-405.
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 - ii. That the urban development of the area sought to be annexed would constitute a natural geographical, economical, and social part of the Town.
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8. That the roadways will be constructed to the standards of the Town.

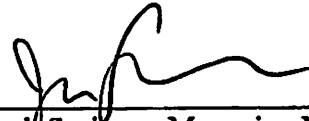
9. It is proposed that the area be zoned MRC- Mixed Residential and Commercial District

It is the prayer of your petitioner that the above-described area be annexed into the Town of Alpine and that the Town adopt an ordinance setting forth such annexation.

Signature page to follow

Dated this 19 day of MARCH 2026.

Dry Dog Development, LLC,
a Utah limited liability company


Josh Springer, Managing Member

STATE OF NC)
COUNTY OF Tredell) ss.

The foregoing Petition for Annexation to the Town of Alpine Lincoln County, Wyoming was acknowledged before me by Josh Springer, Managing Member of Dry Dog Development, LLC, a Utah limited liability company this 19 day of March 2026. Witness my hand and official seal.

[SEAL]

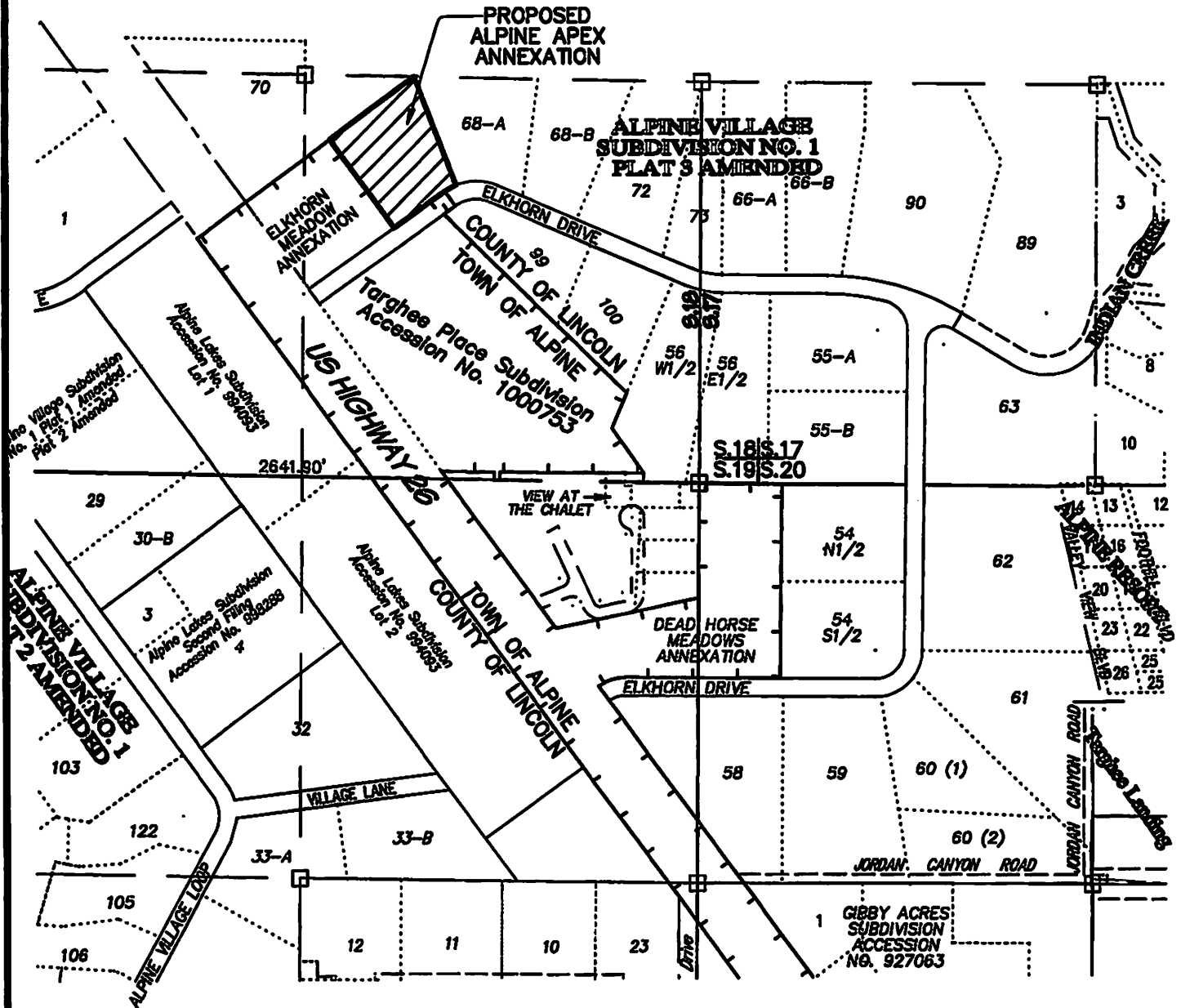



Notary Public
My commission expires:

My Commission Expires:
April 21, 2029

Exhibit
Legal Description
For Alpine Apex

All of Lot 96 of Alpine Village Subdivision No. 1 Plat 3 Amended – 7th Filing of record in the Office of the Clerk of Lincoln County with Accession No. 930379.



SCALE: 1" = 500'

ALPINE APEX ANNEXATION TO THE TOWN OF ALPINE

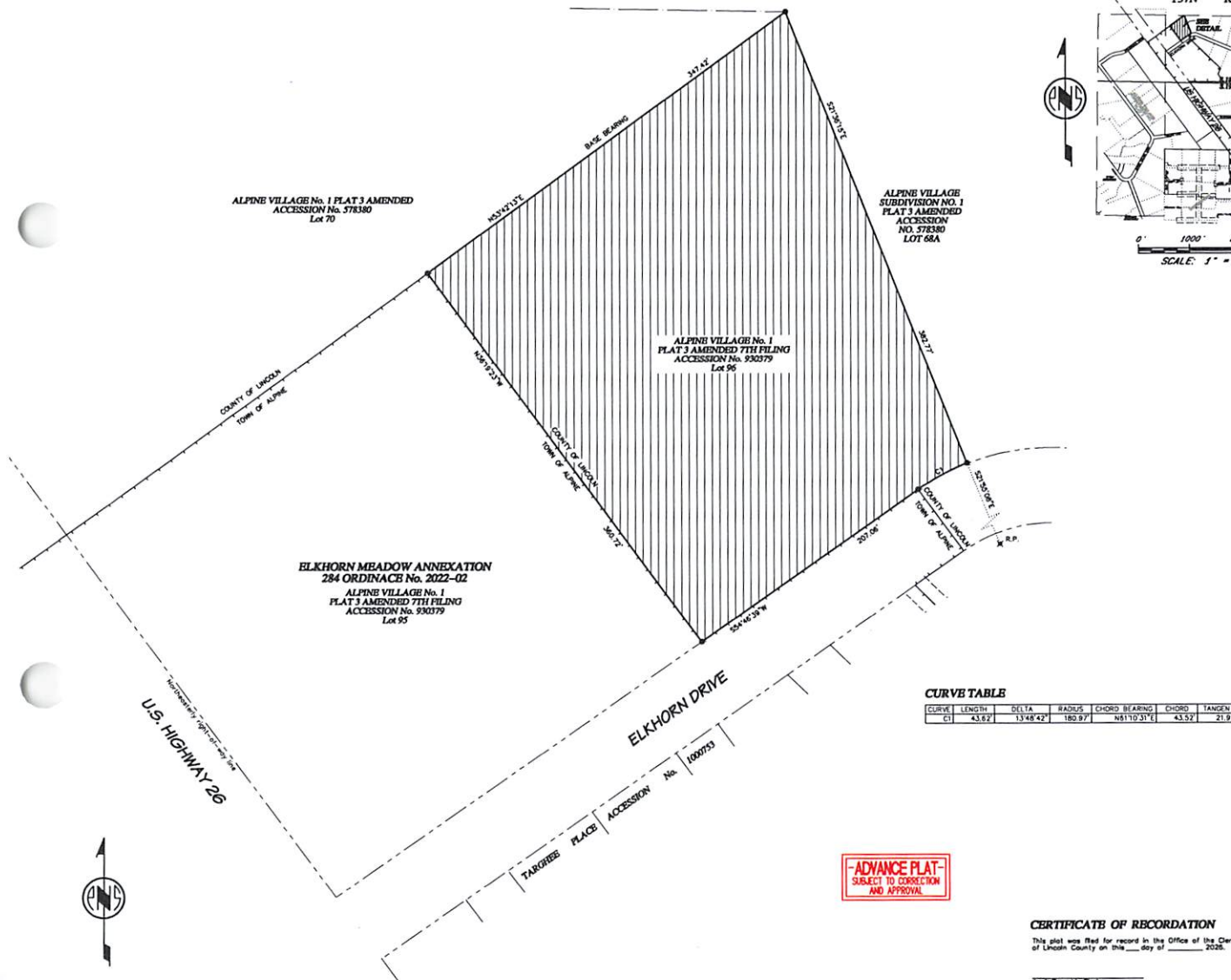
Copyright © 2026 by Surveyor Scherbel LTD. All rights reserved.

DATE: 3 March 2026
 DRAWN BY: Kade Beus
 CALCULATED BY: Kade Beus
 CATEGORY/PORT: Town/Alpine/Annex
 FIELD BOOK:
 COMPUTER FILE: AL-APEX-AnnexExhibit.pro



SURVEYOR SCHERBEL, LTD. S
 PROFESSIONAL LAND SURVEYORS

BOX 96 BIG PINEY-MARBLETON, NY TEL.276-3347; BOX 725 AFTON, NY TEL.885-9319;
 ALPINE, NY TEL.885-9319; JACKSON, NY TEL.733-5903; LAVA, ID TEL.776-5930



CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGEN
C1	43.62	134°42'	180.97	N81°10'31"E	43.52	21.9

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**TOWN OF ALPINE
AFFIDAVIT OF MAILINGS**

**STATE OF WYOMING
COUNTY OF LINCOLN**

I, Jamie DeCora, being first duly sworn, depose and state as follows:

1. Applicant Information

- o Name: Dry Dog Development, LLC c/o Josh Springer
- o Mailing Address: 112 Pine Cliff Lane, Mooresville, NC 28117
- o Phone/Email: 801-381-4392/springerconsulting@gmail.com
- o Project/Case Name: Alpine Apex Annexation

2. Mailing Certification

On the 22 day of June, **2026**, I mailed notices of the pending application/public hearing for the above-referenced project as required by the Town of Alpine Land Use Development Code.

- o **Certified Mail:** Notices were sent by certified mail to all property owners within 500 feet of the subject property, using the official list provided by the Town. Copies of certified mail receipts are attached.
- o **Non-Certified Mail:** Notices were also sent via first-class (non-certified) mail where applicable or required.

3. Attachments

The following are attached hereto and incorporated into this affidavit:

- o **Exhibit A:** Complete mailing list of recipients, including names, addresses, and type of mailing (certified or non-certified).
- o **Exhibit B:** Copies of certified mail receipts and any return slips if you have received them.
- o **Exhibit C:** Copy of the notice mailed to each recipient.

4. Applicant Responsibility and Hold Harmless

I acknowledge and agree that:



**TOWN OF ALPINE
AFFIDAVIT OF MAILINGS**

- It is my sole responsibility, as the applicant, to ensure that all mailing requirements of the Town of Alpine and applicable law have been satisfied.
- The Town of Alpine has not verified these mailings and assumes no responsibility for their sufficiency or accuracy.
- I release, indemnify, and hold harmless the Town of Alpine, its officers, employees, and agents from any liability, claim, or action arising from or related to these mailings.
- I accept full responsibility that all notices were mailed in compliance with the law.

5. Certification

I certify under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and belief.

Agent

Signature of Applicant: Jamie DeCora

Printed Name: Jamie DeCora

Date: 06-22-2026

NOTARY ACKNOWLEDGMENT

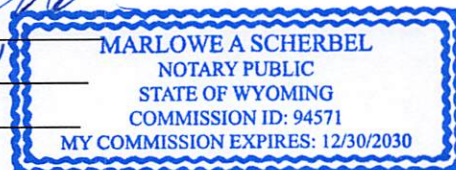
Subscribed and sworn to before me this 22nd day of June, 2026, by

Jamie DeCora

Notary Public Signature: Marlowe A. Scherbel

Printed Name: Marlowe A. Scherbel

My Commission Expires: 12.30.2030



NEIGHBORS WITHIN 500 FT OF Lot 96 of Alpine Village Plat 3 7th Filing

Section 4, Itema.

Information pulled from current LCWY GIS as of 03/24/2026

All Mailing was sent via Certified Mail

Exhibit A

Alpine 4-H Camp Assn Inc
561 W Oneida
Preston, ID 83263

Edward & Rebecca Kimmel
PO Box 444
Wilson, WY 83014

James & Kelly Cattnach
PO Box 3652
Alpine, WY 83128

Thomas Coy
127 Elkhorn DR
Alpine, WY 83127

Madeleine Grant, Trustee
14209 Academy Oaks LN
Clovis, CA 93619

Palisades Investments, LLC
PO Box 3930
Alpine, WY 83128

Sean & Elizabeth Ryan
PO Box 2883
Alpine, WY 83128

Alpine Lakes Commercial Center
PO Box 3321
Alpine, WY 83128

Targhee WY, LLC
1850 Mt Diablo BLVD, Ste 410
Walnut Creek, CA 94596

James Lindblom
3060 E Palo Verde
Gilbert, AZ 85296

Dry Dog Development, LLC
3572 E Doverhill DR
Cottonwood Heights, UT 84121

Matthew & Meaghan Lovely
PO Box 3277
Alpine, WY 83128

Wyoming Department of
Transportation
District 3 Headquarters
3200 Elk Street
Rock Springs, WY 82901

Silver Star
PO Box 226
Freedom, WY 83120

Lower Valley Energy
PO Box 572
Jackson, WY 83001

Exhibit B

Section 4, Itema.

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com.

Preston, ID 83263

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00
Postage	\$1.07
Total Postage	\$10.77

Sent To
Alpine 4-H Camp Assn Inc
561 W Oneida
Preston, ID 83263

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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Alpine, WY 83128

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00
Postage	\$1.07
Total Postage	\$10.77

Sent To
Thomas Coy
127 Elkhorn DR
Alpine, WY 83128

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com.

Wilson, WY 83014

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00
Postage	\$1.07
Total Postage	\$10.77

Sent To
Edward & Rebecca Kimmel
PO Box 444
Wilson, WY 83014

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com.

Walnut Creek, CA 94596

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00
Postage	\$1.07
Total Postage	\$10.77

Sent To
Targhee WY, LLC
1850 Mt Diablo BLVD, Ste 410
Walnut Creek, CA 94596

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

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Alpine, WY 83128

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00
Postage	\$1.07
Total Postage	\$10.77

Sent To
James & Kelly Cattanch
PO Box 3652
Alpine, WY 83128

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com.

Clovis, CA 93619

Certified Mail Fee	\$5.30
Extra Services & Fees (check box, add fee as appropriate)	
☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00
Postage	\$1.07
Total Postage	\$10.77

Sent To
Madeleine Grant, Trustee
14209 Academy Oaks LN
Clovis, CA 93619

City, State, ZIP+4

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8680 86

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Alpine, WY 83128

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage \$10.77

Sent To

Street and Apt.

City, State, ZIP

Palisades Investments, LLC
 PO Box 3930
 Alpine, WY 83128

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 23

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com®.

Gilbert, AZ 85296

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage \$10.77

Sent To

Street and Apt.

City, State, ZIP

James Lindblom
 3060 E Palo Verde
 Gilbert, AZ 85296

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8680 93

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Alpine, WY 83128

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage \$10.77

Sent To

Street and Apt.

City, State, ZIP

Sean & Elizabeth Ryan
 PO Box 2883
 Alpine, WY 83128

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 09

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Alpine, WY 83128

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage \$10.77

Sent To

Street and Apt.

City, State, ZIP

Alpine Lakes Commercial Center
 PO Box 3321
 Alpine, WY 83128

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 30

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For delivery information, visit our website at www.usps.com®.

Alpine, WY 83128

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage \$10.77

Sent To

Street and Apt.

City, State, ZIP

Matthew & Meaghan Lovely
 PO Box 3277
 Alpine, WY 83128

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 47

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com®.

Jackson, WY 83001

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage \$10.77

Sent To

Street and Apt.

City, State, ZIP

Lower Valley Energy
 PO Box 572
 Jackson, WY 83001

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 54

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
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For delivery information, visit our website at www.usps.com®.

Freedom, WY 83120

OFFICIAL USE

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage and Fees \$10.77

Sent To

Street and Apt. N

City, State, ZIP+4

Postmark Here JUN 22 2026

Silver Star
 PO Box 226
 Freedom, WY 83120

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 61

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Section 4, Itema.

For delivery information, visit our website at www.usps.com®.

Salt Lake City, UT 84121

OFFICIAL USE

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage and Fees \$10.77

Sent To

Street and Apt.

City, State, ZIP

Postmark Here JUN 22 2026

Dry Dog Development, LLC
 3572 E Doverhill Dr.
 Cottonwood Heights, UT 84121

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

9589 0710 5270 1505 8681 78

U.S. Postal Service™
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For delivery information, visit our website at www.usps.com®.

Rock Springs, WY 82901

OFFICIAL USE

Certified Mail Fee \$5.30

Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy)	\$0.00
☐ Return Receipt (electronic)	\$0.00
☐ Certified Mail Restricted Delivery	\$0.00
☐ Adult Signature Required	\$0.00
☐ Adult Signature Restricted Delivery	\$0.00

Postage \$1.07

Total Postage and Fees \$10.77

Sent To

Street and Apt.

City, State, ZIP

Postmark Here JUN 22 2026

Wyoming Department of
 Transportation
 District 3 Headquarters
 3200 Elk Street
 Rock Springs, WY 82901

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

ANNEXATION REPORT SUMMARY

PUBLIC NOTICE

**Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96
Town of Alpine, Wyoming
June 10, 2026**

The Town of Alpine will hold a Public Hearing regarding the Petition to Annex into the Town of Alpine submitted by Dry Dog Development, LLC for the property known as the Alpine Apex Annexation. The petitioner is the owner of record for lands described as Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended – 7th Filing, Lincoln County, Wyoming.

Exhibit A (See Attached) – A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation, be brought within one-half (1/2) mile of the corporate limits of the Town.

The Public Hearing will be held at the Alpine Town Hall located at 250 River Circle, Alpine, Wyoming on July 21, 2026, at 6:30 p.m.

Annexation Summary Report:

The area consists of approximately 2.5 acres of land identified as Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended – 7th Filing, Lincoln County, Wyoming. The property is located on the north side of Elkhorn Drive, north of Targhee Place, near the Targhee Landing area, and is contiguous with and adjacent to the current Town limits of the Town of Alpine.

The land is presently owned by Dry Dog Development, LLC, a Utah limited liability company.

The owner has indicated an intent to develop the property for residential use. Preliminary materials submitted to the Town describe a conceptual townhouse-style residential development with associated roadway circulation, parking, landscaping, and utility infrastructure improvements.

The parcel proposed to be annexed is shown on the attached map (Exhibit A). A legal description of the parcel is attached separately as Exhibit B.

Development Costs:

As is the case with all developments, public improvements required to serve the property, including water and sewer extensions and related infrastructure improvements, will be installed and paid for by the private developer. The Town of Alpine will not incur any costs for infrastructure improvements necessary to serve the area. Existing water, sewer, electric, telephone, and internet services are available at or near the property.

Basic Services Available:

Water: Available – Town of Alpine

Sanitary Sewer: Available – Town of Alpine

Electric: Available – Lower Valley Energy

Telephone/Internet: Available – Available through local providers

Roadway Maintenance and Snow Removal: Available upon acceptance of public improvements

Trash Service: Available through private providers

Projected Annual Expenses for Services
(Current Rates – Subject to Increase):

Water: \$31.00 per month plus applicable usage charges

Sewer: \$67.50 per month

The combined current base annual cost for Town water and sewer service is approximately \$1,182.00, plus applicable water usage charges and any connection or capacity fees.

The mill levy for the Town of Alpine is 5 mills.

The anticipated zoning for the Boardwalk II Lot 18 property once annexed into the Town is as follows:

Mixed Residential Commercial (MRC)

Attachments

- **Exhibit A:** Map
- **Exhibit B:** Legal Description

/s/ Monica L. Chenault Clerk/Treasurer

EXHIBIT A

MAP OF AREA PROPOSED FOR ANNEXATION

Alpine Apex Annexation
Town of Alpine, Wyoming

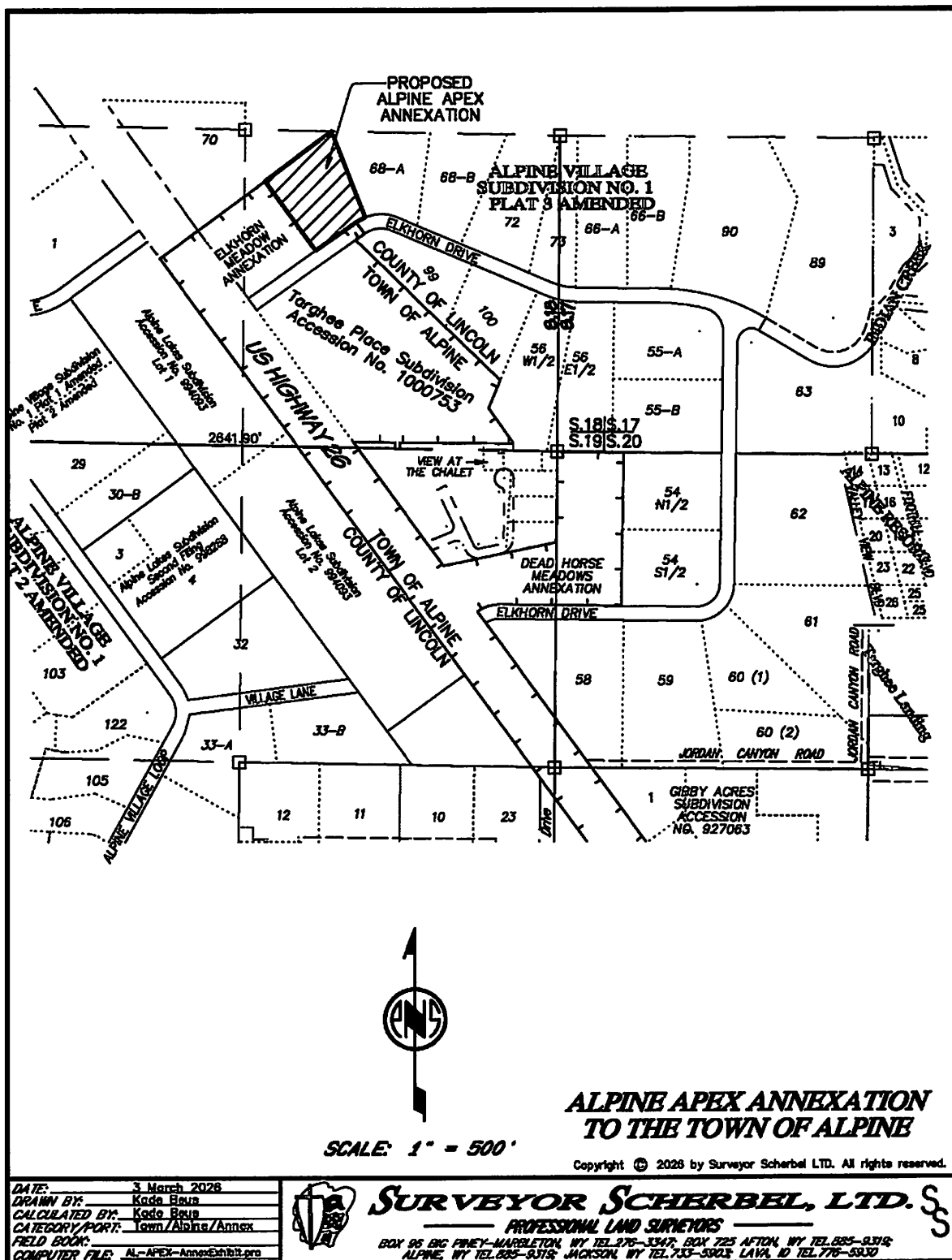


EXHIBIT B
LEGAL DESCRIPTION
Alpine Apex Annexation
Town of Alpine, Wyoming

Legal Description
Alpine Apex Annexation
Town of Alpine, Wyoming

Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended
– 7th Filing, Lincoln County, Wyoming, according to the
plat thereof recorded June 15, 2007, as Instrument No.
930379, Records of Lincoln County, Wyoming.

Parcel Owner: Dry Dog Development, LLC

Town of Alpine

Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96 Annexation Report

Purpose:

The following report is prepared to ensure that the requirements of Wyoming Statute 15-1-402 Annexing Territory Requirements are met.

Description of Area:

The area consists of approximately 2.5 acres of land identified as Alpine Village Subdivision No. 1 Plat 3 Amended – 7th Filing, Lot 96, also referred to as the Alpine Apex Annexation. The property is located on the north side of Elkhorn Drive, north of Targhee Place, near the Targhee Landing area, and adjacent to existing residential development patterns. The property borders the existing Town of Alpine municipal boundary on the west and south. The entirety of the parcel is proposed to be annexed into the Town.

The land is presently owned by Dry Dog Development, LLC, a Utah limited liability company. The applicant has submitted materials for future residential development. The proposal has been described as a conceptual townhouse-style residential development with associated roadway circulation, parking, landscaping, and utility infrastructure improvements. No formal development approval is granted through this annexation report, and future development approvals shall remain subject to applicable Town ordinances, development standards, utility requirements, engineering review, and any required Planned Unit Development or other land use review processes.

See Exhibit A – Map of the area to be annexed.

See Exhibit B – Legal description of the property to be annexed.

Development Costs:

Costs to be borne by the Town of Alpine:

Based on the annexation materials submitted, the Alpine water system has capacity to serve the proposed annexed area, and the Town sewer system and treatment plant have capacity to serve the proposed annexed parcel. No Town-funded infrastructure improvements within the existing boundaries of the Town are anticipated to be required to accommodate the proposed annexation.

Costs to be borne by the Developer:

The developer shall be responsible for the infrastructure improvements required to serve the proposed annexed property, including water and sewer extensions and related improvements. The engineer's opinion of probable construction cost estimates the required water and sewer

improvements at approximately \$400,000, with the detailed construction cost estimate totaling \$396,300.

The developer shall also be responsible for costs associated with required development improvements, utility extensions, connection requirements, engineering review, notice, publication, annexation processing, and any other costs required by Town ordinance, applicable development standards, or conditions of approval.

Statutory Requirements:

W.S. 15-1-402 sets specific requirements with regard to the annexation process and the supporting documentation.

- 1) Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

- a. An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town.

FINDING: The annexation of the area is for the protection of the health, safety, and welfare of persons residing in the area and in the Town. Annexation will allow the property to develop under Town regulations, utility standards, development standards, and review processes intended to protect public health, safety, and welfare.

- b. The urban development of the area sought to be annexed would constitute a natural, geographical, economical, and social part of the annexing city or town.

FINDING: The proposed annexation constitutes a natural, geographical, economical, and social part of the Town of Alpine. The property is located adjacent to existing Town limits, near existing residential development patterns, and near existing utility service corridors. The proposed annexation represents a logical extension of existing Town development patterns and surrounding residential growth.

- c. The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed.

FINDING: The area sought to be annexed is a logical and feasible addition to the Town of Alpine. The property is contiguous with or adjacent to the existing incorporated limits of the Town and is located adjacent to existing utility service corridors. Town water and sewer services are available through extension of existing systems, subject to construction, inspection, approval, and connection in accordance with Town requirements. Other

services customarily available to Town residents are available or will reasonably be available to the area proposed to be annexed.

- d. The area sought to be annexed is contiguous with or adjacent to the annexing Town or the area meets the requirements W.S 15-1-407.

FINDING: The area sought to be annexed is contiguous with or adjacent to the Town of Alpine. The property borders the existing Town municipal boundary on the west and south.

- e. If the town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410.

FINDING: Lower Valley Energy is the electric utility provider serving the area and is prepared to provide electrical service to the annexed property. The Town of Alpine is prepared to issue any franchise necessary to serve the annexed area pursuant to W.S. 15-1-410.

- f. The annexing town, not less than twenty (20) business days¹ prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory and by first class mail to any persons owning property that is within three hundred (300) feet of the territory proposed to be annexed, regardless of whether the property is inside or outside the corporate limits of the annexing town and regardless whether the city or town is exercising authority under W.S. 15-3-202 (b)(ii), a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

FINDING: The required notice, report, and summary of the proposed annexation report were sent by certified mail to landowners and affected public utilities within the territory proposed to be annexed, and the required notice and summary report were sent by first-class mail to persons owning property within five hundred (500) feet of the territory proposed to be annexed, which exceeds the minimum notice requirements of W.S. 15-1-405(a). Notice was mailed not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a).

- 2) That an annexing municipality prepare an annexation report, which shall find that:
 - a. A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought

within one-half (1/2) mile of the new corporate limits of the city, if it has exercised the authority granted under W.S. 15-3-202(b)(ii).

FINDING: SEE EXHIBIT A (MAP)

- b. Total estimated costs of infrastructure improvements required of all landowners related to the annexation.

FINDING: The total estimated cost of infrastructure improvements required of the landowner/developer related to the annexation is approximately \$400,000. The engineer's opinion of probable construction cost includes water system improvements estimated at \$243,800 and sewer system improvements estimated at \$152,500, for a total estimated construction cost of \$396,300.

- c. List of basic and other services customarily available to town residents and a timetable when those services will reasonably be available to the area.

FINDING: The following services are available or will reasonably be available to the area proposed to be annexed and provision of these services will be initiated by the property owner.

- i. Electricity: Electrical power is available in the area. Lower Valley Energy is identified as the electric utility prepared to serve the annexed area. Service will be available upon completion of any required application, design, extension, inspection, and connection requirements of the utility provider.
- ii. Water: Town water service is available through extension of the existing Town water system. An existing 4-inch water main is located adjacent to the property along Elkhorn Drive, and the nearest 6-inch waterline is located approximately 100 feet west of the proposed subdivision and 300 feet south along Elkhorn Drive. The proposed improvements include extension of a 6-inch waterline into and around the property before tying back into the existing waterline on Elkhorn Drive. Water service will be available upon construction, inspection, approval, and connection to the Town system in accordance with Town standards.
- iii. Sewer: Town sewer service is available through extension of the existing Town sewer system. Existing Town sewer is located adjacent to the parcel, with the nearest existing manhole at the intersection of Targhee Loop and Elkhorn Drive. New collection lines will be constructed to extend sewer service into the proposed annexation. Sewer service will be available upon

construction, inspection, approval, and connection to the Town system in accordance with Town standards.

- iv. Telephone/Internet/Fiber: Telephone and related utility services are installed within public roadways and are readily available in the area. Service will be available upon completion of any required application, extension, and connection requirements of the applicable provider.
 - v. Roadway Maintenance/Snow Removal: Roadway maintenance and snow removal are customarily provided by the Town on accepted public streets. Any internal roadways or new public streets shall be subject to Town standards, inspection, approval, and acceptance before Town maintenance obligations apply.
 - vi. Trash Service: Trash service is provided through private service providers and will be available to the annexed area through the applicable provider.
- d. A projected annual fee or service cost for services described in paragraph c. above is Projected annual service costs are estimated as follows:
- i. Electricity: Based on Use – Contact provider for details.
 - ii. Water: The Town’s current 3/4-inch water connection base rate is \$31.00 per month, or \$372.00 per year, plus a usage fee of \$2.00 per 1,000 gallons.
 - iii. Sewer: The Town’s current residential sewer connection rate is \$67.50 per month, or \$810.00 per year.
 - iv. Telephone/Internet/Fiber: Based on Use – Contact provider for details.
 - v. Trash Service: Based on Use – Contact provider for details.

The combined current base annual cost for Town water and sewer service is \$1,182.00 per year, plus water usage charges and any applicable connection, capacity, or other adopted Town fees.

- e. The current and projected property tax mill levies imposed by the municipality.

FINDING: 5 mills

- f. The cost of infrastructure improvements within existing boundaries of the town to accommodate the annexation.

FINDING: Based on the annexation materials submitted, the Town water and sewer systems have capacity to serve the proposed annexed area. No

infrastructure improvements within the existing boundaries of the Town are anticipated to be required to accommodate the proposed annexation.

Zoning:

- 1) The anticipated zoning for this property once annexed to the Town of Alpine is Mixed Residential Commercial (MRC). The applicant requested Mixed Residential Commercial zoning as part of the annexation petition. Future development of the property shall remain subject to the Town's Land Use and Development Code, including any applicable Planned Unit Development, subdivision, engineering, utility, design, and development review requirements.

/s/ Monica L. Chenault Clerk/Treasurer

EXHIBIT A
MAP OF AREA PROPOSED FOR ANNEXATION

Section 4, Itema.

Alpine Apex Annexation
Town of Alpine, Wyoming

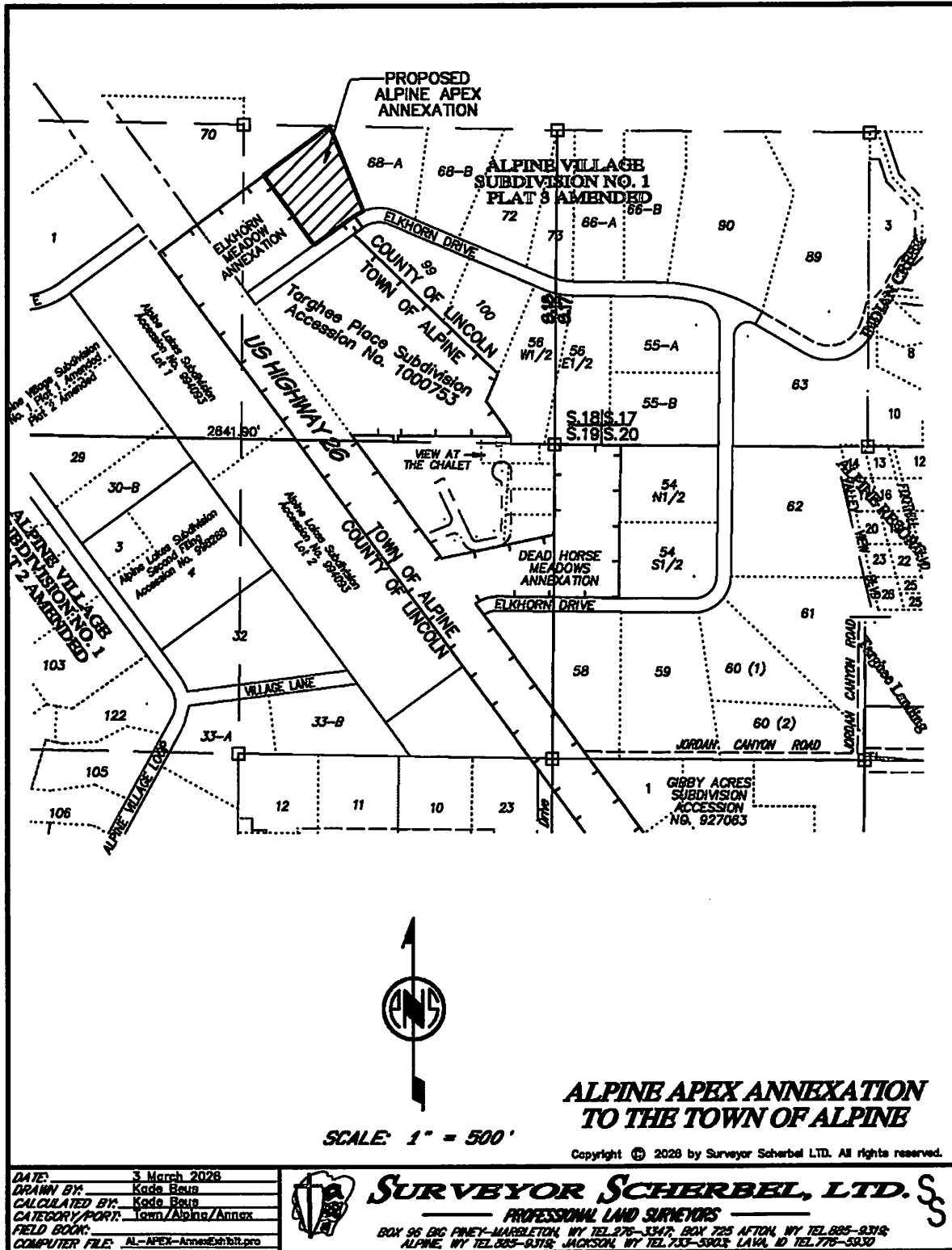


EXHIBIT B
LEGAL DESCRIPTION

Alpine Apex Annexation
Town of Alpine, Wyoming

Section 4, Itema.

Legal Description
Alpine Apex Annexation
Town of Alpine, Wyoming

Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended
– 7th Filing, Lincoln County, Wyoming, according to the
plat thereof recorded June 15, 2007, as Instrument No.
930379, Records of Lincoln County, Wyoming.

Parcel Owner: Dry Dog Development, LLC

Current Parcel Identification Number: 37181840201600



**TOWN OF ALPINE
AFFIDAVIT OF POSTING**

**STATE OF WYOMING
COUNTY OF LINCOLN**

I, Jamie DeCora, being first duly sworn, depose and state as follows:

• **Applicant Information**

- Name: Dry Dog Development, LLC c/o Josh Springer
- Mailing Address: 112 Pine Cliff Lane, Mooresville, NC 28117
- Phone/Email: 801-381-4392/springerconsulting@gmail.com
- Project/Case Name: Alpine Apex Annexation

• **Mailing Certification**

On the 20 day of June, **2026**, I posted the required public notice sign on the subject property for the above-referenced application as required by the Town of Alpine Land Use Development Code.

I certify that:

- The notice sign was posted in a clearly visible location on the property.
- The sign was placed in a location visible from the public right-of-way.
- The notice sign contains the information required by the Town of Alpine regarding the pending application and/or public hearing.

• **Attachments**

The following are attached hereto and incorporated into this affidavit:

- **Exhibit A:** Photograph of the posted sign on the property
- **Exhibit B:** Photograph showing the sign visible from the public right-of-way

• **Applicant Responsibility and Hold Harmless**

I acknowledge and agree that:

- It is my sole responsibility, as the applicant, to ensure that all mailing requirements of the Town of Alpine and applicable law have been satisfied.



**TOWN OF ALPINE
AFFIDAVIT OF POSTING**

- The Town of Alpine has not verified these mailings and assumes no responsibility for their sufficiency or accuracy.
- I release, indemnify, and hold harmless the Town of Alpine, its officers, employees, and agents from any liability, claim, or action arising from or related to these mailings.
- I accept full responsibility that all notices were mailed in compliance with the law.

• **Certification**

I certify under penalty of perjury that the foregoing statements are true and correct to the best of my knowledge and belief.

Agent

Signature of Applicant: Jamie DeCora

Printed Name: Jamie DeCora

Date: 06-22-2026

NOTARY ACKNOWLEDGMENT

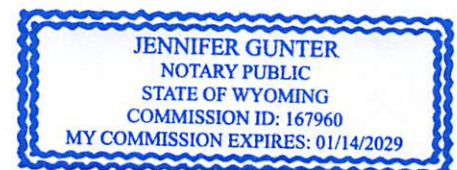
Subscribed and sworn to before me this 22 day of June, 2026, by

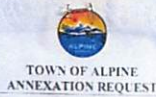
Jamie DeCora.

Notary Public Signature: Jennifer Gunter

Printed Name: Jennifer Gunter

My Commission Expires: 01-14-2029





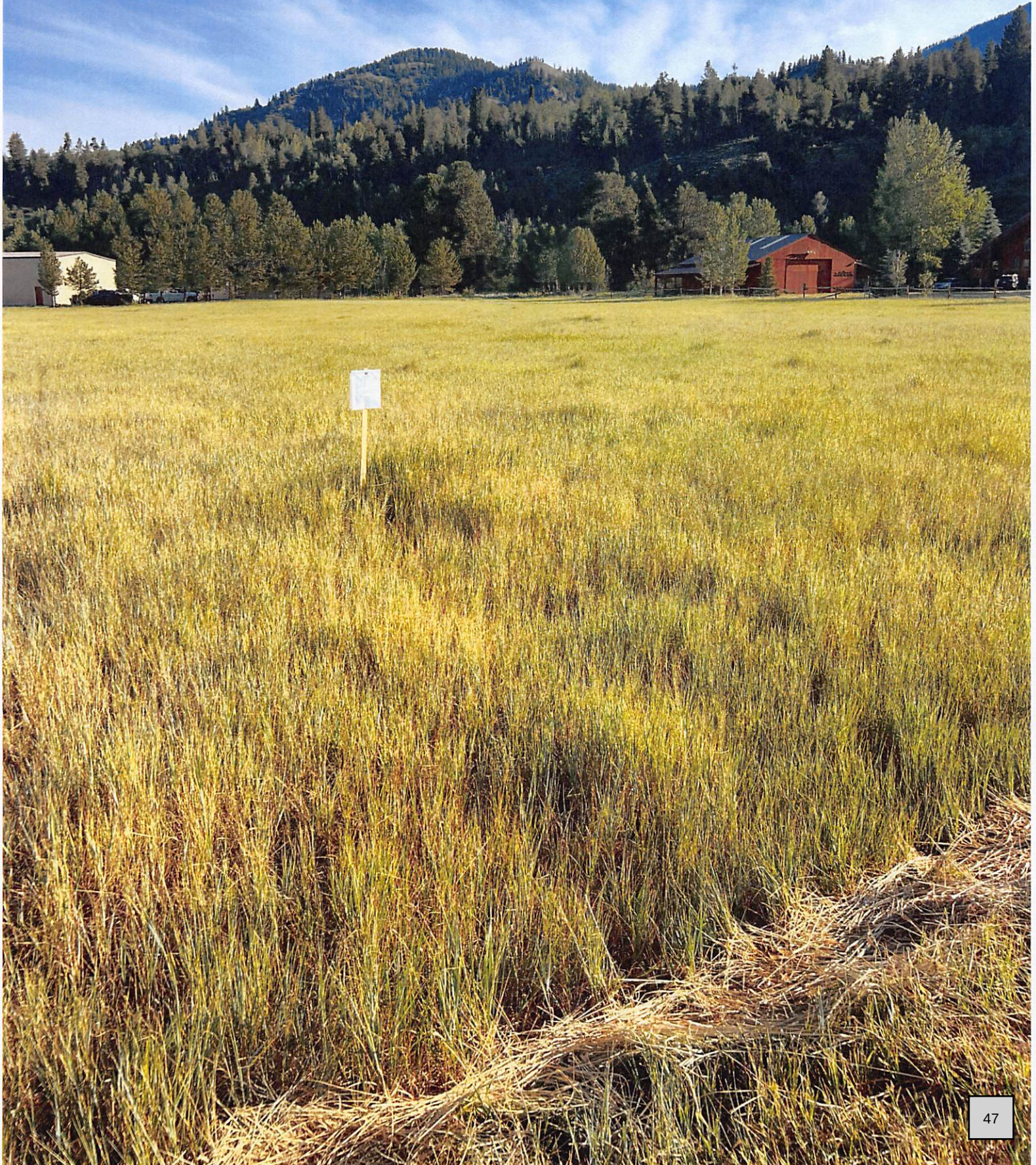
TOWN OF ALPINE ANNEXATION REQUEST

NOTICE IS HEREBY GIVEN that Dry Dog Development, LLC, has filed a Petition for Annexation for the property known as the Alpine Apex Annexation, described as Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended - 7th Filing, Lincoln County, Wyoming, according to the plat thereof recorded June 15, 2007, as Instrument No. 930379, Records of Lincoln County, Wyoming. The property encompasses approximately 2.5 acres of land contiguous with and adjacent to the Town of Alpine municipal boundaries.

The Town of Alpine Town Council will hold a public hearing on **July 21, 2026**, for public comments and consideration, the time of the public hearing has been set for **6:30 PM**, and the meeting will be held in the Alpine Town Council Chambers (250 River Circle, Alpine, WY).

Contact Information:

Town of Alpine
250 River Circle, PO Box 3070
Alpine, WY 83128
(307) 654-7757
planning@alpinewy.gov
alpine.wy.gov





Town of Alpine

Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96

Annexation Report

Purpose:

The following report is prepared to ensure that the requirements of Wyoming Statue 15-1-402 Annexing Territory Requirements are met.

Description of Area:

The area consists of approximately 2.5 acres of land identified as Alpine Village Subdivision No. 1 Plat 3 Amended – 7th Filing, Lot 96, also referred to as the Alpine Apex Annexation. The property is located on the north side of Elkhorn Drive, north of Targhee Place, near the Targhee Landing area, and adjacent to existing residential development patterns. The property borders the existing Town of Alpine municipal boundary on the west and south. The entirety of the parcel is proposed to be annexed into the Town.

The land is presently owned by Dry Dog Development, LLC, a Utah limited liability company. The applicant has submitted materials for future residential development. The proposal has been described as a conceptual townhouse-style residential development with associated roadway circulation, parking, landscaping, and utility infrastructure improvements. No formal development approval is granted through this annexation report, and future development approvals shall remain subject to applicable Town ordinances, development standards, utility requirements, engineering review, and any required Planned Unit Development or other land use review processes.

See Exhibit A – Map of the area to be annexed.

See Exhibit B – Legal description of the property to be annexed.

Development Costs:

Costs to be borne by the Town of Alpine:

Based on the annexation materials submitted, the Alpine water system has capacity to serve the proposed annexed area, and the Town sewer system and treatment plant have capacity to serve the proposed annexed parcel. No Town-funded infrastructure improvements within the existing boundaries of the Town are anticipated to be required to accommodate the proposed annexation.

Costs to be borne by the Developer:

The developer shall be responsible for the infrastructure improvements required to serve the proposed annexed property, including water and sewer extensions and related improvements. The engineer's opinion of probable construction cost estimates the required water and sewer

improvements at approximately \$400,000, with the detailed construction cost estimate totaling \$396,300.

The developer shall also be responsible for costs associated with required development improvements, utility extensions, connection requirements, engineering review, notice, publication, annexation processing, and any other costs required by Town ordinance, applicable development standards, or conditions of approval.

Statutory Requirements:

W.S. 15-1-402 sets specific requirements with regard to the annexation process and the supporting documentation.

- 1) Before any territory is eligible for annexation, the governing body of any city or town at a hearing as provided in W.S. 15-1-405 shall find that:

- a. An annexation of the area is for the protection of the health, safety and welfare of the persons residing in the area and in the city or town.

FINDING: The annexation of the area is for the protection of the health, safety, and welfare of persons residing in the area and in the Town. Annexation will allow the property to develop under Town regulations, utility standards, development standards, and review processes intended to protect public health, safety, and welfare.

- b. The urban development of the area sought to be annexed would constitute a natural, geographical, economical, and social part of the annexing city or town.

FINDING: The proposed annexation constitutes a natural, geographical, economical, and social part of the Town of Alpine. The property is located adjacent to existing Town limits, near existing residential development patterns, and near existing utility service corridors. The proposed annexation represents a logical extension of existing Town development patterns and surrounding residential growth.

- c. The area sought to be annexed is a logical and feasible addition to the annexing city or town and the extension of basic and other services customarily available to residents of the city or town shall, within reason, be available to the area proposed to be annexed.

FINDING: The area sought to be annexed is a logical and feasible addition to the Town of Alpine. The property is contiguous with or adjacent to the existing incorporated limits of the Town and is located adjacent to existing utility service corridors. Town water and sewer services are available through extension of existing systems, subject to construction, inspection, approval, and connection in accordance with Town requirements. Other

services customarily available to Town residents are available or will reasonably be available to the area proposed to be annexed.

- d. The area sought to be annexed is contiguous with or adjacent to the annexing Town or the area meets the requirements W.S 15-1-407.

FINDING: The area sought to be annexed is contiguous with or adjacent to the Town of Alpine. The property borders the existing Town municipal boundary on the west and south.

- e. If the town does not own or operate its own electric utility, its governing body is prepared to issue one (1) or more franchises as necessary to serve the annexed area pursuant to W.S. 15-1-410.

FINDING: Lower Valley Energy is the electric utility provider serving the area and is prepared to provide electrical service to the annexed property. The Town of Alpine is prepared to issue any franchise necessary to serve the annexed area pursuant to W.S. 15-1-410.

- f. The annexing town, not less than twenty (20) business days¹ prior to the public hearing required by W.S. 15-1-405(a), has sent by certified mail to all landowners and affected public utilities within the territory and by first class mail to any persons owning property that is within three hundred (300) feet of the territory proposed to be annexed, regardless of whether the property is inside or outside the corporate limits of the annexing town and regardless whether the city or town is exercising authority under W.S. 15-3-202 (b)(ii), a summary of the proposed annexation report as required under subsection (c) of this section and notice of the time, date and location of the public hearing required by W.S. 15-1-405(a).

FINDING: The required notice, report, and summary of the proposed annexation report were sent by certified mail to landowners and affected public utilities within the territory proposed to be annexed, and the required notice and summary report were sent by first-class mail to persons owning property within five hundred (500) feet of the territory proposed to be annexed, which exceeds the minimum notice requirements of W.S. 15-1-405(a). Notice was mailed not less than twenty (20) business days prior to the public hearing required by W.S. 15-1-405(a).

- 2) That an annexing municipality prepare an annexation report, which shall find that:
 - a. A map of the area proposed to be annexed showing identifiable landmarks and boundaries and the area which will, as a result of the annexation then be brought

within one-half (1/2) mile of the new corporate limits of the city, if it has exercised the authority granted under W.S. 15-3-202(b)(ii).

FINDING: SEE EXHIBIT A (MAP)

- b. Total estimated costs of infrastructure improvements required of all landowners related to the annexation.

FINDING: The total estimated cost of infrastructure improvements required of the landowner/developer related to the annexation is approximately \$400,000. The engineer's opinion of probable construction cost includes water system improvements estimated at \$243,800 and sewer system improvements estimated at \$152,500, for a total estimated construction cost of \$396,300.

- c. List of basic and other services customarily available to town residents and a timetable when those services will reasonably be available to the area.

FINDING: The following services are available or will reasonably be available to the area proposed to be annexed and provision of these services will be initiated by the property owner.

- i. Electricity: Electrical power is available in the area. Lower Valley Energy is identified as the electric utility prepared to serve the annexed area. Service will be available upon completion of any required application, design, extension, inspection, and connection requirements of the utility provider.
- ii. Water: Town water service is available through extension of the existing Town water system. An existing 4-inch water main is located adjacent to the property along Elkhorn Drive, and the nearest 6-inch waterline is located approximately 100 feet west of the proposed subdivision and 300 feet south along Elkhorn Drive. The proposed improvements include extension of a 6-inch waterline into and around the property before tying back into the existing waterline on Elkhorn Drive. Water service will be available upon construction, inspection, approval, and connection to the Town system in accordance with Town standards.
- iii. Sewer: Town sewer service is available through extension of the existing Town sewer system. Existing Town sewer is located adjacent to the parcel, with the nearest existing manhole at the intersection of Targhee Loop and Elkhorn Drive. New collection lines will be constructed to extend sewer service into the proposed annexation. Sewer service will be available upon

construction, inspection, approval, and connection to the Town system in accordance with Town standards.

- iv. Telephone/Internet/Fiber: Telephone and related utility services are installed within public roadways and are readily available in the area. Service will be available upon completion of any required application, extension, and connection requirements of the applicable provider.
 - v. Roadway Maintenance/Snow Removal: Roadway maintenance and snow removal are customarily provided by the Town on accepted public streets. Any internal roadways or new public streets shall be subject to Town standards, inspection, approval, and acceptance before Town maintenance obligations apply.
 - vi. Trash Service: Trash service is provided through private service providers and will be available to the annexed area through the applicable provider.
- d. A projected annual fee or service cost for services described in paragraph c. above is Projected annual service costs are estimated as follows:
- i. Electricity: Based on Use – Contact provider for details.
 - ii. Water: The Town’s current 3/4-inch water connection base rate is \$31.00 per month, or \$372.00 per year, plus a usage fee of \$2.00 per 1,000 gallons.
 - iii. Sewer: The Town’s current residential sewer connection rate is \$67.50 per month, or \$810.00 per year.
 - iv. Telephone/Internet/Fiber: Based on Use – Contact provider for details.
 - v. Trash Service: Based on Use – Contact provider for details.

The combined current base annual cost for Town water and sewer service is \$1,182.00 per year, plus water usage charges and any applicable connection, capacity, or other adopted Town fees.

- e. The current and projected property tax mill levies imposed by the municipality.

FINDING: 5 mills

- f. The cost of infrastructure improvements within existing boundaries of the town to accommodate the annexation.

FINDING: Based on the annexation materials submitted, the Town water and sewer systems have capacity to serve the proposed annexed area. No

infrastructure improvements within the existing boundaries of the Town are anticipated to be required to accommodate the proposed annexation.

Zoning:

- 1) The anticipated zoning for this property once annexed to the Town of Alpine is Mixed Residential Commercial (MRC). The applicant requested Mixed Residential Commercial zoning as part of the annexation petition. Future development of the property shall remain subject to the Town's Land Use and Development Code, including any applicable Planned Unit Development, subdivision, engineering, utility, design, and development review requirements.

/s/ Monica L. Chenault Clerk/Treasurer

Section 4, Itema.

[illegible]

EXHIBIT B
LEGAL DESCRIPTION

Alpine Apex Annexation
Town of Alpine, Wyoming

Section 4, Itema.

Legal Description

Alpine Apex Annexation

Town of Alpine, Wyoming

Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended
– 7th Filing, Lincoln County, Wyoming, according to the
plat thereof recorded June 15, 2007, as Instrument No.
930379, Records of Lincoln County, Wyoming.

Parcel Owner: Dry Dog Development, LLC

Current Parcel Identification Number: 37181840201600



TOWN OF ALPINE

PLANNING AND ZONING COMMISSION
REPORT AND RECOMMENDATION TO TOWN COUNCIL

Date: May 12, 2026
Applicant: Dry Dog Development, LLC
Representative: Surveyor Scherbel, Ltd.
Request: Annexation – Alpine Apex Annexation
Location: Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended – 7th Filing, Lincoln County, Wyoming
Requested Zoning: Mixed Residential Commercial (MRC)

I. PURPOSE

The purpose of this report is to provide the Town Council with the Planning and Zoning Commission’s findings and recommendations regarding the proposed annexation commonly referred to as the “Alpine Apex Annexation.”

This report is submitted in accordance with Section 2.1(g) of Ordinance 2024-001, which requires the Planning and Zoning Commission to conduct a prepetition review hearing and submit written findings and recommendations to the Town Council.

II. BACKGROUND

The applicant, Dry Dog Development, LLC, submitted an annexation petition application requesting annexation of approximately Lot 96 of Alpine Village Subdivision No. 1, Plat 3 Amended – 7th Filing into the incorporated limits of the Town of Alpine.

The proposal includes a conceptual townhouse-style residential development with associated roadway circulation, parking, landscaping, and utility infrastructure improvements.

The subject property is located near the Targhee Landing area and adjacent to existing residential development patterns.

Application materials submitted included:

- Annexation Petition Application;



TOWN OF ALPINE

- Draft Petition for Annexation;
- Area Exhibit / Location Map;
- Conceptual Development Plan;
- Ownership Documentation / Warranty Deed; and
- Supporting correspondence and project narrative materials.

The purpose of the annexation is to allow the property to receive Town services and facilitate future residential development as a logical extension of existing Town growth patterns.

A Prepetition Review Hearing was conducted before the Planning and Zoning Commission on May 12, 2026.

III. CLASSIFICATION OF ANNEXATION

Pursuant to Section 1.2 of Ordinance 2024-001:

- A Minor Annexation is defined as an annexation consisting of 2.5 acres or less; and
- A Major Annexation is defined as an annexation consisting of greater than 2.5 acres.

Based upon the submitted materials and conceptual plans, the Planning and Zoning Commission reviewed the proposal as follows:

Minor Annexation

IV. REVIEW PROCESS

The Planning and Zoning Commission conducted a Prepetition Review Hearing in accordance with Section 2.1 of Ordinance 2024-001.

At the hearing:

- The applicant and/or representatives were present;
- Supporting documentation and exhibits were presented.
- Staff provided an overview of the annexation request and conceptual development proposal; and



TOWN OF ALPINE

- The Commission evaluated the request based on the submitted materials and public discussion.

The burden of proof was on the applicant to provide clear and convincing evidence supporting all representations made in the annexation materials and supporting exhibits.

V. FINDINGS

Based on the submitted materials, staff review, and testimony provided during the hearing, the Planning and Zoning Commission makes the following findings:

1. Completeness

The applicant submitted the required annexation materials, including conceptual plans, legal descriptions, ownership documentation, and supporting exhibits.

2. Contiguity

The subject property appears contiguous to portions of the existing incorporated limits of the Town of Alpine.

3. Logical Extension of Town Boundaries

The proposed annexation represents a logical extension of existing Town development patterns and surrounding residential growth.

4. Provision of Services

The applicant proposes connection to Town water and sewer systems, and the property appears adjacent to existing utility service corridors.

5. Health, Safety, and Welfare

The proposed annexation would allow the property to develop under Town regulations and standards intended to protect public health, safety, and welfare.

6. Compatibility and Development Considerations

The Planning and Zoning Commission discussed:

- project density;
- compatibility with surrounding development;



TOWN OF ALPINE

- roadway circulation;
- parking and snow storage;
- landscaping and green space considerations;
- utility infrastructure and sewer/water capacity;
- existing powerline constraints; and
- future infrastructure impacts associated with the proposed development.

7. Future Development Review

The Commission discussed that future review processes, including Planned Unit Development (PUD) review, engineering review, and additional annexation procedures, will still be required prior to any formal development approvals.

8. Zoning Request

The applicant requested Mixed Residential Commercial (MRC) zoning designation as part of the annexation request.

VI. RECOMMENDATION

I would slightly soften and clarify the recommendation language to better match what actually occurred procedurally at the meeting since:

- no formal approval recommendation was made,
- and it was treated conceptually.

Replace the current recommendation paragraph with:

Based upon the discussion, submitted materials, and conceptual annexation review, the Planning and Zoning Commission recommends that the Town Council acknowledge receipt of the Annexation Prepetition Review materials for the Dry Dog Development, LLC Alpine Apex Annexation proposal and allow the applicant to continue through the formal annexation review process pursuant to Ordinance No. 2024-001 and Wyoming Statutes §15-1-401 et seq.

VII. ADDITIONAL COMMENTS / CONDITIONS

The Planning and Zoning Commission offers the following comments for Town Council consideration:



TOWN OF ALPINE

1. Future development approvals shall remain subject to compliance with all applicable Town ordinances, development standards, utility requirements, and engineering review processes.
2. Future Planned Unit Development (PUD) review will be required pursuant to the Town's current Land Use and Development Code.
3. Final annexation approval shall remain contingent upon completion of all applicable statutory annexation procedures, including preparation of the annexation report required by W.S. §15-1-402.
4. All costs associated with notice, publication, engineering review, and annexation processing shall be borne by the applicant as required by Ordinance 2024-001.
5. The Planning and Zoning Commission discussed concerns related to density, landscaping, green space, compatibility with surrounding development, and future infrastructure impacts, and recommended that these topics continue to be evaluated during future review processes.

VIII. CONCLUSION

The Planning and Zoning Commission finds that the proposed annexation generally meets the intent and procedural requirements of the Town of Alpine Uniform Annexation Process and represents a logical extension of the Town's incorporated limits, subject to completion of all future review and approval processes.

The Commission further notes that the May 12, 2026, review was conceptual in nature and that no formal development approval was granted at this stage of review.



Date: 5/18/2026

Prepared and signed for Planning and Zoning Chairman Melissa Wilson by Gina Corson
Planning and Zoning Administrator
Town of Alpine, Wyoming



TOWN OF ALPINE



TOWN COUNCIL REGULAR MEETING MINUTES

July 7, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the pledge of allegiance.

ROLL CALL

Town Administrator Hovorka conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established. Town Attorney James Sanderson and Clerk/Treasurer Chenault were also in attendance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember 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

Planning and Zoning Commission Meeting Minutes: June 9, 2026: Councilmember Burchard made a motion to approve June 9, 2026, Planning and Zoning Commission Meeting Minutes, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

Bills to Pay: June 6, 2026, through July 7, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report June 6, 2026 through July 7, 2026, Councilmember Larsen seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

REPORTS

Mayor's Report – Eric Green

Mayor Green reported that the Town's America 250 celebration was a tremendous success and was well received by the community. He thanked everyone who participated, donated materials, and volunteered their time and effort to make the event possible. He noted that the large American flag displayed over the highway generated significant positive attention online and expressed hope that displaying the flag could become an annual tradition. Mayor Green also thanked Rex for attending the celebration, presenting flowers, and sharing kind remarks.

Mayor Green announced that the American flag had recently been taken down but said he would like to explore the possibility of displaying it year-round in the future.

Mayor Green further announced that the Town had secured a \$1,777,000 Mineral Royalty Grant to fund major upgrades to Well No. 4. He reported that the State Loan and Investment Board (SLIB) unanimously approved the grant during its July 2 meeting. The grant represents 50 percent of the total project cost and will allow Well No. 4 to operate at its full capacity, creating a reliable water source north of the river. Mayor Green expressed the Town's appreciation to the State Loan and Investment Board for supporting the project and stated that the investment would strengthen the Town's water system and provide long-term resiliency and prosperity for the community. He noted that additional information would be released in an upcoming press release and congratulated the Town on achieving this significant milestone.

Events Committee Report - Andrea Burchard

Councilmember Burchard reported that Mountain Days was a successful event despite inclement weather. She noted that the event was well attended, featured a variety of enjoyable activities, and only one or two activities had to be canceled due to the weather.

She reminded the community that the Farmers Market and Music in the Mountains events would continue every Thursday throughout the summer. Councilmember Burchard also announced that the Top of the Rockies Car Show is scheduled for August 15. She concluded by encouraging everyone to enjoy the many summer activities while the season lasts.

Fireworks Restrictions within the Town of Alpine - Jeremiah Larsen

Councilmember Larsen, speaking in his capacity as Emergency Management Coordinator, reminded the public that the permitted period for discharging fireworks within the Town of Alpine had ended. He reviewed the provisions of Town Ordinance No. 2020-01, which regulates pyrotechnic devices within town limits due to Alpine's proximity to forested areas and other combustible vegetation. The ordinance permits the discharge of fireworks only during the 24

hours before July 4, on July 4, and during the 24 hours following July 4, unless additional dates are specifically approved by the Town Council through a petition process.

Councilmember Larsen also announced that the Lincoln County Board of Commissioners had adopted Resolution No. 2026-22, establishing Stage 1 Fire Restrictions effective 12:01 a.m. on July 14, 2026, until further notice. The restrictions prohibit open fires and the discharge of any class of fireworks on state and private lands within the unincorporated areas of Lincoln County, subject to the exceptions outlined in the resolution. He noted that the resolution is available on the Lincoln County website.

Given the forecasted hot, dry weather, Councilmember Larsen encouraged residents to reduce fire hazards by mowing lawns, removing weeds, and maintaining vegetation on private property, particularly along roadways and adjacent to public lands.

Councilmember Larsen also shared a report from Alpine Fire Chief Vogt, stating that the Alpine Fire Department responded to numerous incidents over the Fourth of July weekend, totaling more than 86 personnel hours on July 4 alone. Firefighters extinguished more than 20 spot fires during the holiday. Additionally, he reported that the U.S. Forest Service issued 55 citations on the lakebed area over the weekend, emphasizing that fireworks are prohibited on all public lands, including U.S. Forest Service, Bureau of Land Management, and other public properties.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Larsen reported that the Alpine Travel & Tourism Board will hold a workshop on Thursday, July 23, from 5:00 p.m. to 6:00 p.m. The workshop will be open to the public, with the first half hour dedicated to public comment. Motel and hotel owners and managers from the Alpine area have been invited to participate in the discussion.

Councilmember Larsen explained that the second half of the workshop will focus on education regarding the lodging tax measure, which will appear on the ballot in November. He encouraged the public to attend the workshop and noted that it is scheduled between the Farmers Market and Music in the Mountains events.

Clerk/Treasurer Report – Monica Chenault - *Submitted in Writing*

Public Works Director Report - Craig Leseberg - *Submitted in Writing*

Planning & Zoning Report – Gina Corson - *Submitted in Writing - May and June*

Code Enforcement Officer Report - Tara Bender - *Submitted in Writing*

Agenda Order Adjustment

Agenda Order Adjustment

Councilmember Larsen made a motion to adjust the order of the agenda. Councilmember Burchard seconded the motion. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Councilmember Scaffide, and Mayor Green. **Motion carried.**

ACTION ITEMS

Town of Alpine Ordinance No. 2026-011 – Boardwalk II Lot 18 Annexation - 2nd Reading:

Councilmember Burchard made a motion to approve Ordinance No. 2026-011 - Boardwalk II Lot 18 Annexation on the 2nd Reading. Councilmember Wierda seconded the motion.

Mayor Green opened the second reading of **Town of Alpine Ordinance No. 2026-011**, an ordinance approving and authorizing the annexation of Lot 18 of the Boardwalk II Subdivision, located in Lincoln County, into the corporate boundaries of the Town of Alpine.

The Mayor asked whether any changes had been made to the ordinance since the first reading. Staff confirmed that no changes had been made. Mayor Green then asked if there were any questions or discussion from the Council. Hearing none, he called for a vote.

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

Review and Consider Proposed Amendments to Town Council Meeting Rules:

Councilmember Scaffide made a motion to review the proposed amendments to the Town Council Meeting Rules and provide direction to staff and the Town Attorney regarding preparation of an updated resolution for Council consideration. Councilmember Wierda seconded the motion.

During discussion, it was noted that the redlined version of the proposed amendments prepared by Town Attorney Jim Sanderson had not been included in the Council packet. The Council agreed that reviewing the redlined document before discussion would be beneficial.

Councilmember Scaffide then moved to table the item until later in the meeting to allow time for the redlined version to be printed and distributed. Councilmember Wierda seconded the motion.

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

Alpine Meadows Letter Agreements:

Administrator Hovorka presented two proposed letter agreement templates intended to memorialize the Town Council's previous decision regarding sewer lateral conditions affecting properties within Alpine Meadows. She explained that the agreements would be recorded with the Lincoln County Clerk so the Town's commitments would remain with each property upon

transfer of ownership. Two templates were prepared: one for properties with separated or offset sewer lateral joints requiring future repair or replacement, and another for properties with minor sewer lateral deformities providing that the Town will clear the lateral if a blockage occurs. She noted that the agreements allow the Town to address the issues as properties develop while continuing to pursue grant funding opportunities. She also explained that if notice of development is provided between November 15 and April 15, any excavation work would be deferred until after the winter season.

Mayor Green stated that the agreements were intended to provide peace of mind to affected property owners by documenting the Town's commitments in a recorded agreement. During discussion, Town Attorney Jim Sanderson confirmed the agreements would be recorded with the Lincoln County Clerk.

Councilmember Burchard made a motion to approve the letter agreement templates for property owners in Alpine Meadows with separated or offset joints and/or other minor sewer lateral conditions, subject to minor changes by staff. The motion was seconded by Councilmember Wierda.

During discussion, the Council discussed the cost of recording the agreements. Councilmember Burchard made a motion to amend the motion to provide that the Town of Alpine will bear the cost of recording the executed letter agreements with Lincoln County. The amendment was seconded by Councilmember Wierda. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

The Council then voted on the amended motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Councilmember Burchard made a motion to direct staff to prepare the letter agreement templates for each affected property owner and authorize the Mayor to execute the letter agreements once completed. The motion was seconded by Councilmember Wierda.

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

Amendment to the Securities Custodial Agreement - Ratification of Signatures:

Councilmember Larsen made a motion to ratify the signatures on the Amendment to the Securities Custodial Agreement and approve the amendment as executed, modifying the required overnight operating account balance to \$0.00 to allow daily transfers into the repurchase product, maximize interest earnings on Town funds, and avoid the additional monthly insurance fee. Councilmember Burchard seconded the motion.

Clerk/Treasurer Chenault presented background on the Amendment to the Securities Custodial Agreement, explaining that recent changes by the Federal Home Loan Bank would have resulted in a \$1,000 monthly fee to insure operating account balances exceeding FDIC coverage. She explained that the amendment modifies the Town's banking arrangement by reducing the required overnight operating account balance from \$350,000 to \$0.00, allowing all available funds to be swept daily into the Town's repurchase account where they remain secured and continue earning interest. She noted that this change also allows the Town to avoid the additional monthly insurance fee while maintaining appropriate protection of public funds.

Clerk/Treasurer Chenault further explained that due to the implementation deadline imposed by the bank, the amendment was executed prior to the Council meeting to prevent the Town from incurring the monthly fee. The Council was therefore asked to ratify the signatures and approve the amendment as executed. Councilmembers asked questions regarding the daily sweep process, the repurchase agreement, and the protection of Town funds, which were addressed by Clerk/Treasurer Chenault.

Mayor Green then called for a vote. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green, and Councilmember Scaffide. **Motion carried.**

Following approval of the amendment, the Council returned to the previously tabled agenda item regarding the proposed amendments to the Town Council Meeting Rules. At the request of Councilmember Wierda, Mayor Green called a brief recess to allow Councilmembers time to review the redlined version of the proposed amendments before discussion resumed.

Review and Consider Proposed Amendments to Town Council Meeting Rules:

Councilmember Larsen made a motion to review the proposed amendments to the Town Council Meeting Rules and provide direction to staff and the Town Attorney regarding preparation of an updated resolution for Council consideration. Councilmember Burchard seconded.

Town Attorney Jim Sanderson presented the proposed redlined amendments, explaining that the existing meeting rules had been adapted from county commissioner meeting rules and contained outdated references. He stated that the proposed revisions were intended to modernize the rules, ensure consistency with Wyoming law, and clarify procedures for conducting meetings while protecting First Amendment rights. Mr. Sanderson emphasized that the proposed changes were intended to address disruptive conduct during meetings rather than regulate the content or viewpoint of public comment.

The Council reviewed the proposed amendments and discussed revisions related to meeting disruptions, public comment procedures, agenda preparation, maintaining order during meetings, and other housekeeping updates. Councilmembers requested additional refinement to language concerning decorum and readmission procedures following the removal of a disruptive

individual. The Council directed staff and the Town Attorney to incorporate the Council's comments into a revised resolution for future consideration.

Mayor Green then called for a vote. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green, Councilmember Scaffide. **Motion carried.**

Resolution 2026-031 Melvin Brewing Purchase Option:

Councilmember Larsen moved to approve Resolution No. 2026-031, confirming Melvin Brewing's exercise of its purchase option for the property located at 624 County Road 101 and authorizing the Town to proceed in accordance with the existing agreements, subject to final payment of all outstanding balances owed to the Town, final review and approval by the Town Attorney, and applicable Wyoming Business Council requirements. Councilmember Burchard seconded the motion.

Town Attorney Jim Sanderson provided a brief history of the existing lease agreement and subsequent amendments, explaining that the agreements grant Melvin Brewing the option to purchase the property upon providing notice and satisfying the requirements outlined in the agreements. He noted that the resolution authorizes the Town to proceed with the purchase option in accordance with those existing agreements.

Administrator Hovorka explained that the resolution provides formal direction for staff to proceed with the transaction and allows the Council an opportunity to ask questions before final closing documents are prepared. Councilmembers discussed the role of the Wyoming Business Council in the transaction and confirmed that the final conveyance documents would remain subject to review by the Town Attorney.

Councilmember Scaffide expressed concerns regarding provisions contained in previous versions of the agreements related to employment commitments and the outstanding costs associated with the Town's wastewater pretreatment system. Clerk/Treasurer Chenault reported that Melvin Brewing currently exceeds the employment levels originally contemplated by the agreements and noted that the employment requirements had been addressed through prior amendments.

Discussion also focused on the outstanding pretreatment costs and the need to establish an equitable long-term rate structure for industrial wastewater users. Administrator Hovorka informed the Council that staff is evaluating alternative rate structures and will continue working toward a solution that is fair to both the Town and industrial users.

At the Mayor's invitation, Colby Cox, representing Melvin Brewing, addressed the Council regarding the proposed purchase. Mr. Cox explained that exercising the purchase option would allow the company to reinvest capital into expanding the brewery and creating additional employment opportunities in Alpine. He stated that Melvin Brewing intends to satisfy all amounts required under the existing agreements at closing and reaffirmed the company's

commitment to working collaboratively with the Town to resolve the outstanding pretreatment issues.

Following discussion, Mayor Green called for a vote. **Voting Yea:** Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Mayor Green. **Voting Nay:** Councilmember Scaffide. **Motion carried.**

PUBLIC COMMENT

Mayor Green read the Town's public comment procedures into the record, reminding attendees that public comment is limited to a total of 20 minutes, with individual speakers limited to three minutes. He noted that the Council may listen to comments but would not take action on items raised during public comment. He also reminded speakers that written comments may be submitted by noon on the day of the meeting.

Calvin Rawe addressed the Council regarding the Town's social media presence and encouraged the Town to consider utilizing additional social media platforms. He also expressed concerns regarding social media activity by individuals seeking Town office and shared his opinions on those matters.

There being no further public comments, Mayor Green closed the public comment period.

ADJOURNMENT

Councilmember Scaffide made a motion to adjourn. Councilmember Larsen seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

The meeting adjourned at 8:24 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 July 21st, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk



TOWN COUNCIL REGULAR MEETING MINUTES

June 23, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:30 p.m.

ROLL CALL

Town Administrator Hovorka conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established. Town Attorney James Sanderson and Clerk/Treasurer Chenault were also in attendance.

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

PUBLIC HEARING

6:30 PM Public Hearing – Boardwalk II Lot 18 Annexation Petition

Mayor Green opened the public hearing for the proposed Boardwalk II Lot 18 Annexation Petition. Administrator Hovorka confirmed that notice of the public hearing had been provided in accordance with statutory requirements and that the annexation report had been prepared and made available for public review. Mayor Green presented the annexation report.

Attorney Sanderson asked for confirmation that all required notices had been prepared and mailed. Clerk Chenault confirmed that the applicant had completed the required mailing, submitted the affidavit of mailing, and that all statutory notice requirements had been satisfied.

Councilmember Scaffide asked what size water line would serve the proposed development in order to determine applicable impact fees. Clerk Chenault explained that the water service size would be determined during the building permit review process. Applicant Rex Doornbos stated that he anticipated a 2-inch sprinkler line and an additional 2-inch domestic water line for the proposed 24-unit apartment building, though the final size had not yet been determined.

Councilmember Scaffide asked Mr. Doornbos about the anticipated project timeline. Mr. Doornbos stated that construction timing would depend on funding availability and project budgeting.

Mayor Green opened the hearing for public comment. There being no public comments, Administrator Hovorka read each of the six statutory findings required under Wyoming Statute 15-1-402 into the record. Following each finding, Mayor Green asked the Town Council whether the requirement had been satisfied, and the Council affirmed each finding.

With no further comments or discussion, Mayor Green closed the public hearing.

Immediately Following – Public Hearing – Restaurant Liquor License Application for Casa Mezcal, LLC

Mayor Green opened the public hearing for the Restaurant Liquor License application submitted by Casa Mezcal, LLC. Administrator Hovorka entered the application into the record, stating that Casa Mezcal, LLC had submitted an application for a new Restaurant Liquor License for the premises located at 170 US Highway 89, Alpine, Wyoming. She further stated that notice of the public hearing had been published as required by law and that the Wyoming Liquor Division had reviewed and certified the application as complete on June 18, 2026.

Administrator Hovorka invited the applicant to provide any comments regarding the application. No presentation was made.

Mayor Green opened the public hearing for public comment. There being no public comments, Mayor Green closed the public hearing.

Immediately Following – Public Hearing – Proposed FY 2026 Amended Budget and Proposed FY 2027 Budget

Mayor Green opened the public hearing on the proposed Fiscal Year 2026 Amended Budget and proposed Fiscal Year 2027 Budget. Administrator Hovorka stated for the record that notice of the public hearing had been published as required by law. Clerk/Treasurer Chenault then presented a summary of the proposed FY 2026 Amended Budget and FY 2027 Proposed Budget, highlighting changes made since the June 11, 2026, budget meeting. The summary included updates to the General, Water, and Wastewater Fund budgets, along with explanations of significant budget adjustments and fund balances.

Clerk Chenault informed the Council that an updated draft of the budget had been distributed prior to the meeting after Attorney Sanderson identified several typographical and clerical errors in the third reading draft. The Council briefly discussed the revisions made between the first and third readings, noting that the changes were administrative in nature.

Mayor Green commented that the remaining issues identified were clerical errors. He then opened the public hearing for public comment. There being no public comments, Mayor Green closed the public hearing.

The Town Council recessed briefly.

Mayor Green reconvened the meeting following the recess. Before proceeding with the agenda, he acknowledged that during the recess a member of the public had displayed a political image on the meeting camera. Mayor Green stated that the Town Council does not condone the display of political messages during its public meetings. The Council then proceeded to the Consent Agenda.

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

Town Council Minutes: June 2, 2026, Town Council Meeting Minutes: Councilmember Burchard made a motion to approve June 2, 2026, Town Council Meeting Minutes, Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

Planning & Zoning Commission Minutes: May 12, 2026 Planning and Zoning Commission Meeting Minutes: Councilmember Wierda made a motion to approve May 12, 2026 Planning and Zoning Commission Meeting Minutes, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

Bills to Pay: June 2, 2026 through June 23, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report June 2, 2026 through June 23, 2026, Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

Draft Financial Report: For the 10 months ending April 30, 2026: Councilmember Burchard made a motion to approve **Draft Financial Report For the 10 months ending April 30, 2026**, Councilmember Wierda seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

REPORTS

US 89 Road Safety Audit & Demonstration Activity Presentation - Kimley-Horn

Brent Crowther of Kimley-Horn participated via telephone to provide an update on the Town's Safe Streets and Roads for All (SS4A) planning grant. Mayor Green displayed the presentation, and Mr. Crowther thanked the Town Council for the opportunity to provide a project update. He reviewed the background of the SS4A program and explained that the proposed demonstration

activities are intended to be temporary installations designed to evaluate potential roadway safety improvements through data collection and analysis rather than permanent infrastructure changes.

Mr. Crowther presented three potential demonstration projects for Council's consideration:

- **Enhanced Pedestrian Crossings** – Improvements to two existing pedestrian crossings on US Highway 89 using temporary bulb-outs, Rectangular Rapid-Flashing Beacons (RRFBs), and enhanced crosswalk visibility treatments to improve pedestrian safety.
- **Portable Wildlife Warning Signs** – Installation of portable wildlife migration warning signs along US Highways 26 and 89 at key locations to increase driver awareness during periods of elevated wildlife activity.
- **Greys River Road Intersection Redesign** – A temporary redesign of the US Highway 89 and Greys River Road intersection utilizing restriping, flexible delineators, and a temporary roundabout concept to evaluate operational and safety improvements before considering permanent reconstruction.

Mayor's Report – Eric Green

Mayor Green reminded the community that Alpine Mountain Days would be held over the upcoming weekend, followed by the Town's America250 celebration the following weekend. He highlighted several planned events, including a car show, a gala on Friday evening, and the Fourth of July parade. Mayor Green announced that Richard Petty would serve as the parade's Grand Marshal and would select his favorite vehicle from the car show to ride in during the parade. He encouraged residents to visit the Town's website for event information and additional details.

Engineering Report – Jorgensen Engineering

Kevin Meagher with Jorgensen Engineering provided a summary of ongoing engineering projects and activities. Updates included the status of the Radio Read Water Meter Project, the Greys River Well House generator project, and improvements at the wastewater treatment plant, including equipment replacements, repairs, and system upgrades. He also reported on planning efforts related to the Dry Dog Development and Alpine Flats annexations, as well as ongoing capital improvement planning, including the Greys River Road design project, engineering standards updates, and State Revolving Fund projects for the Well No. 4 water main upgrade and Alpine Meadows sewer connections.

Events Committee Report - Andrea Burchard

Councilmember Burchard reminded the community that Alpine Mountain Days begins Friday at noon with an opening ceremony presented by the American Legion. She highlighted the

weekend's activities, including vendors, food vendors, entertainment in the gazebo, and performances by the Star Valley Circus. Additional events include a pancake breakfast on Saturday morning, biscuits and gravy on Sunday morning, and live music beginning at 7:00 p.m. on Saturday. Councilmember Burchard encouraged everyone to attend and enjoy the weekend's festivities.

Economic Development Report – Jeremiah Larsen

Councilmember Larsen encouraged residents to exercise caution due to the current high fire danger. He shared observations from a recent trip to Salt Lake City, where he witnessed the impacts of active wildfires, and referenced emergency management warnings regarding above-average temperatures and elevated fire conditions. Although no fire bans are currently in effect, he urged the public to use extreme caution with any activities that could cause a fire. He reminded residents planning controlled burns to notify Lincoln County Dispatch in advance and encouraged everyone to sign up for Lincoln County emergency text alerts. Councilmember Larsen expressed hope for much-needed precipitation and reminded both residents and visitors that conditions are extremely dry and that everyone should help protect the community from wildfire.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Councilmember Larsen reported that he and Melody Leseberg recently met with Contour Aerials to coordinate aerial photography and videography services for Alpine Mountain Days. He explained that Contour Aerials will continue capturing footage throughout the summer to provide promotional content for the Town's social media platforms and website. He noted that the summer tourism season is underway.

Lincoln County Sheriff's Report – *submitted in writing*

ACTION ITEMS

Consideration of Issuing a Restaurant Liquor License to Casa Mezcal, LLC:

Councilmember Larsen made a motion to approve the issuance of a Restaurant Liquor License to Casa Mezcal, LLC, for the premises located at 170 US Highway 89, Alpine, Wyoming. Councilmember Scaffide seconded the motion.

Clerk Chenault confirmed that everything has been done statutorily. Qyo liq div has said the application is complete.

No other questions or comments

Mayor Green then called for a vote.

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

1st Reading of Ordinance No. 2026-011 – Boardwalk II Lot 18 Annexation:

Councilmember Burchard made a motion to approve 1st Reading of Ordinance No. 2026-011 – Boardwalk II Lot 18 Annexation. Councilmember Wierda seconded the motion.

Councilmember Scaffide had more questions for rex doornbos the applicant. She said she started to realize we annex in a lot of land, I just want it to fall on the record. I know you aren't asking for a building permit but if it is a 24 unit apartment I am trying to calculate water lines, erus, all of that which goes back to to. The question is do u have a design or no.

Rex – there is a sketch plan which came when we bought that property it was the 2nd phase of the apartments next door that is what we are going off of. Rex this is a 2nd phase of an existing project.

No more questions for rex. No more discussion.

Mayor Green then called for a vote.

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

US 89 Road Safety Audit & Demonstration Activity

Councilmember Larsen made a motion to proceed with installation of Alternatives 1 through 3 of the US 89 Demonstration Projects as recommended by Kimley-Horn. Councilmember Burchard seconded the motion.

Mayor Green opened the floor for Council discussion.

Councilmember Larsen stated that after reviewing the alternatives with staff and Kimley-Horn, he believed the Town's primary goals were to reduce vehicle speeds through town and improve pedestrian safety. He said the temporary roundabout would best address those goals by creating traffic calming, followed by enhanced pedestrian crossings. He expressed concern that crosswalk improvements alone may have limited effectiveness if the Wyoming Department of Transportation does not support reducing the speed limit. He identified the wildlife warning signs as the lowest priority.

Councilmember Burchard agreed that pedestrian safety should remain a priority. While she had some reservations about the temporary roundabout, she supported evaluating it and believed the enhanced pedestrian crossings were an important improvement due to the amount of pedestrian activity in the area.

Councilmember Wierda agreed that creating traffic calming through town should be the Town's focus. He commented that properly designed roundabouts have proven effective in reducing vehicle speeds and improving traffic flow but questioned how WYDOT would view the proposed improvements.

Councilmember Scaffide stated he would prioritize the enhanced pedestrian crossings first, followed by the wildlife warning signs, and the temporary roundabout third. He suggested relocating one of the proposed crosswalks to the vicinity of Marge Grover Memorial Park rather than near the Bull Moose.

Mayor Green stated that throughout his tenure he has advocated for lowering the speed limit through Alpine but that WYDOT has consistently indicated additional traffic calming measures would be necessary before considering a reduction. He agreed that studying alternative crosswalk locations would be beneficial and supported implementing the temporary roundabout first, followed by the enhanced pedestrian crossings.

Councilmember Larsen amended his motion to prioritize **Alternative No. 3 (Temporary Roundabout)** as the first demonstration project and **Alternative No. 1 (Enhanced Pedestrian Crossings)** as the second demonstration project. Councilmember Burchard seconded the amendment.

There being no further discussion, Mayor Green called for a vote on the amendment.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Voting Nay:** Councilmember Scaffide. **The amendment carried.**

Mayor Green then called for a vote on the amended motion.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Voting Nay:** Councilmember Scaffide. **The amended motion carried.**

3rd Reading of Ordinance 2026-006 - Amended Budget FY 2026:

Mayor Green noted that Clerk/Treasurer Chenault had previously reviewed the revisions made between the second and third readings during the budget public hearing and asked if there were any additional questions from the Council.

Councilmember Scaffide commented that the outlook for the Sewer Fund remained concerning.

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

3rd Reading of Ordinance No. 2026-007 - Budget FY 2027:

Councilmember Larsen made a motion to approve and adopt 3rd Reading of Ordinance No. 2026-007, Town of Alpine Fiscal Year 2027 Budget as presented. Councilmember Burchard seconded the motion.

Councilmember Scaffide expressed concern regarding the approximately \$287,000 in outstanding balances owed to the Town, stating that she could not support the proposed budget due to that financial concern.

Clerk/Treasurer Chenault clarified that the outstanding balances had already been accounted for in prior budgets and, if collected, would increase the Town's cash balance rather than increase budgeted revenue for Fiscal Year 2027.

Mayor Green asked if there were any additional questions. There being no further discussion, he called for a vote.

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

Homeland Security Grant Agreement – 300kW Generator and Transfer Switch:

Councilmember Burchard made a motion to approve the Grant Award Agreement with the Wyoming Office of Homeland Security for the Federal Fiscal Year 2025 State Homeland Security Program (SHSP) Grant in the amount of \$89,000 for the purchase of a 300kW generator and transfer switch, and authorize the Mayor to execute the agreement and related documents. Councilmember Scaffide seconded the motion.

Mayor Green opened the item for discussion and commented that the grant presented a great opportunity for the Town to acquire a backup generator. There being no additional comments or questions, Mayor Green called for a vote.

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

Homeland Security Grant Agreement – 300kW Generator and Transfer Switch:

Councilmember Scaffide made a motion to approve the Grant Award Agreement with the Wyoming Office of Homeland Security for the Federal Fiscal Year 2025 State Homeland Security Program (SHSP) Grant in the amount of \$36,000 for the purchase of a 50kW generator and transfer switch, and authorize the Mayor to execute the agreement and related documents. Councilmember Wierda seconded the motion.

Kevin Meagher of Jorgensen Engineering explained that the two Homeland Security grant awards would fund separate generators, with the 300kW generator serving the Greys River Well and the 50kW generator serving the Alpine Civic Center.

Mayor Green asked if there were any questions. There being no discussion, he called for a vote.

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

Resolution No. 2026-030 - Rescheduling the Public Hearing for the Dry Dog Development, LLC Alpine Apex Annexation Petition:

Councilmember Larsen made a motion to approve Resolution No. 2026-030, Rescheduling the Public Hearing for the Dry Dog Development, LLC Alpine Apex Annexation Petition. Councilmember Burchard seconded the motion.

Mayor Green explained that the public hearing needed to be rescheduled to ensure compliance with the notice requirements established by Wyoming state statute.

There being no questions or further discussion, Mayor Green called for a vote.

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

PUBLIC COMMENT

Mayor Green opened the floor for public comment, reminding speakers that comments would be limited to three minutes per person, with a total of twenty minutes allotted for the public comment period.

Calvin Rawe commented on the revised three-minute speaking limit and discussed a recently resolved property damage dispute involving Bill Saks and Mike McElroy. He criticized both individuals' conduct, referenced their candidacies for Mayor and Town Council, respectively, and urged voters to support other candidates.

Stephanie Lamarito responded by expressing concern over the tone of the previous comments and stated that community members should focus on learning about the candidates rather than being told who not to support.

Bill Saks stated that he was unrelated to the previous comments. He shared that he had devoted significant time to preparing a comprehensive rewrite of the Town's Land Use and Development Code (LUDC). He introduced himself as a longtime resident and retired businessman and stated that his professional experience emphasized transparency, accountability, and ethical conduct. He further stated that, in addition to revising the 2025 LUDC, he had reviewed the Town's Master Plan and identified provisions he believed could place the Town at risk.

Mayor Green then called for a brief recess.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into executive session. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember

Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried. Council entered executive session at 8:10 PM.

No action was taken in executive session.

Councilmember Larsen made a motion to exit executive session. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

The meeting adjourned at 8:37 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 July 21st, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 6/23/2026 - 7/21/2026Page: 1
Jul 15, 2026 04:04PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/26	06/23/2026	20857	3670	Teton Technology Partners, LLC	10-20100	690.55 M
07/26	07/01/2026	20858	1560	Lower Valley Energy	10-20100	254.48 M
07/26	07/01/2026	20859	1560	Lower Valley Energy	10-20100	19.91 M
07/26	07/01/2026	20860	1560	Lower Valley Energy	52-20100	18.00 M
07/26	07/01/2026	20861	1560	Lower Valley Energy	51-20100	2,481.97 M
07/26	07/01/2026	20862	1560	Lower Valley Energy	10-20100	54.64 M
07/26	07/01/2026	20863	1560	Lower Valley Energy	10-20100	30.34 M
07/26	07/01/2026	20864	1560	Lower Valley Energy	10-20100	31.33 M
07/26	07/01/2026	20865	1560	Lower Valley Energy	10-20100	38.27 M
07/26	07/01/2026	20866	1560	Lower Valley Energy	52-20100	5,313.39 M
07/26	07/01/2026	20867	1560	Lower Valley Energy	10-20100	18.13 M
07/26	07/01/2026	20868	1560	Lower Valley Energy	52-20100	88.00 M
07/26	07/01/2026	20869	1560	Lower Valley Energy	52-20100	66.25 M
07/26	07/01/2026	20870	1560	Lower Valley Energy	51-20100	22.42 M
07/26	07/01/2026	20871	1560	Lower Valley Energy	52-20100	18.07 M
07/26	07/01/2026	20872	1560	Lower Valley Energy	52-20100	42.42 M
07/26	07/01/2026	20873	1560	Lower Valley Energy	52-20100	218.64 M
07/26	07/01/2026	20874	1560	Lower Valley Energy	51-20100	60.16 M
07/26	07/01/2026	20875	1560	Lower Valley Energy	51-20100	19.98 M
07/26	07/01/2026	20876	1560	Lower Valley Energy	10-20100	59.84 M
07/26	07/01/2026	20877	1560	Lower Valley Energy	51-20100	81.36 M
07/26	07/01/2026	20878	1560	Lower Valley Energy	51-20100	473.60 M
07/26	07/01/2026	20879	1560	Lower Valley Energy	52-20100	26.05 M
07/26	07/01/2026	20880	1560	Lower Valley Energy	52-20100	47.11 M
07/26	07/01/2026	20881	1560	Lower Valley Energy	52-20100	48.29 M
07/26	07/01/2026	20882	1560	Lower Valley Energy	10-20100	18.00 M
07/26	07/01/2026	20883	1560	Lower Valley Energy	52-20100	1,318.91 M
07/26	07/01/2026	20884	1560	Lower Valley Energy	10-20100	18.66 M
07/26	07/01/2026	20885	1560	Lower Valley Energy	52-20100	3.67 M
07/26	07/05/2026	20886	410	AT&T MOBILITY	52-20100	681.38 M
07/26	07/20/2026	20888	1940	Silver Star Communications	10-20100	236.24 M
07/26	07/20/2026	20889	1940	Silver Star Communications	52-20100	322.01 M
07/26	07/20/2026	20890	1940	Silver Star Communications	10-20100	644.90 M
07/26	07/02/2026	20891	2830	Xylem Water Solutions U.S.A., Inc.	52-20100	.00 M
07/26	07/06/2026	20892	2880	Xpress Bill Pay	52-20100	689.97 M
07/26	07/10/2026	20893	3780	The Bancorp	10-20100	8,053.61 M
07/26	07/02/2026	20894	3670	Teton Technology Partners, LLC	52-20100	3,261.60 M
07/26	07/21/2026	20922	900	Falcon Enviromental Corp	52-20100	1,274.60 M
07/26	07/21/2026	20923	900	Falcon Enviromental Corp	52-20100	1,274.60- M
06/26	06/30/2026	21119	4250	Citizenserve	10-20100	19,200.00- V
06/26	06/23/2026	21179	120	307 Mechanical, Inc.	51-20100	984.26
06/26	06/23/2026	21180	200	Alarmlogix, LLC	10-20100	35.00
06/26	06/23/2026	21181	250	Alpine Ace Hardware	52-20100	945.94
06/26	06/23/2026	21182	4320	Assurity Life Insurance Company	10-20100	1,212.19
06/26	06/23/2026	21183	4080	Austin Young	10-20100	375.00
06/26	06/23/2026	21184	2100	Avante LLC	10-20100	625.00
06/26	06/23/2026	21185	480	Belinda Penny	51-20100	860.00
06/26	06/23/2026	21186	570	Broulims-Alpine	10-20100	138.02
06/26	06/23/2026	21187	3760	Chemwest LLC	51-20100	1,350.00
06/26	06/23/2026	21188	3360	Cobblestone Hotel & Suites - Alpine	10-20100	1,540.00
06/26	06/23/2026	21189	700	Control Engineers, PA	52-20100	137.50
06/26	06/23/2026	21190	710	Core & Main LP	51-20100	7,415.35
06/26	06/23/2026	21191	3920	Cushing Terrell	10-20100	9,500.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/26	06/23/2026	21192	3930	Design Energy Engineering, LLC	10-20100	4,943.75
06/26	06/23/2026	21193	860	Dry Creek Enterprises Inc	10-20100	260.00
06/26	06/23/2026	21194	2740	Dylan Young	10-20100	375.00
06/26	06/23/2026	21195	870	Energy Laboratories Inc	51-20100	2,649.00
06/26	06/23/2026	21196	900	Falcon Enviromental Corp	52-20100	1,274.60
06/26	06/23/2026	21197	910	Fall River Propane	52-20100	19.13
06/26	06/23/2026	21198	3110	G&A Construction	52-20100	5,752.94
06/26	06/23/2026	21199	3320	Gary Fields	10-20100	2,600.00
06/26	06/23/2026	21200	2890	High Country Linen	52-20100	185.66
07/26	07/02/2026	21201	3330	Horse Warriors	10-20100	.00 V
06/26	06/23/2026	21202	1210	Huber Technology LLC	52-20100	3,000.00
06/26	06/23/2026	21203	3570	Hunt Construction, Inc	10-20100	6,900.00
06/26	06/23/2026	21204	1240	IDAWY Solid Waste District	52-20100	10.00
06/26	06/23/2026	21205	170	Jeffrey S Lutz	10-20100	1,200.00
06/26	06/23/2026	21206	1310	Jenkins Building Supply	51-20100	595.16
06/26	06/23/2026	21207	3350	Jennifer Anderson	10-20100	458.13
06/26	06/23/2026	21208	1960	Jewels and Stones LLC	10-20100	600.00
06/26	06/23/2026	21209	1340	Jorgensen Associates, Inc	52-20100	19,528.87
06/26	06/23/2026	21210	4200	JVA, Inc.	52-20100	2,232.00
06/26	06/23/2026	21211	2790	Katherine King	10-20100	600.00
06/26	06/23/2026	21212	1590	Laura Greenwald	10-20100	750.00
06/26	06/23/2026	21213	3475	Leseberg, Craig	10-20100	97.55
06/26	06/23/2026	21214	1510	Lincoln County Sheriff's Office	10-20100	706.50
06/26	06/23/2026	21215	1530	Lincoln County Water Quality Lab	51-20100	229.00
06/26	06/23/2026	21216	3110	Melody Leseberg	10-20100	300.00
06/26	06/23/2026	21217	3560	Nicholas Robert Demler	10-20100	1,500.00
06/26	06/23/2026	21218	1680	Norco, Inc	10-20100	40.92
06/26	06/23/2026	21219	1700	One Call of Wyoming	52-20100	445.20
06/26	06/23/2026	21220	4090	Pacific Office Automation	10-20100	220.88
06/26	06/23/2026	21221	1630	Paul Lavold	10-20100	10,000.00
06/26	06/23/2026	21222	3940	PEAC Solutions	10-20100	282.98
06/26	06/23/2026	21223	3900	Peak Water Services, LLC	52-20100	20,949.35
06/26	06/23/2026	21224	1780	REIC Rentals	10-20100	9.50
06/26	06/23/2026	21225	1910	Servant Electric PC	52-20100	597.29
06/26	06/23/2026	21226	1830	Seth Warren	10-20100	2,200.00
06/26	06/23/2026	21227	3110	Sierra Booth	10-20100	438.22
06/26	06/23/2026	21228	1690	Star Valley Circus	10-20100	500.00
06/26	06/23/2026	21229	4170	Stelting & Gross LLC	52-20100	4,145.00
06/26	06/23/2026	21230	790	Suncore Construction and Materials, Inc.	51-20100	448.79
06/26	06/23/2026	21231	2140	SVI Media	10-20100	701.13
06/26	06/23/2026	21232	3990	Tara Bender	10-20100	33.37
06/26	06/23/2026	21233	2390	USABlueBook	52-20100	320.65
06/26	06/23/2026	21234	2480	Valley Wide Cooperative, Inc	52-20100	203.95
06/26	06/23/2026	21235	4290	W.W. Grainger, Inc.	52-20100	119.71
06/26	06/23/2026	21236	3530	West Bank Sanitation	52-20100	7,523.02
06/26	06/23/2026	21237	3950	Williams, Porter, Day & Neville, P.C.	10-20100	102.00
06/26	06/23/2026	21238	2610	WY Office of State Lands & Investments	51-20100	29,506.17
06/26	06/23/2026	21239	2730	Wyoming Local Liability Pool	10-20100	7,577.00
06/26	06/23/2026	21240	4150	Yost	52-20100	366.86
07/26	07/01/2026	21246	2370	Wyoming Welcomes The Wall That Heals	10-20100	6,000.00
07/26	07/01/2026	21248	200	Alarmlogix, LLC	10-20100	35.00
07/26	07/07/2026	21249	290	Alpine Excavation LLC	51-20100	21,031.30
07/26	07/01/2026	21250	2100	Avante LLC	10-20100	1,875.00
07/26	07/01/2026	21251	2320	Chad R. Merritt	10-20100	80.00
07/26	07/01/2026	21252	650	CNA Surety	10-20100	250.00
07/26	07/01/2026	21253	3920	Cushing Terrell	10-20100	22,000.00
07/26	07/07/2026	21254	3110	Dave Thompson Photography	10-20100	555.00

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07/26	07/07/2026	21255	2170	EMSL Analytical, Inc.	51-20100	546.00
07/26	07/07/2026	21256	870	Energy Laboratories Inc	51-20100	998.00
07/26	07/07/2026	21257	900	Falcon Enviromental Corp	52-20100	14,463.41
07/26	07/07/2026	21258	2890	High Country Linen	52-20100	215.00
07/26	07/01/2026	21259	2490	Jack W. Johnson	10-20100	750.00
07/26	07/01/2026	21260	1340	Jorgensen Associates, Inc	52-20100	17,021.00
07/26	07/01/2026	21261	1650	Kimley-Horn and Associates, Inc.	10-20100	53,627.75
07/26	07/07/2026	21262	1430	KubWater Resources, Inc.	52-20100	6,114.27
07/26	07/07/2026	21263	1530	Lincoln County Water Quality Lab	51-20100	148.00
07/26	07/07/2026	21264	1610	Mission Communications, LLC	51-20100	4,654.98
07/26	07/07/2026	21265	2220	Musgrove Engineering, PA	51-20100	825.00
07/26	07/01/2026	21266	2520	Nolan T. Heiner	10-20100	1,323.00
07/26	07/01/2026	21267	4090	Pacific Office Automation	10-20100	64.95
07/26	07/07/2026	21268	3900	Peak Water Services, LLC	52-20100	5,748.54
07/26	07/01/2026	21269	2870	Sanderson Law Office	10-20100	3,200.00
07/26	07/07/2026	21270	790	Suncore Construction and Materials, Inc.	51-20100	195.00
07/26	07/01/2026	21271	3110	Terry Carey	10-20100	215.00
07/26	07/07/2026	21272	2260	Tormack Custom Screen Printing	10-20100	1,741.00
07/26	07/07/2026	21273	3110	Travis Martin	10-20100	575.00
07/26	07/01/2026	21274	2530	W.A.R.M. Property Insurance Pool	10-20100	54,066.52
07/26	07/07/2026	21275	4290	W.W. Grainger, Inc.	52-20100	174.57
07/26	07/01/2026	21276	2570	Western Records Destruction, Inc.	52-20100	95.00
07/26	07/01/2026	21277	4150	Yost	52-20100	192.54
07/26	07/21/2026	21278	3340	Ahren Schultheis	52-20100	1,000.00
07/26	07/21/2026	21279	250	Alpine Ace Hardware	10-20100	1,774.56
07/26	07/21/2026	21280	480	Belinda Penny	10-20100	1,220.00
07/26	07/21/2026	21281	570	Broulims-Alpine	51-20100	62.73
07/26	07/21/2026	21282	3180	Canvas Unlimited	10-20100	1,882.40
07/26	07/21/2026	21283	710	Core & Main LP	51-20100	775.34
07/26	07/21/2026	21284	1250	Crystal Fredrickson	10-20100	5,670.00
07/26	07/21/2026	21285	670	David Burchard	10-20100	1,117.12
07/26	07/21/2026	21286	860	Dry Creek Enterprises Inc	10-20100	1,785.00
07/26	07/21/2026	21287	870	Energy Laboratories Inc	51-20100	625.00
07/26	07/21/2026	21288	910	Fall River Propane	52-20100	16.76
07/26	07/21/2026	21289	2890	High Country Linen	10-20100	718.94
07/26	07/21/2026	21290	3330	Horse Warriors	10-20100	200.00
07/26	07/21/2026	21291	1310	Jenkins Building Supply	10-20100	1,808.55
07/26	07/21/2026	21292	1270	Joan Braunberger	10-20100	250.00
07/26	07/21/2026	21293	1340	Jorgensen Associates, Inc	52-20100	8,411.15
07/26	07/21/2026	21294	1510	Lincoln County Sheriff's Office	10-20100	706.50
07/26	07/21/2026	21295	1530	Lincoln County Water Quality Lab	51-20100	81.00
07/26	07/21/2026	21296	1610	Mission Communications, LLC	51-20100	151.00
07/26	07/21/2026	21297	1680	Norco, Inc	10-20100	39.60
07/26	07/21/2026	21298	1700	One Call of Wyoming	52-20100	186.90
07/26	07/21/2026	21299	4090	Pacific Office Automation	10-20100	220.88
07/26	07/21/2026	21300	3940	PEAC Solutions	10-20100	282.98
07/26	07/21/2026	21301	1780	REIC Rentals	10-20100	74.88
07/26	07/21/2026	21302	3460	Richard Carr	10-20100	250.00
07/26	07/21/2026	21303	1880	Salt River Motors	10-20100	735.62
07/26	07/21/2026	21304	4130	Snake River Mep Complete, Inc.	52-20100	50,936.54
07/26	07/21/2026	21305	4010	Star Valley Trout Unlimited	10-20100	4,846.19
07/26	07/21/2026	21306	4170	Stelting & Gross LLC	52-20100	2,720.00
07/26	07/21/2026	21307	2130	Surveyor Scherbel, LTD.	10-20100	1,550.00
07/26	07/21/2026	21308	2140	SVI Media	51-20100	612.88
07/26	07/21/2026	21309	3990	Tara Bender	10-20100	16.62
07/26	07/21/2026	21310	2450	Valley Auto Supply	10-20100	134.12
07/26	07/21/2026	21311	3530	West Bank Sanitation	52-20100	6,837.35

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07/26	07/21/2026	21312	2610	WY Office of State Lands & Investments	52-20100	172,196.82
Grand Totals:						663,567.95

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	15,263.66	265,020.58-	249,756.92-
10-21130	1,212.19	.00	1,212.19
10-32-120	752.94	.00	752.94
10-33-135	1,345.00	.00	1,345.00
10-42-240	74.00	.00	74.00
10-42-315	17,146.29	.00	17,146.29
10-42-325	1,007.72	.00	1,007.72
10-42-335	3,210.16	7,200.00-	3,989.84-
10-42-340	508.28	.00	508.28
10-42-350	278.00	.00	278.00
10-42-360	50.00	.00	50.00
10-42-370	89.54	.00	89.54
10-42-380	2,525.67	.00	2,525.67
10-42-381	54,316.52	.00	54,316.52
10-42-410	404.58	.00	404.58
10-48-410	23.75	.00	23.75
10-48-415	16,596.19	.00	16,596.19
10-50-315	4,943.75	.00	4,943.75
10-50-331	7,257.00	.00	7,257.00
10-50-335	228.31	4,800.00-	4,571.69-
10-50-350	850.26	.00	850.26
10-54-333	9,529.09	.00	9,529.09
10-54-455	232.55	.00	232.55
10-56-315	600.00	.00	600.00
10-56-319	1,413.00	.00	1,413.00
10-56-335	.00	2,400.00-	2,400.00-
10-56-410	228.31	.00	228.31
10-56-415	7.18	.00	7.18
10-56-452	44.61	.00	44.61
10-56-454	49.99	.00	49.99
10-58-330	503.00	.00	503.00
10-58-332	1,279.83	.00	1,279.83
10-58-334	59.98	.00	59.98
10-58-400	222.94	.00	222.94
10-58-402	735.62	.00	735.62
10-58-410	1,630.38	210.41-	1,419.97
10-58-450	222.71	.00	222.71
10-58-452	573.82	.00	573.82
10-58-454	874.93	.00	874.93
10-65-315	950.00	.00	950.00
10-65-332	1,453.34	11.96-	1,441.38
10-65-452	1,399.19	.00	1,399.19
10-65-454	460.00	141.29-	318.71
10-66-428	438.22	.00	438.22
10-66-429	113.38	.00	113.38
10-66-430	10,425.06	500.00-	9,925.06
10-66-431	4,721.40	.00	4,721.40

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GL Account	Debit	Credit	Proof
10-66-432	20,850.54	.00	20,850.54
10-90-541	31,500.00	.00	31,500.00
10-90-545	53,627.75	.00	53,627.75
10-95-640	8,053.61	.00	8,053.61
51-20100	2,411.15	99,911.35-	97,500.20-
51-42-315	3,205.00	.00	3,205.00
51-42-335	587.09	2,400.00-	1,812.91-
51-42-370	300.21	.00	300.21
51-42-380	2,525.67	.00	2,525.67
51-42-410	348.22	.00	348.22
51-80-320	4,922.96	.00	4,922.96
51-80-332	29,648.02	11.15-	29,636.87
51-80-335	151.00	.00	151.00
51-80-430	1,350.00	.00	1,350.00
51-80-452	1,828.77	.00	1,828.77
51-80-453	4,454.93	.00	4,454.93
51-80-454	100.00	.00	100.00
51-90-540	17,005.24	.00	17,005.24
51-90-545	19,527.65	.00	19,527.65
51-95-620	11,848.51	.00	11,848.51
51-95-630	2,108.08	.00	2,108.08
52-20100	4,168.60	320,479.43-	316,310.83-
52-33-200	1,000.00	.00	1,000.00
52-38-400	4,000.00	.00	4,000.00
52-42-315	122.00	.00	122.00
52-42-335	358.78	2,400.00-	2,041.22-
52-42-370	300.22	.00	300.22
52-42-380	2,525.66	.00	2,525.66
52-42-410	248.99	.00	248.99
52-82-332	6,128.10	.00	6,128.10
52-82-454	3,017.70	.00	3,017.70
52-82-455	225.00	.00	225.00
52-83-315	6,859.75	.00	6,859.75
52-83-332	21,881.72	1,274.60-	20,607.12
52-83-454	1,318.91	.00	1,318.91
52-84-110	1,000.00	.00	1,000.00
52-84-315	1,768.20	.00	1,768.20
52-84-319	12,212.97	.00	12,212.97
52-84-320	702.62	.00	702.62
52-84-332	55,479.07	494.00-	54,985.07
52-84-335	456.62	.00	456.62
52-84-400	413.29	.00	413.29
52-84-454	5,848.43	.00	5,848.43
52-90-541	6,865.00	.00	6,865.00
52-95-620	130,493.87	.00	130,493.87
52-95-630	57,252.53	.00	57,252.53
Grand Totals:	707,254.77	707,254.77-	.00

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Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>					
10-31-100 PROPERTY TAX	4,348.35	141,298.36	135,000.00	(6,298.36)	104.7
10-31-110 MOTOR VEHICLE TAX	.00	71,122.01	66,000.00	(5,122.01)	107.8
10-31-200 BASIC SALES & USE TAX	49,330.71	503,279.15	585,000.00	81,720.85	86.0
10-31-210 LOCAL OPTIONS SALES & USE TAX	41,170.76	432,886.47	390,000.00	(42,886.47)	111.0
10-31-220 GAS TAX	5,657.51	64,750.94	45,000.00	(19,750.94)	143.9
10-31-225 SPECIAL FUELS TAX	1,029.40	12,584.38	12,000.00	(584.38)	104.9
10-31-230 CIG. TAX	549.06	7,626.66	8,000.00	373.34	95.3
10-31-235 LODGING TAX	5,009.91	212,726.66	200,000.00	(12,726.66)	106.4
10-31-240 FRANCHISE TAX	.00	18,436.34	16,500.00	(1,936.34)	111.7
10-31-250 SEVERANCE TAX	.00	36,261.21	23,000.00	(13,261.21)	157.7
10-31-260 MINERAL ROYALTIES	.00	82,157.69	106,000.00	23,842.31	77.5
10-31-270 DIRECT DISTRIBUTION	.00	134,159.90	145,000.00	10,840.10	92.5
TOTAL TAX REVENUE	107,095.70	1,717,289.77	1,731,500.00	14,210.23	99.2
<u>LICENSES AND PERMITS</u>					
10-32-100 BUSINESS LICENSE	2,350.00	23,845.00	20,000.00	(3,845.00)	119.2
10-32-110 LIQUOR LICENSE	150.00	13,700.31	11,000.00	(2,700.31)	124.6
10-32-120 BUILDING PERMITS	64,399.42	208,013.70	140,000.00	(68,013.70)	148.6
10-32-125 DEVELOPMENT FEES	.00	17,299.30	.00	(17,299.30)	.0
10-32-130 DOG & CAT LICENSE	160.00	250.00	800.00	550.00	31.3
TOTAL LICENSES AND PERMITS	67,059.42	263,108.31	171,800.00	(91,308.31)	153.2
<u>CHARGES FOR SERVICES</u>					
10-33-100 RENTS	1,717.50	93,143.92	255,000.00	161,856.08	36.5
10-33-120 UTILITIES	.00	.00	1,500.00	1,500.00	.0
10-33-130 EVENTS REVENUE	.00	7,603.00	7,500.00	(103.00)	101.4
10-33-135 MOUTAIN DAYS REVENUE	2,610.00	9,210.00	16,500.00	7,290.00	55.8
10-33-140 RECAPTURE REVENUE	.00	136,648.99	.00	(136,648.99)	.0
TOTAL CHARGES FOR SERVICES	4,327.50	246,605.91	280,500.00	33,894.09	87.9
<u>INTERGOVERNMENTAL REVENUE</u>					
10-34-100 LOTTERY	.00	12,708.25	18,000.00	5,291.75	70.6
10-34-200 GRANT INCOME	.00	89,159.70	426,000.00	336,840.30	20.9
TOTAL INTERGOVERNMENTAL REVENUE	.00	101,867.95	444,000.00	342,132.05	22.9

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>FINES & PENALTIES</u>					
10-35-100	CITATIONS	205.00	2,197.00	5,000.00	2,803.00	43.9
	TOTAL FINES & PENALTIES	205.00	2,197.00	5,000.00	2,803.00	43.9
	<u>OTHER REVENUE</u>					
10-38-100	INTEREST INCOME	2,513.31	26,642.71	36,000.00	9,357.29	74.0
10-38-800	OTHER INCOME	835.00	28,689.65	.00	(28,689.65)	.0
10-38-900	PROCEEDS FROM ASSET SALES	.00	.00	5,000.00	5,000.00	.0
	TOTAL OTHER REVENUE	3,348.31	55,332.36	41,000.00	(14,332.36)	135.0
	TOTAL FUND REVENUE	182,035.93	2,386,401.30	2,673,800.00	287,398.70	89.3

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR & COUNCIL</u>					
10-41-110 ELECTED OFFICER SALARIES	3,121.16	29,298.24	33,000.00	3,701.76	88.8
10-41-210 PAYROLL TAXES	206.68	1,919.71	2,500.00	580.29	76.8
10-41-220 HEALTH INSURANCE	1,677.40	11,686.10	18,500.00	6,813.90	63.2
10-41-397 MILEAGE-OTHER EXPENSES	54.63	54.63	1,000.00	945.37	5.5
TOTAL MAYOR & COUNCIL	5,059.87	42,958.68	55,000.00	12,041.32	78.1
<u>ADMINISTRATION</u>					
10-42-110 ADMIN SALAIRES	15,878.13	186,958.24	200,000.00	13,041.76	93.5
10-42-210 ADMIN PAYROLL TAXES	7,525.17	47,491.40	20,000.00	(27,491.40)	237.5
10-42-220 ADMIN MEDICAL BENEFITS	3,995.81	12,437.64	36,000.00	23,562.36	34.6
10-42-230 ADMIN RETIREMENT	2,956.52	29,158.71	36,000.00	6,841.29	81.0
10-42-240 ADMIN HUMAN RESOURCES	402.86	4,923.69	3,000.00	(1,923.69)	164.1
10-42-315 PROFESSIONAL SERVICES	3,314.00	88,375.57	90,000.00	1,624.43	98.2
10-42-325 OFFICE EQUIPMENT LEASE/RENT	503.86	603.92	4,000.00	3,396.08	15.1
10-42-335 SOFTWARE AND IT	4,014.21	52,407.94	45,000.00	(7,407.94)	116.5
10-42-340 TELEPHONE/FAX	.00	5,528.40	7,000.00	1,471.60	79.0
10-42-345 NEW OFFICE EQUIPMENT	.00	565.96	1,000.00	434.04	56.6
10-42-350 ADVERTISING	616.01	1,233.65	5,000.00	3,766.35	24.7
10-42-360 DUES & MEMBERSHIPS	463.42	4,342.16	7,500.00	3,157.84	57.9
10-42-370 MERCHANT FEES/BANK CHARGES	401.91	4,725.97	5,000.00	274.03	94.5
10-42-380 LIABILITY POOL INSURANCE	.00	.00	2,750.00	2,750.00	.0
10-42-381 OTHER INSURANCE	.00	1,842.64	2,500.00	657.36	73.7
10-42-390 ADMIN EDUCATION & TRAINING	.00	2,529.53	4,000.00	1,470.47	63.2
10-42-395 ADMIN TRAVEL	.00	797.37	4,000.00	3,202.63	19.9
10-42-405 ADMIN POSTAGE	217.35	1,703.15	3,000.00	1,296.85	56.8
10-42-410 ADMIN OFFICE SUPPLIES	93.51	1,319.25	6,000.00	4,680.75	22.0
10-42-415 OTHER EXPENSES	.00	75.00	.00	(75.00)	.0
TOTAL ADMINISTRATION	40,382.76	447,020.19	481,750.00	34,729.81	92.8
<u>COURT</u>					
10-45-100 JUDGE SALARY	500.00	5,500.00	6,000.00	500.00	91.7
10-45-110 COURT CLERK SALARY	.00	.00	3,300.00	3,300.00	.0
10-45-210 COURT PAYROLL TAXES	38.25	420.75	750.00	329.25	56.1
10-45-220 COURT MEDICAL BENEFITS	.00	.00	550.00	550.00	.0
10-45-230 COURT RETIREMENT	.00	.00	700.00	700.00	.0
10-45-311 COURT LEGAL & PROFESSIONAL	.00	.00	5,000.00	5,000.00	.0
10-45-335 COURT IT	197.00	9,450.33	8,000.00	(1,450.33)	118.1
10-45-395 COUT RTRAINING & TRAVEL EXP	.00	.00	500.00	500.00	.0
10-45-410 COURT OFFICE SUPPLIES - POST	.00	33.99	500.00	466.01	6.8
TOTAL COURT	735.25	15,405.07	25,300.00	9,894.93	60.9

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRAVEL & TOURISM</u>					
10-48-100 TRAVEL & TOURISM WAGES	.00	470.75	3,400.00	2,929.25	13.9
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	.00	265.57	300.00	34.43	88.5
10-48-220 TOURISM BOARD MEDICAL BENEFIT	.00	85.09	600.00	514.91	14.2
10-48-230 TOURISM BOARD RETIREMENT	.00	87.64	700.00	612.36	12.5
10-48-315 TRAVEL & TOURISM PROFESSIONAL	.00	.00	1,000.00	1,000.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	80.75	1,050.78	100.00	(950.78)	1050.8
10-48-415 TRAVEL & TOURISM GRANT AWARDS	.00	169,182.93	205,106.00	35,923.07	82.5
TOTAL TRAVEL & TOURISM	80.75	171,142.76	211,206.00	40,063.24	81.0
<u>BUILDING & DEVELOPMENT</u>					
10-50-110 P & Z WAGES	6,036.59	71,729.84	75,000.00	3,270.16	95.6
10-50-210 P & Z PAYROLL TAXES	2,785.53	17,542.48	5,500.00	(12,042.48)	319.0
10-50-220 P & Z MEDICAL BENEFITS	1,802.58	12,105.73	20,000.00	7,894.27	60.5
10-50-230 P & Z RETIREMENT	975.33	8,004.10	12,000.00	3,995.90	66.7
10-50-315 BUILDING INSPECTION SERVICES	4,987.50	24,762.50	84,000.00	59,237.50	29.5
10-50-331 P & Z LEGAL & PROFESSIONAL	.00	42,157.30	24,000.00	(18,157.30)	175.7
10-50-335 P & Z IT	213.50	10,593.62	15,000.00	4,406.38	70.6
10-50-350 P & Z ADVERTISING	1,030.76	2,375.03	1,500.00	(875.03)	158.3
10-50-395 P & Z TRAINING & TRAVEL	.00	69.00	1,500.00	1,431.00	4.6
10-50-397 P & Z MILEAGE	.00	.00	500.00	500.00	.0
10-50-410 P & Z OFFICE SUPPLIES & STAMPS	67.50	2,062.32	7,500.00	5,437.68	27.5
10-50-411 P & Z SOFTWARE	.00	436.66	7,500.00	7,063.34	5.8
TOTAL BUILDING & DEVELOPMENT	17,899.29	191,838.58	254,000.00	62,161.42	75.5
<u>STREETS</u>					
10-54-110 STREETS SALARY & WAGES	16,017.01	140,128.94	210,000.00	69,871.06	66.7
10-54-210 STREETS PAYROLL TAXES	1,881.02	16,889.62	25,000.00	8,110.38	67.6
10-54-220 STREETS MEDICAL BENIFITS	2,295.20	10,002.58	50,000.00	39,997.42	20.0
10-54-230 STREETS RETIREMENT	2,981.92	17,449.74	41,000.00	23,550.26	42.6
10-54-315 STREETS PROFESSIONAL SERVICES	.00	(3.29)	500.00	503.29	(.7)
10-54-333 STREETS REPAIRS & MAINTENANCE	3,523.39	84,525.12	80,000.00	(4,525.12)	105.7
10-54-350 STREETS EQUIPMENT R & M	.00	2,005.63	15,000.00	12,994.37	13.4
10-54-380 STREETS INSURANCE	.00	1,691.97	.00	(1,691.97)	.0
10-54-400 STREETS - SMALL TOOLS & EQUIP	85.84	789.91	3,000.00	2,210.09	26.3
10-54-445 STREETS SIGNS	.00	6,326.47	10,000.00	3,673.53	63.3
10-54-455 STREETS FUEL	1,680.00	1,893.24	.00	(1,893.24)	.0
TOTAL STREETS	28,464.38	281,699.93	434,500.00	152,800.07	64.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 55</u>					
10-55-332 SNOW REMOVAL R & M	.00	5,081.79	30,000.00	24,918.21	16.9
10-55-400 SNOW REMOVAL SM TOOLS & EQUIP	.00	7,947.31	35,000.00	27,052.69	22.7
10-55-455 SNOW REMOVAL FUEL	.00	11,630.60	30,000.00	18,369.40	38.8
	<u>.00</u>	<u>24,659.70</u>	<u>95,000.00</u>	<u>70,340.30</u>	<u>26.0</u>
<u>TOTAL DEPARTMENT 55</u>					
<u>LAW ENFORCEMENT</u>					
10-56-110 CODE ENFORCEMENT SALARY	.00	9,680.71	21,000.00	11,319.29	46.1
10-56-210 CODES PAYROLL TAXES	.00	1,108.75	2,500.00	1,391.25	44.4
10-56-220 CODES MEDICAL BENEFITS	.00	738.36	5,500.00	4,761.64	13.4
10-56-230 CODES RETIREMENT	.00	1,802.50	4,000.00	2,197.50	45.1
10-56-319 COUNTY OFFICER CONTRACT & COMM	706.50	137,065.00	145,000.00	7,935.00	94.5
10-56-335 SOFTWARE AND IT	.99	7,290.26	.00	(7,290.26)	.0
10-56-410 CODES OFFICE SUPPLIES	213.50	2,257.25	1,000.00	(1,257.25)	225.7
10-56-415 CODES OTHER EXPENSES	.00	.00	5,000.00	5,000.00	.0
10-56-452 CODES UTILITIES	44.61	444.21	750.00	305.79	59.2
10-56-454 CODES FUEL & MILEAGE	40.00	334.60	2,000.00	1,665.40	16.7
	<u>1,005.60</u>	<u>160,721.64</u>	<u>186,750.00</u>	<u>26,028.36</u>	<u>86.1</u>
<u>TOTAL LAW ENFORCEMENT</u>					

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES</u>					
10-58-110 FACILITIES SALARY & WAGES	.00	2,791.17	100,000.00	97,208.83	2.8
10-58-210 FACILITIES - PAYROLL TAX	.00	314.46	12,000.00	11,685.54	2.6
10-58-220 FACILITIES - MEDICAL BENEFITS	.00 (	3.17)	18,000.00	18,003.17	.0
10-58-230 FACILITIES - RETIREMENT	.00	159.32	22,000.00	21,840.68	.7
10-58-330 FACILITIES - TOWN HALL R & M	226.39	18,944.66	17,500.00 (	1,444.66)	108.3
10-58-332 FACILITIES - C.C. R & M	7,867.18	23,716.08	17,500.00 (	6,216.08)	135.5
10-58-334 FACILITIES - SHOP R & M	14.75	11,833.88	7,500.00 (	4,333.88)	157.8
10-58-335 FACILITIES SOFTWARE AND IT	.00	3,298.81	4,000.00	701.19	82.5
10-58-336 FACILITIES - MC BLDG R & M	.00	1,524.31	2,500.00	975.69	61.0
10-58-360 FACILITIES - CDC R & M	.00	.00	1,000.00	1,000.00	.0
10-58-380 FACILITIES - RENTAL SIDE OF TH	.00	8.92	2,500.00	2,491.08	.4
10-58-400 FACILITIES TOOLS & EQUIPMENT	.00	2,170.74	10,000.00	7,829.26	21.7
10-58-402 SHOP VEHICLES R & M	5,403.11	5,403.11	.00 (	5,403.11)	.0
10-58-410 SHOP SUPPLIES	346.84	14,635.98	10,000.00 (	4,635.98)	146.4
10-58-411 CIVIC CENTER SUPPLIES	.00 (	135.40)	2,500.00	2,635.40 (	5.4)
10-58-450 FACILITIES - T.H. UTILITIES	197.01	2,001.45	3,000.00	998.55	66.7
10-58-452 FACILITIES - C.C. UTILITIES	341.30	12,408.31	20,000.00	7,591.69	62.0
10-58-454 FACILITIES - SHOP UTILITIES	1,139.82	13,574.63	20,000.00	6,425.37	67.9
10-58-456 FACILITIES - MC UTILITIES	.00	39.00	250.00	211.00	15.6
10-58-540 FACILITIES - TOWN INSURANCE	.00	1,413.65	3,000.00	1,586.35	47.1
10-58-542 FACILITIES - SHOP INSURANCE	.00	1,983.03	2,500.00	516.97	79.3
10-58-544 FACILITIES - C.C. INSURANCE	.00	4,158.81	4,000.00 (	158.81)	104.0
10-58-546 FACILITIES - M.C. INSURANCE	.00	.00	2,500.00	2,500.00	.0
10-58-548 FACILITIES - CDC INSURANCE	.00	796.93	.00 (	796.93)	.0
10-58-550 FACILITIES - FIRE DEPT INS	.00	1,543.38	.00 (	1,543.38)	.0
TOTAL FACILITIES	15,536.40	122,582.06	282,250.00	159,667.94	43.4
<u>PARKS</u>					
10-65-110 PARKS SALARIES & WAGES	654.08	16,767.00	100,000.00	83,233.00	16.8
10-65-210 PARKS PAYROLL TAXES	113.82	1,983.01	12,000.00	10,016.99	16.5
10-65-220 PARKS MEDICAL BENEFITS	.00	2,301.65	18,000.00	15,698.35	12.8
10-65-230 PARKS RETIREMENT	121.79	3,009.77	22,000.00	18,990.23	13.7
10-65-315 PARKS PROFESSIONAL SERVICES	.00	1,710.00	500.00 (	1,210.00)	342.0
10-65-332 PARKS REPAIRS & MAINT.	1,326.23	5,956.03	45,000.00	39,043.97	13.2
10-65-340 PARKS OUTSIDE SERVICES/SUB CON	.00	16,870.80	25,000.00	8,129.20	67.5
10-65-380 PARKS INSURANCE	.00	16.27	.00 (	16.27)	.0
10-65-450 PARKS - TOOLS, & EQUIPMENT	280.74	2,331.89	2,000.00 (	331.89)	116.6
10-65-452 PARKS UTILITIES	417.58	13,744.74	15,500.00	1,755.26	88.7
10-65-454 PARKS FUEL	30.00	915.09	2,500.00	1,584.91	36.6
TOTAL PARKS	2,944.24	65,606.25	242,500.00	176,893.75	27.1

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EVENTS</u>					
10-66-110 EVENTS SALARIES & WAGES	.00	1,474.23	3,500.00	2,025.77	42.1
10-66-210 EVENTS PAYROLL TAXES	.00	829.78	750.00	(79.78)	110.6
10-66-220 EVENTS MEDICAL BENEFITS	.00	155.44	1,000.00	844.56	15.5
10-66-230 EVENTS RETIREMENT	.00	274.50	1,500.00	1,225.50	18.3
10-66-421 4TH OF JULY EXPENSES	.00	15,000.00	15,600.00	600.00	96.2
10-66-422 CHRISTMAS LIGHT EXPENSES	.00	2,279.05	4,500.00	2,220.95	50.7
10-66-423 PUMPKIN PATCH EXPENSES	.00	1,069.28	1,800.00	730.72	59.4
10-66-424 TRUNK OR TREAT EXPENSES	.00	145.50	350.00	204.50	41.6
10-66-425 SANTA EXPENSES	.00	1,687.43	1,975.00	287.57	85.4
10-66-426 WINTER JUBILEE EXPENSES	.00	20,148.78	12,200.00	(7,948.78)	165.2
10-66-428 EASTER EGG HUNT EXPENSES	408.52	1,293.67	2,150.00	856.33	60.2
10-66-429 SPRING CLEANUP EXPENSES	.00	.00	750.00	750.00	.0
10-66-430 MOUNTAIN DAYS EXPENSES	1,000.00	2,384.79	20,000.00	17,615.21	11.9
10-66-431 MUSIC SERIES EXPENSES	4,200.00	20,098.00	20,000.00	(98.00)	100.5
10-66-432 250TH EXPENSES	1,800.00	5,300.00	.00	(5,300.00)	.0
10-66-450 OTHER EVENTS EXPENSES	.00	(89.16)	.00	89.16	.0
TOTAL EVENTS	7,408.52	72,051.29	86,075.00	14,023.71	83.7
<u>BUSINESS & COMMUNITY DEV</u>					
10-70-315 BUSINESS & COMMUNITY DEVELOPME	.00	15,861.31	10,000.00	(5,861.31)	158.6
TOTAL BUSINESS & COMMUNITY DEV	.00	15,861.31	10,000.00	(5,861.31)	158.6
<u>CAPITAL OUTLAY</u>					
10-90-540 CAPITAL EXPENDITURES	.00	19,699.50	.00	(19,699.50)	.0
10-90-541 MASTER PLAN	.00	122,119.94	145,000.00	22,880.06	84.2
10-90-545 SS4A PROJECT EXPENSES	.00	4,992.15	300,000.00	295,007.85	1.7
10-90-546 FY 2026 CAPITAL PROJECTS	.00	48,318.62	62,000.00	13,681.38	77.9
10-90-547 USED SERVICE BODY PICK-UP	.00	335.60	45,000.00	44,664.40	.8
TOTAL CAPITAL OUTLAY	.00	195,465.81	552,000.00	356,534.19	35.4
<u>DEBT SERVICE</u>					
10-95-620 DEBT SERVICE LOAN PRINCIPAL	.00	37,703.80	134,000.00	96,296.20	28.1
10-95-630 DEBT SERVICE LOAN INTEREST	.00	3,725.48	.00	(3,725.48)	.0
10-95-640 CAPITAL LEASE PAYMENTS	8,053.61	186,901.98	205,000.00	18,098.02	91.2
TOTAL DEBT SERVICE	8,053.61	228,331.26	339,000.00	110,668.74	67.4
TOTAL FUND EXPENDITURES	127,570.67	2,035,344.53	3,255,331.00	1,219,986.47	62.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	54,465.26	351,056.77	(581,531.00)	(932,587.77)	60.4

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
51-33-100 WATER USAGE FEE INCOME	52,256.87	561,854.06	665,000.00	103,145.94	84.5
51-33-105 FIRE SUPPRESSION SERVICE FEE	4,506.99	16,685.57	.00 (	16,685.57)	.0
51-33-110 BULK WATER SALES	.00	328.00	.00 (	328.00)	.0
51-33-120 TRANSFER FEE INCOME	1,506.41	16,321.55	7,500.00 (	8,821.55)	217.6
51-33-200 DISCONNECT/RECONNECT FEE	.00 (	3.84)	.00	3.84	.0
51-33-400 CONNECTION FEE INCOME	.00	72,265.00	100,000.00	27,735.00	72.3
TOTAL OPERATING REVENUE	58,270.27	667,450.34	772,500.00	105,049.66	86.4
<u>GRANT INCOME</u>					
51-34-100 GRANT REVENUE	.00	102,353.80	877,000.00	774,646.20	11.7
TOTAL GRANT INCOME	.00	102,353.80	877,000.00	774,646.20	11.7
<u>OTHER INCOME</u>					
51-38-100 INTEREST INCOME	2,513.32	36,354.49	36,000.00 (	354.49)	101.0
51-38-300 MISC. INCOME	.00	6,389.86	.00 (	6,389.86)	.0
51-38-400 WATER CAPACITY FEE INCOME	.00	60,865.00	.00 (	60,865.00)	.0
51-38-500 METER REPLACEMENT FEE INCOME	1,372.54	5,242.94	.00 (	5,242.94)	.0
TOTAL OTHER INCOME	3,885.86	108,852.29	36,000.00 (	72,852.29)	302.4
TOTAL FUND REVENUE	62,156.13	878,656.43	1,685,500.00	806,843.57	52.1

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
51-42-110 ADMIN SALARIES & WAGES	1,357.00	35,035.62	30,000.00	(5,035.62)	116.8
51-42-210 ADMIN PAYROLL TAXES	764.09	(773.94)	2,500.00	3,273.94	(31.0)
51-42-220 ADMIN MEDICAL BENEFITS	523.31	2,108.98	5,000.00	2,891.02	42.2
51-42-230 ADMIN RETIREMENT	252.67	3,460.05	6,000.00	2,539.95	57.7
51-42-315 ADMIN PROFESSIONAL SERVICES	.00	64,314.83	50,000.00	(14,314.83)	128.6
51-42-335 SOFTWARE & IT	1,428.02	24,421.91	8,500.00	(15,921.91)	287.3
51-42-360 DUES & MEMBERSHIPS	.00	(348.32)	3,000.00	3,348.32	(11.6)
51-42-370 BANK CHARGES	797.34	7,657.31	6,000.00	(1,657.31)	127.6
51-42-380 INSURANCE	.00	4,344.77	4,500.00	155.23	96.6
51-42-395 TRAVEL & EDUCATION	459.98	1,594.85	2,000.00	405.15	79.7
51-42-405 POSTAGE	182.50	2,812.50	5,000.00	2,187.50	56.3
51-42-410 OFFICE & MISCELLANEOUS	133.74	2,423.48	8,000.00	5,576.52	30.3
TOTAL ADMINISTRATION	5,898.65	147,052.04	130,500.00	(16,552.04)	112.7
<u>FIELD OPS</u>					
51-80-110 FO SALARIES & WAGES	.00	63,974.06	140,000.00	76,025.94	45.7
51-80-210 FO PAYROLL TAXES	.00	8,263.98	22,000.00	13,736.02	37.6
51-80-220 FO MEDICAL BENEFITS	.00	5,845.64	56,000.00	50,154.36	10.4
51-80-230 FO RETIREMENT	.00	7,708.68	35,000.00	27,291.32	22.0
51-80-315 PROFESSIONAL SERVICES	.00	.00	3,000.00	3,000.00	.0
51-80-320 TESTING	199.00	1,581.45	10,000.00	8,418.55	15.8
51-80-325 RENT	.00	26,156.44	25,000.00	(1,156.44)	104.6
51-80-332 REPAIRS & MAINTENANCE	6,635.57	155,422.04	105,000.00	(50,422.04)	148.0
51-80-335 SOFTWARE AND IT	.00	166.67	7,000.00	6,833.33	2.4
51-80-380 FO INSURANCE	.00	174.37	.00	(174.37)	.0
51-80-395 TRAVEL & EDUCATION	.00	725.21	2,000.00	1,274.79	36.3
51-80-400 SMALL TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
51-80-430 CHEMICALS	1,300.00	6,175.00	7,500.00	1,325.00	82.3
51-80-452 UTILITIES (DISTRIBUTION)	410.47	3,322.69	7,500.00	4,177.31	44.3
51-80-453 UTILITIES WELLS (GENERATION)	1,857.61	24,387.05	30,000.00	5,612.95	81.3
51-80-454 FUEL	.00	593.15	7,500.00	6,906.85	7.9
51-80-500 VEHICLE REPAIRS & MAINT	512.48	5,576.98	.00	(5,576.98)	.0
51-80-800 DEPRECIATION EXPENSE	.00	(120,000.00)	175,000.00	295,000.00	(68.6)
TOTAL FIELD OPS	10,915.13	190,073.41	637,500.00	447,426.59	29.8
<u>CAPITAL OUTLAY</u>					
51-90-540 CAPITAL OUTLAY	.00	.00	65,000.00	65,000.00	.0
51-90-545 RADIO READ PROJECT	.00	150,192.15	1,100,000.00	949,807.85	13.7
51-90-546 CAPACITY FEE STUDY - WATER	.00	7,513.97	5,000.00	(2,513.97)	150.3
TOTAL CAPITAL OUTLAY	.00	157,706.12	1,170,000.00	1,012,293.88	13.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
51-95-620 DEBT SERVICES	.00	11,498.58	28,000.00	16,501.42	41.1
51-95-630 INTEREST EXPENSE	.00	16,899.08	1,000.00	(15,899.08)	1689.9
<u>TOTAL DEBT SERVICE</u>	<u>.00</u>	<u>28,397.66</u>	<u>29,000.00</u>	<u>602.34</u>	<u>97.9</u>
 TOTAL FUND EXPENDITURES	 <u>16,813.78</u>	 <u>523,229.23</u>	 <u>1,967,000.00</u>	 <u>1,443,770.77</u>	 <u>26.6</u>
 NET REVENUE OVER EXPENDITURES	 <u>45,342.35</u>	 <u>355,427.20</u>	 <u>(281,500.00)</u>	 <u>(636,927.20)</u>	 <u>126.3</u>

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WASTEWATER FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>OPERATING REVENUE</u>						
52-33-100	MONTHLY SERVICE FEES	70,576.85	656,143.96	750,000.00	93,856.04	87.5
52-33-200	CONNECTION FEES	609.80	96,549.45	200,000.00	103,450.55	48.3
	TOTAL OPERATING REVENUE	71,186.65	752,693.41	950,000.00	197,306.59	79.2
<u>GRANT INCOME</u>						
52-34-100	GRANT INCOME	.00	88,676.00	.00	(88,676.00)	.0
	TOTAL GRANT INCOME	.00	88,676.00	.00	(88,676.00)	.0
<u>OTHER INCOME</u>						
52-38-100	INTEREST INCOME	2,813.90	31,010.23	36,000.00	4,989.77	86.1
52-38-200	MISC INCOME	.00	4,747.73	.00	(4,747.73)	.0
52-38-400	SEWER CAPACITY FEES	3,030.00	43,307.60	.00	(43,307.60)	.0
	TOTAL OTHER INCOME	5,843.90	79,065.56	36,000.00	(43,065.56)	219.6
	TOTAL FUND REVENUE	77,030.55	920,434.97	986,000.00	65,565.03	93.4

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
52-42-110 ADMIN SALARIES & WAGES	4,070.98	32,567.87	30,000.00	(2,567.87)	108.6
52-42-210 ADMIN PAYROLL TAXES	2,292.25	18,365.52	2,500.00	(15,865.52)	734.6
52-42-220 ADMIN MEDICAL BENEFITS	523.31	3,764.78	5,000.00	1,235.22	75.3
52-42-230 ADMIN RETIRMENT	758.01	5,902.56	6,000.00	97.44	98.4
52-42-315 PROFESSIONAL SERVICES	445.50	12,940.04	12,000.00	(940.04)	107.8
52-42-335 SOFTWARE & IT	1,223.77	27,123.76	.00	(27,123.76)	.0
52-42-370 BANK CHARGES	797.35	7,657.29	20,000.00	12,342.71	38.3
52-42-380 INSURANCE	.00	41,248.46	31,000.00	(10,248.46)	133.1
52-42-405 POSTAGE	182.50	2,812.50	5,000.00	2,187.50	56.3
52-42-410 OFFICE & MISCELLANEOUS	218.88	2,031.29	5,000.00	2,968.71	40.6
TOTAL ADMINISTRATION	10,512.55	154,414.07	116,500.00	(37,914.07)	132.5
<u>COLLECTIONS</u>					
52-82-110 COLLECTIONS SALARIES & WAGES	597.03	25,396.27	45,000.00	19,603.73	56.4
52-82-210 COLLECTIONS PAYROLL TAXES	84.39	2,869.15	7,000.00	4,130.85	41.0
52-82-220 COLLECTIONS MEDICAL BENEFITS	433.81	4,603.73	17,000.00	12,396.27	27.1
52-82-230 COLLECTIONS RETIREMENT	111.01	3,547.67	13,000.00	9,452.33	27.3
52-82-300 MISC EXPENSE	.00	12.50	.00	(12.50)	.0
52-82-315 PROFESSIONAL SERVICES	.00	2,038.00	12,000.00	9,962.00	17.0
52-82-320 TESTING	.00	.00	100.00	100.00	.0
52-82-325 RENT	.00	25,000.00	25,000.00	.00	100.0
52-82-332 REPAIRS & MAINTENANCE	10,301.56	80,771.47	75,000.00	(5,771.47)	107.7
52-82-335 SOFTWARE & IT	.00	2,857.87	10,000.00	7,142.13	28.6
52-82-380 COLLECTIONS INSURANCE	.00	136.78	.00	(136.78)	.0
52-82-390 TRAVEL/EDUC./TRAINING	.00	.00	5,000.00	5,000.00	.0
52-82-400 SMALL TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
52-82-454 UTILITIES	985.83	10,751.46	15,000.00	4,248.54	71.7
52-82-455 FUEL	30.00	652.97	7,500.00	6,847.03	8.7
52-82-500 VEHICLE REPAIRS & MAINT	.00	150.34	10,000.00	9,849.66	1.5
52-82-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL COLLECTIONS	12,543.63	158,788.21	366,600.00	207,811.79	43.3

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	9,202.77	69,293.53	45,000.00	(24,293.53)	154.0
52-83-210 PRE- TREATMENT PAYROLL TAXES	1,322.68	9,115.44	7,000.00	(2,115.44)	130.2
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	2,333.52	9,252.85	17,000.00	7,747.15	54.4
52-83-230 PRE- TREATMENT RETIREMENT	1,712.94	12,208.30	13,000.00	791.70	93.9
52-83-300 MISC EXPENSE	.00	40.90	.00	(40.90)	.0
52-83-315 PROFESSIONAL SERVICES	990.00	18,969.20	24,000.00	5,030.80	79.0
52-83-320 TESTING	.00	2,013.42	10,000.00	7,986.58	20.1
52-83-332 REPAIRS & MAINTENANCE	3,806.33	52,270.51	25,000.00	(27,270.51)	209.1
52-83-335 SOFTWARE AND IT	.00	.00	5,000.00	5,000.00	.0
52-83-400 SMALL TOOLS & EQUIPMENT	.00	476.62	.00	(476.62)	.0
52-83-410 PRE-TREAT MISC	.00	53.90	.00	(53.90)	.0
52-83-454 UTILITIES	1,895.82	52,292.08	50,000.00	(2,292.08)	104.6
52-83-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL PRE-TREATMENT	21,264.06	225,986.75	316,000.00	90,013.25	71.5
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	9,656.18	71,581.47	45,000.00	(26,581.47)	159.1
52-84-210 WWTP PAYROLL TAXES	956.13	12,853.83	7,000.00	(5,853.83)	183.6
52-84-220 WWTP MEDICAL BENEFITS	1,341.04	44,731.35	17,000.00	(27,731.35)	263.1
52-84-230 WWTP RETIREMENT	1,611.78	13,169.79	13,000.00	(169.79)	101.3
52-84-315 PROFESSIONAL SERVICES	1,157.40	6,600.66	60,000.00	53,399.34	11.0
52-84-318 SLUDGE HAULING/DISPOSAL	.00	(15,102.41)	60,000.00	75,102.41	(25.2)
52-84-319 SEWAGE CAKE HAULING/DISPOSAL	7,629.47	7,629.47	.00	(7,629.47)	.0
52-84-320 TESTING	430.20	7,372.87	5,000.00	(2,372.87)	147.5
52-84-332 REPAIRS & MAINTENANCE	440.24	123,681.91	90,000.00	(33,681.91)	137.4
52-84-335 SOFTWARE AND IT	427.00	1,454.25	12,000.00	10,545.75	12.1
52-84-390 TRAVEL/EDUC./TRAINING	108.00	1,423.40	5,000.00	3,576.60	28.5
52-84-400 SMALL TOOLS & EQUIPMENT	.00	6,814.30	10,000.00	3,185.70	68.1
52-84-454 UTILITIES	6,765.28	62,134.50	60,000.00	(2,134.50)	103.6
52-84-500 VEHICLE REPAIRS & MAINT	.00	1,214.93	.00	(1,214.93)	.0
TOTAL WWTP	30,522.72	345,560.32	384,000.00	38,439.68	90.0
<u>CAPITAL OUTLAY</u>					
52-90-540 WW CAPITAL OUTLAY	.00	.00	25,000.00	25,000.00	.0
52-90-541 PRE-TREATMENT PROJECT	1,240.00	127,443.14	250,000.00	122,556.86	51.0
52-90-542 CAPACITY FEE STUDY -WW	.00	7,513.99	5,000.00	(2,513.99)	150.3
52-90-543 FY 2026 CAPITAL PROJECTS	.00	34,933.65	50,000.00	15,066.35	69.9
52-90-544 ULTRAVIOLET LIGHT PROJECT	.00	6,308.23	140,000.00	133,691.77	4.5
TOTAL CAPITAL OUTLAY	1,240.00	176,199.01	470,000.00	293,800.99	37.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MAY 31, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
52-95-620 DEBT SERVICE PRINCIPAL	.00	129,051.05	205,000.00	75,948.95	63.0
52-95-630 DEBT SERVICE INTEREST	.00	65,695.35	60,000.00	(5,695.35)	109.5
52-95-640 CAPITAL LEASE PAYMENTS	7,000.00	77,000.00	.00	(77,000.00)	.0
	<u>7,000.00</u>	<u>271,746.40</u>	<u>265,000.00</u>	<u>(6,746.40)</u>	<u>102.6</u>
TOTAL DEBT SERVICE	<u>7,000.00</u>	<u>271,746.40</u>	<u>265,000.00</u>	<u>(6,746.40)</u>	<u>102.6</u>
 TOTAL FUND EXPENDITURES	 <u>83,082.96</u>	 <u>1,332,694.76</u>	 <u>1,918,100.00</u>	 <u>585,405.24</u>	 <u>69.5</u>
 NET REVENUE OVER EXPENDITURES	 <u>(6,052.41)</u>	 <u>(412,259.79)</u>	 <u>(932,100.00)</u>	 <u>(519,840.21)</u>	 <u>(44.2)</u>

RAD CURBSIDE

Trash & Recycling Service Proposal

Prepared for the Town of Alpine, Wyoming • July 2026

Introduction

RAD Curbside is pleased to present this proposal for trash and recycling services for the Town of Alpine, Wyoming. We appreciate the opportunity to serve the Town and its facilities, and we are committed to providing reliable, professional, and responsive waste and recycling collection at each of the locations outlined below.

Proposed Services & Pricing

Location	Container(s)	Service Type	Frequency	Rate
Alpine Town Hall 250 River Circle, Alpine, WY 83128	(1) 96-gallon trash cart	Trash	1x / week	\$41.00 / month
Alpine Town Hall 250 River Circle, Alpine, WY 83128	(3) 32-gallon recycling containers — Aluminum & Plastics #1, and Paper	Recycling	1x / every other week	\$36.00 / month
Public Works Department Buffalo Dr, Alpine, WY	(1) 4-yard dumpster	Trash	1x / week	\$190.00 / month
Waste Water Treatment Plant Buffalo Dr, Alpine, WY	(1) 10-yard roll-off dumpster	Trash	As needed (scheduled 1x / week)	\$365.00 / service + dump fee
Alpine Civic Center 121 US-89, Alpine, WY 83128	(1) 4-yard dumpster	Trash	1x / week	\$190.00 / month
Alpine Civic Center 121 US-89, Alpine, WY 83128	(2) 32-gallon recycling containers — Aluminum & Plastics #1	Recycling	1x / every other week	\$24.00 / month
Alpine Boat Landing Alpine, WY	(1) 4-yard dumpster	Trash — Seasonal	1x / week	\$190.00 / month
Total Monthly Recurring Charges — Town of Alpine				\$671.00 / month *not including WWTP*

Roll-off service at the Waste Water Treatment Plant is billed per service at \$365.00 per haul, plus the applicable dump (disposal) fee. Service is available as needed and will be scheduled for one pickup per week. Roll-off charges are billed per service and are not included in the monthly recurring total above.



RAD Curbside, LLC
PO Box 761 • Driggs, ID 83422
Service locations: Driggs, ID | Afton, WY

Section 6, Itemd.

CUSTOMER SERVICE AGREEMENT

SERVICE LOCATION

Alpine Town Hall / Administration

Customer Name
250 River Cir

Address
Alpine Wyoming 83128

City State Zip
Riley Hovorka

Contact Name
307.654.7757

Phone
Townadmin@alpinewy.gov

Email

BILLING INFORMATION

Town of Alpine

Billing Name
250 River Cir

Billing Address
Alpine Wyoming 83128

City State Zip

Billing Contact Name

Billing Phone

Billing Email

SPECIAL INSTRUCTIONS

SERVICES & RATES

One	Residential / Roll Cart	96-Gallon	1x per week
Quantity	System / Container	Size	Frequency
Three	RCY / Roll Carts	32-Gallon	1x Every Other Week
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency

Monthly Service Charge (Base Rate): \$ 77.00

Haul Per Load: \$ N/A

Fuel Surcharge: \$ N/A

Extra Pickup: \$ 29.00

Delivery Charge: \$ 0.00

Trip / Relocate / Overloaded: \$ 11.00

Tonnage Rate: \$ N/A

Other: \$ N/A

Effective Date: _____

Term: The terms of this Agreement shall extend for 36 months from the Effective Date and shall renew as set forth in the Terms and Conditions. Early termination requires payment of 3 times the average monthly charges for the preceding 6 months.

Terms and Conditions: The Terms and Conditions below are incorporated into and form part of this Agreement.

Execution: By signing below, Customer confirms it has read and agrees to all terms of this Agreement, including the Terms and Conditions on the reverse, and that the signatory has full authority to bind Customer.

Customer Signature _____ Date _____

Printed Name _____ Title _____

Elevate Rep. Signature _____ Date _____

Printed Name _____

CUSTOMER SERVICE AGREEMENT

TERMS AND CONDITIONS

These Terms and Conditions are part of the Customer Service Agreement ("Agreement") between the customer on the face page ("Customer") and Elevate Recycling and Disposal Services of Utah, LLC and/or RAD Curbside, LLC ("Company").

1. SERVICES, EQUIPMENT, AND ACCEPTABLE WASTE

Company will collect, transport, dispose of, and recycle Customer's non-hazardous solid waste as described on the face page. All waste generated by Customer during the term shall be managed exclusively by Company unless otherwise agreed in writing. All containers and equipment remain Company's property. Customer is responsible for reasonable care and custody of Company equipment while on its premises and shall not overload, misuse, alter, relocate, or encumber Company equipment. Customer is liable for all loss, theft, fire, vandalism, and damage beyond ordinary wear and tear. Upon termination, Customer must make equipment available for pickup within 5 business days or daily holdover fees at Company's then-current rates and full replacement value will apply. Customer is responsible for compliance with applicable waste storage, wildlife, and bear-resistant container requirements imposed by law or Company policy.

Customer shall not place hazardous, toxic, flammable, explosive, radioactive, medical, bio-hazardous, regulated, or otherwise prohibited waste in Company containers, including liquids, chemicals, fuels, batteries, asbestos-containing materials, contaminated soil, or other materials requiring special handling under applicable law. Prohibited materials require Company's prior written approval. Title to and liability for any prohibited or nonconforming waste remains with Customer at all times and shall not transfer to Company. If Customer delivers prohibited or nonconforming waste, Company may reject, return, or suspend service without breach, and may charge additional fees for any special handling or disposal required. Customer bears all resulting costs and will indemnify Company for all related claims, fines, and expenses. Title to and ownership of acceptable waste transfers to Company upon final acceptance.

Customer-Owned Containers. If Company agrees in writing to service containers or equipment owned by Customer ("Customer-Owned Equipment"), such services are performed at Customer's sole risk. Customer is solely responsible for the condition, maintenance, repair, and replacement of Customer-Owned Equipment and shall maintain adequate insurance covering such equipment at all times. Company assumes no liability for any loss, damage, destruction, deterioration, or ordinary wear and tear to Customer-Owned Equipment arising out of or related to Company's collection, hauling, loading, transportation, or servicing activities, including but not limited to damage caused by Company's vehicles, equipment, or personnel, except to the extent caused by Company's sole gross negligence or willful misconduct. Customer shall indemnify and hold harmless Company from any claims, damages, losses, or injuries arising from the condition or use of Customer-Owned Equipment, except to the extent caused by Company's sole gross negligence or willful misconduct. Company's liability limitations in Section 6 apply to claims involving Customer-Owned Equipment.

2. TERM, RENEWAL, AND TERMINATION

This Agreement begins on the Effective Date and continues for 36 months, then automatically renews for successive 12-month terms unless either party gives written notice of non-renewal at least 60 days before the end of the then-current term. Early termination for convenience requires payment of 3 times the average monthly charges for the preceding 6 months, plus all unpaid amounts. If Customer permanently closes or relocates outside Company's service area, Customer may terminate on 60 days' written notice. If Customer relocates within Company's service area, this Agreement remains in effect at the new location. Company may suspend or terminate immediately upon written notice if Customer: (a) fails to pay when due; (b) materially breaches and fails to cure within 10 days after notice; or (c) becomes insolvent or files for bankruptcy; provided that Customer may terminate for Company's uncured material breach on the same terms.

3. RIGHT OF FIRST REFUSAL:

If Customer receives a bona fide written offer for substantially similar services from a third party that Customer intends to accept, Customer shall provide Company with written notice of the offer, including its material terms, at least ten (10) business days before accepting it. Company may, within that ten (10) business day period, elect to match the material terms of the offer by written notice to Customer. If Company elects to match the offer, Customer shall continue receiving services from Company on those terms. If Company does not elect to match the offer within that period, Customer may accept the competing offer and terminate this Agreement without payment of the early termination fee set forth in Section 2.

4. ACCESS AND PROPERTY CONDITIONS

Customer must provide safe, unobstructed access on scheduled collection days over surfaces adequate to support Company's vehicles. Company is not responsible for ordinary wear or damage to pavement, curbing, driveways, or subsurface conditions resulting from normal operations, except to the extent caused by Company's sole gross negligence or willful misconduct. If access is blocked or unsafe, Company may treat the service as completed for billing, charge for an additional trip, or suspend service without breach. Customer will indemnify Company for any claims arising from inadequate or unsafe access.

Billing Disputes. Billing Disputes: Customer must notify Company in writing of any disputed charge within fifteen (15) days after the invoice date. The undisputed portion of any invoice remains due when originally due and is subject to the collection remedies set forth in this Agreement. A billing dispute does not suspend Customer's obligation to timely pay undisputed amounts or prevent Company from exercising its rights and remedies with respect to unpaid amounts. Any billing dispute shall be resolved in accordance with Section 8.

5. CHARGES, PAYMENT, AND RATE CHANGES

Payment is due within thirty (30) days of the invoice date. Any amount not paid when due shall accrue interest at the rate of one and one-half percent (1.5%) per month

(18% per annum), or the maximum rate permitted by applicable law, whichever is less. If payment is not received when due, Company may suspend services, terminate this Agreement, or recover Company equipment as permitted by law. Customer shall be responsible for all costs of collection, including reasonable attorneys' fees, court costs, and collection agency fees. If services are suspended for nonpayment, Customer must pay all outstanding amounts and a reactivation fee of \$50 before services resume. If services are suspended and Company equipment has been removed, Customer must pay all outstanding amounts plus a redelivery fee at Company's then-current rate before services resume.

Company may adjust rates upon 30 days' written notice, including for increases in disposal, fuel, labor, insurance, regulatory, or other operating costs, changes in the composition or volume of Customer's waste stream, and annual CPI adjustments or other business reasons. Government-imposed fees, taxes, or surcharges may be passed through immediately without advance notice.

6. WARRANTIES AND INDEMNIFICATION

Customer Warranties. Customer represents and warrants that all waste delivered to Company will conform to the descriptions in this Agreement, will not contain prohibited or nonconforming waste, and that Customer will comply with all applicable laws and regulations relating to its waste.

Indemnification. Customer will indemnify, defend, and hold harmless Company and its affiliates, employees, and agents from all claims, losses, fines, penalties, damages, and expenses (including reasonable attorneys' fees) arising from: (a) Customer's breach of this Agreement or any representation or warranty herein; (b) the negligence or misconduct of Customer or its employees, agents, contractors, or invitees; (c) death, bodily injury, or property damage at Customer's premises or operations; (d) waste characterization, handling, storage, or disposal; or (e) environmental contamination or violation of any applicable law relating to Customer or the waste. This obligation does not apply to the extent caused by Company's sole gross negligence or willful misconduct.

7. LIMITATION OF LIABILITY

Neither party is liable to the other for indirect, incidental, consequential, or punitive damages arising out of or related to this Agreement or the Services. Company's total liability for direct damages is capped at fees paid by Customer in the 12 months before the claim. Company warrants it will perform services in a workmanlike manner in material compliance with applicable law, and that any disposal facilities used hold all required permits and approvals. No other warranties are made.

8. FORCE MAJEURE

Neither party is responsible for delays or failure to perform caused by events beyond reasonable control, including acts of God, severe weather, fire, flood, pandemic, labor disruptions, fuel or equipment shortages, supply chain disruptions, governmental action, or disposal facility closures. Performance obligations are suspended only for the duration and to the extent of such event. Company may modify routes, schedules, or disposal locations as needed. Customer's obligation to pay for services already performed continues regardless.

9.. DISPUTE RESOLUTION

Except for (i) Company's collection actions, (ii) Customer's individual property damage claims, or (iii) requests for injunctive relief, all disputes arising out of or relating to this Agreement or the Services will be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules and the Federal Arbitration Act, in the county where services are performed. The arbitrator has exclusive authority to determine the scope and enforceability of this provision. Judgment on any award may be entered in any court of competent jurisdiction. All claims must be brought individually and not as a class or representative action. Each party knowingly and voluntarily waives any right to a jury trial. Any claim by Customer must be brought within one year after it arises.

10. GENERAL

Governing Law. This Agreement is governed by the laws of the state where the Services are performed.

Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign freely, including in connection with a merger, acquisition, financing, or sale of assets. This Agreement is binding on the parties and their respective heirs, successors, and permitted assigns.

Independent Contractors. Company and Customer are independent contractors. Nothing in this Agreement creates a partnership, joint venture, or employment relationship.

Changes to Terms: Company may modify these standard terms (excluding pricing and agreed service commitments) upon thirty (30) days' prior written notice to Customer, which may be provided by posting revised terms on Company's website and including notice on Customer's invoice. Continued use of Services after the effective date of any modification constitutes Customer's acceptance of the revised terms.

Entire Agreement. This Agreement supersedes all prior discussions and understandings on its subject matter. Amendments to pricing or service commitments must be in a signed writing.

Counterparts. This Agreement may be executed in counterparts, each of which constitutes an original.

Severability. If any provision is unenforceable, it will be modified minimally or severed; the remainder stays in full force.

No Waiver. Failure to enforce any provision is not a waiver of that provision or any other provision.

Survival. Payment, indemnification, liability, and dispute resolution obligations survive termination or expiration of this Agreement.

Notices. Notices must be sent by email, personal delivery, overnight courier, or certified mail to the addresses on the face page.

CUSTOMER SERVICE AGREEMENT

SERVICE LOCATION

Public Works Department

Customer Name
Buffalo Drive

Address
Alpine Wyoming 83128

City State Zip
Dustin Murrell

Contact Name
503-720-7729

Phone
wwtp@alpinewy.gov

Email

BILLING INFORMATION

Town of Alpine

Billing Name
250 River Cir

Billing Address
Alpine Wyoming 83128

City State Zip
Billing Contact Name

Billing Phone

Billing Email

SPECIAL INSTRUCTIONS

SERVICES & RATES

One	Commercial / Dumpster	4-Yard	1x per week
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency

Monthly Service Charge (Base Rate): \$ 190.00

Haul Per Load: \$ N/A

Fuel Surcharge: \$ N/A

Extra Pickup: \$ 75.00

Delivery Charge: \$ 0.00

Trip / Relocate / Overloaded: \$ 22.00

Tonnage Rate: \$ N/A

Other: \$ N/A

Effective Date: _____

Customer Signature _____ Date _____

Printed Name _____ Title _____

Term: The terms of this Agreement shall extend for 36 months from the Effective Date and shall renew as set forth in the Terms and Conditions. Early termination requires payment of 3 times the average monthly charges for the preceding 6 months.

Terms and Conditions: The Terms and Conditions below are incorporated into and form part of this Agreement.

Execution: By signing below, Customer confirms it has read and agrees to all terms of this Agreement, including the Terms and Conditions on the reverse, and that the signatory has full authority to bind Customer.

Elevate Rep. Signature _____ Date _____

Printed Name _____

CUSTOMER SERVICE AGREEMENT

TERMS AND CONDITIONS

These Terms and Conditions are part of the Customer Service Agreement ("Agreement") between the customer on the face page ("Customer") and Elevate Recycling and Disposal Services of Utah, LLC and/or RAD Curbside, LLC ("Company").

1. SERVICES, EQUIPMENT, AND ACCEPTABLE WASTE

Company will collect, transport, dispose of, and recycle Customer's non-hazardous solid waste as described on the face page. All waste generated by Customer during the term shall be managed exclusively by Company unless otherwise agreed in writing. All containers and equipment remain Company's property. Customer is responsible for reasonable care and custody of Company equipment while on its premises and shall not overload, misuse, alter, relocate, or encumber Company equipment. Customer is liable for all loss, theft, fire, vandalism, and damage beyond ordinary wear and tear. Upon termination, Customer must make equipment available for pickup within 5 business days or daily holdover fees at Company's then-current rates and full replacement value will apply. Customer is responsible for compliance with applicable waste storage, wildlife, and bear-resistant container requirements imposed by law or Company policy.

Customer shall not place hazardous, toxic, flammable, explosive, radioactive, medical, bio-hazardous, regulated, or otherwise prohibited waste in Company containers, including liquids, chemicals, fuels, batteries, asbestos-containing materials, contaminated soil, or other materials requiring special handling under applicable law. Prohibited materials require Company's prior written approval. Title to and liability for any prohibited or nonconforming waste remains with Customer at all times and shall not transfer to Company. If Customer delivers prohibited or nonconforming waste, Company may reject, return, or suspend service without breach, and may charge additional fees for any special handling or disposal required. Customer bears all resulting costs and will indemnify Company for all related claims, fines, and expenses. Title to and ownership of acceptable waste transfers to Company upon final acceptance.

Customer-Owned Containers. If Company agrees in writing to service containers or equipment owned by Customer ("Customer-Owned Equipment"), such services are performed at Customer's sole risk. Customer is solely responsible for the condition, maintenance, repair, and replacement of Customer-Owned Equipment and shall maintain adequate insurance covering such equipment at all times. Company assumes no liability for any loss, damage, destruction, deterioration, or ordinary wear and tear to Customer-Owned Equipment arising out of or related to Company's collection, hauling, loading, transportation, or servicing activities, including but not limited to damage caused by Company's vehicles, equipment, or personnel, except to the extent caused by Company's sole gross negligence or willful misconduct. Customer shall indemnify and hold harmless Company from any claims, damages, losses, or injuries arising from the condition or use of Customer-Owned Equipment, except to the extent caused by Company's sole gross negligence or willful misconduct. Company's liability limitations in Section 6 apply to claims involving Customer-Owned Equipment.

2. TERM, RENEWAL, AND TERMINATION

This Agreement begins on the Effective Date and continues for 36 months, then automatically renews for successive 12-month terms unless either party gives written notice of non-renewal at least 60 days before the end of the then-current term. Early termination for convenience requires payment of 3 times the average monthly charges for the preceding 6 months, plus all unpaid amounts. If Customer permanently closes or relocates outside Company's service area, Customer may terminate on 60 days' written notice. If Customer relocates within Company's service area, this Agreement remains in effect at the new location. Company may suspend or terminate immediately upon written notice if Customer: (a) fails to pay when due; (b) materially breaches and fails to cure within 10 days after notice; or (c) becomes insolvent or files for bankruptcy; provided that Customer may terminate for Company's uncured material breach on the same terms.

3. RIGHT OF FIRST REFUSAL:

If Customer receives a bona fide written offer for substantially similar services from a third party that Customer intends to accept, Customer shall provide Company with written notice of the offer, including its material terms, at least ten (10) business days before accepting it. Company may, within that ten (10) business day period, elect to match the material terms of the offer by written notice to Customer. If Company elects to match the offer, Customer shall continue receiving services from Company on those terms. If Company does not elect to match the offer within that period, Customer may accept the competing offer and terminate this Agreement without payment of the early termination fee set forth in Section 2.

4. ACCESS AND PROPERTY CONDITIONS

Customer must provide safe, unobstructed access on scheduled collection days over surfaces adequate to support Company's vehicles. Company is not responsible for ordinary wear or damage to pavement, curbing, driveways, or subsurface conditions resulting from normal operations, except to the extent caused by Company's sole gross negligence or willful misconduct. If access is blocked or unsafe, Company may treat the service as completed for billing, charge for an additional trip, or suspend service without breach. Customer will indemnify Company for any claims arising from inadequate or unsafe access.

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(18% per annum), or the maximum rate permitted by applicable law, whichever is less. If payment is not received when due, Company may suspend services, terminate this Agreement, or recover Company equipment as permitted by law. Customer shall be responsible for all costs of collection, including reasonable attorneys' fees, court costs, and collection agency fees. If services are suspended for nonpayment, Customer must pay all outstanding amounts and a reactivation fee of \$50 before services resume. If services are suspended and Company equipment has been removed, Customer must pay all outstanding amounts plus a redelivery fee at Company's then-current rate before services resume.

Company may adjust rates upon 30 days' written notice, including for increases in disposal, fuel, labor, insurance, regulatory, or other operating costs, changes in the composition or volume of Customer's waste stream, and annual CPI adjustments or other business reasons. Government-imposed fees, taxes, or surcharges may be passed through immediately without advance notice.

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RAD Curbside, LLC
PO Box 761 • Driggs, ID 83422
Service locations: Driggs, ID | Afton, WY

Section 6, Itemd.

CUSTOMER SERVICE AGREEMENT

SERVICE LOCATION

Waste Water Treatment Plant

Customer Name
Buffalo Drive

Address
Alpine Wyoming 83128

City State Zip

Contact Name
Dustin Murrell

Phone
503-720-7729

Email
wwtp@alpinewy.gov

BILLING INFORMATION

Town of Alpine

Billing Name
250 River Cir

Billing Address
Alpine Wyoming 83128

City State Zip

Billing Contact Name

Billing Phone

Billing Email

SPECIAL INSTRUCTIONS

SERVICES & RATES

One	Roll Off / Dumpster	10-Yard	As needed (Scheduled 1x per week)
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency

Monthly Service Charge (Base Rate): \$ \$365/Service

Haul Per Load: \$ 365.00

Fuel Surcharge: \$ N/A

Extra Pickup: \$ 365.00

Delivery Charge: \$ 0.00

Trip / Relocate / Overloaded: \$ N/A

Tonnage Rate: \$ 112.00/ton

Other: \$ N/A

Effective Date: _____

Term: The terms of this Agreement shall extend for 36 months from the Effective Date and shall renew as set forth in the Terms and Conditions. Early termination requires payment of 3 times the average monthly charges for the preceding 6 months.

Terms and Conditions: The Terms and Conditions below are incorporated into and form part of this Agreement.

Execution: By signing below, Customer confirms it has read and agrees to all terms of this Agreement, including the Terms and Conditions on the reverse, and that the signatory has full authority to bind Customer.

Customer Signature _____ Date _____

Printed Name _____ Title _____

Elevate Rep. Signature _____ Date _____

Printed Name _____

CUSTOMER SERVICE AGREEMENT

TERMS AND CONDITIONS

These Terms and Conditions are part of the Customer Service Agreement ("Agreement") between the customer on the face page ("Customer") and Elevate Recycling and Disposal Services of Utah, LLC and/or RAD Curbside, LLC ("Company").

1. SERVICES, EQUIPMENT, AND ACCEPTABLE WASTE

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Customer shall not place hazardous, toxic, flammable, explosive, radioactive, medical, bio-hazardous, regulated, or otherwise prohibited waste in Company containers, including liquids, chemicals, fuels, batteries, asbestos-containing materials, contaminated soil, or other materials requiring special handling under applicable law. Prohibited materials require Company's prior written approval. Title to and liability for any prohibited or nonconforming waste remains with Customer at all times and shall not transfer to Company. If Customer delivers prohibited or nonconforming waste, Company may reject, return, or suspend service without breach, and may charge additional fees for any special handling or disposal required. Customer bears all resulting costs and will indemnify Company for all related claims, fines, and expenses. Title to and ownership of acceptable waste transfers to Company upon final acceptance.

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3. RIGHT OF FIRST REFUSAL:

If Customer receives a bona fide written offer for substantially similar services from a third party that Customer intends to accept, Customer shall provide Company with written notice of the offer, including its material terms, at least ten (10) business days before accepting it. Company may, within that ten (10) business day period, elect to match the material terms of the offer by written notice to Customer. If Company elects to match the offer, Customer shall continue receiving services from Company on those terms. If Company does not elect to match the offer within that period, Customer may accept the competing offer and terminate this Agreement without payment of the early termination fee set forth in Section 2.

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Notices. Notices must be sent by email, personal delivery, overnight courier, or certified mail to the addresses on the face page.

CUSTOMER SERVICE AGREEMENT

SERVICE LOCATION

Alpine Civic Center

Customer Name
121 US-89

Address
Alpine Wyoming 83128

City State Zip
Riley Hovorka

Contact Name
307.654.7757

Phone
Townadmin@alpinewy.gov

Email

BILLING INFORMATION

Town of Alpine

Billing Name
250 River Cir

Billing Address
Alpine Wyoming 83128

City State Zip

Billing Contact Name

Billing Phone

Billing Email

SPECIAL INSTRUCTIONS

SERVICES & RATES

One	Commercial / Dumpster	4-Yard	1x per week
Quantity	System / Container	Size	Frequency
Two	RCY / Roll Carts	32-Gallon	1x Every Other Week
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency

Monthly Service Charge (Base Rate): \$ 214.00

Haul Per Load: \$ N/A

Fuel Surcharge: \$ N/A

Extra Pickup: \$ ~~75- 4YD~~(22 - 32-gal)

Delivery Charge: \$ 0.00

Trip / Relocate / Overloaded: \$ ~~22- 4YD~~(11- 32-gal)

Tonnage Rate: \$ N/A

Other: \$ N/A

Effective Date: _____

Term: The terms of this Agreement shall extend for 36 months from the Effective Date and shall renew as set forth in the Terms and Conditions. Early termination requires payment of 3 times the average monthly charges for the preceding 6 months.

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Printed Name _____ Title _____

Elevate Rep. Signature _____ Date _____

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CUSTOMER SERVICE AGREEMENT

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Customer shall not place hazardous, toxic, flammable, explosive, radioactive, medical, bio-hazardous, regulated, or otherwise prohibited waste in Company containers, including liquids, chemicals, fuels, batteries, asbestos-containing materials, contaminated soil, or other materials requiring special handling under applicable law. Prohibited materials require Company's prior written approval. Title to and liability for any prohibited or nonconforming waste remains with Customer at all times and shall not transfer to Company. If Customer delivers prohibited or nonconforming waste, Company may reject, return, or suspend service without breach, and may charge additional fees for any special handling or disposal required. Customer bears all resulting costs and will indemnify Company for all related claims, fines, and expenses. Title to and ownership of acceptable waste transfers to Company upon final acceptance.

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If Customer receives a bona fide written offer for substantially similar services from a third party that Customer intends to accept, Customer shall provide Company with written notice of the offer, including its material terms, at least ten (10) business days before accepting it. Company may, within that ten (10) business day period, elect to match the material terms of the offer by written notice to Customer. If Company elects to match the offer, Customer shall continue receiving services from Company on those terms. If Company does not elect to match the offer within that period, Customer may accept the competing offer and terminate this Agreement without payment of the early termination fee set forth in Section 2.

4. ACCESS AND PROPERTY CONDITIONS

Customer must provide safe, unobstructed access on scheduled collection days over surfaces adequate to support Company's vehicles. Company is not responsible for ordinary wear or damage to pavement, curbing, driveways, or subsurface conditions resulting from normal operations, except to the extent caused by Company's sole gross negligence or willful misconduct. If access is blocked or unsafe, Company may treat the service as completed for billing, charge for an additional trip, or suspend service without breach. Customer will indemnify Company for any claims arising from inadequate or unsafe access.

Billing Disputes. Billing Disputes: Customer must notify Company in writing of any disputed charge within fifteen (15) days after the invoice date. The undisputed portion of any invoice remains due when originally due and is subject to the collection remedies set forth in this Agreement. A billing dispute does not suspend Customer's obligation to timely pay undisputed amounts or prevent Company from exercising its rights and remedies with respect to unpaid amounts. Any billing dispute shall be resolved in accordance with Section 8.

5. CHARGES, PAYMENT, AND RATE CHANGES

Payment is due within thirty (30) days of the invoice date. Any amount not paid when due shall accrue interest at the rate of one and one-half percent (1.5%) per month

(18% per annum), or the maximum rate permitted by applicable law, whichever is less. If payment is not received when due, Company may suspend services, terminate this Agreement, or recover Company equipment as permitted by law. Customer shall be responsible for all costs of collection, including reasonable attorneys' fees, court costs, and collection agency fees. If services are suspended for nonpayment, Customer must pay all outstanding amounts and a reactivation fee of \$50 before services resume. If services are suspended and Company equipment has been removed, Customer must pay all outstanding amounts plus a redelivery fee at Company's then-current rate before services resume.

Company may adjust rates upon 30 days' written notice, including for increases in disposal, fuel, labor, insurance, regulatory, or other operating costs, changes in the composition or volume of Customer's waste stream, and annual CPI adjustments or other business reasons. Government-imposed fees, taxes, or surcharges may be passed through immediately without advance notice.

6. WARRANTIES AND INDEMNIFICATION

Customer Warranties. Customer represents and warrants that all waste delivered to Company will conform to the descriptions in this Agreement, will not contain prohibited or nonconforming waste, and that Customer will comply with all applicable laws and regulations relating to its waste.

Indemnification. Customer will indemnify, defend, and hold harmless Company and its affiliates, employees, and agents from all claims, losses, fines, penalties, damages, and expenses (including reasonable attorneys' fees) arising from: (a) Customer's breach of this Agreement or any representation or warranty herein; (b) the negligence or misconduct of Customer or its employees, agents, contractors, or invitees; (c) death, bodily injury, or property damage at Customer's premises or operations; (d) waste characterization, handling, storage, or disposal; or (e) environmental contamination or violation of any applicable law relating to Customer or the waste. This obligation does not apply to the extent caused by Company's sole gross negligence or willful misconduct.

7. LIMITATION OF LIABILITY

Neither party is liable to the other for indirect, incidental, consequential, or punitive damages arising out of or related to this Agreement or the Services. Company's total liability for direct damages is capped at fees paid by Customer in the 12 months before the claim. Company warrants it will perform services in a workmanlike manner in material compliance with applicable law, and that any disposal facilities used hold all required permits and approvals. No other warranties are made.

8. FORCE MAJEURE

Neither party is responsible for delays or failure to perform caused by events beyond reasonable control, including acts of God, severe weather, fire, flood, pandemic, labor disruptions, fuel or equipment shortages, supply chain disruptions, governmental action, or disposal facility closures. Performance obligations are suspended only for the duration and to the extent of such event. Company may modify routes, schedules, or disposal locations as needed. Customer's obligation to pay for services already performed continues regardless.

9.. DISPUTE RESOLUTION

Except for (i) Company's collection actions, (ii) Customer's individual property damage claims, or (iii) requests for injunctive relief, all disputes arising out of or relating to this Agreement or the Services will be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules and the Federal Arbitration Act, in the county where services are performed. The arbitrator has exclusive authority to determine the scope and enforceability of this provision. Judgment on any award may be entered in any court of competent jurisdiction. All claims must be brought individually and not as a class or representative action. Each party knowingly and voluntarily waives any right to a jury trial. Any claim by Customer must be brought within one year after it arises.

10. GENERAL

Governing Law. This Agreement is governed by the laws of the state where the Services are performed.

Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign freely, including in connection with a merger, acquisition, financing, or sale of assets. This Agreement is binding on the parties and their respective heirs, successors, and permitted assigns.

Independent Contractors. Company and Customer are independent contractors. Nothing in this Agreement creates a partnership, joint venture, or employment relationship.

Changes to Terms: Company may modify these standard terms (excluding pricing and agreed service commitments) upon thirty (30) days' prior written notice to Customer, which may be provided by posting revised terms on Company's website and including notice on Customer's invoice. Continued use of Services after the effective date of any modification constitutes Customer's acceptance of the revised terms.

Entire Agreement. This Agreement supersedes all prior discussions and understandings on its subject matter. Amendments to pricing or service commitments must be in a signed writing.

Counterparts. This Agreement may be executed in counterparts, each of which constitutes an original.

Severability. If any provision is unenforceable, it will be modified minimally or severed; the remainder stays in full force.

No Waiver. Failure to enforce any provision is not a waiver of that provision or any other provision.

Survival. Payment, indemnification, liability, and dispute resolution obligations survive termination or expiration of this Agreement.

Notices. Notices must be sent by email, personal delivery, overnight courier, or certified mail to the addresses on the face page.



RAD Curbside, LLC
PO Box 761 • Driggs, ID 83422
Service locations: Driggs, ID | Afton, WY

Section 6, Itemd.

CUSTOMER SERVICE AGREEMENT

SERVICE LOCATION

Alpine Boat Landing

Customer Name
Alpine Boat Landing

Address
Alpine Wyoming 83128

City State Zip
Riley Hovorka

Contact Name
307.654.7757

Phone
Townadmin@alpinewy.gov

Email

BILLING INFORMATION

Town of Alpine

Billing Name
250 River Cir

Billing Address
Alpine Wyoming 83128

City State Zip
Riley Hovorka

Billing Contact Name
307.654.7757

Billing Phone
Townadmin@alpinewy.gov

Billing Email

SPECIAL INSTRUCTIONS

Seasonal Location - Town of Alpine will contact RAD Curbside when wanting to start or pause service.

SERVICES & RATES

One	Commercial / Dumpster	4-Yard	1x per week
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency
Quantity	System / Container	Size	Frequency

Monthly Service Charge (Base Rate): \$ 190.00

Haul Per Load: \$ N/A

Fuel Surcharge: \$ N/A

Extra Pickup: \$ 75.00

Delivery Charge: \$ 0.00

Trip / Relocate / Overloaded: \$ 22.00

Tonnage Rate: \$ N/A

Other: \$ N/A

Effective Date: _____

Term: The terms of this Agreement shall extend for 36 months from the Effective Date and shall renew as set forth in the Terms and Conditions. Early termination requires payment of 3 times the average monthly charges for the preceding 6 months.

Terms and Conditions: The Terms and Conditions below are incorporated into and form part of this Agreement.

Execution: By signing below, Customer confirms it has read and agrees to all terms of this Agreement, including the Terms and Conditions on the reverse, and that the signatory has full authority to bind Customer.

Customer Signature _____ Date _____

Printed Name _____ Title _____

Elevate Rep. Signature _____ Date _____

Printed Name _____

CUSTOMER SERVICE AGREEMENT

TERMS AND CONDITIONS

These Terms and Conditions are part of the Customer Service Agreement ("Agreement") between the customer on the face page ("Customer") and Elevate Recycling and Disposal Services of Utah, LLC and/or RAD Curbside, LLC ("Company").

1. SERVICES, EQUIPMENT, AND ACCEPTABLE WASTE

Company will collect, transport, dispose of, and recycle Customer's non-hazardous solid waste as described on the face page. All waste generated by Customer during the term shall be managed exclusively by Company unless otherwise agreed in writing. All containers and equipment remain Company's property. Customer is responsible for reasonable care and custody of Company equipment while on its premises and shall not overload, misuse, alter, relocate, or encumber Company equipment. Customer is liable for all loss, theft, fire, vandalism, and damage beyond ordinary wear and tear. Upon termination, Customer must make equipment available for pickup within 5 business days or daily holdover fees at Company's then-current rates and full replacement value will apply. Customer is responsible for compliance with applicable waste storage, wildlife, and bear-resistant container requirements imposed by law or Company policy.

Customer shall not place hazardous, toxic, flammable, explosive, radioactive, medical, bio-hazardous, regulated, or otherwise prohibited waste in Company containers, including liquids, chemicals, fuels, batteries, asbestos-containing materials, contaminated soil, or other materials requiring special handling under applicable law. Prohibited materials require Company's prior written approval. Title to and liability for any prohibited or nonconforming waste remains with Customer at all times and shall not transfer to Company. If Customer delivers prohibited or nonconforming waste, Company may reject, return, or suspend service without breach, and may charge additional fees for any special handling or disposal required. Customer bears all resulting costs and will indemnify Company for all related claims, fines, and expenses. Title to and ownership of acceptable waste transfers to Company upon final acceptance.

Customer-Owned Containers. If Company agrees in writing to service containers or equipment owned by Customer ("Customer-Owned Equipment"), such services are performed at Customer's sole risk. Customer is solely responsible for the condition, maintenance, repair, and replacement of Customer-Owned Equipment and shall maintain adequate insurance covering such equipment at all times. Company assumes no liability for any loss, damage, destruction, deterioration, or ordinary wear and tear to Customer-Owned Equipment arising out of or related to Company's collection, hauling, loading, transportation, or servicing activities, including but not limited to damage caused by Company's vehicles, equipment, or personnel, except to the extent caused by Company's sole gross negligence or willful misconduct. Customer shall indemnify and hold harmless Company from any claims, damages, losses, or injuries arising from the condition or use of Customer-Owned Equipment, except to the extent caused by Company's sole gross negligence or willful misconduct. Company's liability limitations in Section 6 apply to claims involving Customer-Owned Equipment.

2. TERM, RENEWAL, AND TERMINATION

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Sheriff's Office
Lincoln County
 State of Wyoming

1040 Justice Center Dr. - P.O. Box 1364
 Kemmerer, Wyoming 83101
 307-877-3971
 421 Jefferson Street, Ste 301
 Afton, Wyoming 83110
 307-885-5231
 M. Shane Johnson
 Sheriff



ALPINE STATS 06/01/26-06/30/26

CITATIONS	15
WARNINGS	24
CFS/LAW INCIDENTS	237
SPECIAL PATROL	37

ANIMAL PROBLEM	1	ABANONDED VEHICLE	6
AGENCY ASSIST	2	ALARMS	4
ASSAULT		ACCIDENTS	8
BURGLARY		CITIZEN DISPUTE	2
CITIZEN ASSIST	2	CONTROL BURN	7
CIVIL STAND BY		ALCOHOL PROBLEM	
CHILD ABUSE		DISTURBANCE / DISASTER	1 / 1
CONTROLLED SUBSTANCE		DOMESTIC VIOLENCE / ELDER ABUSE	2 / 1
CUSTODIAL INTER.		DRUGS	
FOREST PAT/GAME FISH	1 / 1	HARASSMENT	
E911	16	FIRE/FIREWORKS	3 / 1
FIELD CONTACT		LITTERING	1
MISSING PERSON	3	LOST/FOUND PROPERTY	2
INFORMATION	3	PROTECTION VIOLATION	
JUVENILE PROBLEM		SUICIDAL SUBJECT	
LOST/FOUND ANIMAL	4	MEDICAL / MENTAL SUB	10 / 2
MOTOR ASSIST	7	NOISE / SCHOOL ZONE	1 / 0
RECKLESS DRIVING	11	REPO	1
TRANSFER PATIENT	17	SUSPICIOUS	2
REDDI	7	THEFT	3
TRESPASSING	3	WARRANT	1
WELFARE CHECK	2	LIVESTOCK	
THREATENING	1	VIN INSPECTION/VIN STAMP	13 / 2
WEAPON OFFENSE	1	TRAFFIC HAZARD	5



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-011**

TOWN BOUNDARIES

**AN ORDINANCE APPROVING AND AUTHORIZING THE ANNEXATION OF LOT 18
OF BOARDWALK II SUBDIVISION, LOCATED IN LINCOLN COUNTY, INTO THE
BOUNDARIES OF THE TOWN OF ALPINE, WYOMING.**

WHEREAS, Lot 18 Boardwalk, LLC, owner of the property depicted herein on the map attached as Exhibit A and legally described in Exhibit B, filed with the Town of Alpine a Petition for Annexation into the Town of Alpine, Lincoln County, Wyoming, pursuant to W.S. § 15-1-403; and.

WHEREAS, the Town Council adopted Resolution No. 2026-022 certifying the annexation petition.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE:

Section 1. Incorporation of Recitals

That the foregoing recitals are incorporated in and made part of this Ordinance by this reference.

Section 2. Findings

That the Town of Alpine hereby finds as follows:

- a) That notice of a public hearing was given in compliance with W.S. § 15-1-405; and
- b) That a public hearing was held on June 23, 2026; and
- c) That the annexation of the area hereinafter described is for the protection of the health, safety, and welfare of the persons residing in the area and the Town of Alpine; and
- d) That the area sought to be annexed will constitute a natural, geographical, economic, and social part of the Town of Alpine; and
- e) That the area is a logical and feasible addition to the Town and that the extension of basic services continually available in the Town of Alpine can be furnished to the area sought to be annexed; and
- f) That the area sought to be annexed is contiguous with or adjacent to the Town of Alpine; and

- g) That the Governing Body is prepared to issue such franchises as are necessary to public electric utilities to serve the annexed area pursuant to W.S. § 15-1-410 and to authorize the designated utility to serve the entire annexed area.

Section 3. Annexation and Zoning.

That all real property described as:

Lot 18 of Boardwalk II Subdivision, located in the SE¼SW¼ of Section 20, Township 37 North, Range 118 West, 6th P.M., Lincoln County, Wyoming, as shown on the plat recorded in the Office of the Lincoln County Clerk as Accession No. 994633,

shall be, and the same hereby is, annexed into the Town of Alpine, Lincoln County, Wyoming, and the boundaries of the Town of Alpine corporate municipal limits are hereby extended and changed to include said tract of land.

Upon adoption of this Ordinance, said real property shall be zoned Mixed Residential Commercial (MRC) and such designation shall be shown upon the Official Zoning Map of the Town of Alpine, Wyoming.

Section 4. Filing with County Clerk

In accordance with the requirements of W.S. § 15-1-406, the Alpine Town Clerk shall file with the Lincoln County Clerk a map of the area annexed hereunder together with a copy of this Ordinance approved by the Governing Body of the Town of Alpine so that the corporate municipal boundaries of the Town of Alpine can be extended and changed to include said land and the same shall be reflected in the official real property records of Lincoln County, Wyoming.

Section 5. Existing Covenants and Restrictions

Annexation of the real property as described herein shall not terminate any covenants, conditions, or restrictions of record. The real property within the annexed area shall remain subject to any homeowners' association or property owners' association fees levied by the homeowners' or property owners' associations or entities of record.

Section 6. Severability.

Sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any phrase, clause, sentence, paragraph, or section of this Ordinance is declared illegal or unconstitutional, such illegality or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections.

Section 7. Effective Date.

The annexation of the territory described herein is effective upon publication of this Ordinance.

Passed First Reading on the 23rd day of June 2026.

VOTING RECORD:

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

Passed Second Reading on the 7th day of July 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 21st day of July 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

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. 2026-011 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:

Monica L. Chenault, Clerk / Treasurer



Date: July 21, 2026
Department: Clerk/Treasurer
Presenter: Monica L. Chenault, Clerk/Treasurer
Subject: Public Hearing and Consideration of Alpine Apex Annexation / Dry Dog Development, LLC

Purpose

Council is conducting a public hearing on the Petition to Annex submitted by Dry Dog Development, LLC for the property commonly referred to as the Alpine Apex Annexation. Council is being asked to determine whether the petition and annexation process satisfy the requirements of Wyoming law and applicable Town requirements, and whether to proceed with annexation by ordinance if the required findings and procedures have been met.

Background

Dry Dog Development, LLC submitted a Petition to Annex property identified as Lot 96, Alpine Village Subdivision No. 1, Plat 3 Amended - 7th Filing, Lincoln County, Wyoming. The property consists of approximately 2.5 acres and is located on the north side of Elkhorn Drive, north of Targhee Place, near the Targhee Landing area. The property is contiguous with or adjacent to the current Town limits.

The applicant has requested that the property be brought into the Town of Alpine and has requested Mixed Residential Commercial (MRC) zoning. The Planning and Zoning Commission conducted prepetition review and submitted its written report and recommendation to Town Council. The annexation report has also been prepared for Council review.

Annexation brings property into the corporate limits of the Town. It does not, by itself, approve a subdivision, development plan, building permit, utility connection, or any other separate development or utility approval. If annexed, the property will be subject to the same Town ordinances, zoning requirements, development standards, utility rules, fees, and review processes that apply to other properties within the Town.

Review Based on Annexation Checklist Requirements

The following checklist items are included for Council consideration during the public hearing and any subsequent action on the annexation:

- **Petition Requirements:** The Petition to Annex has been submitted for Council review. Council may consider whether it is signed and notarized, includes a request that the described territory be annexed, includes the required owner statement, and includes the required legal description and supporting ownership documentation.
- **Property Description and Map:** The annexation materials include the legal description and annexation map showing the area proposed to be annexed, identifiable landmarks and boundaries, the relationship of the property to the Town limits, and the proposed boundary change.
- **Planning and Zoning Review:** The Planning and Zoning Commission completed its prepetition review and submitted a written report and recommendation. The Commission identified the annexation as a minor annexation and commented on the requested MRC zoning and related development considerations.
- **Annexation Report:** The annexation report has been prepared for Council review. The report addresses the statutory annexation findings, service availability, estimated infrastructure costs, projected service costs, mill levy information, and anticipated infrastructure obligations.
- **Notice Requirements:** The record includes notice documentation, including the Affidavit of Mailing and Affidavit of Posting. Council should confirm that all required notice and publication requirements have been completed before taking final action.



- Public Hearing: The public hearing has been scheduled for July 21, 2026, at 6:30 p.m., at Alpine Town Hall, 250 River Circle, Alpine, Wyoming.

Alternatives

Option A - Find that the statutory conditions and required procedures have been met and proceed with annexation by ordinance.

- Benefits Include: Allows the Town to proceed if Council finds the petition, report, notices, hearing, and statutory findings are sufficient.
- Challenges Include: Council should be comfortable that the required findings and procedures are complete before proceeding.

Option B - Continue the matter for additional information or correction.

- Benefits Include: Allows time to correct or supplement the record if Council identifies missing information or unresolved questions.
- Challenges Include: Delays the annexation process and may require updated scheduling or notice review.

Option C - Deny the petition if required statutory findings or procedures have not been met.

- Benefits Include: Ensures annexation does not proceed unless legal requirements are satisfied.
- Challenges Include: Ends or delays the applicant's current annexation request unless a corrected or new petition is submitted.

Fiscal Impact

The petitioner is responsible for applicable annexation fees, deposits, notice costs, publication costs, engineering review costs, and other pass-through costs required by Town ordinance. Based on the annexation report, no Town-funded infrastructure improvements within the existing Town boundaries are anticipated to be required to accommodate the proposed annexation. Infrastructure improvements needed to serve the annexed property are the responsibility of the developer/property owner.

Strategic or Community Impact

Annexation would bring the property into the Town limits and place it under the Town's ordinances, zoning requirements, development standards, utility rules, fees, and review processes. This supports orderly growth and allows future land use, subdivision, utility, and development questions to be reviewed through the Town's established processes. Annexation does not independently approve future development or utility connection.

Key Questions

1. Does Council find that the Petition to Annex substantially complies with the requirements of W.S. 15-1-403?
2. Does Council find that the annexation report and supporting materials address the requirements of W.S. 15-1-402?
3. Have the required notice and public hearing procedures been completed under W.S. 15-1-405 and applicable Town requirements?
4. Can Council make the statutory findings that the annexation protects health, safety, and welfare; is a natural, logical, and feasible addition to the Town; is contiguous or adjacent; and that services can reasonably be made available?



Suggested Motion

I move to find that the statutory conditions for annexation exist, that the required annexation procedures have been met, and to approve Ordinance No. _____ on first reading annexing the property commonly referred to as the Alpine Apex Annexation into the Town of Alpine.



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-013**

TOWN BOUNDARIES

**AN ORDINANCE APPROVING AND AUTHORIZING THE ANNEXATION OF Alpine
APEX ANNEXATION / ALPINE VILLAGE NO. 1 PLAT 3 LOT 96 APPROXIMATELY
2.5 ACRES OF PROPERTY LOCATED IN LINCOLN COUNTY, INTO THE
BOUNDARIES OF THE TOWN OF ALPINE, WYOMING.**

WHEREAS, on May 20th, 2026, Landowner of the property depicted herein on the map “Exhibit A” and described herein as “Exhibit B” filed with the Town of Alpine a petition for Annexation into the Town of Alpine, Lincoln County, Wyoming pursuant to W.S. § 15-1-403.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE:

Section 1. Incorporation of Recitals

That the foregoing recitals are incorporated in and made part of this Ordinance by this reference.

Section 2. Findings

That the Town of Alpine hereby finds as follows:

- a) That the notice of a public hearing was given in compliance with W.S. 15-1-405, and
- b) That a public hearing was held on July 21, 2026, and
- c) That the annexation of the area hereinafter described is for the protection of health, safety, and welfare of the persons residing in the area and the Town of Alpine; and
- d) That the area sought to be annexed will constitute a natural, geographical, economic and social part of the Town of Alpine; and
- e) That the area is a logical and feasible addition to the Town and that the extension of basic services continually available in the Town of Alpine can be furnished to the area sought to be annexed; and
- f) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area is owned by the city; and
- g) That the Governing Body is prepared to issue such franchises as are necessary to public electric utilities to serve the annexed area pursuant to W.S. § 15-1-410, and to authorize the designated utility to serve the entire annexed area.

Section 3. Annexation and Zoning.

That all real property as described herein shall be, and the same hereby is, annexed into the Town of Alpine, Lincoln County, Wyoming, and the boundaries of the Town of Alpine corporate municipal limits are hereby extended and changed to include said tract of land described in Exhibits A and B, attached, and incorporated herein. Upon adoption of this Ordinance, said real property shall be zoned as Mixed Residential Commercial (MRC) and such designation shall be shown upon the official zoning map of the Town of Alpine, Wyoming

Section 4. Filing with County Clerk

In accordance with the requirements of W.S. § 15-1-406, the Alpine Town Clerk shall file with the Lincoln County Clerk a map of the area annexed hereunder together with a copy of this Ordinance approved by the Governing Body of the Town of Alpine so that the corporate municipal boundaries of the Town of Alpine can be extended and changed to include said land and the same shall be reflected in the official real property records of Lincoln County, Wyoming.

Section 5. Existing Covenants and Restrictions

Annexation of the real property as described herein shall not terminate any covenants, conditions or restrictions of record. The real property within the annexed area is still subject to any homeowners or property owners’ association fees levied by the homeowners or property owner associations or entities of record.

Section 6. Severability.

Sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, or section of this ordinance is declared illegal or unconstitutional, such illegality or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections.

Section 7. Effective Date.

The annexation of the territory described herein is effective upon publication of this Ordinance.

Passed First Reading on the 21 day of July 2026.

VOTING RECORD:

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

Passed Second Reading on the 4th day of August 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 18th day of August 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

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. 2026-013 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:

Monica L. Chenault, Clerk / Treasurer



Date: July 21, 2026
Department: Clerk/Treasurer
Presenter: Monica L. Chenault, Clerk/Treasurer
Subject: AMI Radio Read Project Pay Applications and Final Contractor Payment

Purpose

Council is being asked to review and approve the attached AMI Radio Read Project pay applications and authorize payment of the remaining balance due to Core and Main, LP after applying the credit for parts invoices previously paid directly by the Town.

Background

The attached pay applications represent the contractor and equipment costs necessary to complete the AMI Radio Read Project, with the exception of Town staff labor to install meters and project engineering costs. Project engineering costs are billed separately and include the engineering time needed to reconcile and correct the project invoicing and pay application documentation.

During project implementation, certain parts were billed directly to the Town account rather than being processed through the contractor pay application process. This appears to have resulted from a misunderstanding regarding how the parts should be charged and tracked for the project. Those invoices were reviewed and approved for payment at the time, and the Town has already paid those direct parts invoices.

Because the Town paid those invoices directly, the payments must be applied as a credit against the total contractor project cost shown in the pay applications. The attached pay applications identify the following requested payment amounts:

Item	Amount
Pay Application No. 1	\$437,342.24
Pay Application No. 2	\$166,062.21
Pay Application No. 3	\$24,896.51
Pay Application No. 4	\$38,766.95
Total Pay Applications	\$667,067.91
Less Direct Parts Invoices Previously Paid by Town	(\$286,111.01)
Remaining Balance Due to Contractor	\$380,956.90

The difference between the total pay applications and the direct invoices already paid by the Town is the remaining amount due to Core and Main, LP.

Alternatives

Option A - Approve the pay applications and authorize payment of the remaining balance due to Core and Main, LP after applying the Town's direct payment credit.

Benefits Include: Allows the Town to reconcile and close out the contractor payment portion of the AMI Radio Read Project, apply the credit for parts already paid directly by the Town, pay only the remaining balance due to the contractor, and move forward with grant reimbursement in accordance with the grant agreement. Jorgensen Associates, Inc. has reviewed the project costs, compiled the supporting documentation, and certified the pay applications for payment. Town staff have also reviewed the information and are in agreement with the engineer's assessment.

Challenges Include: The project invoicing was administratively complicated because some project materials were billed directly to the Town and already paid. However, those payments have been identified and are being applied as a credit against the contractor's payment amount.

Option B - Table the pay applications for additional review.



Benefits Include: Allows additional time for Council to review the payment documentation, project costs, credits, and grant reimbursement process before taking action.

Challenges Include: This item is time-sensitive because the Town has an October 1 reimbursement submittal deadline. Additional review would likely need to be completed by the project engineers and the Town Attorney, which may result in additional professional services costs. Delaying approval may also risk the Town's ability to submit the reimbursement request timely and could jeopardize reimbursement under the grant agreement. If Council chooses this option, Council will need to provide direction to staff regarding what additional review is requested and how staff should proceed.

Option C - Do not approve payment at this time.

Benefits Include: Avoids authorizing payment at this time.

Challenges Include: Failure to approve the pay applications would prevent the Town from completing the contractor payment process and may prevent or delay the Town's ability to submit for grant reimbursement under the grant agreement. Because the reimbursement submittal deadline is October 1, this could place reimbursement at risk. It would also leave the project closeout unresolved despite engineer-certified payment applications and staff agreement with the engineer's assessment. If Council chooses this option, Council will need to provide direction to staff regarding how to proceed with the contractor payment applications, project closeout, and grant reimbursement process.

Fiscal Impact

The total of the four attached pay applications is \$667,067.91. The Town has already paid direct parts invoices totaling \$286,111.01. After applying that amount as a credit, the remaining balance due to the contractor is \$380,956.90.

This amount represents the contractor/equipment portion of the AMI Radio Read Project reflected in the attached pay applications. Town staff labor for meter installation and project engineering costs are separate project costs and are not included in the remaining contractor payment amount. Project engineering costs include the time required to assist with review, reconciliation, and correction of the project invoicing and pay application documentation.

Strategic or Community Impact

The AMI Radio Read Project improves the Town's ability to read meters more efficiently and accurately, supports utility billing operations, and reduces the amount of staff time required for manual meter reading. Completion and reconciliation of the project costs also supports accurate grant, budget, and project accounting.

Key Questions

1. Does Council wish to approve the attached pay applications as the contractor/equipment cost to complete the AMI Radio Read Project, with the exception of staff labor and project engineering costs?
2. Does Council understand that the Town has already paid direct parts invoices totaling \$286,111.01 and that this amount is being applied as a credit against the total pay applications?
3. Does Council wish to authorize payment of the remaining balance of \$380,956.90 to Core and Main, LP?
4. Does Council want any additional review before payment is authorized?

Suggested Motion

I move to approve the AMI Radio Read Project pay applications in the total amount of \$667,067.91, apply a credit of \$286,111.01 for direct parts invoices previously paid by the Town, and authorize payment of the remaining balance due to Core and Main, LP in the amount of \$380,956.90, with project engineering and Town staff labor costs accounted for separately.



Contractor's Application for Payment No. 1

Application Period: 06/31/2025 - 05/04/2026		Application Date: May 5, 2026	
To (Owner): Town of Alpine, Wyoming		From (Contractor): Core and Main, LP	
Via (Engineer): Jorgensen Associates, Inc.			
Project: Town of Alpine AMI	Contract: Town of Alpine AMI Project		
Owner's Contract No.:	Contractor's Project No.: PJ1000001358	Engineer's Project No.: 23001	

Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$3,220.88	
2		
3		
4		
5		
6		
7		
8		
9		
TOTALS	\$3,220.88	
NET CHANGE BY CHANGE ORDERS	\$3,220.88	

1. ORIGINAL CONTRACT PRICE.....	\$	575,985.46
2. Net change by Change Orders.....	\$	3,220.88
3. Current Contract Price (Line 1 ± 2).....	\$	579,206.34
4. TOTAL COMPLETED AND STORED TO DATE (Column G total on Progress Estimate + Stored Materials).....	\$	460,360.25
5. RETAINAGE:		
a. 5% X \$ 460,360.25 Work Completed.....	\$	23,018.01
b. 5% X _____ Stored Material.....	\$	-
c. Total Retainage (Line 5.a + Line 5.b).....	\$	23,018.01
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	437,342.24
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	-
8. GROSS AMOUNT DUE THIS APPLICATION.....	\$	437,342.24
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	141,864.10

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Andrew Truscott Date: 5/5/26

Payment of: \$ 437,342.24
(Line 8 - 9 - 10 or other - attach explanation of the other amount)

is recommended by: [Signature] 6/9/2026
(Engineer) (Date)

Payment of: \$ 437,342.24
(Line 8 - 9 - 10 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)

AMI Radio Read Pay App-1 Billing

Section 8, Itemc.

Town of Alpine
Hosted 7/7/2023

Meter Reading List
Report Date: 06/30/2026
Customer Number Order

Neptune 360 software

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readout of all meters
operational

Report Criteria:

Disconnected Services Included

Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
1.000.01 Water	Taylor, Brandy 18965108	Reading	80 US Hwy 89 06/01/26	9,989,546	2,516	1.0000		9,992,504 / 2,958	
Meter tag in property file									
1.001.01 Water	Wortman, Keith 18965110	Reading	100 US HWY 89 06/01/26	4,540	188	1.0000		4,744 / 204	
Meter tag in property tag.									
1.020.01 Water	Stoker, Doyle 18880641	Reading	154 TRAIL DRIVE ROAD 06/01/26	59,958	13,300	1.0000		77,368 / 17,410	
Meter tag in poperty file									
1.040.01 Water	Jensen, Val 19063718	Reading	664 SUNSET DRIVE 06/01/26	1,378	125	1.0000		1,521 / 143	
Meter tag in property file									
1.060.01 Water	Ooms, Bryan & Sara 19063831	Reading	308 GREYS RIVER ROAD 06/01/26	24,435	9,338	1.0000		67,780 / 43,345	
Meter changed out.									
1.080.01 Water	Farias Properties 19064012	Reading	610 PINE COURT 06/01/26	9,998,305	0	1.0000		9,996,650 / 345	
Meter tag in property file									
1.100.01 Water	Alpine Property Holdings Group, LLC 19064015	Reading	627 GRANDVIEW DRIVE 06/01/26	41,073	1,575	1.0000		42,039 / 966	
Meter tag in property file.									
1.120.01 Water	Billings, Bill 18880591	Reading	611 PINE COURT 06/01/26	0	0	1.0000		0 / 0	
Meter tag in property file.									
1.140.01 Water	Schultz, Linda 19064014	Reading	609 PINE COURT 06/01/26	54,284	57	1.0000		61,364 / 7,080	
Meter tag in property file									
1.160.01 Water	Moszynski, Jerzy & Liz 18880592	Reading	601 PINECOURT 06/01/26	3,447	0	1.0000		3,447 / 0	
Meter tag in property file									
1.162.01 Water	Bolton, Brianna & John 19064011	Reading	608 PINE COURT 06/01/26	81,058	14,755	1.0000		88,275 / 7,217	
Meter tag in property file									
1.180.01 Water	Wilson, Dennis 18880595	Reading	604 PINE COURT 06/01/26	68,988	3,985	1.0000		72,641 / 3,653	
Meter tag in property file									
1.200.01 Water	Mogren, Max 18880594	Reading	605 PINE COURT 06/01/26	61,654	4,489	1.0000		72,953 / 11,299	
Meter tag inproperty file									
1.220.01 Water	Auten - Frank 19063723	Reading	328 BRIDGER 06/01/26	7,602	757	1.0000		7,602 / 0	
Meter tag in property file									

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Customer Hash: 1,548,314 Comment Hash: Reading Hash: Reading Date:

Town of Alpine
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Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
1.226.01 Water	Mietchen, Robert & Patricia 19063770	Reading	784 Terrace Lane 06/01/26	78,191	13,833	1.0000		97,674 / 19,483	
	Meter tag in property file.								
1.227.01 Water	Mietchen, Robert 19063767	Reading	785 TERRACE LANE 06/01/26	33,159	2,428	1.0000		35,439 / 2,280	
	Meter tag in property file.								
1.240.01 Water	Paine, Joseph 19063724	Reading	316 GREYS RIVER ROAD 06/01/26	39,760	1,899	1.0000		41,567 / 1,807	
	Meter tag in property file.								
1.260.01 Water	Wooden, Patsy 19063721	Reading	318 GREYS RIVER ROAD 06/01/26	58,728	4,729	1.0000		63,874 / 5,146	
	Meter tag in property file.								
1.280.01 Water	Avery, Tony 19063727	Reading	330 GREYS RIVER ROAD 06/01/26	13,152	423	1.0000		17,908 / 4,756	
	Meter tag in property file.								
1.320.01 Water	Whitaker, Thomas 19063685	Reading	277 Meadows Drive 06/01/26	0	0	1.0000		0 / 0	
	Meter tag in property file.								
1.321.01 Water	Whitaker, Thomas 19063681	Reading	320 Meadows Drive 06/01/26	7,014	66	1.0000		7,051 / 37	
	Meter tag in property file.								
1.340.01 Water	Wright, Catherine 19063912	Reading	517 THREE RIVERS DRIVE 06/01/26	93,659	8,241	1.0000		103,011 / 9,352	
	Meter tag in property file.								
1.341.01 Water	Horner - Anderchuk 19063914	Reading	519 THREE RIVERS DRIVE 06/01/26	32,533	0	1.0000		32,533 / 0	
	Meter tag in property file.								
1.360.01 Water	Citro, Ryan & Kristen 19063913	Reading	521 THREE RIVERS DRIVE 06/01/26	253,555	39,807	1.0000		317,068 / 63,513	
	Meter tag in property file.								
1.374.01 Water	Schenk, Stephen & Abby 19063911	Reading	515 THREE RIVERS DRIVE 06/01/26	267,925	8,594	1.0000		276,800 / 8,875	
	Meter tag in property file.								
1.379.01 Water	Roth, Jason 19063674	Reading	525 Three Rivers Drive 06/01/26	187,804	1,149	1.0000		211,472 / 23,668	
	Meter tag in property file.								
1.380.01 Water	Three Rivers Properties, LLC 19063915	Reading	523 THREE RIVERS DRIVE 06/01/26	238,848	33,102	1.0000		274,794 / 35,946	
	Meter tag in property file.								
1.381.01 Water	Castro - Smith 19063671	Reading	522 THREE RIVERS DRIVE 06/01/26	64,703	4,905	1.0000		82,878 / 18,175	
	Meter tag in property file.								

*** Page Totals *** Count: 14

Customer Hash: 1,842,914 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Town of Alpine
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Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
1.390.01 Water	Nye, David P 19063916	Reading	511 THREE RIVERS DRIVE 06/01/26	108,728	1,288	1.0000		126,688 / 17,960	
Meter tag in property file.									
1.400.01 Water	Gayhart, Tiphany 19063918	Reading	507 THREE RIVERS DRIVE 06/01/26	388,888	52,545	1.0000		435,909 / 47,021	
Meter tag in property file.									
1.401.01 Water	Bronson, Amanda 19063927	Reading	531 FOREST CIRCLE DRIVE 06/01/26	14,895	1,218	1.0000		17,058 / 2,163	
Meter tag in property file.									
1.410.01 Water	Gavin, Andre & Kathleen 19063943	Reading	541 FOREST CIRCLE DRIVE 06/01/26	88,879	9,904	1.0000		102,340 / 13,461	
Meter tag in property file.									
1.420.01 Water	Eklund, Erik 19063930	Reading	533 FOREST CIRCLE DRIVE 06/01/26	37,258	3,409	1.0000		41,294 / 4,036	
Meter tag in property file.									
1.440.01 Water	Harris, Ken & Lisa 19063945	Reading	535 FOREST CIRCLE DRIVE 06/01/26	145,336	19,225	1.0000		177,796 / 32,460	
Meter tag in property file.									
1.460.01 Water	Jorgensen, Wayne 19063942	Reading	537 FOREST CIRCLE DRIVE 06/01/26	170,459	22,901	1.0000		214,375 / 43,916	
Meter tag in property file.									
1.480.01 Water	Asher, Gloria 19063941	Reading	539 FOREST CIRCLE DRIVE 06/01/26	280,171	36,779	1.0000		339,787 / 59,616	
Meter tag in property file.									

*** Page Totals *** Count: 8

Customer Hash: 1,140,108 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Totals for Route: 1

*** Route Totals *** Count: 36

Customer Hash: 4,531,336 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Town of Alpine
Hosted 7/7/2023

Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
1.500.01 Water	Vernon, Brad 19063923	Reading	540 FOREST CIRCLE DRIVE 06/01/26	31,504	2,176	1.0000		35,443 / 3,939	
	Meter tag in property file.								
1.501.01 Water	Toland-Dickerson, Cheryl 19063944	Reading	536 Forest Circle Drive 06/01/26	183,015	10,856	1.0000		211,697 / 28,682	
	Meter tag in property file.								
1.520.01 Water	McDonald, Joseph & Diana 19063959	Reading	503 THREE RIVERS DRIVE 06/01/26	9,783	0	1.0000		14,065 / 4,282	
	Meter tag in property file								
1.521.01 Water	Lucero, Tyler 19063926	Reading	505 Forest Circle Drive 06/01/26	74,920	2,206	1.0000		78,225 / 3,305	
	Meter tag in property file.								
1.523.01 Water	Gayhart, Tiphany 19063919	Reading	508 THREE RIVERS DRIVE 06/01/26	321,618	54,611	1.0000		371,921 / 50,303	
	Meter tag in property file.								
1.524.01 Water	Pantone, Anna 19063917	Reading	504 THREE RIVERS DRIVE 06/01/26	185,924	14,836	1.0000		201,354 / 15,430	
	Meter tag in property file.								
1.525.01 Water	Atkins, Skylar 19063956	Reading	502 THREE RIVERS DRIVE 06/01/26	38,347	3,113	1.0000		41,542 / 3,195	
	Meter tag in property file								
1.540.01 Water	Sawdy, Barbara 19063957	Reading	500 THREE RIVERS DRIVE 06/01/26	22,128	1,643	1.0000		24,206 / 2,078	
	Meter tag in property file.								
1.560.01 Water	Beck, Brian & Lori 19063687	Reading	349 THREE RIVERS DRIVE 06/01/26	82,110	4,998	1.0000		88,931 / 6,821	
	Meter tag located in property file.								
1.580.01 Water	Castillo, Carlos 19063922	Reading	570 FOREST CIRCLE DRIVE 06/01/26	33,531	3,084	1.0000		36,674 / 3,143	
	Meter tag in property file.								
1.590.01 Water	King, Carson 19063921	Reading	543 FOREST CIRCLE DRIVE 06/01/26	88,653	11,040	1.0000		103,776 / 15,123	
	Meter tag in property file.								
1.593.01 Water	Green, Samuel 19063924	Reading	549 FOREST CIRCLE DRIVE 06/01/26	202,236	24,698	1.0000		255,715 / 53,479	
	Meter tag in property file.								
1.600.01 Water	Deromedis, Joe & Shirlee 11951120	Reading	697 Sunset Drive 06/01/26	107,466	29,951	1.0000		133,650 / 26,184	
	Meter transmitter switched out by hydrocorp								
1.604.01 Water	Krajniak, Kent & Catherine 18880612	Reading	634 OVERLOOK CIRCLE 06/01/26	205,375	6,150	1.0000		217,613 / 12,238	
	Meter tag in property file.								

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Customer Hash: 2,168,114 Comment Hash: Reading Hash: Reading Date:

Town of Alpine
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Meter Reading List
Report Date: 06/30/2026
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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
1.605.01 Water	Birk, Todd 18880613	Reading	06/01/26	461,559	61,525	1.0000		553,567 / 92,008	
Meter tag in property file.									
1.641.01 Water	Sloan - Stankovich 18880611	Reading	06/01/26	45,357	3,902	1.0000		49,983 / 4,626	
Meter tag in property file.									
1.644.01 Water	Dubois, Jack 18880615	Reading	06/01/26	13,244	1,216	1.0000		19,999 / 6,755	
Meter tag in property file.									
1.650.01 Water	Sesto - Ho 19064021	Reading	06/01/26	69,607	8,249	1.0000		82,253 / 12,646	
Meter tag in property file.									
1.651.01 Water	Elwell, Jeff 19063876	Reading	06/01/26	13,895	4,319	1.0000		14,794 / 899	
Meter tag in property file.									
1.660.01 Water	Shaw, Mary Burke 18880620	Reading	06/01/26	48,716	0	1.0000		55,663 / 6,947	
Meter tag in property file.									
1.680.01 Water	Christensen, Brian 18880616	Reading	06/01/26	184,802	33,181	1.0000		204,205 / 19,403	
Meter tag in property file.									
1.700.01 Water	Noble, John 19064024	Reading	06/01/26	37,354	3,240	1.0000		40,217 / 2,863	
Meter tag in property file.									
1.720.01 Water	Turley, Steven 19064013	Reading	06/01/26	18,636	1,308	1.0000		21,999 / 3,363	
Meter tag in property file.									
1.740.01 Water	Clauson, Bobbi & Phillip 19064028	Reading	06/01/26	58,011	3,455	1.0000		67,321 / 9,310	
Meter tag in property file.									
1.760.01 Water	Gustafson, Maurene 19064030	Reading	06/01/26	47,244	2,516	1.0000		49,687 / 2,443	
Meter tag in property file.									
1.780.01 Water	Poe, Ed 18880617	Reading	06/01/26	0	0	1.0000		0 / 0	
Meter tag in property file.									
1.800.01 Water	Phalen, Ginger 19064023	Reading	06/01/26	182,507	10,237	1.0000		183,230 / 723	
Meter tag in property file.									
1.820.01 Water	Mitkovski, Bojan & Catherine 19064022	Reading	06/01/26	50,231	4,683	1.0000		57,098 / 6,867	
Meter tag in property file.									

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1.840.01 Water	Gustafson, David E. 18880614	Reading	631 GRANDVIEW DRIVE 06/01/26	14,882	0	1.0000		14,882 / 0	
	Meter tag in property file.								
1.860.01 Water	Lasher, Chris & Christine 18940817	Reading	334 MEADOWS DRIVE 06/01/26	170,727	17,388	1.0000		182,401 / 11,674	
	Meter tag in property file.								
1.870.01 Water	Kellog, Landon 19063968	Reading	454 GREYS RIVER LOOP 06/01/26	65,604	8,079	1.0000		70,506 / 4,902	
	Meter tag in property file.								
1.871.01 Water	Boyer, Todd 19063967	Reading	458 GREYS RIVER LOOP 06/01/26	68,239	7,965	1.0000		83,092 / 14,853	
	Meter tag in property file.								
1.873.01 Water	Halstead, Daniel 19063932	Reading	462 GREYS RIVER LOOP 06/01/26	86,992	11,576	1.0000		98,367 / 11,375	
	Meter tag in property file.								
1.889.01 Water	Reynolds, Dan & Trish 19063953	Reading	469 GREYS RIVER LOOP 06/01/26	102,017	4,466	1.0000		102,128 / 111	
	Meter tag in property file.								
1.890.01 Water	Schrieber - Corsi 19063935	Reading	465 GREYS RIVER LOOP 06/01/26	41,711	4,777	1.0000		52,264 / 10,553	
	Meter tag in property file.								
1.892.01 Water	Brough, Kevin & Dominique 19063958	Reading	457 Greys River Loop 06/01/26	63,886	4,469	1.0000		71,022 / 7,136	
	Meter tag in property file.								
1.900.01 Water	Toombs - Poole 19063960	Reading	444 Greys River Loop 06/01/26	106,799	12,932	1.0000		128,488 / 21,689	
	Meter tag in property file.								
1.902.01 Water	Butera, Timothy & Cynthia 19063708	Reading	341 EAST MILL ROAD 06/01/26	327,180	39,598	1.0000		369,208 / 42,028	
	Meter tag in property file.								
1.910.01 Water	Stone, Jack & Joann 19063713	Reading	303 Greys River Road 06/01/26	126,333	92	1.0000		126,333 / 0	
	Meter tag in property file.								
1.920.01 Water	Mele, Scott 19063709	Reading	339 EAST MILL ROAD 06/01/26	76,701	9,164	1.0000		90,348 / 13,647	
	Meter tag in property file.								
1.940.01 Water	Stasiev - Rakova 19063705	Reading	335 EAST MILL ROAD 06/01/26	196,413	23,260	1.0000		217,791 / 21,378	
	Meter tag in property file.								
1.951.01 Water	Vulcano, Carlos & Jacqueline 19063970	Reading	456 GREY'S RIVER LOOP 06/01/26	133,568	32,174	1.0000		153,571 / 20,003	
	Meter tag in property file.								

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1.952.01 Water	Walker, Keith 19063952	Reading	06/01/26	88,818	10,448	1.0000		110,126 / 21,308	
Meter tag in property file.									
1.956.01 Water	Verley, Rex 19063954	Reading	06/01/26	91,422	11,469	1.0000		125,068 / 33,646	
Meter tag in property file.									
1.958.01 Water	Hoover, Mitch & Sarah 19063948	Reading	06/01/26	48,192	6,254	1.0000		60,882 / 12,690	
Meter tag in property file.									
1.960.01 Water	Deming, Thomas & Cheryl 19063966	Reading	06/01/26	66,737	9,467	1.0000		75,452 / 8,715	
Meter tag in property file.									
1.963.01 Water	Hamilton, Amy 19063949	Reading	06/01/26	24,069	2,386	1.0000		27,337 / 3,268	
Meter tag in property file.									
1.980.01 Water	Macleod - Sharood 19063704	Reading	06/01/26	82,786	1,444	1.0000		97,952 / 15,166	
Meter tag in property file									
2.000.01 Water	Wilson, Josh & Melisa 19063702	Reading	06/01/26	68,113	8,682	1.0000		87,471 / 19,358	
Meter tag in property file.									
2.020.01 Water	Kerley, Steven W. 19063726	Reading	06/01/26	25,262	1,577	1.0000		30,334 / 5,072	
Meter tag in property file									
2.040.01 Water	O'Donnell, Katrina 19063728	Reading	06/01/26	100,767	11,450	1.0000		129,368 / 28,601	
Meter tag in property file.									
2.060.01 Water	Draper, Rex 19063715	Reading	06/01/26	96,809	5,980	1.0000		105,889 / 9,080	
Meter tag in property file.									
2.080.01 Water	Jons, Jason & Phonesavanh 19063712	Reading	06/01/26	39,630	3,246	1.0000		42,545 / 2,915	
Meter tag in property file.									
2.100.01 Water	Panszee, Eric & Cassie 19063969	Reading	06/01/26	41,035	3,625	1.0000		45,261 / 4,226	
Meter tag in property file.									
2.120.01 Water	Ehresman, Josh & Megan 19063714	Reading	06/01/26	343,903	38,862	1.0000		383,730 / 39,827	
Meter tag in property file									
2.140.01 Water	Timmons, Brian L. 19063711	Reading	06/01/26	131,930	20,513	1.0000		202,497 / 70,567	
Meter tag in property file									

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2.160.01 Water	Hansen, Jake 19063701	Reading	275 MEADOWS DRIVE 06/01/26	97,567	8,890	1.0000		103,220 / 5,653	
	Meter tag in property file.								
2.180.01 Water	Jorgensen, Bruce 19063683	Reading	338 MEADOWS DRIVE 06/01/26	261,047	30,047	1.0000		304,645 / 43,598	
	Meter tag in property file.								
2.200.01 Water	Reistad, Inanna 19063951	Reading	468 GREYS RIVER LOOP 06/01/26	44,835	3,542	1.0000		64,459 / 19,624	
	Meter tag in property file								
2.201.01 Water	Huckin, Laura 19063955	Reading	467 GREYS RIVER LOOP 06/01/26	106,476	13,505	1.0000		118,765 / 12,289	
	Meter tag in property file.								
2.220.01 Water	LoBuono, Lori 19063741	Reading	774 LODGE LANE 06/01/26	173,461	10,796	1.0000		202,957 / 29,496	
	Meter tag in property file.								
2.240.01 Water	Trujillo - Poland 18880626	Reading	776 LODGE LANE 06/01/26	874	0	1.0000		874 / 0	
	Meter tag in property files								
2.260.01 Water	Callen, Cory 19063744	Reading	778 LODGE LANE 06/01/26	31,963	2,042	1.0000		34,126 / 2,163	
	Meter tag in property file								
2.280.01 Water	Harris, Della 19063742	Reading	780 LODGE LANE 06/01/26	31,547	454	1.0000		41,816 / 10,269	
	Meter tag in property file.								
2.300.01 Water	Stoll, Marc A. 19063716	Reading	756 TERRACE DRIVE 06/01/26	685	71	1.0000		776 / 91	
	Meter tag in property file.								
2.320.01 Water	Buckley, Jack & Julie 19063733	Reading	782 LODGE LANE 06/01/26	146,109	4,376	1.0000		160,021 / 13,912	
	Meter tag in property file								
2.340.01 Water	Wilding, Kevin & Victoria 19063731	Reading	784 LODGE LANE 06/01/26	65,286	3,754	1.0000		77,891 / 12,605	
	Meter tag in property file								
2.360.01 Water	Bess, Tasha & Bartley 19063734	Reading	786 LODGE LANE 06/01/26	30,721	6,039	1.0000		37,441 / 6,720	
	Meter tag in property file								
2.370.01 Water	Wilding, M.D., Gregg 19063732	Reading	788 LODGE LANE 06/01/26	28,670	134	1.0000		28,670 / 0	
	Meter tag in property file								
2.380.01 Water	Watson, Nannette 19063735	Reading	790 LODGE LANE 06/01/26	17,906	647	1.0000		21,614 / 3,708	
	Meter tag in property file								

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2.400.01 Water	Yellowstone South LLC 19063725	Reading	792 LODGE LANE 06/01/26	168,828	40,124	1.0000		228,784 / 59,956	
Meter tag in property file.									
2.420.01 Water	Thompson, Debbie 19063722	Reading	794 LODGE LANE 06/01/26	5,411	45	1.0000		5,423 / 12	
Meter tag in property file.									
2.460.01 Water	Wilding, M.D., Gregg 19063743	Reading	772 LODGE LANE 06/01/26	13,382	0	1.0000		13,382 / 0	
Meter tag in property file									
2.466.01 Water	Gulley, Dwayne & Shanna 19063898	Reading	662 SUNSET DRIVE 06/01/26	329,798	42,319	1.0000		414,438 / 84,640	
Meter tag in property file.									
2.470.01 Water	Jones, Jeremy Allyn 19063745	Reading	779 LODGE LANE 06/01/26	158,801	24,798	1.0000		176,156 / 17,355	
Meter tag in property file									
2.480.01 Water	Wierda, Michael & Amy 19063737	Reading	759 Terrace Drive 06/01/26	34,961	3,054	1.0000		36,668 / 1,707	
Meter tag in property file									

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2.500.01 Water	Hardy, Wayne 19063739	Reading	761 Terrace Drive 06/01/26	51,810	284	1.0000		51,827 / 17	
Meter tag in property file									
2.520.01 Water	Kiefer, Becky 19064035	Reading	763 TERRACE DRIVE 06/01/26	18,480	1,045	1.0000		19,903 / 1,423	
Meter tag in property file.									
2.540.01 Water	Sevigny, Isidore 19063754	Reading	742 PINECREST CIRCLE 06/01/26	43,382	5,889	1.0000		46,806 / 3,424	
Meter tag in property file									
2.560.01 Water	Obray, Larry Jeff 19063753	Reading	740 PINECREST CIRCLE 06/01/26	3,883	10	1.0000		3,893 / 10	
Meter tag in property file									
2.561.01 Water	Campbell, Jim 19063746	Reading	758 TERRACE DRIVE 06/01/26	3,594	56	1.0000		3,851 / 257	
Meter tag in property file									
2.580.01 Water	Wolfley, Mary Lue 19063740	Reading	762 Terrace Drive 06/01/26	5,974	0	1.0000		5,974 / 0	
Meter tag in property file									
2.600.01 Water	Lees, Brian & Joan 19063719	Reading	791 TERRACE LANE 06/01/26	188,055	11,750	1.0000		202,791 / 14,736	
Meter tag in property file									
2.601.01 Water	Dobler, David 19063717	Reading	793 TERRACE LANE 06/01/26	2,219	0	1.0000		2,219 / 0	
Meter tag in property file.									
2.602.01 Water	Bard - Myers 19063766	Reading	795 TERRACE LANE 06/01/26	135,797	10,681	1.0000		152,371 / 16,574	
Meter tag in property file									
2.604.01 Water	Rankin, Katheryne 19063769	Reading	798 TERRACE LANE 06/01/26	1,606	427	1.0000		1,745 / 139	
Meter tag in property file									
2.605.01 Water	Jennings, John Thomas 19063768	Reading	794 TERRACE LANE 06/01/26	237,853	27,602	1.0000		284,599 / 46,746	
Meter tag in property file									
2.606.01 Water	Ross, Robert & Joyce 19063747	Reading	790 TERRACE LANE 06/01/26	131,705	10,426	1.0000		148,906 / 17,201	
Meter tag in property file.									
2.620.01 Water	Stephens, David & Darla 19064034	Reading	770 TERRACE DRIVE 06/01/26	61,960	6,446	1.0000		68,102 / 6,142	
Meter tag in property tag.									
2.640.01 Water	Haarman, Jeana 19063764	Reading	710 SUNSET DRIVE 06/01/26	36,839	2,222	1.0000		39,110 / 2,271	
Meter tag in property file									

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2.660.01 Water	Grigor - Colegrove 19063763	Reading	714 SUNSET DRIVE 06/01/26	15,955	13,224	1.0000		33,594 / 17,639	
	Meter tag in property file								
2.680.01 Water	RBM Services 19063736	Reading	723 PINECREST CIRCLE 06/01/26	0	0	1.0000		0 / 0	
	Meter tag in property file.								
2.700.01 Water	Hovorka, Riley and Kyle 19063757	Reading	731 PINECREST CIRCLE 06/01/26	33,220	2,120	1.0000		35,914 / 2,694	
	Meter tag in property file.								
2.720.01 Water	Moss, Robert & Patricia 19063759	Reading	729 PINECREST CIRCLE 06/01/26	9,934,564	895	1.0000		9,940,388 / 5,824	
	Meter tag in property file								
2.740.01 Water	Moss, Robert/John 19063738	Reading	725 PINECREST CIRCLE 06/01/26	9,978,130	239	1.0000		9,981,542 / 3,412	
	Meter tag in property file								
2.760.01 Water	Watson, Nannette 19063751	Reading	733 PINECREST CIRCLE 06/01/26	19,085	102	1.0000		19,296 / 211	
	Meter tag in property file								
2.780.01 Water	Larsen, Jeremy 19063756	Reading	690 SUNSET DRIVE 06/01/26	9,996,146	5,850	1.0000		2,648 / 6,502	
	Meter tag in property file								
2.820.01 Water	Cox, Lynn B. 19063765	Reading	702 SUNSET DRIVE 06/01/26	20,830	0	1.0000		23,484 / 2,654	
	Meter tag in property file								
2.822.01 Water	Ujvary, Andy & Aileen 18880593	Reading	617 GRANDVIEW DRIVE 06/01/26	24,896	1,812	1.0000		30,362 / 5,466	
	Meter tag in property file.								
2.823.01 Water	Cribbins, Don E. 19064025	Reading	614 GRANDVIEW DRIVE 06/01/26	167,044	16,256	1.0000		204,772 / 37,728	
	Meter tag in property file.								
2.840.01 Water	Bennett - Orzolek 19064026	Reading	704 SUNSET DRIVE 06/01/26	22,148	795	1.0000		23,593 / 1,445	
	Meter tag in property file								
2.860.01 Water	Willson, David & Lori 19063878	Reading	715 SUNSET DRIVE 07/31/24	37,310	1,960	1.0000			
	Meter tag in property file								
2.880.01 Water	Robinson, David & Tetiana 19063761	Reading	709 SUNSET DRIVE 06/01/26	48,289	4,838	1.0000		54,327 / 6,038	
	Meter tag in property file								
2.898.01 Water	Jenkinson, William & Kathleen 19064029	Reading	703 SUNSET DRIVE 06/01/26	44,314	3,104	1.0000		47,637 / 3,323	
	Meter tag in property file								

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2.900.01 Water	Harms, Bradley 19064078	Reading	705 SUNSET DRIVE 06/01/26	14,926	480	1.0000		20,362 / 5,436	
	Meter switch out by hydrocorp								
2.908.01 Water	Brodie, Jeff 19063762	Reading	708 TERRACE DR. 06/01/26	105,850	3,739	1.0000		123,065 / 17,215	
	Meter tag in property file.								
2.909.01 Water	Laborde, Derrick 19064031	Reading	769 Terrace Drive 06/01/26	48,284	2,876	1.0000		54,517 / 6,233	
	Meter tag in property file								
2.914.01 Water	Kjellgren, Leon & Kathy 19063758	Reading	728 PINECREST CIRCLE 06/01/26	109,159	12,742	1.0000		123,264 / 14,105	
	Meter tag in property file								
2.917.01 Water	Carter, Dan & Patricia 19063760	Reading	738 Pinecrest Circle 06/01/26	46,241	6,160	1.0000		53,161 / 6,920	
	Meter tag in property file.								
2.918.01 Water	Odron, Andrew 18880627	Reading	170 TRAIL DRIVE ROAD 06/01/26	12,403	1,312	1.0000		13,457 / 1,054	
	Meter tag in property file								
2.920.01 Water	Penny, Bob 19064027	Reading	700 SUNSET DRIVE 06/01/26	91,517	6,350	1.0000		114,727 / 23,210	
	Meter tag in property file.								
2.923.01 Water	Ryan Shanor / Ellen Sullivan 19064033	Reading	750 PINECREST CIRCLE 06/01/26	92,428	7,222	1.0000		101,233 / 8,805	
	Meter tag in property file.								
2.930.01 Water	Johnson, Trevor & Tia 19063752	Reading	737 PINECREST CIRCLE 06/01/26	92,266	13,518	1.0000		109,774 / 17,508	
	Meter tag in property file								
2.940.01 Water	Mc Elroy, Henry 18880649	Reading	137 STOOR DRIVE 06/01/26	19,668	1,052	1.0000		21,161 / 1,493	
	Meter tag in property file								
2.960.01 Water	Brown - Nielsen 18880647	Reading	157 STOOR DRIVE 06/01/26	154,139	10,438	1.0000		185,164 / 31,025	
	Meter tag in property file								
2.980.01 Water	Strong, Christopher Tyler 18880646	Reading	159 STOOR DRIVE 06/01/26	24,914	2,500	1.0000		27,555 / 2,641	
	Meter tag in property file								
3.000.01 Water	Moon - Andreasen, Julie 18880587	Reading	183 STOOR DRIVE 06/01/26	15,062	0	1.0000		15,116 / 54	
	Meter tag in the property file.								
3.002.01 Water	Sheue, Adam 18880588	Reading	169 Stoor Drive 06/01/26	146,747	9,811	1.0000		158,477 / 11,730	
	Meter tag in property file.								

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3.004.01 Water	Ryman, Christina 18880590	Reading	185 STLOOR DRIVE 06/01/26	35,696	1,542	1.0000		40,255 / 4,559	
	Meter tag in property file								
3.007.01 Water	Kovak, Maeve 18880589	Reading	166 STLOOR DRIVE 06/01/26	27,163	2,513	1.0000		30,332 / 3,169	
	Meter tag in property file								
3.011.01 Water	Bircher, Jerry & Diane 18880650	Reading	144 STLOOR DRIVE 06/01/26	44,170	450	1.0000		44,677 / 507	
	Meter tag in property file								
3.012.01 Water	Cohen, David 18880631	Reading	178 TRAIL DRIVE 06/01/26	30,736	2,461	1.0000		33,360 / 2,624	
	Meter tag in property file								
3.016.01 Water	Denny, Dillon & Brittani Turley 18880609	Reading	188 TRAIL DRIVE ROAD 06/01/26	131,341	12,422	1.0000		143,721 / 12,380	
	Meter tag in property file								
3.040.01 Water	Lichvar, Robert 18965092	Reading	189 STLOOR DRIVE 06/01/26	40,080	3,630	1.0000		43,790 / 3,710	
	Meter tag in property file								
3.060.01 Water	Ooka, Sylver 18965114	Reading	180 Trail Drive 06/01/26	90,016	9,146	1.0000		94,505 / 4,489	
	Meter tag in property file								
3.080.01 Water	Mandel, Joshua & Viliyana 18965116	Reading	182 TRAIL DRIVE ROAD 06/01/26	45,530	2,667	1.0000		49,143 / 3,613	
	Meter tag in property file								
3.100.01 Water	Stoor, Dan 18880586	Reading	186 STLOOR DRIVE 06/01/26	22,586	0	1.0000		24,071 / 1,485	
	Meter tag in property file								
3.120.01 Water	Gertsch, Sara 18880618	Reading	127 STLOOR DRIVE 06/01/26	36,898	3,146	1.0000		40,329 / 3,431	
	Meter tag in property file.								
3.140.01 Water	Alpine Property Holding Group, LLC 18965089	Reading	195 Stoor Drive 06/01/26	128,812	1,168	1.0000		130,112 / 1,300	
	Meter tag in property file								
3.160.01 Water	Vasko, Laurie 18880610	Reading	191 TRAIL DRIVE ROAD 06/01/26	79,917	3,705	1.0000		97,488 / 17,571	
	Meter tag in property file								
3.180.01 Water	Perez - Pluma, Jared & Melany 18965131	Reading	145 CENTER STREET 06/01/26	29,420	1,316	1.0000		31,213 / 1,793	
	Meter tag in property file.								
3.190.01 Water	Bull Moose Motel 61256731	Reading	91 US Highway 89 06/01/26	9,039	2,559	1.0000		13,988 / 4,949	
	Meter Switched out by Town Staff								

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3.200.01 Water	Rocky Mtn. Rogues Inc. 18940792	Reading	91 US HWY 89 06/01/26	550,672	39,311	1.0000		608,149 / 57,477	
	Meter tag in property file								
3.201.01 Water	Alpine Ace Hardware 18940795	Reading	100 GREY'S RIVER ROAD 06/01/26	120,123	18,168	1.0000		135,228 / 15,105	
	Meter tag in property file								
3.202.01 Water	First Bank 18880598	Reading	79 US HWY 89 06/01/26	10,709	898	1.0000		11,995 / 1,286	
	Meter tag in property file								
3.219.01 Water	Alpine Car Wash 2529051484	Reading	195 TRAIL DRIVE 06/01/26	16,390	6,419	1.0000		24,388 / 7,998	
	Meter Tag in Property File								
3.220.01 Water	Browning, Louis 18880606	Reading	193 TRAIL DRIVE 06/01/26	54,324	3,271	1.0000		58,561 / 4,237	
	Meter tag in property file.								
3.221.01 Water	Goetz, LLC 18781884	Reading	185 US Highway 89 06/01/26	21,295	1,684	1.0000		23,077 / 1,782	
	Meter tag in property file.								
3.240.01 Water	TOA - Alpine Civic Center 19063720	Reading	121 US HWY 89 06/01/26	1,564	4	1.0000		2,624 / 1,060	
	Meter tag in property file. Frost Free Hydrant								
Water	61408242	Reading	06/01/26	5,074	781	1.0000		6,084 / 1,010	
	Meter switched out by core & main.								
3.260.01 Water	Ruttenberg, Sally Z. 18940804	Reading	141 US HWY 89 06/01/26	216,164	14,876	1.0000		230,267 / 14,103	
	Meter tag in property file								
3.280.01 Water	Ruttenberg, Sally Z. 18940805	Reading	161 US HWY 89 06/01/26	100,920	6,214	1.0000		107,703 / 6,783	
	Meter tag in property file								
3.300.01 Water	Shockey, Robert & Jaclyn 18880680	Reading	171 Alpine Drive 06/01/26	529,629	52,795	1.0000		595,129 / 65,500	
	Meter tag in property file.								
3.301.01 Water	Aramark Sports & Entertainment 19062676	Reading	181 US HWY 89 06/01/26	46,225	9,737	1.0000		60,353 / 14,128	
	Meter tag in property file.								
3.320.01 Water	SV Apostolic Church 19064037	Reading	173 US HWY 89 06/01/26	125,582	31,234	1.0000		167,289 / 41,707	
	Meter tag in property file.								
3.340.01 Water	Herrera, Brittany & Aleczander 18880607	Reading	189 TRAIL DRIVE ROAD 06/01/26	40,006	2,802	1.0000		50,287 / 10,281	
	Meter tag in property file.								
3.360.01 Water	Shockey, Jaclyn & Robert 18965115	Reading	172 SHORT ST. 06/01/26	55,843	4,596	1.0000		60,465 / 4,622	
	Meter tag in property file								

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3.380.01 Water	Raver, Jeffrey 18880608	Reading	187 TRAIL DRIVE ROAD 06/01/26	161,561	28,081	1.0000		187,344 / 25,783	
	Meter tag in property file								
3.381.01 Water	Barber, Cindy 18880679	Reading	165 ALPINE DRIVE 06/01/26	113,158	11,867	1.0000		130,594 / 17,436	
	Meter tag in property file.								
3.382.01 Water	Nugent, Michael 18965117	Reading	185 Trail Drive 06/01/26	234,313	13,859	1.0000		251,573 / 17,260	
	Meter tag in property file								
3.383.01 Water	Sherman, Don 18880605	Reading	163 ALPINE DRIVE 06/11/25	0	0	1.0000			
	Meter tag in property file.								
3.420.01 Water	Lawrence, Glenda 18965113	Reading	181 Trail Drive Road 06/01/26	80,952	2,223	1.0000		83,526 / 2,574	
	Meter tag in property file								
3.422.01 Water	Rubiano, Alysia 18880601	Reading	159 Alpine Dr., Unit A 06/01/26	84,127	7,064	1.0000		94,248 / 10,121	
	Meter tag in property file								
3.423.01 Water	Aguilar - Callejas 18880604	Reading	159 Alpine Dr., Unit B 06/01/26	91,518	5,527	1.0000		99,305 / 7,787	
	Meter tag in property file.								
3.440.01 Water	Coco, Daniel & Susan 18880635	Reading	179 TRAIL DRIVE 06/01/26	41,728	3,454	1.0000		45,100 / 3,372	
	Meter tag in property file.								
3.441.01 Water	Perzichilli, Ruth 18965130	Reading	157 ALPINE DRIVE UNIT #A 06/01/26	36,312	2,852	1.0000		39,590 / 3,278	
	Meter tag in property file								
3.442.01 Water	Schultz, Craig 18965132	Reading	157 ALPINE DRIVE # B 06/01/26	62,956	4,931	1.0000		69,225 / 7,169	
	Meter tag in property filed								
3.455.01 Water	Lowery, Sean 18880632	Reading	177 TRAIL DRIVE ROAD 06/01/26	95,311	3,289	1.0000		98,562 / 3,251	
	Meter tag in proeprty file.								
3.456.01 Water	Tenney, Patrick & Sarah 18965128	Reading	153 ALPINE DRIVE UNIT #A 06/01/26	161,564	4,425	1.0000		168,284 / 6,720	
	Meter Tag in property file								
3.457.01 Water	Morales, Victor 18880634	Reading	175 TRAIL DRIVE 06/01/26	207,531	32,647	1.0000		248,444 / 40,913	
	Meter tag in property file.								
3.458.01 Water	Hubbell, Ana & Blake 18965129	Reading	153 ALPINE DRIVE UNIT #B 06/01/26	55,377	1,970	1.0000		60,009 / 4,632	
	Meter tag in property file								

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3.460.01 Water	Stewart, Kenneth & Mari 18940796	Reading	147 ALPINE DRIVE 06/01/26	141,655	9,487	1.0000		166,092 / 24,437	
Meter tag in property file.									
3.480.01 Water	Kirkwood, Michael 18880633	Reading	173 Center Street 06/01/26	48,097	2,390	1.0000		53,331 / 5,234	
Meter tag in property file.									
3.481.01 Water	Williams, Mark 18880629	Reading	171 CENTER ST. UNIT A 06/01/26	9,983,665	3,358	1.0000		9,988,368 / 4,703	
Meter tag in property file.									
3.482.01 Water	Butikofer, Angela 18880628	Reading	171 CENTER ST. UNIT B 06/01/26	123,840	9,646	1.0000		141,940 / 18,100	
Meter tag in property file.									

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3.500.01 Water	Bowers, Shannon & Darrin 18880630	Reading	167 TRAIL DRIVE ROAD 06/01/26	47,520	9,142	1.0000		55,407 / 7,887	
Meter tag in property file.									
3.520.01 Water	Bank of Star Valley 18880597	Reading	104 GREYS RIVER ROAD 06/01/26	163,912	31,162	1.0000		196,521 / 32,609	
Meter tag in property file									
3.530.01 Water	NBH/Bank of Jackson Hole 18940786	Reading	65 Greys River Road 06/01/26	999,967	152,030	1.0000		1,236,054 / 236,087	
Meter tag in property file									
3.540.01 Water	Black Sheep Creations LLC 18880599	Reading	106 Greys River Road 06/01/26	2,945	198	1.0000		3,313 / 368	
Meter tag in property file.									
3.541.01 Water	Johnson, Troy & Cari 19063749	Reading	108 GREYS RIVER ROAD 06/01/26	65,583	2,348	1.0000		69,462 / 3,879	
Meter tag in property file.									
3.553.01 Water	Family Dollar Store #8435 19063748	Reading	109 Greys River Rd 06/01/26	128,533	5,572	1.0000		162,115 / 33,582	
Meter tag in property file.									
3.560.01 Water	Johnson, Troy & Cari 19063750	Reading	110 GREYS RIVER ROAD 06/01/26	22,436	1,862	1.0000		25,228 / 2,792	
Meter tag in property file.									
3.580.01 Water	Alpine Veterinary Clinic 18965091	Reading	114 GREYS RIVER ROAD 06/01/26	60,709	95	1.0000		63,379 / 2,670	
Meter tag in property file									
3.581.01 Water	Gertsch, Larry & Tina 18880642	Reading	112 GREYS RIVER ROAD 06/01/26	59,202	4,394	1.0000		64,266 / 5,064	
Meter tag in property file									
3.640.01 Water	Dwyer, Steven 18965090	Reading	150 TRAIL DRIVE ROAD 06/01/26	21,531	3,451	1.0000		26,440 / 4,909	
Meter tag in property file									
3.641.01 Water	Marien, James 18880645	Reading	158 TRAIL DRIVE 06/01/26	91,060	263	1.0000		111,905 / 20,845	
Meter tag in property file.									
3.660.01 Water	Vonkrosigk, Kent 19064068	Reading	146 Trail Drive Road			1.0000		42,374 / 42,374	
Meter tag in property file									
3.680.01 Water	Badura, Julie 18880619	Reading	665 Sunset Drive 06/01/26	100,986	3,118	1.0000		111,986 / 11,000	
Meter tag in property file									
3.700.01 Water	Kelley, Gail S. 18965088	Reading	130 GREYS RIVER ROAD 06/01/26	22,141	1,274	1.0000		24,034 / 1,893	
Meter tag in property file.									

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3.720.01 Water	Gonzales Fuentes, Rodolfo 18880643	Reading	162 Trail Drive Road 06/01/26	45,369	1,342	1.0000		53,829 / 8,460	
	Meter tag in property file								
3.760.01 Water	Aznoe, Kevin & Crystal 18880644	Reading	163 TRAIL DRIVE ROAD 06/01/26	306,680	12,631	1.0000		380,869 / 74,189	
	Meter tag in property file								
3.780.01 Water	Parkin, Leslie & Christine 19063729	Reading	514 Nelson Lane 06/01/26	25,105	893	1.0000		26,226 / 1,121	
	Meter tag in property file								
3.800.01 Water	Morning Star Baptist - Church Property 18940801	Reading	156 MORNING STAR DRIVE 06/01/26	380,951	41,979	1.0000		461,513 / 80,562	
	Meter tag in property file								
3.820.01 Water	R.B. Rentals (Shop/Store) 18880596	Reading	140 US HWY 89 06/01/26	5,810	403	1.0000		6,370 / 560	
	Meter Tag in property File								
3.825.01 Water	R.B. Rentals (Offices) 18880600	Reading	150 US HWY 89 06/01/26	7,899	416	1.0000		8,477 / 578	
	Meter tag in property file								
3.830.01 Water	R.B. Rentals (du-plex) 18940794	Reading	152 US HWY 89 06/01/26	65,544	5,491	1.0000		73,228 / 7,684	
	Meter tag in property file								
3.840.01 Water	Creative Properties LLC 61373659	Reading	160 US HWY 89 06/01/26	19,653	1,767	1.0000		21,673 / 2,020	
	Meter switched out by core & main.								
3.860.01 Water	Morales, Simeon 18940800	Reading	170 US HWY 89 06/01/26	512,198	9,833	1.0000		537,547 / 25,349	
	Meter tag located in property file.								
3.870.01 Water	Sandner, James & Linda 18940798	Reading	168 US Highway 89 06/01/26	21,698	877	1.0000		23,163 / 1,465	
	Meter tag in property file								
3.881.01 Water	Alpine Fire District 19186639	Reading	220 US HWY 89 06/01/26	9,654	1,399	1.0000		11,684 / 2,030	
	Meter switched out by town staff.								
3.882.01 Water	Hamilton, Skyla 18940815	Reading	230 ELK RUN SUITE #1 06/01/26	7,922	468	1.0000		8,365 / 443	
	Meter tag in property file								
3.884.01 Water	Lincoln County Library 18880624	Reading	243 Elk Run 06/01/26	65,829	5,786	1.0000		74,465 / 8,636	
	Meter tag in property file								
3.885.01 Water	LUCDA - Child Devlpmnt Ctr 18880623	Reading	247 Snake River Drive 06/01/26	23,841	2,415	1.0000		23,984 / 143	
	Meter tag in property file								

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3.900.01 Water	Triple JL Companies 18965111	Reading	120 US HWY 89 06/01/26	226,824	18,857	1.0000		254,629 / 27,805	
	Meter tag in property file								
3.920.01 Water	Black Mountain Rentals 61149938	Reading	125 MORNING STAR DRIVE 06/01/26	15,129	73	1.0000		15,228 / 99	
	Transmitter changed out by hydrocorp.								
3.930.01 Water	Jenkins Lumber & Hardware 19064082	Reading	110 US Hwy 89 06/01/26	3,001	409	1.0000		3,375 / 374	
3.940.01 Water	Jenkins Lumber & Hardware 19064085	Reading	114 US HWY 89 06/01/26	32,297	2,815	1.0000		35,849 / 3,552	
	Meter replaced by hydrocorp.								
3.943.01 Water	Robinson Rental #1 61408252	Reading	166 MORNING STAR DRIVE 06/01/26	56,186	6,394	1.0000		70,959 / 14,773	
	Meter switched out by core & main.								
3.947.01 Water	Toolson, Jon 18940799	Reading	165 Morning Star Drive 4 plex 06/01/26	163,336	13,250	1.0000		177,016 / 13,680	
	Meter tag in property file								
3.948.01 Water	Toolson, Jon 18965135	Reading	165 MORNING STAR DRIVE 06/01/26	20,570	1,568	1.0000		21,920 / 1,350	
	Meter tag in property file.								
3.949.01 Water	Toolson, Jon 18880676	Reading	165 MORNING STAR DR 06/01/26	44,272	3,309	1.0000		49,807 / 5,535	
	Meter tag in property file								
3.950.01 Water	Bills, Michael 19064086	Reading	155 Morningstar Dr., Unit #1 06/01/26	23,587	23,587	1.0000		28,763 / 5,176	
	Meter switched out by hydrocorp.								
3.955.01 Water	Chatterton, Bryanne 19064081	Reading	155 Morningstar Dr., Unit #3 06/01/26	25,046	2,639	1.0000		27,429 / 2,383	
	Meter switched out by hydrocorp.								
3.960.01 Water	Jenkins Lumber & Hardware 18965134	Reading	112 MORNING STAR DRIVE 06/01/26	967	4	1.0000		995 / 28	
	Meter tag in property file								
3.965.01 Water	Taylor, Beau 19064074	Reading	108 MORNING STAR DRIVE 06/01/26	68,369	13,124	1.0000		95,827 / 27,458	
	No meter tag.								
3.980.01 Water	Stupi - Brock 18781925	Reading	104 US HWY 89 06/01/26	88,511	6,128	1.0000		93,589 / 5,078	
	Meter tag in property file.								
Water	18965109	Reading	07/31/24	2,952,550	71,590	1.0000			
4.000.01 Water	Jenkins, Richard & Kathy 18965133	Reading	102 US HWY 89 06/01/26	4,394	312	1.0000		4,747 / 353	
	Meter tag in property file.								

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4.020.01	Three Rivers Motel		60 US HWY 89						
Water	19186663	Reading	06/01/26	50,222	28,418	1.0000		97,115 / 46,893	
Water	19186659	Reading	06/01/26	43,683	24,439	1.0000		65,687 / 22,004	
	Meter tag in property file.								
4.025.01	Three Rivers RV Park		70 US HWY 89						
Water	61422235	Reading	06/01/26	8,643	5,527	1.0000		15,198 / 6,555	
	Meter tag in property file								
4.040.01	La Cabana Del Tequila LLC		40 US HWY 89						
Water	18940793	Reading	06/01/26	70,372	5,849	1.0000		77,605 / 7,233	
	Meter tag in property file								
4.061.01	Yankee Doodle's		20 US HWY 89						
Water	18781871	Reading	06/01/26	234,249	23,989	1.0000		266,701 / 32,452	
	Meter tag in property file.								
4.062.01	Alpine Apartments		26 US HWY 89						
Water	18781867	Reading	06/01/26	286,680	22,988	1.0000		316,016 / 29,336	
	Meter tag in property file.								
4.063.01	Callaco, Joseph		24 HWY 89						
Water	18965112	Reading	06/01/26	34,497	2,256	1.0000		38,458 / 3,961	
	Meter tag in property file								
4.065.01	Alpine Apartments		28 HIGHWAY 89						
Water	18940797	Reading	06/01/26	138,944	10,901	1.0000		152,856 / 13,912	
	Meter tag in property file								
4.080.01	Palisades Heights Townhome		186 MORNING STAR DRIVE						
Water	61422228	Reading	06/01/26	107,336	36,439	1.0000		182,917 / 75,581	
	Meter switched out by core & main.								
4.100.01	Horton, Charles		170 WEST MILL CIRCLE						
Water	19063929	Reading	06/01/26	132,240	17,087	1.0000		169,651 / 37,411	
	Meter tag in property file.								
4.103.01	Wittig, Mark		161 PARKWAY DRIVE						
Water	19063895	Reading	06/01/26	45,771	5,229	1.0000		56,702 / 10,931	
	Meter tag in property file.								
4.104.01	May, Curtis & Ann		163 PARKWAY DRIVE						
Water	19063901	Reading	06/01/26	103,322	8,370	1.0000		129,440 / 26,118	
	Meter tag in property file.								
4.105.01	Simone, Tami		165 PARKWAY DRIVE						
Water	19063904	Reading	06/01/26	194,368	6,374	1.0000		230,831 / 36,463	
	Meter tag in property file.								
4.106.01	May, Christine		180 WEST MILL CIRCLE						
Water	19063910	Reading	06/01/26	21,112	74	1.0000		21,133 / 21	
	Meter tag in property file.								
4.113.01	Zolnowsky, Bradley		182 Canyon View Drive						
Water	18940809	Reading	06/01/26	251,470	10,989	1.0000		286,540 / 35,070	
	Meter tag in property file.								

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4.115.01 Water	Norris, Angeline 19063907	Reading	179 WEST MILL CIRCLE 06/01/26	37,344	3,510	1.0000		42,986 / 5,642	
Meter tag in property file.									
4.116.01 Water	Norris, Leticia 19063885	Reading	181 WEST MILL CIRCLE 06/01/26	37,032	1,958	1.0000		40,228 / 3,196	
Meter tag in property file.									
4.119.01 Water	Morgan - Slager 19063881	Reading	187 WEST MILL CIRCLE 06/01/26	202,056	22,727	1.0000		240,618 / 38,562	
Meter tag in property file.									
4.120.01 Water	Lucas, Travis & Courtney 19063884	Reading	182 WEST MILL CIRCLE 06/01/26	147,625	9,198	1.0000		175,053 / 27,428	
Meter tag in property file.									
4.122.01 Water	Cook, Samuel 19063978	Reading	188 Canyon View Drive 06/01/26	94,374	7,120	1.0000		107,237 / 12,863	
Meter tag in property file.									
4.126.01 Water	Turgeon, Rod 19063976	Reading	196 Canyon View Drive 06/01/26	56,622	4,209	1.0000		64,436 / 7,814	
Meter tag in property file.									
4.127.01 Water	Cotter, Michael 19063979	Reading	198 CANYON VIEW DRIVE 06/01/26	64,088	3,130	1.0000		79,253 / 15,165	
Meter tag in property file.									
4.128.01 Water	Sell, Pamela & Kathleen 19063977	Reading	191 CANYON VIEW DRIVE 06/01/26	96,389	8,716	1.0000		116,902 / 20,513	
Meter tag in property file.									
4.133.01 Water	Issler, Mike 19063902	Reading	167 PARKWAY DRIVE 06/01/26	52,429	4,680	1.0000		62,855 / 10,426	
Meter tag in property file.									
4.140.01 Water	Olofson, Russell 19063855	Reading	227 RIVER BENCH RD 06/01/26	135,683	3,597	1.0000		166,378 / 30,695	
Meter tag in property file.									
4.150.01 Water	Blacker, Danielle Marie 19063883	Reading	189 WEST MILL CIRCLE 06/01/26	10,944	1,044	1.0000		13,050 / 2,106	
Meter tag in property file.									
4.151.01 Water	Kinn, Robert & Angela 19063888	Reading	191 WEST MILL CIRCLE 06/01/26	189,602	40,306	1.0000		233,553 / 43,951	
Meter tag in property file.									
4.155.01 Water	Simmers, Brian 19063890	Reading	199 WEST MILL CIRCLE 06/01/26	26,642	2,585	1.0000		31,951 / 5,309	
Meter tag in property file.									
4.156.01 Water	Merrill, John 19063887	Reading	201 WEST MILL CIRCLE 06/01/26	58,324	9,800	1.0000		69,789 / 11,465	
Meter tag in property file.									

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4.160.01 Water	Blair, Jason & Michelle 19063906	Reading	173 WEST MILL CIRCLE 06/01/26	111,733	21,086	1.0000		132,690 / 20,957	
	Meter tag in property file.								
4.180.01 Water	Nash, Michelle 19063988	Reading	240 RIVER BENCH ROAD 06/01/26	271,056	7,505	1.0000		282,432 / 11,376	
	Meter tag in property file.								
4.201.01 Water	Ernst, Sarah 19063990	Reading	232 RIVER BENCH ROAD 06/01/26	13,005	2,053	1.0000		15,957 / 2,952	
	Meter tag in property file.								
4.210.01 Water	Hurley, John & Nancy 19063871	Reading	209 WEST MILL CIRCLE 06/01/26	17,183	1,534	1.0000		79,178 / 61,995	
	Meter tag in property file.								
4.225.01 Water	Lepinski Family Trust 19063879	Reading	205 WEST MILL CIRCLE 06/01/26	96,967	343	1.0000		111,969 / 15,002	
	Meter tag in property file.								
4.240.01 Water	Fabian, William G. 19063877	Reading	203 WEST MILL CIRCLE 06/01/26	117,688	11,938	1.0000		144,611 / 26,923	
	Meter tag in property file.								
4.241.01 Water	Hargrave, Joseph 19063873	Reading	207 WEST MILL CIRCLE 06/01/26	76,194	4,738	1.0000		91,948 / 15,754	
	Meter tag in property file.								
4.248.01 Water	Taft, Eric & Kimberly 19063989	Reading	228 RIVER BENCH ROAD 06/01/26	37,602	3,332	1.0000		40,487 / 2,885	
	Meter tag in property file.								
4.249.01 Water	Cook, Caryn 19063987	Reading	226 River Bench Road 06/01/26	48,608	2,277	1.0000		52,694 / 4,086	
	Meter tag in property file.								
4.251.01 Water	Decou, Jacques 19063986	Reading	224 River Bench Road 06/01/26	79,696	6,838	1.0000		103,458 / 23,762	
	Meter tag in property file.								
4.255.01 Water	Ferencz - Frassinelli 19063972	Reading	220 RIVER BENCH ROAD 06/01/26	43,705	4,044	1.0000		50,072 / 6,367	
	Meter tag in property file.								
4.256.01 Water	Swain, Daniel 19063889	Reading	200 WEST MILL CIRCLE 06/01/26	40,941	770	1.0000		46,264 / 5,323	
	Meter tag in property file.								
4.258.01 Water	Iwasieczko, Marta 19063886	Reading	204 WEST MILL CIRCLE 06/01/26	67,690	5,594	1.0000		79,488 / 11,798	
	Meter tag in property file.								
4.260.01 Water	Walton, Wendi 19063880	Reading	206 WEST MILL CIRCLE 06/01/26	106,497	8,982	1.0000		120,803 / 14,306	
	Meter tag in property file.								

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4.261.01 Water	Hartenstein, Larry 19063875	Reading	06/01/26	9,923,912	4,773	1.0000		9,934,202 / 10,290	
Meter tag in property file.									
4.280.01 Water	Jorgensen, Rick & Deana 19063874	Reading	06/01/26	170,778	20,343	1.0000		202,742 / 31,964	
Meter tag in property file.									
4.300.01 Water	VR Tavern on the Greys, LLC 18781895	Reading	06/01/26	730,028	102,846	1.0000		895,762 / 165,734	Final
Meter tag in property file. Back Property Meter									
4.301.01 Water	VR Tavern on the Greys, LLC 54236947	Reading	06/01/26	100,416	2,502	1.0000		104,185 / 3,769	
Bathhouse Meter - Transmitter changed by Core and Main									
Water	19063853	Reading	06/01/26	743,905	49,806	1.0000		803,925 / 60,020	
Meter tag in property File. This Meter is Parking Lot mter.									
Water	18940810	Reading	06/01/26	295,872	76,653	1.0000		391,474 / 95,602	
Meter tag in property file. 11 RV Spots									
4.302.01 Water	Sherman Williams - Lofton 19063894	Reading	06/01/26	9,936,060	10,918	1.0000		9,945,869 / 9,809	
Meter tag in property file.									
4.320.01 Water	Hornung, Jamey 19063908	Reading	06/01/26	69,607	5,635	1.0000		76,665 / 7,058	
Meter tag in property file.									
4.321.01 Water	Taylor, Jessica 19063905	Reading	06/01/26	141,142	23,751	1.0000		168,124 / 26,982	
Meter tag in property file.									
4.322.01 Water	Hoggan, Marina 19063971	Reading	06/01/26	199,165	23,071	1.0000		220,178 / 21,013	
Meter tag in property file.									
4.323.01 Water	Olofson, Ivana 19063893	Reading	06/01/26	215,380	4,686	1.0000		224,813 / 9,433	
Meter tag in property file.									
4.324.01 Water	Bandel, Britt 19063928	Reading	06/01/26	103,654	13,921	1.0000		117,739 / 14,085	
Meter tag in property file.									
4.326.01 Water	Greys Enterprises LLC 61373658	Reading	06/01/26	41,158	2,178	1.0000		46,205 / 5,047	
Meter switched out by Core and Main									
4.327.01 Water	J & W Residential, LLC 61373657	Reading	06/01/26	26,389	1,516	1.0000		35,328 / 8,939	
Meter switched out by core & main.									
4.329.01 Water	Gieck, Stephen & Karen 19063703	Reading	06/01/26	172,538	12,213	1.0000		183,181 / 10,643	
Meter tag in property file									

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4.361.01 Water	Post, Gary & Carla 18965124	Reading	520 SNAKE RIVER DRIVE 06/01/26	189,728	23,854	1.0000		217,276 / 27,548	
	Meter tag in property file								
4.364.01 Water	Riverview Townhomes 61381830	Reading	500 SNAKE RIVER DR. #1-8 06/01/26	90,883	11,570	1.0000		106,048 / 15,165	
	Meter switched out by core & main.								
4.365.01 Water	RVM Townhomes West Add. 70478487	Reading	504 SNAKE RIVER DRIVE 06/01/26	61,965	32,932	1.0000		108,865 / 46,900	
	Meter switched out by core & main.								
4.368.01 Water	Littell, Beau 18881553	Reading	501 Riverview Drive 06/01/26	155,078	4,578	1.0000		174,829 / 19,751	
	Meter tag in property file								
4.460.01 Water	Schinke - Peplinski 19063684	Reading	264 SAWMILL ROAD 06/01/26	711,564	3,470	1.0000		715,661 / 4,097	
	Meter tag in property file.								
4.470.01 Water	Roberts, Carey 19063974	Reading	162 Parkway Drive 06/01/26	96,987	1,817	1.0000		119,614 / 22,627	
	Meter tag in property file.								
4.480.01 Water	Muller, Michael R. 19063673	Reading	437 MEADOWS DRIVE 06/01/26	170,059	11,150	1.0000		185,487 / 15,428	
	Meter tag in property file.								
4.485.01 Water	Markman, Jason 19063939	Reading	268 SAWMILL ROAD 06/01/26	62,654	9,074	1.0000		76,767 / 14,113	
	Meter tag in property file.								

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4.500.01 Water	A.J. Property Investments 19063896	Reading	287 SAWMILL ROAD 06/01/26	0	0	1.0000		0 / 0	
	Meter tag in property file.								
4.504.01 Water	Gardner, Max 19063936	Reading	266 SAWMILL ROAD 06/01/26	32,089	2,195	1.0000		34,825 / 2,736	
	Meter tag in property file.								
4.507.01 Water	Rodriguez, Carlos 18940806	Reading	321 MEADOWS DRIVE 06/01/26	55,613	2,200	1.0000		58,629 / 3,016	
	meter tag in property file								
4.510.01 Water	A.J. Property Investments LLC 451001	Reading	345 Meadows Drive 07/31/24	0	0	1.0000			
4.512.01 Water	Marolf, Amy 19063938	Reading	269 WEST LOOP ROAD 06/01/26	24,245	1,290	1.0000		25,856 / 1,611	
	Meter tag in property file.								
4.520.01 Water	O'Leary, Marlene 19063937	Reading	281 SAWMILL ROAD 06/01/26	130,135	24,309	1.0000		154,776 / 24,641	
	Meter tag in property file.								
4.540.01 Water	AJ Property Investments 18940811	Reading	347 MEADOWS DRIVE 06/01/26	25,357	2,770	1.0000		31,441 / 6,084	
	Meter tag in property file.								
4.560.01 Water	Hunn, Stephen P. 19063682	Reading	332 MEADOWS DRIVE 06/01/26	59,105	4,988	1.0000		65,161 / 6,056	
	Meter tag in property file.								
4.600.01 Water	Waclawsky, John 19063694	Reading	438 MEADOWS DRIVE 06/01/26	49,147	3,551	1.0000		51,579 / 2,432	
	Meter tag in property file								
4.620.01 Water	Peters, Judy & Tim 19063692	Reading	434 MEADOWS DRIVE 06/01/26	102,813	7,290	1.0000		112,708 / 9,895	
	Meter tag in property file.								
4.640.01 Water	Jorgensen, Alan 19063695	Reading	432 MEADOWS DRIVE 06/01/26	58,404	3,349	1.0000		74,249 / 15,845	
	Meter tag in property file.								
4.660.01 Water	Bohne, Joseph 19063675	Reading	430 MEADOWS DRIVE 06/01/26	104,264	12,300	1.0000		123,823 / 19,559	
	Meter tag in property file.								
4.680.01 Water	Esperson, William 19063677	Reading	426 Meadows Drive 06/01/26	64,413	4,865	1.0000		74,840 / 10,427	
	Meter tag in property file.								
4.681.01 Water	Smiley, John 19063688	Reading	424 MEADOWS DRIVE 06/01/26	136,291	23,914	1.0000		159,561 / 23,270	
	Meter tag in property file.								
4.700.01 Water	Rogers, James D & Lisa M 19063693	Reading	401 GREYS RIVER ROAD 06/01/26	162,603	6,671	1.0000		163,152 / 549	
	Meter tag in property file.								

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4.701.01 Water	Petersen, C. Dale 19063700	Reading	06/01/26	446 MEADOWS DRIVE 14,396	794	1.0000		18,498 / 4,102	
	Meter tag in property file.								
4.720.01 Water	Marolf, Karen M. 19063691	Reading	06/01/26	448 MEADOWS DRIVE 43,155	831	1.0000		47,619 / 4,464	
	Meter tag in property file.								
4.740.01 Water	Walsh, Jace 19063697	Reading	06/01/26	444 MEADOWS DRIVE 185,375	9,002	1.0000		202,685 / 17,310	
	Meter tag in property file.								
4.760.01 Water	Burchard, Andrea & David 19063699	Reading	06/01/26	442 MEADOWS DRIVE 155,827	4,666	1.0000		192,602 / 36,775	
	Meter tag in property file.								
4.761.01 Water	Rezents, Jeffry 19063679	Reading	06/01/26	428 MEADOWS DRIVE 16,916	1,706	1.0000		19,801 / 2,885	
	Meter tag in property file.								
4.764.01 Water	Merrill, Wanona 19063696	Reading	06/01/26	443 MEADOWS DR. 122,284	23,622	1.0000		145,645 / 23,361	
	Meter tag in property tag.								
4.770.01 Water	Christie, David 19063698	Reading	06/01/26	445 MEADOWS DRIVE 80,249	2,679	1.0000		87,702 / 7,453	
	Meter tag in property file.								
4.780.01 Water	Saunders, Brooke 19063706	Reading	06/01/26	447 MEADOWS DRIVE 256,776	25,012	1.0000		292,165 / 35,389	
	Meter tag in property file.								
4.800.01 Water	Naab, Gregory & Dayna 18940803	Reading	06/01/26	336 EAST MILL ROAD 267,304	26,824	1.0000		295,615 / 28,311	
	Meter tag in property file.								
4.820.01 Water	Meyer, Scott & Terri 19063710	Reading	06/01/26	338 EAST MILL ROAD 70,570	5,978	1.0000		80,911 / 10,341	
	Meter tag in property file.								
4.840.01 Water	Schmidt, Michael 19063689	Reading	06/01/26	425 MEADOWS DRIVE 125,272	9,408	1.0000		131,654 / 6,382	
	Meter tag in property file.								
4.860.01 Water	Perrin, Glen K. 19063686	Reading	06/01/26	427 MEADOWS DRIVE 235,604	30,598	1.0000		283,990 / 48,386	
	Meter tag in property file.								
4.900.01 Water	Guzman, Victoria & Peter 19063680	Reading	06/01/26	429 MEADOWS DRIVE 26,926	2,290	1.0000		29,408 / 2,482	
	Meter tag in property file.								
4.920.01 Water	Zvegintzov, Lyudmila S. 19063678	Reading	06/01/26	433 MEADOWS COURT 159,234	29,872	1.0000		197,693 / 38,459	
	Meter tag in property file.								

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4.940.01 Water	Johnson, Paula 19063676	Reading	435 MEADOWS COURT 06/01/26	293,714	45,738	1.0000		357,388 / 63,674	
	Meter tag in property file.								
4.960.01 Water	Dickerson, Elijah 19063672	Reading	440 THREE RIVERS DRIVE 06/01/26	72,237	7,134	1.0000		89,787 / 17,550	
	Meter tag in property file.								
4.980.01 Water	Corsi, Jim 19063730	Reading	516 NELSON LANE 06/01/26	799,668	97,827	1.0000		884,570 / 84,902	
	Meter tag in property file								
5.000.01 Water	Lopez - Hernandez 18965083	Reading	309 Snake River Drive 06/01/26	549,350	106,295	1.0000		682,731 / 133,381	
	See GIS								
5.004.01 Water	Wilhite, Jennifer 18880659	Reading	412 Snake River Dr 06/01/26	203,543	34,475	1.0000		278,543 / 75,000	
	See GIS - Double Pit with 5006								
5.006.01 Water	Lazarus, Lynae 18880659	Reading	408 SNAKE RIVER DRIVE 06/01/26	232,764	26,775	1.0000		269,076 / 36,312	
	See GIS - Double pit with 5004								
5.007.01 Water	Rives - Everett 18965099	Reading	404 SNAKE RIVER DRIVE 06/01/26	131,245	17,385	1.0000		146,145 / 14,900	
	See GIS Double pit with 5008								
5.008.01 Water	Scott, Danielle 18965102	Reading	369 DEER LANE 06/01/26	46,455	4,376	1.0000		51,372 / 4,917	
	Meter tag in property file. Shares a pit with 5007.								
5.010.01 Water	Rutland, Brandon 18965086	Reading	317 SNAKE RIVER DRIVE 06/01/26	279,334	37,223	1.0000		309,337 / 30,003	
	See GPS								
5.011.01 Water	Garrison, Jackie & Kathy 18965101	Reading	411 SNAKE RIVER DRIVE 06/01/26	164,751	12,562	1.0000		188,156 / 23,405	
	See GIS Double pit with 5012								
5.012.01 Water	McCloud, Mike 18965098	Reading	409 SNAKE RIVER DR. 06/01/26	104,892	14,591	1.0000		118,110 / 13,218	
	See GIS Double Pit 5011								
5.014.01 Water	Scaffide, Shay 18965100	Reading	363 Riverview Drive 06/01/26	44,002	5,469	1.0000		47,129 / 3,127	
	See GIS								
5.015.01 Water	Piatak, Shannon 18965107	Reading	330 SNAKE RIVER DRIVE 05/30/26	261,763	30,441	1.0000		302,303 / 40,540	
	See GIS - Double pit with 5016								
5.016.01 Water	Hunt, Perrin 18965103	Reading	326 SNAKE RIVER DRIVE 06/01/26	298,433	3,615	1.0000		317,130 / 18,697	
	Meter tag in property file double pit with 5015								

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5.020.01 Water	Miller, Steve & Terra 18965118	Reading	06/01/26	95,491	12,120	1.0000		108,261 / 12,770	
	Meter Tag in property file								
5.023.01 Water	Kurt-Mason, Jordan & Abigail 18965085	Reading	05/31/26	282,984	23,960	1.0000		341,720 / 58,736	
	Meter tag in property file								
5.024.01 Water	Post, Roy & Grace 18965084	Reading	06/01/26	286,887	28,466	1.0000		326,196 / 39,309	
	Meter tag in property file								
5.025.01 Water	Snake River Equity 18965087	Reading	06/01/26	87,703	8,517	1.0000		110,222 / 22,519	
	Meter tag in property file								
5.027.01 Water	Gries, Kevin & Stacy 18965104	Reading	06/01/26	350,979	26,918	1.0000		408,886 / 57,907	
	Meter tag in property file								
5.029.01 Water	Boyle - Nelson 18965106	Reading	06/01/26	1,028,471	3,862	1.0000		1,035,374 / 6,903	
	Meter tag in property file								
5.030.01 Water	Corona, Graciela Lopez 18880660	Reading	06/01/26	526,697	81,273	1.0000		603,695 / 76,998	
	Meter tag in property file								
5.033.01 Water	Ziegler, Brian 18965105	Reading	06/01/26	131,385	22,103	1.0000		157,560 / 26,175	
	Meter tag located in property file								
5.034.01 Water	Stump, Dustin 18881554	Reading	06/01/26	228,641	20,671	1.0000		259,305 / 30,664	
	Meter tag in property file.								
5.036.01 Water	Farnsworth, Chelsey Ann 18880656	Reading	06/01/26	163,876	10,483	1.0000		193,452 / 29,576	
	Meter Tag in property file								
5.041.01 Water	Paredes Aguirre - Aguilar Baelos 18965096	Reading	06/01/26	101,053	14,435	1.0000		139,256 / 38,203	
	Meter tag in property file								
5.042.01 Water	Dvorak, Joseph 18965095	Reading	06/01/26	120,295	601	1.0000		150,845 / 30,550	
	Meter Ticket in Property File								
5.044.01 Water	Murphy, Brian R. & Janice L. 18965097	Reading	06/01/26	191,945	3,595	1.0000		225,747 / 33,802	
	Meter Ticket in property File - Double pit with 5046								
5.046.01 Water	Scott, Justin & Amy 18965094	Reading	06/01/26	175,308	22,653	1.0000		200,371 / 25,063	
	Meter Tag in property file - Double pit with 5044								

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5.047.01 Water	Dover, John 17743091	Reading	516 SNAKE RIVER DRIVE 06/01/26	31,187	9	1.0000		33,687 / 2,500	
	Meter tag in property file								
5.048.01 Water	Amborski, Daniel & Kilee 18880583	Reading	515 Snake River Drive 06/01/26	151,246	4,516	1.0000		170,571 / 19,325	
	Meter tag in property file								
5.052.01 Water	Peet / Milligan 18880581	Reading	521 SNAKE RIVER DRIVE 06/01/26	478,724	69,333	1.0000		528,832 / 50,108	
	Meter tag sent in property file								
5.057.01 Water	Stennis, John 18880638	Reading	540 SNAKE RIVER DRIVE 06/01/26	424,785	51,597	1.0000		476,485 / 51,700	
	Meter tag in property file								
5.059.01 Water	Fulp, Regina 18880585	Reading	605 SNAKE RIVER DRIVE 06/01/26	76,569	3,583	1.0000		84,498 / 7,929	
	Meter tag in property file								
5.060.01 Water	Jones, Stacie 17743090	Reading	728 PALISADES LANE 06/01/26	131,870	3,902	1.0000		155,745 / 23,875	
	Meter tag in property file								
5.061.01 Water	Doll, Randi & Adam 18880584	Reading	609 Snake River Drive 06/01/26	166,202	20,334	1.0000		181,865 / 15,663	
	Meter Ticket in property file								
5.063.01 Water	Fawkes, Charles M 18880582	Reading	611 SNAKE RIVER DRIVE 06/01/26	395,192	44,385	1.0000		452,618 / 57,426	
	Meter tag in property file								
5.065.01 Water	LaPier, Robert & Krista 17743094	Reading	618 SNAKE RIVER DRIVE 06/01/26	280,064	32,360	1.0000		337,928 / 57,864	
	Meter tag located in property file								
5.066.01 Water	Watsabaugh, Margaret 17743092	Reading	615 SNAKE RIVER DR. 06/01/26	194,676	38,889	1.0000		226,528 / 31,852	
	Meter tag in property File								
5.068.01 Water	Torgerson, Jim- Jennie - Stephen 17743093	Reading	619 Snake River Drive 06/01/26	146,119	395	1.0000		146,639 / 520	
	Meter tag located in property file								
5.072.01 Water	Jorgensen, John & Serena 18965127	Reading	700 PALISADES LANE 06/01/26	246,610	15,223	1.0000		276,340 / 29,730	
	Meter tag in Property file								
5.073.01 Water	Beeson, Tiffany 18880639	Reading	704 PALISADES LANE 06/01/26	268,871	12,035	1.0000		327,330 / 58,459	
	Meter tag in property file								
5.074.01 Water	Mosher, David 18880640	Reading	708 Palisades 06/01/26	330,803	5,919	1.0000		401,412 / 70,609	
	Meter tag in property files								

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5.075.01 Water	Owsiany, Ken & Kathy 18880637 Meter tag in property file	Reading	712 PALISADES LANE 06/01/26	304,077	26,177	1.0000		353,041 / 48,964	
5.077.01 Water	Langen, Douglas & Laura 18880636 Meter tag in property file	Reading	720 Palisades Ln 06/01/26	233,727	31,842	1.0000		261,148 / 27,421	
5.079.01 Water	Green, Eric & Jayna 18965122 Meter tag in property file	Reading	480 RIVERVIEW DRIVE 06/01/26	140,531	9,948	1.0000		156,435 / 15,904	
5.080.01 Water	Peterson, Tyler & Mitzi 18965126 Meter tag in property file	Reading	476 RIVER VIEW DRIVE 06/01/26	67,783	3,781	1.0000		80,755 / 12,972	
5.082.01 Water	Frost, Dennis & Nancy 18965125 Meter tag in property file	Reading	468 RIVERVIEW DR. 06/01/26	216,235	39,884	1.0000		258,929 / 42,694	
5.083.01 Water	Ward, Earl 18965123 Meter tag in property file.	Reading	464 PALISADES LANE 06/01/26	186,445	23,225	1.0000		219,835 / 33,390	
5.087.01 Water	Bashirmoghaddam, Ahmad 18965119 Meter tag in property file.	Reading	448 RIVER VIEW DRIVE 06/01/26	164,915	15,299	1.0000		185,939 / 21,024	
5.089.01 Water	Williams, Calvin 18880654 Meter tag in property file.	Reading	360 RIVER VIEW DR. 06/01/26	518,708	62,335	1.0000		605,860 / 87,152	
5.091.01 Water	Smith, Mark Smith - Erin M. 18880652 Meter tag in property file.	Reading	357 RIVER VIEW DRIVE 06/01/26	125,547	13,603	1.0000		140,540 / 14,993	
5.092.01 Water	Swan, Greg & Tara 18880651 Meter tag in property file.	Reading	356 RIVER VIEW DRIVE 06/01/26	418,585	22,844	1.0000		488,901 / 70,316	
5.093.01 Water	Pitz, Cody 19063925 Meter tag in property file.	Reading	512 THREE RIVERS DRIVE 06/01/26	31,592	1,873	1.0000		32,735 / 1,143	
5.095.01 Water	Rorke, Rosie 18965121 Meter tag in property file.	Reading	348 River View Drive 06/01/26	99,431	6,181	1.0000		109,654 / 10,223	
5.097.01 Water	Jenkins, Floyd/ Tometich, Sheri 18880622 Meter tag in property file	Reading	366 DEER LANE 06/01/26	231,614	6,355	1.0000		283,380 / 51,766	
5.098.01 Water	Stoutenburg, Billy Slocum 18880621 Meter tag in property file	Reading	370 DEER LANE 06/01/26	223,423	22,370	1.0000		255,399 / 31,976	

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5.103.01 Water	TOA - Town Hall 18880655	Reading	06/01/26	72,983	3,442	1.0000		81,250 / 8,267	
Meter tag in property file									
5.104.01 Water	Alpine Adventure Kids 18880653	Reading	06/01/26	74,347	6,046	1.0000		81,246 / 6,899	
Meter tag in property file									
5.130.01 Water	Kurt Linford DDS 18880625	Reading	06/01/26	46,791	3,571	1.0000		51,450 / 4,659	
Meter tag in property file									
5.141.01 Water	Kingsley, Emmanuel & Karla 18965093	Reading	06/01/26	323,001	33,718	1.0000		380,258 / 57,257	
Meter tag in property file.									
5.142.01 Water	Holding, Jeremy & Jennifer 19063900	Reading	06/01/26	134,839	13,858	1.0000		153,515 / 18,676	
Meter tag in property file.									
5.144.01 Water	Ponce-Esquivel, Fermin 19063962	Reading	06/01/26	144,326	17,785	1.0000		176,042 / 31,716	
Meter tag in property file.									
5.200.01 Water	Blair, Kyle 19063947	Reading	06/01/26	37,760	9,720	1.0000		49,388 / 11,628	
Meter tag in property file.									
5.212.01 Water	Farnsworth, Wendy 19063963	Reading	06/01/26	94,042	98	1.0000		129,690 / 35,648	
Meter tag in property file.									
5.215.01 Water	Burmester, Ladd 19063964	Reading	06/01/26	35,624	953	1.0000		39,055 / 3,431	
Meter tag in property file									
5.220.01 Water	Lancaster, Thomas & Loretta 19063961	Reading	06/01/26	138,367	28,201	1.0000		171,863 / 33,496	
Meter tag in property file.									
5.224.01 Water	Bennett, Brett 19063940	Reading	06/01/26	151,201	5,026	1.0000		161,629 / 10,428	
Meter tag in property file.									
5.225.01 Water	Anderson, Robert & Heidi 19063931	Reading	06/01/26	233,109	15,095	1.0000		251,826 / 18,717	
Meter tag in property file.									
5.226.01 Water	Martinez, Daniel 19063934	Reading	06/01/26	146,231	1,928	1.0000		196,783 / 50,552	
Meter tag in property file.									
5.231.01 Water	Huser, JP 19063899	Reading	06/01/26	29,828	4,570	1.0000		34,758 / 4,930	
Meter tag in property file.									

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5.236.01 Water	Keith, McKenzie 19063933	Reading	372 B Wooden Spur Drive 06/01/26	35,496	1,496	1.0000		37,870 / 2,374	
Meter tag in property file.									
5.237.01 Water	DIA Properties 19063897	Reading	213 Grey's River Road 06/01/26	3,735	1,106	1.0000		6,276 / 2,541	
Meter tag in property file.									
5.320.01 Water	TOA - Waste Wtr Trtmnt Plant 11486924	Reading	291 Buffalo Drive 06/01/26	6,212	572	1.0000		43,528 / 37,316	
5.321.01 Water	TOA WWPTP 61203113	Reading	291 Buffalo Drive - Bldg 2 11/26/25	0	0	1.0000			
Meter Installed									

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Customer Hash: 2,111,404 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

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Customer Hash: 51,202,203 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

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7.320.01 Water	Bravo, Rafael H. 19063903	Reading	166 Parkway Drive 06/01/26	85,005	4,619	1.0000		98,719 / 13,714	
Meter tag in property file.									
7.322.01 Water	Reynolds, Debora 19063892	Reading	158 PARKWAY DRIVE 06/01/26	131,567	22,721	1.0000		160,248 / 28,681	
Meter tag in property file.									
7.324.01 Water	Buschow, Lynn 19063891	Reading	152 PARKWAY DR. 06/01/26	52,593	7,112	1.0000		61,894 / 9,301	
Meter tag in property file.									

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8.102.01 Water	Broulim Oswald LLC 11951127	Reading	45 Iron Horse Drive 06/01/26	1,250	180	1.0000		1,910 / 660	
	Transmitter switched out by hydrocorp.								
8.108.01 Water	3 Gen, LLC 18940743	Reading	174 Emerger Avenue 06/01/26	163,461	36,015	1.0000		288,856 / 125,395	
	Meter tag in property file								
8.110.01 Water	Harris, Ken & Lisa 61423982	Reading	110 Emerger Avenue 06/01/26	79,451	6,621	1.0000		83,928 / 4,477	
	Meter Switched out by core and Main								
8.111.01 Water	Athena Development Group 18940769	Reading	70 Emerger Ave. 06/01/26	155,566	17,505	1.0000		193,654 / 38,088	
	Meter tag in property file.								
8.115.01 Water	Hyde, Michael 19063869	Reading	61 Blue Wing Lane Unit # A 06/01/26	19,801	1,566	1.0000		21,564 / 1,763	
	Meter tag in property file.								
8.116.01 Water	Broulim's Townhomes 19063862	Reading	93 Blue Wing Lane Unit # B 06/01/26	9,810	0	1.0000		9,877 / 67	
	Meter tag in property file.								
8.119.01 Water	Alpine Valley RV Resort 61190179	Reading	118450 US Highway 26/89 06/01/26	252	0	1.0000		252 / 0	
	Transmitter switched out by hydrocorp.								
Water	19063860	Reading	06/01/26	1,797	342	1.0000		2,361 / 564	
	Meter tag in property file								
Water	19063857	Reading	06/01/26	5,211	2,384	1.0000		9,351 / 4,140	
	Meter tag in property file.								
Water	19063859	Reading	06/01/26	2,681	464	1.0000		3,566 / 885	
	Meter tag in property file.								
Water	19063856	Reading	06/01/26	3,437	229	1.0000		4,724 / 1,287	
	Meter tag in property file.								
Water	19063858	Reading	06/01/26	2,257	168	1.0000		2,607 / 350	
	Meter tag in Property file.								
Water	19063854	Reading	06/01/26	1,595	280	1.0000		2,161 / 566	
	Meter tag in property file.								
Water	19063838	Reading	06/01/26	1,704	317	1.0000		2,990 / 1,286	
	Meter tag in property file								
Water	19063836	Reading	06/01/26	2,666	501	1.0000		3,310 / 644	
	Meter tag in property file.								
Water	19063839	Reading	06/01/26	3,160	377	1.0000		4,281 / 1,121	
	Meter tag in property file								
Water	19063837	Reading	06/01/26	3,794	1,643	1.0000		5,513 / 1,719	
	Meter tag in property file.								
Water	61423983	Reading	06/01/26	896	619	1.0000		1,879 / 983	
	Meter Switched out								

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8.120.01 Water	Alpine Broulim's 6104860	Reading	118400 US Highway 26/89 06/01/26	8,436,529	276,464	1.0000		8,738,535 / 302,006	
	Transmitter switched out by hydrocorp.								
8.121.01 Water	Fitzpatrick, Brian 19063866	Reading	61 Blue Wing Lane Unit # B 06/01/26	45,909	5,803	1.0000		52,349 / 6,440	
	Meter tag in property file								
8.122.01 Water	King, Lisa 19063867	Reading	61 Blue Wing Lane Unit # C 06/01/26	19,337	1,834	1.0000		21,788 / 2,451	
	Meter tag in property file								
8.123.01 Water	Hoover, Cameron & Cassandra 19063868	Reading	61 Blue Wing Lane Unit # D 06/01/26	35,248	3,692	1.0000		39,667 / 4,419	
	Meter tag in property file								
8.124.01 Water	Ashton, Rhonda 19063863	Reading	61 Blue Wing Lane Unit # E 06/01/26	32,216	3,268	1.0000		35,878 / 3,662	
	Meter tag in property file.								
8.125.01 Water	Broulim's Townhomes 19063861	Reading	93 Blue Wing Lane Unit # A 06/01/26	32,085	3,261	1.0000		34,804 / 2,719	
	Meter tag in property file.								
8.126.01 Water	Broulims Townhomes 19063864	Reading	93 Blue Wing Lane Unit # C 06/01/26	34,100	4,011	1.0000		37,778 / 3,678	
	Meter tag in Property file.								
8.127.01 Water	Broulims Townhomes 19063851	Reading	93 Blue Wing Lane Unit # D 06/01/26	27,336	2,540	1.0000		30,116 / 2,780	
	Meter tag in property file.								
8.128.01 Water	Broulim's Townhomes 19063852	Reading	93 Blue Wing Lane Unit # E 06/01/26	22,758	818	1.0000		24,415 / 1,657	
	Meter tag in property file.								
8.150.01 Water	Snake River Properties LLC 51224324	Reading	84 Sunbeam Drive 06/01/26	61,003	8,332	1.0000		68,423 / 7,420	
	Transmitter switched out by hydrocorp.								
8.151.01 Water	Snake River Properties LLC 53548341	Reading	84 Sunbeam Drive #2 - New Shop 06/01/26	4,918	147	1.0000		5,607 / 689	
	Transmitter changed by hydrocorp.								
8.152.01 Water	VTs Teton LLC C/O S. Sheppard 51233341	Reading	46 Iron Horse Drive 06/01/26	128,509	5,227	1.0000		135,037 / 6,528	
	Transmitter switched out by hydrocorp.								
8.153.01 Water	Beckett - Tenney 19063835	Reading	27 A Blue Wing Lane 06/01/26	75,999	8,159	1.0000		79,102 / 3,103	
	Meter tag in property file.								
8.154.01 Water	Ramos, Steven & Christina 19063833	Reading	27 B Blue Wing Lane 06/01/26	25,352	937	1.0000		26,496 / 1,144	
	Meter tag in property file.								

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8.155.01 Water	Connors, Yana & Justin 19063832	Reading	27 C Blue Wing Lane 06/01/26	39,119	0	1.0000		39,334 / 215	
Meter tag in property file.									
8.156.01 Water	Cote, Shawn 19063870	Reading	27 D Blue Wing Lane 06/01/26	186,950	3,056	1.0000		189,925 / 2,975	
Meter tag in property file.									
8.157.01 Water	Papazian, Diana 19063982	Reading	30 C Blue Wing Lane 06/01/26	10,844	11	1.0000		10,849 / 5	
Meter tag in property file.									
8.158.01 Water	Jackson, Kevin & Jennifer 19063840	Reading	30 B Blue Wing Lane 06/01/26	9,153	5,756	1.0000		12,516 / 3,363	
Meter tag in property file.									
8.159.01 Water	Peet, Georgia 19063983	Reading	30 A Blue Wing Lane 06/01/26	916	156	1.0000		920 / 4	
Meter tag in property file.									
8.160.01 Water	Ryan, Kelly 19063985	Reading	64 C Blue Wing Lane 06/01/26	26,903	2,429	1.0000		30,497 / 3,594	
Meter tag in property file.									
8.161.01 Water	Tobul, James & Shelley 19063984	Reading	64 B Blue Wing Lane 06/01/26	17,504	1,052	1.0000		18,667 / 1,163	
Meter tag in property file.									
8.162.01 Water	Butler, Julie 19063865	Reading	64 A Blue Wing Lane 06/01/26	43,579	3,724	1.0000		46,688 / 3,109	
Meter tag in property file.									
8.163.01 Water	SRJ Townhomes HOA 61408251	Reading	Snake River Junction - Irrigation Line 09/30/25	0	0	1.0000			
8.200.01 Water	Palisades Investments, LLC 19064070	Reading	149 South Refuge Parkway 06/01/26	14,854	8,336	1.0000		19,293 / 4,439	
Meter tag in property file.									
8.201.01 Water	D & G Airpark LLC 6166815	Reading	155 South Refuge Parkway 06/01/26	3,283	53	1.0000		3,302 / 19	
Transmitter replaced by hydrocorp.									
8.202.01 Water	4D Land Holdings, LLC 19186652	Reading	195 South Refuge Parkway 06/01/26	5	0	1.0000		6 / 1	
Meter switched out by town staff									
8.204.01 Water	Refuge 525 LLC 18940770	Reading	868 Diamandis Drive 06/01/26	27,444	1,091	1.0000		29,176 / 1,732	
Meter tag in property file.									
8.205.01 Water	Alpine of Miami, LLC 53548339	Reading	Rutan Road - Lot #8 - Phase II 09/30/25	161,000	1,000	1.0000			
8.208.01 Water	Alpine Investment LLC 61142621	Reading	333 Funk Fairway (Home) 12/31/23	30,000	1,000	1.0000			

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8.209.01 Water	Alpine Investment LLC 2135052196	Reading	333 Funk Fairway (Hangar) 06/01/26	1,243	42	1.0000		1,456 / 213	
	Meter Switch out by town staff.								
8.210.01 Water	Anderson, Michael 54236954	Reading	35 Branson Boulevard 06/01/26	21,345	143	1.0000		23,465 / 2,120	
	Transmitter switched by hydrocorp								
8.211.01 Water	Siegfried, Rand 18940771	Reading	49 Branson Blvd 06/01/26	5,571	123	1.0000		7,391 / 1,820	
	Meter tag in property file								
8.213.01 Water	Smith, Gordon 19186601	Reading	48 Branson Blvd. 06/01/26	1,865	183	1.0000		3,021 / 1,156	
	Meter replaced by hydrocorp								
8.214.01 Water	Jones, Adam & April 53750157	Reading	25 Wiemann Way 06/01/26	28,547	1,231	1.0000		28,727 / 180	
	Transmitter switched by hydrocorp								
8.215.01 Water	RJB Building Family Partners, LTD. 53548340	Reading	49 Wieman Way 06/01/26	623	9	1.0000		722 / 99	
	Transmitter switched out by hydrocorp.								
8.217.01 Water	Hoffman, Karl 53548342	Reading	10 Wieman Way 06/01/26	1,768	264	1.0000		1,986 / 218	
	Transmitter switched by hydrocorp.								
8.219.01 Water	Shepher, Ofer 53548344	Reading	50 Wieman Way 09/30/25	261,000	1,000	1.0000			
8.220.01 Water	Yankee Sierra C/O Ricardo Sagrera 13700507	Reading	120 Funk Fairway 06/01/26	11,658	642	1.0000		15,931 / 4,273	
	Hydrocorp switched out transmitter								
8.222.01 Water	TWR 46 U 11C 10666294	Reading	74 Diamandis Drive 06/01/26	698	39	1.0000		786 / 88	
	No Meter Tag. Meter stayed in - transmitter changed by hydrocorp								
8.234.01 Water	Pierce - Sezer 61372936	Reading	208 Alpine Village Circle 06/01/26	882	1	1.0000		951 / 69	
	Meter Switched Town Staff								
8.250.01 Water	Barnes, David 53171092	Reading	135 South Refuge Parkway 06/01/26	14,699	14,699	1.0000		17,332 / 2,633	
	Transmitter switched out by hydrocorp.								
8.252.01 Water	Aerocondos at Alpine Airpark 18781870	Reading	209 South Refuge Parkway Units 1-9 06/01/26	19,208	3,141	1.0000		21,331 / 2,123	
	Meter tag in property file.								
8.269.01 Water	Aerocondos at Alpine Airpark 18940768	Reading	209 South Refuge Parkway Unit 10-18 06/01/26	81,928	26,471	1.0000		93,289 / 11,361	
	Meter tag in property file.								
8.270.01 Water	Aerocondos at the Alpine Airpark 61017586	Reading	209 South Refuge Parkway Unit 19-25 06/01/26	2,658	209	1.0000		3,792 / 1,134	
	Retrofit done by Core & Main								

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8.300.01 Water	Flying Saddle Lodge 38331025	Reading	118878 US Highway 26/89 06/01/26	604,897	473,686	1.0000		1,133,654 / 528,757	
	Meter Tag in property file								
8.402.01 Water	Robertson, Michael & Amy 19186604	Reading	122 Columbine Street 06/01/26	69,984	23,691	1.0000		98,847 / 28,863	
	Meter switched out by hydrocorp.								
8.403.01 Water	Ojeda, Luis 19186598	Reading	100 Columbine Street 06/01/26	61,656	20,705	1.0000		91,746 / 30,090	
	Meter switched out by hydrocorp.								
8.406.01 Water	Johnson, Jared & Brook 19186628	Reading	36 Columbine Street 06/01/26	141,996	57,725	1.0000		201,752 / 59,756	
	Meter switched out by hydrocorp.								
8.411.01 Water	Becker, Kelly 19186661	Reading	95 Aster Loop 06/01/26	24,402	24,402	1.0000		59,435 / 35,033	
	Meter tag in property file								
8.420.01 Water	Ayala, Jackson D 19186629	Reading	227 Aster Loop 06/01/26	34,760	5,478	1.0000		37,592 / 2,832	
	Meter switched out by hydrocorp.								
8.431.01 Water	Zienkiewicz, Scott & Christine 18940746	Reading	395 Aster Loop 06/01/26	200,230	29,028	1.0000		250,240 / 50,010	
	Meter tag in property file.								
8.437.01 Water	Buyer, David 18940762	Reading	499 Aster Loop 06/01/26	27,409	9,466	1.0000		28,149 / 740	
	Meter tag in property file.								
8.438.01 Water	Swickard, Deane & Valerie 19064073	Reading	515 Aster Loop 06/01/26	146,182	44,050	1.0000		210,195 / 64,013	
	Meter switched out by hydrocorp.								
8.440.01 Water	Brinza, Adrian 18940742	Reading	537 Aster Loop 06/01/26	41,069	0	1.0000		41,069 / 0	
8.449.01 Water	Sirbu, Petru 18940764	Reading	464 Columbine Street 06/01/26	227,712	33,846	1.0000		288,950 / 61,238	
	Meter tag in property file.								
8.452.01 Water	Ballante, Barbara 38601342	Reading	410 Columbine Street 06/01/26	252,560	27,029	1.0000		307,301 / 54,741	
	Transmitter switched by hydrocorp								
8.453.01 Water	Scheller, George 19186607	Reading	390 Columbine Street 06/01/26	70,154	21,473	1.0000		93,759 / 23,605	
	Meter switched out by hydrocort								
8.455.01 Water	Ravitz, Rachel 19064058	Reading	356 Columbine Street 06/01/26	9,181	1,089	1.0000		11,131 / 1,950	
	Meter switched out by hydrocorp.								
Water	19186641	Reading	06/01/26	13,164	10,616	1.0000		50,978 / 37,814	
	Meter tag in property file								

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8.456.01 Water	Mosis, Miranda 13700536	Reading	340 Columbine Street 06/01/26	97,153	15,476	1.0000		144,443 / 47,290	
	Transmitter switched by hydrocorp.								
8.458.01 Water	Ross-Frye/Barnhouse 37456250	Reading	314 Columbine Street 06/01/26	62,241	18,902	1.0000		93,984 / 31,743	
	Transmitter switched out by hydrocorp.								
8.462.01 Water	Cole, Brett 19186623	Reading	232 Columbine Street 06/01/26	62,132	11,431	1.0000		80,582 / 18,450	
	Meter switched outby hydrocorp								
8.468.01 Water	Rosas Urban, Christian 19186603	Reading	89 Columbine Street 06/01/26	182,088	14,234	1.0000		212,853 / 30,765	
	Meter switched out by hydrocorp.								
8.469.01 Water	Wolf, Brad 18940765	Reading	85 Columbine Street 06/01/26	166,594	40,488	1.0000		222,154 / 55,560	
	Meter tag in property file.								
8.480.01 Water	Pliley, Teresa - Owen, David 19064087	Reading	132 Aster Loop 06/01/26	93,947	27,880	1.0000		130,397 / 36,450	
	Meter switched out by hydrocorp.								
8.481.01 Water	Ireland, Todd & Jacqueline 38484983	Reading	152 Aster Loop 06/01/26	74,743	28,601	1.0000		124,595 / 49,852	
	Transmitter switched out by hydrocorp.								
8.489.01 Water	Breezy 1 LLC 13700535	Reading	334 Aster Loop 06/01/26	169,990	60,259	1.0000		235,127 / 65,137	
	Transmitter switched out by hydrocorp.								
8.490.01 Water	Horvath, Amanda 18940744	Reading	352 Aster Loop 06/01/26	326,126	80,334	1.0000		365,746 / 39,620	
	Meter tag in property file								

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Customer Hash: 7,625,309 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

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8.501.01 Water	King, Kenneth & Marya 19186631	Reading	626 Aster Loop 06/01/26	153,340	30,711	1.0000		218,229 / 64,889	
	Meter switched out by hydrocorp.								
8.521.01 Water	Machura, Florencio 19186640	Reading	185 Columbine Street 06/01/26	34,682	34,336	1.0000		109,092 / 74,410	
	Meter Tag in property file								
8.527.01 Water	Goodrich, John & Heather 53750158	Reading	37 Oatgrass Street 06/01/26	62,211	5,232	1.0000		70,720 / 8,509	
	Meter switched out by hydrocorp.								
8.528.01 Water	Graus, Todd & Holly 19186630	Reading	17 Oatgrass Street 06/01/26	174,677	73,447	1.0000		265,325 / 90,648	
	Meter switched out by hydrocorp.								
8.531.01 Water	Schultz, Hale 19186612	Reading	651 Aster Loop 06/01/26	166,820	47,002	1.0000		245,077 / 78,257	
	Meter switched out by hydrocorp.								
8.532.01 Water	Elizondo, Jose & Nancy 19186594	Reading	629 Aster Loop 06/01/26	185,141	66,913	1.0000		248,811 / 63,670	
	Meter switched out by core & main.								
8.535.01 Water	Barnett, Nicole 19186625	Reading	479 Columbine Street 06/01/26	92,968	14,244	1.0000		128,100 / 35,132	
	Meter switched out by hydrocorp.								
8.538.01 Water	McCarthy, Charles & June 19186609	Reading	423 Columbine Street 06/01/26	34,129	4,679	1.0000		38,178 / 4,049	
	Meter switched out by hydrocorp.								
8.539.01 Water	Baker, Paul & Jennifer 19064101	Reading	399 Columbine Street 06/01/26	45,463	13,521	1.0000		65,389 / 19,926	
	Meter switched out by hydrocorp								
8.541.01 Water	Callahan, Caroline 18940763	Reading	325 Columbine Street 06/01/26	213,681	68,803	1.0000		284,097 / 70,416	
	Meter tag in property file.								
8.543.01 Water	Scharfenberg, David 18781869	Reading	76 Primrose Court 06/01/26	0	0	1.0000		0 / 0	
	Meter tag in property file.								
8.544.01 Water	Draskovich, Joseph 19064113	Reading	60 Primrose Court 06/01/26	90,367	28,200	1.0000		133,472 / 43,105	
	Meter switched out by hydrocorp.								
8.546.01 Water	Flynn, Yulia & Jeff 18940766	Reading	134 Sweet Grass Trail 06/01/26	260,628	67,738	1.0000		324,604 / 63,976	
	Meter tag in property file.								
8.549.01 Water	Caywood, Shannon & Traer 11934569	Reading	74 Sweetgrass Trail 06/01/26	99,504	41,754	1.0000		151,412 / 51,908	
	Transmitter replaced by hydrocorp.								

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8.558.01 Water	Kaleff, Jeanine Bowman 19064064	Reading	205 Sweetgrass Trail 06/01/26	6,889	3,208	1.0000		22,241 / 15,352	
	Meter Tag in Property File								
8.559.01 Water	Wise, Charles 19186669	Reading	225 Sweetgrass Trail 09/30/25	0	2,000	1.0000		163,723 / 163,723	
	Meter switched out by core & main.								
8.560.01 Water	Cerami JR, Robert 19186605	Reading	224 Sweetgrass Trail 06/01/26	99,364	48,415	1.0000		244,039 / 144,675	
	Meter switched out by hydrocorp.								
8.562.01 Water	McCarthy - Faler 38601344	Reading	184 Sweetgrass Trail 06/01/26	31,927	4,579	1.0000		38,915 / 6,988	
	Transmitter switched out by hydrocorp.								
8.564.01 Water	Quinn, Ronald & Brittany 53548335	Reading	39 Primrose Court 06/01/26	1,750,000	31,000	1.0000		1,782,000 / 32,000	
	Transmitter switched out by hydrocorp.								
8.586.01 Water	Star Valley Health 61202505	Reading	37 Wintergreen Drive 06/01/26	4,009,437	325,285	1.0000		4,488,235 / 478,798	
	Transmitter switched out by hydrocorp.								
8.600.01 Water	Shackelford, Carol Ann 19186610	Reading	413 Aster Loop 06/01/26	136,096	20,730	1.0000		224,247 / 88,151	
	Meter switched out by hydrocorp.								
8.601.01 Water	Ladner, Travis & Kristin 19186613	Reading	525 Aster Loop 06/01/26	182,961	25,654	1.0000		258,138 / 75,177	
	Meter switched out by hydrocorp.								
8.602.01 Water	Simmons, Neil 19186676	Reading	605 Aster Loop 06/01/26	104,854	40,319	1.0000		149,000 / 44,146	
	Switched out by Hydrocorp								
8.603.01 Water	Phillips, Taylor 19186599	Reading	446 Columbine Street 06/01/26	340,755	340,755	1.0000		454,955 / 114,200	
	Meter Switched out by hydrocorp								
8.604.01 Water	Vinson, Mike 19186679	Reading	103 Oatgrass Street 06/01/26	128,853	33,604	1.0000		157,875 / 29,022	
	Meter switched out by hydrocorp.								
8.605.01 Water	Wilkinson, Jeff & Jonna 19186674	Reading	216 Columbine Street 06/01/26	216,760	31,265	1.0000		294,593 / 77,833	
	Meter replaced by hydrocorp.								
8.607.01 Water	Bortz, Julie 19186657	Reading	39 Columbine Street 06/01/26	35,019	34,327	1.0000		76,083 / 41,064	
	Meter tag in property file								
8.608.01 Water	Robinson, David 51224326	Reading	12 Aster Loop 06/01/26	2,893,000	16,000	1.0000		2,923,000 / 30,000	
	Transmitter switched out by hydrocorp.								

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8.609.01 Water	Shott, Brian 19186677	Reading	46 Oatgrass Street 06/01/26	115,742	27,853	1.0000		145,871 / 30,129	
	Meter replaced by hydrocorp.								
8.610.01 Water	Poyer, Levi 19186627	Reading	37 Arnica Trail 06/01/26	79,256	15,580	1.0000		101,914 / 22,658	
	Meter replaced by hydrocorp.								
8.611.01 Water	Leeper, Cody and Christina 53542325	Reading	100 Arnica Trail 06/01/26	116,755	29,804	1.0000		148,861 / 32,106	
	Meter replaced by hydrocorp.								
8.612.01 Water	Feinstein - Kiger 19186611	Reading	156 Arnica Trail 06/01/26	108,382	17,759	1.0000		226,203 / 117,821	
	Meter replaced by hydrocorp.								
8.613.01 Water	Kirkley, Jirel & Corbett 19186626	Reading	711 Aster Loop 06/01/26	118,641	32,947	1.0000		167,255 / 48,614	
	Meter replaced by hydrocorp.								
8.650.01 Water	Refuge West, LLC 10666291	Reading	47 Village Lane 09/30/25	29,000	2,000	1.0000			
8.700.01 Water	Melvin Brewing Company 25050101	Reading	624 County Road 101 06/01/26	2,381,703	428,669	1.0000		2,849,318 / 467,615	
	Meter switched out by town.								
8.800.01 Water	Conrad & Bischoff, LLC 61048645	Reading	15 Boardwalk Drive 06/01/26	9,849,623	49,237	1.0000		9,914,711 / 65,088	
	Meter replaced by hydrocorp.								
8.801.01 Water	Union Wireless 54236948	Reading	54 West Hwy 26 12/31/23	9,000	1,000	1.0000			
8.802.01 Water	Boardwalk Development Group 53750163	Reading	50 US Hwy 26 09/30/25	4,000	0	1.0000			
8.803.01 Water	TOA - RV Dump 18940745	Reading	15 Boardwalk Drive - RV Dump 06/01/26	91,889	10,316	1.0000		113,966 / 22,077	
	Meter tag in property file.								
8.804.01 Water	Boardwalk Development Group 37455246	Reading	56 West Hwy 26 - Upstairs Apartment 09/30/25	208,000	0	1.0000			
8.806.01 Water	G. A. Haan Development LLC 61048641	Reading	111 Boardwalk Drive 06/01/26	4,297,122	41,545	1.0000		4,342,233 / 45,111	
	Transmitter replaced by hydrocorp.								
8.858.01 Water	Alpine Center Lot, LLC 19064063	Reading	650 US Highway 26 Bldg #9 06/01/26	0	0	1.0000		4 / 4	
	Meter tag in property file								
Water	19064067	Reading	06/01/26	367	91	1.0000		432 / 65	
	Meter tag in property file.								
8.859.01 Water	GR Drywall Installation 11591270	Reading	650 US Highway 26 Bldg #3 06/01/26	24,274	146	1.0000		24,431 / 157	
	Meter tag in property file.								

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8.861.01 Water	Green Turf 11591271	Reading	650 US Highway 26 Bldg#2 06/01/26	385,780	11,249	1.0000		402,330 / 16,550	
	Transmitter switched out by hydrocorp.								
8.862.01 Water	SRS Club LLC 19186672	Reading	200 Jordan Canyon Unit #1 06/01/26	8,743	6,846	1.0000		19,274 / 10,531	
	Meter replaced by hydrocorp.								
8.863.01 Water	SRS Club LLC 19186670	Reading	200 Jordan Canyon Unit #2 06/01/26	13,518	5,019	1.0000		20,768 / 7,250	
	Meter replaced by hydrocorp.								
8.864.01 Water	Electrical Connections, Inc 19186671	Reading	200 Jordan Canyon Unit #3 06/01/26	238,831	20,426	1.0000		260,089 / 21,258	
	Meter replaced by hydrocorp.								
8.865.01 Water	SRS Club LLC 19186596	Reading	200 Jordan Canyon Unit #4 06/01/26	119,637	17,273	1.0000		140,641 / 21,004	
	Meter replaced by hydrocorp.								
8.866.01 Water	SRS Club, LLC 54715393	Reading	200 Jordan Canyon Unit #5 06/01/26	492,200	6,563	1.0000		500,744 / 8,544	
	Meter replaced by hydrocorp.								
8.867.01 Water	SRS Club LLC 19186602	Reading	200 Jordan Canyon Unit #6 06/01/26	109,654	15,919	1.0000		127,351 / 17,697	
	Meter replaced by hydrocorp.								
8.868.01 Water	SRS Lots LLC 19186595	Reading	200 Jordan Canyon Unit #7 06/01/26	29,268	9,673	1.0000		45,251 / 15,983	
	Meter replaced by hydrocorp.								
8.869.01 Water	SRS Club LLC 19186662	Reading	200 Jordan Canyon Unit #8 06/01/26	5,207	2,551	1.0000		7,826 / 2,619	
	Meter tag in property file								
8.870.01 Water	SRS Club LLC 19186621	Reading	200 Jordan Canyon Unit #9 06/01/26	62,278	4,439	1.0000		86,153 / 23,875	
	Meter replaced by hydrocorp.								
8.871.01 Water	Corona, JJ 19186615	Reading	200 Jordan Canyon Unit #10 06/01/26	84,511	7,299	1.0000		93,763 / 9,252	
	Meter replaced by hydrocorp.								
8.872.01 Water	SRS Club LLC 19186618	Reading	200 Jordan Canyon Unit #11 06/01/26	485,037	89,430	1.0000		624,334 / 139,297	
	Meter replaced by hydrocorp.								
8.873.01 Water	GR Drywall Installation 19186620	Reading	200 Jordan Canyon Unit #12 06/01/26	88,144	5,584	1.0000		96,052 / 7,908	
	Meter replaced by hydrocorp.								
8.874.01 Water	SRS Club LLC 19186616	Reading	200 Jordan Canyon Unit #13 06/01/26	18,174	6,635	1.0000		29,637 / 11,463	
	Meter replaced by hydrocorp.								

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8.875.01 Water	SRS Club LLC 19186622	Reading	200 Jordan Canyon Unit #14 06/01/26	44,155	4	1.0000		44,236 / 81	
	Meter replaced by hydrocorp.								
8.876.01 Water	Pinnacle Construction 54715398	Reading	200 Jordan Canyon Unit #15 06/01/26	680,608	5,007	1.0000		685,028 / 4,420	
	Meter replaced by hydrocorp.								
8.877.01 Water	SRS Club LLC 19186617	Reading	200 Jordan Canyon Unit #16 06/01/26	79,032	10,048	1.0000		94,718 / 15,686	
	Meter switched out By hydrocorp								
8.878.01 Water	GR Drywall Installation 54715403	Reading	200 Jordan Canyon Unit #17 06/01/26	1,285,641	4,809	1.0000		1,289,844 / 4,203	
	Meter replaced by hydrocorp.								
8.879.01 Water	GR Drywall 54715396	Reading	200 Jordan Canyon Unit #18 06/01/26	1,983,504	16,919	1.0000		1,996,765 / 13,261	
	Meter replaced by hydrocorp.								
8.882.01 Water	Alpine Flats 61226101	Reading	303 US Hwy 26, Building #1 (East Tract) 06/01/26	471,138	14,316	1.0000		488,658 / 17,520	
8.883.01 Water	Wortman, Kieth 18940767	Reading	104 Sagebrush Lane 06/01/26	426	426	1.0000		500 / 74	
	Meter tag in property file.								
8.890.01 Water	TOA - New Shop 54321680	Reading	289 Buffalo Drive 06/01/26	6,680	509	1.0000		7,608 / 928	
	Meter replaced by hydrocorp.								
8.901.01 Water	Snake River MEP Complete Inc. 70392841	Reading	100 Wintergreen Drive 06/01/26	867,346	91,888	1.0000		1,164,830 / 297,484	
	Meter switched out.								
9.018.01 Water	Gersh, Kate 19064109	Reading	551 Forest Circle Drive 06/01/26	65,497	11,264	1.0000		80,866 / 15,369	
	Meter replaced by hydrocorp.								
9.021.01 Water	Severson, Mark 18940756	Reading	557 Forest Circle Drive 06/01/26			1.0000		0 / 0	Final
	New Build - Meter tag in property file.								
9.022.01 Water	Matson, Merridee 19064054	Reading	527 Three Rivers Drive 06/01/26	30,382	206	1.0000		56,229 / 25,847	
	Meter replaced by hydrocorp.								
9.024.01 Water	Fritz, Justin 19064052	Reading	520 Three Rivers Drive 06/01/26	10,262	743	1.0000		11,161 / 899	
	Meter replaced by hydrocorp.								
9.025.01 Water	Severson, Mark & Janet 38601345	Reading	518 Three Rivers Drive 06/01/26	76,757	5,009	1.0000		78,908 / 2,151	
	Transmitter switched out by hydrocorp.								
9.027.01 Water	Thatcher, Jill 19186675	Reading	513 Three Rivers Drive 06/01/26	113,010	42,173	1.0000		182,510 / 69,500	
	Meter Switched out by hydrocorp								

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9.028.01 Water	Clayton, William 54715407	Reading	534 Forest Circle Drive 07/31/24	65,660	26,480	1.0000			
9.029.01 Water	Walton III, Tommie L. 19063920	Reading	501 Three Rivers Drive 06/01/26	254,282	11,313	1.0000		295,321 / 41,039	
	Meter tag in property file.								
9.030.01 Water	Bates, Jacob 11486925	Reading	510 Three Rivers Drive 06/01/26	57,645	16,404	1.0000		70,177 / 12,532	
	Transmitter switched out by hydro-corp								
9.031.01 Water	Stuns, Douglas & Cathryn 19186660	Reading	707 Sunset Drive 06/01/26	6,173	6,173	1.0000		13,062 / 6,889	
	Meter Tag in property file								
9.047.01 Water	Lot 50 Snake River Drive, LLC 19063950	Reading	379 Wooden Spur 06/01/26	1,210	0	1.0000		1,236 / 26	
	Meter tag in property file.								
9.048.01 Water	Heggenstaller, Jason Scott 18940808	Reading	377 Wooden Spur 11/01/24	0	0	1.0000			
	Meter tag in property file								
9.051.01 Water	House, Harold R. 19186608	Reading	371 Wooden Spur Drive 06/01/26	27,501	12,665	1.0000		45,858 / 18,357	
	Meter switched out by hydrocorp								
9.053.01 Water	Tholen, Preston 11951116	Reading	367 Wooden Spur Drive 06/01/26	141,268	53,049	1.0000		217,834 / 76,566	
	Transmitter replaced by hydrocorp.								
9.058.01 Water	Wray, Noel & Anne 19063965	Reading	355 Wooden Spur Drive 06/01/26	30,011	2,808	1.0000		33,866 / 3,855	
	Meter tag in property file.								
9.061.01 Water	Sheth, Sangam 19064110	Reading	356 Wooden Spur Drive 06/01/26	5,089	0	1.0000		5,091 / 2	
	Meter switched out by hydrocorp/								
9.062.01 Water	Lindell, Anna 19064066	Reading	358 Wooden Spur Drive 06/01/26	2,320	1,457	1.0000		5,922 / 3,602	
	Meter Tag in property File								
9.063.01 Water	Zweig, Katherine & Alan 19064103	Reading	360 Wooden Spur Drive Unit # A 06/01/26	32,234	5,006	1.0000		37,266 / 5,032	
	Meter switched out by core & main.								
9.066.01 Water	Baker, Britt 19064092	Reading	280 Sawmill Road Unit A 06/01/26	15,916	3,526	1.0000		27,771 / 11,855	
	Meter replaced by the Town.								
9.067.01 Water	289 Sawmill Road, LLC 19064088	Reading	289 Sawmill Road Apt #1 06/01/26	19,841	3	1.0000		22,246 / 2,405	
	Meter switched out by hydrocorp.								
9.068.01 Water	Beus, Jade A. 61226145	Reading	374 Wooden Spur Drive 11/26/25	0	0	1.0000		4,695 / 4,695	
	Meter installed								

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9.072.01 Water	Perkins, Brittney 19063946	Reading	455 Greys River Loop 06/01/26	36,264	1,842	1.0000		39,658 / 3,394	
	Meter tag in property file.								
9.074.01 Water	Bias, Kevin & Victoria 19062678	Reading	442 Greys River Loop 06/01/26	67,143	6,885	1.0000		75,182 / 8,039	
	Meter tag in property file.								
9.080.01 Water	Armington, Karennia 19063707	Reading	337 EAST MILL ROAD 06/01/26	124,659	19,760	1.0000		154,071 / 29,412	
	Meter tag in property file.								
9.099.01 Water	Cornelius, Ernest & Catherine 19063975	Reading	225 River Bench Road 06/01/26	3,697	0	1.0000		4,015 / 318	
	Meter tag in property file.								
9.100.01 Water	Sherman, Christopher 83582377	Reading	169 Parkway Drive 06/01/26	515,000	3,000	1.0000		543,000 / 28,000	
	Transmitter switched out by hydrocorp								
9.103.01 Water	Rodriguez Martinez, Alejandro 19063882	Reading	183 West Mill Circle 06/01/26	78,622	12,252	1.0000		98,423 / 19,801	
	Meter tag in property file								
9.105.01 Water	Farnsworth, Adam 19063980	Reading	186 Canyon View Drive 06/01/26	192,117	29,599	1.0000		229,419 / 37,302	
	Meter tag in property file.								
9.106.01 Water	Doucette, Tyler 19064084	Reading	190 Canyon View Drive 06/01/26	80,900	25,390	1.0000		110,130 / 29,230	
	Meter switched out by hydrocorp.								
9.108.01 Water	Pace, Rhonda 19064089	Reading	194 Canyon View Drive 06/01/26	25,088	3,284	1.0000		28,319 / 3,231	
	Meter switched out by hydrocorp.								
9.109.01 Water	Racsak, Joseph & Janet 19064059	Reading	193 Canyon View Drive 06/01/26	75,690	9,030	1.0000		102,774 / 27,084	
	Meter switched out by hydrocorp.								
9.118.01 Water	Lot 58 Greys River LLC 61430168	Reading	219 Greys River Road 06/01/26	209	209	1.0000		286 / 77	
	Meter switched out by Town staff								
9.119.01 Water	Marquina, Salomon 19063973	Reading	222 River Bench Road 06/01/26	30,766	7,947	1.0000		41,013 / 10,247	
	Meter tag in property file.								
9.120.01 Water	Flores, Genaro Bedolla 19063872	Reading	218 West Mill Circle 06/01/26	92,907	6,950	1.0000		110,112 / 17,205	
	Meter tag in property file.								
9.126.01 Water	Buffalo Sage Townhomes 61430167	Reading	Water Service - HOA 06/01/26	263,675	263,675	1.0000		608,415 / 344,740	
	Switched by Town.								

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9.128.01 Water	Floyd, Joshua & Amy 18940814	Reading	341 Riverview Drive 06/01/26	25,979	5,795	1.0000		35,902 / 9,923	
	Meter tag in property file								
9.129.01 Water	Livingston, Trent 18940812	Reading	345 Riverview Drive 06/01/26	157,993	16,284	1.0000		176,461 / 18,468	
	Meter tag in property file.								
9.131.01 Water	Marquina, Saloman 18965120	Reading	444 Riverview Drive 06/01/26	185,458	25,464	1.0000		205,931 / 20,473	
	Meter tag in property file.								
9.133.01 Water	Shockley, Tristan & Petra 19063981	Reading	508 Snake River Drive 06/01/26	135,546	31,508	1.0000		173,736 / 38,190	
	Meter tag in property file.								
9.135.01 Water	McAuley, Haley 19064076	Reading	524 Snake River Drive 06/01/26	82,101	21,199	1.0000		119,275 / 37,174	
	Meter switched out by hydrocorp								
9.136.01 Water	Jacobson, Tracy & Tim 38601343	Reading	528 Snake River Drive 06/01/26	164,023	37,196	1.0000		213,945 / 49,922	
	Transmitter switched out by hydrocorp								
9.143.01 Water	Meneses - Singleton 19064102	Reading	626 Snake River Drive 08/31/25	0	0	1.0000		131,372 / 39,856	
	Meter switched out by hydrocorp.								
9.153.01 Water	Bedolla Flores, Jose 19064056	Reading	420 Snake River Drive 06/01/26	80,373	26,420	1.0000		124,625 / 44,252	
	Meter switched out by hydrocorp.								
9.156.01 Water	Hocking, Scott 19064104	Reading	349 Riverview Drive 06/01/26	69,080	14,054	1.0000		88,284 / 19,204	
	Meter replaced by hydrocorp								
9.164.01 Water	Lytle, Curtis & Brandy 18781868	Reading	341 Snake River Drive 06/01/26	2,494	2,330	1.0000		6,564 / 4,070	
	Meter tag in property file								
9.167.01 Water	Garrison, Jackie 18940816	Reading	415 Snake River Drive 06/01/26	9,150	488	1.0000		11,921 / 2,771	
	Meter tag in property file.								
9.169.01 Water	Leonard, Elizabeth 19064075	Reading	421 Snake River Drive 06/01/26	173,100	37,550	1.0000		231,242 / 58,142	
	Meter switched out by hydrocorp.								
9.170.01 Water	Severson, Sid 18880657	Reading	425 Snake River Drive 06/09/25	0	0	1.0000		29,099 / 29,099	
	Meter tag in property file.								
9.176.01 Water	Haberberger, Tim & Cindy 19064097	Reading	403 Greys River Road 06/01/26	8,551	762	1.0000		9,110 / 559	
	Meter switched out by hydrocorp.								

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
9.185.01 Water	Alpine Chateaus LLC 19064072	Reading	144 Trail Drive Unit A 06/01/26	56,440	2,197	1.0000		59,443 / 3,003	
	Meter switched out by hydrocorp.								
9.190.01 Water	Saks, William 19064080	Reading	174 Trail Drive 06/01/26	27,039	261	1.0000		33,087 / 6,048	
	Meter switched out by hydrocorp.								
9.191.01 Water	Towles, Chris 19064077	Reading	176 Trail Drive 06/01/26	7,339	497	1.0000		7,787 / 448	
	Meter switched out by hydrocorp.								
9.192.01 Water	Owens, Kelly 18880648	Reading	135 Stoor Drive 06/01/26	12,052	865	1.0000		13,000 / 948	
	Meter tag in property file.								
9.193.01 Water	Rawe, Calvin 19063834	Reading	139 Stoor Drive 07/31/23	75,000	8,000	1.0000		12,330 / 852	
	Meter switched out by Town of Alpine								
9.198.01 Water	Teed, Chris 18940802	Reading	744 Pinecrest Circle 06/01/26	19,652	2,369	1.0000		22,747 / 3,095	
	Meter tag in property file								
9.199.01 Water	Knudsen & Olai 19186606	Reading	768 Terrace Drive 08/31/25	0	0	1.0000		27,078 / 27,078	
	Meter switched out by hydrocorp.								
9.204.01 Water	DeGryse - Aulie 19064107	Reading	174 Stoor Drive 06/01/26	15,134	1,748	1.0000		17,229 / 2,095	
	Meter switched out by hydrocorp.								
9.208.01 Water	Mountain View Property Managment 18880603	Reading	161 Alpine Drive Unit A 06/01/26	55,362	0	1.0000		55,369 / 7	
	Meter tag in property file.								
9.208.02 Water	Ibarra, Lady Laura 18880602	Reading	161 Alpine Drive Unit B 06/01/26	1,140,331	4,803	1.0000		1,144,893 / 4,562	
	Meter tag in property file.								
9.208.03 Water	Plucinski, Mark & Karen 18880677	Reading	161 Alpine Drive Unit C 06/01/26	23,098	2,214	1.0000		25,043 / 1,945	
	Meter tag in property file.								
9.208.04 Water	Sanchez, Fernando 18880678	Reading	161 Alpine Drive Unit D 06/01/26	69,980	5,785	1.0000		74,909 / 4,929	
	Meter tag in property file								
9.217.01 Water	Worthen, Thomas Jr. 19064111	Reading	796 Lodge Lane 07/31/24	60,000	0	1.0000			
9.220.01 Water	Ferguson, Will H. 18940807	Reading	189#5A Canyon View Drive 06/01/26	38,261	16,611	1.0000		51,444 / 13,183	
	Meter tag in property file.								
9.247.01 Water	Peterson, Annette 19064032	Reading	765 Terrace Drive 06/01/26	0	0	1.0000		0 / 0	
	Meter tag in property file.								

*** Page Totals *** Count: 15

Customer Hash: 13,806,821 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Town of Alpine
Hosted 7/7/2023

Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
9.248.01 Water	Quiroz, Luis 19063755	Reading	739 Pinecrest Circle 06/01/26	543	0	1.0000		543 / 0	
Meter tag in property file.									
9.249.01 Water	Clark, Jeffrey & Shantay 61202508	Reading	278 Sawmill Road 06/01/26	132,580	4,410	1.0000		136,842 / 4,262	
Transmitter switched by hydrocorp.									
9.256.01 Water	Gervais, Serena 19064083	Reading	155 Morningstar Dr., Unit #4 06/01/26	13,930	13,930	1.0000		15,578 / 1,648	
Meter switched out by hydrocorp.									
9.257.01 Water	Citro, Rick 19063909	Reading	177 West Mill Circle 06/01/26	37,659	2,868	1.0000		40,959 / 3,300	
Meter tag in property file.									
9.261.01 Water	McDonald, Colter & Lee Ann 19064106	Reading	197 Canyon View Drive 06/01/26	18,106	0	1.0000		35,420 / 17,314	
Meter switched by hydrocorp.									
9.263.01 Water	Gillingwater, Zach 19064079	Reading	155 Morningstar Dr., Unit #2 06/01/26	16,282	16,282	1.0000		17,973 / 1,691	
Switched out by hydrocorp.									
9.264.01 Water	TOA - Ferry Peak Park 19063690	Reading	340 Meadows Dr - Kiddie Park 06/01/26	3,172	283	1.0000		3,944 / 772	
Bathroom Meter Meter tag in property file.									
Water	61408250	Reading	06/01/26	12,199	8,501	1.0000		35,000 / 22,801	
Meter switched out by core & main.									
9.265.01 Water	TOA - Enhancement Irrigation 70465737	Reading	111 US Highway 89 06/01/26	95,824	21,634	1.0000		123,516 / 27,692	
Meter switched out by Core & Main Location of Meter in front of Ace Hardware									
Water	70467971	Reading	06/01/26	40,675	20,172	1.0000		64,853 / 24,178	
Meter Switched out by core & main Location of meter by Jenkins									
Water	70471575	Reading	06/01/26	134,223	134,223	1.0000		214,634 / 80,411	
Meter switched out by core & main. Located by Greys River Cove Resort									
9.266.01 Water	TOA - Legion Ball Park 18940813	Reading	226 Buffalo Drive 06/01/26	203,130	36,240	1.0000		231,327 / 28,197	
9.276.01 Water	Alpine Wyoming Hotel, LLC 61226114	Reading	115 Greys River Road 06/01/26	3,611,247	203,467	1.0000		3,865,735 / 254,488	
Meter switched out by Town Employee									
9.281.01 Water	Alpine Chateaus LLC 19064105	Reading	144 Trail Drive Unit B 06/01/26	8,935	1,461	1.0000		9,118 / 183	
Meter switched out by hydrocorp.									
9.282.01 Water	Alpine Chateaus LLC 19064053	Reading	144 Trail Drive Unit C 06/01/26	2,999	41	1.0000		4,495 / 1,496	
Meter switched out by hydrocorp.									
9.283.01 Water	Alpine Chateaus LLC 19064098	Reading	144 Trail Drive Unit D 06/01/26	12,488	754	1.0000		13,642 / 1,154	
Meter switched out by hydrocorp.									

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Customer Hash: 14,824,516 Comment Hash: Reading Hash: Reading Date:

Town of Alpine
Hosted 7/7/2023

Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
9.284.01 Water	Baker, Britt 19064057	Reading	280 Sawmill Road Unit C 06/01/26	11,278	1,278	1.0000		12,888 / 1,610	
9.285.01 Water	Baker, Britt 19064095	Reading	280 Sawmill Road Unit B 06/01/26	6,751	1,859	1.0000		7,476 / 725	
	Meter Switched out by the Town.								
9.286.01 Water	Baker, Britt 19064100	Reading	280 Sawmill Road Unit D 06/01/26	12,434	1,188	1.0000		14,168 / 1,734	
	Meter switched out by the Town.								
9.287.01 Water	289 Sawmill Road, LLC 19064091	Reading	289 Sawmill Road Apt #2 06/01/26	24,378	2,389	1.0000		26,691 / 2,313	
	Meter switched out by hydrocorp.								
9.288.01 Water	289 Sawmill Road, LLC 19064055	Reading	289 Sawmill Road Apt #3 06/01/26	70,204	16,921	1.0000		90,451 / 20,247	
	Meter switched out by hydrocorp.								
9.289.01 Water	Penny, Belinda 19064061	Reading	289 Sawmill Road Apt #4 06/01/26	13,339	1,238	1.0000		14,794 / 1,455	
	Meter switched out by hydrocorp.								
9.290.01 Water	Quinnbella, LLC 61256725	Reading	151A US Hwy 89 07/31/24	48,000	48,000	1.0000			
9.292.01 Water	Donovan Ryan Properties 11951112	Reading	275 River Circle #1 06/01/26	48,157	0	1.0000		48,157 / 0	
	Transmitter switched out by hydrocorp.								
9.293.01 Water	Jackson, Yvonne 10666304	Reading	275 River Circle # 2 06/01/26	25	0	1.0000		25 / 0	
	Transmitter switched out by hydrocorp.								
9.294.01 Water	Lutz, Rita 10666302	Reading	265 River Circle # 1 06/01/26	11,673	2,851	1.0000		15,413 / 3,740	
	Meter switched out by hydrocorp.								
9.295.01 Water	Kolbas, Susan 19064065	Reading	265 River Circle # 2 06/04/26	0	0	1.0000		6 / 6	
	Radio installed by town staff.								
9.296.01 Water	Heinz - Cranford 10666300	Reading	255 River Circle # 1 06/01/26	29,632	3,275	1.0000		33,450 / 3,818	
	Meter stayed in - transmitter changed by hydrocorp								
9.297.01 Water	Gilbert, Tyler 10666287	Reading	255 River Circle # 2 06/01/26	7,147	815	1.0000		10,339 / 3,192	
	Meter switched out by hydrocorp.								
9.298.01 Water	Coin - Peterson 10666332	Reading	132 Buffalo Drive # 1 06/01/26	15,618	838	1.0000		17,887 / 2,269	
	Transmitter switched out by hydro-corp.								
9.299.01 Water	Cooke, Kevin & Nina 11951114	Reading	132 Buffalo Drive # 2 06/01/26	7,844	899	1.0000		8,365 / 521	
	Meter switched out by hydrocorp.								

*** Page Totals ***

Count: 15

Customer Hash: 13,937,315 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Town of Alpine
Hosted 7/7/2023

Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
9.300.01 Water	Farney, Darek & Kirsten 10666334	Reading	302 Snake River Drive # 1 06/01/26	20,900	0	1.0000		21,531 / 631	
	Transmitter changed out by hydrocorp.								
9.301.01 Water	Staehr, Amy 10666329	Reading	302 Snake River Drive # 2 06/01/26	179,604	15,119	1.0000		195,470 / 15,866	
	Transmitter changed out by hydrocorp								
9.302.01 Water	Davies, Benjamin 10666335	Reading	306 Snake River Drive # 1 06/01/26	14,635	2,045	1.0000		16,429 / 1,794	
	Transmitter changed out by hydrocorp.								
9.303.01 Water	Asbell R & P, LLC 10666333	Reading	306 Snake River Drive # 2 06/01/26	33,007	3,707	1.0000		37,023 / 4,016	
	Transmitter switched out by hydrocorp.								
9.304.01 Water	Russo, MaryLynn 19064071	Reading	310 Snake River Drive # 1 06/01/26	5,584	913	1.0000		6,484 / 900	
	Meter switched out by town staff								
9.305.01 Water	Kyanoosh, Rashidi 10666328	Reading	310 Snake River Drive # 2 07/31/24	33,000	32,155	1.0000			
9.306.01 Water	Taylor - Craig 10666301	Reading	314 Snake River Drive # 1 06/01/26	43,716	4,757	1.0000		48,729 / 5,013	
	Transmitter changed out by hydrocorp.								
9.307.01 Water	Levyteskyi, Oleksandr & Olga 10666326	Reading	314 Snake River Drive # 2 07/31/24	8,000	7,790	1.0000			
9.308.01 Water	Donovon Properties LLC 19064069	Reading	346 Riverview Drive # 1 06/01/26	5,896	1,333	1.0000		7,952 / 2,056	
	Meter switched out by the Town.								
9.309.01 Water	Tye - Yox 10666303	Reading	346 Riverview Drive #2 06/01/26	33,795	4,705	1.0000		38,134 / 4,339	
	Meter switched out by hydrocorp								
9.310.01 Water	Hermel - Holmberg 10666305	Reading	344 Riverview Drive # 1 06/01/26	52,068	4,695	1.0000		57,911 / 5,843	
	Meter transmitter change - performed by hydrocorp								
9.311.01 Water	Herrschaft, Nicholas 10666297	Reading	344 Riverview Drive # 2 06/01/26	44,113	4,743	1.0000		48,267 / 4,154	
	Meter stayed in - transmitter changed by hydrocorp								
9.312.01 Water	Zweig, Katherine & Alan 19064094	Reading	360 Wooden Spur Unit # B 06/01/26	17,753	2,358	1.0000		19,697 / 1,944	
	Meter switched out by core & main.								
9.313.01 Water	Zweig, Katherine & Alan 19064093	Reading	360 Wooden Spur Unit # C 06/01/26	17,158	1,701	1.0000		18,674 / 1,516	
	Meter switched out by core & main.								
9.314.01 Water	Zweig, Katherine & Alan 19064112	Reading	360 Wooden Spur Unit # D 06/01/26	4,186	653	1.0000		5,398 / 1,212	
	Meter switched out by core & main.								

*** Page Totals ***

Count: 15

Customer Hash: 13,960,515 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Town of Alpine
Hosted 7/7/2023

Meter Reading List
Report Date: 06/30/2026
Customer Number Order

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Service	Meter ID	Register Title	Prior Date	Prior Read	Prior Usage	Multiplier	Comm	Current Read / Usage	Status
9.320.01 Water	Wyoming Classical Acadamey 19466184	Reading	200 Buffalo Drive 06/01/26	4,251	669	1.0000		92,387 / 88,136	
Meter tag in property file									
9.375.01 Water	TOA - Booster Room 70478802	Reading	Nelson Lane - Well House 03/01/26	0	0	1.0000		168,454 / 168,454	
Meter Installed by Town									

*** Page Totals *** Count: 2

Customer Hash: 1,869,502 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Totals for Route: 9

*** Route Totals *** Count: 179

Customer Hash: 161,299,185 Comment Hash: _____ Reading Hash: _____ Reading Date: _____

Report Criteria:

Disconnected Services Included

Contractor's Application for Payment No.

2

Section 8, Itemc.

Application Period: 06/31/2025 - 05/04/2026		Application Date: June 25, 2026	
To (Owner): Town of Alpine, Wyoming		From (Contractor): Core and Main, LP	
Via (Engineer): Jorgensen Associates, Inc.			
Project:	Town of Alpine AMI	Contract:	Town of Alpine AMI Project
Owner's Contract No.: xxxx		Contractor's Project No.: PJ1000001358	
		Engineer's Project No.: 23001	

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 166,062.21
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ -
1			3. Current Contract Price (Line 1 ± 2).....	\$ 166,062.21
2			4. TOTAL COMPLETED AND STORED TO DATE	
3			(Column G total on Progress Estimate + Stored Materials).....	\$ 166,062.21
4			5. RETAINAGE:	
5			a. X \$ 166,062.21 Work Completed.....	\$ -
6			b. X _____ Stored Material.....	\$ -
7			c. _____	\$ -
8			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 166,062.21
9			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ -
TOTALS			8. GROSS AMOUNT DUE THIS APPLICATION.....	\$ 166,062.21
NET CHANGE BY				
CHANGE ORDERS				
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ (24,329.63)

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

GA

Contractor Signature

By: Drew Truscott

Date: 06/25/2026

Payment of: \$ 166,062.21
(Line 8 - 9 - 10 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 7/9/2026
(Engineer) (Date)

Payment of: \$ 166,062.21
(Line 8 - 9 - 10 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)



Sales Order Confirmation
THIS IS NOT AN INVOICE

Section 8, Itemc.

Remit To:
Core & Main LP
PO Box 28330
Saint Louis, MO 63146
USA

Order # SO1000050753
Order Date 4/3/2026
Branch # 1314 Idaho Falls ID
Branch Phone 208-523-3335
Terms NET 30 DAYS
Total Amount 134,214.02

AMI Radio Read
Pay App-2 Billing
approved; Jorg. Eng.
Kevin Meagher

Account # C00113184
TOWN OF ALPINE

Mode of Delivery: CNMPickUp
To: 289 BUFFALO DRIVE
ALPINE, WY 83128
USA

Customer Reference: W971709, X092225
Purchase Order # Phase 2 meters

Item Description	Quantity	Unit Price	UM	Extended
10096175 3/4 SL MACH10 USG R900I V4 EU1D2G1	367	337.55	EA	123,880.85
10094420 1 MACH10 R900I V4 USG 6' ANT EU1F2G1SG89	27	382.71	EA	10,333.17
Subtotal				134,214.02

Subtotal	Freight	Handling	Restocking	Delivery	Tax	Total
134,214.02	0.00	0.00	0.00	0.00	0.00	134,214.02



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # **X319084**
Invoice Date **7/15/25**
Account # **Section 8, Itemc. 4**
Sales Rep **DANIEL HAWKINS**
Phone # **208-523-3335**
Branch # **314** **Idaho Falls, ID**
Total Amount Due **\$12,900.03**

AMI Radio Read
Pay App-2 Billing
approved; Jorg. Eng.
Kevin Meagher

TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE WY 83128 0070

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

Shipped To:
289 BUFFALO DRIVE
ALPINE, WY

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
7/09/25	7/10/25	SEE BELOW				CORE & MAIN LP	X319084

Product Code	Description	Quantity			Price	UM	Extended Price
		Ordered	Shipped	B/O			
	CUSTOMER PO#- METER UPGRADE PHASE 2						
3EU1D2G1	3/4 SL MACH10 USG R900I V4 EU1D2G1 BID SEQ# 20	25	25		337.55000	EA	8,438.75
310GSEU1F2G1	1 MACH10 R900I GAL EU1F2G1 BID SEQ# 40	8	8		382.71000	EA	3,061.68
213749200	NEPTUNE 13749-200 ANTENNA ASSY 6' CABLE R900 LID MOUNT SLIP-ON	33	33		41.20000	EA	1,359.60
407GN18	3/4X1/8 MTR GASKET,NEOPRENE	100	100		.19000	EA	19.00
410GN18	1X1/8 MTR GASKET,NEOPRENE	100	100		.21000	EA	21.00



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # **X433006**
Invoice Date **7/25/25**
Account # **Section 8, Itemc. 4**
Sales Rep **DANIEL HAWKINS**
Phone # **208-523-3335**
Branch # **314** **Idaho Falls, ID**
Total Amount Due **\$14,312.40**

AMI Radio Read
Pay App-2 Billing
approved; Jorg. Eng.
Kevin Meagher

TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE WY 83128 0070

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

Shipped To:
289 BUFFALO DRIVE
ALPINE, WY

CUSTOMER JOB- METERS

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
7/28/25	7/30/25	METERS	METERS			DAN EXP WED	X433006

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
43EU1D2G1	3/4 SL MACH10 USG R900I V4 EU1D2G1 BID SEQ# 20	21	21		337.55000	EA	7,088.55
4310GSEU1F2G1	1 MACH10 R900I GAL EU1F2G1 BID SEQ# 40	15	15		382.71000	EA	5,740.65
4213749200	NEPTUNE 13749-200 ANTENNA ASSY 6' CABLE R900 LID MOUNT SLIP-ON	36	36		41.20000	EA	1,483.20



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # **Y042906**
Invoice Date **12/17/25**
Account # **Section 8, Itemc. 4**
Sales Rep **DANIEL HAWKINS**
Phone # **208-523-3335**
Branch #314 **Idaho Falls, ID**
Total Amount Due **\$1,335.22**

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

AMI Radio Read
Pay App-2 Billing
approved; Jorg. Eng.
Kevin Meagher

TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE WY 83128 0070

Shipped To:
CUSTOMER PICK-UP

CUSTOMER JOB- WATER METER

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
10/31/25	12/17/25	SEE BELOW	WATER METER			WILL CALL	Y042906

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
CUSTOMER PO#- MELVINS METER							
43EU2G1G1S470	2X15-1/4 MACH10 FLG MTR GAL STAND ALONE EU2G1G1S470	1	1		1335.22000 EA		1,335.22

Sales Rep

DANIEL HARRIS

AMI Radio Read
Pay App-2 Billing
approved; Jorg. Eng.
Kevin Meagher

TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE WY 83128 0070

Shipped To:
289 BUFFALO DRIVE
ALPINE, WY

CUSTOMER JOB- WATER PARTS

Thank you for the opportunity to serve you! We appreciate your prompt payment.

43NEEU1D2G1SG89	3/4 SL MACH10 R900I V4 USG W/6' ANTENNA EU1D2G1SG89	3	3	507.28000 EA	1,521.84
4310EU1F2G1SG89	1 MACH10 R900I V4 USG 6' ANT EU1F2G1SG89	3	3	592.90000 EA	1,778.70

Shipment Information

Carrier: EASYPOST PARCEL
Tracking #: 1Z8661200398515801

Please visit <https://oa.coreandmain.com>
to view delivery status.

Contractor's Application for Payment No.

3

Section 8, Itemc.

Application Period: 06/31/2025 - 05/04/2026		Application Date: June 29, 2026	
To (Owner): Town of Alpine, Wyoming		From (Contractor): Core and Main, LP	
Via (Engineer): Jorgensen Associates, Inc.			
Project:	Town of Alpine AMI	Contract:	Town of Alpine AMI Project
Owner's Contract No.: XXXX		Contractor's Project No.: PJ1000001358	
		Engineer's Project No.: 23001	

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 24,896.77
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ -
1			3. Current Contract Price (Line 1 ± 2).....	\$ 24,896.77
2			4. TOTAL COMPLETED AND STORED TO DATE	
3			(Column G total on Progress Estimate + Stored Materials).....	\$ 24,896.51
4			5. RETAINAGE:	
5			a. X \$ 24,896.51 Work Completed.....	\$ -
6			b. X Stored Material.....	\$ -
7			c. Total Retainage (Line 5.a + Line 5.b).....	\$ -
8			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 24,896.51
9			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ -
TOTALS			8. GROSS AMOUNT DUE THIS APPLICATION.....	\$ 24,896.51
NET CHANGE BY				
CHANGE ORDERS				
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ -

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

CS

Contractor Signature

By: Drew Truscott

Date: 06/29/2026

Payment of: \$ 24,896.51
(Line 8 - 9 - 10 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 7/8/2026
(Engineer) (Date)

Payment of: \$ 24,896.51
(Line 8 - 9 - 10 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # **X265487**
Invoice Date **12/01/25**
Account # **Section 8, Itemc. 4**
Sales Rep **DANIEL HAWKINS**
Phone # **208-523-3335**
Branch # **314** **Idaho Falls, ID**
Total Amount Due **\$24,430.31**

AMI Radio Read
Pay App-3 Billing
approved; Jorg. Eng.
Kevin Meagher

TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE WY 83128 0070

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

Shipped To:
289 BUFFALO DRIVE
ALPINE, WY

CUSTOMER JOB- LARGE METER

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
6/30/25	12/01/25	SEE BELOW	LARGE METER			CORE & MAIN LP	X265487

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

CUSTOMER PO#- LARGE METER UPGRADE
ASD-4 MEGA WELL

/45018291512	SMART METER-MASTER 10" MCCROMETER UM06 4-20MA IN 4-20MA & NEPTUNE OUT INTERNAL BATTERY ENCAPSULATING /POTTING METAL WALL MOUNT AC ADAPTER GREYS RIVER UPPER TANK	1	1		2822.14000 EA		2,822.14
43EU3E1G1	6X18 MACH10 USG STANDALONE EU3E1G1	1	1		5492.95000 EA		5,492.95
/45018291535	SMART METER-MASTER 6" NEPTUNE MACH10 STANDALONE NEPTUNE PROTOCOL IN 4-20MA & NEPTUNE OUT INTERNAL BATTERY ENCAPSULATING /POTTING METAL WALL MOUNT GREYS RIVER WELL HOUSE	1	1		2822.14000 EA		2,822.14
/45018291554	SMART METER-MASTER 8" SENSUS METER SENSUS PROTOCOL IN 4-20MA & NEPTUNE OUT INTERNAL BATTERY ENCAPSULATING/POTTING METAL WALL MOUNT AC ADAPTER FLYING SADDLE	1	1		2822.14000 EA		2,822.14
/45018291570	13759-321 UME 6 T/F PROCORDER STANDALONE REGISTERS GALLON,	1	1		4411.77000 EA		4,411.77



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # **X265487**
Invoice Date **12/01/25**
Account # **Section 8, Itemc. 4**
Sales Rep **DANIEL HAWKINS**
Phone # **208-523-3335**
Branch # **314** **Idaho Falls, ID**
Total Amount Due **\$24,430.31**

AMI Radio Read
Pay App-3 Billing
approved; Jorg. Eng.
Kevin Meagher

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

Shipped To:
289 BUFFALO DRIVE
ALPINE, WY

TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE WY 83128 0070

CUSTOMER JOB- LARGE METER

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
6/30/25	12/01/25	SEE BELOW	LARGE METER			CORE & MAIN LP	X265487

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

CUSTOMER PO#- LARGE METER UPGRADE

/45018291575	SMART METER-MASTER 6" T/F COMPOUND METER 2 - NEPTUNE PROTOCOL IN 2 - 4-20MA & 2 - NEPTUNE OUT INTERNAL BATTERY ENCAPSULATING/POTTING METAL WALL MOUNT AC ADAPTER	1	1		3122.00000	EA	3,122.00
	TARGEE VILLAGE METER/VAULT						
43EU4A2G1SG90	8X20 MACH10 R900I V4 USG W/20' ANT EU4A2G1SG90	1		1	9836.94000	EA	.00
24AFGRR08A	8X1/8 FLG RING RR GASKET	2		2	7.86000	EA	.00
24AFBNKZ0608	6-8 ZINC HEX NUT & BOLT KIT	2		2	18.59000	EA	.00
	SNAKE RIVER DRIVE TOWNHOMES						
43EU3B2G1SG90	3X17 MACH10 R900I V4 USG W/20' ANT EU3B2G1G90	1	1		2920.63000	EA	2,920.63
3BNGR	3 FLG BNG KIT, ZINC, 1/8 RR RI NG	2	2		8.27000	EA	16.54



Invoice

Section 8, Itemc.

Remit To:
Core & Main LP
PO Box 28330
Saint Louis, MO 63146
USA

AMI Radio Read
Pay App-3 Billing
approved; Jorg. Eng.
Kevin Meagher

Invoice # CNV1000024198
Invoice Date 2/13/2026
Branch # 1314 Idaho Falls ID
Branch Phone 208-523-3335
Terms NET 30 DAYS
Total Amount Due 466.20

Account # C00113184
TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE, WY 83128 0070
USA

Shipped On 2/13/2026
Shipped Via CNM-Pickup Truck
To: 289 BUFFALO DRIVE
ALPINE, WY 83128
USA

Customer Reference: MAIN WELL
Purchase Order # MAIN WELL SPOOL
Y281786

Item	Description	Quantity	Unit Price	UM	Extended
OTU-017579	6 FLGXPE DI PIPE PR 1"10"	1.00	466.20	EA	466.20
	Load ID: LD1000045365				
Subtotal					466.20

Subtotal	Freight	Handling	Restocking	Delivery	Tax	Total
466.20	0.00	0.00	0.00	0.00	0.00	466.20

Pre Payment: 0.00

Proof of Delivery	
Carrier:	CNM
Tracking:	
Delivered:	2/13/2026 4:06:35 PM

Contractor's Application for Payment No.

4

Section 8, Itemc.

Application Period: 06/31/2025 - 05/04/2026		Application Date: June 25, 2026	
To (Owner): Town of Alpine, Wyoming		From (Contractor): Core and Main, LP	
Via (Engineer): Jorgensen Associates, Inc.			
Project:	Town of Alpine AMI	Contract:	Town of Alpine AMI Project
Owner's Contract No.: XXXX		Contractor's Project No.: PJ1000001358	
		Engineer's Project No.: 23001	

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$ 38,766.95
Number	Additions	Deductions	2. Net change by Change Orders.....	\$ -
1			3. Current Contract Price (Line 1 ± 2).....	\$ 38,766.95
2			4. TOTAL COMPLETED AND STORED TO DATE	
3			(Column G total on Progress Estimate + Stored Materials).....	\$ 38,766.95
4			5. RETAINAGE:	
5			a. X \$ 38,766.95 Work Completed.....	\$ -
6			b. X Stored Material.....	\$ -
7			c. Total Retainage (Line 5.a + Line 5.b).....	\$ -
8			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 38,766.95
9			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ -
TOTALS			8. GROSS AMOUNT DUE THIS APPLICATION.....	\$ 38,766.95
NET CHANGE BY				
CHANGE ORDERS				
			9. BALANCE TO FINISH, PLUS RETAINAGE	
			(Column G total on Progress Estimates + Line 5.c above).....	\$ -

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: Drew Truscott

Date: 06/25/2026

Payment of: \$ 38,766.95
(Line 8 - 9 -10 or other - attach explanation of the other amount)

is recommended by:  7/9/2026
(Engineer) (Date)

Payment of: \$ 38,766.95
(Line 8 - 9 -10 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)



Invoice

Remit To:
Core & Main LP
PO Box 28330
Saint Louis, MO 63146
USA

AMI Radio Read
Pay App-4 Billing
approved; Jorg. Eng.
Kevin Meagher

Invoice # PNV0000009565
Invoice Date 1/29/2026
Branch # 1314 Idaho Falls ID
Branch Phone 208-523-3335
Terms NET 30
Total Amount Due 38,766.95

Account # C00113184
TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE, WY 83128 0070
USA

Shipped On 1/28/2026
Shipped Via CNMSEMI
To: 289 BUFFALO DRIVE
ALPINE, WY 83128
USA

Project Name: METER U Alpine Meter UP
Project ID PJ1000001358

Ordered By: CRAIG
Purchase Order # METER UPGRADE
Sales Order Y394182
Note: BID # 4640676 C/O # Y316752
BID NM: COPY OF ALPINE METER UPGRADE
ADDERS OUTSIDE PROJ SCOPE

Item	Description	Quantity	Unit Price	UM	Extended Price
10189942	3" WILKINS 350ASTNRS DOUBLE CHECK VALVE ASSEMBLY W/NRS	1.00	2,942.39	EA	2,942.39
	Seq #: 3 Load ID: LD1000043133				
10098252	1X1/8 MTR GASKET,NEOPRENE	200.00	0.26	EA	52.00
	Seq #: 18 Load ID: LD1000043133				
10094413	1 MACH10 USG STAND ALONE EU1F1G1	38.00	245.00	EA	9,310.00
	Seq #: 8 Load ID: LD1000043133				
10093470	T10 2 PROCODER R900I V4 USG REG RPW2G51	6.00	164.71	EA	988.26
	Seq #: 15 Load ID: LD1000043133				
10098595	2" DROP-IN FLG MTR GSKT	6.00	2.82	EA	16.92
	Seq #: 13 Load ID: LD1000043133				
10098595	2" DROP-IN FLG MTR GSKT	6.00	0.00	EA	0.00
	Seq #: 16 Load ID: LD1000043133				
10041385	2 ZINC PLTD HEX BOLT & NUT KIT	3.00	5.69	EA	17.07
	Seq #: 12 Load ID: LD1000043133				
10041385	2 ZINC PLTD HEX BOLT & NUT KIT	3.00	0.00	EA	0.00
	Seq #: 17 Load ID: LD1000043133				
OTU-015001	14099-112 NEPT 360 SUB 650 LV	84.00	0.00	EA	0.00

Seq #: 2



Load ID: LD1000043133 OTU-018360 1-1/2 AND 2" METER VAULT ONLY	2.00	6,344.67	EA	12,689.34
Seq #: 4 Load ID: LD1000043133 10093458 NEPTUNE 13749-300 ANTENNA ASSY 20' CABLE R900 LID MOUNT SLIP-ON	8.00	276.58	EA	2,212.64
Seq #: 6 Load ID: LD1000043133 10094125 3/4 SL MACH 10 GAL STAND ALONE EU1D1G1P CHEYENE PAR	13.00	193.89	EA	2,520.57
Seq #: 7 Load ID: LD1000043133 10094741 2X17 MACH10 FLG USG R900I V4 EU2E2G1	3.00	1,272.44	EA	3,817.32
Seq #: 9 Load ID: LD1000043133 10096260 4X14 MACH10 R900I V4 USG W/20' ANT EU3C2G1SG90	1.00	3,149.08	EA	3,149.08
Seq #: 10 Load ID: LD1000043133 10098072 3/4X1/8 MTR GASKET,NEOPRENE	200.00	0.22	EA	44.00
Seq #: 19 Load ID: LD1000043133 OTU-018575 3/4" PROCODER 50 FT WIRE	7.00	125.72	EA	880.04
Seq #: 14 Load ID: LD1000043133 10093457 NEPTUNE 13749-200 ANTENNA ASSY 6' CABLE R900 LID MOUNT SLIP-ON	3.00	42.44	EA	127.32
Seq #: 11 Load ID: LD1000043133				

Subtotal							38,766.95
Subtotal	Freight	Handling	Restocking	Delivery	Tax	Total	
38,766.95					0.00	38,766.95	

PrePayment: 0.00

Proof of Delivery	
Carrier:	CNM
Tracking:	
Delivered:	1/28/2026 3:32:11 PM



Date: July 21, 2026
Department: Clerk/Treasurer
Presenter: Monica L. Chenault, Clerk/Treasurer
Subject: Approval of JVA On-Call Engineering Agreement for Pretreatment and WWTP

Purpose

Council is being asked to approve the updated JVA, Inc. on-call engineering services agreement for pretreatment and wastewater treatment plant support and to authorize the Mayor to execute the agreement on behalf of the Town.

Background

JVA, Inc. has provided engineering services to the Town related to the pretreatment facility, industrial user permitting, regulatory support, wastewater treatment plant operations, and related expert opinions for potential litigation involving pretreatment plant construction issues. JVA's updated letter agreement, dated March 27, 2026 and updated July 9, 2026, is intended to consolidate several completed or closed-out project agreements into one on-call services agreement for ongoing pretreatment and WWTP support.

The proposed scope includes pretreatment program implementation and compliance, industrial user permitting and regulatory support, operational guidance and troubleshooting, and general wastewater treatment plant process and operational support. The agreement does not include capital improvement design or construction-related services, which would be addressed separately in accordance with the Town's procurement policies.

This item is being brought forward because it involves professional services and establishes a not-to-exceed authorization for ongoing pretreatment and WWTP engineering support.

Alternatives

Option A - Approve the updated JVA on-call engineering services agreement and authorize the Mayor to sign.

Benefits Include: Consolidates and clarifies ongoing pretreatment and WWTP engineering support; provides continued access to engineering assistance for regulatory compliance, industrial user permitting, operational troubleshooting, and related expert review; establishes a not-to-exceed amount; and allows invoices to be charged to the appropriate Town account based on the services provided.

Challenges Include: Although professional services funds were budgeted in the FY 2027 Wastewater Budget and litigation-related funds were budgeted in the FY 2027 General Fund, this specific on-call agreement was not separately identified as a standalone budget item and will need to be monitored within available appropriations.

Option B - Table the agreement for additional review.

Benefits Include: Allows additional time for administrative, legal, budget, or procurement review if Council has questions.

Challenges Include: May delay access to needed engineering support for pretreatment, WWTP operations, regulatory matters, industrial user permitting, or related expert review.

Option C - Do not approve the agreement.

Benefits Include: Avoids authorizing additional professional services under this agreement.

Challenges Include: The Town would need to determine how to obtain necessary engineering support for pretreatment, WWTP, regulatory, operational, industrial user permitting, and related matters.



Fiscal Impact

JVA proposes a not-to-exceed amount of \$42,000.00 for 2026 on-call services, billed on a time-and-materials basis. JVA will not exceed that amount without prior authorization from the Town.

The FY 2027 Wastewater Budget includes \$48,000.00 in professional services. Invoices for pretreatment and WWTP operational, permitting, regulatory, and engineering support will be reviewed and billed to the appropriate wastewater account based on the services provided, including Pretreatment Professional Services #52-83-315 and WWTP Professional Services #52-84-315, as applicable.

The FY 2027 General Fund Budget also includes \$100,000.00 for potential litigation related to pretreatment plant construction issues. To the extent JVA provides expert opinions or engineering support related to potential litigation, those services may be billed to the appropriate General Fund professional services or litigation-related account, including Administrative Professional Services #52-42-315, as applicable.

Staff will monitor expenditures under the agreement and bring forward any necessary budget amendment or additional authorization if needed.

Strategic or Community Impact

Pretreatment and wastewater treatment plant operations are essential public infrastructure functions. Continued engineering support assists the Town with regulatory compliance, industrial user permitting, operational troubleshooting, process review, and protection of the Town's wastewater treatment system.

The agreement also improves administrative clarity by consolidating ongoing services under one on-call agreement with a defined not-to-exceed amount, rather than continuing to rely on multiple prior project agreements that have been completed or closed out.

Key Questions

1. Does Council wish to approve the JVA on-call engineering services agreement for pretreatment and WWTP support?
 2. Does Council wish to authorize the Mayor to execute the agreement on behalf of the Town?
 3. Does Council understand that the agreement establishes a not-to-exceed amount of \$42,000.00 for 2026 and that invoices will be charged to the appropriate account based on the services provided?
 4. Does Council want any additional administrative, legal, budget, or procurement review before approval?
-

Suggested Motion

I move to approve the updated JVA, Inc. on-call engineering services agreement for pretreatment and wastewater treatment plant support, in an amount not to exceed \$42,000.00 for 2026, and authorize the Mayor to execute the agreement on behalf of the Town, with invoices to be billed to the appropriate Town account based on the services provided.



March 27, 2026 (*Updated July 9, 2026*)

Monica Chenault, Town Clerk and Treasurer
Town of Alpine
PO Box 3070
Alpine, WY 83128

RE: Town of Alpine On-Call Engineering Services for
Pretreatment and WWTP

Dear Monica:

Per our conversation on July 8, 2026, JVA, Inc (JVA) has updated this letter agreement to increase the top set contract amount limit due to additional workload beyond what was first anticipated. Updates to this letter agreement are shown in italics.

JVA, Inc. (JVA) has prepared this letter agreement to clarify and consolidate ongoing engineering services provided to the Town of Alpine (Town) related to the pretreatment facility and wastewater treatment plant (WWTP).

JVA currently has the following project agreements with the Town:

1. **JVA Project #240389.ENV** – Alpine Pretreatment Electrical and Controls Design
Project has been closed out.
2. **JVA Project #252092.ENV, Phase 0100** – Alpine Industrial User Permitting and Impact Analysis. *This phase has been completed and closed out.*
3. **JVA Project #252092.ENV, Phase 0200** – Melvin Industrial User Permit (IUP)
This phase has been closed out. Additional work required for finalizing the IUP will be billed to the on-call project.
4. **JVA Project #252229.ENV** – Alpine Pretreatment Facility Design Review
This project has been completed and closed out.

To streamline contract administration and better align services with current needs, JVA recommends closing out the above projects and establishing a new agreement for on-call engineering services.

Based on recent correspondence, the Town has identified the following accounts for engineering services:

- Pretreatment Professional Services – #52-83-315
- WWTP Professional Services – #52-54-315
- Administrative Professional Services – #52-42-315



Scope of Services

The intent of this agreement is to provide on-call engineering services to support the Town with:

- Pretreatment program implementation and compliance
- Industrial user permitting and regulatory support
- Operational guidance and troubleshooting
- General WWTP process and operational support

This agreement does not include capital improvement design or construction-related services, which would be addressed under separate agreements in accordance with the Town's procurement policies.

Fee and Billing

JVA proposes a not-to-exceed amount of **\$42,000** for 2026 on-call services, to be billed on a time-and-materials basis. JVA will not exceed this amount without prior authorization from the Town.

Invoices will reference the appropriate Town account(s) listed above, based on the services provided.

If this approach is acceptable, please sign below to authorize the services. JVA appreciates the opportunity to continue supporting the Town of Alpine and looks forward to assisting with the ongoing development and operation of its pretreatment program and wastewater treatment facilities.

Sincerely,

JVA, INCORPORATED

By: _____

John P. McGee, PE
Principal

Accepted By:

TOWN OF ALPINE

By: _____

Town of Alpine

Date: _____

Enclosure: JVA Standard Conditions

JVA, INC.
STANDARD TERMS AND CONDITIONS FOR
ENGINEERING SERVICES

These Standard Conditions are attached to and made a part of the preceding Letter Agreement between the stated Town of Alpine, WY (CLIENT) and JVA, Inc. (JVA). Any specific provision of the Letter Agreement which conflicts with provisions of these Standard Conditions supersedes the conflicting provisions of these Standard Conditions.

SECTION 1 - BASIC SERVICES OF JVA

1.1 Scope of Services

JVA shall perform professional services as set forth in JVA's Proposal and Letter Agreement.

1.2 Copies of Documents

Unless specifically provided for in the Letter Agreement, JVA shall furnish one reproducible set of instruments of services, as appropriate, at the end of each project phase. Additional copies will be supplied at JVA's costs of printing and distribution, plus a reasonable profit.

1.3 Construction Phase

If the project includes a Construction Phase, JVA shall perform the professional services stated in the Letter Agreement, *subject to the following* Terms and Conditions:

1.3.1. JVA shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of contractor's work. JVA shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor(s) or the safety precautions and programs incident to the work of Contractor(s). JVA shall not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents.

1.3.2. Insofar as jobsite safety is concerned, JVA is responsible solely for its employees' activities on the jobsite, but this shall not be construed to relieve CLIENT or any construction contractors from their responsibilities for maintaining a safe jobsite. Neither the professional activities of JVA, nor presence of JVA or its employees and subcontractors, shall be construed to imply JVA has any responsibility for methods of work performance, superintendence, sequencing of construction, or safety in, on or about the jobsite. CLIENT agrees that the construction Contractor(s) is solely responsible for jobsite safety, and this intent shall be made evident in CLIENT's agreement with the construction Contractor(s).

1.3.3. CLIENT acknowledges that JVA will not be a party to any construction contract and that all authority and responsibility to reject work or stop work is Owners as a party to the construction contracts. JVA shall not be liable for the results of any interpretations or decisions rendered by it in good faith when acting as an interpreter of the Contract Documents.

1.3.4. By approving a Contractor's pay applications or other requests for payment, JVA will not thereby be deemed to have represented that continuous or exhaustive examinations have been made by JVA to check the quality or quantity of the work or to review the associated means, methods, sequences, techniques or procedures of construction or safety precautions or programs. JVA has made no examination to ascertain how or for what purposes any person(s) has used the moneys paid on account, or that title to any of work, materials or equipment has passed to CLIENT free and clear of any lien, claims, security interests or encumbrances. By recommending payments to others, JVA does not imply that others have completed their work in accordance with the Contract Documents.

1.3.5. JVA shall be entitled to rely on information provided by each Contractor. Any services requested of JVA as the result of questions regarding the Contractor's work shall be compensated as an Additional Service.

1.3.6. JVA shall not be responsible for the acts or omissions of any Contractor(s), or subcontractor, or any of the Contractor(s)' or subcontractors' agents or employees or any other persons (except JVA's own employees' and agents' negligent acts or omissions) at the site or otherwise performing any of the Contractor(s)' work.

1.3.7. CLIENT acknowledges that JVA has exercised its professional judgment in preparing instruments of service, and that JVA does not warrant a specific result by virtue of preparing said instruments. The instruments of service are not warranted to be free of error or omission, and situations may arise during the construction of the Project when interpretations or corrections to the instruments of service will be required.

JVA cannot sign any certification, no matter by whom requested, that would result in JVA certifying the existence of conditions whose existence JVA has not verified.

1.4 Delay

The duties and responsibilities of JVA are expressly conditioned upon the expectation that the project will proceed expeditiously. Delay of project completion for reasons beyond JVA's control may result in Additional Services, which shall be compensated as provided in Section 2.

SECTION 2 - ADDITIONAL SERVICES OF JVA

2.1 If authorized by CLIENT, JVA shall furnish or obtain from others Additional Services which are outlined but not included in the Letter Agreement; these will be paid for by CLIENT as provided in Section 5.

2.2 Where maximum or "not-to-exceed" fee amounts are identified in the Letter Agreement, Payments for Additional Services and Reimbursable Expenses associated with the Basic and Additional Services shall not be subject to the maximum payment amounts unless expressly included, but Additional Services may be subject to a separate maximum payment amount, negotiated at the time JVA is directed by CLIENT to provide such Additional Services.

SECTION 3 - CLIENT'S RESPONSIBILITIES

CLIENT shall:

3.1. Designate a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Provide all criteria and full information as to CLIENT's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability and any budgetary limitations; all available information pertinent to the Project including previous reports and other data relative to design or construction of the Project; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications.

3.2. Furnish to JVA, as necessary for performance of JVA's Basic Services, data prepared by or services of others, including without limitation, field control surveys with reference points and base lines, property, boundary, easement, right-of-way, topographic, and utility surveys; geotechnical reports and data, including all borings, laboratory test results, , hydrographic surveys, and all available interpretations of the foregoing; all available data describing existing facilities; zoning, deed and other land use restrictions;. CLIENT shall provide drawings to reasonable scale with data sufficient to allow JVA to understand and analyze the project.

3.3. Provide access to and make provisions for JVA to enter upon public and private property as required for JVA to perform its services.

3.4. Examine all studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by JVA, and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of JVA; Give prompt written notice to JVA whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of JVA's services.

3.5. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project; Provide all advertisements, notices, postings required by law or customary usage including, but not limited to, those required by regulatory or other governmental bodies, solicitations, invitations or advertisements for bid, offer or proposal, and advertisement

pursuant to project close out, or notification of potential lienholders or claimants; Include in any construction contracts entered into as a part of this project, any and all clauses, terms, conditions or provisions necessary to give this Letter Agreement full force and effect.

SECTION 4 - PERIOD OF SERVICE

4.1. JVA will perform its professional services in a timely manner consistent with customary professional practices. If CLIENT has requested, or the construction process results in, significant modification or changes in the scope of the Project, the time of performance of JVA's services and its various rates of compensation shall be adjusted appropriately.

4.2. If JVA's performance of services is delayed for more than 90 calendar days for reasons beyond JVA's control, JVA shall on written request to CLIENT (but without termination of this Agreement) be paid as provided in paragraph 5.3.2. If such delay or suspension extends for more than one year for reasons beyond JVA's control, or if JVA for any reasons is required to render services more than one year after JVA's proposed date of completion of services, JVA's rates of compensation provided for elsewhere in this Agreement shall be equitably adjusted.

SECTION 5 - PAYMENTS TO JVA

5.1 Methods of Payment for Services and Expenses of JVA

5.1.1. CLIENT shall pay JVA for Basic Services and Additional Services an amount based on the Letter Agreement amounts or JVA's Regular Hourly Rates of the personnel assigned to the Project, plus Reimbursable Expenses at actual cost, times a factor of 1.10. 5.1.2. Cost of Service: Billings will be based on the percentage of services performed, plus Reimbursable Expenses incurred, according to the JVA's current rate schedule, unless noted in the Letter Agreement.

5.2 Times of Payment

5.2.1. JVA shall, prior to the last week of each month, submit monthly invoices for Basic and Additional Services rendered and for Reimbursable Expenses incurred. CLIENT shall make prompt monthly payments in response to JVA's monthly invoices. Payment is due 30 days from the date of the receipt of invoice.

5.3 Other Provisions Concerning Payments

5.3.1. If CLIENT fails to make payments by the due date, the amounts due JVA shall include a late charge at 1.5% per month from said due date; and, in addition, JVA may, after giving seven calendar days' written notice to CLIENT, suspend services under the Letter Agreement until it has been paid in full.

5.3.2. This Agreement may be terminated upon the CLIENT's written notification of termination of his agreement with the Owner, or upon fourteen days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement. If terminated due to the fault of others, JVA shall be paid for services and reimbursable costs incurred.

5.4 Definitions

5.4.1. Regular Hourly Rates includes salaries or wages paid as well as indirect costs and fringe benefits, general overhead, and profit, for all personnel engaged directly on the Project, including, but not limited to, engineers, architects, surveyors, designers, drafters, specification writers, estimators, other technical personnel, stenographers, typists, and clerks and Administrative personnel.

5.4.2. Reimbursable Expenses means the actual expense incurred in connection with the Project for: transportation and subsistence incidental thereto; obtaining bids or proposals from Contractor(s); furnishing and maintaining field office facilities; subsistence and transportation of Resident Project Representative and their assistants; reproduction of reports, Drawings, Specifications; the cost of insurance endorsements procured specifically for the Project, and similar Project-related items in addition to those required under Section 1; and, if authorized in advance by CLIENT,

overtime work requiring higher than regular rates. Reimbursable Expenses shall include the amounts paid by JVA to special consultants employed by JVA for such consultants' services and Reimbursable Expenses and shall also include expenses incurred for appropriate charge for previously established computer programs, computer usage, computer aided drafting machine usage, and expenses of photographic production techniques.

SECTION 6 - OPINIONS OF COST

6.1 Opinions of Probable Cost

6.1.1. JVA has no control over the cost of labor, materials, equipment or services furnished by others, Contractor(s)' methods of determining prices, or market conditions. Any opinions of probable Cost provided by JVA are made on the basis of its experience and represent its judgment as a professional engineer. JVA cannot and does not guarantee that proposals, bids, or actual Project or Construction Costs will not vary from opinions of probable cost.

SECTION 7 - STANDARD CONSIDERATIONS

7.1 Termination

This Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

7.2 Instruments of Service

All documents, including Reports, Drawings, Specifications, field data, field notes, laboratory test data, calculations, estimating and other similar documents, in any form whatsoever, prepared by JVA, are Instruments of Service, and not products, and remain the intellectual property of JVA. Instruments of Service include reproducible originals, copies, handwritten materials, electronic computer media files of all kinds. They are not intended or represented to be suitable for reuse by CLIENT or others on any other project. JVA grants CLIENT an revocable license to CLIENT to use and reproduce any instruments of service as required for the project, and will provide CLIENT with electronic drawing files in AutoCAD for record purposes. Any reuse of these instruments not for the specific purpose intended, and any errors introduced by CLIENT's reproduction or interpretation of Instruments of Service from one form to another will be at CLIENT's sole risk and without liability or legal exposure to JVA. CLIENT shall indemnify and hold harmless JVA from all claims arising out of or resulting therefrom.

7.3. Controlling Law

This Agreement is to be governed by the law of the State of Colorado, and jurisdiction and venue shall be in the Colorado District Courts.

7.4. Standard of Care

7.4.1. JVA will exercise its professional judgment in performing services under this Agreement. Services performed by JVA will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. CLIENT recognizes that JVA does not warrant a specific result. Reports, Drawings, Project Manual, and other instruments of service are not products and are not warranted to be free of error or omission, and situations may arise requiring interpretations or corrections to the Drawings, Project Manual, and other instruments of service.

7.4.2. CLIENT acknowledges that JVA is a corporation and agrees that any claim made by CLIENT arising out of any act or omission of any director, officer or employee of JVA in the execution or performance of this Agreement, shall be made against JVA, Inc. and not against past or present director, officer or employee thereof.

7.4.3. Design and construction techniques are continually evolving. The codes, and regulations imposed by various government entities relative to design and other issues likewise are subject to change. JVA may select acceptable, effective design approaches that, through no fault of its own, are deemed unacceptable by the time JVA's design or design recommendations are ready for execution. CLIENT agrees to pay JVA's additional reasonable fees and

expenses made necessary by JVA being required to modify Instruments of Service to comply with codes and regulations adopted after the preparation of such Instruments.

7.4.4. CLIENT and JVA recognize that JVA is providing a professional service and that CLIENT's project is a unique undertaking involving many factors which cannot be projected with exactitude. CLIENT and JVA acknowledge that the factors developing or discovered during the contract term and the uniqueness of CLIENT's project may require engineering services which cannot be anticipated at the time of contracting. JVA will advise CLIENT if the need for such services becomes apparent, and CLIENT and JVA shall negotiate an amendment to this Agreement to include said additional services.

7.5. Asbestos or Hazardous Materials

7.5.1. The professional service contracted for hereunder were contracted for with the expectation JVA that no asbestos or hazardous materials, as defined by the U.S. Environmental Protection Agency, will be encountered.

7.5.2. JVA has no expertise in the recognition of asbestos or other hazardous materials and disclaims any responsibility for the discovery, presence, control, removal, remediation, or handling of such materials in connection with the Project.

7.6. Successors and Assigns

7.6.1. Neither CLIENT nor JVA shall assign, sublet or transfer any rights under or interest in this Agreement. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this Agreement shall prevent JVA from employing such independent consultants, associates and subcontractors as he may deem appropriate to assist it in performing the services hereunder.

7.6.2. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT and JVA.

7.7 Default

7.7.1. In the event JVA incurs attorneys' fees and court costs in the collection of amounts due from CLIENT under this Agreement, shall be liable for JVA's costs of collection.

7.7.2. Neither party shall be liable to the other for any consequential damages in connection with this Agreement or the Project. Consequential damages include, but are not limited to, loss of use, rent, revenue, opportunity, or sales, fines, penalties, and liquidated damages.

7.8 Dispute Resolution

7.8.1. The CLIENT and JVA agree that all disputes arising from or related to JVA's services shall be brought to the attention of the other party within a reasonable time period after the claim is known to the claiming party.

The dispute shall be discussed by management of each party. Should these efforts fail to resolve the dispute, then the parties hereto agree to settle the dispute through mediation. The parties shall mutually agree on mediator selection and shall share the costs of the mediation equally. Mediation shall occur within 60 days of notice of the dispute, unless the parties agree to a different schedule.

7.8.2. **Mandatory Arbitration.** In the event the parties cannot resolve the dispute through mediation, the parties shall engage in binding arbitration pursuant to the Colorado law and the Construction Industry Rules of the American Arbitration Association. Each party shall bear its own costs of arbitration.

7.9 Severability

Any element of this Agreement deemed by a court of competent jurisdiction to be void or unenforceable shall be severable, , and all remaining provisions shall continue in force.

7.11 Titles

The titles used in this Agreement are for general reference only and are not part of the Agreement.

7.12 Survival

All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between CLIENT and JVA shall survive the completion of the services hereunder and the termination of this Agreement.

7.13 Excluded Services

7.13.1. Services available from JVA are limited to those specified in the Letter Agreement. Other services that are available and applicable to CLIENT's project have been made known and explained to CLIENT.

7.13.2. CLIENT hereby waives any and all claims and demands for damages, costs, losses, and expenses of any nature and extent against JVA and agrees to defend, indemnify and hold JVA harmless from any third-party claim, action or demand for injury or loss allegedly arising from JVA's failure to perform a service CLIENT has not engaged JVA to perform. CLIENT further agrees to compensate JVA for any time spent or expenses incurred by JVA in defense of any such claim, in accordance with JVA's prevailing fee schedule and expense reimbursement policy.

SECTION 8 – INTEGRATION

8.1 Integration

The Letter Agreement and these Standard Conditions (consisting of pages **1 through 5**, inclusive), constitute the entire Agreement between CLIENT and JVA and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, or modified by written agreement of both parties.

END OF STANDARD CONDITIONS



Date: July 21, 2026

Department: Clerk

Presenter: Monica Chenault, Clerk/Treasurer

Subject: Attorney-Client Engagement Agreement with Jackson Hole Law, P.C. for the Annexation Matter Involving Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC

Purpose:

Staff request that Council consider approving an Attorney-Client Engagement Agreement with Jackson Hole Law, P.C. to provide legal representation to the Town for the annexation matter involving Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC. Approval is necessary because the Town Attorney has a conflict of interest and is unable to represent the Town in this matter.

Background:

The Town has received an annexation application from Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC. As part of the annexation process, the Town requires legal counsel to advise staff and the Town Council, review legal documents, and represent the Town throughout the proceedings.

The Town's legal counsel, Mr. Sanderson, has identified a conflict of interest that prevents him from representing the Town in this annexation matter. In accordance with professional ethical obligations and to ensure impartial legal representation, staff sought outside legal counsel with municipal land use and annexation experience.

Jackson Hole Law, P.C. has provided an Attorney-Client Engagement Agreement for this matter. The agreement establishes an hourly billing rate of \$325.00 per hour, provides for monthly billing, requires no initial retainer, and limits the firm's representation to the annexation matter.

Alternatives: 1-4 alternatives

Option A — Approve the Attorney-Client Engagement Agreement with Jackson Hole Law, P.C.

- Benefits Include:
 - Provides the Town with independent legal representation.

- Ensures compliance with ethical requirements resulting from the Town Attorney's conflict of interest.
- Allows the annexation process to proceed without unnecessary delay.
- Challenges Include:
 - Results in additional legal expenses to the Town.

Option B — Direct Staff to Seek Another Outside Law Firm

- Benefits Include:
 - Allows Council to consider additional legal service providers.
- Challenges Include:
 - May delay the annexation review process.
 - May result in higher legal costs or reduced familiarity with the matter.

Option C — Take No Action

- Benefits Include:
 - No immediate expenditure for outside legal services.
- Challenges Include:
 - The Town would lack legal representation for the annexation matter.
 - Could delay or hinder the Town's ability to properly process the annexation application.

Fiscal Impact:

The proposed agreement provides for legal services at an hourly rate of \$325.00 per hour, with invoices submitted monthly. No initial retainer is required. Legal expenses will be paid from the Town's legal services budget as costs are incurred.

Financial Consideration 1: Legal services will be billed on an hourly basis.

Financial Consideration 2: Staff will monitor legal expenditures throughout the annexation process.

Strategic or Community Impact:

Obtaining independent legal counsel ensures the Town complies with legal ethics requirements while maintaining transparency and public confidence in the annexation process. Independent representation helps protect the integrity of Council's decision-making and ensures the annexation proceedings are conducted in accordance with applicable Wyoming law.?

Key Questions:

1. Key question #1? Does the Council agree that retaining independent legal counsel is necessary due to the Town Attorney's conflict of interest?
2. Key question #2? Is Jackson Hole Law, P.C. an appropriate firm to represent the Town in this annexation matter?
3. Key question #3? Does the Council wish to authorize the Mayor to execute the engagement agreement on behalf of the Town?

Suggested Motion: 1 or 2 suggested motions

I move to approve the Attorney-Client Engagement Agreement between the Town of Alpine and Jackson Hole Law, P.C. for legal representation regarding the annexation matter involving Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC, and authorize the Mayor to execute the agreement on behalf of the Town.

Attorney-Client Engagement Agreement

Definitions

- i. Client: Town of Alpine
- ii. Matter: Annexation
- iii. Firm: Jackson Hole Law, P.C.

- I. An initial deposit of legal fees (attorney fees, costs, etc.) in the amount of \$0 is to be paid by the Client before representation commences. This deposit shall bind the Firm not to take a fee from or represent any other person involved in this matter.
 - a. The deposit will be placed in the Firm's IOLTA trust account. The Firm may apply the deposit against legal services performed for the client, including costs and expenses incurred by the Firm.
 - b. The Client agrees to keep a minimum of \$0 in the Firm's IOLTA trust account at all times. At the conclusion of this Matter, the Firm shall return the remaining balance of the Client's deposit(s).
 - c. The Firm's hourly rate for legal services is \$325.00 per hour.
 - i. The Client shall receive additional billing for any legal fees and costs that exceed the Client's initial deposit.
 - ii. Any travel required by the Firm, shall include the Firm's hourly rate, which includes any costs and expenses incurred in connection with such traveling.
 - 1. Costs for traveling by vehicle shall include the standard federal per diem rate.
 - iii. Black & White Copies shall be billed at \$0.10 per copy
 - iv. Color Copies shall be billed at \$0.50 per copy.
 - 1. Note: Client is responsible for reimbursing the Firm for any copies made by a third party.
- II. Billing will be submitted to the client monthly and will be due and payable upon receipt.
 - a. Failure to pay monthly billings will the permit the Firm, at its option, to terminate its representation and withdraw as counsel.
- III. During the course of representation, the Firm may, at its option, require the client to pay additional sums to be applied against anticipated legal services and costs to be rendered and incurred.
 - a. Failure to pay such additional sums when requested shall allow the Firm, at its option, to terminate representation and withdraw as counsel.
- IV. The hourly time charges of the firm include, but are not limited to:
 - a. Court appearances, telephone conferences, office conferences, legal research, preparation for and attendance at depositions, review of file materials, and documents sent or received;
 - b. Preparation for trials, hearings, and conferences with other counsel;
 - c. Travel time (1/2 hourly rate-\$167.50 hr.);
 - d. Administrative Work (\$100.00 hr.);
 - e. Drafting of pleadings, instruments, correspondence, office memoranda, etc.;
 - f. Investigation, including interviewing witnesses and potential witnesses;
 - g. Subpoenaing documents;
 - h. Preparation for mediation and time spent in mediation; and,
 - i. Any other time spent on the Client's matter.

Matthew Meiring
Licensed in WY & ID
Alec Lever
Licensed in WY

P: (307) 264-1665
F: (307) 215-1218
jacksonholelaw.legal

65 Mercill Ave., Ste. 13
PO Box 322
Jackson, WY 83001

- V. The Client agrees to assume and pay for the Firm's out-of-pocket costs incurred in connection with this Matter. For example:
- a. filing fees, witness fees, mileage, sheriff's fees, expenses of depositions, investigative expenses, expert witness fees, copy costs, printing costs, and other expenses incidental to the representation of the Client.
- VI. The Firm makes no representations that the opposing party will contribute to the Client's legal fees.
- a. Should the Court or a settlement agreement stipulate that the opposing party shall pay for the Client's attorney fees and/or legal fees, the funds received by the Firm shall be credited against the Client's final bill.
- VII. The Client agrees to cooperate with the firm in all respects in relation to this Matter, including but not limited to:
- a. Completely and accurately disclosing to the Firm all facts related to the Matter;
 - b. Providing the Firm with copies of all papers and documents related to the matter; and,
 - c. Allowing the Firm to conduct all negotiations related to the matter.
- VIII. The Client agrees to fully cooperate with the Firm and not to do anything which would compromise the attorney's professional ethics.
- IX. Any accounts which are not paid in full within 30 days shall bear interest on the unpaid balance at the rate of 10% per annum.
- a. The charging of this interest shall in no way be deemed a waiver by the Firm of its right to withdraw as provided above or as a waiver of its right to withdraw as counsel under any other justifiable circumstance.
 - b. Any fees or costs billed to the Client and remaining unpaid for 30 days shall be cause for termination of this agreement by the Firm and commencement of legal proceedings to collect the same. In the event such collection procedures become necessary, the Client agrees to pay the Firm all reasonable costs of such collection, including, but not limited to attorney's fees.
 - c. Client's unpaid balance shall not accrue interest should the Firm and the Client agree upon a set payment plan in writing signed by both the Firm and the Client. Should the Client fail to make timely payments, interest shall begin to accrue on the outstanding balances.
- X. The Client understands that the Firm's retention and the fees charged are limited to the work to be done in this Matter. The course of representation shall conclude at the time of dismissal or entry of a final order, judgment, or decree.
- XI. The Firm makes no warranties, representations or guarantees regarding the favorable outcome, results, or successful termination of the case.
- XII. If there is a fee dispute during the course of the attorney-client relationship or at the conclusion of the attorney-client relationship, then the Client and the Firm agree to arbitrate such dispute before an agreed upon arbitrator and if no such arbitrator can be agreed to then each party shall pick one arbitrator, and the selected arbitrator shall pick a third arbitrator, and then the arbitration shall be conducted by all three arbitrators with the Client and the Firm shall share the costs of such arbitration equally. The arbitration shall be binding upon both the Client and the Firm.
- XIII. The Client agrees to fully cooperate in the prosecution of the Matter including:
- a. Returning phone calls, providing necessary information upon request, treating all staff courteously, informing the Firm when they are canceling an appointment and rescheduling the appointment in a timely manner, keeping all accounts paid to date, and otherwise fully assisting in the prosecution of their claim.
 - b. If the Client refuses or fails to cooperate in the prosecution of the Matter, then the Firm retains the right to notify the Client of its decision to terminate the relationship and the Client agrees to pursue the matter independently or pursue locating a new attorney to represent them and to fully pay their account due prior to the Firm releasing the Client's file to the new firm or to the Client.

I have read the above agreement and acknowledge that I fully understand the obligations and expectations set forth.

Town of Alpine

Name:

Title:



Date: July 21, 2026

Department: Administration

Presenter: Riley Hovorka

Subject: Commercial Lease Agreement with The Playroom Learning Center

Purpose:

Staff request that Council consider entering into a Commercial Lease Agreement with Amber Merritt, owner of The Playroom Learning Center, at the property known as 2 End Units, Riverview Meadows Complex, 260 Hwy 89 (260 River Circle).

Background:

The most recent Commercial Lease Agreement with The Playroom Learning Center expired on September 30, 2023. The Town sent a letter to the owner on September 20, 2023 notifying them of the term expiration, and offering to extend the lease indefinitely on a month-by-month basis beginning October 1, 2023. The lease rate remained unchanged at that time. The Playroom Learning Center has continued to lease the property on a month-by-month basis since accepting the extension offer in October of 2023.

During executive session on May 5, 2026, the Council directed staff to renew the lease at a rate of \$0.75 per square foot. A draft of the proposed lease agreement with the new rate is attached hereto.

Alternatives: 1-4 alternatives

Option A — Approve the updated Commercial Lease Agreement at a rate of \$0.75/sf.

Option B — Approve the updated Commercial Lease Agreement, with a different rate of \$____.

Option C — Continue to allow The Playroom Learning Center to lease the space on a month-to-month basis indefinitely, with the same terms and conditions initially agreed upon.

Fiscal Impact:

The Town currently collects \$1590/month or \$19,080/year in rent from The Playroom Learning Center. At the proposed rate of \$0.75/sf, the new rental rate will be \$1837.50/month or

\$22,050/year. This represents a \$2,970 increase per year. Significantly increasing the rate will increase the operating expenses of The Playroom Learning Center and may result in rate increases to users over time.

Strategic or Community Impact:

Providing a long-term and low-cost lease to The Playroom Learning Center allows the provider to keep childcare costs low and predictable for working families.

Key Questions:

1. Does Council wish to enter into a new Commercial Lease Agreement with The Playroom Learning Center?
2. Does Council agree on the previously established rate of \$0.75/sf?

Suggested Motion:

I move to approve the Commercial Lease Agreement with The Playroom Learning Center as proposed, and authorize the Mayor to execute the agreement.

COMMERCIAL LEASE AGREEMENT

This Agreement is made and entered into effective the ____ day of _____, 20____, between The Town of Alpine, a municipal corporation of the State of Wyoming, owner of the real estate and building herein described and hereinafter referred to as the "Landlord" and The Playroom Learning Center, hereinafter referred to as "Tenant".

WHEREAS for and in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the parties hereto, the Landlord does hereby lease to Tenant that property commonly known as 2 End Units, Riverview Meadows Complex 260 HWY 89 (260 River Circle), Alpine, WY 83128, hereinafter called the "Leased Premises."

1. **Term.** The term of this Lease shall be for five (5) years, commencing on August 1, 2026, and terminating at 12:00 midnight on August 30, 2031, with a possibility of renewal for an additional one (1) year term.
2. **Rent.** Tenant agrees to pay and Landlord agrees to receive rent in the amounts outlined below:
 - a) Commencing on **August 1, 2026**, and continuing for the first twelve (12) months of the term of this Agreement, Tenant shall pay the sum of **one thousand eight hundred and thirty seven dollars and 50 cents (\$1837.50)** per month, payable in advance on or before the first (1st) day of each month;
 - b) Commencing on **August 1, 2027**, and continuing for each twelve (12) month period thereafter for the remainder of the term of this Lease Agreement, any increase in the monthly Rent payment shall be calculated using the base rate sum of **\$1837.50**, then adjusted on the most recent Wyoming Economic Analysis Division Wyoming Cost of Living Index Report published "Housing Category." The increase in rent shall be the base rate plus the index increase.
3. **Access.** The Tenant's employees, agents, and business invitees shall at all times during which the Tenant is open for business have the free and uninterrupted right of access to the Leased Premises.
4. **Use of Premises.** The Tenant shall use the premises only for a day care center (day care, pre-school, summer school, tutoring and childcare provider training) and for no other purpose unless agreed to in writing by both parties.

The Tenant shall not commit, or suffer to be committed, any nuisance or other act or thing against public policy, or which may disturb the quiet enjoyment of any other tenant of the building. Tenant agrees not to deface or damage the building in any manner or overload the floors of the premises. Tenant agrees not to use or permit the use of the premises or any part thereof for any purpose prohibited by law, and Tenant agrees at its sole expense, to comply with and conform to

all of the requirements of all governmental authorities having jurisdiction thereof, present or future, relating thereof, present or future, relating in any way to the conditions, use and occupancy of the Leased Premises throughout the entire term of this Lease or any extension thereof.

In addition to the foregoing, Tenant shall not use or occupy nor permit the Leased Premises or any part thereof to be used or occupied for any business, use or purpose deemed hazardous or which would make void or voidable any insurance then in force with respect thereto or which would increase the premiums for or make it impossible to obtain fire or other insurance or which will cause or be likely to cause structural damage to the building or any parts thereof.

5. Surrender. Upon the termination of this Lease, the Tenant shall quit and surrender the premises in as good condition and repair as it is at the date of the commencement of this Lease, reasonable wear and tear expected. Unattached movable trade fixtures or fixtures that can be removed with relative ease, may be removed so long as prior arrangements are made, to Landlord's reasonable satisfaction, that all necessary repairs shall be made to the leased premises. All property and improvements of the Tenant not removed at the termination of this Lease shall be deemed abandoned by the Tenant and shall be deemed the property of the Landlord.

6. Alterations and Improvements. No alteration, addition, or improvement to the Leased Premises shall be made by the Tenant without the prior written consent of the Landlord; which consent will not be unreasonably withheld or delayed. Any alteration, addition or improvement made by the tenant after such consent shall have been given, and any non moveable fixtures installed as part thereof, shall, at the Landlord's option, become the property of the Landlord upon the expiration or other sooner termination of this Lease; provided, however, that the Landlord shall have the right to require the Tenant to remove such fixtures at the Tenant's cost upon such termination of this Lease.

All alterations of or additions to the premises, except movable trade fixtures and equipment, shall take place under the supervision of the Landlord or its contractors. Tenant shall keep the premises and the improvements thereon free and clear of all liens arising out of or claimed by reason of any work performed, materials furnished or obligations incurred by or at the instance of Tenant, and indemnify and save the Landlord and the premises and the building harmless of all such liens or claims of lien and all attorney's fees and other costs and expenses incurred by reason thereof.

The Landlord shall have the right at any reasonable time to repair the premises and or improve the building, and the Landlord and its representatives for that purpose may, in the event of an emergency or the failure of Tenant to do so after reasonable notice, enter on and about the premises and the building with such material as may be reasonable, and may erect scaffolding and all other necessary structures on or about the premises and the building, so long as it is done at such times and in such a manner as to avoid any material adverse effect upon Tenants business operations, to the greatest extent possible under the circumstances. The Tenant waives any claim

for damages including loss of business resulting therefrom as long as such work is done on a reasonable basis, at reasonable times and is reasonably necessary. In the exercise of its rights under this paragraph, the Landlord shall not unreasonably interfere with the conduct of Tenant's business.

7. Acceptance of premises. No representations, except such as are contained herein, have been made to the Tenant respecting any condition of the premises. By entry of the Leased Premises after delivery of possession, the Tenant shall be deemed to accept the premises "as-is" and being free from visible or known defects and in good, clean and sanitary order, condition and repair.

8. Repair and Maintenance. The Tenant shall, during the term of this Lease and any renewal or extension thereof, at its sole expense, keep the interior portions of the leased premises in at least as good order and repair as it is at the time of the commencement of this Lease, reasonable wear and tear and damage by accidental fire or other casualty expected.

Tenant shall give to Landlord prompt written notice of any accident to, or any defects in, the Leased Premises that may come to its notice, and shall first obtain the written consent of Landlord prior to making any substantial repairs or alterations to the Leased Premises.

Tenant agrees to make any and all repairs, additions or replacements as may be required by any law, requirement or order of any public agency or insurance company arising out of Tenant's use of the Leased Premises.

9. Utilities/Services. The Tenant shall pay all charges and arrange the installation and construction of all necessary electrical, gas, telephone, and water, or public utility services that may be required for the use intended in this Agreement. Tenant shall pay for any charges incurred in the use of electricity, gas, telephone, water, cable television or any other utility service in connection with this Lease Agreement.

In the event the electrical, gas, water, sewer, or other utility services are not independently charged or are charged to the Landlord as part of a common assessment, Tenant shall pay to Landlord its pro rata share of the same, based upon square footage occupied. Landlord shall pay for all snow removal of parking areas in the front of the building and shall pay for all trash removal of the standard size Tenant is responsible for snow removal of all walk ways, steps, and doorways to the demised premises.

10. Right of Entry. The Landlord or its agents shall have the right to enter the Leased Premises at all reasonable times upon reasonable notice at any time for the enforcement of this Lease Agreement and for the protection of any of the Landlord's property on the leased premises, and in order to examine the Leased Premises, to show it to prospective purchasers or lessees, or to make any necessary repairs. During the sixty (60) days prior to the expiration of this lease

agreement Landlord shall have the right to post "For Rent" or "For Sale" signs which notices the Tenant shall permit to remain thereon without molestation.

11. Security Deposit. Tenant has paid the Landlord the sum of \$1,590 as a security deposit. Such payment shall be as security for any damage caused to the premises during the term of this Lease Agreement and shall also be applicable to any shortfalls in rental payments due at the end of this lease. Barring any shortfalls in rental payments, such deposit shall be returned to Tenant, without interest, and less any setoff for damages to premises upon termination of this agreement.

12. Insurance. The Tenant shall provide and keep in force for the property general accident, public liability and property damage insurance policies protecting Landlord against any and all liability occasioned by accident, property damage or disaster, in a sum not less than \$1,000,000 per person, \$1,000,000 per accident for bodily injury, and \$500,000 for property damage. The Tenant shall deposit with the Landlord certificates of all such insurance policies obtained at or prior to the commencement of the term of this Lease and copies of all insurance policies obtained at any time thereafter during the term of this Lease. All such policies, including said policies referred to immediately below, shall provide that the same may not be canceled without at least ten (10) days prior notice to the Landlord. The Town shall be named as a certificate holder.

The Landlord shall maintain fire and extended coverage insurance on the leased premises in amounts as Landlord shall deem appropriate.

In addition the Tenant shall obtain similar coverage for all of Tenant's leasehold improvements, building contents, inventory, furniture, furnishings, fixtures, equipment, and all other property removable by Tenant under provisions of this Lease less any required standard co-insurance requirements, and the Tenant shall cause the Landlord to be named as a certificate holder who shall be entitled to notice of cancellation or change in any insurance policy on the leased premises. The Tenant shall advise the Landlord promptly as to the coverage or language of the clauses included in its insurance policies pursuant to this paragraph, and shall notify the Landlord promptly of any cancellation or change of the terms of any such policies which would affect such clauses. In the event that the Tenant shall fail to deliver to the Landlord certificates of all such insurance obtained, or copies of policies thereof, the Landlord may cause such insurance to be issued and bills for the premiums therefor shall be rendered by the Landlord to the Tenant, and may be added by the Landlord to the base rent under this agreement.

13. Rules, Regulations and Covenants. Landlord shall have the right from time to time to prescribe reasonable rules and regulations, which in its judgment, may be desirable, for the use, entry, operation and management of the premises and the building, each of which rules and regulations shall become a part of this Lease. Tenant agrees to comply with such rules and regulations; provided, however, that such rules and regulations shall not contradict or abrogate any right or privilege herein expressly granted to Tenant.

14. Signs. The Tenant shall have the right to have a sign on the building. The Tenant shall not place such sign, or permit to be placed any sign, advertisement, notice or other display on any part of the outside of the premises, except as such color, size and style and in such locations as shall be designated by the Landlord. The Tenant, upon request of the Landlord, shall immediately remove any sign, advertisement, notice or other display which Tenant has placed or permitted to be placed on any part of the inside or outside of the premises, which, in the opinion of the Landlord, is objectionable, offensive or not in good taste, and if Tenant shall fail so to do, the Landlord may enter the premises and remove the same at the expense of the Tenant.

15. Covenants of the Tenant. The Tenant covenants that it shall not do any of the following without the prior consent, in writing, of the Landlord:

a) Do or suffer to be done anything objectionable to the fire insurance companies whereby the fire insurance or any other insurance now in force or hereafter to be placed on the Leased Premises or any part thereof, or on the building of which the Leased Premises may be a part, shall become void or suspended, or be rated as a more hazardous risk than at the date when the Tenant receives possession hereunder. In case of a breach of this covenant, in addition to all other remedies of the Landlord hereunder, the Tenant shall pay to the Landlord as additional base rent, any increase of premiums on insurance carried by the Landlord on the Leased Premises, or any part thereof, or on the building of which the Leased Premises may be a part, caused in any way by the occupancy of the Tenant or its operation of a business within the Leased Premises, or its subtenants.

b) Commit or suffer to be committed by any person any waste upon the Leased Premises or any nuisance or other act which may disturb the quiet enjoyment of any other tenant in the building of which the Leased Premises may form a part.

The Tenant agrees that it will do the following:

a) That it will keep the premises sufficiently heated to prevent freezing of water pipes and fixtures, provided that adequate heating controls are available to the Tenant on the leased premises to regulate the heat.

b) That it will keep the premises sufficiently heated to prevent freezing of water pipes and fixtures, provided that adequate heating controls are available to the Tenant on the leased premises to regulate the heat.

c) Do all things reasonably possible to prevent the filing of any mechanics, judgment or other lien against the Leased Premises or any part thereof, or to the leasehold interest of the Tenant, by reason of work, labor, services or materials supplied or claimed to have been supplied to the Tenant, or to anyone holding the Leased Premises

or part thereof through or under the Tenant. If any such lien shall at any time be filed against the Tenant's interest in the Leased Premises or this Lease, the Tenant shall either cause the same to be discharged of record within 20 days of the date of the filing of the same, or if the Tenant, in Tenant's discretion and in good faith, determines that such lien should be contested, the Tenant shall furnish such security as shall be necessary or required to prevent any foreclosure against the Tenant's interest in the Leased Premises during the pendency of such contest. If the Tenant shall fail to discharge such lien within such period, or fail to furnish such security, then, in addition to any other right or remedy of the Landlord resulting from such default, the Landlord may, but shall not be obligated to, discharge the same either by paying the amount claimed to be due or by procuring the discharge of such lien by getting security or in such other manner as is or may become prescribed by law. Nothing contained herein shall imply any consent or agreement on the part of the Landlord to subject the Landlord's estate to liability under any mechanics or other lien law.

d) Comply with the terms of any state or federal statute or local ordinance or regulation regarding the use, operation improvements or occupancy of the Leased Premises, and save Landlord harmless from any penalties, fines, costs, expenses or damages resulting from its failure to do so.

e) Give Landlord prompt written notice of any accident, fire or damage occurring on or to the Leased Premises.

16. Damage to premises. If the Leased Premises shall be damaged by fire, the elements, unavoidable accident or other calamity without the fault or neglect of the Tenant or the Tenant's servants, employees, agents, visitors, licensees, or subtenants, and the leased property is not thereby rendered untenable in whole or in part, the Landlord shall promptly, at its own expense, cause such damage to be repaired, and the rent, meanwhile, shall be abated proportionately to the portion of the premises rendered untenable. If, by reason of such occurrence, the premises shall be rendered wholly untenable, the rent, meanwhile, shall be abated in whole; provided, however, that there shall be no extension of the term of this Lease by reason of such abatement. Notwithstanding the provisions of the immediately preceding sentence, if the Leased Premises shall be rendered wholly untenable by reason of such occurrence and the property cannot be repaired within three months from the date of such damage, Tenant or Landlord shall, at their option, have the right to declare the balance of this Lease null and void. If the Tenant does not exercise its option to cancel this Lease, the Landlord shall promptly, at its own expense, cause such damage to be repaired, and rent shall be abated during the period of such repairs.

If after due notice is given, the Tenant fails to exercise its option following substantial destruction of the Leased Premises within 12 months of the end of the original term of this Lease,

or if said destruction occurs within the last 1 year of the term of this Lease, the Landlord may terminate the Lease.

17. Indemnification. The Tenant shall indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expenses (including attorney's fees related thereto) in connection with the loss of life, personal injury or damage to property occurring in, on or about, or arising out of or from the Leased Premises and the common areas, or the occupancy or use of the Leased Premises by the Tenant or its subtenants, agents, licensees, invitees, guests, customers, etc., or occasioned wholly or in part by any act or omission of the Tenant, its agents, licensees, invitees, contractors, customers, employees or subtenants, so long as the same were not proximately caused by the gross, active negligence or willful conduct of the Landlord or its agents, employees or servants.

18. Tenant's Property.

(a) The Tenant shall be responsible for and shall pay before delinquency all municipal, county or state assessments during the term of this Lease against any leasehold interest or personal property of any kind, owned by or placed in, upon or about the Leased Premises by the Tenant.

(b) The Landlord shall not be liable for any damage or loss to property of the Tenant or of others located on the Leased Premises by theft or otherwise. The Landlord shall not be liable for any damage caused by other tenants or persons in the Leased Premises, occupants of adjacent property, or the public, or caused by operations in construction of any private or public work. The Landlord shall not be liable for any latent defect in the Leased Premises or in the building of which it forms a part. All property of the Tenant or its subtenants kept or stored on the Leased Premises shall be so kept or stored at the risk of the Tenant and its subtenants only, and the Tenant shall hold the Landlord harmless from any claims arising out of damage to the same, including subrogation claims by the Tenant's insurance carrier, unless such damage shall be caused by the willful act or gross neglect of the Landlord.

19. Trade Fixtures. All moveable trade fixtures installed by the Tenant shall remain the property of the Tenant and shall be removable at any time by it on or before vacation the premises. Any damage caused to the Leased Premises as a result of such removal by the Tenant shall be repaired by Tenant at its own expense. Any such trade fixtures not removed at or prior to such termination shall become the sole property of the Landlord. Except those lighting fixtures affixed to moveable trade fixtures, displays, etc., all lighting fixtures, whether or not installed by the Tenant, shall not be removable at the expiration or earlier termination of this Lease, or at the expiration of any renewal or extension thereof, and shall become the sole property of Landlord.

20. No Assignment of Subletting. Tenant shall not assign, mortgage, pledge or otherwise encumber this Lease or any interest therein, nor sublet or permit the leased premises or any part thereof to be used by any one else other than the Tenant without the prior written consent of Landlord in each instance. Such consent, as to assignment, mortgage or pledge, may be granted or withheld by Landlord in its absolute discretion, but as to subletting, will not be unreasonably withheld. If this Lease is assigned or if the lease premises or part thereof is sublet or occupied by anybody other than the Tenant, the Landlord may, after default by the Tenant, collect rent from the assignee, subtenant, or occupant and apply the net amount collected to the rent herein reserved. No such assignment, subletting, occupancy or collection shall be deemed a waiver of this covenant or the acceptance of the assignee, subtenant, or occupant as tenant, or a release of the Tenant from the further performance by the Tenant of the covenants of this Lease and upon any such unapproved approved assignment, subletting, etc., Landlord may elect to consider this Lease void and terminated. The consent by the Landlord to an assignment in full of Tenant's rights herein shall be construed to release the Tenant from the obligations under this Lease. Tenant shall pay Landlord's reasonable attorneys fees incurred in connection with the giving of any consent to any of the foregoing.

Notwithstanding anything herein to the contrary, it is the party's intention that Tenant not profit in any way, directly or indirectly, from the subletting or assignment of the premises (as a part of the sale of the Tenant's business or otherwise). Accordingly, in the event tenant receives any rent or other consideration, however denominated, from any other person for the use or occupancy of the Leased Premises, in excess of the rent provided herein (or a fairly allocable portion thereof if only a portion of the premises is affected) Tenant shall pay to Landlord all of such excess as additional rental under this lease, payable immediately upon receipt by Tenant. Tenant specifically agrees that Landlord shall be deemed to condition any consent to either sublease or assignment upon the Tenant's absolute obligation to disclose absolutely all of the terms of such transaction and all of Tenants accounts, records and tax returns relating to the periods during which it receives any payments related to the transaction. Notwithstanding the foregoing, in the event.

21. Default. If the Tenant should vacate or abandon the Leased Premises, or if the Tenant shall fail to pay any part of the rent herein provided or any other sum required by this Lease to be paid to the Landlord at the times or in the manner provided under this Lease or otherwise, or if a petition in bankruptcy or for an arrangement by filed by or against Tenant, or if it be adjudicated bankrupt or insolvent or if a receiver is appointed, or if an unauthorized subletting or assignment of this lease shall occur, or if default shall be made in any of the other covenants or conditions on its part agreed to be performed, besides other rights or remedies it may have, if such failure to pay rent or such other sum or such default shall continue for seven (7) calendar days after written notice thereof from Landlord to Tenant, or in the event that it shall be necessary for Landlord to give Tenant two (2) notices of default within any lease year, then Landlord may either terminate this Lease or reenter the premises by summary proceedings or otherwise, remove all persons and

property from the premises without liability to any person for damages sustained by reason of such removal, and re-let the premises at such rental and upon such other terms and conditions as the Landlord, in its sole discretion, may deem advisable. In such event, Tenant shall remain liable for the monthly rent reserved in this Lease, plus the reasonable costs of obtaining possession of and re-letting the premises and of any repairs, and alterations necessary to prepare them for re-letting, less the rents received from such reletting, if any. Any and all monthly deficiencies so payable by Tenant shall be paid monthly on the date herein provided for the payment of rent. No such re-entry or taking possession of the premises by Landlord shall be construed as an election on its part to terminate this Lease unless a written notice of such intention be given to Tenant or unless termination thereof be decreed by a court of competent jurisdiction. Notwithstanding any such re-letting without termination, the Landlord may at any time thereafter elect to terminate this Lease for such previous breach. Should the Landlord at any time terminate this Lease for any breach, in addition to any other remedies it may have, it may recover from the Tenant all damages it may incur by reason of such breach, including the cost of recovering the premises, and including the worth at the time of such termination of the excess, if any, of the amount of rent and charges equivalent to rent reserved in this Lease for the remainder of the stated term over the then reasonable rental value of the premises for the remainder of the stated term, all of which amounts shall be immediately due and payable from Tenant to Landlord. All remedies herein conferred upon the Landlord shall be cumulative and no one exclusive of any other remedy conferred herein or by law. If the Tenant is in default, the Landlord may prevent removal of property from the premises by any lawful means it deems necessary to protect its interest.

22. Attorney Fees. If any customer, client, invitee, contractor, agent, officer or employee of Tenant shall institute an action against Tenant in which the Landlord, involuntarily and without just cause, shall be made a party defendant, the Tenant shall indemnify and save the Landlord harmless from all costs incurred by the Landlord in such action, including reasonable attorney's fees. If an action shall be brought to recover any rental under this Lease, or on account of any breach of or to enforce or interpret any of the terms, covenants or conditions of this Lease, or for the recovery or possession of the premises, each party shall be responsible for their own attorney fees.

23. Holding Over. Should the Tenant hold possession hereunder after the expiration of the Lease term hereby created with the consent of the Landlord, the Tenant shall become a Tenant on a month-to-month basis upon all the terms, covenants and conditions herein specified.

24. Renewal. Tenant shall have the option to renew this Lease for a one (1) year period on rent and terms mutually acceptable to both parties to this Lease.

25. Notice. All notices, demands or other writing in this Lease provided to be given, made or sent by either party hereto to the other shall be deemed to have been fully given, made or sent when made in writing and hand delivered or sent by facsimile, certified or registered United States Mail, postage prepaid, and addressed to the address shown on the first page of this agreement,

or at such other place as may be designated by either party from time to time in writing in the same manner as provided herein. Notice will be deemed given even if the intended recipient fails to accept delivery of the same.

26. Waiver. The waiver by the Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rental hereunder by the Landlord shall not be deemed a waiver of any preceding breach by the Tenant of any term, covenant or condition of this Lease, other than the failure of Tenant to pay the particular rental so accepted, regardless of the Landlord's knowledge of such preceding breach at the time of acceptance of such rental. None of the terms, covenants or conditions of this Lease can be waived by either the Landlord or the Tenant except by appropriate written agreement duly executed by both of the parties hereto.

27. Construction of Lease. Subject to Section 37, the language in all parts of this Lease shall in all cases be construed as a whole according to its generally understood commercial meaning and shall not be interpreted strictly for nor against either Landlord or Tenant, whether prepared by the Landlord or Tenant or their respective counsel. Paragraph headings in this Lease are for convenience only and are not to be construed as a part of this lease or in any way defining, limiting or amplifying the provisions hereof. The words "Landlord" and "Tenant," as herein used, shall include the plural as well as the singular. The neuter gender includes the masculine and feminine. In the event there is more than one Tenant, the obligations to be performed shall be joint and several. Landlord and Tenant agree that in the event any term, covenant, or condition herein contained is held to be invalid or void by any court, the invalidity of any such term, covenant, or conditions shall in no way affect any other term, covenant, or condition herein contained.

28. Binding Effect. All the terms, covenants, and conditions of this Lease shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

29. Force Majeure. In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of labor troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay.

30. Representations. It is mutually agreed that no representations, warranties, covenants or agreements, expressed or implied, have been made, other than set forth herein.

31. **Execution.** This agreement may be executed in two (2) counterparts, each of which shall be an original.
32. **No Setoff.** Tenant may not set off against rent or other sums due any claims that Tenant has or thinks it has against the Landlord.
33. **Venue.** The parties hereto agree that the venue of any action filed relating to this Lease shall be in the County of Lincoln, State of Wyoming, Third Judicial District.
34. **Estoppel Certificate.** Tenant shall at any time upon not less than 15 days prior written notice from Landlord, execute, acknowledge and deliver to Landlord a statement in writing certifying that this Lease is unmodified and in full force and effect (or if modified, stating the nature of such modification), the amount of any security deposit, and the date to which the rent and other charges are paid in advance, and acknowledging that there are not, to Tenant's knowledge, any uncured defaults on the part of Landlord hereunder, or specifying such default if any. Any such statement may be conclusively relied upon by any prospective purchaser or encumbrancer to the premises. Failure to provide such certificate shall constitute a material breach of this Lease.
35. **Covenant of Quiet Enjoyment.** So long as it continues to perform in the manner required herein, the Tenant shall have, and the Landlord agrees that the Tenant shall have, at all times during the term hereof, the right to quietly and peacefully use and enjoy the Leased Premises free from any annoyance, hindrance, or other interference of any kind of the Landlord or any agent of the Landlord, except as hereinafter provided.
36. **Time of Essence.** Time is of the essence of this Lease and of every term, covenant and condition hereof.
37. **Sovereign Immunity.** The Town does not waive sovereign or governmental immunity by entering into this Agreement, and specifically retains all immunities and defenses available to it as sovereign or governmental entity pursuant to Wyo. Stat. § 1-39-101, et seq., and all other state law. Designations of venue, choice of law, enforcement actions, and similar provisions should not be construed as a waiver of sovereign or governmental immunity. The parties agree that any ambiguity in this Agreement shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign or governmental immunity shall be construed in favor of sovereign or governmental immunity.

IN WITNESS WHEREOF, the parties hereto have signed this Lease.

LANDLORD

Town of Alpine, a Wyoming municipal corporation

By:

Eric Green, Mayor

TENANT

The Playroom Learning Center

By:

Amber Merritt

ATTEST:

Monica Chenault, Clerk/Treasurer



Date: July 13, 2026
Department: Planning and Zoning
Presenter: Gina Corson, Planning and Zoning Administrator
Subject: 2025-11 Amendments- Public Notice and Building Code Adoption Clarifications

Purpose:

Staff is requesting that the Town Council amend Ordinance 2025-11 to improve the administration of the Land Use and Development Code (LUDC) by:

1. Consolidating public notice requirements through reference to the Town's Uniform Public Notice Requirements Ordinance; and
2. Clarifying language related to the adoption of building and construction codes to reflect the Town's intent to follow the code adoption schedule established by the State of Wyoming

These amendments are administrative in nature and are intended to improve clarity, consistency, and long-term code maintenance without changing the underlying review processes or development standards.

Background:

Public Notice

Currently, public notice requirements are contained in both the **Land Use and Development Code (LUDC)**, and the recently adopted **Uniform Public Notice Requirements Ordinance**. In addition, the LUDC repeats substantially similar public notice procedures throughout numerous application types, including Planned Unit Developments, Land Use Plan Amendments, Zone Changes, Variances, Subdivisions, Special Use Permits, and Appeals.

Maintaining the same procedural requirements in multiple sections of the LUDC **and** in a separate ordinance creates unnecessary duplication and increases the potential for inconsistencies whenever public notice requirements are amended. Future changes would require amendments not only to the Uniform Public Notice Requirements Ordinance, but also to each section of the LUDC where those same procedures are repeated.



The intent of these amendments is **not** to change the Town's public notice requirements. Rather, it is to establish the **Uniform Public Notice Requirements Ordinance as the Town's single authoritative source for public notice procedures.**

The proposed amendments establish a new general Public Notice section to Part 2 of the LUDC and replace the detailed public notice language throughout the Code with a simple reference to the Town's Uniform Public Notice Requirements Ordinance. This approach centralizes all public notice procedures into one ordinance, simplifies future amendments, and helps ensure consistent application of public notice requirements across all land use approvals.

Building Code Adoption Language

As staff reviewed Ordinance 2025-11 for the proposed public notice amendments, an additional opportunity for administrative clarification was identified within Sections 4-201 through 4-203 relating to the adoption of building and construction codes.

Although Ordinance 2025-11 previously revised portions of these sections to improve the Town's code adoption process, staff believes the current language does not clearly express the Town's long-standing intent to follow the building code adoption schedule established by the State of Wyoming.

Specifically, staff determined that references to the "most current" or "most currently published" editions of various codes could create uncertainty as to whether the Town intended to adopt newly published code editions immediately upon publication by the International Code Council (ICC), or only after those editions have been adopted by the State of Wyoming.

Because the Town's intent has always been to follow the State's adopted building code cycle, staff recommends clarifying this language to expressly state that the Town follows the editions of the applicable codes **as adopted by the State of Wyoming and in effect at the time of installation.**

These amendments do not change the Town's code adoption policy. Rather, they clarify and strengthen the existing language to more accurately reflect the Town's intended administrative practice and eliminate potential ambiguity for staff, applicants, contractors, and design professionals.

Because staff was already bringing forward amendments to Ordinance 2025-11 related to public notice, it was determined that this was an appropriate opportunity to address this additional administrative clarification rather than requiring a separate ordinance amendment at a later date.

Alternatives:

Option A — Approve the Amendments to Ordinance 2025-11 (Staff Recommendation)

Benefits Include:



- Establishes the Uniform Public Notice Requirements Ordinance as the Town's single authoritative source for public notice procedures.
- Eliminates duplicate public notice requirements from the Land Use and Development Code.
- Reduces the potential for conflicting public notice procedures between the LUDC and the Uniform Public Notice Requirements Ordinance.
- Simplifies future amendments to public notice requirements.
- Clarifies that the Town follows the building code adoption schedule established by the State of Wyoming.
- Improves consistency, readability, and long-term maintenance of the LUDC.
- Complements the proposed ICC Code Exemptions and Local Amendments Ordinance.

Challenges Include:

- Requires amendments to multiple sections of the LUDC.

Option B — Maintain the Existing Language

Benefits Include:

- No immediate amendments to the LUDC are required.

Challenges Include:

- Public notice requirements remain duplicated within both the LUDC and the Uniform Public Notice Requirements Ordinance.
- Future amendments to public notice procedures will require amendments to both the Uniform Public Notice Requirements Ordinance and multiple sections of the LUDC.
- Existing building code adoption language may create confusion regarding which code editions apply.

Option C — Take No Action

Benefits Include:

- No legislative action is required at this time.

Challenges Include:

- Administrative inconsistencies remain within the LUDC.
- Duplicate public notice procedures remain in both the LUDC and the Uniform Public Notice Requirements Ordinance.



- Opportunities to simplify future code administration are lost.

Fiscal Impact:

There is no anticipated fiscal impact associated with these amendments.

The proposed changes are expected to reduce future administrative effort by centralizing public notice requirements and clarifying code adoption procedures.

Strategic or Community Impact:

These amendments improve the organization, consistency, and long-term maintainability of the Land Use and Development Code.

By establishing the Uniform Public Notice Requirements Ordinance as the Town's single source for public notice procedures and consolidating recurring administrative requirements into standalone ordinances where appropriate, the Town can more efficiently update administrative procedures while reducing duplication and maintaining consistency across its development regulations.

The amendments also ensure the Town's code adoption language accurately reflects its intent to follow the building code adoption schedule established by the State of Wyoming.

Key Questions:

- Does the Council support consolidating public notice requirements into the Town's Uniform Public Notice Requirements Ordinance?
- Does the Council agree that clarifying the Town's building code adoption language improves consistency with the State of Wyoming's adopted code cycle?
- Does the Council wish to approve the proposed amendments to Ordinance 2025-11?

Suggested Motion: 1 or 2 suggested motions

I move to approve the first reading of the amendments to Ordinance 2025-11, as presented.



**TOWN OF ALPINE
ORDINANCE NO. 2026-014
LAND USE & DEVELOPMENT CODE**

AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2025-011 AND CERTAIN SECTIONS OF PART 2 – PROCEDURES AND PART 4 – DEVELOPMENT STANDARDS OF THE TOWN OF ALPINE LAND USE AND DEVELOPMENT CODE AND AMENDING THE TABLE OF CONTENTS ACCORDINGLY

WHEREAS, the Town of Alpine has adopted a Land Use and Development Code to regulate land use and development activities within the town limits;

WHEREAS, the Town Council of the Town of Alpine has determined that specific updates to Part 2 – Procedures and Part 4 – Development Standards are necessary for improved clarity, accuracy, and alignment with current planning and building practices;

WHEREAS, the Town Council finds that consolidating all public notice requirements into a single Uniform Public Notice Requirements Ordinance will improve consistency, reduce redundancy, simplify future amendments, and provide a single reference for all public notice procedures;

WHEREAS, the Town Council further finds that consolidating repetitive procedural requirements into standalone ordinances promotes consistency, simplifies future amendments, and reduces the need for frequent amendments to the Land Use and Development Code;

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:

SECTION 1. REPEAL AND REPLACEMENT OF PART 2 – PROCEDURES

The following sections of the Alpine Land Use and Development Code, **Part 2 – Procedures**, are hereby repealed in their entirety and replaced with the following:

Section 2-103. Public Notice Requirements (NEW) (others will need renumbering accordingly)

Unless otherwise required by state law or expressly provided in this Code, all public notice required under the Town of Alpine Land Use and Development Code shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance, as amended.

Where a conflict exists between this Code and the Uniform Public Notice Requirements Ordinance or applicable state law, the more specific requirement shall govern.

Section 2-204 Land Use Plan Amendment Process

Section 2-204 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-205. Planned Unit Development Process

- (f) The Zoning Administrator will, as soon as practical, place the proposed planned unit development application on the agenda of the Alpine Planning and Zoning Commission.
- (g) Before any decision is reached by the Alpine Planning and Zoning Commission:
 - (1) ~~The landowner(s)/applicant(s) will post a copy of the proposed planned unit development application upon the property where the planned unit development is requested. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. The costs of production of the notice and posting the notice shall be borne by the petitioner. This public notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission.~~
 - (2) ~~The landowner(s)/applicant(s) will provide written notice, via certified mail, to all utilities effected and all owners of property within five hundred (500) feet of the property or properties under consideration for a planned unit development. The written notice will also include the date, time and place when the proposed planned unit development will be considered by the Alpine Planning and Zoning Commission. This public notice will be made, at least, thirty (30) days before the planned unit development application is considered publicly by the Alpine Planning and Zoning Commission. The landowner(s)/applicant(s) shall bear the responsibility of paying all costs and postage fees of the certified mailing and provide proof of said mailings to the Planning and Zoning Administrator.~~
 - (3) ~~The Alpine Planning and Zoning Commission will hold one (1) public hearing at a public facility within the Town of Alpine. Town residents and the general public will receive at least thirty (30) days' notice of the public hearing. Public notice will be advertised in one (1) newspaper of general circulation throughout Lincoln County. The Planning and Zoning Administrator will prepare the notice and provide it to the newspaper. The landowner(s)/applicant(s) shall bear the responsibility of paying all costs of this advertising. Public comments received during the meeting will be documented for subsequent reference during the zone change process.~~

Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-206 Zone Change Process

Section 2-206 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-207 Variance Process

Section 2-207 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208 Subdivision Process

Section 2-208 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.1 Simple Subdivision Review and Approval Process

Section 2-208.1 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.2 Minor Subdivision Review and Approval Process

Section 2-208.2 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.2. Minor Subdivision Review and Approval Process (Figure 2-6)

- (c) Applicant will complete and file one (1) hard copy, and one (1) digital copy of a master plan report for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
 - (1) The purpose of the subdivision and proposed land uses.
 - (2) A development schedule for proposed land uses.
 - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot.
 - (4) Planned water system, as well as anticipated average day and maximum day water demand.
 - (5) Planned wastewater system, as well as anticipated average daily flows.
 - (6) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, as well as anticipated average and peak day traffic volumes
 - (7) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
 - (8) Planned snow storage areas.
 - (9) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
 - (10) Landscape Plan
- (d) Applicant will prepare and file one (1) hard copy, and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
 - (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;

- (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
- (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
- (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
- (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
- (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
- (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.

Section 2-208.3 Major Subdivision Review and Approval Process

Section 2-208.3 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-208.3. Major Subdivision Review and Approval Process (Figure 2-7)

- (d) Applicant will complete and file one (1) hard copy, and **one (1) digital copy of a master plan report** for the proposed subdivision with the Zoning Administrator. The master plan will address what municipal services the subdivision intends to use, as well as the potential impact of the proposed subdivision upon the Town of Alpine and the community. The master plan, which will contain a combination of technical narrative, statistical tables, and illustrations, will address, at least, the following issues:
 - (1) The purpose of the subdivision and proposed land uses.
 - (2) A development schedule for proposed land uses.
 - (3) The number of lots being created and, if applicable, the zoning designations requested for each lot, and densities associated with residential and commercial land uses.
 - (4) Suitability of soils to support future land use expansion.
 - (5) Compatibility of proposed land uses with adjacent land uses.
 - (6) When applicable, the potential need for new housing in the context of anticipated housing demands for Alpine.
 - (7) Planned water system, as well as anticipated average day and maximum day water demand.
 - (8) Planned wastewater system, as well as anticipated average daily flows.
 - (9) Planned points of access to municipal roads, Lincoln County roads, and U.S. Highway 89, anticipated average and peak day traffic volumes.

- (10) Vehicular circulation plan.
 - (11) Planned storm water management plan and anticipated storm water flows for ten (10) year storm event.
 - (12) Snow storage areas.
 - (13) Landscaping plan.
 - (14) Planned easements and facilities to accommodate access to, or the extension of, the Town of Alpine's planned community trail system.
 - (15) When applicable, planned covenants, contracts or deed restrictions that may be associated with a common interest development.
- (e) Applicant will prepare and file one (1) hard copy to scale and one (1) digital copy of a preliminary plat with the Zoning Administrator that contains, at least, the following information:
- (1) Proposed name of subdivision, the size of property to be subdivided (in acres), and the size of the lots or parcels being created;
 - (2) Name and address of the subdivision applicant, professional engineer or professional land surveyor registered in the State of Wyoming who prepared the plat, and owners of subject property;
 - (3) Location and boundaries of the subdivision that are tied to two (2) legal survey monuments;
 - (4) Date of drawing preparation and all subsequent revisions, as well as a scale (not less than one {1} inch = two hundred {200} feet) and north arrow;
 - (5) Boundary lines of subdivision, the location and dimensions of all existing streets, alleys, trails, paths, easements, watercourses and irrigation ditches, and structures on and within two hundred (200) feet of the subdivision;
 - (6) Location of existing water distribution and wastewater collection lines on and within two hundred (200) feet of the subdivision;
 - (7) Two (2) foot contours where ground slopes are less than ten (10) percent and five (5) foot contours where ground slopes exceed ten (10) percent.
- (o) The applicant will prepare and file one (1) hard copy to scale and **one (1) digital copy of a final subdivision plat** application, and related filing fees, with the Zoning Administrator. The final subdivision plat application will include the final subdivision plat, a signed copy of a subdivision improvement agreement, a payment of all design costs for public improvements, and performance surety.

Section 2-209 Special Use Permit

Section 2-209 is hereby amended to read as follows: Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

Section 2-301(9–11). Building Permit Requirements

- (9) One (1) hard copy to scale, a minimum of 2-foot by 3-foot, set of **scaled** construction drawings (see application checklist) that illustrate the ***proposed foundation, floor plan, typical wall section, roof system, building elevations, exterior material specifications, as well as electrical, plumbing, radon and HVAC systems.*** All construction drawings for structures submitted with a **permit application** will be designed, stamped and certified by a civil or structural engineer **greater than three hundred (300) square feet in size.** Along with **one (1) digital copy** of the construction drawings. {See permit checklist for complete details}.
- (10) All new buildings including additions or remodels to and existing structures, require submittal of one (1) hard copy, a minimum of 18-inches by 24-inches, set of a scaled site/plot plan, that depicts the location of, proposed vehicular access, the finish grade of the project site, septic system or sewer connection location, water connection location, denoting all above ground and below ground utilities (power, propane) and/or easements to be located on the property, vehicle parking (garage square footage and driveway dimensions {square footage}), setbacks, onsite drainage facilities and snow storage areas (snow storage dimensions {square footage}) needs to be clearly identified. **Along with one (1) digital copy of the scaled site/plot plan.** {See permit checklist for complete details}.
- a. Submittal of the **civil engineered site plan** is required for all Multi-Unit Residential (R-2) {including additions or remodels to existing structures}, Mixed Residential and Commercial (MRC) {including additions or remodels to existing structures} and Commercial (C) {including additions or remodels to existing structures}, Light Industrial (LI) {including additions or remodels to existing structures}, Public and Community Facilities (PCF) {including additions or remodels to existing structures} and Recreation and Conservation (RC) {including additions or remodels to existing structures} permit applications.
- (11) One (1) hard copy, scaled if applicable, set of other construction documents and/or other data that the applicant may consider relevant to the building permit application will be submitted with the building permit application. **All construction documents and/or other requested documents will be stamped and certified by a civil or structural engineer licensed in the State of Wyoming; Stamped engineering is required on all structures greater than three hundred (300) square feet in size.**

Section 2-304. Required Building and Site Inspections

- (h) Electrical permits and inspections for projects within the Town of Alpine are issued and conducted by the Wyoming Department of Fire Prevention and Electrical Safety. The homeowner or contractor is responsible for obtaining the appropriate permit and ensuring that all required inspections are completed.
- (1) A copy of the approved wiring permit and any associated inspection reports must be submitted to the Town before the issuance of a Certificate of Occupancy or Certificate of Completion.

The previously included standalone sentence “NOTE: STATE TO COMPLETE ALL ELECTRICAL INSPECTIONS” is hereby struck and shall not appear in the revised section.

SECTION 2. REPEAL AND REPLACEMENT OF PART 4 – DEVELOPMENT STANDARDS

The following sections of **Part 4 – Development Standards** of the Alpine Land Use and Development Code are hereby **repealed and replaced**, except **Section 4-204**, which is **hereby added as a new section**:

Section 4-201. Applicable Building Codes

~~(a) All buildings and temporary structures built or located within the Town of Alpine on or after November 1, 2006, shall comply with the most currently published version of the *International Building Code (IBC)* or *International Residential Code (IRC)*, as published by the International Code Council (ICC).~~

(a) All buildings and temporary structures built or located within the Town of Alpine on or after November 1, 2006, shall comply with the **edition of the International Building Code (IBC) or International Residential Code (IRC), as published by the International Code Council (ICC) and adopted by the State of Wyoming, in effect at the time of installation.**

~~(b) The construction of all new, or the repair of any existing, plumbing, mechanical, and fuel gas systems installed in the Town of Alpine following the adoption of the **Alpine Land Use and Development Code** shall conform to the most currently published version of the following codes as published by the International Code Council (ICC) at the time of installation:~~

(b) The construction of all new, or the repair of any existing, plumbing, mechanical, fuel gas, and other systems regulated by the Town of Alpine shall comply with the **edition of the applicable International Codes, as published by the International Code Council (ICC) and adopted by the State of Wyoming, in effect at the time of installation.**

- *International Plumbing Code (IPC)*
- *International Mechanical Code (IMC)*
- *International Fire Code (IFC)*
- *International Fuel Gas Code (IFGC)*

~~(c) The construction of all new, or the repair of any existing, electrical systems installed in the Town of Alpine after the adoption of the **Alpine Land Use and Development Code** shall comply with the most current version of the **National Electrical Code (NEC)** as adopted by the State of Wyoming at the time of installation.~~

(c) The construction of all new, or the repair of any existing, electrical systems installed within the Town of Alpine following the adoption of the Alpine Land Use and Development Code shall comply with the **edition of the National Electrical Code (NEC), as adopted by the State of Wyoming, that is in effect at the time of installation.**

Section 4-203. Exceptions to Adopted Building Codes

- (a) When necessary, the Alpine Town Council may adopt exemptions to specific standards within any of the adopted building codes. Refer to the most recently adopted ICC Code Exception Ordinance(s) for applicable details.

Section 4-204. Grace Period (NEW SECTION)

- (a) A six-month grace period shall be granted from the date of publication of a new ICC version, during which time both the newly published and previously adopted versions will be accepted.

SECTION 3. REPEAL AND REPLACEMENT OF PART 5 – APPEALS

Section 5-103 Appeals

Replace the existing public notice subsection in its entirety with the following:

Public notice shall be provided in accordance with the Town's Uniform Public Notice Requirements Ordinance.

SECTION 4. AMENDMENT TO THE TABLE OF CONTENTS

The Table of Contents of the Alpine Land Use and Development Code is hereby amended accordingly to reflect the repeal and replacement of the sections listed in this ordinance.

SECTION 4. EFFECTIVE DATE

This Ordinance shall take effect and be in force from and after its passage, approval, and publication as required by law.

Passed First Reading on the 21st day of July 2026.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed First Reading on the 4th day of August 2026.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 18th day of August 2026.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

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. 2026-014 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:

Monica L. Chenault, Clerk / Treasurer



Date: July 10, 2026

Department: Planning and Zoning

Presenter: Gina Corson, Planning and Zoning Administrator

Subject: ICC Code Exemptions and Local Amendments Ordinance

Purpose:

Staff is requesting that the Town Council adopt the ICC Code Exemptions and Local Amendments Ordinance. This ordinance consolidates the Town's building code exemptions into a single document and resolves an unintended gap created during the 2025 Land Use and Development Code (LUDC) update.

Background:

Historically, the Town adopted local amendments and exemptions to the International Codes through individual ordinances each time a new edition of the International Code Council (ICC) codes was adopted. These exemptions were **not incorporated directly into the Land Use and Development Code (LUDC)** but instead existed as separate stand-alone ordinances.

Prior to the adoption of the current LUDC, Section 4-203 stated that building code exemptions would be "incorporated into the Alpine Land Use and Development Code." Upon review, staff believes this language did not accurately reflect the Town's historical practice. Rather than incorporating exemptions into the LUDC itself, the Town historically adopted them through separate ordinances.

During the 2025 LUDC update, Section 4-203 was revised to improve this process by directing users to the "most recently adopted ICC Code Exemption Ordinance(s)" instead of suggesting the exemptions would be incorporated into the LUDC. This approach allows future building code amendments to be updated through a single ordinance without requiring amendments to the LUDC each time.

However, staff has since discovered that the consolidated ICC Code Exemptions and Local Amendments Ordinance referenced by the revised LUDC was never formally adopted. As a result, the LUDC now references an ordinance that does not currently exist.

The proposed ordinance before Council corrects this oversight by formally adopting the consolidated ICC Code Exemptions and Local Amendments Ordinance, bringing the Town's administrative process into alignment with the language currently contained in the LUDC.

Alternatives:**Option A — Adopt the ICC Code Exemptions and Local Amendments Ordinance (Staff Recommendation)****Benefits Include:**

- Resolves the unintended gap created during the 2025 LUDC update.
- Aligns the LUDC with the Town's administrative practices.
- Consolidates all local ICC amendments into one ordinance.
- Simplifies future ICC code updates by allowing amendments to be updated in a single document rather than through LUDC amendments.

Challenges Include:

- Requires adoption by ordinance.

Option B — Continue Using Individual Ordinances**Benefits Include:**

- Maintains the Town's historical practice.

Challenges Include:

- Conflicts with the language currently contained in Section 4-203 of the LUDC.
- Creates uncertainty regarding which document governs local building code amendments.
- Requires multiple ordinance amendments with each future ICC code adoption.

Option C — Take No Action**Benefits Include:**

- No immediate legislative action required.

Challenges Include:

- Leaves the LUDC referencing an ordinance that has not been adopted.
- Creates unnecessary confusion for staff, applicants, contractors, and the public.

Fiscal Impact:

There is no anticipated fiscal impact associated with adopting this ordinance.

Consolidating local building code amendments into a single ordinance may reduce future administrative effort by simplifying future code adoption updates.

Strategic or Community Impact:

Adopting this ordinance improves clarity and consistency within the Town's development regulations and ensures the LUDC accurately reflects the Town's administrative practices.

The proposed ordinance also establishes a more efficient framework for adopting future editions of the International Codes without requiring repeated amendments to the Land Use and Development Code.

Key Questions:

- Does the Council agree that consolidating local ICC code amendments into a single ordinance provides a clearer and more efficient administrative process?
 - Does the Council wish to formally adopt the ICC Code Exemptions and Local Amendments Ordinance to align with Section 4-203 of the LUDC?
-

Suggested Motion:

I move to approve the first reading of the ICC Code Exemptions and Local Amendments Ordinance as presented.



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-012**

ICC CODE EXEMPTIONS AND LOCAL AMENDMENTS ORDINANCE

AN ORDINANCE ESTABLISHING LOCAL EXEMPTIONS, MODIFICATIONS, AND AMENDMENTS TO THE MOST CURRENTLY ADOPTED INTERNATIONAL CODE COUNCIL (ICC) CODES AS REFERENCED IN SECTION 4-201 AND SECTION 4-203 OF THE TOWN OF ALPINE LAND USE AND DEVELOPMENT CODE.

WHEREAS, the Town of Alpine has adopted Section 4-201 of the Land Use and Development Code establishing automatic adoption of the most currently published versions of certain International Code Council (ICC) codes; and

WHEREAS, Section 4-203 of the Land Use and Development Code authorizes the Town Council to adopt local exemptions and amendments to such codes; and

WHEREAS, the Town Council finds that local climatic conditions, snow loads, freezing conditions, administrative procedures, public safety concerns, and local development practices necessitate certain local amendments and exemptions to the adopted ICC Codes;

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN OF ALPINE:

Section 1. Applicability.

The amendments, exemptions, deletions, and modifications contained within this Ordinance shall apply to the most currently adopted editions of the International Codes as adopted by the Town of Alpine pursuant to Section 4-201 of the Land Use and Development Code.

Where section numbering, titles, or organization of the ICC Codes are modified in future editions, these amendments and exemptions shall apply to equivalent successor provisions unless otherwise amended by the Town Council.

Section 2. International Building Code (IBC) Amendments.

The following amendments shall apply to the most current version of the International Building Code:

1. Section 101.4.8 Electrical shall read:
“The provisions of the National Electrical Code shall apply to the installation of electrical systems, including alterations, repairs, replacement equipment, appliances, fixtures, fittings, and appurtenances thereto.”

2. The last sentence of Section 101.4.3 Plumbing shall read:
“The provisions of the Wyoming Department of Environmental Quality shall apply to private sewage disposal systems.”
3. Section 101.4.4 Property Maintenance shall be deleted in its entirety.
4. Section 102.1 General shall have a second sentence added which shall read:
“Substitute the National Electrical Code for all reference to the ICC Electrical Code throughout the IBC.”
5. Section 103.3 Deputies shall be amended by deleting the last sentence.
6. Section 105.2 Work Exempt from Permit shall be amended by deleting Items 1 and 2. Item 11 shall read:
“Swings and other playground equipment.”
7. Section 105.3.2 Time Limitation of Application shall be deleted in its entirety.
8. Section 105.5 Expiration shall be deleted in its entirety.
9. Section 105.5 Expiration shall be amended to add:
“The Town of Alpine is authorized to grant in writing one extension of time for a period not exceeding one (1) year.”
10. Section 107.1 General shall be amended to require construction documents and related materials to be submitted in the quantities and format required by the Town of Alpine.
11. Section 108.3 Temporary Power shall be amended to reference the National Electrical Code.
12. Section 109.6 Refunds shall authorize the governing authority to establish a refund policy.
13. Section 110.3.12 Re-inspection Fee is hereby added to establish re-inspection fees when inspections fail, approved plans are unavailable, access is not provided, or work deviates from approved plans.
14. Section 1608.2 Ground Snow Loads shall be amended to establish a roof snow load of one hundred (100) pounds per square foot.
15. All plans for structures submitted with permit applications shall be designed and stamped by a civil or structural engineer licensed in the State of Wyoming when required by Town regulations.

Section 3. International Residential Code (IRC) Amendments.

The following amendments shall apply to the most currently adopted version of the International Residential Code:

1. Section R102.7 Existing Structures shall be amended regarding continuation of existing occupancies.
2. Section R105.2 Work Exempt from Permit shall be amended by deleting Items 1, 2, and 10.
3. Section R105.3.2 Time Limitation of Application shall be deleted in its entirety.
4. Section R105.5 Expiration shall be deleted in its entirety.
5. Section R108.2 Schedule of Permit Fees shall reference the adopted Town fee schedule.

6. Section R113.4 Violation Penalties shall reference penalties established by Town ordinance.
7. Section R114.2 Unlawful Continuance shall reference penalties established by Town ordinance.
8. Section R301.1.3 Engineered Design shall require residential structures to be designed by a Wyoming licensed civil or structural engineer.
9. Table R302.13 Fire Protection of Floors Exception No. 2 shall be amended regarding crawl spaces.
10. Table R302.6 Dwelling/Garage Separation shall require 5/8-inch Type X gypsum board.
11. Section R313 Automatic Sprinkler Systems shall be deleted in its entirety.
12. Section R403.3 Frost Protected Shallow Foundations shall be prohibited.
13. Section N1102.4 Air Leakage shall be deleted in its entirety.
14. Section N1102.4.1.2 Testing shall be deleted in its entirety.
15. Section N1103.3.5 Duct Testing shall be deleted in its entirety.
16. Section N1102.2.10 Crawl Space Insulation shall be amended regarding crawl space wall insulation requirements.
17. Section G2406.2 Prohibited Locations Exceptions 3 and 4 shall be deleted.
18. Section G2445.2 Prohibited Use shall prohibit unvented room heaters in habitable rooms.
19. Section G2445.7 Unvented Decorative Room Heaters shall prohibit installation within habitable rooms or spaces.
20. Section P2603.5.1 Sewer Depth shall require building sewers to be installed a minimum of forty-eight (48) inches below grade or otherwise protected from freezing.
21. Appendix F Radon shall be included.
22. Appendix AF Testing shall be deleted in its entirety.

Section 4. International Mechanical Code (IMC) Amendments.

The following amendments shall apply to the most currently adopted version of the International Mechanical Code:

1. Section 101.1 Title shall reference the Mechanical Code of the Town of Alpine.
2. Section 106.5.2 Fee Schedule shall reference the adopted Town fee schedule.
3. Section 107.2.3 Approval Required shall authorize re-inspection fees.
4. Section 108.4 Violation Penalties shall reference penalties established by Town ordinance.
5. Section 108.5 Stop Work Orders shall reference penalties established by Town ordinance.
6. Section 903.3 Unvented Decorative Room Heaters shall prohibit unvented gas logs within habitable rooms or spaces.

Section 5. International Fuel Gas Code (IFGC) Amendments.

The following amendments shall apply to the most currently adopted version of the International Fuel Gas Code:

1. Section 101.1 Title shall reference the Fuel Gas Code of the Town of Alpine.
2. Section 106.6.2 Fee Schedule shall reference the adopted Town fee schedule.
3. Section 107.3.3 Re-inspection and Testing shall authorize re-inspection fees.
4. Section 108.4 Violation Penalties shall reference penalties established by Town ordinance.
5. Section 108.5 Stop Work Orders shall reference penalties established by Town ordinance.
6. Section 303.3 Prohibited Locations Exceptions 3 and 4 shall be deleted.
7. Unvented Decorative Room Heaters shall not be installed in habitable spaces.

Section 6. International Plumbing Code (IPC) Amendments.

The following amendments shall apply to the most currently adopted version of the International Plumbing Code:

1. Section 101.1 shall reference the International Plumbing Code of the Town of Alpine.
2. Section 101.6.2 Fee Schedule shall reference the adopted Town fee schedule.
3. Section 108.4 Violation Penalties shall reference penalties established by Town ordinance.
4. Section 108.5 Stop Work Orders shall reference penalties established by Town ordinance.
5. Section 305.4 Freezing shall require exterior water supply piping to be installed not less than six (6) feet below grade.
6. Section 305.4.1 Sewer Depth shall require building sewers to be installed a minimum of forty-eight (48) inches below grade or otherwise protected from freezing.
7. Appendix D shall be included.

Section 7. International Fire Code (IFC) Amendments.

The following appendices of the International Fire Code are hereby adopted:

1. Appendix B
2. Appendix C
3. Appendix D
4. Appendix E
5. Appendix F
6. Appendix G

Section 8. Conflicts.

In the event of conflict between the provisions of this Ordinance, the Land Use and Development Code, or any other Town ordinance, the more restrictive provision shall govern.

Section 9. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the remaining provisions of this Ordinance.

Section 10. Repealer.

All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

Section 11. Effective Date.

This Ordinance takes effect upon adoption and publication as required by law.

Passed First Reading on the 21st day of July 2026.

VOTING RECORD:

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

Passed Second Reading on the 4th day of August 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 18th day of August 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

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. 2026-012 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:

Monica L. Chenault, Clerk / Treasurer



Date: July 14, 2026

Department: Planning and Zoning

Presenter: Gina Corson, Planning and Zoning Administrator

Subject: Selection of Land Use & Development Code Rewrite Consultant

Purpose:

The purpose of this agenda item is for the Town Council to review the consultant proposals submitted for the comprehensive rewrite of the Town's Land Use and Development Code (LUDC), consider staff's evaluation together with the Planning & Zoning Commission's advisory input, and determine which consultant the Town should authorize staff to negotiate a professional services agreement with.

Background:

Earlier this year, the Town received consultant proposals from OPS Strategies and Kendig Keast Collaborative (KKC) to prepare a comprehensive rewrite of the Town's Land Use and Development Code. During the initial review, differences in scope, deliverables, and pricing made a direct comparison of the proposals difficult.

To provide a more equitable evaluation, the Town prepared and issued a Request for Proposals (RFP) establishing a common scope of work, required deliverables, and evaluation criteria. Both firms submitted revised proposals responsive to the RFP, allowing staff to evaluate each proposal using the same criteria.

Staff reviewed the revised proposals based on the evaluation criteria established in the RFP, including project understanding, relevant experience, proposed approach, project team qualifications, and overall value. **Both firms demonstrated the qualifications and experience necessary to successfully complete the project. While each proposal offers distinct strengths, neither demonstrated material deficiencies that would prevent successful completion of the Town's objectives.**

While cost remains an important consideration, staff's evaluation focused primarily on each firm's qualifications, experience, and ability to successfully complete the project in accordance with the RFP. The fiscal differences between the proposals are presented to assist the Town Council in evaluating overall value and should be considered alongside the technical merits and long-term benefits of each proposal.



Following completion of the staff evaluation, the Planning & Zoning Commission independently reviewed the revised proposals and provided advisory recommendations, which are included in the attached Recommendation Summary for the Town Council's consideration.

Alternatives:

Option A — Authorize negotiations with OPS Strategies

Benefits Include:

- Extensive Wyoming and regional planning experience.
- Familiarity with Alpine and surrounding communities.
- Strong emphasis on collaboration and direct principal involvement.
- Planning & Zoning Commission currently favors this option based on the responses received.

Challenges Include:

- Fewer specialized technical staff than a larger multidisciplinary consulting team.
- Does not include the optional enCodePlus digital publishing platform.

Option B — Authorize negotiations with Kendig Keast Collaborative

Benefits Include:

- Extensive national experience preparing comprehensive land development regulations.
- Large multidisciplinary project team.
- Strong emphasis on code organization and long-term administration.
- Optional enCodePlus platform for future online code management.

Challenges Include:

- Less regional familiarity than OPS Strategies.
- Fewer opportunities for in-person collaboration due to geographic location.

Option C — Reject both proposals and direct staff to pursue an alternative procurement process.

Benefits Include:

- Allows Council to reconsider project scope or consultant selection.

Challenges Include:



- Delays implementation of the recently adopted Master Plan.
- Delays modernization of the Land Use and Development Code.
- May increase project costs and extend the project schedule.

Fiscal Impact:

The Town Council previously approved a budget of **\$112,000** for the comprehensive rewrite of the Town's Land Use and Development Code.

The final proposal submitted by **OPS Strategies** falls within the Town's approved project budget.

The **Kendig Keast Collaborative (KKC)** proposal includes a **Phase 1 Comprehensive LUDC Rewrite** totaling **\$134,800**, which exceeds the currently approved budget by **\$22,800**. KKC also submitted an **optional Phase 2 Digital Implementation** proposal totaling **\$17,750** in one-time implementation costs and **\$4,250** in annual software and maintenance costs. Phase 2 services are optional and are not required to complete the LUDC rewrite.

If the Town Council selects KKC, it may wish to consider whether to:

Strategic or Community Impact:

The comprehensive rewrite of the Land Use and Development Code is one of the primary implementation strategies identified in the recently adopted Master Plan. Selecting a qualified consultant will allow the Town to modernize its development regulations, improve administrative efficiency, provide greater clarity to applicants and staff, and ensure the Code reflects the community's long-term vision.

Key Questions:

- Which consultant's approach best aligns with the Town's long-term goals and implementation of the recently adopted Master Plan?
- Does the Council place greater value on regional familiarity and local collaboration or broader national experience and code modernization expertise?
- Which consultant is best positioned to produce a Land Use and Development Code that is practical for staff to administer, straightforward for applicants to navigate, and sustainable over the coming decades?
- How should the Planning & Zoning Commission's advisory recommendations be weighed alongside staff's objective evaluation of the proposals?



Suggested Motion: 1 or 2 suggested motions

I move to authorize the Mayor to negotiate and execute a professional services agreement with _____ to prepare the Town of Alpine's comprehensive Land Use and Development Code rewrite, subject to final review by the Town Attorney.

Attachments:

1. **Request for Proposals (RFP)** – Establishes the project scope, required deliverables, evaluation criteria, and budget expectations used to obtain comparable consultant proposals.
2. **Updated Consultant Proposals (June 2026)** – Revised proposals submitted by OPS Strategies and Kendig Keast Collaborative in response to the Town's Request for Proposals (RFP).
3. **Consultant Staff Evaluation** – Objective staff evaluation of the revised consultant proposals using the criteria established in the Request for Proposals (RFP), including a comparison of each firm's qualifications, experience, project approach, and overall responsiveness.
4. **Consultant Recommendation** – Summary of the Planning & Zoning Administrator's recommendation and the Planning & Zoning Commission's advisory recommendation, including the primary strengths identified for each consultant.
5. **Original Consultant Proposals (December 2025)** – Original consultant proposals submitted before issuance of the Request for Proposals, provided for historical reference and comparison.



Recommendation Summary

Land Use and Development Code (LUDC) Consultant Selection

Planning & Zoning Administrator Recommendation

The attached Staff Evaluation Summary concluded that both consultant teams possess the qualifications and technical expertise necessary to successfully complete the Town's comprehensive Land Use and Development Code rewrite.

The evaluation also identified distinct strengths within each proposal.

Kendig Keast Collaborative

- Comprehensive code drafting
- Multidisciplinary technical resources
- Long-term code administration
- Digital implementation

OPS Strategies

- Wyoming planning experience
- Local familiarity
- Collaboration
- Practical implementation

Based on the technical evaluation, the Planning & Zoning Administrator recommends Kendig Keast Collaborative due to its demonstrated strengths in comprehensive code drafting, multidisciplinary technical resources, and long-term code administration.

Planning & Zoning Commission Recommendation

Following review of the revised consultant proposals, Planning & Zoning Commissioners independently evaluated both firms and provided advisory comments to staff.



Commissioners agreed that both consultants are highly qualified and capable of successfully completing the Land Use and Development Code rewrite. The Commission's comments reflected differing priorities rather than concerns regarding qualifications.

Commissioners supporting OPS Strategies generally cited:

(keep your bullets almost exactly as they are)

Commissioners supporting Kendig Keast Collaborative generally cited:

(keep your bullets almost exactly as they are)

Then

Commission Preferences

Commissioner Preference

Melissa Wilson OPS

Dan Schou KKC

Rachael Stewart OPS

Current responses:

OPS — 2

KKC — 1



Background

Following the July Planning & Zoning Commission meeting, Commissioners were asked to review the updated consultant proposals submitted by OPS Strategies and Kendig Keast Collaborative (KKC) and provide their individual recommendations for consideration by the Town Council.

All Commissioners agreed that both firms are highly qualified and capable of successfully completing the Town's Land Use and Development Code rewrite. The comments received reflected differing priorities rather than concerns about either firm's qualifications.

Commissioner Feedback

OPS Strategies

Commissioners supporting OPS Strategies generally cited:

- Extensive Wyoming and regional planning experience.
- Familiarity with Alpine and surrounding communities.
- Confidence that local knowledge would result in regulations better tailored to the Town's character and needs.
- The value of having a consultant located within the region and available for more direct collaboration throughout the project.
- A preference for maintaining a practical, user-friendly permitting process.

Kendig Keast Collaborative (KKC)

Commissioners supporting Kendig Keast Collaborative generally cited:



- Extensive national experience preparing comprehensive land use and development codes.
- Strong emphasis on code organization, clarity, and long-term administration.
- Experience developing objective, easy-to-administer regulations.
- The optional enCodePlus digital platform and future code management capabilities.
- Confidence in the firm's experience in preparing modern, comprehensive development regulations.

Commission Recommendation

The Planning & Zoning Commission's recommendations were as follows:

Commissioner Recommendation

Melissa Wilson OPS Strategies

Dan Schou Kendig Keast Collaborative

Rachael Stewart OPS Strategies

At the time this recommendation was prepared, responses had been received from three Commissioners.

Based on those responses, the Planning & Zoning Commission's current recommendation is:

OPS Strategies (2)

Kendig Keast Collaborative (1)

Additional Commissioner comments may be provided prior to the Town Council's consideration of consultant selection.

Overall Observation



Commissioners consistently expressed that either consultant is capable of successfully completing the project. The differing recommendations primarily reflected varying priorities regarding local familiarity, long-term code administration, consultant accessibility, and implementation approach rather than concerns regarding qualifications or competence.

The Planning & Zoning Commission respectfully submits these comments and recommendations for the Town Council's consideration as part of its consultant selection process.



June 30, 2026

25-13

Town of Alpine
PO Box 3070
Alpine, WY 83128
Via email: planning@alpinewy.gov

ATTN: Gina Corson
RE: Proposal/Agreement, Alpine LUDC Update

Gina,

As requested, this is a proposal for professional services to rewrite the Alpine Land Use Development Code. This letter can serve as an agreement or a scope of work attached to a standard Town contract.

We are excited about this opportunity to help Alpine achieve its desired future. When we first spoke about this opportunity, the chance to work in a neighboring community experiencing growth and all of its promise and barriers immediately seemed like a great fit. In reading the updated Master Plan, the fit only seems to have grown. Having worked on the Regional Housing Needs Assessment and the Victor Transportation Plan referenced in the Alpine Master Plan, I'm excited that we can bring both local knowledge and relevant context to Alpine's vision. We are local, know your community members, and understand the issues related to your location between Afton and Jackson. We have worked on Lincoln County school enrollment projections and have been at public hearings about the importance of local schools. We are excited to bring our professional expertise to help our friends and colleagues in Alpine.

A code rewrite and digitization to modernize and clarify the development process so it serves Alpine's vision are daunting tasks. Jackson and Teton County faced the same task ten years ago following the adoption of their Comprehensive Plan. Alex and Rian rewrote and reorganized the entire code to clarify processes, eliminate duplication and confusion, and implement new zoning districts. We are also housing specialists, having written and implemented housing requirements, incentives, and allowances, and have implemented numerous software-as-a-service solutions to help digitize local government processes. Our specialty is understanding both the creation and implementation of code. In addition to writing code, we have implemented it from both the government-review and developer-interpretation perspectives. We have not worked with the Alpine LUDC and have no conflicts, but we do understand the needs of staff and landowners throughout this process and have experience writing code that can achieve community goals.

The code we wrote in Jackson and Teton County increased the production of workforce housing while protecting the rural character of outlying communities. It leveraged developable land adjacent to the Town of Jackson for housing consistent with the community's vision. We are your neighbors and are excited about the opportunity to bring our skills and experience to your project.

Thank you again for this opportunity, and please reach out with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alex Norton'.

Alex Norton, AICP
Principal, OPS Strategies

FIRM QUALIFICATIONS

OPS Strategies is a single-person LLC founded in 2019 to assist communities, organizations, and landowners in achieving their goals through strategic organization, planning, and analysis. OPS Strategies has worked with counties, towns, school districts, nonprofits, and landowners to identify strategic solutions that align with community values, trends, and needs. Principal Alex Norton brings award-winning experience in comprehensive planning and public engagement, as well as in affordable housing, growth management, conservation development, small-area planning, land development regulation writing, organizational planning, trend monitoring and analysis, and adaptive management. Alex also has experience implementing SaaS solutions, providing the crucial bridge between practical planning needs and the software developers. Alex has lived in Jackson, Wyoming, his entire life, is available to attend meetings, workshops, and hearings in Alpine, and specializes in the unique community dynamics of living in the mountains of Wyoming.

Rian Rooney of RDR Planning is also available to assist OPS Strategies remotely for this project as a subconsultant. Rian began working as a planning and housing consultant for local governments in 2022. Rian has also worked in Jackson, as well as in Ketchum, Idaho, and brings experience writing zoning districts and PUD/Master Plan implementation standards in Wyoming. His current work in Ketchum includes updating the City's affordable housing development incentive program in its zoning code. Our resumes are attached.

Alex will manage the project, serve as the staff's contact, and lead public engagement; he will also lead software and GIS work, drawing on his experience in software-as-a-service and GIS integration. Alex and Rian will work together on the audit, drafting, editing, and development of public materials.

Examples of past work experience relevant to this project are listed below.

- **Teton County Northern South Park Master Plan Implementation Code (2024).** As a consultant for Teton County, Rian Rooney led the drafting of a new incentive zoning overlay and standards to enable the development of over 1,300 new “missing middle” housing units on greenfield ranch land, adjacent to the Town of Jackson. The zoning overlay and development standards were created to implement the vision and goals of the Northern South Park Neighborhood Plan, which provides a framework for significant new residential development, requiring that 70% of new units be deed-restricted for the local workforce. The development standards support and encourage a diversity of housing types, including small-lot single-family, duplexes, triplexes, multifamily, and townhomes, and include minimum density requirements. Rian was responsible for developing the standards, drafting and finalizing code language and graphics, and communicating code and policy concepts to stakeholders.
 - Reference: Ryan Hostetter, Principal Long Range Planner, Teton County
rhostetter@tetoncountwy.gov
- **Town of Jackson and Teton County LDR Cleanup Amendments (2020, 2022, 2023).** Both Alex and Rian have overseen significant, periodic clean-up amendments to the Town of Jackson and Teton County Land Development Regulations. Each of these amendment projects includes dozens of items throughout the zoning code, ranging from clarifications, inconsistencies, and internal conflicts to compliance with state and federal law and minor policy changes. Our team is comfortable organizing, categorizing, and communicating about large sets of code amendments to make their review digestible to both the public and elected officials. We will implement similar strategies in both the Code Audit and Draft Review processes.
- **Town of Jackson and Teton County Zoning Update to Implement Comprehensive Plan (2016-2022).** Alex and Rian have together drafted code and standards for over 20 new zones throughout the Town of Jackson and Teton County. These new zones were developed over several years to achieve the policy goals of the joint Jackson/Teton County Comprehensive Plan. Key elements of these updates include zoning standards in rural areas in the county to encourage conservation of large parcels, the corresponding

creation of density bonus tools in the Town of Jackson to incentivize the creation of deed-restricted workforce housing, and development standards to enable infill and development of accessory dwelling units within the Town. The Town of Jackson standards also included streetscape and massing standards to activate downtown areas and pedestrian connectivity. Creation of new zoning districts followed extensive public outreach and engagement, which included public meetings and information sessions as well as home visits and property walks with impacted property owners.

- References: Tyler Sinclair, Town Manager, Town of Jackson tsinclair@jacksonwy.gov
- **Town of Jackson and Teton County LDR Restructure (2014).** Following the adoption of the joint Jackson/Teton County Comprehensive Plan, Alex led a significant restructuring of the land development regulations for both jurisdictions. This was the first major code restructure since 1994 and marked a shift in code administration from discretionary and conditional planning reviews to clear, predictable standards and review processes for the public, applicants, staff, and elected officials. This project also modernized the organization and user experience of the code with easy-to-use reference tables, a legible visual hierarchy, illustrative graphics and diagrams, and cross-references throughout the document. The code format has since been digitized using the hierarchy and references created.
 - Reference: Tyler Sinclair, Town Manager, Town of Jackson tsinclair@jacksonwy.gov
- **Teton County permit database SaaS implementation and administration (2007-2018).** Alex led the conceptualization and integration of a multiplatform permit database for Teton County. The permit database drew on information collected through a digitized permit application system, tracking both planning applications and building permits. The system was designed to be queried to deliver data used in Teton County's annual indicator report and in growth management planning. Alex also managed GIS integration for the Teton County Planning Department and worked on numerous data organization and visualization projects for local government and nonprofit clients.

PROJECT UNDERSTANDING

It is our understanding that the Town of Alpine desires professional consulting services to create a modern, user-friendly, legally defensible Land Use and Development Code that achieves the following project objectives:

- Implements the recently adopted Master Plan.
- Improves code organization and usability.
- Eliminates inconsistencies and conflicting provisions.
- Simplifies development review procedures.
- Clarifies administrative responsibilities and approval processes.
- Modernizes zoning, subdivision, and development standards.
- Improves transparency for applicants, staff, elected officials, and the public.
- Ensures consistency with Wyoming law.
- Provides a framework for future growth and development.

Our project team is uniquely qualified to deliver this full Land Use and Development Code rewrite. This project uses the opportunity and momentum of the new Alpine Master Plan to not only develop zoning and development standards for implementation but also to complete a comprehensive clean-up, reorganization, and modernization of the LUDC. We have significant experience addressing each element of the code update through our work on the Jackson and Teton County Land Development Regulations. We have worked for years with small mountain towns in Idaho and Wyoming and understand their specific land use challenges and community concerns, including development pressures, workforce housing, and balancing growth with conservation and preservation.

We understand the balance between vision and right-sizing an LUDC to the community's size. Too many zoning districts and standards make development review and approval overly complicated and obtuse. Too few leave the

community unprepared for the future it envisions. Our understanding of the real challenges for a place like Alpine that values its small-town character and clear identity but is facing outsized pressure/opportunity from neighboring communities is invaluable in creating an LUDC that will facilitate Alpine's vision.

Our approach to completing the work is detailed in the scope of services section below. It is centered on two major public engagement efforts. The first is an early engagement that will allow the community to provide high-level direction on how we will approach the big issues in the rewrite. The second is later in the process, when the community can review the whole LUDC to understand what it will mean.

SCOPE OF SERVICES

Phase 1 – Comprehensive LUDC Rewrite

Descriptions of the OPS approach to each task follow the table outlining the deliverables to be produced and the meetings included in each task. The parentheses in the meeting column indicate the number and type of meetings – in-person or virtual – included in the base proposal.

Task	Deliverables	Meetings
1: Initiation	- Project Work Plan and Schedule - List of data, maps, and review coordination needed	Kickoff meeting with staff (1-IP)
2: Audit	- Public Review Code Audit - Final Code Audit Memorandum	- Stakeholder interviews (10-V) - Staff workshop (1-V) - Public workshop (1-IP) - P&Z workshop (1-IP) - Council workshop (1-IP)
3: Engagement	Public Meeting Materials	See other tasks
4: Drafting	Administrative Draft LUDC	- Staff check-ins on sections (12-V) - Staff workshop (1-V)
5: Review	- Public Review Draft LUDC - Revised Draft LUDC	- Public workshop (2-IP) - P&Z hearing (3-IP) - Council hearing (3-IP)
6: Adoption	- Final Adoption Draft LUDC in editable Microsoft Word and searchable PDF formats, fully incorporating all tables, graphics, illustrations, appendices, definitions, and cross-references - Final adoption-ready zoning map in PDF format along with editable GIS spatial files - Adoption Ordinance - Final Project Summary - All editable source files created for the project, including tables, graphics, diagrams, maps, and supporting documents.	Council readings (3-IP)

Phase 1 Task 1 – Project Initiation and Existing Conditions Review

Task 1 will begin with an initial review of all documents by the OPS team. We will come to the kickoff meeting with a list of questions about the current LUDC, Master Plan, schedule, and available data. The kickoff meeting will be an opportunity for Town staff to share any additional context and discuss OPS's questions. Following the meeting, OPS will provide a full project schedule and an initial list of the data and information for the Town to share with OPS. The kickoff meeting may also include a tour of the Town and key locations.

Phase 1 Task 2 – Code Audit and Diagnostic Assessment

The code audit will include a detailed review of the existing LUDC to identify gaps, inconsistencies, duplications, and confusions in the current LUDC relative to the 2026 Master Plan from OPS's outside perspective. This review will include a high-level analysis of the potential of current zoning to accommodate the growth projected in the Master Plan. In addition to OPS's professional, outside perspective, the audit will include up to 10 stakeholder interviews to gather local opinion and context. From this review, OPS will develop draft audit materials for staff review, including options for addressing the major issues in the LUDC update. Staff review comments will be incorporated into revised materials for presentation at public, P&Z, and Council workshops. The feedback from these in-person workshops in the fall of 2026 will inform the Final LUDC Audit Memo that will direct OPS's updates to the LUDC.

Phase 1 Task 3 – Public and Stakeholder Engagement

Public and stakeholder engagement will have two major components – in Task 2 and Task 5. This approach allows the community, P&Z, and Council to provide initial high-level direction at the beginning of the process and to then refine the rewritten draft LUDC through a trackable, efficient process that will lead to adoption.

In Task 2, there will be a public engagement to assess options for the approach to the rewritten LUDC. The purpose of the Task 2 engagement will be to identify a high-level direction for the LUDC rewrite before we get into the details and drafting. OPS will create workshop materials based on our initial LUDC audit for public, P&Z, and Council review and comment. OPS will attend all of these workshops in person. Feedback will be incorporated into the Final LUDC Audit Memo and will serve to refine the scope of work as we move into Task 4. At the beginning of Task 2, we will also conduct stakeholder interviews to inform the initial LUDC audit.

In Task 5, there will be a second public engagement to refine the draft LUDC into its adoption form. OPS will create workshop materials to help staff, the public, P&Z, and the Council understand which parts of the LUDC have been retained, moved, modified, deleted, or introduced. Materials will also help the public understand how the proposed code changes will affect the application, permit, and review processes, as well as future physical development. OPS will track comments and document the evolution of suggested edits to preserve a public record of the draft's development through the review process. This record will enable refinements through the adoption process to build on one another, allowing P&Z and Council to focus their review on the most important questions. In Task 5, OPS assumes that the P&Z and Council hearings will each be a 3-meeting series, with the Council hearing continued to First Reading in Task 6. After the P&Z hearing, OPS will redraft sections of code as needed so that Council can review the recommended changes. OPS has found this approach easier to follow and more efficient than a separate set of workshops and hearings with a fully revised draft between the Public Review Draft and P&Z hearing, which can lead to redundant conversations and cause the public to lose track of how their comments are being addressed.

That being said, if the Town would prefer a Revised Draft, following the public open houses, the process will be modified to have one P&Z and one Council workshop in Task 5, followed by a 2-meeting P&Z hearing in Task 6 and a 5-meeting Council hearing, including readings, in Task 6. The number of meetings and cost are the same, but the allocation of hours shifts from Task 5 to Task 6.

In addition to the stakeholder and public engagement, OPS will also have check-in meetings with staff throughout the process to ensure that the deliverables being developed meet Town expectations. The table below shows the number of meetings included in the proposal for each task by meeting type. Most staff work sessions and stakeholder interviews are assumed to be virtual, though OPS is willing to hold a few in person. All Public, P&Z, and Council workshops will be attended in person by OPS.

Task	Staff work sessions	P&Z workshops or hearings	Council workshops or hearings	Stakeholder interviews	Public workshops
1: Kickoff	1				
2: Audit	2	1	1	10	1
4: Drafting	12				
5: Review	1	3	3		2
6: Adoption			3		

Phase 1 Task 4 – Drafting of the Updated LUDC

Based on the Audit review process, OPS will begin drafting the updated LUDC to include all of the components outlined in the RFP:

- Administrative Procedures
- Land Use Regulations
- Development Standards
- Subdivision Regulations
- Definitions
- Zoning Map

As OPS drafts the components of the LUDC, it will check in iteratively with staff to ensure the LUDC is meeting Town expectations. Once all sections are complete, OPS will present a complete Administrative Draft to the Town for staff review and facilitate an in-person or virtual review to gather refinements prior to the release of the Public Review Draft.

Phase 1 Task 5 – Draft Review and Revisions

The purpose of Task 5 is to refine the Public Review Draft for adoption. While this review will be conducted as a hearing and reading process, it will be designed to allow the public, P&Z, and Council to participate in a workshop-style review while meeting their statutory duties regarding adoption of the code.

Task 5 will begin with the release of the Public Review Draft, accompanied by a system for collecting comments. OPS will facilitate a public open house to collect additional comments on the draft, then compile all comments and suggested edits for presentation to the P&Z. At the P&Z hearing, which is anticipated to take 2-3 meetings, the P&Z will review the list of suggested edits and add any of its own suggestions. The P&Z will then go through the list and take straw polls on the suggested edits. The results of the straw polls will form a list of conditions for the P&Z's vote to recommend conditional approval.

Once the P&Z hearings are complete, the list of suggested edits along with P&Z's recommendation will be presented to the Council. For more complicated revisions, OPS will draft revised code language based on the P&Z recommendation for Council review. Instead of a fully Revised Draft of the LUDC, these targeted revisions will maintain continuity in conversation from the public review to the adoption. The initial meetings in the Council hearing will follow the same process as the P&Z hearings, resulting in a list of edits to the draft LUDC that have been approved by Council straw polls. With this list, OPS will update the draft in preparation for the First Reading.

OPS has found that using a list of suggested, recommended, and approved edits to the Public Review Draft is easier for the public and future staff to follow than a fully revised draft at each stage of public review. This process emphasizes public engagement designed to capture all voices, lets the public see how the P&Z and Council addressed their comments, and allows for clear discussion of topics that might affect multiple parts of the

LUDC, without creating confusion over versions or making reviewers feel they have to reread sections that are unchanged.

Phase 1 Task 6 – Adoption Assistance

Once the Adoption Draft has incorporated all of the directed changes from the Council’s list, the LUDC can move to first reading. If additional edits are identified at first reading, OPS will make final edits in preparation for the second and third readings. OPS will attend all readings. The proposal assumes that there are only 3 readings.

Phase 2

OPS Strategies will serve as an advisor to the Town in its pursuit of software to digitize the code on a time-and-materials basis and is willing to define the scope of these services through the Phase 1 process. Selecting software that focuses on the Town’s priorities and meets its needs is a tricky process, but one OPS has managed for other municipalities. OPS will act as a bridge between the practical desires of the Town and the technical capabilities of software providers, which is an important role for ensuring a positive long-term outcome. OPS has implemented permit-tracking, GIS, digital code, and database platforms for municipalities and understands the pitfalls to avoid in selecting a service. OPS suggests these conversations start as Phase 1 is in process so that our deliverables can best accommodate any software needs. We will begin the conversation about the Town’s digitization goals in Task 1. OPS does not have a digitization platform to sell, so all subscription costs will come from another vendor, but we believe that this independence will be valuable to the Town as you select the most appropriate software for your future, and we are happy to facilitate and advise on that selection.

PROJECT SCHEDULE

Assuming this agreement is signed in July 2026, OPS Strategies projects the following schedule for the project. A more detailed schedule will be developed as part of Task 1.

- Task 1: Initiation - Complete by August 15, 2026
- Task 2: Audit – Complete by November 1, 2026
 - o Draft audit by late September
 - o Public, P&Z, and Council workshops in mid-October
- Task 3: Engagement – incorporated into the schedule for other tasks
- Task 4: Drafting – Complete by February 15, 2027
 - o Administrative Draft by late-January
 - o Staff review by early-February
- Task 5: Review – Complete by April 15, 2027
 - o Public Review Draft by late-February
 - o Public Open Houses mid-March
 - o P&Z Hearing meetings late-March
 - o Council Hearing meetings early-April
- Task 6: Adoption by July 1, 2027
 - o Adoption Draft and all material by early-May
 - o First Reading May 25, 2027
 - o Second Reading June 8, 2027
 - o Third Reading June 22, 2027

The above schedule assumes that some of the P&Z and Council meetings in Task 5 will be special meetings outside of the regular schedule to maintain momentum and the overall project schedule. If this is not possible, the schedule will be extended to utilize the regular meeting interval. The schedule also assumes that the Public Review Draft will be used to meet noticing requirements, with hearings continued across meetings and the list of suggested, recommended, and approved changes to maintaining the chain of notice. If the Town prefers to publish

a Revised Draft and push the P&Z hearing into Task 6, the timeline will be extended to accommodate an additional notice period.

The schedule will also be extended if the staff needs more time for review of materials prior to public release. One of the topics to be discussed in Task 1 is the best time for public workshops in the context of the community's annual schedule of events and activities.

If there are protracted delays for reasons beyond my control, I would expect to negotiate with you an equitable adjustment of the completion date and my compensation, taking into consideration the impact of such a delay on items including, but not limited to, reallocation of my time and changes in price indices and pay scales applicable to the period when services are in fact being rendered. Additional services, if requested, may constitute just cause for OPS Strategies to renegotiate the completion date of the services.

EXCLUSIONS TO SCOPE OF SERVICES

The scope of services **does not** include the following:

1. Legal review of proposed regulations.
2. Printing or publishing (OPS will bill the Town for workshop printing costs if the Town cannot print the materials itself).
3. Subscription to SaaS digital code service.
4. Ongoing maintenance of the digital code.

FEE AND PAYMENT TERMS

	Alex Norton	Rian Rooney	Cost
Hourly Rate	\$195	\$175	
Hours by Task			
Task 1: Initiation	13	9	\$4,110
Task 2: Audit	78	60	\$25,710
Task 3: Engagement	included	included	included
Task 4: Drafting	123	107	\$42,710
Task 5: Review	75	45	\$22,500
Task 6: Adoption	48	40	\$16,360
Phase 1 Total	337	261	\$111,390
Phase 2	TBD	TBD	At Rate

The Task 3 public engagement hours and costs are built into the tasks where the public engagement will occur. Printing costs are not included in the above cost proposal and will be billed to the Town if the Town does not have the capacity to complete the printing itself. No travel costs are anticipated for the project as OPS is a local firm.

OPS Strategies will complete the **Phase 1** scope of services at the above rates, with a total project cost not to exceed **\$111,390**. You will receive an invoice at the end of each month for the work completed the previous month. OPS Strategies will provide **Phase 2** consulting services at the above rates on an as-needed basis and is willing to negotiate a not-to-exceed with a defined scope.

This financial agreement is based upon the prompt payment of OPS Strategies invoices and the orderly, continuous progress of the project. OPS Strategies reserves the right to stop work if invoices remain unpaid 60 days past the date of invoice. Past due invoices will be charged finance charges at a rate of 1% per month.

ADDITIONAL SERVICES

If services in addition to the proposed scope of services become necessary, I will discuss the services with you and will request your approval to perform such services on a time and materials basis or for an agreed-upon lump sum fee. I will require your approval before proceeding with additional services. Please note that unanticipated revisions requested to completed work will be considered additional services.

CLIENT RESPONSIBILITIES

As the Client, you agree to provide OPS Strategies with all pertinent and available project information and promptly inform OPS Strategies of any change in the work that pertains to the scope of services. Needed project information will be identified in Task 1.

AGREEMENT

This proposal can serve as a Letter of Agreement for services. This proposal represents the understanding between you and OPS Strategies with respect to the project and may only be modified in writing signed by both parties. If it satisfactorily sets forth your understanding of our agreement, please sign in the space provided and return a signed copy as soon as possible.

Thank you for the opportunity to submit this proposal and to be of service to you. Please call if you have any questions.

Sincerely,



Alex Norton, AICP
Principal

Proposal Accepted by: Town of Alpine
Eric Green, Mayor

(signature)

(date)



ALEX NORTON, AICP

Principal | alex@opsstrategies.com | 307-690-9892

Education

B.S., Urban and Regional Studies, Cornell University, 2006

Certifications & Trainings

American Institute of Certified Planners, 2013

Essential Facilitation, Interaction Associates, 2016

Techniques of Public Participation, IAPP, 2012

Community

Teton County Search and Rescue, 2007-today

Coach, Jackson Youth Hockey, 2006-today

Coach, Jackson Hole Youth Soccer, 2021-today

Skills

xComprehensive Planning
 xLand Development Regulation Writing
 xTechnical Writing and Presentation
 xPublic Process Design
 xFacilitation
 xOrganizational Structure
 xProject Management
 xGIS and Mapping
 xLand Use Policy
 xHousing Policy
 xTransportation Policy
 xConservation Incentives
 xNatural Resource Protections
 xSuccess Metrics
 xTrend Analysis and Projections

Relevant Experience

OPS Strategies 2019-Today

- Drafted zoning ordinances for the adoption of specific Comprehensive Plan goals in communities in ID and WY.
- Assisted communities in ID and WY with comprehensive evaluation and update of land use regulations, ensuring internal consistency, coherence, and usability.
- Facilitated and authored a strategic partnership and 4-year action plan for Teton County Search and Rescue, which is a public-private-private partnership between the Sheriff, the Search and Rescue volunteers, and a supporting non-profit foundation. Similar work done for other non-profit and B-Corp organizations.
- Co-authored housing needs assessments for numerous communities across WY, ID, CO, CA, and NV, combining local, State, and Federal data with community surveys and engagement to identify needs and strategies for meeting those needs.
- School District enrollment projections to assist in facilities planning and community growth policy.

In Partnership with LegacyWorks Group 2020-Today

- Developed a GIS model of land in Teton County, WY, for potential community conservation efforts, applying working group prioritization of community character values to publicly available datasets.
- Co-developed a [Community Wellbeing Dashboard](#) with guidance from topical community working groups to consolidate and make sense of the array of data and information available in the community.

Town of Jackson and Teton County, WY 2006-2018

- Joint Long-Range Planner for both jurisdictions.
- Administered project tracking database including SaaS migration and software company interface work, and local customizations.
- Project managed and co-authored the 2012 Jackson/Teton County Comprehensive Plan
- Managed projects to update zoning regulations and other policies to integrate and implement community goals across conservation, affordable housing, transportation, and growth management values. Awarded a National Planning Achievement Award from the American Planning Association for public engagement related to housing, parking, and natural resource protection work.
- Developed the Jackson/Teton County Indicator Report methodology and presentation, which was turned into a [dashboard](#) in 2024 by OPS Strategies and LegacyWorks Group.

RIAN ROONEY

he, him, his / rdrplanning@gmail.com / 203.448.6248

Experience

City of Ketchum, ID Housing Dept., Program and Policy Strategist (Contract)	8/2022 - Present
Research and design housing development and preservation incentive programs, including density bonuses to support workforce housing. Coordinate with local planning departments on review of affordable housing zoning regulations and development applications. Apply for grant funding, develop educational materials, lead data and research efforts.	
Blaine County Housing Authority, Analysis of Impediments (Contract)	2/2025 - 12/2025
In collaboration with Root Policy Research, managed production of a countywide Analysis of Impediments to Fair Housing Choice for Blaine County Housing Authority. Led zoning code and land use analysis for six Blaine County jurisdictions. Presented findings to local planning staff, elected official and the public.	
Teton County, WY Planning Dept., Independent Planning Consultant (Contract)	7/2022 - 3/2024
Coordinated with stakeholders and drafted new zoning regulations and implementation mechanism to enable development of a 1,400 unit neighborhood of market + affordable housing neighborhood. Supported staff in review of related planning applications.	
Teton County, WY Planning Dept., Associate + Senior Long Range Planner	2/2020 - 5/2022
Promoted to Senior Long Range Planner in less than two years. Developed amendments to zoning map and land development regulations, reflecting stakeholder engagement and technical analysis to achieve policy goals. Reviewed and presented recommendations on applications to elected officials. Produced and presented annual indicator report to analyze community trends. Administered Teton County conservation easements and engaged with property owners and stakeholders.	
City of Newton Planning & Development Dept., Planning and Zoning Intern	6/2018 - 6/2019
Drafted a new zoning map for a citywide update using ArcGIS and Adobe Creative Suite. Developed an Excel model to test and analyze development impacts and outcomes of new code. Presented maps and research to staff and city councilors.	

Education + Certifications

American Institute of Certified Planners (AICP)	2022
Harvard University, Graduate School of Design	2019
Master in Urban Planning, with Distinction	
Columbia University, Columbia College	2012
Bachelor of Arts, Architecture, Cum Laude	



December 30, 2025

25-13

Town of Alpine
PO Box 3070
Alpine, WY 83128
Via email: planning@alpinewy.gov

ATTN: Gina Corson
RE: Proposal/Agreement, Alpine LUDC Update

Gina,

As requested, this is a proposal for professional services to assist the Town of Alpine in updating its Land Use Development Code. This letter can serve as an agreement, or I am also happy to provide additional details or discuss and refine the scope of work to fit your budget.

As discussed in our initial meeting, OPS Strategies is a single-person LLC, founded in 2019 to assist communities, organizations, and landowners in meeting their goals through strategic organization, planning, and study. OPS Strategies has worked with counties, towns, school districts, nonprofits, and landowners to identify strategic solutions that align with community values, trends, and needs. Principal Alex Norton brings award-winning experience in comprehensive planning and public engagement, as well as in affordable housing, growth management, conservation development, small-area planning, land development regulation writing, organizational planning, trend monitoring and analysis, and adaptive management. Alex also has experience implementing SaaS solutions, providing the crucial bridge between practical planning needs and the software developers. Alex has lived in Jackson, Wyoming, his entire life and is available to attend meetings, workshops, and hearings in Alpine, and specializes in the unique community dynamics of living in the mountains of Wyoming.

Rian Rooney of RDR Planning is also available to assist OPS Strategies remotely for this project as a subconsultant. Rian has also worked in Jackson, as well as Ketchum, Idaho, and brings experience writing zoning district and PUD/Master Plan implementation standards in Wyoming. Our resumes are attached.

Examples of past work experience relevant to this project are listed below. We are happy to provide references for any of the projects or provide additional examples of relevant work.

- Teton County Northern South Park Master Plan Implementation Code (2024)
- Town of Jackson and Teton County LDR Cleanup amendments (2020, 2022, 2023)
- Town of Jackson and Teton County Zoning Update to Implement Comprehensive Plan (2016-2022)
- Town of Jackson and Teton County LDR Restructure (2014)
- Teton County permit database SaaS implementation and administration (2007-2018)

Thank you again for this opportunity, and please reach out with any questions.

Sincerely,

Alex Norton, AICP
Principal, OPS Strategies

PROJECT DESCRIPTION

It is my understanding that the Town of Alpine is seeking assistance in updating and digitizing its Land Use Development Code to address existing inconsistencies, improve administration, and implement the Comprehensive Plan update.

Project Summary

Task	Deliverables	Schedule	Fee
1. 2026 Permit Season Updates	· +/- 30 targeted LUDC amendments to address known inconsistencies.	March 2026	\$13,125
2. LUDC Restructure and Digitization	· Updated and restructured LUDC formatted for digitization. · Advice on digitization platform.	September 2026	\$56,000
3. New Zones and Overlays	· Standards for new zones and overlays identified in the Comprehensive Plan.	September 2026	\$39,375
4. Regular Project Check-Ins	· Virtual or in-person meetings with staff.	Throughout	\$3,150

SCOPE OF SERVICES

- Update the existing LUDC to address inconsistencies and omissions in advance of the upcoming permit season. This initial task will also familiarize OPS Strategies with the LUDC and opportunities for improvement in subsequent tasks.
 - Review the staff list of inconsistencies and desired clarifications (+/- 30 targeted amendments).
 - Draft updates.
 - Present updates to the Planning & Zoning Commission and Town Council.
- Update the LUDC structure and administrative procedures to implement the Comprehensive Plan and format it into the structure required for third-party Software as a Service (SaaS) digitization. The updated LUDC will rely on organization and cross-references to help users easily identify the provisions applicable to a site/project while avoiding repetition that can lead to inconsistency as the LUDC is updated over time. OPS Strategies can format the code for whichever SaaS the Town selects, including working within an SaaS like enCodePlus.
 - Review the Comprehensive Plan and determine the desired administrative processes and appropriate LUDC structure options with examples from other communities.
 - Conduct public workshops with Council and/or the Planning & Zoning Commission to review administration options (1-2 workshops).
 - Restructure the existing codes for clarity, usability, and adaptability for future zones and overlays.
 - Present updates to the Planning & Zoning Commission and Town Council. (2-5 hearings).
 - Amend draft LUDC as necessary based on hearing direction.
 - Advise the Town in selecting a digital code platform and the appropriate options.
 - Digitally format the updated LUDC, with the necessary cross-references, so that the code can be digitized in enCodePlus, Municode, or another Town-selected digital code platform.
- Create new zones and overlays to implement the Comprehensive Plan
 - Review the Comprehensive Plan to determine the new zones and or overlays needed for implementation.
 - Conduct public workshops to identify the desired standards for new and existing zones (1-2 workshops).
 - Draft new and updated zoning standards.
 - Present updates to the Planning & Zoning Commission and Town Council (2-5 hearings).
 - Amend draft zone as necessary based on hearing direction.
 - Format the new zones, with the necessary cross-references, so that the code can be digitized in enCodePlus, Municode, or another Town-selected digital code platform.

4. Regular virtual or in-person check-ins with staff to discuss the project.

EXCLUSIONS TO SCOPE OF SERVICES

The scope of services **does not** include the following:

1. Legal review of proposed regulations.
2. Attendance at 2nd and 3rd readings of ordinance adoption.
3. Printing or publishing (all products will be delivered digitally in a format acceptable to the Town).
4. Subscription to SaaS digital code service.
5. Ongoing maintenance of the digital code.

FEE AND PAYMENT TERMS

OPS Strategies will complete the scope of services on a time and materials basis at a rate of \$175 per hour, with a total project cost not to exceed **\$111,650**. You will receive an invoice at the end of each month for the work completed the previous month.

This financial agreement is based upon the prompt payment of OPS Strategies invoices and the orderly, continuous progress of the project. OPS Strategies reserves the right to stop work if invoices remain unpaid 60 days past the date of invoice. Past due invoices will be charged finance charges at a rate of 1% per month.

ADDITIONAL SERVICES

If services in addition to the proposed scope of services become necessary, I will discuss the services with you and will request your approval to perform such services on a time and materials basis or for an agreed-upon lump sum fee. I will require your approval before proceeding with additional services. Please note that revisions requested to completed work will be considered additional services.

PERFORMANCE SCHEDULE

Upon receipt of a signed agreement, OPS Strategies agrees to complete Task 1 by March 31, 2026, and Tasks 2 and 3 by September 30, 2026. Tasks 2 and 3 may run concurrently or sequentially.

If there are protracted delays for reasons beyond my control, I would expect to negotiate with you an equitable adjustment of the completion date and my compensation, taking into consideration the impact of such a delay on items including, but not limited to, reallocation of my time and changes in price indices and pay scales applicable to the period when services are in fact being rendered. Additional services, if requested, may constitute just cause for OPS Strategies to renegotiate the completion date of the services.

CLIENT RESPONSIBILITIES

As the Client, you agree to provide OPS Strategies with all pertinent and available project information and promptly inform OPS Strategies of any change in the work that pertains to the scope of services. Known information needs include:

- Planning Director's list of potential LUDC amendments.
- Editable version of the current LUDC.
- GIS files for existing property boundaries, zoning districts, and Comprehensive Plan areas.
- Adopted Comprehensive Plan, and Comprehensive Plan update process materials.

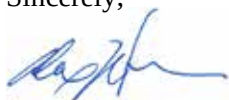
AGREEMENT

This proposal can serve as a Letter of Agreement for services. This proposal represents the understanding between you and OPS Strategies with respect to the project and may only be modified in writing signed by both parties. If

it satisfactorily sets forth your understanding of our agreement, please sign in the space provided and return a signed copy as soon as possible.

Thank you for the opportunity to submit this proposal and to be of service to you. Please call if you have any questions.

Sincerely,



Alex Norton, AICP
Principal

Proposal Accepted by: Town of Alpine
Eric Green, Mayor

(signature)

(date)



ALEX NORTON, AICP

Principal | alex@opsstrategies.com | 307-690-9892

Education

B.S., Urban and Regional Studies, Cornell University, 2006

Certifications & Trainings

American Institute of Certified Planners, 2013

Essential Facilitation, Interaction Associates, 2016

Techniques of Public Participation, IAPP, 2012

Community

Teton County Search and Rescue, 2007-today

Coach, Jackson Youth Hockey, 2006-today

Coach, Jackson Hole Youth Soccer, 2021-today

Skills

xComprehensive Planning
 xLand Development Regulation Writing
 xTechnical Writing and Presentation
 xPublic Process Design
 xFacilitation
 xOrganizational Structure
 xProject Management
 xGIS and Mapping
 xLand Use Policy
 xHousing Policy
 xTransportation Policy
 xConservation Incentives
 xNatural Resource Protections
 xSuccess Metrics
 xTrend Analysis and Projections

Relevant Experience

OPS Strategies 2019-Today

- Drafted zoning ordinances for the adoption of specific Comprehensive Plan goals in communities in ID and WY.
- Assisted communities in ID and WY with comprehensive evaluation and update of land use regulations, ensuring internal consistency, coherence, and usability.
- Facilitated and authored a strategic partnership and 4-year action plan for Teton County Search and Rescue, which is a public-private-private partnership between the Sheriff, the Search and Rescue volunteers, and a supporting non-profit foundation. Similar work done for other non-profit and B-Corp organizations.
- Co-authored housing needs assessments for numerous communities across WY, ID, CO, CA, and NV, combining local, State, and Federal data with community surveys and engagement to identify needs and strategies for meeting those needs.
- School District enrollment projections to assist in facilities planning and community growth policy.

In Partnership with LegacyWorks Group 2020-Today

- Developed a GIS model of land in Teton County, WY, for potential community conservation efforts, applying working group prioritization of community character values to publicly available datasets.
- Co-developed a [Community Wellbeing Dashboard](#) with guidance from topical community working groups to consolidate and make sense of the array of data and information available in the community.

Town of Jackson and Teton County, WY 2006-2018

- Joint Long-Range Planner for both jurisdictions.
- Administered project tracking database including SaaS migration and software company interface work, and local customizations.
- Project managed and co-authored the 2012 Jackson/Teton County Comprehensive Plan
- Managed projects to update zoning regulations and other policies to integrate and implement community goals across conservation, affordable housing, transportation, and growth management values. Awarded a National Planning Achievement Award from the American Planning Association for public engagement related to housing, parking, and natural resource protection work.
- Developed the Jackson/Teton County Indicator Report methodology and presentation, which was turned into a [dashboard](#) in 2024 by OPS Strategies and LegacyWorks Group.

RIAN ROONEY

Section 8, Item.

he, him, his / rdrplanning@gmail.com / 203.448.6248 / New York, NY

Employment

City of Ketchum, ID Housing Dept., Program and Policy Strategist (Contract)

Research and design housing development and preservation incentive programs. Coordinate with local planning departments on review of affordable housing zoning regulations and development applications. Managed production of and presented an Analysis of Impediments to Fair Housing Choice for Blaine County, led zoning and land use analysis section. Apply for grant funding, develop educational materials, lead data and research efforts.

Remote
8/2022 - Present

Teton County, WY Planning Dept., Independent Planning Consultant (Contract)

Coordinated with stakeholders and drafted new zoning regulations and implementation mechanism to enable development of an 1,800 unit neighborhood of market + affordable housing neighborhood. Supported staff in review of related planning applications.

Remote
7/2022 - 3/2024

Teton County, WY Planning Dept., Associate + Senior Long Range Planner

Promoted to Senior Long Range Planner in under two years. Developed amendments to zoning map and land development regulations, reflecting stakeholder engagement and technical analysis to achieve policy goals. Reviewed and presented recommendations on applications to elected officials. Produced and presented annual indicator report to analyze community trends. Administered Teton County conservation easements and engaged with property owners.

Jackson, WY
2/2020 - 5/2022

City of Newton Planning & Development Dept., Planning and Zoning Intern

Drafted a new zoning map for a citywide update using ArcGIS and Adobe Creative Suite. Developed an Excel model to test and analyze development impacts and outcomes of new code. Presented maps and research to staff and city councilors.

Newton, MA
6/2018 - 6/2019

Education

Harvard University, Graduate School of Design

Master in Urban Planning, with Distinction

Cambridge, MA
Graduated 2019

Columbia University, Columbia College

Bachelor of Arts, Architecture, Cum Laude

New York, NY
Graduated 2012

Experience

Wright-Ingraham Institute, Field Stations Fellow

Participated in an integrative landscape and sustainability workshop in Colombia. Researched land use, property relations, and extractive industries in rural areas and produced report summarizing findings and observations.

Colombia
7/2019 - 8/2019

Harvard Graduate School of Design, Graduate Researcher

Conducted field research in Mexico on wind energy development. Produced a community-scale proposal for energy security and local, rural development that was presented at a symposium and published in a university publication in May 2019.

Oaxaca, MX
5/2018 - 5/2019

**Professional Services Proposal for the
Land Use and Development Code
(LUDC) Update**

Town of Alpine, Wyoming

December 22, 2025



Prepared by
Kendig Keast Collaborative

Point of Contact:

Bret C. Keast, AICP, CEO
281.989.8792
bret@kendigkeast.com



KENDIG KEAST
COLLABORATIVE



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Scope of Services

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Firm Profile

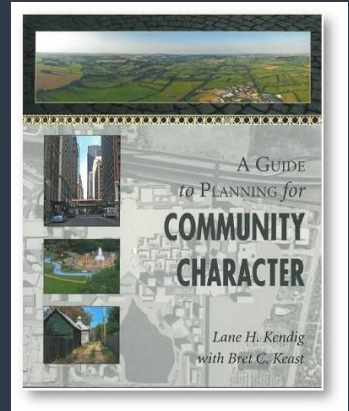
On behalf of Kendig Keast Collaborative (KKC), we are pleased to respond to the Town's request for proposal to facilitate the process of updating the Land Use and Development Code consistent with the Master Plan. This response demonstrates how our credentials, relevant experience, professional tools and techniques, and personal demeanor and leadership skills can help Alpine achieve the objectives and outcomes it seeks.

Zoning and Land Development Code Services

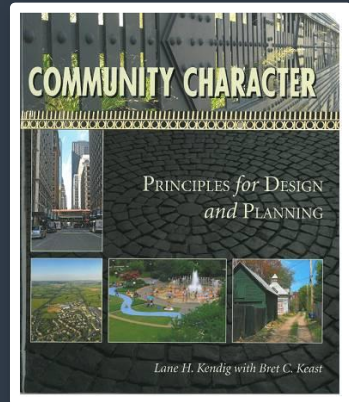
KKC's implementation and regulatory practice includes evaluating, drafting, and amending consensus-based land development regulations. Through thorough analysis and close attention to community input, we tailor regulatory strategies to achieve specific desired outcomes and foster sensitive site design and creative development practices. This sometimes requires interim ordinances to ensure protection of community character or resources while permanent regulations are drafted. KKC also has developed model codes for specific purposes which are then adapted by a variety of jurisdictions. Our principals and senior staff have also drafted proposed zoning amendments on behalf of private-sector clients who seek to develop or redevelop property in progressive ways that are not permitted under existing zoning regulations in a particular community.

Of course, plan implementation is more than regulation. Our practice also includes such non-regulatory measures as creating frameworks for interlocal agreements, public-private partnerships, and transfer or purchase of development rights systems:

- **Code Evaluations and Performance Assessments** to identify gaps and shortcomings in existing regulations and recommend new and enhanced provisions which ensure that the plan and code will work hand-in-hand.
- **Code Drafting** to assist jurisdictions to craft first-time zoning ordinances and other regulatory measures that will win public acceptance while still being effective and within the community's capacity to implement.
- **Zoning District Map** for the review, preparation, and revisions in the wake of a new or updated Master Plan, and to implement new regulatory strategies in targeted locations.
- **Facilitation of Code Drafting and Amendment Processes** to engage community leaders and stakeholders effectively and ensure that potential code amendments and enhancements are on target and likely to be accepted.
- **Guidance and Support** for various other aspects of implementation besides regulation, including annexation strategy, capital improvements planning, public financing vehicles, external grant opportunities, and inter-agency and public/private partnerships.
- **Commission, Board, and Administration Training** for elected and appointed officials and city staff who are responsible for development review, ordinance and zoning administration, and meeting facilitation.



Kendig Keast Collaborative is a leader in articulating and advancing comprehensive strategies to define, protect, and enhance community character.



OUR CODE DRAFTING EXPERIENCE

Aberdeen, SD	Dunedin, Florida	Lake Villa, IL	Portage, MI
Adams County, CO	Durango, CO	Lake Zurich, IL	Quakertown Area, PA
Altus, OK	Early, Texas	Langhorne Borough, PA	Queen Anne's County, MD
Amarillo, TX	Edinburg, TX	League City, TX	Redmond, WA
Angleton, TX	El Campo, TX	Leesburg, VA	Richmond, TX
Ankeny, IA	El Lago, TX	Lindenhurst, IL	Riverwoods, IL
Aspen, CO	Elizabethtown, KY	Littleton, CO	Rosenberg, TX
Bainbridge Township, OH	Falmouth, ME	Los Fresnos, TX	Sandy, UT
Baytown, TX	Farmington, NM	Loudoun County, VA	Sarasota County, FL
Beaufort County, SC	Flagstaff, AZ	Lubbock, TX	Savannah/Chatham Co, GA
Bedford, TX	Florence, SC	Machesney Park, IL	Seabrook, TX
Bellaire, TX	Frederick County, MD	Magnolia, TX	Seguin, TX
Beloit, WI	Freeport, TX	Manhattan, KS	Sellersville Planned
Black Mountain, NC	Fremont, NE	Marshalltown, IA	Development, PA
Blythewood, SC	Fulshear, TX	Marvin, NC	Shenandoah, TX
Borger, TX	Galveston, TX	McAllen, TX	Sioux City, IA
Bossier City-Parish, LA	Georgetown, TX	McComb, MS	Sleepy Hollow, IL
Brevard County, FL	Gillette, WY	McCormick County, SC	Slidell, LA
Broken Arrow, OK	Glenpool, OK	Meadows Place, TX	Springfield Township, PA
Brownsville, TX	Good Hope, AL	Michigan City, IN	Stafford, TX
Buckingham Township, PA	Granbury, TX	Middletown Township, PA	St. Croix County, WI
Carbondale, CO	Granville County, NC	Milwaukee, WI	St. Mary Parish, LA
Castle Pines, CO	Grants Pass, OR	Mineral Wells, TX	Sugar Land, TX
Cedar Park, TX	Greensboro, NC	Moab, UT	Sweetwater, TX
Centennial, CO	Greenville County, SC	Monroe, OH	Tangipahoa Parish, LA
Charleston County, SC	Groton, CT	Monroe County, FL	Topeka-Shawnee County, KS
Chattahoochee Hill	Grundy County, IL	Montgomery, TX	Town and Country, MO
Country, GA	Gunnison, CO	Morgan City, LA	Travelers Rest, SC
Chesterfield, MO	Harrisburg, NC	Nassau Bay, TX	Tullytown Borough, PA
Chesterfield County, VA	Harrisonburg, VA	New Albany, IN	Upper Southampton Twp, PA
Chicago, IL	Hays, KS	New Britain Township, PA	Valparaiso, IN
Cibolo, TX	Hedwig Village, TX	New Castle County, DE	Vinton, TX
Cincinnati, OH	Highland Park, TX	New Haven, CT	West University Place, TX
Clovis, NM	Highlands Commission, NJ	Newton County, GA	Westminster, CO
College Station, TX	Hillsborough County, FL	Northville Township, MI	Wharton, TX
Columbus, NE	Hitchcock, TX	Oakland, IA	Williams, CA
Commerce City, CO	Houston, TX	Oklahoma City, OK	Williamson County, TN
Copperas Cove, TX	Indian Creek, IL	Olathe, KS	Winter Park, CO
Corpus Christi, TX	Iowa Colony, TX	Oswego, IL	Zachary, LA
Covington, KY	Jacksonville, FL	Penndel Borough, PA	
Cortez, CO	Jefferson County, WV	Pennridge Area, PA	
Crystal Lake, IL	Jersey Village, TX	Perkasie Borough, PA	
Cuero, TX	Kansas City, KS	Pflugerville, TX	
DCA/DNR, FL	Kerrville, TX	Pinelands Commission, NJ	
Davie, FL	Kings Mountain, NC	Plainview, TX	
Dayton, TX	Kootenai County, ID	Pleasanton, TX	
Denver, CO	La Plata County, CO	Polk County, IA	
Dickinson, TX	Lake Charles, LA	Ponca City, OK	
	Lake County, IL		

CLIENT REVIEWS

"KKC is a terrific firm of passionate, experienced, and thoughtful planners and plan implementers. They are a pleasure to work with, and their work products are excellent. I would be pleased to recommend them for any planning or plan implementation project."

Honorable Henry Martinez
Former Mayor
City of Zachary, LA

"KKC was extremely knowledgeable on the subject, innovative, efficient and professional. The written materials presented to [Stafford] City Council and P&Z were of the highest quality."

Barkley Peschel
Former Vice President Greater
Fort Bend Economic Development
Council
Sugar Land, TX

Introduction

The Town of Alpine seeks a clear, user-friendly Land Use and Development Code (LUDC) that directly supports the community's vision and the goals of its forthcoming Master Plan. As Alpine continues to grow and adapt to changing development pressures, this project will preserve the strengths of the existing regulations while crafting new tools that protect Alpine's small-town character, natural setting, and high quality of life. The resulting code will be practical, easy to navigate, and grounded in the realities of Alpine—ensuring development aligns with community values and supports the town's long-term livability and economic vitality.

OUR PHILOSOPHY

The philosophy of Kendig Keast Collaborative (KKC) is simple: provide tailored, forward-thinking, and practical solutions to implement the community vision and solve the challenges confronting the Town of Alpine. The focus of our work will be the issues discovered through the master plan engagement processes, observed through reconnaissance and field study, and learned from our detailed assessment of the code and how it has performed to date. In addition:

- ◆ User-friendliness is first and foremost among the goals of the project. The code must result in processes that are timely, effective, equitable, and understandable. The code must be well-organized, sufficiently thorough and articulate, and written in plain English and in a manner that is easy to interpret and apply.
- ◆ The final product must be readily accessible, intuitive for layperson users, and made available in an interactive, online format.
- ◆ The new regulations must continue the diligence to achieve quality, affordable development that is enduring and responsible.
- ◆ The code should be definitive to elicit certainty and predictability, yet sufficiently flexible to accommodate site conditions and constraints, and other common considerations.

COORDINATION WITH CUSHING TERRELL

The Development Code Update will be closely coordinated with the Town's Master Plan effort currently being prepared by Cushing Terrell (CT). Because the Master Plan will establish the community's long-range vision, land use framework, and policy direction, the Code Update—whether the Town selects Option 1 (Constrained Update) or Option 2 (Full Rewrite)—must align with and support the emerging goals, themes, and recommendations of the Master Plan.

KKC's approach ensures that both projects—Plan and Code—advance in a complementary, synchronized, and mutually reinforcing manner.

Shared Understanding of Roles and Deliverables

- > *Cushing Terrell* would be responsible for:
 - Development of the Town Master Plan, including vision, guiding principles, land use policy framework, growth concepts, mobility and infrastructure considerations, and implementation strategies.
 - Public engagement, stakeholder interviews, and community outreach connected to long-range planning.
 - Preparation of the Future Land Use Map and related policy diagrams.
- > *Kendig Keast Collaborative* would be responsible for:
 - Updating or rewriting the LUDC to implement the policy directions established in the Master Plan.
 - Strengthening procedures, districts, standards, and development review processes.
 - Ensuring consistency, defensibility, and usability of the regulatory framework.
 - Drafting zoning and development standards that reflect Alpine's desired long-term small-town character and growth patterns.

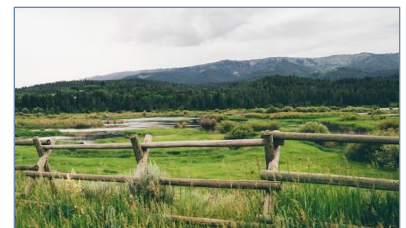
Coordination Strategy

- > *Regular Inter-Consultant Coordination Meetings*. KKC and CT will meet at key milestones to:
 - Share progress updates;
 - Confirm points of alignment between the Master Plan and the LUDC;
 - Coordinate schedules and deliverables; and
 - Review emerging recommendations and identify regulatory implications early.

These meetings would be held virtually.
- > *Sharing of Technical Background and Analysis*. KKC would make use of Cushing Terrell's:
 - Growth projections;
 - Land capacity analyses;
 - Infrastructure considerations;
 - Community values and themes;
 - Buildout assumptions; and
 - Engagement findings (where appropriate).

This minimizes duplication, reduces cost, and ensures one unified foundation for regulatory and policy decisions.

- > *Schedule and Deliverable Alignment*. The Code Update schedule will be coordinated with Cushing Terrell's deliverable timeline.



PROJECT UNDERSTANDING

Alpine is at a pivotal moment. As the fastest-growing community in Wyoming, Alpine is experiencing escalating development pressure from the Jackson/Teton region while striving to preserve its small-town character, natural setting, and sense of community identity. Residents and Town leadership expressed a clear message in our discussions:

“Alpine wants to remain a community where families can thrive, neighbors know each other, and growth enhances—rather than erodes—our sense of place.”

The Town’s Land Use & Development Code (LUDC)—originally written nearly 20 years ago and amended many times since—no longer provides the clarity, predictability, or modern structure needed to manage this growth effectively. Many sections of the code are internally inconsistent, overly discretionary, or lacking essential standards needed for defensible decision-making. These concerns were thoroughly documented in the KKC Observations & Resolutions review, including:

- ◆ *Overlapping authority and ambiguous administrative roles* between P&Z, Zoning Administrator, Building Official, and Design Review Committee (DRC).
- ◆ *Missing or vague procedures* (no completeness checks, shot clocks, or aligned process diagrams).
- ◆ *Broad, subjective approval criteria* that lack legally defensible findings.
- ◆ *PUD requirements and zoning structure* that create unnecessary layers of review and unpredictable outcomes.
- ◆ *Lack of a consolidated use table and dimensional table*, resulting in incomplete or contradictory regulations.
- ◆ *Inadequate design standards*, wildfire overlay standards, buffering requirements, and modern development expectations.
- ◆ *Split subdivision standards* that require applicants to jump between Parts 2 and 4 of the LUDC.

Alpine’s leadership emphasized the dual realities shaping this project:

- ◆ *The Town needs to adopt meaningful improvements before the 2026 building season.* Development activity is increasing, and the Town requires clearer, more defensible tools for evaluating applications and guiding growth.
- ◆ *The Town has finite capacity and a limited budget cycle.* A complete rewrite of the LUDC is a sizeable investment that will likely require funding from outside sources.

The LUDC must serve as a tool that supports daily administration by Town staff and appointed officials. Planning and zoning administration in small communities works best when procedures are clear, roles are unambiguous, regulations are internally consistent, and expectations are easy to communicate. The current LUDC places an unnecessary burden on the Town by requiring interpretation across multiple sections, leaving key standards unstated, and lacking the diagrams, cross-references, and usability features expected in a modern code.

By reorganizing the code into a logical hierarchy; consolidating related standards; clarifying roles for P&Z, the Zoning Administrator, the Building Official, and the Design Review Committee; and employing an accessible, plain-language structure, the revised LUDC will become a day-to-day management tool rather than a barrier. Ultimately, the updated code will help Alpine make faster, more consistent decisions, reduce conflicts at the counter and in hearings, and provide a stronger foundation for the thoughtful, community-supported growth the Town envisions.

Small-Town Scale at the Edge of the Jackson Influence

“While Alpine remains a small, close-knit community, its proximity to Jackson Hole influences housing prices, second-home development, and market expectations. Zoning standards must carefully manage this tension—supporting local needs and affordability while avoiding unintended suburbanization or resort-style development inconsistent with Alpine’s character.”

Alpine desires a clearly organized, plainly written, and user-friendly Land Use & Development Code that serves residents, applicants, staff, and decision-makers alike. The updated regulations must align with the Town's Master Plan, translate its policies into practical standards, and provide the tools needed to guide growth in a way that preserves Alpine's small-town character and extraordinary natural setting.

As one of the fastest-growing communities in Wyoming, Alpine requires development regulations that offer clarity, predictability, and modern structure—ensuring that land-use decisions are consistent, defensible, and easy to administer. These updates will strengthen the readability, usefulness, and effectiveness of the LUDC, helping Alpine manage increasing development pressure while protecting the qualities that make it a desirable and distinctive mountain community.

Project Approach

Because of the above-described practical constraints, the Scope of Services is organized into two distinct options. Each option meets different objectives, timelines, and budget levels. The Town may select either option for 2026—or choose a hybrid of the two options. We're committed to working with the Town to meet its needs.

OPTION 1: CONSTRAINED UPDATE

Targeted Amendments within the Current Code Structure

Option 1 focuses on urgent, high-priority corrections and clarifications that can be made within the existing LUDC structure and numbering. This option is specifically designed to address immediate needs before the 2026 building season and to improve the clarity, consistency, and functionality of the current Code.

When to Choose Option 1:

- > The Town has limited budget capacity for 2026.
- > The Town needs immediate improvements but is not prepared to undertake a full rewrite.
- > Staff need clearer procedures, roles, and standards now.
- > The timing of outside funding may not align with the Town's 2026 timeline.

What Option 1 includes:

- > Fixing inconsistencies, errors, and conflicting language.
- > Clarifying roles and responsibilities in Part 1, General Provisions.
- > Updating procedures and adding completeness checks.
- > Replacing vague approval criteria with objective standards.
- > Updating variance and protest procedures per Wyoming law.
- > Introducing interim design, buffering, access, and wildfire-related text.
- > Strengthening development review pathways using the existing Article 2, Procedures structure.
- > Drafting targeted interim ordinances that can be adopted quickly.

What Option 1 does not include:

- > Reorganizing Parts, Articles, or Sections.
- > Introducing new zoning districts or overlays (beyond interim text).
- > Creating a Unified Use Table or Unified Dimensional Table.
- > Rewriting subdivision, infrastructure, or design standards.
- > Adding graphics, tables, diagrams, or illustrations.
- > Reformatting or restructuring the LUDC.

Option 1 is intentionally limited in scope and cost, providing Alpine with rapid, targeted improvements that strengthen day-to-day administration and decision-making.

OPTION 2: FULL REWRITE AND REORGANIZATION

Build the modern Development Code Alpine needs for the next 20+ years

Option 2 is a comprehensive restructuring and rewriting of the LUDC to create an intuitive, modern, graphically supported, and user-friendly regulatory framework.

When to Choose Option 2:

- > The Town wants a long-term solution rather than incremental fixes.
- > Leadership seeks a Code that reflects Alpine's desired development patterns and character.
- > The Town wants improved usability for residents, staff, developers, and decision-makers.
- > The Town is ready to invest in a complete overhaul of the regulatory structure.

What Option 2 includes:

- > Reorganizing and renumbering the LUDC.
- > Consolidating definitions into a single section.
- > Creating a Unified Use Table and Unified Dimensional Standards Table.
- > Modernizing zoning districts and introducing new overlays as needed.
- > Developing a Wildland–Urban Interface (WUI) Overlay.
- > Overhauling PUD standards and integrating connectivity, block structure, and open space requirements.
- > Creating modern commercial, mixed-use, and residential design standards tailored for Alpine.
- > Rewriting subdivision and infrastructure standards as a coherent system.
- > Integrating diagrams, tables, illustrations, and graphics.
- > Aligning the zoning map with updated districts and policies.
- > Preparing a modernized enCodePlus version of the final Code.

Why Option 2 can be pursued over more than one budget year:

A full zoning ordinance rewrite is a comprehensive effort that benefits from being structured in phases. The Town may elect to advance the most significant policy and structural reforms in 2026, followed by refinement of lower-priority, technical, or implementation-focused items in 2027. This phased approach reflects the scope and complexity of a full rewrite, which requires:

- > More drafting time;
- > Multiple rounds of committee and Council review;
- > GIS and mapping support;
- > Professional graphics and usability design; and
- > Thoughtful implementation and transition planning.

Under this approach, the Town can address its highest-impact needs first while distributing cost, staff workload, and decision-making across more than one budget year. This allows Option 2 to move forward deliberately without delaying meaningful reform.

SERVICE DELIVERY APPROACH

- ◆ Provision of monthly progress reports describing the project status and documenting significant work accomplished and scheduled activities.
- ◆ Preparation of a project schedule that ensures steady progress while assuring adequate time for involvement and meaningful review prior to the public hearings.
- ◆ Timely submittal of deliverables in strict adherence with the project schedule.
- ◆ Design of an iterative process whereby draft deliverables are prepared, reviewed, and discussed individually at public meetings. Therefore, the plan is drafted in a step-wise process.
- ◆ An initial discovery and reconnaissance phase to document key community issues and discovered through intensive public involvement and consultant reconnaissance.
- ◆ A Town Council briefing midway through the project to provide a status report and allow dialogue about the direction and outcomes of the plan.

How the Two Options Relate to Each Other

- > **Option 1** stands on its own as a functional code improvement effort. If Alpine selects Option 1 for 2026, all corrections and clarifications made may carry forward into Option 2 without duplication of effort.
- > **Option 2** is a more robust alternative that provides a long-term regulatory structure. If Alpine selects Option 2 immediately, Option 1 is not needed.

Both options support Alpine's commitment to managing growth thoughtfully, protecting community character, and improving the predictability and usability of its development regulations.

SUMMARY TABLE: CONSTRAINED VS. FULL REWRITE

Task / Scope Element	Constrained Program	Full Rewrite
Edit existing LUDC format	✓	—
Reorganize & renumber LUDC	—	✓
Immediate corrections & clarifications	✓	✓
Interim Ordinances	✓	(superseded later)
New procedural improvements	✓ (within existing format)	✓ (fully integrated)
Unified Use Table	—	✓
Unified Dimensional Table	—	✓
New zoning districts / district rewrite	—	✓
New design standards	Limited (interim only)	✓
PUD reforms	Limited (stopgap fixes)	✓ Full framework
WUI/Wildfire overlay	Minimal placeholder	✓ Comprehensive
Graphics, diagrams, tables	—	✓
enCodePlus web-published code	Light updates	Full modernization

Scope of Services

Effective development codes closely meld the intimate knowledge of staff with the resources and experience of objective advisors, balanced by resident oversight and good leadership. The process must be participatory, transparent, and open-minded, while being practical and mindful of reality.

The LUDC Update will be written and facilitated by the planners, urban designers, certified economic developer, redevelopment specialist, modelers, illustrators and facilitators who offer municipal planning backgrounds and deep ordinance drafting and administration experience.

The following scope of services reflects our immense experience and is designed to produce a code that are visionary yet practical, achievable and understandable. The code will be developed in a cloud-based platform (Option 2) that will be shared with staff to monitor progress, provide edits and comments, and enable web publishing at key milestones in the process. Upon adoption, the LUDC will be in an online, interactive format that is custom-designed for its users and administrators and fully editable for subsequent updates and amendments.

ADD-ALTERNATE SCOPE: ADDITION OF WEB-BASED PLATFORM FOR OPTION 1

The scope of services outlines two options: Option 1 without, and Option 2 with, an online interactive platform. On an add-alternate basis, enCodePlus may also be deployed as part of Option 1. This would provide the Town with a modern, web-based platform for publishing and maintaining the updated LUDC, ensuring that all provisions are intuitively organized, fully searchable, and accessible to the public.

The add-alternate would include:

- > Configuration of the Town's dedicated enCodePlus code environment;
- > Branded templates featuring Alpine's logo, colors, and imagery;
- > Dynamic hyperlinked cross-references throughout the LUDC;
- > Integrated graphics, tables, and diagrams for improved clarity;
- > Optional modules such as the Archive Manager and online application pathways; and
- > Initial training and support for staff to manage the platform.

This approach would allow Alpine to achieve immediate improvements in usability, transparency, and public access while deferring the larger investment associated with a full Platform Option (Option 2) to a later phase if desired.

ENCODEPLUS CLIENT SITES:

Gillette, WY City Code

<https://online.encodeplus.com/regs/gillette-wy/>

Castle Pine, CO

<https://online.encodeplus.com/regs/castlepines-co/>

Durango, CO

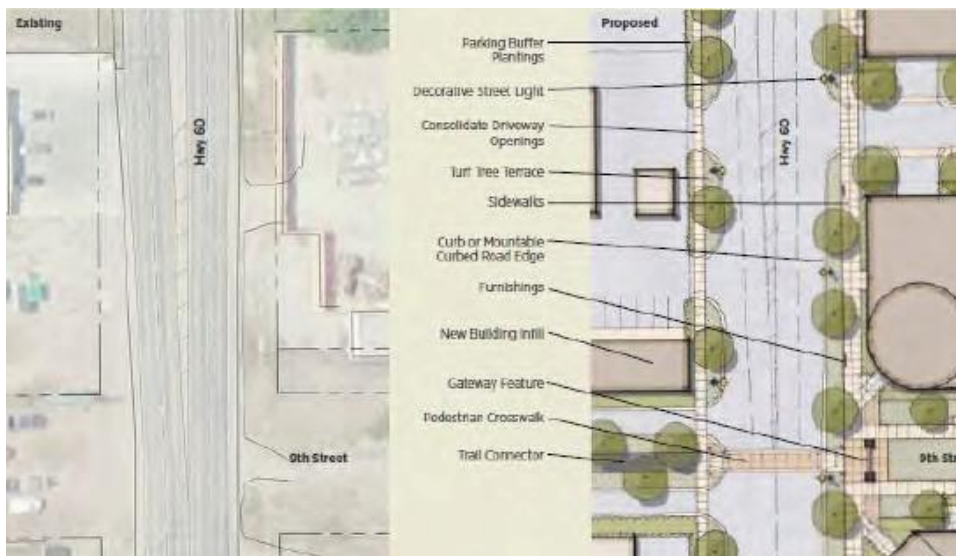
<https://online.encodeplus.com/regs/durango-co/>

Littleton, CO

<https://online.encodeplus.com/regs/littleton-co/>

Winter Park, CO

<https://online.encodeplus.com/regs/winterpark-co/>



OPTIONAL – COMMUNITY CHARACTER WORKSHOP

KKC would facilitate a focused design workshop to help the Town identify desired small-town character outcomes and translate those preferences into clear, implementable zoning standards. The workshop would provide a visual, interactive forum for exploring alternatives and testing how proposed standards would function on real sites within the community.

Workshop Components:

- » *Visual Preference + Character Mapping:* Identify preferred building forms, streetscapes, transitions, and broader neighborhood character through curated images and mapping exercises.
- » *Scenario Sketching + Site Tests:* Illustrate potential build-out options, building form considerations, and circulation patterns using a priority site in town to evaluate how zoning choices influence outcomes.
- » *Design Standards Discussion:* Explore dimensional standards, frontage types, building massing, parking placement, and development quality to determine which tools best achieve the desired character.
- » *Summary Memorandum:* Provide a concise summary of workshop findings, visuals, and recommended design directions to guide drafting of updated zoning standards.

By grounding zoning decisions in a shared understanding of community character, the workshop will equip the Town with clear, consensus-driven direction for the LUDC update. The resulting guidance will ensure that future development aligns with the community's values, strengthens local identity, and supports a more predictable and effective regulatory framework moving forward.

TASK 1. PROJECT INITIATION + ORIENTATION

Included in Option 1 and Option 2

Task 1 launches the project by establishing expectations, confirming objectives, and setting up the coordination structure needed to guide the code update effort from start to finish.

- > **Kickoff Meeting:** A virtual kickoff session with a Code Advisory Team (CAT) made up of the Mayor, Planning & Zoning Administrator and Commission Chair, Design Review Committee Chair, Public Works Director, Ordinance Enforcement Officer and KKC to:
 - Confirm goals across the applicable Option.
 - Identify the specific issues that must be resolved prior to the 2026 building season.
 - Establish communication protocols and meeting schedules.
 - Review staff's internal improvement list and the findings from the Observations & Resolutions.
- > **On-Site Reconnaissance.** Concurrent with Tasks 2 and 3, KKC will conduct an on-site field reconnaissance visit to observe existing land use patterns, development conditions, circulation and access issues, subdivision layouts, environmental constraints, and the visual and physical character that defines Alpine. This on-the-ground assessment will help verify where the current LUDC succeeds, where it creates friction, and where regulatory improvements are most needed to support the Town's goals. Key components of this reconnaissance effort include:
 - **Orientation Tour:** Guided by Town staff, highlighting areas of current development pressure, known problem sites, and locations where existing Code language creates interpretation challenges.
 - **Evaluation of Key Corridors & Nodes:** Examination of U.S. Highway 26/89 corridors, commercial nodes, mixed-use areas, legacy subdivisions, and redevelopment opportunities.
 - **Neighborhood Pattern Assessment:** Review of housing diversity, block patterns, lot sizes, setbacks, transitions, and compatibility issues between residential and non-residential areas.
 - **Environmental & Hazard Context:** Field observation of wildfire-prone areas, steep slopes, riparian zones, drainage concerns, and other environmental features that influence regulatory standards and overlays.
 - **Subdivision and Infrastructure Issues:** Observation of street design, connectivity limitations, snow storage practices, parking patterns, and utility coordination.
 - **Photographic Documentation:** KKC will capture representative photographs to support drafting of standards and to illustrate issues noted in the Diagnostic Review.

Deliverables:

- *Project schedule for Option 1 and preliminary schedule for Option 2.*

Meetings:

- *CAT Kickoff Meeting #1 (virtual).*
- *On-site coordination with Town staff during the field visit.*

TASK 2. DIAGNOSTIC REVIEW + PRIORITY RESOLUTIONS

Included in Option 1 and Expanded in Option 2

Task 2 identifies issues, gaps, and inconsistencies in the current LUDC and establishes the priority corrections needed to improve clarity, defensibility, and administration.

- > **Option 1 Focus:**
 - Identify conflicts, inconsistencies, and missing procedures that can be corrected within the existing code format.
 - Review administrative roles and responsibilities in Part 1, General Provisions.
 - Evaluate procedural gaps in Article 2.2, General Development Review and Approval Process.
 - Identify outdated or subjective approval criteria.
 - Document immediate corrections needed for development quality, transitions, and wildfire sensitivity.

> **Option 2 Expansion:**

- Identify deeper structural issues that require reorganization.
- Document opportunities for new districts, tables, overlays, and unified standards.
- Define long-term modernization needs.

TASK 3. AMENDMENTS MATRIX / ANNOTATED OUTLINE

Amendment Matrix in Option 1 and Annotated Outline in Option 2

Task 3 defines the structure of the Code updates—either by mapping targeted amendments within the current LUDC (Option 1) or by outlining a reorganized framework for a full rewrite (Option 2).

> **Subtasks:**

- Validate whether targeted amendments (Option 1) or a full structural reorganization (Option 2) best supports the Town's objectives.
- Prepare a refined hierarchy of articles and sections aligned with the selected approach, as needed.
- Identify where existing provisions will be retained, revised, consolidated, relocated, or replaced (Option 2).
- Specify where diagrams, dimensional tables, use matrices, or process charts will strengthen readability and consistency.
- Deliver a concise framework summarizing the organization, rationale, and implications for drafting.

TASK 4. INTERIM AMENDMENTS (NEAR-TERM PRIORITY FIXES)

Included in Option 1 and Option 2

Task 4 develops interim amendments that correct priority issues quickly, strengthening the LUDC ahead of the coming development cycle.

> **Interim Amendments:** Draft amendments addressing:

- Clarified administrative roles;
- Updated procedural steps;
- Legal compliance updates;
- Interim design and buffering standards;
- Temporary wildfire-oriented provisions; and
- Improved approval criteria and decision standards.

TASK 5. WEB-BASED PLATFORM

Add-Alternate in Option 1 and Included in Option 2

Under Option 2, the project includes deployment of the full enCodePlus online platform to host, manage, and maintain the updated LUDC in a modern, accessible, interactive environment. This task encompasses the full configuration of the Town's digital code environment, advanced usability tools, premium modules, and ongoing platform support.

> **Core Platform Development:**

- Full configuration and launch of the Town's enCodePlus environment.
- Migration and publication of the updated LUDC in an interactive, web-based format.
- Integrated hosting, ongoing support, and cloud infrastructure management.

Deliverables:

- *Diagnostic Review Memorandum (Option 1).*
- *Structural Reform Recommendations (Option 2).*

Meetings:

- *CAT Meeting #2 (on-site).*

Deliverables:

- *Diagnostic Review Memorandum (Option 1).*
- *Structural Reform Recommendations (Option 2).*

Meetings:

- *CAT Meeting #2 (on-site).*

Deliverables:

- *Draft Interim Ordinance.*

Meetings:

- *CAT Meeting #3 (virtual).*

Web Content Accessibility Guidelines (WCAG) compliance is required under federal accessibility mandates, including the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act, which apply to publicly accessible digital content. Because zoning and municipal codes function as legal documents and interactive tools, conformance with WCAG 2.1 AA ensures lawful public access, reduces risk, and supports equitable use by all residents.

Deliverables:

- Option 1 Redline Amendments
- Option 2 Code Modules

Meetings:

- CAT Meetings #4-5 (on-site)

Deliverables:

- Option 1 Zoning Map Recommendations
- Option 2 Interactive Online Zoning Map

Meetings:

- CAT Meeting #6 (virtual)

> **Advanced Navigation & Usability Tools:**

- Dynamic hyperlinked cross-references across all chapters, sections, and definitions
- Interactive tables, expandable sections, and embedded graphics for improved clarity
- Mobile-responsive design for use across all device types

> **Branding & Customization:**

- Customized site template incorporating Alpine's branding, logo, colors, and imagery
- Configurable landing pages, feature panels, and quick-access tools

> **Accessibility & Compliance:**

- WCAG-compliant code publication and user interface
- Ongoing accessibility monitoring and remediation coverage (\$500 annually)

> **Training & Ongoing Support:**

- Dedicated client support, help desk access, and regular platform enhancements

> **Premium Features (Add-Alternate Enhancements):**

- *AI Assistant* for natural-language code inquiries and fast interpretation of standards
- *GeoZone / GIS Integration* for parcel lookups, mapped zoning districts, overlays, and linked standards
- *Parcel Potential Tool* for density, yield, and development capacity analysis
- *Land Use Lookup Tool* for determining permitted, conditional, and accessory uses by district
- *Zoning Navigator* providing interactive, district-specific summaries, linked standards, and simplified user pathways
- *AppTrak+* for application tracking, status visibility, and integrated communication throughout the review process
- *Development Calculators* for building height, lot coverage, parking, open space, density, and other quantitative standards
- *Content Assembler* to automate the creation of staff reports, determinations, notices, and other standard documents.

TASK 6. CODE DRAFTING

Amendments in Option 1 and Modules in Option 2

Task 5 develops the revised Code text—whether focused amendments or comprehensive modules—based on the direction established in prior tasks.

- > **Option 1:** Produce line-in/line-out edits to the existing LUDC—no reorganization—and prepare integrated amendment text for adoption.
- > **Option 2:** Produce rewritten code modules covering administration, procedures, zoning districts, development standards, subdivision standards, definitions, and overlays.

TASK 7. ZONING MAP MODERNIZATION

Add-Alternate in Option 1 and Included in Option 2

Task 6 provides recommended zoning map refinements or a complete map modernization aligned with the updated Code framework.

- > **Option 1:** Recommendations of minor zoning map corrections (if required by interim amendments).
- > **Option 2:** Comprehensive zoning map modernization aligned with rewritten zoning districts and overlays.

TASK 8. LUDC REVIEW + ADOPTION

Add-Alternate in Option 1 and Included in Option 2

Task 7 guides the review and adoption process, ensuring the updated LUDC is vetted, refined, and formally approved by Town decision-makers.

- > **Option 1:** Recommendations of minor zoning map corrections (if required by interim amendments).
- > **Option 2:** Comprehensive zoning map modernization aligned with rewritten zoning districts and overlays.

SUMMARY OF SCOPE HIGHLIGHTS

The following Scope Highlights summarize the key elements of the LUDC update process and the value it brings to the Town of Alpine. Together, these components provide a clear roadmap for improving the clarity, usability, and defensibility of the Town's development regulations, while offering flexible pathways that align with Alpine's priorities, resources, and long-term vision. The highlights below capture the essential features, benefits, and outcomes of the proposed approach.

- ✓ **Two flexible pathways**—a targeted update (Option 1) or a full LUDC rewrite with an interactive online platform (Option 2)—allow the Town to align scope, timing, and budget with its immediate and long-term needs.
- ✓ **A clear diagnostic foundation** identifies procedural gaps, outdated standards, internal inconsistencies, and administrative challenges that hinder predictability and defensibility.
- ✓ **A structured code framework** ensures that amended or rewritten provisions are logically organized, easy to navigate, and aligned with Alpine's vision and regulatory priorities.
- ✓ **Improved procedures and standards** provide clearer expectations for applicants, stronger tools for staff, and more consistent decision-making outcomes.
- ✓ **Optional deployment of the enCodePlus platform** enhances accessibility and transparency with an intuitive, searchable, web-based code environment and integrated cross-references.
- ✓ **Premium digital tools**—including AI-assisted search, GIS zoning maps, workflow guidance, and development calculators—offer scalable enhancements tailored to Alpine's future needs.
- ✓ **An emphasis on Alpine's character and context** ensures the updated LUDC reinforces community identity, responds to local development pressures, and supports long-term livability.

This comprehensive yet flexible scope positions Alpine to strengthen its regulatory framework in a way that is clear, predictable, and true to the community's values. By combining targeted improvements, modern drafting practices, and optional digital tools, the Town will be equipped with a Land Use & Development Code that not only addresses today's challenges but also supports thoughtful, well-managed growth for years to come.

Deliverables:

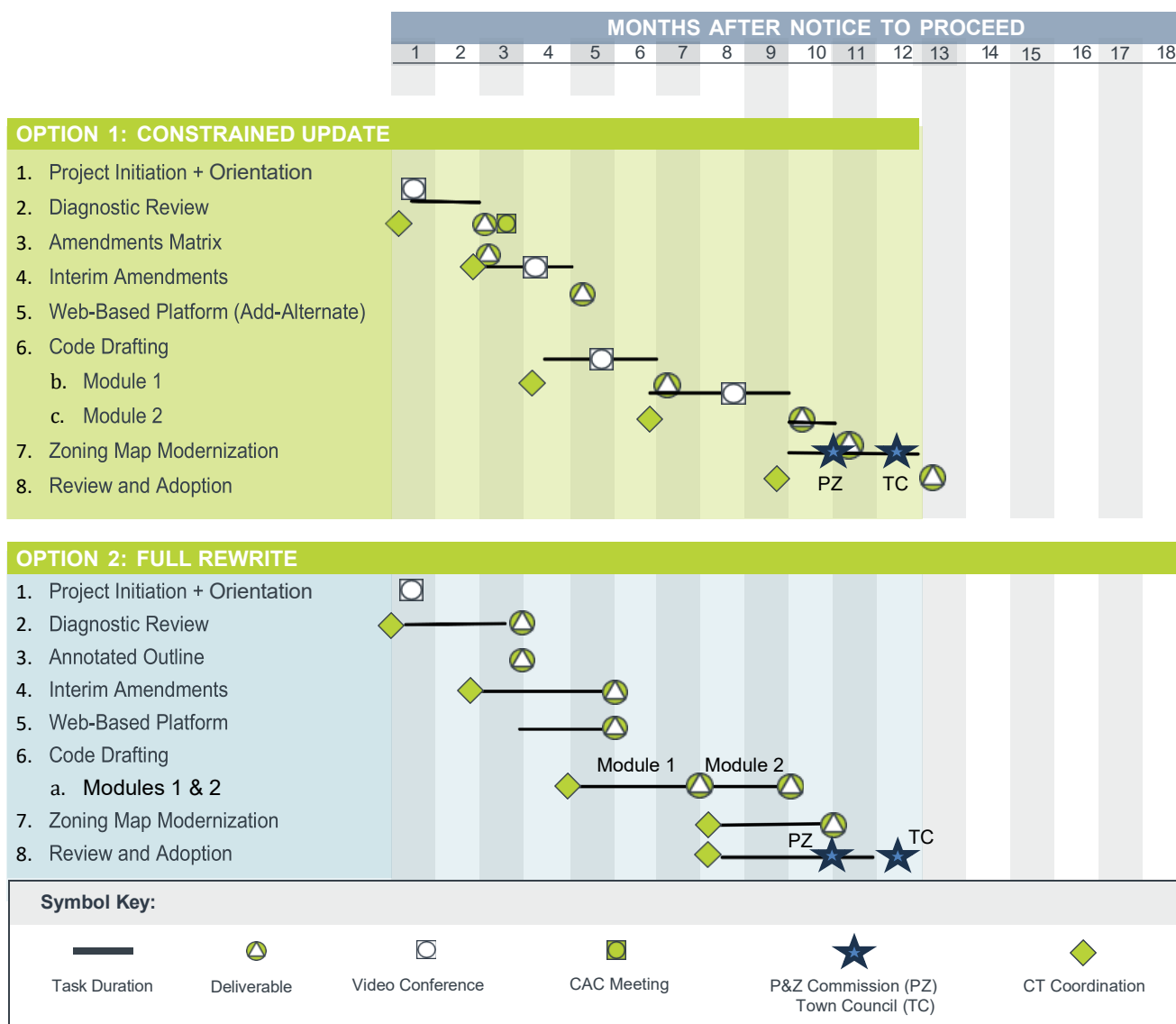
- Redline Amendments (Option 1)
- New LUDC (Option 2)

Meetings:

- Add-Alternate (Option 1)
- Planning and Zoning Commission Public Hearing (#8) (Option 2 on-site)
- Town Council Public Hearing (#9) (Option 2 on-site)

Project Schedule

KKC would collaborate with Town staff to develop a workable and detailed project scope and schedule for the Land Use & Development Code Update. Given our experience in projects for comparable communities of similar size and context, we are confident that the project can be completed within a 12-month timeframe from official contract execution and notice- to-proceed. We are proposing to complete a public hearing draft within 10 months, leaving a two-month period for review and consideration before adoption. As needed, portions of the project schedule may be accelerated to meet other community milestones or taken at a slower pace in order to build in more staff and leadership meetings or explore regulatory concepts in more detail.



Proposed Project Budget

We are pleased to submit the following Budget to the Town of Alpine to facilitate the process of updating (or rewriting) the Land Use & Development Code, based on our understanding of the Town's priorities and the approach outlined above.

Scope Tasks	OPTION 1	OPTION 2
TASK 1: PROJECT INITIATION + ORIENTATION		
Kick-Off Meeting	\$1,800	\$2,600
On-Site Reconnaissance	\$800	\$1,800
TASK 2: DIAGNOSTIC REVIEW + PRIORITY RESOLUTIONS		
Option 1 Focus	\$4,800	--
Option 2 Expansion	--	\$8,600
TASK 3: AMENDMENTS MATRIX / ANNOTATED OUTLINE		
Amendments Matrix	\$3,800	--
Annotated Outline	--	\$6,400
TASK 4: INTERIM AMENDMENTS (NEAR-TERM PRIORITY FIXES)		
Interim Amendments	\$13,200	\$13,200
TASK 5: WEB-BASED PLATFORM		
Core Platform Development [Maintenance Fees Apply]	ADD-ALTERNATE	\$6,700
LUDC Content Migration		\$4,300
Premium Feature (Add-Alternates)		ADD-ALTERNATES
TASK 6: CODE DRAFTING		
LUDC Reorganization & Reformatting	--	\$5,500
Drafting & Illustrations	\$39,400	\$64,700
Consolidated Draft	\$6,400	\$11,100
Meetings	\$8,100	\$9,800
TASK 7: ZONING MAP MODERNIZATION		
Recommended Map Updates	\$2,200	\$2,200
Interactive Online Map (+ Updates) [Maintenance Fees Apply]	--	\$12,500
TASK 8: LUDC REVIEW & ADOPTION		
Public Hearing Draft	\$5,800	\$7,800
Planning & Zoning Commission Hearing	\$7,100	\$8,000
Town Council Hearing + Adoption	\$5,400	\$6,300
TOTAL FEE	\$98,800	\$171,500

The budget is estimated by project task and activity, as well as associated direct expenses. Our budgeting assumes that the Town will have the willingness and capacity to accommodate scheduling strategies intended to expedite the overall effort and optimize use of our team's on-the-ground time in Alpine (e.g., coordination activities, work sessions and meetings concentrated within consecutive days and evenings, etc.). **We emphasize that our estimated costs are entirely negotiable depending on the actual scope of work and timeline set for the project during the scoping process.**



KKC'S SUCCESS

KKC has earned a reputation for its innovation and repeated success in solving problems of varying complexities. The pursuit of our practice is:



**Good Land
Stewardship**



**Conservation
of Resources**



**Preservation and
Enhancement of Community
Character**



**Safeguarding
Neighborhood Integrity**



**Ensuring
Fiscal Responsibility**

Our Success and Reputation

KKC has been recognized for plan making and development code preparation by the national organization of the American Planning Association (APA), state chapters and local sections of APA, and the National Association of Counties, among other entities. Awards exemplify our commitment to quality results that exceed the expectations of our clients and merit recognition for their innovation, comprehensiveness, and successful outcomes. A partial list of our meritorious recognition:

AWARDS

♦ 2025 KENTUCKY APA OUTSTANDING PLAN AWARD

City of Paducah and McCracken County, KY
Joint Comprehensive Plan

♦ 2023 GREAT AMERICAN MAIN STREET AWARD

Florence, SC
Downtown Plans

♦ 2022 AMERICAN PLANNING ASSOCIATION'S (APA) DANIEL BURNHAM AWARD

Greenville, SC
GSO 2040 Comprehensive Plan

♦ 2022 HOUSTON APA COMMUNITY OF THE YEAR

Fulshear, TX
Comprehensive Plan, Major Thoroughfare Plan, and
Coordinated Development Ordinance

♦ 2021 KENTUCKY APA OUTSTANDING PROJECT, PROGRAM, OR TOOL

Covington, KY
Neighborhood Development Code

♦ 2020 OKLAHOMA APA OUTSTANDING PLAN

Claremore, OK
Comprehensive Plan and Special Districts Plan

♦ 2020 TEXAS APA COMMUNITY OF THE YEAR

Dayton, TX
Comprehensive Plan, Downtown Revitalization Plan, Parks Master Plan, and
Unified Development Code

Project Team

KKC maintains an intentionally small firm so that we can provide exemplary service to our clients and ensure the direct involvement of firm principals on all projects. We also maintain a multi-disciplined team so we can address a wide range of issues related to community planning, design and implementation. KKC's staff includes specialists in comprehensive planning, urban design, economic development, land development regulations, historic preservation, architecture, landscape architecture, geographic information systems (GIS), technical illustration, and website and graphic design.



Brian Mabry, AICP

Code Practice Leader
Project Principal-In-Charge
Subdivision Ordinance
Leader / Drafter



Ashley Woolsey

Advanced Associate
Ordinance Drafter



Bret C. Keast, AICP

Owner And CEO
Project Technical Advisor



Jennifer Mak

AIA, NCARB, AICP
LEED Green Associate Architect and
Senior Urban Designer / Ordinance Drafter

Brian Mabry, AICP - Brian has drafted clear, practical, and enforceable development regulations for local governments since 2001. With experience in both the public and private sectors, he understands the realities of day-to-day zoning administration and the importance of responsive client service. He advocates for simplified regulations, appropriate administrative approvals, and hybrid codes that combine the familiarity of Euclidean zoning with the flexibility of performance standards and the design focus of form-based approaches.

Ashley Woolsey - Ashley brings practical public-sector experience in zoning administration and development review, giving her a strong understanding of how regulations function in day-to-day application. Her project experience includes updates to community zoning ordinances and participation in master parks and recreation planning efforts, where she has worked to align regulatory frameworks with community vision and implementation capacity. Ashley is particularly focused on crafting clear, user-friendly development regulations that support predictable outcomes, streamline administrative review, and empower local staff to administer the code effectively while advancing community objectives.

Bret C. Keast, AICP – Bret brings 37 years of experience in public- and private-sector planning practice since 1989. His career includes leadership roles with the Northland Regional Council of Governments, the City of Olathe, Kansas, and Wilbur Smith Associates, where he served as National Practice Leader for Community Planning. Bret's work focuses on comprehensive planning, zoning and land development ordinances, transportation and special area planning, plan implementation, and public engagement. He is a contributor to *Community Character: Principles for Design and Planning* (Island Press) and a frequent presenter at state and national planning conferences and regional workshops.

Jennifer Mak, AIA, NCARB, AICP - Jennifer is an Architect and Planner with public- and private-sector experience since 2008, with a background in planning, urban design, and construction administration across civic, education, mixed-use, transportation, hospitality, and residential projects. Since joining Kendig Keast Collaborative in 2022 as a Senior Urban Designer, she has supported zoning and land development codes, parks and recreation plans, historic preservation, and design guidelines nationwide, with an emphasis on sustainable design and inclusive community engagement.

Web-Based Platform

How enCodePlus Supports the Town of Alpine During and After the LUDC Rewrite

As the Town of Alpine undertakes a comprehensive rewrite of its Land Use and Development Code (LUDC), enCodePlus provides a practical platform that supports the Town throughout drafting, review, adoption, and long-term administration of the code.

- ✓ **Supporting Collaborative Drafting** — During the LUDC rewrite, enCodePlus functions as a shared drafting and review environment for Town staff, elected officials, and the consultant team. Draft sections can be uploaded and organized as they are developed, allowing all participants to review the same materials in a clear, structured format. This reduces version confusion, shortens review cycles, and helps ensure that policy direction, development standards, and procedures remain aligned as the code evolves.
- ✓ **Publishing Interim Drafts** — enCodePlus allows the Town to publish interim and working drafts of the LUDC in a web-based format for internal or public review. Rather than navigating lengthy PDFs, reviewers can easily search, navigate, and understand how individual sections relate to one another. This improves transparency, supports informed discussion, and helps boards, commissions, and the public engage more effectively during the rewrite process.
- ✓ **Seamless Transition from Draft to Adoption** — Because enCodePlus is used during drafting, the transition from draft code to adopted code is seamless. Once the LUDC is adopted, it is immediately available as Alpine's official, interactive code—eliminating delays, reformatting, or conversion costs that often occur after adoption. This ensures immediate public access and continuity from development to implementation.
- ✓ **A Practical Code for Everyday Use** — After adoption, enCodePlus provides Alpine with a modern, interactive LUDC designed for daily use by staff, applicants, decision-makers, and the public. Users can search by topic, follow embedded cross-references, and easily locate applicable standards, procedures, and definitions. This improves clarity, reduces misinterpretation, and supports consistent administration of the code over time.
- ✓ **Long-Term Value to the Town** — Beyond adoption, enCodePlus supports ongoing maintenance of the LUDC, including ordinance updates, housekeeping amendments, and archiving of prior versions. The platform helps reduce staff time spent answering basic navigation questions, improves predictability for applicants, and strengthens transparency for the community.

enCodePlus Features Beneficial to Alpine Over Time

- **Core Code Access & Navigation**
 - Interactive, web-based LUDC (no static PDFs)
 - Keyword search across all code sections
 - Hyperlinked cross-references between related standards
 - Integrated definitions and references
 - Mobile- and tablet-friendly access
- **Staff & Applicant Tools**
 - Clear procedural pathways tied to applicable standards
 - Reduced reliance on staff interpretation through embedded references
 - Faster onboarding for new staff and appointed officials
 - Improved predictability for applicants and designers
- **Decision-Maker Support**
 - Clear, organized code structure for Planning Commission and Town Council
 - Reduced confusion during hearings and deliberations
 - Easy access to all applicable standards in one place
- **Future-Ready Capabilities (Optional Enhancements)**
 - Integration with zoning maps and parcel-based lookups
 - Visual aids and graphics embedded directly in code sections
 - Administrative dashboards for managing updates
 - Compatibility with accessibility standards (WCAG compliance)
 - Long-term support for code diagnostics and refinements

Example Client Sites

- [Gillette, WY City Code](#)
- [Winter Park, CO Unified Development Code](#)
- [Winter Park, CO Design Guidelines](#)
- [Littleton, CO City Code, Charter and ULUC](#)
- [Durango, CO Comprehensive Plan and LUDC](#)



Staff Evaluation Summary

Land Use and Development Code (LUDC) Consultant Selection

Purpose

This evaluation summarizes staff's assessment of the revised consultant proposals submitted in response to the Town's Request for Proposals (RFP). The evaluation is based on the criteria established in the RFP and is intended to provide an objective comparison of each firm's qualifications, experience, proposed approach, and overall responsiveness to the requested scope of work.

Evaluation Summary

RFP Evaluation Criteria	OPS Strategies	Kendig Keast Collaborative (KKC)
Understanding of the Project	Meets/Exceeds Expectations – Demonstrates a strong understanding of Alpine, Wyoming, planning issues, and mountain-community development.	Meets/Exceeds Expectations – Demonstrates a strong understanding of Alpine's regulatory needs and implementation of the Master Plan.
Relevant Experience	Strong – Extensive Wyoming and regional planning experience, particularly in Jackson, Teton County, and mountain communities.	Exceptional – Extensive national experience preparing comprehensive Land Use and Development Codes, including numerous western communities.
Quality of Proposed Approach	Strong – Collaborative approach emphasizing staff involvement, public engagement, and practical implementation.	Exceptional – Comprehensive regulatory approach focused on code modernization, administrative clarity, and long-term usability.
Project Team Qualifications	Strong – Smaller team with direct involvement from the principal consultant throughout the project.	Exceptional – Larger multidisciplinary team with specialized expertise in code



RFP Evaluation Criteria

OPS Strategies

Kendig Keast Collaborative (KKC)

drafting, implementation, mapping, graphics, and project management.

Cost & Value

Comparable – Proposal is responsive to the RFP and provides good overall value.

Comparable – Proposal is responsive to the RFP and provides good overall value.

Evaluation Observations

Both consultant proposals demonstrate a clear understanding of the Town's objectives and respond comprehensively to the requirements established in the Request for Proposals (RFP). Each firm possesses the qualifications, experience, and technical capability necessary to successfully prepare a comprehensive rewrite of the Town's Land Use and Development Code.

Although both proposals satisfy the requested scope of work, they reflect different organizational strengths, project approaches, and implementation philosophies, which are summarized below.

OPS Strategies

- Extensive Wyoming and regional planning experience.
- Strong familiarity with Alpine and surrounding communities.
- Collaborative, hands-on approach with direct principal involvement.

Kendig Keast Collaborative

- Extensive experience preparing comprehensive land development codes nationwide.
- Strong emphasis on objective standards, code organization, and long-term administration.
- Optional enCodePlus platform for future digital publishing and code management.



Evaluation Conclusion

Based on the evaluation criteria established in the Request for Proposals (RFP), staff found that both consultant proposals are highly responsive and demonstrate the qualifications necessary to successfully complete the requested work. No material deficiencies were identified in either proposal.

The evaluation identified meaningful differences in experience, project approach, team composition, and implementation strategy. Kendig Keast Collaborative demonstrated particular strengths in comprehensive code drafting, multidisciplinary technical resources, and long-term code administration, while OPS Strategies demonstrated particular strengths in regional familiarity, local collaboration, and Wyoming planning experience.

Either proposal would successfully meet the Town's objectives. Ultimately, the selection of the consultant depends upon which approach the Town Council believes best aligns with Alpine's priorities, budget, and long-term vision for implementation of the recently adopted Master Plan.



TOWN OF ALPINE, WYOMING

REQUEST FOR PROPOSALS (RFP)

NEW LAND USE AND DEVELOPMENT CODE

Issue Date: June 17, 2026

Proposal Due Date: July 6, 2026

Contact:

Gina Corson

Planning & Zoning Administrator

Town of Alpine

250 River Circle

Alpine, WY 83128

(307) 654-7757

planning@alpinewy.gov

1. INTRODUCTION

The Town of Alpine, Wyoming ("Town") is soliciting proposals from qualified planning, zoning, and land use consulting firms to prepare a comprehensive rewrite of the Town's Land Use and Development Code (LUDC).

The Town recently completed an update to its Comprehensive Master Plan and seeks to modernize its development regulations to implement the goals and policies identified in the Plan. The current LUDC contains provisions that have been amended over time and would benefit from a comprehensive review and reorganization to improve clarity, consistency, administration, and usability.

The Town is seeking a complete, new, stand-alone Land Use and Development Code intended to replace the existing LUDC. The final product shall not consist solely of amendment language, recommendations, or revisions to selected sections.

The Town intends to compare proposals on an equivalent basis and therefore has established a defined scope of work. Consultants shall provide a proposal for required Phase 1 services and a separate proposal for optional Phase 2 services.



The Town has identified an anticipated Phase 1 budget of approximately \$112,000. Consultants shall clearly identify the services that can be completed within that amount and separately price any recommended additions or enhancements.

2. PROJECT OBJECTIVES

The selected consultant shall assist the Town in developing a modern, user-friendly, legally defensible Land Use and Development Code that:

- Implements the recently adopted Master Plan.
- Improves code organization and usability.
- Eliminates inconsistencies and conflicting provisions.
- Simplifies development review procedures.
- Clarifies administrative responsibilities and approval processes.
- Modernizes zoning, subdivision, and development standards.
- Improves transparency for applicants, staff, elected officials, and the public.
- Ensures consistency with Wyoming law.
- Provides a framework for future growth and development.

3. PHASE 1 – COMPREHENSIVE LUDC REWRITE

The consultant shall provide all services necessary to prepare a complete, new, fully integrated, adoption-ready Land Use and Development Code intended to replace the Town's existing LUDC.

The final code shall be delivered in editable Microsoft Word format and searchable PDF format. All tables, graphics, definitions, cross-references, numbering, headings, appendices, and supporting provisions shall be fully incorporated into both versions.

Task 1 – Project Initiation and Existing Conditions Review

The consultant shall:



- Conduct a project kickoff meeting.
- Review the current LUDC.
- Review the adopted Master Plan.
- Review applicable ordinances and regulations.
- Review existing development review procedures.
- Develop a detailed project schedule.
- Establish communication and public engagement strategies.
- Identify all materials, data, maps, and legal review coordination needed from the Town.

Task 2 – Code Audit and Diagnostic Assessment

The consultant shall:

- Evaluate the existing code structure.
- Identify deficiencies, ambiguities, and conflicts.
- Evaluate consistency with Wyoming statutes.
- Identify barriers to implementation of Master Plan goals.
- Prepare a Code Audit Memorandum summarizing findings and recommendations.
- Identify provisions that should be retained, revised, consolidated, relocated, or removed.
- Identify recommended changes to zoning districts, overlays, procedures, and the official zoning map.

Task 3 – Public and Stakeholder Engagement

The consultant shall provide meaningful public engagement throughout the project, including:

- Staff work sessions.
- Planning and Zoning Commission work sessions.



- Town Council work sessions.
- Stakeholder interviews, as appropriate.
- Public workshops and open houses.

Proposals shall identify the number of virtual meetings, in-person meetings, work sessions, workshops, and stakeholder interviews included within the base fee. Any limits on meeting duration or attendance shall be clearly stated.

Task 4 – Drafting of New Land Use and Development Code

The consultant shall prepare a complete draft code addressing, at a minimum:

Administration and Procedures

- General administration.
- Development review procedures.
- Application requirements.
- Approval authorities.
- Public hearing procedures.
- Appeals and enforcement.
- Completeness review procedures and clear application processing steps.
- Administrative decision standards and required findings.
- Clear assignment of responsibilities among staff, the Planning and Zoning Commission, Town Council, Design Review Committee, Building Official, and other applicable officials or bodies.

Land Use Regulations

- Zoning districts.
- Permitted uses.
- Conditional and special uses.
- Use-specific standards.



- Nonconforming uses and structures.
- A unified table of permitted, conditional, special, accessory, and prohibited uses.
- Updated zoning district purposes and standards.
- New zoning districts or overlays necessary to implement the Master Plan.

Development Standards

- Lot and density standards.
- Building setbacks and height regulations.
- Parking standards.
- Landscaping and buffering.
- Lighting standards.
- Sign regulations.
- Building and site design standards.
- Environmental and resource protection standards.
- A unified dimensional standards table addressing lot size, density, setbacks, height, lot coverage, and other applicable district standards.
- Wildland-urban interface and wildfire mitigation standards.
- Steep slope, drainage, riparian, and other locally applicable environmental protection standards.
- Clear standards for access, circulation, connectivity, snow storage, and transitions between differing land uses.
- Graphics, diagrams, tables, and illustrations where useful to improve clarity and administration.

Subdivision Regulations

- Minor and major subdivision procedures.
- Public improvement requirements.



- Infrastructure standards.
- Easement requirements.
- Development agreements.
- Annexation procedures.
- Planned Unit Development regulations.
- Clear subdivision review procedures and approval criteria.
- Standards for streets, utilities, drainage, pedestrian connections, and public improvements.
- Updated Planned Unit Development standards addressing density, open space, circulation, flexibility, and approval criteria.

Definitions

- Comprehensive review and update of all definitions.
- Addition of new definitions as necessary.
- Consolidation of definitions into a single coordinated section unless another structure is specifically recommended and approved by the Town.

Zoning Map

- Evaluate the existing official zoning map for consistency with the new LUDC and Master Plan.
- Prepare recommended zoning map revisions necessary to implement updated zoning districts and overlays.
- Provide a final adoption-ready zoning map in PDF format and editable GIS-compatible format.

Task 5 – Draft Review and Revisions

The consultant shall prepare:

- Administrative Draft.
- Public Review Draft.



- Revised Draft.
- Final Adoption Draft.

Each draft shall be a complete, integrated version of the proposed new LUDC rather than a collection of separate amendment documents.

The proposal shall identify the number of staff review cycles, Planning and Zoning Commission review cycles, Town Council review cycles, and consultant revisions included within the base fee.

Task 6 – Adoption Assistance

The consultant shall:

- Attend Planning and Zoning Commission hearings.
- Attend Town Council hearings.
- Prepare presentation materials.
- Prepare adoption-ready ordinance documents.
- Assist staff through final adoption.
- Clearly identify the number of hearings and ordinance readings included in the base fee.
- Provide final revisions resulting from the adoption process.
- Coordinate with Town staff and the Town Attorney regarding statutory compliance and legal review. Final legal review and approval shall remain the responsibility of the Town Attorney.

4. PHASE 1 DELIVERABLES

At a minimum, deliverables shall include:

- Project Work Plan and Schedule.
- Code Audit Memorandum.
- Administrative Draft LUDC.



- Public Review Draft LUDC.
- Revised Draft LUDC.
- Final Adoption Draft LUDC.
- Adoption Ordinance.
- Public Meeting Materials.
- Final Project Summary.
- Final adopted LUDC in editable Microsoft Word format.
- Final adopted LUDC in searchable PDF format.
- All tables, graphics, illustrations, appendices, definitions, and cross-references fully incorporated into the final Word and PDF documents.
- Final adoption-ready zoning map in PDF format.
- Final zoning map and related spatial files in editable GIS-compatible format.
- All editable source files created for the project, including tables, graphics, diagrams, maps, and supporting documents.

The final deliverable shall be a complete, stand-alone Land Use and Development Code that is ready for adoption, publication, and future editing by Town staff.

5. PHASE 2 – OPTIONAL DIGITAL IMPLEMENTATION SERVICES

The Town requests a separate proposal and fee schedule for optional digital implementation services. Phase 2 shall not be included within the Phase 1 budget.

The consultant shall provide recommendations, implementation schedules, and itemized costs for the following services:

Optional Services

- Online code platform development.
- Digital code publishing.



- LUDC content migration.
- Interactive zoning map integration.
- GIS integration.
- Public-facing code search tools.
- Administrative editing tools.
- Staff training.
- Software implementation.
- Ongoing maintenance services.
- Parcel-based zoning lookup tools.
- Interactive use and dimensional standard lookup tools.
- Application tracking or administrative workflow tools.
- Accessibility compliance for online public documents and platforms.

Interactive and public-facing GIS services are optional Phase 2 services.

Consultants shall clearly identify:

- One-time implementation costs.
- Annual subscription costs.
- Annual maintenance costs.
- Licensing fees.
- Recommended implementation schedule.
- Required third-party software or vendor agreements.
- Data ownership and portability.
- Accessibility compliance responsibilities.
- Training and technical support included.
- Costs for future code updates and amendments.



6. PROPOSAL REQUIREMENTS

Proposals shall include the following:

Firm Qualifications

- Firm overview.
- Relevant experience.
- Project team.
- Similar projects completed within the last five years.
- References for at least three comparable municipal code rewrite projects.
- Identification of the primary project manager and individuals responsible for code drafting, public engagement, GIS, and quality control.

Project Understanding

- Understanding of project goals.
- Approach to completing the work.
- Understanding of Wyoming municipal planning, zoning, subdivision, annexation, and public hearing requirements.
- Understanding of small-town and mountain-community development issues.

Scope of Work

- Detailed scope organized by task.
- Description of deliverables.
- Identification of any exclusions, assumptions, limitations, or proposed deviations from the required scope.

Project Schedule

- Proposed timeline.
- Key milestones.



- Estimated date for delivery of each major draft.
- Estimated public review and adoption schedule.
- Identification of Town review periods assumed within the schedule.
- Identification of schedule dependencies or risks.

Cost Proposal

The cost proposal shall include:

- Itemized fee by task.
- Hourly rates.
- Reimbursable expenses.
- Total Phase 1 cost.
- Separate Phase 2 cost proposal.
- Estimated hours by task and by key project team member.
- Travel and meeting costs.
- All included meetings, hearings, ordinance readings, and review cycles, together with the cost of additional services.
- Any annual or recurring software, licensing, hosting, support, or maintenance costs.
- Any proposed optional services or enhancements.

The Town has identified an anticipated Phase 1 budget of approximately \$112,000.

Consultants shall clearly identify the complete Phase 1 scope that can be delivered within that amount. Any recommended work that cannot be completed within the anticipated budget shall be separately identified and priced as an optional service.

7. EVALUATION CRITERIA

Proposals may be evaluated based upon:



Criteria	Weight
Understanding of Project	10%
Relevant Experience	20%
Quality of Proposed Approach	25%
Project Team Qualifications	20%
Cost and Value	25%

The Town may also consider completeness of the proposed scope, clarity of deliverables, proposed schedule, number of included meetings and review cycles, and demonstrated ability to prepare a complete adoption-ready replacement LUDC.

The Town reserves the right to interview selected firms prior to award.

8. RESERVATION OF RIGHTS

The Town reserves the right to:

- Reject any or all proposals.
- Request additional information.
- Negotiate scope and fees.
- Modify the scope of services.
- Award all or part of the project.
- Decline to proceed with Phase 2 services.
- Request clarification of any proposal.
- Waive informalities or minor irregularities.
- Select the proposal determined to provide the best overall value to the Town, which may not be the lowest-cost proposal.
- Negotiate with one or more proposers.



- Cancel or reissue the RFP at any time.

Issuance of this RFP does not obligate the Town to award a contract.

TOWN OF ALPINE, WYOMING

Gina Corson

Planning & Zoning Administrator

Town of Alpine

**Professional Services Proposal for the
New Land Use and Development Code
(LUDC) Update**

Town of Alpine, Wyoming

June 24, 2026



Prepared by
Kendig Keast Collaborative

Point of Contact:

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bret@kendigkeast.com



KENDIG KEAST
COLLABORATIVE



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Firm Profile

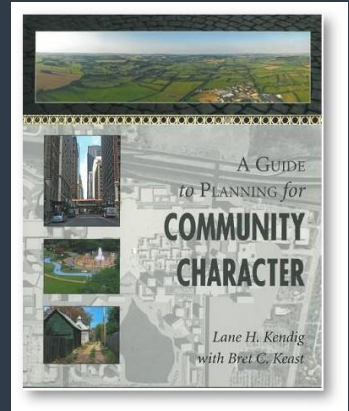
On behalf of Kendig Keast Collaborative (KKC), we are pleased to respond to the Town's request for proposal to facilitate the process of updating the Land Use and Development Code consistent with the Master Plan. This response demonstrates how our credentials, relevant experience, professional tools and techniques, and personal demeanor and leadership skills can help Alpine achieve the objectives and outcomes it seeks.

Zoning and Land Development Code Services

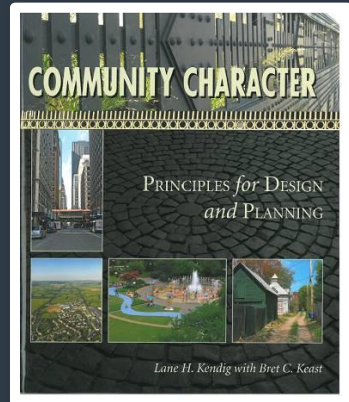
KKC's implementation and regulatory practice includes evaluating, drafting, and amending consensus-based land development regulations. Through thorough analysis and close attention to community input, we tailor regulatory strategies to achieve specific desired outcomes and foster sensitive site design and creative development practices. This sometimes requires interim ordinances to ensure protection of community character or resources while permanent regulations are drafted. KKC also has developed model codes for specific purposes which are then adapted by a variety of jurisdictions. Our principals and senior staff have also drafted proposed zoning amendments on behalf of private-sector clients who seek to develop or redevelop property in progressive ways that are not permitted under existing zoning regulations in a particular community.

Of course, plan implementation is more than regulation. Our practice also includes such non-regulatory measures as creating frameworks for interlocal agreements, public-private partnerships, and transfer or purchase of development rights systems:

- **Code Evaluations and Performance Assessments** to identify gaps and shortcomings in existing regulations and recommend new and enhanced provisions which ensure that the plan and code will work hand-in-hand.
- **Code Drafting** to assist jurisdictions to craft first-time zoning ordinances and other regulatory measures that will win public acceptance while still being effective and within the community's capacity to implement.
- **Zoning District Map** for the review, preparation, and revisions in the wake of a new or updated Master Plan, and to implement new regulatory strategies in targeted locations.
- **Facilitation of Code Drafting and Amendment Processes** to engage community leaders and stakeholders effectively and ensure that potential code amendments and enhancements are on target and likely to be accepted.
- **Guidance and Support** for various other aspects of implementation besides regulation, including annexation strategy, capital improvements planning, public financing vehicles, external grant opportunities, and inter-agency and public/private partnerships.
- **Commission, Board, and Administration Training** for elected and appointed officials and city staff who are responsible for development review, ordinance and zoning administration, and meeting facilitation.



Kendig Keast Collaborative is a leader in articulating and advancing comprehensive strategies to define, protect, and enhance community character.



OUR CODE DRAFTING EXPERIENCE

Aberdeen, SD	Dunedin, Florida	Lake Villa, IL	Portage, MI
Adams County, CO	Durango, CO	Lake Zurich, IL	Quakertown Area, PA
Altus, OK	Early, Texas	Langhorne Borough, PA	Queen Anne's County, MD
Amarillo, TX	Edinburg, TX	League City, TX	Redmond, WA
Angleton, TX	El Campo, TX	Leesburg, VA	Richmond, TX
Ankeny, IA	El Lago, TX	Lindenhurst, IL	Riverwoods, IL
Aspen, CO	Elizabethtown, KY	Littleton, CO	Rosenberg, TX
Bainbridge Township, OH	Falmouth, ME	Los Fresnos, TX	Sandy, UT
Baytown, TX	Farmington, NM	Loudoun County, VA	Sarasota County, FL
Beaufort County, SC	Flagstaff, AZ	Lubbock, TX	Savannah/Chatham Co, GA
Bedford, TX	Florence, SC	Machesney Park, IL	Seabrook, TX
Bellaire, TX	Frederick County, MD	Magnolia, TX	Seguin, TX
Beloit, WI	Freeport, TX	Manhattan, KS	Sellersville Planned
Black Mountain, NC	Fremont, NE	Marshalltown, IA	Development, PA
Blythewood, SC	Fulshear, TX	Marvin, NC	Shenandoah, TX
Borger, TX	Galveston, TX	McAllen, TX	Sioux City, IA
Bossier City-Parish, LA	Georgetown, TX	McComb, MS	Sleepy Hollow, IL
Brevard County, FL	Gillette, WY	McCormick County, SC	Slidell, LA
Broken Arrow, OK	Glenpool, OK	Meadows Place, TX	Springfield Township, PA
Brownsville, TX	Good Hope, AL	Michigan City, IN	Stafford, TX
Buckingham Township, PA	Granbury, TX	Middletown Township, PA	St. Croix County, WI
Carbondale, CO	Granville County, NC	Milwaukee, WI	St. Mary Parish, LA
Castle Pines, CO	Grants Pass, OR	Mineral Wells, TX	Sugar Land, TX
Cedar Park, TX	Greensboro, NC	Moab, UT	Sweetwater, TX
Centennial, CO	Greenville County, SC	Monroe, OH	Tangipahoa Parish, LA
Charleston County, SC	Groton, CT	Monroe County, FL	Topeka-Shawnee County, KS
Chattahoochee Hill	Grundy County, IL	Montgomery, TX	Town and Country, MO
Country, GA	Gunnison, CO	Morgan City, LA	Travelers Rest, SC
Chesterfield, MO	Harrisburg, NC	Nassau Bay, TX	Tullytown Borough, PA
Chesterfield County, VA	Harrisonburg, VA	New Albany, IN	Upper Southampton Twp, PA
Chicago, IL	Hays, KS	New Britain Township, PA	Valparaiso, IN
Cibolo, TX	Hedwig Village, TX	New Castle County, DE	Vinton, TX
Cincinnati, OH	Highland Park, TX	New Haven, CT	West University Place, TX
Clovis, NM	Highlands Commission, NJ	Newton County, GA	Westminster, CO
College Station, TX	Hillsborough County, FL	Northville Township, MI	Wharton, TX
Columbus, NE	Hitchcock, TX	Oakland, IA	Williams, CA
Commerce City, CO	Houston, TX	Oklahoma City, OK	Williamson County, TN
Copperas Cove, TX	Indian Creek, IL	Olathe, KS	Winter Park, CO
Corpus Christi, TX	Iowa Colony, TX	Oswego, IL	Zachary, LA
Covington, KY	Jacksonville, FL	Penndel Borough, PA	
Cortez, CO	Jefferson County, WV	Pennridge Area, PA	
Crystal Lake, IL	Jersey Village, TX	Perkasie Borough, PA	
Cuero, TX	Kansas City, KS	Pflugerville, TX	
DCA/DNR, FL	Kerrville, TX	Pinelands Commission, NJ	
Davie, FL	Kings Mountain, NC	Plainview, TX	
Dayton, TX	Kootenai County, ID	Pleasanton, TX	
Denver, CO	La Plata County, CO	Polk County, IA	
Dickinson, TX	Lake Charles, LA	Ponca City, OK	
	Lake County, IL		

CLIENT REVIEWS

"KKC is a terrific firm of passionate, experienced, and thoughtful planners and plan implementers. They are a pleasure to work with, and their work products are excellent. I would be pleased to recommend them for any planning or plan implementation project."

Honorable Henry Martinez
Former Mayor
City of Zachary, LA

"KKC was extremely knowledgeable on the subject, innovative, efficient and professional. The written materials presented to [Stafford] City Council and P&Z were of the highest quality."

Barkley Peschel
Former Vice President Greater
Fort Bend Economic Development
Council
Sugar Land, TX

Introduction

The Town of Alpine seeks a clear, user-friendly Land Use and Development Code (LUDC) that directly supports the community's vision and the goals of its recently adopted Master Plan. As Alpine continues to grow and adapt to changing development pressures, this project will preserve the strengths of the existing regulations while crafting new tools that protect Alpine's small-town character, natural setting, and high quality of life. The resulting code will be practical, easy to navigate, and grounded in the realities of Alpine—ensuring development aligns with community values and supports the town's long-term livability and economic vitality.

OUR PHILOSOPHY

The philosophy of Kendig Keast Collaborative (KKC) is simple: provide tailored, forward-thinking, and practical solutions to implement the community vision and solve the challenges confronting the Town of Alpine. The focus of our work will be the issues discovered through the master plan engagement processes, observed through reconnaissance and field study, and learned from our detailed assessment of the code and how it has performed to date. In addition:

- ◆ User-friendliness is first and foremost among the goals of the project. The code must result in processes that are timely, effective, equitable, and understandable. The code must be well-organized, sufficiently thorough and articulate, and written in plain English and in a manner that is easy to interpret and apply.
- ◆ The final product must be readily accessible, intuitive for layperson users, and made available in an interactive, online format.
- ◆ The new regulations must continue the diligence to achieve quality, affordable development that is enduring and responsible.
- ◆ The code should be definitive to elicit certainty and predictability, yet sufficiently flexible to accommodate site conditions and constraints, and other common considerations.

IMPLEMENTATION OF THE ADOPTED MASTER PLAN

The Town has recently completed its Comprehensive Master Plan, and the new Land Use and Development Code must now serve as the principal implementation tool for that adopted policy direction. KKC's role will be to translate the Master Plan's vision, land use framework, growth policies, and community character objectives into a complete, modern, legally defensible, and user-friendly LUDC.

KKC will focus on policy-to-code implementation, meaning evaluating the Master Plan to determine how the new LUDC should be structured to carry out the Town's adopted goals.

KKC's approach will ensure that the new LUDC:

- > Implements the adopted Master Plan and Future Land Use Map;
- > Translates policy direction into clear zoning districts, use regulations, dimensional standards, subdivision standards, procedures, and approval criteria;
- > Aligns the zoning map with the Town's adopted land use framework and desired growth pattern;
- > Provides clear standards for small-town character, housing, commercial development, environmental protection, wildfire mitigation, access, circulation, snow storage, drainage, and transitions between differing land uses;
- > Clarifies administrative responsibilities among staff, the Planning and Zoning Commission, Town Council, Design Review Committee, Building Official, and other applicable officials;
- > Eliminates inconsistencies, ambiguities, and conflicting provisions in the current LUDC; and
- > Creates a complete, stand-alone replacement code that is ready for adoption, publication, and future administration by Town staff.:

Throughout the project, KKC will coordinate closely with Town staff, the Planning and Zoning Commission, Town Council, and Town Attorney to ensure the new LUDC is consistent with Wyoming law, faithful to the adopted Master Plan, and practical for day-to-day administration. Final legal review and approval will remain the responsibility of the Town Attorney.

IMPLEMENTATION APPROACH

Translating Policy into Clear, Usable Regulations

The effectiveness of the new LUDC will depend not only on the quality of its individual provisions but also on how well the document functions as an integrated regulatory system. KKC will therefore approach the rewrite holistically, ensuring that zoning districts, use permissions, development standards, subdivision requirements, procedures, definitions, and administrative provisions work together seamlessly and without internal conflict.

Predictability and Ease of Administration

Particular attention will be given to improving predictability and ease of administration. We will consolidate and simplify where appropriate, replace subjective approval criteria with objective standards, eliminate redundant or conflicting provisions, and organize the document in a logical structure that is intuitive for applicants, staff, appointed officials, and the public. Modern tables, graphics, cross-references, and plain-language drafting techniques will be employed to make the Code easier to understand and apply while reducing the need for interpretation.

A Practical Tool for Long-Term Growth

As the drafting progresses, each article will be evaluated against the adopted Master Plan to verify that it advances the Town's long-term vision for growth, preserves Alpine's distinctive mountain character, protects natural resources and community assets, and provides sufficient flexibility to accommodate thoughtful development. The result will be a complete, internally consistent Land Use and Development Code that not only implements adopted policy but also serves as a practical day-to-day management tool capable of guiding high-quality development for decades to come.



PROJECT UNDERSTANDING

Alpine is at a pivotal moment. As one of Wyoming's fastest-growing communities, the Town is experiencing significant development pressure influenced by the Jackson/Teton region while seeking to preserve its small-town character, natural setting, community identity, and quality of life. The recently adopted Master Plan provides the policy foundation for addressing these pressures. The new Land Use and Development Code must now translate that direction into clear, modern, legally defensible regulations that guide growth in a manner consistent with Alpine's long-term vision.

The current LUDC—originally written nearly 20 years ago and amended many times since—no longer provides the clarity, predictability, organization, or modern regulatory structure needed to serve the Town effectively. Many provisions are internally inconsistent, overly discretionary, difficult to administer, or lacking the objective standards needed for consistent and defensible decision-making. Key issues include:

- ◆ *Overlapping authority and unclear administrative roles* among staff, the Planning and Zoning Commission, Town Council, Design Review Committee, Building Official, and other review bodies.
- ◆ *Missing or unclear development review procedures*, including completeness review, application processing steps, approval authorities, required findings, and hearing requirements.
- ◆ *Broad or subjective approval criteria* that should be replaced with clear, objective, and legally defensible standards.
- ◆ *PUD provisions and zoning district standards that should be modernized* to provide greater predictability, flexibility, open space protection, circulation, and design quality.
- ◆ *Lack of unified use and dimensional standards tables*, resulting in scattered, incomplete, or conflicting requirements.
- ◆ *Need for updated standards* addressing design, buffering, parking, landscaping, lighting, signage, access, circulation, connectivity, snow storage, drainage, steep slopes, riparian areas, wildfire mitigation, and transitions between differing land uses.
- ◆ *Subdivision standards that should be* rewritten into a coherent system addressing streets, utilities, drainage, easements, public improvements, development agreements, annexation, and approval criteria.
- ◆ *Need to align the zoning map with the adopted Master Plan*, Future Land Use Map, and updated zoning districts and overlays.

The new LUDC must function as more than a legal document. It must serve as a practical day-to-day administration tool for Town staff, appointed and elected officials, applicants, property owners, and the public. Planning and zoning administration in a small mountain community works best when procedures are clear, responsibilities are unambiguous, standards are internally consistent, and expectations can be communicated easily at the counter, in staff reports, and during public meetings.

KKC understands that the Town is not seeking a series of selected amendments or recommendations. The Town is seeking a complete, new, stand-alone replacement LUDC that is ready for adoption, publication, and future administration. Our work will therefore focus on preparing a fully integrated code with coordinated procedures, zoning districts, use regulations, development standards, subdivision regulations, definitions, graphics, tables, cross-references, and supporting provisions.

The result will be a modern, user-friendly, adoption-ready LUDC that implements the adopted Master Plan, improves consistency with Wyoming law, strengthens the Town's ability to manage growth, reduces uncertainty for applicants and neighbors, and provides Alpine with a durable regulatory framework for the next generation

Project Approach

Alpine desires a clearly organized, plainly written, and user-friendly Land Use & Development Code that serves residents, applicants, staff, and decision-makers alike. The updated regulations must align with the Town's Master Plan, translate its policies into practical standards, and provide the tools needed to guide growth in a way that preserves Alpine's small-town character and extraordinary natural setting.

As one of the fastest-growing communities in Wyoming, Alpine requires development regulations that offer clarity, predictability, and modern structure—ensuring that land-use decisions are consistent, defensible, and easy to administer. These updates will strengthen the readability, usefulness, and effectiveness of the LUDC, helping Alpine manage increasing development pressure while protecting the qualities that make it a desirable and distinctive mountain community.

Consistent with the re-released RFP, the Scope of Services is organized around one required Phase 1 assignment: preparation of a complete, new Land Use and Development Code for Alpine. The work is structured to satisfy the Town's defined scope, anticipated budget, review process, and deliverable requirements, while reserving online publishing and digital implementation services for a separately priced Phase 2.

PHASE 1: COMPREHENSIVE LUDC REWRITE

A New Code for Adoption and Long-Term Administration

Phase 1 will prepare a fully integrated replacement LUDC that implements the adopted Master Plan, modernizes development regulations, improves usability, and strengthens consistency with Wyoming law. The work will not be limited to amendments, selected corrections, or recommendations. It will produce a complete adoption-ready code.

Primary Phase 1 emphasis:

- > *Translating the Master Plan* into clear zoning, subdivision, procedural, and development standards.
- > *Improving organization*, cross-references, definitions, tables, numbering, and internal consistency.
- > *Clarifying responsibilities* among staff, the Planning and Zoning Commission, Town Council, Design Review Committee, Building Official, and other review bodies.
- > *Simplifying application processing*, completeness review, approval criteria, hearings, appeals, and enforcement.
- > *Modernizing districts*, uses, dimensional standards, PUD provisions, subdivision regulations, and zoning map recommendations.
- > *Addressing Alpine-specific issues* such as wildfire mitigation, steep slopes, riparian protection, drainage, snow storage, access, circulation, connectivity, transitions, and community character.
- > *Preparing graphics*, tables, and illustrations where useful to improve clarity and administration.

Phase 1 deliverables:

- > Code Audit Memorandum.
- > Administrative Draft, Public Review Draft, Revised Draft, and Final Adoption Draft.
- > Adoption ordinance, meeting materials, final project summary, and zoning map exhibits.
- > Final LUDC in editable Microsoft Word and searchable PDF formats, with all tables, graphics, definitions, appendices, and cross-references incorporated.

Optional Phase 2:

Optional Phase 2 services, including enCodePlus publishing, GIS integration, public search tools, administrative editing, staff training, and ongoing maintenance, will be priced separately and excluded from the Phase 1 fee.

A Complete Replacement LUDC Within the Phase 1 Scope

KKC's approach is organized around the Town's stated objective: a complete, new, stand-alone Land Use and Development Code that replaces the existing LUDC and implements the adopted Master Plan. Our focus will be on delivering an integrated, adoption-ready code within the Town's Phase 1 scope and budget.

The process will begin with:

- > Review of the adopted Master Plan and Future Land Use Map;
- > Evaluation of the current LUDC, procedures, districts, and standards;
- > Identification of conflicts, gaps, ambiguities, statutory issues, and implementation barriers; and
- > Preparation of a Code Audit Memorandum to guide the new code structure.

Drafting an Integrated Regulatory System

The new LUDC will be drafted as a coordinated regulatory system, not a set of separate amendments. KKC will prepare updated procedures, zoning districts, use regulations, development standards, subdivision regulations, definitions, graphics, cross-references, and zoning map recommendations.

Clear Standards for Alpine's Local Context

Particular attention will be given to Alpine's mountain-community setting, including wildfire mitigation, steep slopes, drainage, riparian protection, access, circulation, connectivity, snow storage, land use transitions, PUD reform, and small-town character. These standards will be written to provide clear expectations for applicants while giving staff and decision-makers practical tools for consistent administration.

Usability, Predictability, and Legal Defensibility

The new LUDC will emphasize plain-language drafting, logical organization, objective approval criteria, coordinated definitions, and easy-to-use tables and graphics. This will reduce ambiguity, improve predictability for applicants and residents, and strengthen the Town's ability to make defensible decisions under Wyoming law.

Engagement, Review, and Adoption

The project will include structured engagement with staff, the Planning and Zoning Commission, Town Council, stakeholders, and the public. KKC will prepare the Administrative Draft, Public Review and Revised Drafts, and Final Adoption Draft, and will assist with meetings, hearings, presentation materials, adoption documents, and final revisions.

Phase 2 Digital Implementation

Optional digital implementation services will be presented separately as Phase 2, consistent with the RFP. These may include online code publishing, enCodePlus implementation, digital migration, GIS integration, parcel-based zoning lookup, public-facing search tools, administrative editing tools, accessibility support, staff training, and ongoing maintenance.

SERVICE DELIVERY

APPROACH

- ◆ Provision of monthly progress reports describing the project status and documenting significant work accomplished and scheduled activities.
- ◆ Preparation of a project schedule that ensures steady progress while assuring adequate time for involvement and meaningful review prior to the public hearings.
- ◆ Timely submittal of deliverables in strict adherence with the project schedule.
- ◆ Design of an iterative process whereby draft deliverables are prepared, reviewed, and discussed individually at public meetings. Therefore, the plan is drafted in a step-wise process.
- ◆ An initial discovery and reconnaissance phase to document key community issues and discovered through intensive public involvement and consultant reconnaissance.
- ◆ A Town Council briefing midway through the project to provide a status report and allow dialogue about the direction and outcomes of the plan.

SUMMARY TABLE: PHASE 1 LUDC REWRITE AND PHASE 2 DIGITAL IMPLEMENTATION

Task / Scope Element	Phase 1: Required LUDC Rewrite	Phase 2: Digital Implementation
Complete stand-alone replacement LUDC	✓	—
Master Plan implementation	✓	—
Code audit and diagnostic assessment	✓	—
Updated procedures and approval criteria	✓	—
Zoning district and overlay modernization	✓	—
Unified use table	✓	—
Unified dimensional standards table	✓	—
Development standards	✓	—
Subdivision regulations	✓	—
PUD reform	✓	—
WUI / wildfire mitigation standards	✓	—
Steep slope, drainage, and riparian standards	✓	—
Snow storage, access, circulation, and connectivity standards	✓	—
Graphics, diagrams, and tables	✓	—
Zoning map recommendations	✓	—
Adoption-ready ordinance documents	✓	—
Final Word and PDF versions	✓	—
Online code publishing	—	✓
enCodePlus platform implementation	—	✓
Interactive GIS / parcel zoning lookup	—	✓
Public-facing search tools	—	✓
Administrative editing tools	—	✓
Staff training and technical support	—	✓

Scope of Services

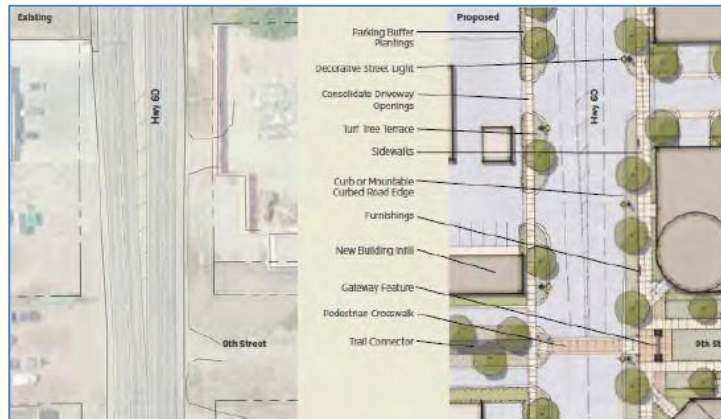
KKC will combine Town staff's day-to-day knowledge of Alpine with our national code drafting experience to prepare a complete, stand-alone LUDC that implements the adopted Master Plan, improves usability, and strengthens consistency with Wyoming law.

The LUDC rewrite will be led by experienced planners, code drafters, urban designers, GIS specialists, and facilitators focused on producing a practical, legally defensible, adoption-ready code with clear procedures, modern standards, useful tables and graphics, and a durable framework for future growth.

Consistent with the re-released RFP, Phase 1 will focus on the comprehensive LUDC rewrite in editable Word and searchable PDF formats. Optional digital implementation services will be addressed separately as Phase 2 and excluded from the Phase 1 budget.

OPTIONAL – COMMUNITY CHARACTER WORKSHOP

KKC would facilitate a focused, visual design workshop to help the Town identify desired small-town character outcomes and translate those preferences into clear, implementable zoning standards. By testing alternatives on real sites and grounding zoning decisions in a shared



understanding of community character, the workshop will provide consensus-driven direction that strengthens local identity, aligns future development with community values, and supports a more predictable regulatory framework.

Workshop Components:

- » *Visual Preference + Character Mapping:* Identify preferred building forms, streetscapes, transitions, and broader neighborhood character through curated images and mapping exercises.
- » *Scenario Sketching + Site Tests:* Illustrate potential build-out options, building form considerations, and circulation patterns using a priority site in town to evaluate how zoning choices influence outcomes.
- » *Design Standards Discussion:* Explore dimensional standards, frontage types, building massing, parking placement, and development quality to determine which tools best achieve the desired character.
- » *Summary Memorandum:* Provide a concise summary of workshop findings, visuals, and recommended design directions to guide drafting of updated zoning standards.

PHASE 1 – COMPREHENSIVE LUDC REWRITE

TASK 1.1 PROJECT INITIATION + ORIENTATION

Task 1.1 launches the project by confirming expectations, refining objectives, and establishing the coordination structure needed to guide the comprehensive LUDC rewrite from initiation through adoption.

Deliverables:

- *Project schedule*

Meetings:

- *CAT Meeting #1 (on-site)*
- *Stakeholder Group (on-site)*
- *Staff-guided tour*

- > **Kickoff Meeting:** A virtual kickoff session with a Code Advisory Team (CAT) made up of the Mayor, Planning & Zoning Administrator, Planning and Zoning Commission Chair, Design Review Committee Chair, Public Works Director, Ordinance Enforcement Officer, Town Attorney, and KKC to:
 - Confirm project goals and desired outcomes.
 - Review the adopted Master Plan and its implementation priorities.
 - Establish communication protocols, review procedures, and meeting schedules.
 - Identify needed materials, data, maps, ordinances, and legal review coordination.
- > **Council-Appointed Stakeholder Group Meeting:** KKC will participate in a meeting with a Town Council-appointed stakeholder group to gather early input on community priorities, regulatory concerns, and practical issues with the current LUDC. The group may include landowners, developers, business owners, residents, builders, design professionals, neighborhood representatives, and others identified by the Town. Key discussion topics may include:
 - Development review challenges and procedural bottlenecks.
 - Neighborhood compatibility, small-town character, and design expectations.
 - Opportunities to improve clarity, predictability, fairness, and ease of administration.
- > **On-Site Reconnaissance.** Concurrent with Tasks 2 and 3, KKC will conduct an on-site field reconnaissance visit to observe existing land use patterns, development conditions, circulation and access issues, subdivision layouts, environmental constraints, and the visual and physical character that defines Alpine. This on-the-ground assessment will help verify where the current LUDC succeeds, where it creates friction, and where regulatory improvements are most needed to support the Town's adopted goals. Key components include:
 - *Evaluation of Key Corridors & Nodes:* Examination of U.S. Highway 26/89 corridors, commercial nodes, mixed-use areas, legacy subdivisions, and redevelopment opportunities.
 - *Neighborhood Pattern Assessment:* Review of housing diversity, block patterns, lot sizes, setbacks, transitions, and compatibility issues between residential and non-residential areas.
 - *Environmental & Hazard Context:* Field observation of wildfire-prone areas, steep slopes, riparian zones, drainage concerns, and other environmental features that influence standards and overlays.
 - *Subdivision and Infrastructure Issues:* Observation of street design, connectivity limitations, snow storage practices, parking patterns, and utility coordination.
 - *Photographic Documentation:* KKC will capture representative photographs to support drafting of standards and illustrate issues noted in the Code Audit Memorandum.

TASK 1.2. DIAGNOSTIC REVIEW + PRIORITY RESOLUTIONS

Task 1.2 evaluates the existing LUDC, identifies deficiencies and conflicts, and establishes the technical foundation for preparing a complete, integrated replacement code that improves clarity, defensibility, usability, and administration.

> **Code Structure and Organization:**

- Evaluate the current LUDC structure, article organization, numbering, and internal hierarchy.
- Identify provisions that should be retained, revised, relocated, or removed.
- Identify inconsistencies, redundancies, and ambiguities.
- Review opportunities for unified tables, coordinated definitions, and improved formatting.
- Establish recommended changes needed to support a replacement LUDC.

> **Regulatory and Administrative Assessment:**

- Review administrative roles, approval authorities, and development review procedures.
- Evaluate consistency with Wyoming statutes and applicable public hearing requirements.
- Evaluate zoning districts, overlays, use regulations, development standards, subdivision provisions, PUD standards, and zoning map alignment.
- Prepare a Code Audit Presentation summarizing findings, recommendations, and priority drafting direction.

TASK 1.3. CODE FRAMEWORK / ANNOTATED OUTLINE

Task 1.3 establishes the organizational framework for the new LUDC by translating the Code Audit findings, adopted Master Plan direction, and Town priorities into a clear structure for drafting the complete replacement code.

> **Subtasks:**

- Prepare a recommended hierarchy of articles, divisions, sections, tables, definitions, appendices, and supporting provisions.
- Identify where existing provisions should be retained, revised, consolidated, relocated, rewritten, or removed.
- Define the proposed structure for administration, procedures, zoning districts, use regulations, development standards, subdivision regulations, definitions, and zoning map implementation.
- Deliver a concise annotated outline summarizing the proposed organization, rationale, major policy choices, and implications for drafting.

TASK 1.4. DRAFTING OF THE NEW LUDC

Task 1.4 prepares a complete, integrated, adoption-ready LUDC that replaces the existing code and implements the adopted Master Plan through modern procedures, districts, standards, and regulations.

> **Subtasks:**

- Draft modern zoning districts, use regulations, unified use tables, and use-specific standards aligned with the Master Plan;
- Update definitions, graphics, tables, and cross-references to improve clarity and usability;
- Develop coordinated development and subdivision standards addressing dimensional requirements, parking, landscaping, buffering, lighting, signage, environmental protection, wildfire mitigation, access, circulation, connectivity, drainage, and snow storage;
- Prepare updated administration and development review procedures, including approval authorities, application requirements, public hearings, appeals, enforcement, and decision standards; and
- Prepare recommended zoning map revisions and other supporting materials necessary for a complete, stand-alone replacement LUDC.

Deliverables:

- *Code Audit Presentation*

Meetings:

- *CAT Meeting #2 (virtual)*

Deliverables:

- *Annotated Outline*

Meetings:

- *Staff discussion (virtual)*

Deliverables:

- *Administrative Drafts (2)*

Meetings:

- *CAT Meeting #3 (on-site)*
- *CAT Meeting #4 (virtual)*
- *Stakeholder Group (2)*

Deliverables:

- Zoning Map Input
- Digital Interactive GIS Map (Optional Phase 2)

Meetings:

- Staff discussion (virtual)

Deliverables:

- Public Review Draft
- Final Adopted Draft

Meetings:

- Planning & Zoning Commission and City Council Work Session (virtual)
- Joint Planning & Zoning Commission and City Council Public Hearing (on-site)
- Separate meetings are on an Additional Services basis

TASK 1.5. ZONING MAP EVALUATION

Task 1.5 evaluates the Town's Official Zoning Map for consistency with the adopted Master Plan and proposed LUDC and prepares adoption-ready revisions to support the new regulatory framework.

- > Review the existing Official Zoning Map for accuracy, clarity, and consistency with the proposed LUDC;
- > Identify recommended changes to zoning district boundaries, overlays, and classifications needed to implement the adopted Master Plan; and
- > Coordinate zoning map updates with revised districts, land use regulations, and development standards.

TASK 1.6. DRAFT REVIEW, REFINEMENT + ADOPTION SUPPORT

Task 1.6 advances the draft LUDC through staff review and the adoption process, resulting in a complete, coordinated, and adoption-ready document.

- > **Draft Review and Adoption Assistance:**
 - Prepare and present the Public Review and Final Adoption Drafts of the LUDC;
 - Facilitate work sessions with Town staff, the Planning and Zoning Commission, and Town Council to gather feedback and build consensus;
 - Revise the draft code in response to comments, legal review, and policy direction while maintaining internal consistency;
 - Prepare presentation materials, adoption-ready ordinance documents, and supporting exhibits for public hearings and ordinance readings; and
 - Assist the Town through final adoption by coordinating with staff and the Town Attorney, incorporating final revisions, and delivering the completed LUDC in editable Microsoft Word and searchable PDF formats.

SUMMARY OF SCOPE HIGHLIGHTS

This scope provides a clear path to a complete, adoption-ready replacement LUDC that improves clarity, usability, consistency, and legal defensibility while implementing Alpine's adopted Master Plan.

- > A diagnostic foundation identifying conflicts, gaps, outdated standards, and administrative challenges.
- > A structured code framework organized around clear procedures, modern districts, unified tables, coordinated definitions, and practical standards.
- > Updated zoning, subdivision, development, environmental, wildfire, access, circulation, snow storage, and design provisions tailored to Alpine's mountain-community context.
- > Improved procedures and approval criteria that provide clearer expectations for applicants and stronger tools for staff and decision-makers.
- > Adoption-ready deliverables, including complete drafts, final Word and PDF versions, zoning map guidance, graphics, tables, and supporting materials.

PHASE 2 –DIGITAL IMPLEMENTATION SERVICES

TASK 2.1. DIGITAL PLATFORM IMPLEMENTATION

Implement the adopted LUDC within the enCodePlus platform to create an interactive, searchable, and user-friendly online experience.

> **Subtasks:**

- Configure a custom cloud-hosted LUDC website.
- Import and publish the adopted code with full formatting and navigation.
- Build searchable tables of contents, cross-references, hyperlinks, and bookmarks.
- Optimize the platform for desktop and mobile devices.
- Provide accessibility-compliant (ADA/WCAG) presentation of online content.

TASK 2.2. LUDC NAVIGATOR (PUBLIC-FACING CODE SEARCH)

Develop a customized Navigator that organizes the LUDC into intuitive topics, procedures, districts, and standards, enabling users to quickly locate and understand applicable regulations.

> **Subtasks:**

- Build a topic-based navigation structure tailored to the Town's LUDC;
- Organize content by zoning districts, land uses, development standards, and review procedures;
- Create direct links between related sections, tables, graphics, and definitions;
- Improve usability through guided navigation and reduced reliance on keyword searches; and
- Provide staff, applicants, officials, and the public with a faster, more intuitive research experience.

TASK 2.3. AI KNOWLEDGE ADVISOR

Develop the AI Knowledge Advisor, an interactive tool that allows users to ask questions about the LUDC and receive document-based guidance grounded in the adopted Code.

> **Subtasks:**

- Configure the AI Knowledge Advisor to reference applicable LUDC provisions, definitions, procedures, standards, tables, and cross-references;
- Enable users to ask questions by zoning district, land use, development topic, procedure, or project type;
- Provide organized responses that identify relevant Code sections and summarize applicable requirements;
- Support applicants, staff, and decision-makers with clearer, faster, and more consistent Code interpretation; and
- Reduce research time while improving access to regulatory information.
- **Optional:** Incorporate the Comprehensive Master Plan so users may ask questions that draw from both the LUDC and adopted policy guidance, helping connect regulatory requirements with the Town's long-range goals and implementation priorities.

TASK 2.4. GIS ZONING ANALYST AND LOOKUP TOOL

Build the GIS Zoning Analyst using the GIS data provided by Jorgenson to provide parcel-based access to zoning information and applicable regulations through an online interactive map interface.

Code Maintenance and Codification:

Following adoption, enCodePlus will serve as the Town's long-term codification partner, maintaining the LUDC and ensuring that all amendments are accurately incorporated, published, and preserved in a current, legally organized format.

Subtasks:

- Codify adopted ordinances and amendments into the official LUDC in a timely manner;
- Maintain amendment histories, archived versions, and document cross-references;
- Publish updated code content to the online platform with integrated navigation and search tools;
- Manage document formatting, numbering, hyperlinks, and internal consistency to preserve code integrity; and
- Ensure long-term data ownership, secure hosting, reliable backups, and ongoing platform support and maintenance

Deliverables:

- *Digital Interactive GIS Map*
- *AppTrak+ Application Intake, Review and Management*
- *Admin Portal*

Subtasks:

- > Build a GIS Online interactive interface including public road, parcels and addressing data from Lincoln County.
- > **OPTIONAL:** Build and incorporate additional layers of information to the Town's GIS Zoning Analyst:
 - Future Land Use Plan (GIS data provided by Cushing Terrell);
 - LiDAR 3D Data Portal provides access to 2-foot contour and Digital Terrain Model;
 - Wetlands, riparian, and deepwater habitats;
 - Geological hazards including earthquakes, faults, and landslides;
 - Groundwater data; and
 - Oil and gas fields, wells, and pipelines.
- > Integrate the GIS data with the Town zoning districts and display parcel-specific zoning information within an interactive map environment;
- > Link mapped properties directly to applicable LUDC use and dimensional standards; and
- > Provide a modern, map-based interface that improves transparency and public access to regulatory information.

TASK 2.5. APPTRAK+ APPLICATION TRACKING + REVIEW MANAGEMENT

Develop and configure enCodePlus' AppTrak+, a web-based application tracking and review management tool that helps Town staff organize, monitor, and manage development applications from intake through final action.

Subtasks:

- > Configure application types, review steps, status categories, and routing milestones consistent with the updated LUDC;
- > Establish application intake fields, submittal requirements, completeness review checkpoints, and staff review workflows;
- > Provide staff with tools to track application status, review comments, deadlines, decisions, and pending action items;
- > Support applicant-facing or internal project status summaries, as determined by the Town; and
- > Improve transparency, coordination, accountability, and consistency in development review administration.

TASK 2.6. ADMINISTRATIVE TOOLS, CODIFICATION, TRAINING + ONGOING MAINTENANCE

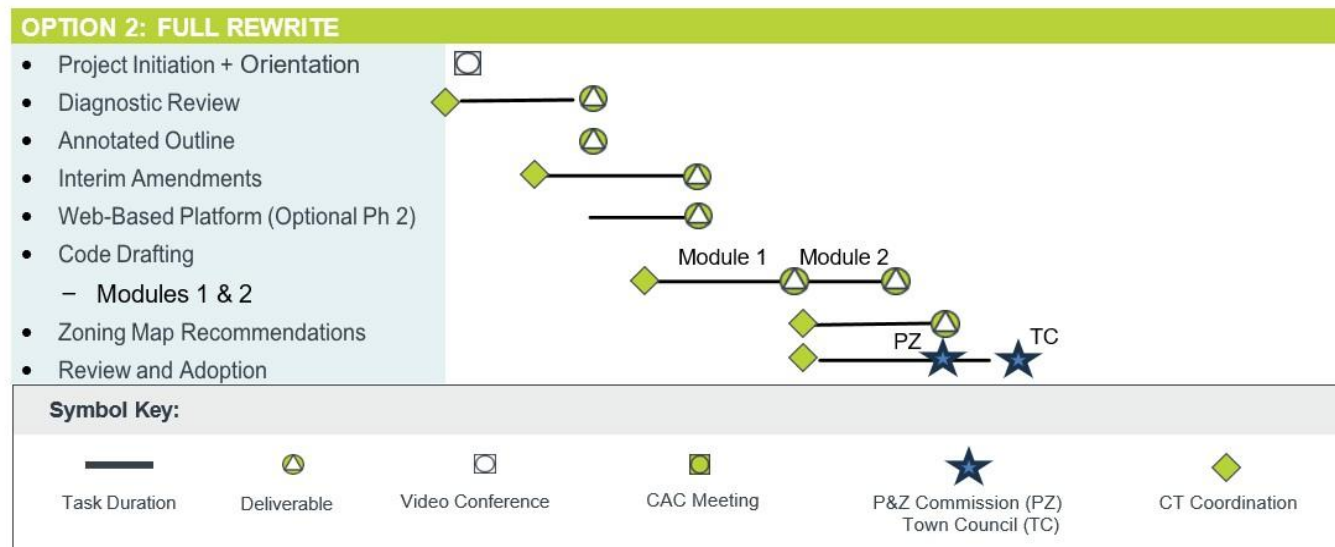
Implement the administrative tools, codification support, training, and ongoing maintenance services needed to support the long-term use and management of the enCodePlus platform after the LUDC is adopted and published.

Subtasks:

- > Configure administrative editing tools that allow authorized Town staff to manage limited content updates, supporting materials, links, and related information;
- > Provide staff training on platform navigation, administrative tools, codification procedures, content management, and ongoing use of the system;
- > Codify adopted ordinances, amendments, corrections, and future LUDC updates for publication in the enCodePlus platform;
- > Provide ongoing maintenance services, including hosting, technical support, software updates, security updates and routine platform management.

Project Schedule

KKC would collaborate with Town staff to develop a workable and detailed project scope and schedule for the Land Use & Development Code Update. Given our experience in projects for comparable communities of similar size and context, we are confident that the project can be completed within a 12-month timeframe from official contract execution and notice- to-proceed. We are proposing to complete a public hearing draft within 10 months, leaving a two-month period for review and consideration.



Project Budget

We are pleased to submit the following Project Budget to prepare a new Land Use & Development Code, together with the budget for Optional Phase 2, Digital Implementation Services.

PHASE 1 - COMPREHENSIVE LUDC REWRITE		BUDGET	
TASK 1.1: PROJECT INITIATION + ORIENTATION			
Kick-Off Meeting + Council-Appointed Stakeholder Group Meeting		\$2,600	
On-Site Reconnaissance		\$1,800	
TASK 1.2: DIAGNOSTIC REVIEW + PRIORITY RESOLUTIONS			
Regulatory and Administrative Assessment		\$8,600	
TASK 1.3: CODE FRAMEWORK / ANNOTATED OUTLINE			
Annotated Outline		\$6,400	
TASK 1.4: DRAFTING OF THE NEW LUDC			
LUDC Reorganization & Reformatting		\$5,500	
Drafting & Illustrations		\$64,700	
Consolidated Draft		\$11,100	
Meetings		\$9,800	
TASK 1.5: ZONING MAP EVALUATION			
Recommended Changes		\$2,200	
TASK 1.6: DRAFT REVIEW, REFINEMENT + ADOPTION SUPPORT			
Public Hearing Draft		\$7,800	
Planning & Zoning Commission Hearing		\$8,000	
Town Council Hearing + Adoption		\$6,300	
PHASE 1 TOTAL		\$134,800	
PHASE 2 – DIGITAL IMPLEMENTATION SERVICES		ONE-TIME	ANNUAL
TASK 2.1: DIGITAL PLATFORM IMPLEMENTATION			
Design, Configuration and Population LUDC		\$2,250	\$0
Accessibility Compliance		--	\$250
TASK 2.2: LUDC NAVIGATOR (PUBLIC-FACING CODE SEARCH)			
Navigator Design, Build and Launch		\$3,000	\$0
TASK 2.3: AI KNOWLEDGE ADVISOR			
LUDC AI Training and Testing		\$2,000	
TASK 2.4: GIS ZONING ANALYST AND LAND USE LOOKUP TOOL			
GIS Interactive Interface		\$3,500	\$2,000
Optional Data Layers		\$1,500	--
TASK 2.5: APPTRAK+ APPLICATION TRACKING + REVIEW MANAGEMENT			
LUDC Configuration		\$5,000	\$500
TASK 2.6: ADMINISTRATIVE TOOLS, CODIFICATION, TRAINING + ONGOING MAINTENANCE			
Staff Training (Remote)		\$500	
Hosting, Support, Software Updates and Routine Management		--	\$1,500
PHASE 2 TOTAL		\$17,750	\$4,250

The budget is established by project task and includes all labor and direct expenses. It assumes the Town will have the capacity to accommodate our data needs requests and scheduling to optimize use of our on-the-ground time, (e.g., coordination activities, work sessions and meetings concentrated within consecutive days and evenings, etc.). **This budget is subject to adjustment if the scope of services is modified, additional meetings or deliverables are requested, project assumptions change, or delays occur that require additional coordination, travel, or professional services.**



KKC'S SUCCESS

KKC has earned a reputation for its innovation and repeated success in solving problems of varying complexities. The pursuit of our practice is:



**Good Land
Stewardship**



**Conservation
of Resources**



**Preservation and
Enhancement of Community
Character**



**Safeguarding
Neighborhood Integrity**



**Ensuring
Fiscal Responsibility**

Our Success and Reputation

KKC has been recognized for plan making and development code preparation by the national organization of the American Planning Association (APA), state chapters and local sections of APA, and the National Association of Counties, among other entities. Awards exemplify our commitment to quality results that exceed the expectations of our clients and merit recognition for their innovation, comprehensiveness, and successful outcomes. A partial list of our meritorious recognition:

AWARDS

- ◆ **2025 KENTUCKY APA OUTSTANDING PLAN AWARD**
City of Paducah and McCracken County, KY
Joint Comprehensive Plan
- ◆ **2023 GREAT AMERICAN MAIN STREET AWARD**
Florence, SC
Downtown Plans
- ◆ **2022 AMERICAN PLANNING ASSOCIATION'S (APA) DANIEL BURNHAM AWARD**
Greenville, SC
GSO 2040 Comprehensive Plan
- ◆ **2022 HOUSTON APA COMMUNITY OF THE YEAR**
Fulshear, TX
Comprehensive Plan, Major Thoroughfare Plan, and
Coordinated Development Ordinance
- ◆ **2021 KENTUCKY APA OUTSTANDING PROJECT, PROGRAM, OR TOOL**
Covington, KY
Neighborhood Development Code
- ◆ **2020 OKLAHOMA APA OUTSTANDING PLAN**
Claremore, OK
Comprehensive Plan and Special Districts Plan
- ◆ **2020 TEXAS APA COMMUNITY OF THE YEAR**
Dayton, TX
Comprehensive Plan, Downtown Revitalization Plan, Parks Master Plan, and
Unified Development Code

Project Team

KKC maintains an intentionally small firm so that we can provide exemplary service to our clients and ensure the direct involvement of firm principals on all projects. We also maintain a multi-disciplined team so we can address a wide range of issues related to community planning, design and implementation. KKC's staff includes specialists in comprehensive planning, urban design, economic development, land development regulations, historic preservation, architecture, landscape architecture, geographic information systems (GIS), technical illustration, and website and graphic design.



Brian Mabry, AICP

Code Practice Leader
Project Principal-In-Charge
Subdivision Ordinance
Leader / Drafter



Ashley Woolsey

Advanced Associate
Ordinance Drafter



**Bret C. Keast,
AICP**

Owner And CEO
Project Technical Advisor



Jennifer Mak

AIA, NCARB, AICP
LEED Green Associate Architect and
Senior Urban Designer / Ordinance Drafter

Brian Mabry, AICP - Brian has drafted clear, practical, and enforceable development regulations for local governments since 2001. With experience in both the public and private sectors, he understands the realities of day-to-day zoning administration and the importance of responsive client service. He advocates for simplified regulations, appropriate administrative approvals, and hybrid codes that combine the familiarity of Euclidean zoning with the flexibility of performance standards and the design focus of form-based approaches.

Ashley Woolsey - Ashley brings practical public-sector experience in zoning administration and development review, giving her a strong understanding of how regulations function in day-to-day application. Her project experience includes updates to community zoning ordinances and participation in master parks and recreation planning efforts, where she has worked to align regulatory frameworks with community vision and implementation capacity. Ashley is particularly focused on crafting clear, user-friendly development regulations that support predictable outcomes, streamline administrative review, and empower local staff to administer the code effectively while advancing community objectives.

Bret C. Keast, AICP – Bret brings 37 years of experience in public- and private-sector planning practice since 1989. His career includes leadership roles with the Northland Regional Council of Governments, the City of Olathe, Kansas, and Wilbur Smith Associates, where he served as National Practice Leader for Community Planning. Bret's work focuses on comprehensive planning, zoning and land development ordinances, transportation and special area planning, plan implementation, and public engagement. He is a contributor to *Community Character: Principles for Design and Planning* (Island Press) and a frequent presenter at state and national planning conferences and regional workshops.

Jennifer Mak, AIA, NCARB, AICP - Jennifer is an Architect and Planner with public- and private-sector experience since 2008, with a background in planning, urban design, and construction administration across civic, education, mixed-use, transportation, hospitality, and residential projects. Since joining Kendig Keast Collaborative in 2022 as a Senior Urban Designer, she has supported zoning and land development codes, parks and recreation plans, historic preservation, and design guidelines nationwide, with an emphasis on sustainable design and inclusive community engagement.

Web-Based Platform

How enCodePlus Supports the Town of Alpine During and After the LUDC Rewrite

As the Town of Alpine undertakes a comprehensive rewrite of its Land Use and Development Code (LUDC), enCodePlus provides a practical platform that supports the Town throughout drafting, review, adoption, and long-term administration of the code.

- ✓ **Supporting Collaborative Drafting** — During the LUDC rewrite, enCodePlus functions as a shared drafting and review environment for Town staff, elected officials, and the consultant team. Draft sections can be uploaded and organized as they are developed, allowing all participants to review the same materials in a clear, structured format. This reduces version confusion, shortens review cycles, and helps ensure that policy direction, development standards, and procedures remain aligned as the code evolves.
- ✓ **Publishing Interim Drafts** — enCodePlus allows the Town to publish interim and working drafts of the LUDC in a web-based format for internal or public review. Rather than navigating lengthy PDFs, reviewers can easily search, navigate, and understand how individual sections relate to one another. This improves transparency, supports informed discussion, and helps boards, commissions, and the public engage more effectively during the rewrite process.
- ✓ **Seamless Transition from Draft to Adoption** — Because enCodePlus is used during drafting, the transition from draft code to adopted code is seamless. Once the LUDC is adopted, it is immediately available as Alpine's official, interactive code—eliminating delays, reformatting, or conversion costs that often occur after adoption. This ensures immediate public access and continuity from development to implementation.
- ✓ **A Practical Code for Everyday Use** — After adoption, enCodePlus provides Alpine with a modern, interactive LUDC designed for daily use by staff, applicants, decision-makers, and the public. Users can search by topic, follow embedded cross-references, and easily locate applicable standards, procedures, and definitions. This improves clarity, reduces misinterpretation, and supports consistent administration of the code over time.
- ✓ **Long-Term Value to the Town** — Beyond adoption, enCodePlus supports ongoing maintenance of the LUDC, including ordinance updates, housekeeping amendments, and archiving of prior versions. The platform helps reduce staff time spent answering basic navigation questions, improves predictability for applicants, and strengthens transparency for the community.

enCodePlus Features Beneficial to Alpine Over Time

- **Core Code Access & Navigation**
 - Interactive, web-based LUDC (no static PDFs)
 - Keyword search across all code sections
 - Hyperlinked cross-references between related standards
 - Integrated definitions and references
 - Mobile- and tablet-friendly access
- **Staff & Applicant Tools**
 - Clear procedural pathways tied to applicable standards
 - Reduced reliance on staff interpretation through embedded references
 - Faster onboarding for new staff and appointed officials
 - Improved predictability for applicants and designers
- **Decision-Maker Support**
 - Clear, organized code structure for Planning Commission and Town Council
 - Reduced confusion during hearings and deliberations
 - Easy access to all applicable standards in one place
- **Future-Ready Capabilities (Optional Enhancements)**
 - Integration with zoning maps and parcel-based lookups
 - Visual aids and graphics embedded directly in code sections
 - Administrative dashboards for managing updates
 - Compatibility with accessibility standards (WCAG compliance)
 - Long-term support for code diagnostics and refinements

Example Client Sites

- [Gillette, WY City Code](#)
- [Winter Park, CO Unified Development Code](#)
- [Winter Park, CO Design Guidelines](#)
- [Littleton, CO City Code, Charter and ULUC](#)
- [Durango, CO Comprehensive Plan and LUDC](#)



July 21, 2026

Mayor and Members of the Town Council
Town of Alpine
250 River Circle
Alpine, Wyoming 83128

Re: Qualifications and Interest—New Land Use and Development Code

Dear Mayor and Members of the Town Council:

On behalf of Kendig Keast Collaborative, I am pleased to express our strong interest in preparing Alpine's new Land Use and Development Code (LUDC). We recognize that this is more than a regulatory drafting assignment. It is an opportunity to provide the Town with a practical framework for managing growth while protecting the qualities that make Alpine a distinctive and desirable community.

Our Understanding of Alpine

Alpine is at a pivotal point. The Town is experiencing development pressure influenced by the broader Jackson and Teton County region, including rising housing costs, second-home demand and changing market expectations. At the same time, Alpine remains a close-knit mountain community that values:

- Its natural setting and scenic character;
- A small-town scale and strong sense of community;
- Housing opportunities for local families and workers;
- Responsible economic development; and
- Growth that strengthens, rather than diminishes, Alpine's identity.

The new LUDC must balance these priorities—accommodating appropriate growth and investment without producing suburban or resort-style development that is inconsistent with Alpine's character.

What the New Code Must Accomplish

We understand that Alpine needs a complete, integrated and user-friendly LUDC that:

- Implements the recently adopted Comprehensive Master Plan;
- Coordinates zoning, subdivision and development standards;
- Addresses housing, design, transportation, infrastructure and neighborhood compatibility;
- Responds to wildfire, steep slopes, riparian areas, drainage and snow-storage conditions;
- Establishes predictable review procedures and objective approval criteria;

www.kendigkeast.com

- Clearly assigns responsibilities among staff, boards, commissions and the Town Council; and
- Can be administered efficiently by a small municipal staff.

Most importantly, the LUDC must provide applicants, property owners, staff, appointed officials and the public with greater clarity, consistency and confidence in the development process.

KKC's Experience and Approach

KKC brings more than four decades of nationwide planning and regulatory experience, including extensive work with small towns, rural jurisdictions and communities facing rapid growth, housing pressures and threats to established community character.

Our work is distinguished by the direct connection we make between planning and implementation. We will translate Alpine's Master Plan into:

- Place-specific zoning districts and development standards;
- Clear and defensible review procedures;
- Practical housing and development strategies;
- Standards that protect Alpine's natural and community assets; and
- Regulations that produce the physical character and development quality the Town intends.

Our character-based approach considers building form, scale, streetscape, site design, use and district transitions, circulation, open space and amenities, and the relationship between development and the surrounding natural environment. The objective is not simply to regulate land use, but to help ensure that future development reinforces Alpine's identity.

A Multidisciplinary, Local-Government Perspective

KKC's team includes professionals with backgrounds in:

- Community and town planning;
- Zoning and land-use administration;
- Architecture and urban design;
- Economics and economic development;
- Housing;
- Transportation; and
- Land-use law.

A majority of our staff members have worked directly for local government. They understand what it means to administer regulations at the counter, prepare staff reports, advise commissions and councils, respond to applicants and residents, and support decisions based on the adopted LUDC. This public-sector experience helps us draft regulations that are not only legally and technically sound, but also practical to administer.

A One-of-a-Kind Platform

KKC offers Alpine a capability unavailable from a traditional planning consultant: our proprietary **enCodePlus online regulatory platform**. The platform can support collaboration during the drafting process and provide the community with an intuitive, public-facing LUDC following adoption. Residents, property owners, applicants and staff can quickly search the Code, follow linked cross-references, view definitions, tables and graphics, and locate the requirements applicable to a particular topic or property. Optional GIS and parcel-based tools can connect the zoning map directly to applicable uses and development standards. For Town staff, the platform supports commenting, version management, ordinance updates and ongoing code administration—helping ensure that Alpine’s regulations remain accessible, transparent and current rather than becoming another static document that is difficult to use and maintain.

Our Commitment to Alpine

We would be honored to partner with the Town Council, Planning and Zoning Commission, staff and community to prepare an adoption-ready Land Use and Development Code that implements Alpine’s Comprehensive Master Plan, protects its distinctive character and provides a durable foundation for the Town’s future.

Respectfully submitted,

KENDIG KEAST COLLABORATIVE

A handwritten signature in black ink, appearing to read "Bret C. Keast".

Bret C. Keast, AICP
CEO | Owner



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Respectfully submitted,

KENDIG KEAST COLLABORATIVE

A handwritten signature in black ink, appearing to read "Bret C. Keast".

Bret C. Keast, AICP
CEO | Owner

From: ginosesto@gmail.com <ginosesto@gmail.com>

Sent: Tuesday, July 21, 2026 9:15 AM

To: Monica Chenault <clerk@alpinewy.gov>

Subject: Item 8e - why is the developer using the Town's own law firm?

Dear Mayor Green and Members of the Town Council,

My name is Gino Sesto. I live at 638 Mountain Drive in Alpine, and I'm writing about item 8e — the engagement of Jackson Hole Law, P.C. as outside counsel on the annexation matter involving Alpine Property Holdings Group, LLC and Premier Realty Investments, LLC.

First, what this matter is: those two entities and Steven C. Turley of Provo, Utah share the same address on the annexation application — they are one out-of-state applicant. This is the proposed annexation and multi-unit development of the steep hillside above our neighborhood.

I understand the Town needs independent counsel here because its regular attorney's firm is conflicted — the applicant retained that same firm. Bringing in separate counsel is the correct response to a conflict, and I am not faulting the Council for doing it.

But I'd ask the Council, and the public, to sit with what created the conflict in the first place. The developer seeking to annex into Alpine is legally entangled with the Town's own attorney — and Alpine's taxpayers are now paying a second law firm because of it. That is not how a simple, neighborly annexation unfolds. When an applicant retains sophisticated counsel, and specifically the Town's own firm, it signals this is being treated as a contest, not a courtesy.

So I would ask a few questions on the record tonight:

- When did the Town attorney's firm begin representing Mr. Turley or his entities?
- Did that firm advise the Town on this annexation, or on related Alpine land-use matters, at any point before the conflict was identified?
- What will the outside representation cost Alpine residents, and how long is it expected to run?

Residents deserve those answers before this annexation goes any further.

And on the merits, this is the wrong parcel to take on. The Wyoming State Geological Survey rates it a 9 out of 10 for geologic hazard. The applicant's own concept plan puts 54 multi-unit homes on that slope, served by a single switchback road — one way in and one way out for every household, and the only route for fire trucks and evacuation on a dry hillside. If Alpine annexes it, Alpine owns those hazards and the liability that comes with them for decades. The developer builds and leaves; residents hold the risk.

The opposition to this annexation is broad and it is organized — neighbors have signed, written, and shown up. Please hear it now, before this returns for its readings. And when it does, I am asking you to reject it, and to keep this parcel and its risk off the Town's books.

Respectfully,
Gino Sesto
638 Mountain Drive
Alpine, WY 83128

From: DAN STOOR <dstoor@cox.net>
Sent: Tuesday, July 21, 2026 9:46 AM
To: Monica Chenault <clerk@alpinewy.gov>; Dan Stoor <dstoor@cox.net>
Subject: Turley

To whom it may concern,

Actually it concerns all of us! It just baffles my mind that the county considers this Steve Turley development too dangerous to approve so he decides to do an end around with our city officials to get his approval. How can the mayor and city council members turn a blind eye to the people that live below this project and the people that move into this potential fire trap? My wife and I have had numerous conversations with Mr. Turley and we found him to be a very personable guy only to find out later he was lying to us the whole time! If he can lie to us don't think that he won't lie to you.

My family has owned land in Alpine for many decades and there was always the talk that Alpine will someday be another Jackson. I always believed in the potential this town has until recently. I feel the people in power have only one thing in mind and that is greed! I am now convinced Alpine will never be another Jackson!

I hope that when you make your decision it is within the best interest of the citizens and the town of Alpine.

Respectfully Dan and Robyn Stoor

From: Brett W <williamsonbrett@hotmail.com>
Sent: Tuesday, July 21, 2026 10:07 AM
To: Monica Chenault <clerk@alpinewy.gov>
Subject: Turley Property Annexation

Hello. My wife and I own a property directly adjacent to the Turley Property on Mtn. Drive.

I am submitting this letter to express my concerns regarding the proposed annexation of this property by the City of Alpine.

This property has a high hazard rating, and any future development should carefully consider the associated risks to public safety. I am also concerned about the proposed residential density, which could place additional strain on the area and increase evacuation challenges during an emergency.

Finally, the property is served by a single access road. Relying on one point of access raises significant concerns for emergency response and safe evacuation in the event of a wildfire or other emergency. I respectfully ask that these issues be given careful consideration before any annexation or development decisions are made.

Brett Williamson

636 Mountain Drive

From: Burke <burkewyfl@gmail.com>
Sent: Tuesday, July 21, 2026 10:00 AM
To: Monica Chenault <clerk@alpinewy.gov>
Subject: Turley Annexation

Please do not allow the Turley Annexation!! I am totally against it, risky location, access, Sunset Dr. road use, every reason mentioned. I am asking it not to be approved.

Thank you.
Mary Burke Shaw
677 Sunset Dr.
Alpine, Wy. 83128
561-379-4225

From: Lynn Cox <lbjmtnman@yahoo.com>
Sent: Tuesday, July 21, 2026 10:26 AM
To: Monica Chenault <clerk@alpinewy.gov>
Subject: Turley Annexation

My name is Lynn Cox and I own 702 Sunset Dr and a lot off of Pinecrest since 2000.

I am totally against the Turley project. It's a very loud NO for me!

Lynn B. Cox

702 Sunset Dr.

Alpine, WY. 8312

From: Staci Watson <lshwatson@gmail.com>
Sent: Tuesday, July 21, 2026 10:02 AM
To: Monica Chenault <clerk@alpinewy.gov>
Subject: Concerns

Dear Alpine Town Council,

I am writing to express my concerns regarding the proposed Turley annexation. In addition to the well-known issues surrounding the geological survey findings, the county's previous decision not to allow development, and the limited road access available during emergencies, I would like to share concerns based on my family's experience as long-time property owners on "The Hill."

My family has owned property on The Hill since 1990, and we recently purchased an additional home on Lodge Lane. Neither property is used as a short-term rental. Due to the fire risk rating associated with the Lodge Lane property, obtaining homeowners insurance was extremely difficult. We first sought coverage from insurance providers within the valley and were repeatedly denied. Ultimately, we were forced to obtain coverage from an out-of-state insurer.

This experience highlights existing concerns about wildfire risk, emergency access, and the strain that additional development could place on the area. I respectfully ask that these factors be carefully considered as part of the annexation review process.

Thank you for your time and consideration.

Sincerely,

Staci Watson