



TOWN COUNCIL MEETING AGENDA

August 18, 2026, at 7:00 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. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Town Administrator, Riley Hovorka
4. **ADOPT THE 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.

5. **CONSENT AGENDA** – Mayor Green
 - [a.](#) Town Council Minutes: August 4, 2026, Town Council Meeting Minutes
 - [b.](#) Bills to Pay: July 21, 2026, to August 18, 2026
 - [c.](#) Financial Report: *For the 12 months ending June 30, 2026*
 - [d.](#) Pension Agreement Update: Wyoming Retirement System
 - [e.](#) Great American Gala Fundraising Proceeds Distribution: Alpine Education Foundation and Wyoming Classical Academy–Alpine
6. **REPORTS**
 - a. Mayor’s Report – Eric Green
 - o Wyoming Classical Academy - Alpine: Dr. Alex Oliver, Ed.D., Headmaster
 - b. Events Committee Report - Andrea Burchard

- c. Engineering Report – Jorgensen Engineering
- d. Planning & Zoning Report – Melisa Wilson
- e. Economic Development Report – Jeremiah Larsen
- f. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- g. Lincoln County Sheriff's Report – *submitted in writing*

7. ACTION ITEMS

- a. **Resolution No. 2026-032 - A Resolution of the Town Council of the Town of Alpine, Wyoming, Adopting the Town Council Rules of Procedure and Meeting Rules:**

Suggested Motion: Motion to adopt Resolution No. 2026-32 - A Resolution of the Town Council of the Town of Alpine, Wyoming, Adopting the Town Council Rules of Procedure and Meeting Rules.

- b. **Ordinance No. 2026-013 - 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 - 3rd Reading:**

Suggested Motion: Motion to approve the 3rd Reading of Ordinance No. 2026-013 - 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.

- c. **Ordinance No. 2026-014 - An Ordinance Repealing And Replacing Ordinance No. 2025-011; Amending Certain Sections Of Part 2 – Procedures, Part 4 – Development Standards, And Part 5 – Appeals Of The Town Of Alpine Land Use And Development Code; Updating Public Notice, Subdivision, Building Permit, Inspection, And Building Code Requirements; And Amending The Table Of Contents Accordingly - 2nd Reading:**

Suggested Motion: Motion to approve 2nd Reading of Ordinance No. 2026-014 - An Ordinance Repealing And Replacing Ordinance No. 2025-011; Amending Certain Sections Of Part 2 – Procedures, Part 4 – Development Standards, And Part 5 – Appeals Of The Town Of Alpine Land Use And Development Code; Updating Public Notice, Subdivision, Building Permit, Inspection, And Building Code Requirements; And Amending The Table Of Contents Accordingly.

- d. **Ordinance No. 2026-012 - 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 - 2nd Reading:**

Suggested Motion: Motion to approve 2nd Reading of Ordinance No. 2026-012 - 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.

e. **Resolution No. 2026-034 - A Resolution Certifying the Procedural Sufficiency of the Annexation Petition Submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley and Setting a Public Hearing Date in Accordance With W.S. § 15-1-405; This Resolution Does Not Approve The Proposed Annexation:**

Suggested Motion: Motion to approve Resolution No. 2026-034 - A Resolution Certifying the Procedural Sufficiency of the Annexation Petition Submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley and Setting a Public Hearing Date in Accordance With W.S. § 15-1-405.

8. PUBLIC COMMENT

Public comment shall be conducted in accordance with the Town of Alpine's most recently adopted Council Rules of Procedure. Each speaker is limited to three minutes. Remarks shall be directed to the Mayor, and the Council is under no obligation to respond. Written comments may be submitted to the Town Clerk by 12:00 p.m. (noon) on the day of the meeting

9. EXECUTIVE SESSION

- a. Seeking a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii) to consider matters related to personnel.

10. ADJOURNMENT



TOWN COUNCIL REGULAR MEETING MINUTES

August 04, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 7:01 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 the motion.

Councilmember Larsen made a motion to amend the agenda by removing Action Item B: Ordinance No. 2026-014 Land Use & Development Code Amendments - 2nd Reading and Action Item C: Ordinance No. 2026-012 ICC Code Exemptions and Local Amendments - 2nd Reading. He explained that the Planning and Zoning Administrator was absent due to illness and was vital to the discussion of both ordinances. Councilmember Burchard seconded the amendment.

Councilmember Scaffide asked whether language defining the ground level of a building could be added to address recurring concerns regarding how building height is measured. Mayor Green recommended that she contact the Planning and Zoning Administrator to discuss whether the language should be addressed through the current amendments or as part of a future comprehensive update.

With no further discussion, Mayor Green called for a vote on the amendment. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Mayor Green then called for a vote on the motion to adopt the agenda as amended. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

PUBLIC HEARING

Public Hearing – Draft Master Plan

Mayor Green opened the public hearing and introduced Nora Bland with Cushing Terrell, who participated by telephone. Mayor Green displayed the presentation while Ms. Bland reviewed the Draft Master Plan. Ms. Bland stated that the planning process began in March 2025 and included approximately a year and a half of community and Steering Committee engagement. She explained that no action was required that evening and that comments received during the public hearing would be considered for incorporation into the final adoption draft. The Planning and Zoning Commission was scheduled to make a recommendation on August 11, with final consideration by the Town Council scheduled for August 18.

Ms. Bland reviewed the following changes made since the previous draft:

- Page 27 was updated to reflect the extent of Phase 4 public engagement.
- Page 31 was revised to describe the review of the draft and final plans.
- Page 53 was revised to reduce the maximum height within the Downtown Character Area from four stories to three stories.
- Page 60 was revised to clarify that the Dillon Amphitheater case study was an example of a potential use of Town-owned land and was not a recommendation to construct an amphitheater of that scale.
- Land Use Action 3.5 on Page 64 was strengthened to direct the Town to work with property owners and the airport toward a mutually beneficial annexation agreement.
- Economic Vitality Action 2.1D on Page 73, regarding the creation of a Business Improvement District, was removed.
- Economic Vitality Action 2.2B on Page 73 was revised to remove the specific reference to amphitheater programming.
- The neighborhood map on Page 80 was updated based on community feedback.
- A new Parks, Recreation, Open Space, and Trails action was added on Page 106 to establish a Confluence Recreation Committee responsible for studying potential recreational amenities on Town-owned land and seeking funding for their construction.

Mayor Green opened the floor for questions and comments from the Council.

Councilmember Wierda stated that she had met with Ms. Bland for approximately two hours and discussed matters ranging from minor language and formatting changes to larger concerns regarding annexation, the Downtown Character Area, and the Confluence area. She stated that the broad goals and vision appeared reasonable but expressed concern regarding potential gaps

between the overall vision and the specific implementation steps. She encouraged the public and Council to carefully review the complete document and submit comments.

Councilmember Larsen asked why the Draft Master Plan did not include a specific mission statement, vision statement, purpose statement, and guiding principles for the Town. Ms. Bland explained that the community values on Page 33 functioned as guiding principles and reflected themes heard throughout the public engagement process. She stated that municipal mission and vision statements are more commonly included in a strategic plan but could be incorporated into the Master Plan at the Council's direction. Mayor Green stated that the Steering Committee had previously discussed the matter and decided not to include a mission statement. He encouraged Councilmember Larsen to develop proposed language for the Council's consideration.

Councilmember Larsen expressed concern that photographs of larger communities used throughout the document were not representative of Alpine, which has a population of approximately 1,360. He recommended using examples from communities that are more comparable in size and western character. Ms. Bland explained that the photographs were selected to illustrate a particular look and feel rather than to compare Alpine directly with the communities pictured. She stated that Cushing Terrell would reconsider the photographs based on the feedback received.

Councilmember Larsen requested additional information regarding the advantages and disadvantages of zero-foot setbacks. Ms. Bland explained that the intent was to locate buildings closer to the sidewalk, place parking behind the buildings, and create a more continuous row of commercial uses. She further explained that creating a more urban appearance along U.S. Highway 89 could support future discussions with WYDOT regarding reduced speeds.

Mayor Green clarified that WYDOT has a 200-foot right-of-way through Alpine, extending approximately 100 feet from the center of the highway in each direction. He stated that a zero-foot setback would not place buildings immediately adjacent to the roadway and that green space would likely remain between the roadway and the buildings. He suggested that the Town consider a future corridor study to evaluate roadway needs, parking, and potential improvements along the corridor.

Councilmember Larsen identified inaccuracies on Page 101 regarding the snowmobile trail, certain trailheads, and RV parks and campgrounds. Mayor Green asked him to provide the correct information to Ms. Bland. Councilmember Burchard had no questions or comments.

Mayor Green opened the floor for public comment.

PUBLIC COMMENT

- **Meredith Leonard**, Chair of the Alpine Education Foundation, read the organization's mission and vision statements and stated that they aligned with the goals and values identified in the Draft Master Plan. She expressed concern that the proposed charter school was not adequately addressed or shown on the civic amenities map, despite the Alpine Education Foundation being listed as a stakeholder. She stated that the

organization had not been contacted directly during the public engagement process. Ms. Leonard referenced Pages 19, 35, and 95 and discussed the importance of a local school to Alpine's families, community values, and long-term stability. She noted that the school was scheduled to open on August 20 and requested that it be incorporated into the Draft Master Plan.

- **Dave Jenkins**, Chair of the Wyoming Classical Academy - Alpine campus and member of the Master Plan Steering Committee, referenced Page 12 and noted conflicting language regarding whether Alpine currently has a permanent school. He requested clarification regarding where the Plan addresses potential locations and planning considerations for a future permanent school campus. Mr. Jenkins stated that he had not been contacted individually during the public engagement process despite his involvement with the Steering Committee, the charter school, and the community. He also referenced Pages 56 and 96 and questioned why schools were not listed among the civic-oriented uses. He encouraged Cushing Terrell to meet with representatives of the charter school to review their comments and proposed revisions.
- **Max Mogren** expressed concern regarding the depiction of the Confluence area on Page 55, stating that the rendering did not accurately reflect the area's topography, vegetation, river conditions, or seasonal water-level fluctuations. He questioned whether the area was suitable for the recreational uses shown and raised safety concerns regarding a paved pathway near the river embankment.

Mr. Mogren also expressed concern that the Future Land Use Map on Page 42 identified the Turley property on the hillside for future housing. He discussed steep slopes and potential landslide hazards and referenced a petition signed by approximately 550 individuals regarding development in the area. He questioned how the housing designation was determined and suggested that the property could instead be considered for open space, trails, or a potential land exchange. He reiterated that the Draft Master Plan should more accurately reflect Alpine's geography and the characteristics of the Palisades Reservoir.

- **Don Cribbens** commented on the reduction in proposed building height from four stories to three stories. He recommended regulating building height by a maximum number of feet rather than by the number of stories.

Following public comment, Councilmember Larsen requested that wildlife migration areas be accurately identified on the map on Page 101. He offered to provide information and assist with coordinating a discussion with the Wyoming Game and Fish Department. Mayor Green recommended including language directing the Town to consider wildlife migration patterns when evaluating future land uses.

Councilmember Scaffide asked who determined that the Turley property should be designated for future housing. Ms. Bland explained that the designation resulted from a combination of property reviews, discussions with property owners, and community input. She stated that she could not recall precisely when the decision was made but that the residential designation had

been included and presented to the community earlier in the planning process. Mayor Green added that the designation was established early in the process as a recommended future use if the property were annexed.

With no further comments, Mayor Green closed the public hearing. Ms. Bland stated that Cushing Terrell would consider the comments received and provide the Town Council with a redlined version identifying all revisions before the August 18 meeting.

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 Meeting Minutes – July 21, 2026: Councilmember Burchard made a motion to approve July 21, 2026, Town Council Meeting Minutes. Councilmember Scaffide seconded.

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

Bills to Pay: July 7, 2026, through August 4, 2026: Councilmember Burchard made a motion to approve Bills to Pay Report July 7, 2026, through August 4, 2026, Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

Authorize the employment of a full-time temporary plumber and related expenses to assist with the installation of individual water meters at Targhee Place: Councilmember Burchard made a motion to approve the authorization of the employment of a full-time temporary plumber and related expenses to assist with the installation of individual water meters at Targhee Place, Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, and Councilmember Wierda. **Motion carried.**

REPORTS

Mayor's Report – Eric Green

Mayor Green announced a planned Lower Valley Energy power outage scheduled from 3:00 a.m. to 5:00 a.m. on August 5. He stated that additional information was available on the Town's Facebook page. Mayor Green also announced a Candidate Meet and Greet scheduled for August 5 at 7:00 p.m. at the Alpine Civic Center. He then yielded the remainder of his time to Councilmember Burchard.

Councilmember Burchard announced that the farmers market and Music in the Mountains would continue Thursday evening. She also announced a motorcycle show scheduled for Saturday at the Alpine Civic Center. The event would be hosted by Bikers for Christ, with a \$10.00 admission fee benefiting the community, along with trophies and a raffle.

Councilmember Burchard announced that the Top of the Rockies Car Show would be held on August 15. Registration would take place from 8:00 a.m. to 10:00 a.m., the Show and Shine would be held from 10:00 a.m. to 1:00 p.m., and awards would be presented at 3:00 p.m. The event would also include music, raffles, and vendors.

Councilmember Wierda announced that the Friends of the Alpine Library book sale would begin August 7.

Clerk/Treasurer Report – *submitted in writing*

Planning & Zoning Administrator Report - *submitted in writing*

Public Works Director Report - *submitted in writing*

Code Enforcement Officer Report - *submitted in writing A*

ACTION ITEMS

Ordinance No. 2026-013 - Alpine Apex Annexation / Alpine Village No. 1 Plat 3 Lot 96 - 2nd Reading:

Councilmember Larsen made a motion to approve the 2nd Reading of Ordinance No. 2026-013 Alpine Apex Annexation/Alpine Village No. 1 Plat 3 Lot 96. Councilmember Burchard seconded the motion.

Clerk/Treasurer Monica Chenault explained that the only new information included in the meeting packet was the applicant's supplemental responses addressing questions raised during the July 21, 2026, public hearing. Marlowe Scherbel confirmed that an addendum had been submitted on behalf of the applicant. Mayor Green asked whether the Council had any questions for the applicant or the applicant's representative. It was noted that no changes had been made other than the addition of the supplemental language.

Councilmember Scaffide stated that she did not believe additional annexations were prudent until the Town's land use, development, planning, and zoning processes were fully established. She stated that planning should guide growth and expressed concern that additional development could place further demands on the Town's water and sewer infrastructure until system capacity and long-term funding were clearly demonstrated. She clarified that her concerns related to the Town's overall pattern of growth and were not directed solely at the proposed annexation.

With no further questions or comments from the Council, Mayor Green called for a vote.

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

Resolution No. 2026-33: Authorization to Apply for Wyoming Water Development Commission (WWDC) Construction Grant Funds for Well #4 Improvement Project:

Councilmember Scaffide made a motion to approve Resolution No. 2026-33, authorizing staff to prepare and submit an application for WWDC construction grant funds for the Alpine Well #4 Improvement Project. Councilmember Burchard seconded the motion.

Mayor Green stated that the Town had recently been awarded more than \$1 million through the SLIB Board for the project. He explained that the resolution would authorize the Town to pursue additional funding through the Wyoming Water Development Commission, followed by potential funding through the Drinking Water State Revolving Fund and other available sources. Mayor Green stated that the project was an important step in addressing the Town's future water needs.

With no further questions or comments from the Council, Mayor Green called for a vote.

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

Resolution No. 2026-032 - Council Rules of Procedure:

Councilmember Larsen made a motion to adopt Resolution No. 2026-032, adopting the Town Council Rules of Procedure and Meeting Decorum. Councilmember Burchard seconded the motion.

Mayor Green presented the redlined version of the proposed rules drafted by Administrator Hovorka and asked whether the Council had any questions regarding the proposed additions and deletions.

Administrator Hovorka explained that Town Attorney Jim Sanderson had prepared an initial redlined draft addressing changes discussed by the Council at its July 7 meeting. Following additional review, Clerk/Treasurer Chenault identified several provisions that no longer aligned with the Town's current practices. These included outdated agenda section titles and language regarding the deadline and content of written public comments. Administrator Hovorka stated that the draft also included a new section establishing procedures for recusals and abstentions. She noted that the Council could consider adding provisions addressing excused and unexcused absences and Council censure in a future revision.

Town Attorney Sanderson identified an additional issue within Section 1.8, which referenced procedures for readmitting an individual without establishing those procedures. He recommended that the Council postpone adoption so the document could be reviewed and the necessary procedures added.

Councilmember Wierda agreed that the document should be revised before adoption. She discussed the large attendance at the recent Planning and Zoning Commission meeting and the difficulties attendees experienced seeing and hearing the proceedings when the audiovisual equipment malfunctioned. She requested language prohibiting conduct that blocks attendees'

sightlines, interferes with their ability to hear the proceedings, or tampers with equipment used to broadcast meetings.

Councilmember Wierda also recommended reorganizing the document into three sections addressing meeting procedures, Council procedures, and public participation. She stated that a preliminary reorganization had been prepared for review but did not include substantive changes. Mayor Green recommended that Councilmember Wierda work with Administrator Hovorka to provide the proposed format to Town Attorney Sanderson for review.

Administrator Hovorka summarized the requested revisions, including reorganizing the public-comment provisions into a separate public-participation section, adding language addressing obstruction of sightlines and interference with streaming equipment, and establishing procedures for readmitting individuals. Councilmember Larsen stated that he also had notes regarding camera access during public comment and would provide them to Administrator Hovorka.

Councilmember Larsen asked whether the revisions could be completed before the August 18 meeting. Town Attorney Sanderson and Administrator Hovorka stated that the proposed timeline was reasonable.

Councilmember Larsen made a motion to postpone consideration of Resolution No. 2026-032 until the August 18, 2026, Town Council meeting. Councilmember Burchard seconded the motion. With no further discussion, Mayor Green called for a vote.

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

PUBLIC COMMENT

- **Calvin Rawe** discussed his opposition to the campaigns of Bill Sachs and Mike McElroy. He referenced a personal property dispute and court proceedings involving the candidates, questioned their qualifications for municipal office, and expressed concern regarding the potential financial and administrative effects their election could have on the Town.
- **Isaac Aznoe** commented on Resolution No. 2026-032 and encouraged the Council to include public comment as a standard component of each action item. He recommended allowing public comment after the staff presentation and Council discussion but before a vote is taken. He stated that this would allow residents to provide informed comments, strengthen transparency, improve public trust, and ensure the Council considers public perspectives before making a final decision.

With no further comments, Mayor Green closed public comment.

ADJOURNMENT

Councilmember Burchard made a motion to adjourn the meeting. Councilmember Scaffide seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**
The meeting adjourned at 8:11 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 August 18th, 2026

Signed: _____ Attest: _____

Eric Green, Mayor

Monica Chenault, Town Clerk

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 7/21/2026 - 8/18/2026Page: 1
Aug 13, 2026 11:50AM

Report Criteria:

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/26	08/03/2026	20895	1560	Lower Valley Energy	10-20100	296.72	M
08/26	08/03/2026	20896	1560	Lower Valley Energy	10-20100	20.18	M
08/26	08/03/2026	20897	1560	Lower Valley Energy	52-20100	18.00	M
08/26	08/03/2026	20898	1560	Lower Valley Energy	51-20100	3,343.21	M
08/26	08/03/2026	20899	1560	Lower Valley Energy	10-20100	57.12	M
08/26	08/03/2026	20900	1560	Lower Valley Energy	10-20100	30.67	M
08/26	08/03/2026	20901	1560	Lower Valley Energy	10-20100	30.28	M
08/26	08/03/2026	20902	1560	Lower Valley Energy	10-20100	35.61	M
08/26	08/03/2026	20903	1560	Lower Valley Energy	52-20100	4,551.62	M
08/26	08/03/2026	20904	1560	Lower Valley Energy	10-20100	18.73	M
08/26	08/03/2026	20905	1560	Lower Valley Energy	52-20100	89.59	M
08/26	08/03/2026	20906	1560	Lower Valley Energy	52-20100	63.80	M
08/26	08/03/2026	20907	1560	Lower Valley Energy	51-20100	21.89	M
08/26	08/03/2026	20908	1560	Lower Valley Energy	52-20100	18.07	M
08/26	08/03/2026	20909	1560	Lower Valley Energy	52-20100	44.20	M
08/26	08/03/2026	20910	1560	Lower Valley Energy	52-20100	208.08	M
08/26	08/03/2026	20911	1560	Lower Valley Energy	51-20100	52.72	M
08/26	08/03/2026	20912	1560	Lower Valley Energy	51-20100	19.98	M
08/26	08/03/2026	20913	1560	Lower Valley Energy	10-20100	53.77	M
08/26	08/03/2026	20914	1560	Lower Valley Energy	51-20100	76.08	M
08/26	08/03/2026	20915	1560	Lower Valley Energy	51-20100	507.92	M
08/26	08/03/2026	20916	1560	Lower Valley Energy	52-20100	30.08	M
08/26	08/03/2026	20917	1560	Lower Valley Energy	52-20100	46.31	M
08/26	08/03/2026	20918	1560	Lower Valley Energy	52-20100	51.92	M
08/26	08/03/2026	20919	1560	Lower Valley Energy	10-20100	65.92	M
08/26	08/03/2026	20920	1560	Lower Valley Energy	52-20100	723.75	M
08/26	08/03/2026	20921	1560	Lower Valley Energy	10-20100	47.30	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
08/26	08/10/2026	20924	1560	Lower Valley Energy	52-20100	18.73	M
07/26	07/23/2026	20926	960	First Bank Card	10-20100	17,778.68	M
07/26	07/28/2026	20930	2450	Valley Auto Supply	10-20100	39.97	M
07/26	07/28/2026	20931	2450	Valley Auto Supply	10-20100	39.97	M
07/26	07/28/2026	20932	2450	Valley Auto Supply	10-20100	21.16	M
07/26	07/28/2026	20933	2450	Valley Auto Supply	10-20100	21.16	M
08/26	08/05/2026	20934	410	AT&T MOBILITY	52-20100	681.74	M
08/26	08/10/2026	20935	3780	The Bancorp	10-20100	8,053.61	M
08/26	08/06/2026	20936	2880	Xpress Bill Pay	52-20100	715.38	M
08/26	08/04/2026	20937	3670	Teton Technology Partners, LLC	52-20100	3,385.53	M
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	

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 7/21/2026 - 8/18/2026

Page: 2
Aug 13, 2026 11:50AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
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
08/26	08/05/2026	21305	4010	Star Valley Trout Unlimited	10-20100	.00 V
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	10-20100	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
07/26	07/21/2026	21312	2610	WY Office of State Lands & Investments	52-20100	172,196.82
07/26	07/22/2026	21314	1270	Joan Braunberger	10-20100	250.00
07/26	07/22/2026	21315	3460	Richard Carr	10-20100	250.00
07/26	07/22/2026	21316	4140	Tyler J Craig	10-20100	1,500.00
08/26	08/04/2026	21318	1170	Aaron W. Davis	10-20100	2,500.00
08/26	08/04/2026	21319	200	Alarmlogix, LLC	10-20100	35.00
08/26	08/04/2026	21320	4320	Assurity Life Insurance Company	10-20100	1,229.97
08/26	08/04/2026	21321	710	Core & Main LP	51-20100	17,847.23
08/26	08/04/2026	21322	870	Energy Laboratories Inc	52-20100	491.00
08/26	08/04/2026	21323	2890	High Country Linen	52-20100	160.16
08/26	08/04/2026	21324	4200	JVA, Inc.	52-20100	9,345.99
08/26	08/04/2026	21325	1650	Kimley-Horn and Associates, Inc.	10-20100	78,678.90
08/26	08/04/2026	21326	1480	Lincoln County Clerk	10-20100	57.00
08/26	08/04/2026	21327	3390	Peter Scott Chandler	10-20100	2,500.00
08/26	08/04/2026	21328	3110	Roof Rescue	10-20100	100.00
08/26	08/04/2026	21329	2870	Sanderson Law Office	10-20100	3,050.00
08/26	08/04/2026	21330	3990	Tara Bender	10-20100	28.42
08/26	08/04/2026	21331	130	WyoCMA	10-20100	150.00
07/26	07/29/2026	21333	1280	Marci Allen	10-20100	1,200.00
08/26	08/18/2026	21334	480	Belinda Penny	10-20100	820.00
08/26	08/18/2026	21335	570	Broulins-Alpine	51-20100	165.63
08/26	08/18/2026	21336	3760	Chemwest LLC	51-20100	1,390.00
08/26	08/18/2026	21337	3360	Cobblestone Hotel & Suites - Alpine	10-20100	1,438.00
08/26	08/18/2026	21338	700	Control Engineers, PA	52-20100	550.00
08/26	08/18/2026	21339	710	Core & Main LP	51-20100	47,424.18
08/26	08/18/2026	21340	670	David Burchard	10-20100	700.00
08/26	08/18/2026	21341	860	Dry Creek Enterprises Inc	10-20100	5,728.75
08/26	08/18/2026	21342	870	Energy Laboratories Inc	51-20100	438.00
08/26	08/18/2026	21343	900	Falcon Environmental Corp	52-20100	706.15
08/26	08/18/2026	21344	910	Fall River Propane	52-20100	12.00
08/26	08/18/2026	21345	980	FP Mailing Solutions	10-20100	149.85
08/26	08/18/2026	21346	1050	GCHB Ventures	10-20100	932.40
08/26	08/18/2026	21347	2890	High Country Linen	52-20100	133.56
08/26	08/18/2026	21348	1150	ICMA	10-20100	582.40
08/26	08/18/2026	21349	1130	International Inst. of Municipal Clerks	10-20100	195.00
08/26	08/18/2026	21350	1140	Jayce Peavler	10-20100	500.00
08/26	08/18/2026	21351	1310	Jenkins Building Supply	10-20100	1,802.55

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 7/21/2026 - 8/18/2026

Page: 3
Aug 13, 2026 11:50AM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/26	08/18/2026	21352	1340	Jorgensen Associates, Inc	52-20100	6,695.00
08/26	08/18/2026	21353	1480	Lincoln County Clerk	51-20100	60.00
08/26	08/18/2026	21354	1510	Lincoln County Sheriff's Office	10-20100	65,706.50
08/26	08/18/2026	21355	990	Melinda Dorion	10-20100	382.52
08/26	08/18/2026	21356	1610	Mission Communications, LLC	51-20100	776.81
08/26	08/18/2026	21357	1680	Norco, Inc	10-20100	40.92
08/26	08/18/2026	21358	1700	One Call of Wyoming	52-20100	106.05
08/26	08/18/2026	21359	4090	Pacific Office Automation	10-20100	220.88
08/26	08/18/2026	21360	3940	PEAC Solutions	10-20100	282.98
08/26	08/18/2026	21361	3900	Peak Water Services, LLC	52-20100	1,433.64
08/26	08/18/2026	21362	1160	RAD Curbside, LLC	52-20100	744.55
08/26	08/18/2026	21363	1020	Rams Head Escrow Solutions	10-20100	92,255.00
08/26	08/18/2026	21364	4010	Star Valley Trout Unlimited	10-20100	3,326.19
08/26	08/18/2026	21365	4170	Stelting & Gross LLC	52-20100	1,040.00
08/26	08/18/2026	21366	2140	SVI Media	10-20100	475.00
08/26	08/18/2026	21367	3530	West Bank Sanitation	10-20100	7,397.94
08/26	08/18/2026	21368	2690	Wyoming Department of Revenue	51-20100	78.65
08/26	08/18/2026	21369	4150	Yost	52-20100	168.18
Grand Totals:						670,441.38

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	5,270.98	322,928.25-	317,657.27-
10-21130	1,229.97	.00	1,229.97
10-32-120	100.00	.00	100.00
10-42-240	452.12	.00	452.12
10-42-315	7,010.00	.00	7,010.00
10-42-325	1,007.72	.00	1,007.72
10-42-335	3,235.23	.00	3,235.23
10-42-350	242.25	.00	242.25
10-42-360	977.40	.00	977.40
10-42-370	91.39	.00	91.39
10-42-405	149.85	.00	149.85
10-42-410	247.27	.00	247.27
10-48-410	47.50	.00	47.50
10-48-415	8,172.38	4,846.19-	3,326.19
10-50-335	236.99	.00	236.99
10-50-350	710.13	.00	710.13
10-50-410	41.01	.00	41.01
10-54-333	170.48	.00	170.48
10-54-455	135.00	.00	135.00
10-55-332	440.54	.00	440.54
10-56-315	600.00	.00	600.00
10-56-319	66,413.00	.00	66,413.00
10-56-335	237.98	.00	237.98
10-56-415	7.18	.00	7.18
10-56-452	44.70	.00	44.70
10-56-454	45.04	.00	45.04
10-58-330	2,574.06	.00	2,574.06
10-58-332	1,435.82	.00	1,435.82
10-58-334	44.98	.00	44.98
10-58-400	222.94	.00	222.94

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 7/21/2026 - 8/18/2026Page: 4
Aug 13, 2026 11:50AM

GL Account	Debit	Credit	Proof
10-58-402	735.62	.00	735.62
10-58-410	5,436.83	271.54-	5,165.29
10-58-450	291.13	.00	291.13
10-58-452	617.75	.00	617.75
10-58-454	1,008.95	.00	1,008.95
10-65-315	950.00	.00	950.00
10-65-332	1,025.93	11.96-	1,013.97
10-65-452	1,833.66	.00	1,833.66
10-65-454	365.00	141.29-	223.71
10-66-430	2,698.04	.00	2,698.04
10-66-431	9,420.00	.00	9,420.00
10-66-432	23,234.90	.00	23,234.90
10-90-545	78,678.90	.00	78,678.90
10-95-620	92,255.00	.00	92,255.00
10-95-640	8,053.61	.00	8,053.61
51-20100	1,227.80	76,194.63-	74,966.83-
51-42-315	115.00	.00	115.00
51-42-335	609.40	.00	609.40
51-42-370	311.99	.00	311.99
51-42-410	272.71	.00	272.71
51-80-320	1,236.90	.00	1,236.90
51-80-332	58,738.53	1,227.80-	57,510.73
51-80-335	927.81	.00	927.81
51-80-430	1,390.00	.00	1,390.00
51-80-452	403.23	.00	403.23
51-80-453	3,927.21	.00	3,927.21
51-90-545	8,261.85	.00	8,261.85
52-20100	1,274.60	279,091.88-	277,817.28-
52-42-335	8,995.90	.00	8,995.90
52-42-370	312.00	.00	312.00
52-42-410	390.39	.00	390.39
52-82-332	1,433.64	.00	1,433.64
52-82-454	1,005.71	.00	1,005.71
52-82-455	75.00	.00	75.00
52-83-315	7,791.04	.00	7,791.04
52-83-332	7,478.94	1,274.60-	6,204.34
52-83-454	723.75	.00	723.75
52-84-110	1,000.00	.00	1,000.00
52-84-315	5,308.60	.00	5,308.60
52-84-319	11,294.14	.00	11,294.14
52-84-320	499.97	.00	499.97
52-84-332	51,408.45	.00	51,408.45
52-84-335	473.96	.00	473.96
52-84-400	119.01	.00	119.01
52-84-454	4,824.56	.00	4,824.56
52-90-541	3,760.00	.00	3,760.00
52-95-620	116,937.17	.00	116,937.17
52-95-630	55,259.65	.00	55,259.65
Grand Totals:	685,988.14	685,988.14-	.00

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 7/21/2026 - 8/18/2026

Page: 5
Aug 13, 2026 11:50AM

Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

DRAFT

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>					
10-31-100 PROPERTY TAX	.00	181,247.94	170,000.00	(11,247.94)	106.6
10-31-110 MOTOR VEHICLE TAX	.00	71,122.01	71,000.00	(122.01)	100.2
10-31-200 BASIC SALES & USE TAX	.00	540,109.59	540,000.00	(109.59)	100.0
10-31-210 LOCAL OPTIONS SALES & USE TAX	.00	463,886.57	463,000.00	(886.57)	100.2
10-31-220 GAS TAX	.00	70,281.48	64,000.00	(6,281.48)	109.8
10-31-225 SPECIAL FUELS TAX	.00	13,507.94	12,500.00	(1,007.94)	108.1
10-31-230 CIG. TAX	.00	8,214.63	7,500.00	(714.63)	109.5
10-31-235 LODGING TAX	.00	226,173.95	218,000.00	(8,173.95)	103.8
10-31-240 FRANCHISE TAX	.00	18,436.34	18,400.00	(36.34)	100.2
10-31-250 SEVERANCE TAX	.00	48,348.28	36,000.00	(12,348.28)	134.3
10-31-260 MINERAL ROYALTIES	.00	104,140.32	104,000.00	(140.32)	100.1
10-31-270 DIRECT DISTRIBUTION	.00	134,159.90	134,000.00	(159.90)	100.1
TOTAL TAX REVENUE	.00	1,879,628.95	1,838,400.00	(41,228.95)	102.2
<u>LICENSES AND PERMITS</u>					
10-32-100 BUSINESS LICENSE	.00	24,295.00	24,000.00	(295.00)	101.2
10-32-110 LIQUOR LICENSE	.00	14,265.57	13,500.00	(765.57)	105.7
10-32-120 BUILDING PERMITS	.00	282,490.22	265,000.00	(17,490.22)	106.6
10-32-125 DEVELOPMENT FEES	.00	17,299.30	17,000.00	(299.30)	101.8
10-32-130 DOG & CAT LICENSE	.00	365.00	200.00	(165.00)	182.5
TOTAL LICENSES AND PERMITS	.00	338,715.09	319,700.00	(19,015.09)	106.0
<u>CHARGES FOR SERVICES</u>					
10-33-100 RENTS	.00	101,589.92	102,000.00	410.08	99.6
10-33-130 EVENTS REVENUE	.00	27,497.59	7,500.00	(19,997.59)	366.6
10-33-135 MOUNTAIN DAYS REVENUE	.00	14,355.16	16,500.00	2,144.84	87.0
10-33-140 RECAPTURE REVENUE	.00	167,267.26	151,000.00	(16,267.26)	110.8
TOTAL CHARGES FOR SERVICES	.00	310,709.93	277,000.00	(33,709.93)	112.2
<u>INTERGOVERNMENTAL REVENUE</u>					
10-34-100 LOTTERY	.00	12,708.25	17,750.00	5,041.75	71.6
10-34-200 GRANT INCOME	.00	100,359.70	100,000.00	(359.70)	100.4
TOTAL INTERGOVERNMENTAL REVENUE	.00	113,067.95	117,750.00	4,682.05	96.0
<u>FINES & PENALTIES</u>					
10-35-100 CITATIONS	.00	2,212.00	2,000.00	(212.00)	110.6
TOTAL FINES & PENALTIES	.00	2,212.00	2,000.00	(212.00)	110.6

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>OTHER REVENUE</u>					
10-38-100 INTEREST INCOME	.00	29,208.57	28,000.00	(1,208.57)	104.3
10-38-800 OTHER INCOME	.00	29,399.65	27,500.00	(1,899.65)	106.9
 TOTAL OTHER REVENUE	 .00	 58,608.22	 55,500.00	 (3,108.22)	 105.6
 TOTAL FUND REVENUE	 .00	 2,702,942.14	 2,610,350.00	 (92,592.14)	 103.6

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR & COUNCIL</u>					
10-41-110 ELECTED OFFICER SALARIES	.00	31,144.40	33,000.00	1,855.60	94.4
10-41-210 PAYROLL TAXES	.00	2,028.85	2,200.00	171.15	92.2
10-41-220 HEALTH INSURANCE	.00	13,363.50	18,000.00	4,636.50	74.2
10-41-397 MILEAGE-OTHER EXPENSES	.00	54.63	500.00	445.37	10.9
TOTAL MAYOR & COUNCIL	.00	46,591.38	53,700.00	7,108.62	86.8
<u>ADMINISTRATION</u>					
10-42-110 ADMIN SALAIRES	.00	207,718.36	205,000.00	(2,718.36)	101.3
10-42-210 ADMIN PAYROLL TAXES	.00	27,776.15	25,000.00	(2,776.15)	111.1
10-42-220 ADMIN MEDICAL BENEFITS	.00	16,334.65	24,000.00	7,665.35	68.1
10-42-230 ADMIN RETIREMENT	.00	32,092.26	36,000.00	3,907.74	89.2
10-42-240 ADMIN HUMAN RESOURCES	.00	6,170.47	6,000.00	(170.47)	102.8
10-42-315 PROFESSIONAL SERVICES	.00	105,521.86	100,000.00	(5,521.86)	105.5
10-42-325 OFFICE EQUIPMENT LEASE/RENT	.00	1,390.76	1,000.00	(390.76)	139.1
10-42-335 SOFTWARE AND IT	.00	56,711.99	55,000.00	(1,711.99)	103.1
10-42-340 TELEPHONE/FAX	.00	6,542.72	6,500.00	(42.72)	100.7
10-42-345 NEW OFFICE EQUIPMENT	.00	3,830.48	1,000.00	(2,830.48)	383.1
10-42-350 ADVERTISING	.00	1,511.65	2,000.00	488.35	75.6
10-42-360 DUES & MEMBERSHIPS	.00	4,342.16	5,000.00	657.84	86.8
10-42-370 MERCHANT FEES/BANK CHARGES	.00	6,057.89	5,000.00	(1,057.89)	121.2
10-42-380 LIABILITY POOL INSURANCE	.00	2,525.67	2,750.00	224.33	91.8
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	500.00	(297.37)	159.5
10-42-405 ADMIN POSTAGE	.00	1,770.65	3,000.00	1,229.35	59.0
10-42-410 ADMIN OFFICE SUPPLIES	.00	2,178.44	2,000.00	(178.44)	108.9
10-42-415 OTHER EXPENSES	.00	75.00	100.00	25.00	75.0
TOTAL ADMINISTRATION	.00	487,720.70	486,350.00	(1,370.70)	100.3
<u>COURT</u>					
10-45-100 JUDGE SALARY	.00	6,000.00	6,000.00	.00	100.0
10-45-210 COURT PAYROLL TAXES	.00	459.00	600.00	141.00	76.5
10-45-311 COURT LEGAL & PROFESSIONAL	.00	.00	1,000.00	1,000.00	.0
10-45-335 COURT IT	.00	9,450.33	9,500.00	49.67	99.5
10-45-410 COURT OFFICE SUPPLIES - POST	.00	33.99	100.00	66.01	34.0
TOTAL COURT	.00	15,943.32	17,200.00	1,256.68	92.7

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRAVEL & TOURISM</u>					
10-48-100 TRAVEL & TOURISM WAGES	.00	535.76	750.00	214.24	71.4
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	.00	270.63	200.00	(70.63)	135.3
10-48-220 TOURISM BOARD MEDICAL BENEFIT	.00	85.09	200.00	114.91	42.6
10-48-230 TOURISM BOARD RETIREMENT	.00	99.74	200.00	100.26	49.9
10-48-315 TRAVEL & TOURISM PROFESSIONAL	.00	.00	250.00	250.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	.00	1,074.53	1,000.00	(74.53)	107.5
10-48-415 TRAVEL & TOURISM GRANT AWARDS	.00	191,132.93	180,000.00	(11,132.93)	106.2
TOTAL TRAVEL & TOURISM	.00	193,198.68	182,600.00	(10,598.68)	105.8
<u>BUILDING & DEVELOPMENT</u>					
10-50-110 P & Z WAGES	.00	77,419.87	75,000.00	(2,419.87)	103.2
10-50-210 P & Z PAYROLL TAXES	.00	9,907.10	10,000.00	92.90	99.1
10-50-220 P & Z MEDICAL BENEFITS	.00	14,007.11	15,000.00	992.89	93.4
10-50-230 P & Z RETIREMENT	.00	9,063.87	10,000.00	936.13	90.6
10-50-315 BUILDING INSPECTION SERVICES	.00	57,181.25	60,000.00	2,818.75	95.3
10-50-331 P & Z LEGAL & PROFESSIONAL	.00	21,939.30	24,000.00	2,060.70	91.4
10-50-335 P & Z IT	.00	10,836.37	15,000.00	4,163.63	72.2
10-50-350 P & Z ADVERTISING	.00	3,225.29	3,000.00	(225.29)	107.5
10-50-395 P & Z TRAINING & TRAVEL	.00	69.00	250.00	181.00	27.6
10-50-397 P & Z MILEAGE	.00	.00	500.00	500.00	.0
10-50-410 P & Z OFFICE SUPPLIES & STAMPS	.00	2,226.90	2,500.00	273.10	89.1
10-50-411 P & Z SOFTWARE	.00	436.66	1,000.00	563.34	43.7
TOTAL BUILDING & DEVELOPMENT	.00	206,312.72	216,250.00	9,937.28	95.4
<u>STREETS</u>					
10-54-110 STREETS SALARY & WAGES	.00	154,757.62	160,000.00	5,242.38	96.7
10-54-210 STREETS PAYROLL TAXES	.00	18,561.69	25,000.00	6,438.31	74.3
10-54-220 STREETS MEDICAL BENIFITS	.00	11,054.19	20,000.00	8,945.81	55.3
10-54-230 STREETS RETIREMENT	.00	20,028.38	25,000.00	4,971.62	80.1
10-54-315 STREETS PROFESSIONAL SERVICES	.00	(3.29)	500.00	503.29	(.7)
10-54-333 STREETS REPAIRS & MAINTENANCE	.00	94,054.21	100,000.00	5,945.79	94.1
10-54-350 STREETS EQUIPMENT R & M	.00	2,595.08	3,000.00	404.92	86.5
10-54-380 STREETS INSURANCE	.00	1,691.97	1,750.00	58.03	96.7
10-54-400 STREETS - SMALL TOOLS & EQUIP	.00	789.91	3,000.00	2,210.09	26.3
10-54-410 STREETS OPERATING EXPENSES	.00	.00	1,500.00	1,500.00	.0
10-54-445 STREETS SIGNS	.00	6,326.47	10,000.00	3,673.53	63.3
10-54-455 STREETS FUEL	.00	2,125.79	.00	(2,125.79)	.0
TOTAL STREETS	.00	311,982.02	349,750.00	37,767.98	89.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 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	6,000.00	918.21	84.7
10-55-400 SNOW REMOVAL SM TOOLS & EQUIP	.00	7,947.31	8,000.00	52.69	99.3
10-55-455 SNOW REMOVAL FUEL	.00	11,630.60	12,000.00	369.40	96.9
TOTAL DEPARTMENT 55	.00	24,659.70	26,000.00	1,340.30	94.9
<u>LAW ENFORCEMENT</u>					
10-56-110 CODE ENFORCEMENT SALARY	.00	9,680.71	15,000.00	5,319.29	64.5
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	.00	138,478.00	145,000.00	6,522.00	95.5
10-56-335 SOFTWARE AND IT	.00	7,291.25	8,000.00	708.75	91.1
10-56-410 CODES OFFICE SUPPLIES	.00	2,500.00	3,000.00	500.00	83.3
10-56-415 CODES OTHER EXPENSES	.00	7.18	.00	(7.18)	.0
10-56-452 CODES UTILITIES	.00	488.82	500.00	11.18	97.8
10-56-454 CODES FUEL & MILEAGE	.00	367.97	500.00	132.03	73.6
TOTAL LAW ENFORCEMENT	.00	162,463.54	184,000.00	21,536.46	88.3
<u>FACILITIES</u>					
10-58-110 FACILITIES SALARY & WAGES	.00	3,029.02	5,000.00	1,970.98	60.6
10-58-210 FACILITIES - PAYROLL TAX	.00	340.97	750.00	409.03	45.5
10-58-220 FACILITIES - MEDICAL BENEFITS	.00	(3.17)	500.00	503.17	(.6)
10-58-230 FACILITIES - RETIREMENT	.00	193.92	500.00	306.08	38.8
10-58-330 FACILITIES - TOWN HALL R & M	.00	19,447.66	20,000.00	552.34	97.2
10-58-332 FACILITIES - C.C. R & M	.00	24,960.91	17,500.00	(7,460.91)	142.6
10-58-334 FACILITIES - SHOP R & M	.00	11,878.87	15,000.00	3,121.13	79.2
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
10-58-380 FACILITIES - RENTAL SIDE OF TH	.00	8.92	100.00	91.08	8.9
10-58-400 FACILITIES TOOLS & EQUIPMENT	.00	2,393.68	10,000.00	7,606.32	23.9
10-58-402 SHOP VEHICLES R & M	.00	6,138.73	.00	(6,138.73)	.0
10-58-410 SHOP SUPPLIES	.00	15,887.98	16,000.00	112.02	99.3
10-58-411 CIVIC CENTER SUPPLIES	.00	(135.40)	500.00	635.40	(27.1)
10-58-450 FACILITIES - T.H. UTILITIES	.00	2,107.85	3,000.00	892.15	70.3
10-58-452 FACILITIES - C.C. UTILITIES	.00	13,208.98	15,000.00	1,791.02	88.1
10-58-454 FACILITIES - SHOP UTILITIES	.00	14,621.62	15,000.00	378.38	97.5
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	1,500.00	86.35	94.2
10-58-542 FACILITIES - SHOP INSURANCE	.00	1,983.03	2,000.00	16.97	99.2
10-58-544 FACILITIES - C.C. INSURANCE	.00	4,158.81	4,500.00	341.19	92.4
10-58-548 FACILITIES - CDC INSURANCE	.00	796.93	1,000.00	203.07	79.7
10-58-550 FACILITIES - FIRE DEPT INS	.00	1,543.38	1,600.00	56.62	96.5
TOTAL FACILITIES	.00	128,838.46	136,200.00	7,361.54	94.6

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-65-110 PARKS SALARIES & WAGES	.00	20,011.33	35,000.00	14,988.67	57.2
10-65-210 PARKS PAYROLL TAXES	.00	2,444.69	6,000.00	3,555.31	40.7
10-65-220 PARKS MEDICAL BENEFITS	.00	1,627.99	6,000.00	4,372.01	27.1
10-65-230 PARKS RETIREMENT	.00	3,179.32	6,000.00	2,820.68	53.0
10-65-315 PARKS PROFESSIONAL SERVICES	.00	1,710.00	2,000.00	290.00	85.5
10-65-332 PARKS REPAIRS & MAINT.	.00	8,921.57	10,000.00	1,078.43	89.2
10-65-340 PARKS OUTSIDE SERVICES/SUB CON	.00	16,870.80	20,000.00	3,129.20	84.4
10-65-380 PARKS INSURANCE	.00	16.27	250.00	233.73	6.5
10-65-450 PARKS - TOOLS, & EQUIPMENT	.00	2,331.89	2,000.00	(331.89)	116.6
10-65-452 PARKS UTILITIES	.00	17,312.89	15,500.00	(1,812.89)	111.7
10-65-454 PARKS FUEL	.00	1,233.80	1,500.00	266.20	82.3
TOTAL PARKS	.00	75,660.55	104,250.00	28,589.45	72.6
<u>EVENTS</u>					
10-66-110 EVENTS SALARIES & WAGES	.00	1,787.91	3,500.00	1,712.09	51.1
10-66-210 EVENTS PAYROLL TAXES	.00	854.13	750.00	(104.13)	113.9
10-66-220 EVENTS MEDICAL BENEFITS	.00	155.44	750.00	594.56	20.7
10-66-230 EVENTS RETIREMENT	.00	332.90	750.00	417.10	44.4
10-66-421 4TH OF JULY EXPENSES	.00	15,000.00	15,000.00	.00	100.0
10-66-422 CHRISTMAS LIGHT EXPENSES	.00	2,279.05	2,300.00	20.95	99.1
10-66-423 PUMPKIN PATCH EXPENSES	.00	1,069.28	1,100.00	30.72	97.2
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	1,800.00	112.57	93.8
10-66-426 WINTER JUBILEE EXPENSES	.00	15,148.78	21,000.00	5,851.22	72.1
10-66-428 EASTER EGG HUNT EXPENSES	.00	1,731.89	900.00	(831.89)	192.4
10-66-429 SPRING CLEANUP EXPENSES	.00	113.38	750.00	636.62	15.1
10-66-430 MOUNTAIN DAYS EXPENSES	.00	12,509.85	20,000.00	7,490.15	62.6
10-66-431 MUSIC SERIES EXPENSES	.00	24,319.40	16,000.00	(8,319.40)	152.0
10-66-432 250TH EXPENSES	.00	33,818.31	3,500.00	(30,318.31)	966.2
10-66-450 OTHER EVENTS EXPENSES	.00	(89.16)	.00	89.16	.0
TOTAL EVENTS	.00	110,864.09	88,450.00	(22,414.09)	125.3
<u>BUSINESS & COMMUNITY DEV</u>					
10-70-315 BUSINESS & COMMUNITY DEVELOPME	.00	15,861.31	20,000.00	4,138.69	79.3
TOTAL BUSINESS & COMMUNITY DEV	.00	15,861.31	20,000.00	4,138.69	79.3

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY</u>					
10-90-540 CAPITAL EXPENDITURES	.00	19,699.50	.00	(19,699.50)	.0
10-90-541 MASTER PLAN	.00	153,619.94	150,000.00	(3,619.94)	102.4
10-90-545 SS4A PROJECT EXPENSES	.00	137,571.93	97,500.00	(40,071.93)	141.1
10-90-546 FY 2026 CAPITAL PROJECTS	.00	48,318.62	50,000.00	1,681.38	96.6
10-90-547 USED SERVICE BODY PICK-UP	.00	335.60	500.00	164.40	67.1
TOTAL CAPITAL OUTLAY	.00	359,545.59	298,000.00	(61,545.59)	120.7
<u>DEBT SERVICE</u>					
10-95-620 DEBT SERVICE LOAN PRINCIPAL	.00	37,703.80	38,000.00	296.20	99.2
10-95-630 DEBT SERVICE LOAN INTEREST	.00	3,725.48	4,000.00	274.52	93.1
10-95-640 CAPITAL LEASE PAYMENTS	.00	203,009.20	195,000.00	(8,009.20)	104.1
TOTAL DEBT SERVICE	.00	244,438.48	237,000.00	(7,438.48)	103.1
TOTAL FUND EXPENDITURES	.00	2,384,080.54	2,399,750.00	15,669.46	99.4
NET REVENUE OVER EXPENDITURES	.00	318,861.60	210,600.00	(108,261.60)	151.4

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
51-33-100 WATER USAGE FEE INCOME	.00	626,106.89	600,000.00	(26,106.89)	104.4
51-33-105 FIRE SUPPRESSION SERVICE FEE	.00	22,884.80	16,500.00	(6,384.80)	138.7
51-33-110 BULK WATER SALES	.00	328.00	300.00	(28.00)	109.3
51-33-120 TRANSFER FEE INCOME	.00	17,783.11	16,000.00	(1,783.11)	111.1
51-33-200 DISCONNECT/RECONNECT FEE	.00	(3.84)	.00	3.84	.0
51-33-400 CONNECTION FEE INCOME	.00	75,265.00	73,000.00	(2,265.00)	103.1
TOTAL OPERATING REVENUE	.00	742,363.96	705,800.00	(36,563.96)	105.2
<u>GRANT INCOME</u>					
51-34-100 GRANT REVENUE	.00	102,353.80	102,000.00	(353.80)	100.4
TOTAL GRANT INCOME	.00	102,353.80	102,000.00	(353.80)	100.4
<u>OTHER INCOME</u>					
51-38-100 INTEREST INCOME	.00	38,933.92	35,000.00	(3,933.92)	111.2
51-38-300 MISC. INCOME	.00	6,389.86	6,000.00	(389.86)	106.5
51-38-400 WATER CAPACITY FEE INCOME	.00	76,715.00	68,000.00	(8,715.00)	112.8
51-38-500 METER REPLACEMENT FEE INCOME	.00	6,571.77	5,400.00	(1,171.77)	121.7
TOTAL OTHER INCOME	.00	128,610.55	114,400.00	(14,210.55)	112.4
TOTAL FUND REVENUE	.00	973,328.31	922,200.00	(51,128.31)	105.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
51-42-110 ADMIN SALARIES & WAGES	.00	35,035.62	39,000.00	3,964.38	89.8
51-42-210 ADMIN PAYROLL TAXES	.00 (	773.94)	500.00	1,273.94	(154.8)
51-42-220 ADMIN MEDICAL BENEFITS	.00	2,108.98	4,000.00	1,891.02	52.7
51-42-230 ADMIN RETIREMENT	.00	3,460.05	5,000.00	1,539.95	69.2
51-42-315 ADMIN PROFESSIONAL SERVICES	.00	67,519.83	70,000.00	2,480.17	96.5
51-42-335 SOFTWARE & IT	.00	25,165.52	26,000.00	834.48	96.8
51-42-360 DUES & MEMBERSHIPS	.00 (	348.32)	.00	348.32	.0
51-42-370 BANK CHARGES	.00	8,758.55	8,000.00	(758.55)	109.5
51-42-380 INSURANCE	.00	6,870.44	7,000.00	129.56	98.2
51-42-395 TRAVEL & EDUCATION	.00	1,594.85	1,250.00	(344.85)	127.6
51-42-405 POSTAGE	.00	2,995.00	3,500.00	505.00	85.6
51-42-410 OFFICE & MISCELLANEOUS	.00	2,884.13	3,000.00	115.87	96.1
TOTAL ADMINISTRATION	.00	155,270.71	167,250.00	11,979.29	92.8
<u>FIELD OPS</u>					
51-80-110 FO SALARIES & WAGES	.00	65,463.66	70,000.00	4,536.34	93.5
51-80-210 FO PAYROLL TAXES	.00	8,457.23	12,000.00	3,542.77	70.5
51-80-220 FO MEDICAL BENEFITS	.00	5,893.04	7,000.00	1,106.96	84.2
51-80-230 FO RETIREMENT	.00	7,751.75	8,500.00	748.25	91.2
51-80-315 PROFESSIONAL SERVICES	.00	.00	500.00	500.00	.0
51-80-320 TESTING	.00	5,798.41	2,500.00	(3,298.41)	231.9
51-80-325 RENT	.00	26,156.44	26,500.00	343.56	98.7
51-80-332 REPAIRS & MAINTENANCE	.00	184,249.72	160,000.00	(24,249.72)	115.2
51-80-335 SOFTWARE AND IT	.00	317.67	250.00	(67.67)	127.1
51-80-380 FO INSURANCE	.00	174.37	250.00	75.63	69.8
51-80-395 TRAVEL & EDUCATION	.00	725.21	500.00	(225.21)	145.0
51-80-400 SMALL TOOLS & EQUIPMENT	.00	.00	2,500.00	2,500.00	.0
51-80-430 CHEMICALS	.00	7,525.00	6,500.00	(1,025.00)	115.8
51-80-452 UTILITIES (DISTRIBUTION)	.00	5,048.90	4,000.00	(1,048.90)	126.2
51-80-453 UTILITIES WELLS (GENERATION)	.00	25,805.05	30,000.00	4,194.95	86.0
51-80-454 FUEL	.00	693.15	2,000.00	1,306.85	34.7
51-80-500 VEHICLE REPAIRS & MAINT	.00	5,576.98	7,500.00	1,923.02	74.4
51-80-800 DEPRECIATION EXPENSE	.00 (	120,000.00)	120,000.00	240,000.00	(100.0)
TOTAL FIELD OPS	.00	229,636.58	460,500.00	230,863.42	49.9
<u>CAPITAL OUTLAY</u>					
51-90-540 CAPITAL OUTLAY	.00	17,005.24	.00	(17,005.24)	.0
51-90-545 RADIO READ PROJECT	.00	169,719.80	850,000.00	680,280.20	20.0
51-90-546 CAPACITY FEE STUDY - WATER	.00	7,513.97	8,000.00	486.03	93.9
TOTAL CAPITAL OUTLAY	.00	194,239.01	858,000.00	663,760.99	22.6

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
51-95-620 DEBT SERVICES	.00	23,347.09	11,500.00	(11,847.09)	203.0
51-95-630 INTEREST EXPENSE	.00	19,007.16	17,000.00	(2,007.16)	111.8
TOTAL DEBT SERVICE	.00	42,354.25	28,500.00	(13,854.25)	148.6
TOTAL FUND EXPENDITURES	.00	621,500.55	1,514,250.00	892,749.45	41.0
NET REVENUE OVER EXPENDITURES	.00	351,827.76	(592,050.00)	(943,877.76)	59.4

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING REVENUE</u>					
52-33-100	MONTHLY SERVICE FEES	.00	719,761.80	725,000.00	5,238.20	99.3
52-33-200	CONNECTION FEES	.00	97,155.98	95,000.00	(2,155.98)	102.3
	TOTAL OPERATING REVENUE	.00	816,917.78	820,000.00	3,082.22	99.6
	<u>GRANT INCOME</u>					
52-34-100	GRANT INCOME	.00	88,676.00	88,000.00	(676.00)	100.8
	TOTAL GRANT INCOME	.00	88,676.00	88,000.00	(676.00)	100.8
	<u>OTHER INCOME</u>					
52-38-100	INTEREST INCOME	.00	33,873.39	29,000.00	(4,873.39)	116.8
52-38-200	MISC INCOME	.00	4,747.73	5,000.00	252.27	95.0
52-38-400	SEWER CAPACITY FEES	.00	53,467.60	44,000.00	(9,467.60)	121.5
	TOTAL OTHER INCOME	.00	92,088.72	78,000.00	(14,088.72)	118.1
	TOTAL FUND REVENUE	.00	997,682.50	986,000.00	(11,682.50)	101.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
52-42-110 ADMIN SALARIES & WAGES	.00	37,670.82	39,000.00	1,329.18	96.6
52-42-210 ADMIN PAYROLL TAXES	.00	20,079.48	15,000.00	(5,079.48)	133.9
52-42-220 ADMIN MEDICAL BENEFITS	.00	4,811.40	6,000.00	1,188.60	80.2
52-42-230 ADMIN RETIRMENT	.00	6,852.73	6,500.00	(352.73)	105.4
52-42-315 PROFESSIONAL SERVICES	.00	13,062.04	14,000.00	937.96	93.3
52-42-335 SOFTWARE & IT	.00	27,530.41	.00	(27,530.41)	.0
52-42-370 BANK CHARGES	.00	8,758.52	10,000.00	1,241.48	87.6
52-42-380 INSURANCE	.00	43,774.12	44,000.00	225.88	99.5
52-42-405 POSTAGE	.00	2,995.00	5,000.00	2,005.00	59.9
52-42-410 OFFICE & MISCELLANEOUS	.00	2,339.27	3,000.00	660.73	78.0
TOTAL ADMINISTRATION	.00	167,873.79	142,500.00	(25,373.79)	117.8
<u>COLLECTIONS</u>					
52-82-110 COLLECTIONS SALARIES & WAGES	.00	27,119.78	31,000.00	3,880.22	87.5
52-82-210 COLLECTIONS PAYROLL TAXES	.00	3,108.25	4,000.00	891.75	77.7
52-82-220 COLLECTIONS MEDICAL BENEFITS	.00	7,117.44	8,000.00	882.56	89.0
52-82-230 COLLECTIONS RETIREMENT	.00	3,744.20	5,000.00	1,255.80	74.9
52-82-300 MISC EXPENSE	.00	12.50	15.00	2.50	83.3
52-82-315 PROFESSIONAL SERVICES	.00	2,038.00	2,500.00	462.00	81.5
52-82-325 RENT	.00	25,000.00	25,000.00	.00	100.0
52-82-332 REPAIRS & MAINTENANCE	.00	86,012.95	75,000.00	(11,012.95)	114.7
52-82-335 SOFTWARE & IT	.00	2,857.87	5,000.00	2,142.13	57.2
52-82-380 COLLECTIONS INSURANCE	.00	136.78	150.00	13.22	91.2
52-82-390 TRAVEL/EDUC./TRAINING	.00	299.99	.00	(299.99)	.0
52-82-454 UTILITIES	.00	13,346.49	12,000.00	(1,346.49)	111.2
52-82-455 FUEL	.00	997.80	1,000.00	2.20	99.8
52-82-500 VEHICLE REPAIRS & MAINT	.00	150.34	1,000.00	849.66	15.0
TOTAL COLLECTIONS	.00	171,942.39	169,665.00	(2,277.39)	101.3
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	.00	76,957.17	80,000.00	3,042.83	96.2
52-83-210 PRE- TREATMENT PAYROLL TAXES	.00	10,187.83	11,500.00	1,312.17	88.6
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	.00	11,391.92	14,250.00	2,858.08	79.9
52-83-230 PRE- TREATMENT RETIREMENT	.00	13,634.78	15,000.00	1,365.22	90.9
52-83-300 MISC EXPENSE	.00	40.90	50.00	9.10	81.8
52-83-315 PROFESSIONAL SERVICES	.00	31,166.34	20,000.00	(11,166.34)	155.8
52-83-320 TESTING	.00	2,013.42	3,000.00	986.58	67.1
52-83-332 REPAIRS & MAINTENANCE	.00	72,877.63	60,000.00	(12,877.63)	121.5
52-83-400 SMALL TOOLS & EQUIPMENT	.00	476.62	500.00	23.38	95.3
52-83-410 PRE-TREAT MISC	.00	53.90	.00	(53.90)	.0
52-83-454 UTILITIES	.00	52,464.91	55,000.00	2,535.09	95.4
TOTAL PRE-TREATMENT	.00	271,265.42	259,300.00	(11,965.42)	104.6

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING JUNE 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	.00	81,951.57	100,000.00	18,048.43	82.0
52-84-210 WWTP PAYROLL TAXES	.00	13,891.37	15,000.00	1,108.63	92.6
52-84-220 WWTP MEDICAL BENEFITS	.00	46,056.79	10,000.00	(36,056.79)	460.6
52-84-230 WWTP RETIREMENT	.00	14,914.50	20,000.00	5,085.50	74.6
52-84-315 PROFESSIONAL SERVICES	.00	12,377.46	5,000.00	(7,377.46)	247.6
52-84-318 SLUDGE HAULING/DISPOSAL	.00	(15,102.41)	.00	15,102.41	.0
52-84-319 SEWAGE CAKE HAULING/DISPOSAL	.00	19,842.44	15,000.00	(4,842.44)	132.3
52-84-320 TESTING	.00	8,075.49	9,000.00	924.51	89.7
52-84-332 REPAIRS & MAINTENANCE	.00	178,618.14	135,000.00	(43,618.14)	132.3
52-84-335 SOFTWARE AND IT	.00	1,939.76	2,500.00	560.24	77.6
52-84-390 TRAVEL/EDUC./TRAINING	.00	1,531.40	1,500.00	(31.40)	102.1
52-84-400 SMALL TOOLS & EQUIPMENT	.00	7,227.59	10,000.00	2,772.41	72.3
52-84-454 UTILITIES	.00	62,870.54	60,000.00	(2,870.54)	104.8
52-84-500 VEHICLE REPAIRS & MAINT	.00	1,214.93	1,500.00	285.07	81.0
52-84-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL WWTP	.00	435,409.57	504,500.00	69,090.43	86.3
<u>CAPITAL OUTLAY</u>					
52-90-541 PRE-TREATMENT PROJECT	.00	135,994.14	126,500.00	(9,494.14)	107.5
52-90-542 CAPACITY FEE STUDY -WW	.00	7,513.99	8,000.00	486.01	93.9
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	6,500.00	191.77	97.1
TOTAL CAPITAL OUTLAY	.00	184,750.01	191,000.00	6,249.99	96.7
<u>DEBT SERVICE</u>					
52-95-620 DEBT SERVICE PRINCIPAL	.00	142,607.75	130,000.00	(12,607.75)	109.7
52-95-630 DEBT SERVICE INTEREST	.00	67,688.23	66,000.00	(1,688.23)	102.6
52-95-640 CAPITAL LEASE PAYMENTS	.00	84,000.00	84,000.00	.00	100.0
TOTAL DEBT SERVICE	.00	294,295.98	280,000.00	(14,295.98)	105.1
TOTAL FUND EXPENDITURES	.00	1,525,537.16	1,546,965.00	21,427.84	98.6
NET REVENUE OVER EXPENDITURES	.00	(527,854.66)	(560,965.00)	(33,110.34)	(94.1)



Date: August 18, 2026

Department: Administration

Presenter: Monica Chenault, Clerk/Treasurer

Subject: Updated Wyoming Retirement System Pension Agreement

Purpose:

The Town Council is being asked to approve an updated Pension Agreement with the Wyoming Retirement System to align the agreement with the Town's employee handbook and clarify employee eligibility for retirement benefits.

Background:

The Town's existing Pension Agreement contains ambiguous language regarding retirement eligibility. The updated agreement clarifies that employees who regularly work 30 or more hours per week are eligible to participate in the Wyoming Retirement System. Employees who regularly work fewer than 30 hours per week are not eligible, and retirement contributions will not be paid on their behalf.

The Wyoming Retirement System has confirmed that the updated agreement reflects this 30-hour eligibility standard.

Alternatives:

- Option A — Approve
 - Approve the updated Wyoming Retirement System Pension Agreement.
- Option B — Do Not Approve
 - Do not approve the updated agreement and continue operating under the existing agreement, which contains ambiguous language regarding retirement eligibility.

Fiscal Impact:

The Town will continue making the required retirement contributions for eligible employees who regularly work 30 or more hours per week. No retirement contributions will be paid for employees who regularly work fewer than 30 hours per week.

Staff Recommendation:

Staff recommends approval of the updated Wyoming Retirement System Pension Agreement.

Suggested Motions:

Option A: Motion to approve the updated Wyoming Retirement System Pension Agreement as presented.

Option B: Motion to not approve the updated Wyoming Retirement System Pension Agreement and remain under the existing agreement.

Attachments:

1. Updated WRS-32 Pension Agreement
2. WRS Eligibility Confirmation Email

PENSION AGREEMENT

Section 5, Itemd.

Notification of Board or Commission Action to Participate in the Wyoming Retirement System

The following Agreement is

BETWEEN: Wyoming Retirement System (WRS) Defined Benefit Pension Plan
2515 Warren Ave
Cheyenne, WY 82002

AND: Town Council, Governing body of
Town of Alpine (Employer), who is eligible for participation as defined below:

- ☒ W.S. § 9-3-402(a)(vi)(C) *Public/Law Enforcement Plans*
- ☐ W.S. § 15-5-402(a)(ix) *Paid Fire B*
- ☐ W.S. § 35-9-616(a)(viii) *Volunteer EMT*
- ☐ W.S. § 35-9-616(a)(ix) *Volunteer Firefighter*
- ☐ W.S. § 35-9-616(a)(xiii) *Volunteer Search and Rescue*

And is located at:
250 River Circle
P O Box 3070
Alpine, WY 83128

- ☒ Employer is a city, town or county and has legally constituted departments or divisions
- ☐ Employer is NOT a city, town or county

Effective: November 01, 2003

Updated: August 06, 2026

IT IS HEREBY AGREED THAT:

- A. The governing body of Employer has elected to participate in WRS. All eligible employees will be covered as of the effective date of this Agreement. Eligible employees hired on or after the effective date will be covered starting with their first day of employment.
- B. Eligible employees include all full-time and regular part-time employees.
- C. Employees cannot opt out of participation, for any reason.
- D. If Employer is a city, town, or county, Wyoming Statute § 9-3-405(a)(ii)(A) allows Employer to cover only its full-time employees.
 - ☒ Employer is a city, town or county and ☒ WILL ☐ WILL NOT cover regular part-time employees. If regular part-time employees are not initially covered, they may be covered at a later date by separate Board or Commission actions. If Employer elects to cover regular part-time employees, please complete section "H." Coverage elections are not subject to change or cancellation after the effective date of the Agreement, except as provided by the Wyoming Retirement Act.
 - ☐ Employer is NOT a city, town, or county; all full-time and regular part-time employees will be covered.
- E. If Employer is a city, town or county with legally constituted departments or divisions, Employer may elect to cover only eligible employees of the following departments or divisions (please list the departments/divisions below and attach an organizational chart); if all departments and divisions will be covered, write "All": All
 - ☐ Election of only full-time coverage applies throughout all departments or divisions to be covered. Departments or divisions not originally covered as of the effective date of this Agreement may be covered at a later date by separate Board or Commission action.
- F. The coverage outlined above shall not be subject to change or cancellation after the effective date of the Agreement, except as provided for by the Wyoming Retirement Act.
- G. All provisions of the Wyoming Retirement Act, the Wyoming Retirement Board's Rules and policies of WRS shall prevail

H. An employee is considered regular part-time if the employee works 25 hours or more per week and must be enrolled in WRS. An employer may have a more inclusive definition of regular part-time by including employees regularly working less than 25 hours per week; however, this definition is not subject to change or cancellation after the effective date of the Agreement.

X Employer's definition of regular part-time* if covering employees who work less than 25 hours per week is:
Any permanent full-time employee that works 30 or more hours per week.

*(not required if employer is a city, town, or county not covering regular part-time employees)

I. If Employer chooses to pay any portion of the employee contribution as Untaxed, Employer must complete a 414(h)(2) Employer Pick-Up Resolution form. Employee contributions will be paid to WRS as:

☐ Taxed (taxes are already deducted) OR ☒ Untaxed (taxes not yet deducted) OR ☐ Both

J. LATE PAYMENTS:

If required employee and employer contributions are not received by WRS by the 12th of the month for the preceding month, interest shall be assessed at the assumed rate of return as determined by the Wyoming Board of Directors, compounded annually.

K. TERMINATION OF AGREEMENT BY EMPLOYER:

The Wyoming Retirement Act does not provide a legal mechanism for an employer to disaffiliate with WRS.

The governing body of Town of Alpine voted at its meeting on September 16, 2003 to participate in the Wyoming Retirement System and certify all eligible employees will be enrolled in the following Plan(s) as of Effective Date: November 01, 2003.

- ☒ Public Employee Plan
☒ Law Enforcement Plan (employees must be POST certified)
☐ Paid Firefighter Plan B
☐ Volunteer Firefighter and EMT Pension Account

Agreement is not subject to change or cancellation, unless Employer is a city, town, or county and according to Wyoming Statute § 9-3-405(a)(ii)(A) elects to cover additional departments or divisions, or to elect coverage for its regular part-time employees if previous coverage was not originally elected. Upon modification to Agreement, Employer must complete another Agreement, which will supersede any existing Agreement(s).

Attest: X
(Signature of Agency Clerk or Secretary)

X
(Signature of Chairman or President of Governing Body)

X
(Printed name of Agency Clerk or Secretary)

X
(Printed name of Chairman or President of Governing Body)

(Date)

(Date)

Employer Contact Information:

Name (please print): Monica Chenault

Email Address: clerk@alpinewy.gov

Phone Number: 307-654-7757

WRS Office Use Only

RAIN ID # _____

Approved by: _____

Date Approved: _____

Monica Chenault

From: Kelli Adkison <kelli.adkison@wyo.gov>
Sent: Wednesday, August 12, 2026 3:50 PM
To: Monica Chenault
Subject: Re: Agency 796/Town of Alpine

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

It is always better to make sure Monica. Let me know if you have any other questions.



On Wed, Aug 12, 2026 at 3:49 PM Monica Chenault <clerk@alpinewy.gov> wrote:

Ok. I was just making sure. THANK YOU!

Monica L. Chenault

Clerk & Treasurer
Town of Alpine

P.O. Box 3070
Alpine, Wyoming 83128
Office: (307) 654-7757 ext. 2
www.alpinewy.gov

Email correspondence to and from this office in connection with the transaction of public business is subject to disclosure under the Wyoming Public Records Act.

From: Kelli Adkison <kelli.adkison@wyo.gov>
Sent: Wednesday, August 12, 2026 3:15 PM
To: Monica Chenault <clerk@alpinewy.gov>
Subject: Re: Agency 796/Town of Alpine

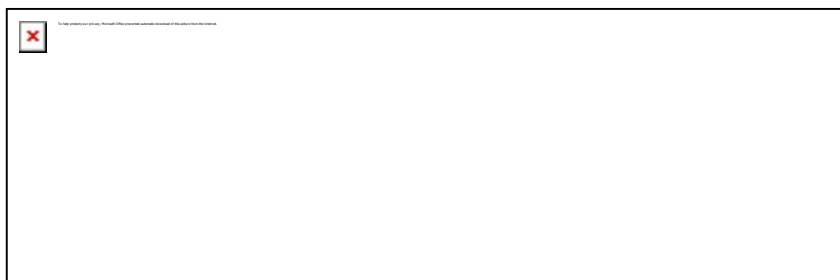
EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Hello Monica,

It states specifically that you will cover anyone working 30 or more hours. I have screenshotted that section for you below.

X Employer's definition of regular part-time* if covering employees who work less than 25 hours per week is:
Any permanent full-time employee that works 30 or more hours per week.

Thank you,



On Wed, Aug 12, 2026 at 3:05 PM Monica Chenault <clerk@alpinewy.gov> wrote:

Kelli,

This says we will cover regular part-time employees. Is that correct?

Monica L. Chenault

Clerk & Treasurer
Town of Alpine

P.O. Box 3070
Alpine, Wyoming 83128
Office: (307) 654-7757 ext. 2
www.alpinewy.gov

Email correspondence to and from this office in connection with the transaction of public business is subject to disclosure under the Wyoming Public Records Act.

From: Kelli Adkison <kelli.adkison@wyo.gov>
Sent: Friday, August 7, 2026 12:52 PM
To: Monica Chenault <clerk@alpinewy.gov>
Subject: Agency 796/Town of Alpine

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Hello Monica,

Per our telephone conversation I have attached the updated WRS-32 Agreement. The form requires two signatures, which can be you and the mayor, the mayor and a town council member, or two town council members. Please let me know if you have any questions.

Thank you,



E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.

E-Mail to and from me, in connection with the transaction of public business, is subject to the Wyoming Public Records Act and may be disclosed to third parties.



Date: August 18, 2026

Department: Clerk/Treasurer

Presenter: Sarah Greenwald, Assistant Clerk

Subject: Great American Gala – Wyoming Classical Academy Fundraising Proceeds

Purpose:

The Town Council is being asked to approve the disbursement of \$17,084 collected by the Town during the Great American Gala for the benefit of the Wyoming Classical Academy – Alpine and the Alpine Education Foundation.

Background:

The Great American Gala raised a total of \$21,904 for the benefit of the Alpine Education Foundation. Of that amount, one donor paid \$5,000 directly to the school. The Town collected and is currently holding the remaining \$17,084.

The funds held by the Town consist of:

- \$16,654 in paddle-raise proceeds to the Alpine Education Foundation; and
- \$430 in silent auction proceeds, including \$100 for classroom libraries package, \$150 for playground equipment, and \$180 for classroom art supplies to the Wyoming Classical Academy – Alpine.

Council approval is requested to disburse the \$16,904 currently held by the Town for its intended purpose.

Alternatives:**Option A - Approve Disbursement**

Approve the disbursement of Great American Gala proceeds in the amount of \$16,654 to the Alpine Education Foundation and \$430 to Wyoming Classical Academy–Alpine.

Option B - Do Not Approve Disbursement

Do not approve the disbursement. The Town would continue holding the funds pending further direction from the Town Council.

Fiscal Impact:

The \$17,084 consists of fundraising proceeds collected and held by the Town for the benefit of the Alpine Education Foundation and the Wyoming Classical Academy – Alpine. Disbursement of the funds is not an expenditure of budgeted Town funds and will have no financial impact on the Town.

Strategic or Community Impact:

Disbursement of the funds fulfills the purpose for which they were raised and supports the intended beneficiary of the Great American Gala fundraising activities.

Suggested Motion:

Motion to approve the disbursement of Great American Gala proceeds in the amount of \$16,654 to the Alpine Education Foundation and \$430 to Wyoming Classical Academy–Alpine.

Town of Alpine Monthly Engineer Report

August 18, 2026 Town Council Meeting

Summary of Work

WATER FUND:

- 1) Radio Read Water Meter Project:
 - a. Invoicing with Core and Main continues
 - b. Targhee Village water meter installation has started
 - c. Sept. 1st hard stop date to ensure all paperwork can be sent to State by end of September
- 2) Greys River Well House Generator:
 - a. Request for proposal to be advertised and due early next month for Council review
 - b. Jorgensen provided an estimate for the National Forest Service easement drawing
 - c. Musgrove Engineering to provide estimate for final generator layout for electrical permitting process

SEWER FUND:

- 1) Wastewater Treatment Plant:
 - a. U.V. disinfectant light equipment replacement – JVA Consulting has provided RFP for public advertisement
 - b. Cambrian MBR equipment status with Town legal counsel continues
 - c. New aeration tank mixer wiring needs to be finished
 - d. New aeration to equitation tank transfer pipe to be installed

PLANNING AND ZONING:

- 1) Turley Annexation:
 - a. Discussions on needed studies prior to development permit include; traffic, emergency access, water, sewer, slope, Urban Wildland Interface, Wetland/Environmental constraints, storm water and geotechnical
- 2) Sewer Rates Ordinance:
 - a. Discussions on adjusting existing ordinance to encompass all users including; residential, commercial and industrial

BUDGET:

- 1) Greys River Road replacement design RFP is expected from Nelson Engineering
- 2) Engineering standards for;
 - i. Storm water
 - ii. Lift stations
 - iii. Roads
 - iv. Slopes
- 3) Civic Center Generator;
 - i. Final sizing
 - ii. Request for proposal in October



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 07/01/26-07/31/26

CITATIONS	7
WARNINGS	15
CFS/LAW INCIDENTS	288
SPECIAL PATROL	34

ANIMAL PROBLEM	1	ABANONDED VEHICLE	6
AGENCY ASSIST	5	ALARMS	5
ASSAULT	3	ACCIDENTS	13
BURGLARY		CITIZEN DISPUTE	2
CITIZEN ASSIST	6	CONTROL BURN	4
CIVIL STAND BY		ALCOHOL PROBLEM	
CHILD ABUSE	2	DISTURBANCE	2
DEAD BODY/ HOMICIDE	1 / 1	DOMESTIC VIOLENCE / ELDER ABUSE	1 / 0
CUSTODIAL INTER.	1	FRAUD	2
FOREST PAT/GAME FISH		HARASSMENT	1
E911	23	FIRE/FIREWORKS	4 / 1
KIDNAPPING	1	LIVESTOCK	1
GAME & FISH /SAR	2 / 1	LOST/FOUND PROPERTY	2
INFORMATION	4	PROTECTION VIOLATION	
JUVENILE PROBLEM / RUNAWAY	3 / 1	LOCK OUT / REPO	1 / 1
LOST/FOUND ANIMAL	6	MEDICAL / SUICIDAL SUB	11 / 3
MOTOR ASSIST	6	NOISE / SCHOOL ZONE	5
RECKLESS DRIVING	14	TRESPASSING	2
TRANSFER PATIENT	29	SUSPICIOUS	6
REDDI	12	THEFT / VANDALISM	2 / 1
TRESPASSING	2	PUBLIC RELATIONS	3
WELFARE CHECK	5	RAPE / SEX OFFENSE	1 / 1
THREATENING	3	VIN INSPECTION/VIN STAMP	11 / 0
WEAPON OFFENSE / TRAFFIC OFFENSE	2 / 2	TRAFFIC HAZARD/UTILITY PROBLEM	1 / 1



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-032**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ALPINE,
WYOMING, ADOPTING THE TOWN COUNCIL RULES OF PROCEDURE AND
MEETING RULES**

WHEREAS, the Town Council of the Town of Alpine is authorized to establish rules governing the conduct of its meetings and proceedings pursuant to Wyoming law; and

WHEREAS, the Wyoming Constitution and the United States Constitution recognize the public's right to peaceably assemble, petition government, and participate in the governmental process; and

WHEREAS, the Wyoming Public Meetings Act, W.S. §§ 16-4-401 through 16-4-408, establishes requirements for open meetings and public participation; and

WHEREAS, the Town Council finds that adopting comprehensive Rules of Procedure promotes orderly, efficient, transparent, and consistent conduct of Council meetings while preserving opportunities for meaningful public participation; and

WHEREAS, the attached Town Council Rules of Procedure have been reviewed and updated to reflect current statutory requirements, current Town practices, and the most recent edition of *Robert's Rules of Order Newly Revised* where applicable.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING, THAT:

Section 1. Adoption.

The document entitled "**Town of Alpine Town Council Rules of Procedure and Meeting Rules**," attached hereto as **Exhibit A**, is hereby adopted as the official Rules of Procedure governing meetings of the Town Council.

Section 2. Supersession.

This Resolution supersedes any previously adopted resolutions, policies, or procedural rules governing Town Council meetings that are inconsistent with the provisions contained in Exhibit A.

Section 3. Administration.

The Mayor and Town Council shall conduct meetings in accordance with the adopted Rules of Procedure.

Section 4. Severability.

If any section, subsection, sentence, clause, or provision of this Resolution or the attached Rules of Procedure is determined by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 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>	

Signed:

Eric Green, Mayor of Alpine

ATTEST:

Monica Chenault, Town Clerk/Treasurer

Purpose and Authority

The Wyoming Constitution provides in Section 22 of Article 1:

The right to petition, and of the people peaceably to assemble to consult for the common good, and to make known their opinions, shall never be denied or abridged.

And the U.S. Constitution provides in the 1st Amendment that Congress shall make no law abridging the freedom of the right of the people to peaceably assemble, and to petition the government for redress of grievances. With full compliance to the U.S. and Wyoming Constitutions the Town of Alpine, Town Council promulgates these rules and regulations in order to ensure orderly meetings that encourage public participation. The following guiding principles have been the foundation of the formation of these rules:

- The Council must act as a body.
- The Council should proceed in the most efficient manner possible.
- The Council must act by at least a majority.
- Every Council member must have an equal opportunity to participate in decision-making.
- The Council's Rules of Procedure must be followed consistently.
- The Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.
- Meetings are accomplished in the spirit of openness with the encouragement of public participation.

No deliberative body can efficiently perform without rules of procedure. While rules cannot ensure civility, or command accuracy, clear rules and their fair and consistent application can lead to an orderly process. Our system of government, with its foundation in a robust, free exchange of ideas and lofty First Amendment aspirations, militates against controlled civil discourse. Certainly, civility cannot be mandated, but order has to be maintained. At the same time, the Town Council has to provide a broad opportunity for public participation.

The following rules are content-neutral time, place, and manner regulations which are narrowly tailored to serve a significant government interest and leave open ample alternative channels of communication. The significant government interest being an orderly meeting.

Chapter 1 Meetings

Rule 1-1 Time of Regular Meetings

The regular meeting of the Town of Alpine Town Council shall be held on the first and third Tuesday of each month, commencing at 7:00 p.m. in the Alpine Town Hall located at 250 River Road, Alpine, Wyoming, or at such other location within the Town of Alpine as may be necessary due to limitations of space or other reasons. (W.S. §16-4-404(a))

Rule 1-2 Special Meetings

The Mayor, or a majority of the Town Council, shall have the power to call special meetings of the Town Council.. Notice shall be given to each member of the Town Council and to each newspaper of general circulation, radio, or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. W.S. §16-4-404(b).

Rule 1-3 Open Meetings

All meetings of the Town Council are public meetings, open to the public at all times, except as otherwise provided. No action of the Town Council shall be taken except during a public meeting. W.S. §16-4-403(a). Meetings are defined as when at least a quorum of the Town Council (three (3) members), are assembled for the purpose of discussion, deliberation, presentation of information, or taking action regarding public business, after having been called together through the proper authority. W.S. §16-4-402(a)(iii).

Rule 1-4 Executive Sessions

- (a) The Town Council may hold executive sessions not open to the public upon a majority vote of the members present. Executive Sessions may only be held within a regular or special meeting and may not be held independently of a regular or special meeting:
 - 1) With the attorney general, county attorney, sheriff or their respective deputies, or other officers of the law, on matters posing a threat to security of public or private property, or a threat to the public's right of access;
 - 2) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person, or employee, or to hear complaints or charges brought against an employee, professional person, or officer, unless the employee, professional person, or officer requests a public hearing. The Town Council may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in

the matter being investigated. Following the hearing or executive session, the Town Council may deliberate on its decision in executive sessions;

- 3) On matters concerning litigation to which the Town is a party or proposed litigation to which the Town may be a party;
- 4) On matters of national security;
- 5) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;
- 6) To consider acceptance of gifts, donations, and bequests which the donor has requested in writing to be kept confidential;
- 7) To consider or receive any information classified as confidential by law;
- 8) To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all negotiations.
W.S. §16-4-405.

Rule 1-6 Recess

The Town Council may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.
W.S. §16-4-404(c).

Rule 1-7 Emergency Meetings

The Town Council may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within 48 hours. W.S. §16-4-404(d).

Chapter 2 Conduct of Meetings

Rule 2-1 Chapter Constitutes Rules Governing Procedures; Suspension of Rules

The provisions these Rules shall constitute the rules and regulations governing the procedures of the Town Council, and shall be strictly adhered to unless temporarily suspended by three-quarters vote of the council members present at

the meeting. The motion to suspend the provisions of these Rules must specify for what purpose the suspension is made and the suspension shall exist only until the purpose named in the motion is accomplished.

Rule 2-2 Applicability of Robert's Rules of Order

These Rules shall govern the Town Council in regards to parliamentary procedure of meetings, however, for those areas of parliamentary procedure in which these Rules are silent, the rules of parliamentary procedure contained in Robert's Rules of Order, Newly Revised, 12th Edition, and any subsequent editions or amendments thereto, if any, shall govern the Town Council so long as Robert's Rules of Order are not inconsistent with the provisions of these Rules or the Statutes of the State of Wyoming. Robert's Rules of Order Governs the conduct of the members of the Town Council as a deliberative body and does not confer upon a member of the public any right to obtain, hold, or yield the floor.

Rule 2-3 Presiding Officer

The Chair shall preside at all meetings of the Town Council as the presiding officer. In the absence of the chair, the vice-chair shall preside and act as chair until the appearance of the chair. If the vice-chair is unavailable, the Town Council may appoint by a majority vote a chair pro-tem. The chair pro-tem and vice-chair when occupying the place of the chair, may exercise all of the powers of that office, and have the same privileges, while so acting, shall be as binding upon the Town Council and upon the Town, as if done by the chair.

Rule 2-4 Call to Order

At the hour appointed for the meeting of the Town Council, the Town Council shall be called to order by the presiding officer. The Mayor or its designee, shall call the roll. If a quorum is present, the Town Council shall proceed to the business which may come before it. A majority of all the qualified members of the governing body constitute a quorum. Once achieved, a quorum is not obviated by a member who has withdrawn from a meeting without the approval of the Council.

Rule 2-5 Order of Business

- (a) The order of business at each regular Town Council meeting shall be as set forth in the agenda prepared prior to each meeting. The suggested agenda format is as follows:
- Call to Order
 - Roll Call and Quorum Pronouncement
 - Adoption of Agenda
 - Consent Agenda

- Approval of Minutes
 - Bills to Pay
 - Monthly Financial Report
 - Reports
 - Work Session and/or Action Items
 - Public Comment
 - Adjournment
 - Executive Session (as needed)
- (b) The Town Clerk or its designee shall prepare and deliver to each Town Councilmember, the Town Administrator, and the Town Attorney an agenda no later than 5 days preceding the next meeting. Items to be included on the agenda must be submitted to the Town Clerk in writing on the last Wednesday preceding the next regular meeting. The agenda shall state the presenter for each agenda item and a brief description of each agenda item. A link to the agenda will be sent to all persons subscribed to TextMyGov.
- (c) Following submission of the agenda to the Town Council, agenda items may not be added unless by a vote of the majority of the Council present or at the discretion of the chair.

Rule 2-9 Council Members to observe order

No Council Member shall entertain conversation while another is speaking at a Town Council meeting.

Rule 2-10 Procedure to Obtain Floor

Each Council Member, before speaking on any question at a Town Council meeting, shall address himself to the presiding officer, and shall not proceed with his remarks until recognized by the presiding officer.

Rule 2-11 Motions Generally

- (a) No question shall be put to a vote at a Town Council meeting unless the same is seconded. When a motion is seconded, it shall be so stated by the presiding officer before debate or action thereon.
- (b) Each motion shall be reduced to writing by the Council Member making it, or the Town Clerk if the presiding officer or any Council Member shall ask it.
- (c) After a motion is stated by a presiding officer, it shall be deemed to be in the possession of the Town Council, but it may be withdrawn by the presiding officer before decision or amendment, with the permission of the Town Council.

Rule 2-12 Statement for Reasons of Voting

Any Council Member may state his reason for voting upon any question either immediately before or immediately after the entire vote is taken of all members, but he shall confine his remarks strictly to the subject under consideration, and shall not spend longer than five minutes.

Rule 2-13 Subsidiary Motions

- (a) When a question is before the Town Council, no motion shall be received, except as herein specified, which motion shall have precedence in the order stated:
- 1) **To appeal** a procedural ruling of the presiding officer. The motion needs a second. The presiding officer has the first opportunity to speak to the appeal. Then debate may occur among the Council Members, and finally the presiding officer has the last right to speak before taking the vote. A majority vote is needed to sustain the decision of the chair;
 - 2) **To adjourn.** This motion may be made only at the conclusion of the action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to simply adjourn cannot be amended, but a motion to adjourn to a time named may be amended and is open to debate;
 - 3) **To take a brief recess.** This may be voted upon or is a privilege of the chair.
 - 4) **Question of Privilege.** Permits a member to make a request relating to the rights and privileges of the Council. Does not require a second and is not debatable. The chair rules on the request and may ask advice of the Town Attorney as a basis for the ruling. This procedure is normally used to request to go into executive session.
 - 5) **Point of Order.** A second is not required and is not debatable. To rise to a point of order is to protest a breach of the rules. The chair rules on the request.
 - 6) **To suspend the rules.** The Town Council may not suspend provisions of the rules that are imposed by law, for example motions that require 2/3 by statute. To suspend the rules requires a three-quarters vote;
 - 7) **To go into executive session.** The Town Council may go into executive session only under the provisions of the Wyoming Open Meetings Act. The motion shall cite the statutory basis for the executive session and shall be adopted at an open meeting. The Town Council may either recess or adjourn into executive session
 - 8) **To leave executive session;**

- 9) **To divide a complex question and consider it by parts.**
- 10) **To defer consideration.** The Town Council may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 30 days thereafter unless a motion to revive consideration is adopted. This motion should be distinguished from a motion to postpone to a certain time or date, which matter then automatically is brought up again when that time arrives.
- 11) **Motion for the previous question.** This motion is not in order until there have been at least 20 minutes of debate and/or every member has had an opportunity to speak once. The previous question shall be put in this form: "Shall we vote on the issue now before us?" It shall be admitted when demanded by a majority of the members present. Its effect, when sustained by a majority of the members present, shall put to an end all debate, and bring the Town Council to a direct vote.
- 12) **To postpone to a certain time or day.** A Motion to postpone to a certain time or day may be either made as a general order or a special order. A special order requires two-thirds vote, whereas a general order only requires a majority. A General Order states the date and/or the approximate time that the matter will be taken up, but does not interrupt pending matters at that time. A Special Order states a specific date and time and at that specified time all pending matters cease in order to consider the special order. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the day in question or move to suspend the rules.
- 13) **To amend.** An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. The intent of such an amendment should be achieved in a simpler, more straightforward manner by the defeat of the original motion. Pertinent amendments that make major substantive changes to the original motion are proper. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. On an amendment to strike out and insert, the paragraph or sentence it amends shall be first read as it stands, then the words proposed to be struck out, and then those words proposed to be inserted and finally the paragraph or sentence as it would stand if so amended. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last offered amendment is disposed of by a vote.

14) **To rescind.** The Town Council may vote to rescind actions it has previously taken.

Rule 2-14 Recusals and Abstentions

- a) Councilmembers shall not make an official decision or vote on an official decision if they have a personal or private interest in the matter. A Councilmember shall not vote to give money or any direct financial benefit to himself or herself, except a reduction in taxes affecting the general public. A personal or private interest:
 - i. Is direct and immediate as opposed to speculative and remote.
 - ii. Is an interest that provides a greater benefit or lesser detriment than it does for a group of persons who are similarly situated.
- b) A Councilmember shall recognize the importance of his or her right to represent his or her constituency and shall abstain from voting only in clear cases of personal or private interest as defined. An abstaining Councilmember may state the reason for abstention and leave the table.
- c) Abstentions shall be recorded in the meeting minutes.
W.S. §§ 9-13-101 through 9-13-109 (“Ethics and Disclosure Act”)

Chapter 3 Public Participation

Rule 3-1 Attendees

A member of the public is not required, as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation. W.S. §16-4-403(b).

Rule 3-2 Disruption of Meetings

If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of the person or persons responsible. If order cannot be restored by that removal, the Chair may order the meeting room cleared and continue in session, or may recess the meeting and reconvene at another location. A removal ordered under this Rule shall be ratified by majority vote of the Town Council before regular business resumes; if the Council does not ratify the removal, the person shall be readmitted. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. Procedures for readmitting an individual or individuals not responsible for disturbing the conduct of a meeting are set forth in Rule 3-3. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section. W.S. §16-4-406

Rule 3-3 Readmittance Procedure

- (a) Any person not identified by the Town Council as part of the disturbance is presumed not responsible and readmitted.
- (b) Readmission is to occur before regular business resumes.
- (c) There is no sign-in or condition for readmission.
- (d) Members of the press are to be readmitted unless they were a part of the disturbance
- (e) If removed, removal only lasts for the remainder of the meeting in which the person was removed.
- (f) Meeting minutes are to record the removal and the readmission.

Rule 3-4 Public Participation

- (a) **Recognition.** Any person who signs up to speak and complies with these Rules shall be recognized. The authority of the Presiding Officer under this subsection is limited to the order of recognition and to timekeeping, and does not extend to whether a person speaks.
- (b) **Addressing the Council.** A person addressing the Council shall do so at the speaker's rostrum and shall begin by offering his or her name and group affiliation, if any, orally, and in writing if requested. All remarks shall be addressed to the chair. No cross-talking shall be permitted.
- (c) **Limits.** Each speaker shall be allowed three (3) minutes. Time shall not be yielded, pooled, transferred, or accumulated between speakers, and no speaker shall receive time from any other person. The Council may, by majority vote taken before public comment on an item or comment period begins, set a different time limit for that item or comment period; a limit so set applies equally to every speaker. No other extension or reduction of a speaker's time may be granted. The Clerk shall keep the time. During a general public comment period, a speaker may address any topic. During comment on a specific agenda item or during a public hearing, a speaker shall confine his or her remarks to that item or hearing.

Additional time reasonably necessary for an accommodation under the Americans with Disabilities Act, or for translation or interpretation, is not an extension of time within the meaning of this subsection

- (d) **Questions.** Following each speaker's remarks, each Council Member shall be given the opportunity to comment further and to address questions to the speaker. The speaker may not be permitted or required to answer such questions if all the Council Members present, other than the questioner, object.
- (e) **Written Communication.** Written communications may be submitted to the Clerk before 12:00 PM on the day of the meeting. Consideration of petitions, except to the extent that the signatures are witnessed by notary public, is discouraged and

no Council Member shall have any obligation to assume the genuineness of un-witnessed signatures to any petition.

- (f) **Public Comment Notice.** Public comment is an opportunity for members of the public to address Council. Remarks are directed at the Chair. The Council is under no obligation to respond. Each speaker is limited to three (3) minutes and may not receive time yielded by any other person. During a general public comment period, a speaker may address any topic. During comment on a specific agenda item or during a public hearing, a speaker shall confine his or her remarks to that item or hearing.

Rule 3-5 Preservation of Order

The Presiding Officer shall preserve order, confine Council Members in debate to the question and prevent personally directed comments among them, and shall decide who shall be first heard when two or more Council Members rise at the same time. Any appeal of the presiding officer's decision in such case shall be to the Town Council then sitting, which shall decide at once and without debate. A member called to order at a Town Council meeting shall at once suspend his remarks, unless permitted to explain. If there is no appeal, the decision of the presiding officer shall be conclusive and, if an appeal is taken, the Town Council shall decide the question at once and without debate. This rule governs decorum among Council Members and does not authorize restriction of the content or viewpoint of public comment.

Rule 3-6 Sergeant-at-Arms

A deputy of the Lincoln County Sheriff's Office designated by the Town, or other person designated by the Chair, shall act as Sergeant-At-Arms at all meetings of the Town Council at the request of the chair, and he shall preserve order at such meetings and carry out the directions of the presiding officer respecting any business of the Town Council. The Sergeant-at-Arms shall act only to preserve order and the safety of those present, and shall not act based on the content or viewpoint of any person's speech.

Rule 3-7 Recording and Broadcast Equipment

- a) No person shall physically obstruct, block, tamper with, disconnect, reposition, or otherwise interfere with the Town's recording or broadcast equipment, or place any object in front of or upon that equipment.
- b) The Town controls the placement and operation of its own recording and broadcast equipment. The Town's cameras cover the podium and the dais and do not pan the audience. This is a fixed operating practice applied uniformly at every meeting.

- c) This rule governs physical interference with equipment only. It does not restrict the content or viewpoint of any person's speech, sign, or expression, and shall not be enforced on the basis of content or viewpoint.

Rule 3-8 Signs and Objects

- a) A person attending a meeting of the Town Council may display a sign or other object, subject to this Rule.
- b) A sign or object shall be hand-held and shall not exceed eleven (11) inches by seventeen (17) inches. It shall not be mounted on a stick, pole, handle, or frame.
- c) No sign or object shall block the view of another attendee, obstruct an aisle, doorway, or exit, or interfere with the Town's recording or broadcast equipment.
- d) No sign or object shall be affixed to any wall, window, door, floor, or furnishing, and no sign or object shall be left in the meeting room.
- e) A speaker recognized at the rostrum may display a sign or object during his or her own remarks.
- f) This Rule governs the physical characteristics and placement of signs and objects only. It does not restrict the content or viewpoint of any message, shall not be enforced on the basis of content or viewpoint, and shall be applied uniformly to every person at every meeting.
- g) Before any person is directed to lower, remove, or relocate a sign or object, the presiding officer shall state on the record the subsection of this Rule that applies. Failure to comply with this Rule is not, standing alone, a willful disruption within the meaning of Rule 3-2.



Date: August 18, 2026
Department: Administration
Presenter: Riley Hovorka, Town Administrator & Monica Chenault, Clerk/Treasurer
Subject: Resolution 2026-32: Council Rules of Procedure

Purpose:

Staff request that Council consider updating the Council Rules of Procedure via resolution.

Background:

The Town Attorney suggested revisions to the 2008 Council Rules of Procedure (“Rules”) and prepared a redline draft for Council consideration at the July 7 meeting. Council discussed the Attorney’s proposed changes and directed staff to proceed with updating the Rules as discussed during that meeting. At the August 4 meeting, the Town Council and Town Attorney requested that staff make additional changes. One of these changes include moving all Rules addressing public participation to a new Chapter specific to ‘Public Participation.’

The following Rules were updated/added between the August 4 and August 18 meetings:

- Rule 3-3 – Readmittance Procedure (new)
- Rule 3-4(a) – Recognition (updated)
- Rule 3-4(c) – Limits (updated)
- Rule 3-4(f) – Public Comment Notice (updated)
- Rule 3-7 – Recording and Broadcast Equipment (new)
- Rules 3-8 – Signs and Objects (new)

See redline draft for updated/added Rules.

Alternatives:

Option A — Adopt the proposed Rules by resolution.

- Benefits Include: Greater consistency between the Rules, current procedures, and State Statutes.

- Challenges Include: These Rules are not a comprehensive re-write. Many Rules remain untouched.

Option B — Direct staff to make the following amendments _____, and bring a new draft to Council for consideration at the next available Council meeting.

- Benefits Include: Same benefits, with added flexibility for Council to expand (or reduce) the scope of amendments to include (or exclude) more sections.
- Challenges Include: The Rules would need to come back to Council for adoption once a new draft is available.

Option C – Adopt the proposed Rules by resolution, and direct staff to make additional revisions to be considered at a later date.

- Benefits Include: Immediately addresses most the more pressing issues while allowing staff more time to make more comprehensive updates.
- Challenges Include: Depending on the scope of updates, Council may want to consider scheduling a work session for this item.

Option C — Do not adopt the Rules. Continue to follow the 2008 Rules.

- Challenges Include: The 2008 Rules do not align with current procedures. The Town Council and staff would need to come into compliance with old procedures.

Fiscal Impact:

No fiscal impact.

Strategic or Community Impact:

Amending the Rules to reflect current and/or desired procedures creates consistency and clarity for Councilmembers, staff, and the public.

Key Questions:

1. Is Council comfortable with the Rules as proposed, or does Council want to direct staff to make additional revisions?

Suggested Motion:

I move to adopt Resolution 2026-32, adopting the Town Council Rules of Procedure and Meeting Rules.

Purpose and Authority

The Wyoming Constitution provides in Section 22 of Article 1:

The right to petition, and of the people peaceably to assemble to consult for the common good, and to make known their opinions, shall never be denied or abridged.

And the U.S. Constitution provides in the 1st Amendment that Congress shall make no law abridging the freedom of the right of the people to peaceably assemble, and to petition the government for redress of grievances. With full compliance to the U.S. and Wyoming Constitutions the Town of Alpine, Town Council promulgates these rules and regulations in order to ensure orderly meetings that encourage public participation. The following guiding principles have been the foundation of the formation of these rules:

- The Council must act as a body.
- The Council should proceed in the most efficient manner possible.
- The Council must act by at least a majority.
- Every Council member must have an equal opportunity to participate in decision-making.
- The Council's Rules of Procedure must be followed consistently.
- The Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.
- Meetings are accomplished in the spirit of openness with the encouragement of public participation.

No deliberative body can efficiently perform without rules of procedure. While rules cannot ensure civility, or command accuracy, clear rules and their fair and consistent application can lead to an orderly process. Our system of government, with its foundation in a robust, free exchange of ideas and lofty First Amendment aspirations, militates against controlled civil discourse. Certainly, civility cannot be mandated, but order has to be maintained. At the same time, the ~~Commission-Town Council~~ has to provide a broad opportunity for public participation.

The following rules are content-neutral time, place, and manner regulations which are narrowly tailored to serve a significant government interest and leave open ample alternative channels of communication. The significant government interest being an orderly meeting.

Chapter 1 Meetings

Rule 1-1 Time of Regular Meetings

The regular meeting of the Town of Alpine Town Council shall be held on the first and third Tuesday of each month, commencing at 7:00 p.m. in the Alpine Town Hall located at 250 River Road, Alpine, Wyoming, or at such other location within the Town of Alpine as may be necessary due to limitations of space or other reasons. (W.S. §16-4-404(a))

Rule 1-2 Special Meetings

The Mayor, or a majority of the Town Council, shall have the power to call special meetings of the Town Council, ~~the object of which shall be submitted to the Town Clerk in writing and the call and object, as well as the disposition thereof, shall be entered upon the journal by the Town Clerk. The call shall be in writing and signed by the person or persons calling the meeting.~~ Notice shall be given to each member of the Town Council and to each newspaper of general circulation, radio, or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. W.S. §16-4-404(b).

Rule 1-3 Open Meetings

All meetings of the Town Council are public meetings, open to the public at all times, except as otherwise provided. No action of the Town Council shall be taken except during a public meeting. W.S. §16-4-403(a). Meetings are defined as when at least a quorum of the Town Council (three (3) members), are assembled for the purpose of discussion, deliberation, presentation of information, or taking action regarding public business, after having been called together through the proper authority. W.S. §16-4-402(a)(iii).

Rule 1-4 Executive Sessions

- (a) The Town Council may hold executive sessions not open to the public upon a majority vote of the members present. Executive Sessions may only be held within a regular or special meeting and may not be held independently of a regular or special meeting:
 - 1) With the attorney general, county attorney, sheriff or their respective deputies, or other officers of the law, on matters posing a threat to security of public or private property, or a threat to the public's right of access;
 - 2) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person, or employee, or to hear complaints or

charges brought against an employee, professional person, or officer, unless the employee, professional person, or officer requests a public hearing. The Town Council may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in the matter being investigated. Following the hearing or executive session, the Town Council may deliberate on its decision in executive sessions;

- 3) On matters concerning litigation to which the Town is a party or proposed litigation to which the Town may be a party;
- 4) On matters of national security;
- 5) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;
- 6) To consider acceptance of gifts, donations, and bequests which the donor has requested in writing to be kept confidential;
- 7) To consider or receive any information classified as confidential by law;
- 8) To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all negotiations.
W.S. §16-4-405.

Rule 1-5 — Public Participation

Commented [RH1]: Moved to new Chapter 3 (3-1)

~~A member of the public is not required, as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation. W.S. §16-4-403(b).~~

Rule 1-6 Recess

The Town Council may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.
W.S. §16-4-404(c).

Rule 1-7 Emergency Meetings

The Town Council may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is

of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within 48 hours. W.S. §16-4-404(d).

Rule 1-8 — Disruption of Meetings

Commented [RH2]: Moved to new Chapter 3 (3-2)

~~If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of the person or group from the meeting room and continue in session, or may recess the meeting and reconvene at another location. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section. W.S. §16-4-406.~~

Chapter 2 Conduct of Meetings

Rule 2-1 Chapter Constitutes Rules Governing Procedures; Suspension of Rules

The provisions ~~these Rules of this chapter~~ shall constitute the rules and regulations governing the procedures of the Town Council, and shall be strictly adhered to unless temporarily suspended by three-quarters vote of the council members present at the meeting. The motion to suspend the provisions of ~~this chapter these Rules~~ must specify for what purpose the suspension is made and the suspension shall exist only until the purpose named in the motion is accomplished.

Rule 2-2 Applicability of Robert's Rules of Order

~~This Chapter~~ These Rules shall govern the Town Council in regards to parliamentary procedure of meetings, however, for those areas of parliamentary procedure in which ~~these Rules are this Chapter is~~ silent, the rules of parliamentary procedure contained in Robert's Rules of Order, Newly Revised, ~~10th~~ 12th Edition, and any subsequent editions or amendments thereto, if any, shall govern the Town Council so long as Robert's Rules of Order are not inconsistent with the provisions of ~~these Rules this Chapter~~ or the Statutes of the State of Wyoming. Robert's Rules of Order Governs the conduct of the members of the Town Council as a deliberative body and does not confer upon a member of the public any right to obtain, hold, or yield the floor.

Rule 2-3 Presiding Officer

The Chair shall preside at all meetings of the Town Council as the presiding officer. In the absence of the chair, the vice-chair shall preside and act as chair until the appearance of the chair. If the vice-chair is unavailable, the Town Council may appoint by a majority vote a chair pro-tem. The chair pro-tem and vice-chair when occupying the place of the chair, may exercise all of the powers

of that office, and have the same privileges, while so acting, shall be as binding upon the Town Council and upon the Town, as if done by the chair.

Rule 2-4 Call to Order

At the hour appointed for the meeting of the Town Council, the Town Council shall be called to order by the presiding officer. The ~~Mayor~~ ~~Town Clerk~~ or its designee, shall call the roll. If a quorum is present, the Town Council shall proceed to the business which may come before it. A majority of all the qualified members of the governing body constitute a quorum. Once achieved, a quorum is not obviated by a member who has withdrawn from a meeting without the approval of the Council.

Rule 2-5 Order of Business

- (a) ~~_____~~ The order of business at each regular Town Council meeting shall be as set forth in the agenda prepared prior to each meeting. The suggested agenda format is as follows:

- Call to Order
- Roll Call and Quorum Pronouncement
- ~~Quorum Pronouncement by the Chair~~
- ~~Approval of Minutes~~
- ~~Adoption of Agenda~~
- ~~Consent Agenda~~
 - ~~Approval of Minutes~~
 - ~~Bills to Pay~~
 - ~~Monthly Financial Report~~
- ~~Unfinished Business~~
- ~~New Business~~
- ~~Reports~~
- ~~Work Session and/or Action Items~~
- ~~Public Comment~~
- ~~Reports~~
- ~~Communications~~ Public Comment
- ~~Adjournment~~
- Executive Session (as needed)

- (b) ~~_____~~ The Town Clerk or its designee shall prepare and deliver to each ~~commissioner~~ Town Councilmember, the Town Administrator, and the Town Attorney an agenda no later than 5 days preceding the next meeting. Items to be included on the agenda must be submitted to the Town Clerk in writing on the ~~first~~ last Wednesday/Thursday preceding the next regular meeting. The agenda shall state the presenter for each agenda item and a brief description of each agenda item. ~~The Town Clerk shall also mail (regular mail, facsimile or electronic mails) a~~

~~copy of the agenda to every person who has requested the same in writing during the preceding year. A link to the agenda will be sent to all persons subscribed to TextMyGov.~~

- (c) ~~Following submission of the agenda to the Town Council, agenda items may not be added unless by a vote of the majority of the Council present or at the discretion of the chair.~~

~~Rule 2-6 Public Participation~~

Commented [RH3]: Moved to new Chapter 3 (3-4)

- (a) ~~Recognition. No person may address the Council without the permission of the presiding officer, or a majority of the quorum, or as otherwise required by law. Except as required by law, the presiding officer may not recognize anyone other than a Council Member or a member of the Town Staff until all of Council Members have finished discussing the agenda item under consideration.~~
- (b) ~~Addressing the Council. A person addressing the Council shall do so at the speaker's rostrum and shall begin by offering his or her name and group affiliation, if any, orally, and in writing if requested. All remarks shall be addressed to the chair. No cross-talking shall be permitted.~~
- (c) ~~Limits. Each speaker shall limit his or her remarks to three (3) minutes, except as otherwise specifically provided for in these rules, or except as time is extended by the presiding officer. Each speaker shall avoid repetition of the remarks of prior speakers and speak only to the agenda item under consideration.~~
- (d) ~~Questions. Following each speaker's remarks, each Council Member shall be given the opportunity to comment further and to address questions to the speaker. The speaker may not be permitted or required to answer such questions if all the Council Members present, other than the questioner, object.~~
- (e) ~~Written Communication. Consideration of written communications of an evidentiary or argumentative nature that is received by the Council less than 48 hours prior to the meeting is discouraged, and no may be submitted to the Clerk before 12:00 PM on the day of the meeting. Council Member is obligated to take into consideration matters contained therein. Similarly, eConsideration of petitions, except to the extent that the signatures are witnessed by notary public, is discouraged and no Council Member shall have any obligation to assume the genuineness of un-witnessed signatures to any petition.~~

~~Rule 2-7 Preservation of Order~~

Commented [RH4]: Moved to new Chapter 3 (3-5)

~~The Presiding Officer shall preserve order, prevent personally directed comments, confine members in debate to the question, and shall decide who shall be first heard when two or more commissioners rise at the same time. Any appeal of the presiding officer's decision in such case shall be to the Town Council then sitting.~~

~~which shall decide at once and without debate. A member called to order at a Town Council meeting shall at once suspend his remarks, unless permitted to explain. If there is no appeal, the decision of the presiding officer shall be conclusive and, if an appeal is taken, the Town Council shall decide the question at once and without debate.~~

~~Rule 2-8~~ ~~Sergeant at Arms~~

Commented [RH5]: Moved to new Chapter 3 (3-6)

~~The Town Police Chief, or his designee, shall act as sergeant at arms at all meetings of the Town Council at the request of the chair, and he shall preserve order at such meetings and carry out the directions of the presiding officer respecting any business of the Town Council.~~

Rule 2-9 Council Members ~~County commissioners~~ to observe order

No Council Member shall entertain conversation while another is speaking at a Town Council meeting.

Rule 2-10 Procedure to Obtain Floor

Each Council Member, before speaking on any question at a Town Council meeting, shall address himself to the presiding officer, and shall not proceed with his remarks until recognized by the presiding officer.

Rule 2-11 Motions Generally

- (a) No question shall be put to a vote at a Town Council meeting unless the same is seconded. When a motion is seconded, it shall be so stated by the presiding officer before debate or action thereon.
- (b) Each motion shall be reduced to writing by the Council Member making it, or the Town Clerk if the presiding officer or any Council Member shall ask it.
- (c) After a motion is stated by a presiding officer, it shall be deemed to be in the possession of the Town Council, but it may be withdrawn by the presiding officer before decision or amendment, with the permission of the Town Council.

Rule 2-12 Statement for Reasons of Voting

Any Council Member may state his reason for voting upon any question either immediately before or immediately after the entire vote is taken of all members, but he shall confine his remarks strictly to the subject under consideration, and shall not spend longer than five minutes.

Rule 2-13 Subsidiary Motions

- (a) When a question is before the Town Council, no motion shall be received, except as herein specified, which motion shall have precedence in the order stated:
- 1) **To appeal** a procedural ruling of the presiding officer. The motion needs a second. The presiding officer has the first opportunity to speak to the appeal. Then debate may occur among the Council Members, and finally the presiding officer has the last right to speak before taking the vote. A majority vote is needed to sustain the decision of the chair;
 - 2) **To adjourn.** This motion may be made only at the conclusion of the action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to simply adjourn cannot be amended, but a motion to adjourn to a time named may be amended and is open to debate;
 - 3) **To take a brief recess.** This may be voted upon or is a privilege of the chair.
 - 4) **Question of Privilege.** Permits a member to make a request relating to the rights and privileges of the Council. Does not require a second and is not debatable. The chair rules on the request and may ask advice of the Town Attorney as a basis for the ruling. This procedure is normally used to request to go into executive session.
 - 5) **Point of Order.** A second is not required and is not debatable. To rise to a point of order is to protest a breach of the rules. The chair rules on the request.
 - 6) **To suspend the rules.** The ~~Commission-Town Council~~ may not suspend provisions of the rules that are imposed by law, for example motions that require 2/3 by statute. To suspend the rules requires a ~~2/3~~three-quarters vote;
 - 7) **To go into executive session.** The ~~Commission-Town Council~~ may go into executive session only under the provisions of the Wyoming Open Meetings Act. The motion shall cite the statutory basis for the executive session and shall be adopted at an open meeting. The ~~Commission-Town Council~~ may either recess or adjourn into executive session
 - 8) **To leave executive session;**
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 - 10) **To defer consideration.** The ~~Commission-Town Council~~ may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 30 days thereafter unless a motion to revive consideration is adopted.

This motion should be distinguished from a motion to postpone to a certain time or date, which matter then automatically is brought up again when that time arrives.

- 11) **Motion for the previous question.** This motion is not in order until there have been at least 20 minutes of debate and/or every member has had an opportunity to speak once. The previous question shall be put in this form: "Shall we vote on the issue now before us?" It shall be admitted when demanded by a majority of the members present. Its effect, when sustained by a majority of the members present, shall put to an end all debate, and bring the Town Council to a direct vote.
- 12) **To postpone to a certain time or day.** A Motion to postpone to a certain time or day may be either made as a general order or a special order. A special order requires two-thirds vote, whereas a general order only requires a majority. A General Order states the date and/or the approximate time that the matter will be taken up, but does not interrupt pending matters at that time. A Special Order states a specific date and time and at that specified time all pending matters cease in order to consider the special order. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the day in question or move to suspend the rules.
- 13) **To amend.** An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. The intent of such an amendment should be achieved in a simpler, more straightforward manner by the defeat of the original motion. Pertinent amendments that make major substantive changes to the original motion are proper. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend. On an amendment to strike out and insert, the paragraph or sentence it amends shall be first read as it stands, then the words proposed to be struck out, and then those words proposed to be inserted and finally the paragraph or sentence as it would stand if so amended. A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last offered amendment is disposed of by a vote.
- 14) **To rescind.** The ~~Commission-Town Council~~ may vote to rescind actions it has previously taken.

Rule 2-14 Recusals and Abstentions

- a) Councilmembers shall not make an official decision or vote on an official decision if they have a personal or private interest in the matter. A

Councilmember shall not vote to give money or any direct financial benefit to himself or herself, except a reduction in taxes affecting the general public. A personal or private interest:

- i. Is direct and immediate as opposed to speculative and remote.
 - ii. Is an interest that provides a greater benefit or lesser detriment than it does for a group of persons who are similarly situated.
 - b) A Councilmember shall recognize the importance of his or her right to represent his or her constituency and shall abstain from voting only in clear cases of personal or private interest as defined. An abstaining Councilmember may state the reason for abstention and leave the table.
 - c) Abstentions shall be recorded in the meeting minutes.
- W.S. §§ 9-13-101 through 9-13-109 ("Ethics and Disclosure Act")

Chapter 3 Public Participation

Rule 3-1 Attendees

A member of the public is not required, as a condition of attendance at any meeting to register his name, to supply information, to complete a questionnaire, or fulfill any other condition precedent to his attendance. A person seeking recognition at the meeting may be required to give his name and affiliation. W.S. §16-4-403(b).

Rule 3-2 Disruption of Meetings

If any public meeting is willfully disrupted by a person or group of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of the person or persons responsible. If order cannot be restored by that removal, the Chair may order the meeting room cleared and continue in session, or may recess the meeting and reconvene at another location. A removal ordered under this Rule shall be ratified by majority vote of the Town Council before regular business resumes; if the Council does not ratify the removal, the person shall be readmitted. Only matters appearing on the agenda may be acted upon in a meeting recessed to another location. Procedures for readmitting an individual or individuals not responsible for disturbing the conduct of a meeting are set forth in Rule 3-3. Duly accredited members of the press or other news media except those who participated in a disturbance shall be allowed to attend any meeting permitted by this section. W.S. §16-4-406

Rule 3-3 Readmittance Procedure

- (a) Any person not identified by the Town Council as part of the disturbance is presumed not responsible and readmitted.
- (b) Readmission is to occur before regular business resumes.
- (c) There is no sign-in or condition for readmission.

Commented [RH6]: New - proposed after 8/4 meeting

- (d) Members of the press are to be readmitted unless they were a part of the disturbance
- (e) If removed, removal only lasts for the remainder of the meeting in which the person was removed.
- (f) Meeting minutes are to record the removal and the readmission.

Rule 3-4 Public Participation

- (a) Recognition. Any person who signs up to speak and complies with these Rules shall be recognized. The authority of the Presiding Officer under this subsection is limited to the order of recognition and to timekeeping, and does not extend to whether a person speaks.
- (b) Addressing the Council. A person addressing the Council shall do so at the speaker's rostrum and shall begin by offering his or her name and group affiliation, if any, orally, and in writing if requested. All remarks shall be addressed to the chair. No cross-talking shall be permitted.
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Additional time reasonably necessary for an accommodation under the Americans with Disabilities Act, or for translation or interpretation, is not an extension of time within the meaning of this subsection

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- (d) Questions. Following each speaker's remarks, each Council Member shall be given the opportunity to comment further and to address questions to the speaker. The speaker may not be permitted or required to answer such questions if all the Council Members present, other than the questioner, object.
- (e) Written Communication. Written communications may be submitted to the Clerk before 12:00 PM on the day of the meeting. Consideration of petitions, except to the extent that the signatures are witnessed by notary public, is discouraged and no Council Member shall have any obligation to assume the genuineness of unwitnessed signatures to any petition.
- (f) Public Comment Notice. Public comment is an opportunity for members of the public to address Council. Remarks are directed at the Chair. The Council is under no obligation to respond. Each speaker is limited to three (3) minutes and

may not receive time yielded by any other person. During a general public comment period, a speaker may address any topic. During comment on a specific agenda item or during a public hearing, a speaker shall confine his or her remarks to that item or hearing.

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Rule 3-5 Preservation of Order

The Presiding Officer shall preserve order, confine Council Members in debate to the question and prevent personally directed comments among them, and shall decide who shall be first heard when two or more Council Members rise at the same time. Any appeal of the presiding officer's decision in such case shall be to the Town Council then sitting, which shall decide at once and without debate. A member called to order at a Town Council meeting shall at once suspend his remarks, unless permitted to explain. If there is no appeal, the decision of the presiding officer shall be conclusive and, if an appeal is taken, the Town Council shall decide the question at once and without debate. This rule governs decorum among Council Members and does not authorize restriction of the content or viewpoint of public comment.

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Rule 3-7 Recording and Broadcast Equipment

Commented [RH10]: New - proposed after 8/4 meeting

- a) No person shall physically obstruct, block, tamper with, disconnect, reposition, or otherwise interfere with the Town's recording or broadcast equipment, or place any object in front of or upon that equipment.
- b) The Town controls the placement and operation of its own recording and broadcast equipment. The Town's cameras cover the podium and the dais and do not pan the audience. This is a fixed operating practice applied uniformly at every meeting.
- c) This rule governs physical interference with equipment only. It does not restrict the content or viewpoint of any person's speech, sign, or expression, and shall not be enforced on the basis of content or viewpoint.

Rule 3-8 Signs and Objects

Commented [RH11]: New - proposed after 8/4 meeting

- a) A person attending a meeting of the Town Council may display a sign or other object, subject to this Rule.

- (b) A sign or object shall be hand-held and shall not exceed eleven (11) inches by seventeen (17) inches. It shall not be mounted on a stick, pole, handle, or frame.
- (c) No sign or object shall block the view of another attendee, obstruct an aisle, doorway, or exit, or interfere with the Town's recording or broadcast equipment.
- (d) No sign or object shall be affixed to any wall, window, door, floor, or furnishing, and no sign or object shall be left in the meeting room.
- (e) A speaker recognized at the rostrum may display a sign or object during his or her own remarks.
- (f) This Rule governs the physical characteristics and placement of signs and objects only. It does not restrict the content or viewpoint of any message, shall not be enforced on the basis of content or viewpoint, and shall be applied uniformly to every person at every meeting.
- (g) Before any person is directed to lower, remove, or relocate a sign or object, the presiding officer shall state on the record the subsection of this Rule that applies. Failure to comply with this Rule is not, standing alone, a willful disruption within the meaning of Rule 3-2.

Purpose and Authority

The Wyoming Constitution provides in Section 22 of Article 1:

The right to petition, and of the people peaceably to assemble to consult for the common good, and to make known their opinions, shall never be denied or abridged.

And the U.S. Constitution provides in the 1st Amendment that Congress shall make no law abridging the freedom of the right of the people to peaceably assemble, and to petition the government for redress of grievances. With full compliance to the U.S. and Wyoming Constitutions the Town of Alpine, Town Council promulgates these rules and regulations in order to ensure orderly meetings that encourage public participation. The following guiding principles have been the foundation of the formation of these rules:

- The Council must act as a body.
- The Council should proceed in the most efficient manner possible.
- The Council must act by at least a majority.
- Every Council member must have an equal opportunity to participate in decision-making.
- The Council's Rules of Procedure must be followed consistently.
- The Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules.
- Meetings are accomplished in the spirit of openness with the encouragement of public participation.

No deliberative body can efficiently perform without rules of procedure. While rules cannot ensure civility, or command accuracy, clear rules and their fair and consistent application can lead to an orderly process. Our system of government, with its foundation in a robust, free exchange of ideas and lofty First Amendment aspirations, militates against controlled civil discourse. Certainly, civility cannot be mandated, but order has to be maintained. At the same time, the Town Council has to provide a broad opportunity for public participation.

The following rules are content-neutral time, place, and manner regulations which are narrowly tailored to serve a significant government interest and leave open ample alternative channels of communication. The significant government interest being an orderly meeting.

Chapter 1 Meetings

Rule 1-1 Time of Regular Meetings

The regular meeting of the Town of Alpine Town Council shall be held on the first and third Tuesday of each month, commencing at 7:00 p.m. in the Alpine Town Hall located at 250 River Road, Alpine, Wyoming, or at such other location within the Town of Alpine as may be necessary due to limitations of space or other reasons. (W.S. §16-4-404(a))

Rule 1-2 Special Meetings

The Mayor, or a majority of the Town Council, shall have the power to call special meetings of the Town Council.. Notice shall be given to each member of the Town Council and to each newspaper of general circulation, radio, or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at a special meeting. W.S. §16-4-404(b).

Rule 1-3 Open Meetings

All meetings of the Town Council are public meetings, open to the public at all times, except as otherwise provided. No action of the Town Council shall be taken except during a public meeting. W.S. §16-4-403(a). Meetings are defined as when at least a quorum of the Town Council (three (3) members), are assembled for the purpose of discussion, deliberation, presentation of information, or taking action regarding public business, after having been called together through the proper authority. W.S. §16-4-402(a)(iii).

Rule 1-4 Executive Sessions

- (a) The Town Council may hold executive sessions not open to the public upon a majority vote of the members present. Executive Sessions may only be held within a regular or special meeting and may not be held independently of a regular or special meeting:
 - 1) With the attorney general, county attorney, sheriff or their respective deputies, or other officers of the law, on matters posing a threat to security of public or private property, or a threat to the public's right of access;
 - 2) To consider the appointment, employment, right to practice or dismissal of a public officer, professional person, or employee, or to hear complaints or charges brought against an employee, professional person, or officer, unless the employee, professional person, or officer requests a public hearing. The Town Council may exclude from any public or private hearing during the examination of a witness, any or all other witnesses in

the matter being investigated. Following the hearing or executive session, the Town Council may deliberate on its decision in executive sessions;

- 3) On matters concerning litigation to which the Town is a party or proposed litigation to which the Town may be a party;
- 4) On matters of national security;
- 5) To consider the selection of a site or the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price;
- 6) To consider acceptance of gifts, donations, and bequests which the donor has requested in writing to be kept confidential;
- 7) To consider or receive any information classified as confidential by law;
- 8) To consider accepting or tendering offers concerning wages, salaries, benefits, and terms of employment during all negotiations.
W.S. §16-4-405.

Rule 1-6 Recess

The Town Council may recess any regular, special, or recessed regular or special meeting to a place and at a time specified in an order of recess. A copy of the order of recess shall be conspicuously posted on or near the door of the place where the meeting or recessed meeting was held.
W.S. §16-4-404(c).

Rule 1-7 Emergency Meetings

The Town Council may hold an emergency meeting on matters of serious immediate concern to take temporary action without notice. Reasonable effort shall be made to offer public notice. All action taken at an emergency meeting is of a temporary nature and in order to become permanent shall be reconsidered and acted upon at an open public meeting within 48 hours. W.S. §16-4-404(d).

Chapter 2 Conduct of Meetings

Rule 2-1 Chapter Constitutes Rules Governing Procedures; Suspension of Rules

The provisions these Rules shall constitute the rules and regulations governing the procedures of the Town Council, and shall be strictly adhered to unless temporarily suspended by three-quarters vote of the council members present at

the meeting. The motion to suspend the provisions of these Rules must specify for what purpose the suspension is made and the suspension shall exist only until the purpose named in the motion is accomplished.

Rule 2-2 Applicability of Robert's Rules of Order

These Rules shall govern the Town Council in regards to parliamentary procedure of meetings, however, for those areas of parliamentary procedure in which these Rules are silent, the rules of parliamentary procedure contained in Robert's Rules of Order, Newly Revised, 12th Edition, and any subsequent editions or amendments thereto, if any, shall govern the Town Council so long as Robert's Rules of Order are not inconsistent with the provisions of these Rules or the Statutes of the State of Wyoming. Robert's Rules of Order Governs the conduct of the members of the Town Council as a deliberative body and does not confer upon a member of the public any right to obtain, hold, or yield the floor.

Rule 2-3 Presiding Officer

The Chair shall preside at all meetings of the Town Council as the presiding officer. In the absence of the chair, the vice-chair shall preside and act as chair until the appearance of the chair. If the vice-chair is unavailable, the Town Council may appoint by a majority vote a chair pro-tem. The chair pro-tem and vice-chair when occupying the place of the chair, may exercise all of the powers of that office, and have the same privileges, while so acting, shall be as binding upon the Town Council and upon the Town, as if done by the chair.

Rule 2-4 Call to Order

At the hour appointed for the meeting of the Town Council, the Town Council shall be called to order by the presiding officer. The Mayor or its designee, shall call the roll. If a quorum is present, the Town Council shall proceed to the business which may come before it. A majority of all the qualified members of the governing body constitute a quorum. Once achieved, a quorum is not obviated by a member who has withdrawn from a meeting without the approval of the Council.

Rule 2-5 Order of Business

- (a) The order of business at each regular Town Council meeting shall be as set forth in the agenda prepared prior to each meeting. The suggested agenda format is as follows:
- Call to Order
 - Roll Call and Quorum Pronouncement
 - Adoption of Agenda
 - Consent Agenda

- Approval of Minutes
 - Bills to Pay
 - Monthly Financial Report
 - Reports
 - Work Session and/or Action Items
 - Public Comment
 - Adjournment
 - Executive Session (as needed)
- (b) The Town Clerk or its designee shall prepare and deliver to each Town Councilmember, the Town Administrator, and the Town Attorney an agenda no later than 5 days preceding the next meeting. Items to be included on the agenda must be submitted to the Town Clerk in writing on the last Wednesday preceding the next regular meeting. The agenda shall state the presenter for each agenda item and a brief description of each agenda item. A link to the agenda will be sent to all persons subscribed to TextMyGov.
- (c) Following submission of the agenda to the Town Council, agenda items may not be added unless by a vote of the majority of the Council present or at the discretion of the chair.

Rule 2-9 Council Members to observe order

No Council Member shall entertain conversation while another is speaking at a Town Council meeting.

Rule 2-10 Procedure to Obtain Floor

Each Council Member, before speaking on any question at a Town Council meeting, shall address himself to the presiding officer, and shall not proceed with his remarks until recognized by the presiding officer.

Rule 2-11 Motions Generally

- (a) No question shall be put to a vote at a Town Council meeting unless the same is seconded. When a motion is seconded, it shall be so stated by the presiding officer before debate or action thereon.
- (b) Each motion shall be reduced to writing by the Council Member making it, or the Town Clerk if the presiding officer or any Council Member shall ask it.
- (c) After a motion is stated by a presiding officer, it shall be deemed to be in the possession of the Town Council, but it may be withdrawn by the presiding officer before decision or amendment, with the permission of the Town Council.

Rule 2-12 Statement for Reasons of Voting

Any Council Member may state his reason for voting upon any question either immediately before or immediately after the entire vote is taken of all members, but he shall confine his remarks strictly to the subject under consideration, and shall not spend longer than five minutes.

Rule 2-13 Subsidiary Motions

- (a) When a question is before the Town Council, no motion shall be received, except as herein specified, which motion shall have precedence in the order stated:
- 1) **To appeal** a procedural ruling of the presiding officer. The motion needs a second. The presiding officer has the first opportunity to speak to the appeal. Then debate may occur among the Council Members, and finally the presiding officer has the last right to speak before taking the vote. A majority vote is needed to sustain the decision of the chair;
 - 2) **To adjourn.** This motion may be made only at the conclusion of the action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to simply adjourn cannot be amended, but a motion to adjourn to a time named may be amended and is open to debate;
 - 3) **To take a brief recess.** This may be voted upon or is a privilege of the chair.
 - 4) **Question of Privilege.** Permits a member to make a request relating to the rights and privileges of the Council. Does not require a second and is not debatable. The chair rules on the request and may ask advice of the Town Attorney as a basis for the ruling. This procedure is normally used to request to go into executive session.
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 - 6) **To suspend the rules.** The Town Council may not suspend provisions of the rules that are imposed by law, for example motions that require 2/3 by statute. To suspend the rules requires a three-quarters vote;
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Rule 3-7 Recording and Broadcast Equipment

- a) No person shall physically obstruct, block, tamper with, disconnect, reposition, or otherwise interfere with the Town's recording or broadcast equipment, or place any object in front of or upon that equipment.
- b) The Town controls the placement and operation of its own recording and broadcast equipment. The Town's cameras cover the podium and the dais and do not pan the audience. This is a fixed operating practice applied uniformly at every meeting.

- c) This rule governs physical interference with equipment only. It does not restrict the content or viewpoint of any person's speech, sign, or expression, and shall not be enforced on the basis of content or viewpoint.

Rule 3-8 Signs and Objects

- a) A person attending a meeting of the Town Council may display a sign or other object, subject to this Rule.
- b) A sign or object shall be hand-held and shall not exceed eleven (11) inches by seventeen (17) inches. It shall not be mounted on a stick, pole, handle, or frame.
- c) No sign or object shall block the view of another attendee, obstruct an aisle, doorway, or exit, or interfere with the Town's recording or broadcast equipment.
- d) No sign or object shall be affixed to any wall, window, door, floor, or furnishing, and no sign or object shall be left in the meeting room.
- e) A speaker recognized at the rostrum may display a sign or object during his or her own remarks.
- f) This Rule governs the physical characteristics and placement of signs and objects only. It does not restrict the content or viewpoint of any message, shall not be enforced on the basis of content or viewpoint, and shall be applied uniformly to every person at every meeting.
- g) Before any person is directed to lower, remove, or relocate a sign or object, the presiding officer shall state on the record the subsection of this Rule that applies. Failure to comply with this Rule is not, standing alone, a willful disruption within the meaning of Rule 3-2.



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

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

VOTING RECORD:

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

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



**TOWN OF ALPINE
ORDINANCE NO. 2026-014
LAND USE & DEVELOPMENT CODE**

**AN ORDINANCE REPEALING AND REPLACING ORDINANCE NO. 2025-011;
AMENDING CERTAIN SECTIONS OF PART 2 – PROCEDURES, PART 4 –
DEVELOPMENT STANDARDS, AND PART 5 – APPEALS OF THE TOWN OF
ALPINE LAND USE AND DEVELOPMENT CODE; UPDATING PUBLIC NOTICE,
SUBDIVISION, BUILDING PERMIT, INSPECTION, AND BUILDING CODE
REQUIREMENTS; 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:

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 **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, 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 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.

VOTING RECORD:

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

Passed First 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. 2026-014 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 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. 2025-011
LAND USE & DEVELOPMENT CODE**

AN ORDINANCE REPEALING AND REPLACING 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 17th day of June 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed First Reading on the 1st day of July 2025.

VOTE: ___ YES, ___ NO, ___ ABSTAIN, ___ ABSENT

Passed on Third and Final Reading 15th day of July 2025.

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. 2025-011 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



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-012**

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

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 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: 1 or 2 suggested motions

I move to approve the first reading of the ICC Code Exemptions and Local Amendments Ordinance as presented.



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-034**

**A RESOLUTION CERTIFYING THE PROCEDURAL SUFFICIENCY OF THE ANNEXATION
PETITION SUBMITTED BY ALPINE PROPERTY HOLDINGS GROUP, LLC, PREMIER
REALTY INVESTMENTS, LLC, AND STEVE TURLEY AND SETTING A PUBLIC HEARING
DATE IN ACCORDANCE WITH W.S. § 15-1-405**

WHEREAS on the 29th day of July 2026, a Petition for Annexation of eligible territory has been filed with the Town Clerk of the Town of Alpine by Alpine Property Holdings Group, LLC, Steve Turley, and Premier Realty Investments, LLC; and

WHEREAS the Town Clerk has reviewed the petition and hereby finds:

- i. The petition is signed and dated by the landowner of the area sought to be annexed;
- ii. The petition contains:
 - a. A legal description of the area sought to be annexed;
 - b. A request that the described territory be annexed;
 - c. A statement that the signer is an owner of land and a description of said land within the area proposed to be annexed; and
 - d. A map of the area;
- iii. That no signature on the petition is dated one hundred eighty (180) days prior to the date of filing the petition with the Town Clerk;
- iv. The Town Clerk determined within ten (10) days of receipt that the petition substantially complies with W.S. § 15-1-403;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Body of the Town of Alpine that the annexation petition for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley is hereby certified.

BE IT FURTHER RESOLVED, that the Town Clerk is authorized to follow the procedures outlined in W.S. § 15-1-402, W.S. § 15-1-404, and W.S. § 15-1-406.

BE IT FURTHER RESOLVED, that Public Hearing on the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Petition to Annex shall be held within the regularly scheduled Town Council meeting on October 6th, 2026, at 7:00 p.m. at Town Hall.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 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>	

Signed:

Eric Green, Mayor of Alpine

ATTEST:

Monica Chenault, Town Clerk/Treasurer



Date: August 18, 2026

Department: Administration

Presenter: Monica Chenault, Clerk/Treasurer

Subject: Resolution No. 2026-034 – Annexation Petition Certification

Purpose:

The Town Council is being asked to consider Resolution No. 2026-034, certifying the annexation petition submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley, and establishing October 6, 2026, at 7:00 p.m. as the date and time for the annexation public hearing.

Certification of the petition is a procedural determination and does not constitute approval of the annexation, requested zoning, or future development of the property.

Background:

Mr. Turley submitted the annexation petition to the Town Clerk on July 29, 2026. The petitioners are Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley. The petition involves approximately 46.35 acres adjacent to the Town of Alpine and is classified as a Major Annexation under Ordinance No. 2024-001.

The petitioners completed the Town's prepetition requirements and paid the required fees. The Town Clerk reviewed the petition and determined that it contains the information required by W.S. § 15-1-403 and Ordinance No. 2024-001. On July 31, 2026, the Town Clerk certified that the annexation petition was complete and that all required information had been received.

Wyoming state statute requires the Town Council to schedule the annexation public hearing no fewer than 30 days and no more than 180 days after the date the Town Clerk certifies the petition as complete. The proposed October 6, 2026, hearing date falls within that statutory period.

Resolution No. 2026-034 certifies the annexation petition, establishes the date and time for the annexation public hearing, and authorizes the Town Clerk to complete the procedural steps required by Wyoming state statute.

Alternatives:

- Option A — Approve as Presented
 - Approve Resolution No. 2026-034 as presented, certifying the annexation petition and establishing October 6, 2026, at 7:00 p.m. as the annexation public-hearing date.
- Option B — Amend the Hearing Date and Approve
 - Amend Resolution No. 2026-034 to establish a different annexation public-hearing date and approve the resolution as amended. Any amended hearing date must comply with Wyoming state statute, which requires the Town Council to schedule the hearing no fewer than 30 days and no more than 180 days after the Town Clerk certified the petition as complete on July 31, 2026.
- Option C — Deny
 - Deny Resolution No. 2026-034 and identify the specific reason the petition should not be certified.

Fiscal Impact:

The petitioners have paid the required fees. The Town Clerk will complete the annexation report required by Wyoming state statute. Upon completion, the report will be submitted for attorney and engineering review. The Town will incur costs associated with those professional reviews.

Strategic or Community Impact:

Approval of Resolution No. 2026-034 allows the annexation petition to proceed through the public process required by Wyoming state statute. Approval of the resolution does not approve the annexation, establish zoning, or authorize future development of the property.

Key Questions:

1. Does the Town Council wish to approve Resolution No. 2026-034, certifying the annexation petition?
 2. Does the Town Council wish to establish October 6, 2026, at 7:00 p.m. as the annexation public-hearing date?
 3. If the Town Council selects a different hearing date, does that date comply with the statutory requirement that the hearing be scheduled no fewer than 30 days and no more than 180 days after the Town Clerk's July 31, 2026, certification?
-

Staff Recommendation:

Staff recommends approval of Resolution No. 2026-034 as presented.

Suggested Motions:

Option A: Motion to approve Resolution No. 2026-034 as presented, certifying the annexation petition submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley, and establishing October 6, 2026, at 7:00 p.m. as the annexation public-hearing date.

Option B: Motion to amend Resolution No. 2026-034 by changing the annexation public-hearing date to [new date and time], which falls within the period required by Wyoming state statute, and approve Resolution No. 2026-034 as amended.

Option C: Motion to deny Resolution No. 2026-034 based on the following identified deficiency: [state the specific deficiency].

Attachments:

1. Petition to Annex
2. Town Clerk's Certification
3. Annexation Timeline, identifying the statutory deadlines that must be met to conduct the public hearing on October 6, 2026.



Annexation Process

Checklist for Town Clerk

<u>Steve Turley</u>	Petitioner: <u>Alpine Property Holdings Group, LLC Premier Realty Investment, LLC</u>
Prepetition Application Submitted: <u>5/18/2026</u>	
Prepetition Fee Paid: <u>paid \$500 02/24/2026</u>	
(Initial and Date Below Once Action is Completed)	
Map of the Proposed Parcel Submitted:	<u>MLC 7/29/26</u>
Prepetition Conference Scheduled:	<u>MLC March 2026</u>
Staff Report and Recommendation from P&Z Submitted:	
Petition and Application filed on:	<u>MLC 7/29/26</u>
Major or Minor Annexation:	<u>Major</u>
Application Fee and Deposit submitted to Clerk:	<u>MLC</u>
THE PETITION CONTAINS THE FOLLOWING DETAILED INFORMATION:	
A legal description of the area sought to be annexed:	<u>MLC 7/29</u>
A request that the described territory be annexed:	<u>MLC 7/29</u>
The area sought to be annexed is contiguous with or adjacent to the annexing town:	<u>MLC 7/29</u>
A statement that each signer is an owner of land and a description of his land within the area proposed to be annexed:	<u>MLC 7/29</u>
A map of the area:	<u>MLC 7/29</u>
The clerk shall, within ten (10) days from the date the petition is filed, determine if the petition substantially complies with Wyoming State Statute as well as Town of Alpine's Ordinance No. 2024-001. If it does not comply the petitioner shall be notified that no further action will be taken on the petition until compliance is made.	
I, <u>Monica Chenault</u> / <u>Clerk/Treasurer</u> certify that the Annexation Petition is complete, and all information required to be submitted has been received.	
Signed: 	Date: <u>July 31, 2026</u>

The Petition complies, and it determined complete:	MLC 7/31/26
An Annexation Report has been prepared:	
Established Date for Public Hearing:	
Proof of Legal Advertisement in SVI has been provided:	
Proof of Notification Mailing provided:	
Proof of 18" x 24" Posting provided:	
If, after the public hearing, it is determined that the petition complies with Wyoming State Statutes (see Hearing Findings Required document), the Town of Alpine will annex the property by ordinance which will require three (3) readings by the Town Council.	
Request Town Attorney to prepare the annexation ordinance:	
Advertise Ordinance 1 st Reading:	
Advertise Ordinance 2 nd Reading:	
Advertise Ordinance 3 rd Reading:	
IN RECEIPT OF ANNEXATION MAP:	
The relative location of the area to be annexed to the Town:	
All lots, streets, alleys, and other major features with principal dimensions and area of each	
Ownership and subdivision lot (or indication of "Un-platted") on adjacent property:	
Existing Town limits including length abutting annexation and ratio to total perimeter:	
Proposed Town limits:	

Signature blocks for use by the Mayor and Town Clerk:	
Date of preparation, written scale, graphic scale (1" = 50' or a reasonable scale as determined by the Town Engineer), and north arrow designating true north. The top of the sheet should be north:	
Certification by a registered Wyoming Land Surveyor certifying that the map was prepared by him/her and that all dimensional and other details are correct:	
Upon adoption of the annexation Ordinance the Town Clerk will file the annexation map and a copy of the ordinance with the Lincoln County Clerk's Office:	
Once the Annexation Process is complete, the Clerk shall return any unused portion of the annexation deposit, along with an itemized statement of the costs incurred and charged to the deposit.	



Town of Alpine

Annexation Petition Application

Applicant:

Name:	Steven Turley
Address:	1480 South State Street, Provo, UT 84606
Telephone Number:	801-420-1299
Email Address:	Steventurley001@msn.com

When the applicant is not the landowner, the applicant shall provide a written letter from the landowner(s), as well as a description of their land within the area proposed to be annexed which authorizes the application and endorses the proposed project.

Please Indicate Below if Major or Minor Annexation:

MAJOR ANNEXATION: A major annexation shall be defined as any parcel of land proposed to be annexed to the Town of Alpine, Wyoming consisting of an area greater than two and one-half (2 ½) acres.

MINOR ANNEXATION: A minor annexation shall be defined as any parcel of land proposed to be annexed to the Town of Alpine, Wyoming consisting of an area of two and one-half (2 ½) acres or less.

MINOR:

☐

MAJOR:

☒

The Fees for Annexation are as follows:

Minor Application Fee: \$1,000.00

Minor MUST Deposit: \$5,000.00

Major Application Fee: \$2,500.00

Major MUST Deposit: \$10,000.00

Said deposit for annexation shall be held by the Clerk and the sums used to pay for costs of preparation of the annexation report required by W.S. § 15 – 1 – 402 and to pay for review of any infrastructure by the Town Engineer. The Clerk shall return any unused portion of said deposit, along with an itemized statement of the costs incurred and charged to the deposit, to the landowner(s) within thirty (30) days after approval or denial of the petition.

If the costs of preparation of the annexation report and review by the Town Engineer exceed the amount of the deposit, the landowner(s) shall be responsible to pay said excess amounts no later than thirty (30) days after approval or denial. If the landowner(s) fails to pay excess costs within the timeframe provided in this subsection, then the Clerk shall not record the annexation with the Clerk/Recorder, Lincoln County, Wyoming, and a lien shall be filed against the property.

Please answer the following questions in the provided area:	
What is the intended or planned use of the property if the annexation is granted?	See attached
What are the benefits that shall be provided to the Town if the annexation is granted?	See attached
Would the urban development of the area sought to be annexed constitute a natural, geographical, economic, and social part of the Town?	See attached
Would the area sought to be annexed be a logical and feasible addition to the Town?	See attached
Is the area sought to be annexed contiguous with or adjacent to the Town?	See attached
What utilities are needed to be available at the property sought to be annexed?	See attached
What is the requested zoning of the area sought to be annexed?	See attached

FOR MINOR ANNEXATION:	
Applicants of a Minor Annexation must submit a proposed sketch plan.	
SKETCH PLAN:	
PURPOSE: The purpose of a sketch plan is to publicly review a development for general consistency at a preliminary, conceptual level of detail before the development is fully designed.	
HELPFUL TIPS: Your project will be reviewed by The Planning & Zoning Commission, so when drafting your project description/narrative please provide as much detail pertaining to existing site conditions (i.e. lot size, existing development, etc.) and proposed physical changes (i.e. scale of development, setbacks, and parking). In addition, you will be tasked with detailing how the proposed project is consistent with numerous physical development standards found within the zoning district for which the project is located. The Planning & Zoning Commission will review and make a recommendation to the Town Council.	
FOR MAJOR ANNEXATION:	
Applicants of a Major Annexation must complete the following:	
Person or Company Responsible for Preparation of The Conceptual Site Plan:	
Name	Harper-Leavitt Engineering (Scott Dressen, P.E)
Address:	101 S Park Ave. Suite 210, Idaho Falls, Idaho 83402
Telephone Number:	208-524-0212
Email Address:	sdressen@hleinc.com
<u>In Addition to Your Application, For Major Annexation, Please Submit the Following:</u>	
• Legal description and total land area of the lands incorporated into the proposed planned unit development. • Location map of project site and properties immediately adjacent to the proposed planned unit development. • A scaled illustration of the existing properties within the proposed planned unit development site. This illustration shall locate all existing utility systems, easements, roads and streets, drainage areas and facilities, existing zoning, existing buildings, and topography. • A conceptual site plan of the proposed land use development concept. • A schedule for the proposed development project.	

Following Your Submission of All Required Items, The Process Is as Follows:

- The Zoning Administrator will make a careful plan review of the proposed annexation. The Zoning Administrator, or his or her authorized representative, will evaluate the merits, disadvantages, and potential impacts of the proposed project. Subsequently, the Zoning Administrator will prepare and transmit a documented staff report containing these analyses and related recommendations to the Alpine Planning and Zoning Commission.
- The Zoning Administrator will, as soon as practical, schedule a Planning and Zoning Commission Review Hearing for the proposed annexation.
- During the Planning and Zoning Commission Review Hearing, the landowner(s), or their legal representative, shall be present at said hearing. It shall be the burden of the landowner(s), or their legal representative, to provide clear and convincing evidence of all statements, representations, evidence, and exhibits contained in the proposed petition, request for zoning, and any other claim are truthful and based on actual evidence and not conclusory or promotional in nature.
- Upon consideration of a staff report from the Zoning Administrator, and public comment, the Alpine Planning and Zoning Commission shall make a written recommendation to the Alpine Town Council. The recommendation shall state the rationale for its decision. When necessary, the recommendation from the Alpine Planning and Zoning Commission may include stipulations that may be imposed to mitigate potential impacts upon neighboring properties and the general community.
- Following the Town of Alpine Planning and Zoning Commission Prepetition Review Hearing the landowner(s), and/or their legal representatives, the landowners may proceed to the process of filing their annexation petition pursuant to W.S. §§ 15 – 1 – 401, et. seq.
- Once the Petition have been filed with the Town Clerk, you will be notified within ten (10) days of your filing date if your petition and application comply with Wyoming State Statute as well as the Town of Alpine's Annexation Ordinance - Ordinance No. 2024-001
- At the Annexation Petition Public Hearing, the Town Council will review the staff report from the Zoning Administrator, for public comments, and the recommendation of the Alpine Planning and Zoning Commission. The final ruling and adoption/ rejection of the annexation petition will be determined.
- If, after the public hearing, it is determined that the petition complies with Wyoming State Statutes, the Town of Alpine will annex the property by ordinance which will require three (3) readings by the Town Council.



Annexation Petition Public Hearing:

You will be provided with an Annexation Report, Annexation Report Summary, and Notice of Public Hearing prepared by the Town Clerk.

It will be your responsibility to do the following, **no less than twenty (20) business days prior to the Annexation Petition Public Hearing:**

- Distribute The Annexation Report and Notice of Public Hearing to all utilities via certified mail.
- Distribute The Annexation Report Summary and the Notice of Public Hearing must be mailed to any person owning property that is adjacent to or within five hundred (500) feet of the territory proposed to be annexed.

Legal Advertising:

It will be your responsibility to give notice of the public hearing at least twice in the local newspaper. The first notice shall be given at least fifteen (15) business days prior to the date of the public hearing. The notice shall contain a location map which includes identifiable landmarks and boundaries of the area sought to be annexed (See W.S. § 15-1-405).

Local Newspaper: Star Valley Independent

Email: amandan@svinews.com Phone Number: 307-885-5727

It will be your responsibility to post notice on the territory proposed to be annexed. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. Costs of production of the notice and posting the notice shall be borne by the petitioner.

PLEASE NOTE:

You must submit proof of the mailings, legal advertisements and posting to the Town Clerk.



250 River Circle

P.O. Box 3070

Alpine, WY 83128

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

- 1) Alpine Property Holdings Group, L.L.C., Premier Realty Investments, LLC, and Steve Turley, the undersigned petitioners, hereby request the Town of Alpine to annex the following described lands as the TURLEY ANNEXATION TO THE TOWN OF ALPINE, in accordance with Wyoming Statutes § 15-1-401, et. seq., as amended.
- 2) Petitioners are owners of record of the lands proposed for annexation as per the records in the Office of the Clerk of Lincoln County:

Alpine Property Holdings Group, L.L.C. (see legal descriptions in EXHIBIT "D")

in Book 1156 of Photostatic Records on Page 771 (in part),

in Book 1158 of Photostatic Records on Page 344 (in part),

Stoor unrecorded contract (as per 15-1-401(a)(ii))

Premier Realty Investments, LLC (see legal description in EXHIBIT "E")

in Book 956 of Photostatic Records on Page 293;

Steve Turley (see legal descriptions in EXHIBIT "F")

in Book 633 of Photostatic Records on Page 734 (in part),

in Book 1086 of Photostatic Records on Page 91,

in Book 1143 of Photostatic Records on Page 293 (in part),

and that a hearing is requested in accordance with Wyoming Statutes § 15-1-402 and 15-1-405.

- 3) Legal description of the area proposed for annexation – see Exhibit "A".
- 4) Map of the area proposed for annexation – see Exhibit "B".

- 5) That the especial reason for requesting annexation is so that petitioners may enjoy the advantages of being served now by the Town of Alpine's public roads, culinary water system, and sanitary sewer system, and other desirable amenities of the Town of Alpine as they may become available. It is further noted and findings requested, as follows:
- a. That the annexation of the area proposed to be annexed protects the health, safety, and welfare of the persons residing in the area and in the Town of Alpine. See attached.
 - b. That the urban development of the area proposed to be annexed constitutes a natural, geographical, economical, and social part of the Town of Alpine. See attached.
 - c. That the area proposed to be annexed is a logical and feasible addition to the Town of Alpine and the extension of basic and other services customarily available to residents of the Town of Alpine shall, within reason, be available to the area proposed to be annexed. See attached.
 - d. That the area proposed to be annexed is contiguous with and adjacent to the incorporated limits of the Town of Alpine. See attached.
 - e. That the Town of Alpine designates Lower Valley Energy to provide electric power service to the area proposed to be annexed, pursuant to Wyoming Statutes § 15-1-410, and to authorize the designated utility provider to serve the area proposed to be annexed. See attached.
- 6) That the area proposed to be annexed will have access via public roads, namely, Lakeview Drive, Stoor Drive, Mountain Drive, and Grandview Drive.

- 7) That utilities such as electric power, and telecommunications are currently installed in the public roadways and are readily available. Culinary water and sanitary sewer are located within the Town of Alpine and may be brought to the site at a future time.
- 8) That properties to be annexed are not currently developed and will be required to connect to the Town of Alpine's sanitary sewer system and culinary water systems. The development of properties in the area proposed for annexation will also include easements for anticipated future connection to the sanitary sewer system and culinary water systems.
- 9) It is proposed that the area be zoned R-2 Multi-Unit Residential.

It is the prayer of said petitioners that the above-described area be annexed to the Town of Alpine and that the Town of Alpine adopt an ordinance for such annexation and zoning designation accordingly.

(Signature page to follow)

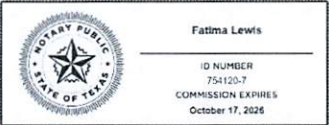
Alpine Property Holdings Group, L.L.C.

Steven Turley
Steven Turley, Manager

State of Texas)
) ss.
County of Harris)

The foregoing instrument was acknowledged before me by Steven Turley, Manager for Alpine Property Holdings Group, L.L.C., a Utah limited liability company, this 24th day of April 2026.

Fatima Lewis
Notary Public



My commission expires: 10/17/2026

Residing in: Harris County, Texas

Electronically signed and notarized online using the Proof platform.

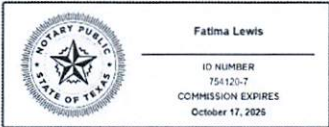
Premier Realty Investments, LLC

Steven Turley
Steven Turley, Manager

State of Texas)
) ss.
County of Harris)

The foregoing instrument was acknowledged before me by Steven Turley, Manager for Premier Realty Investments, LLC, a Utah limited liability company, this 24th day of April 2026.

Fatima Lewis
Notary Public



Electronically signed and notarized online using the Proof platform.

My commission expires: 10/17/2026

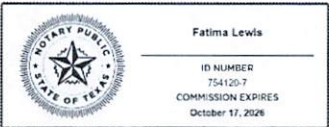
Residing in: Harris County, Texas

Steven Turley aka Steve Turley
Steven Turley aka Steve Turley

State of Texas)
) ss.
County of Harris)

The foregoing instrument was acknowledged before me by Steven Turley aka Steve Turley this 24th day of April 2026.

Fatima Lewis
Notary Public



My commission expires: 10/17/2026

Residing in: Harris County, Texas,

Electronically signed and notarized online using the Proof platform.

EXHIBIT "A"
Legal description of the area proposed for annexation

**DESCRIPTION FOR
 TURLEY ANNEXATION TO THE TOWN OF ALPINE**

To-wit: - -

That part of the S1/2SW1/4 and that part of the SW1/4SE1/4 of Section 29, T37N R118W, Lincoln County, Wyoming, described as follows:

BEGINNING at the southeast corner of said S1/2SW1/4;

thence N89°-03'-59"W, 2067.27 feet, along the south line of said S1/2SW1/4, to the southwest point of that tract of record in the Office of the Clerk of Lincoln County in Book 633 of Photostatic Records on page 734;

thence N00°-17'-32"W, 835.53 feet, along the west line of said tract in Book 633, to the southwest point of Lakeview Estates 13th Addition to the Town of Alpine, of record in said Office with Accession No. 931677;

thence N77°-11'-20"E, 459.18 feet, along the south line of said 13th Addition and the easterly prolongation thereof to a position on the west line of Lot 310 of Lakeview Estates Incorporated Tracts A-F, of record in said Office with Plat No. 157;

thence S01°-18'-48"E, 172.08 feet, to the southwest point thereof;

thence N88°-50'-10"E, 60.24 feet, along the south line of said Lot 310, to the southeast point thereof;

thence N15°-15'-07"E, 125.50 feet, along the east line of said Lot 310, to the southwest point of Lot 309 of said Lakeview Estates Incorporated Tracts A-F;

thence N88°-50'-07"E, 128.51 feet, along the south line of said Lot 309, to the southeast point thereof, identical with the southwest point of Lot 731 of Lakeview Estates 12th Addition to the Town of Alpine, of record in said Office with Accession No. 935448;

thence along the south line of said Lakeview Estates 12th Addition, as follows;

S85°-39'-53"E, 115.46 feet, to the common point of Lots 731 and 730;

N68°-50'-07"E, 116.46 feet, to the common point of Lots 730 and 729;

N72°-50'-07"E, 120.48 feet, to the common point of Lots 729 and 728;

N54°-06'-42"E, 108.15 feet, to the common point of Lots 728 and 727;

N69°-33'-06"E, 171.39 feet, to the common point of Lot 726 of said 12th Addition with the common point of Lots 724 and 725 of Lakeview Estates 9th Addition to the Town of Alpine, of record in said Office with Accession No. 912220, and leave said south line;

thence S88°-50'-47"E, 353.13 feet, along the south line of said Lot 725, to the southeast point thereof on the west line of Alpine Pines, an addition to the Town of Alpine of record in said Office with Accession No. 496708;

Page 1 of 2

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 T&R/T37N R118W/Section 29/Steve Turley/2026 Annexation

**DESCRIPTION FOR
TURLEY ANNEXATION TO THE TOWN OF ALPINE**

thence $S00^{\circ}-05'-33''W$, 179.34 feet, along the west line of said Alpine Pines, to the southwest point thereof;

thence $S89^{\circ}-53'-24''E$, 339.79 feet, along the south line of said Alpine Pines, to the northwest point of that tract of record in said Office in Book 990 of Photostatic Records on page 802;

thence $S00^{\circ}-06'-36''W$, 100.00 feet, along the west line of said tract in Book 990, to a position;

thence $S89^{\circ}-53'-24''E$, 120.00 feet, to a position on the east line of said $S1/2SW1/4$;

thence $S00^{\circ}-06'-36''W$, 828.73 feet, along the east line of said $S1/2SW1/4$, to the **CORNER OF BEGINING**

ENCOMPASSING an area of 45.10 acres, more or less;

the BASE BEARING for this survey is the south line of the $SE1/4$ of Section 29, T37N R118W, being $N89^{\circ}-16'-39''E$;

each "corner" found as described in the Corner Record filed in the Office of the Clerk of Lincoln County;

each "point" marked by a $5/8"$ x $24"$ steel reinforcing rod with an aluminum cap inscribed, "SURVEYOR SCHERBEL LTD", with appropriate details;

each "position" is a calculated position with no monument found or set;

all in accordance with the plat prepared to be filed in the Office of the Clerk of Lincoln County titled, "PLAT TO ACCOMPANY ORDINANCE No. _____ FOR TURLEY ANNEXATION TO THE TOWN OF ALPINE WITHIN $S1/2SW1/4$ $SW1/4SE1/4$ SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING", dated 15 January 2025, as revised

26 March 2026

Page 2 of 2

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T&RT37N R118W\Section 29\Steve Turley\2026 Annexation

EXHIBIT "B"
Map of the area proposed for annexation

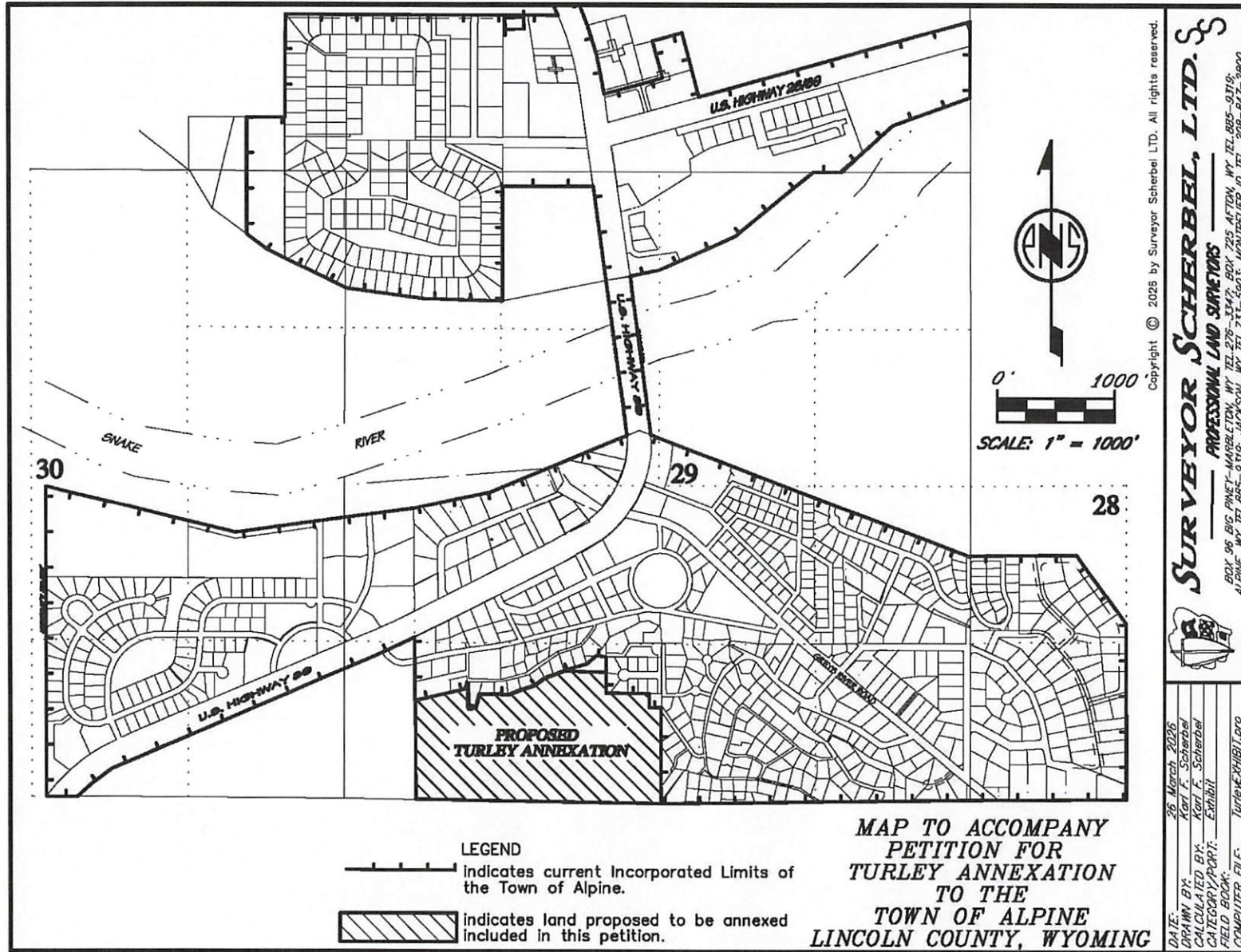
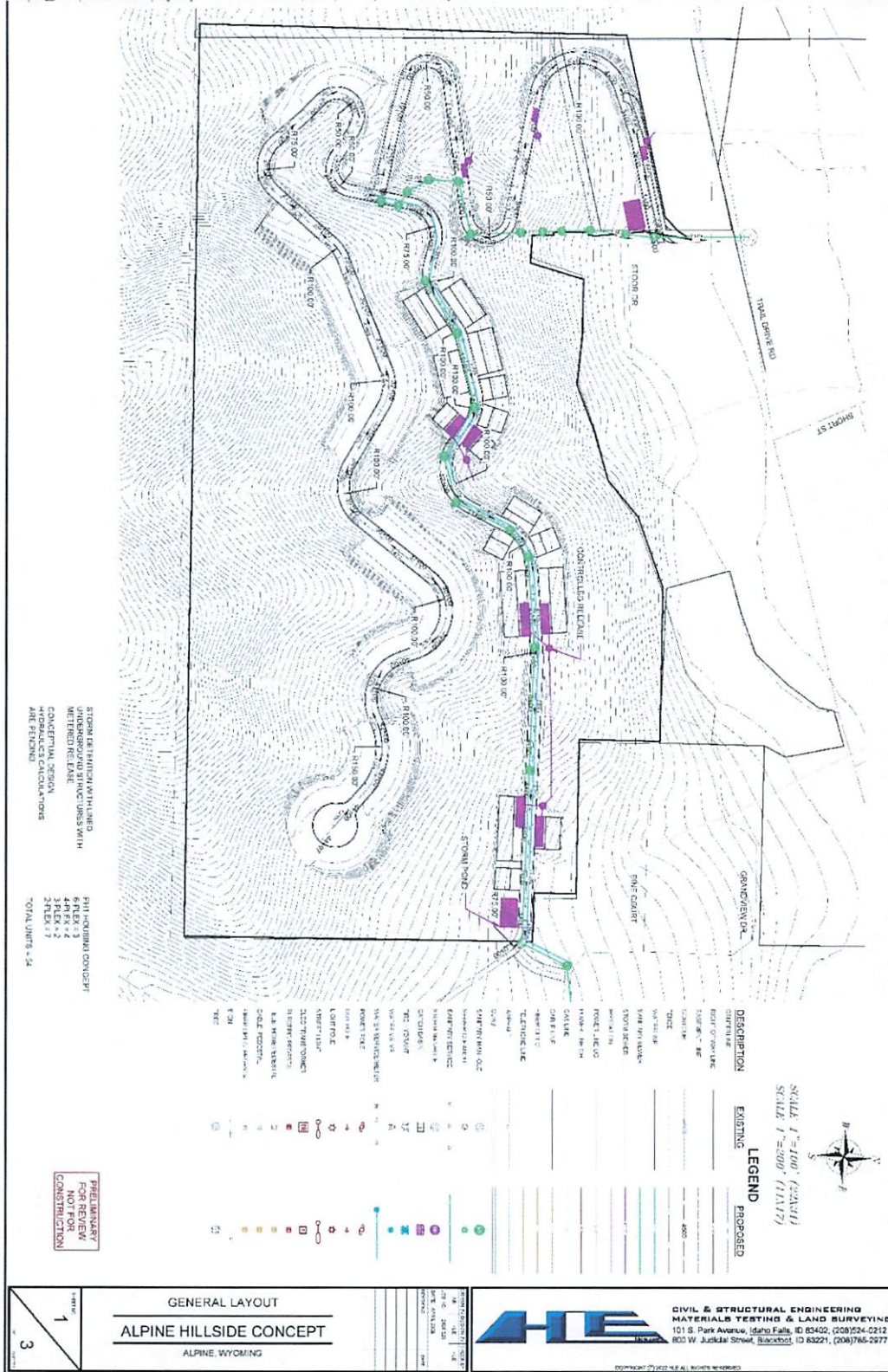
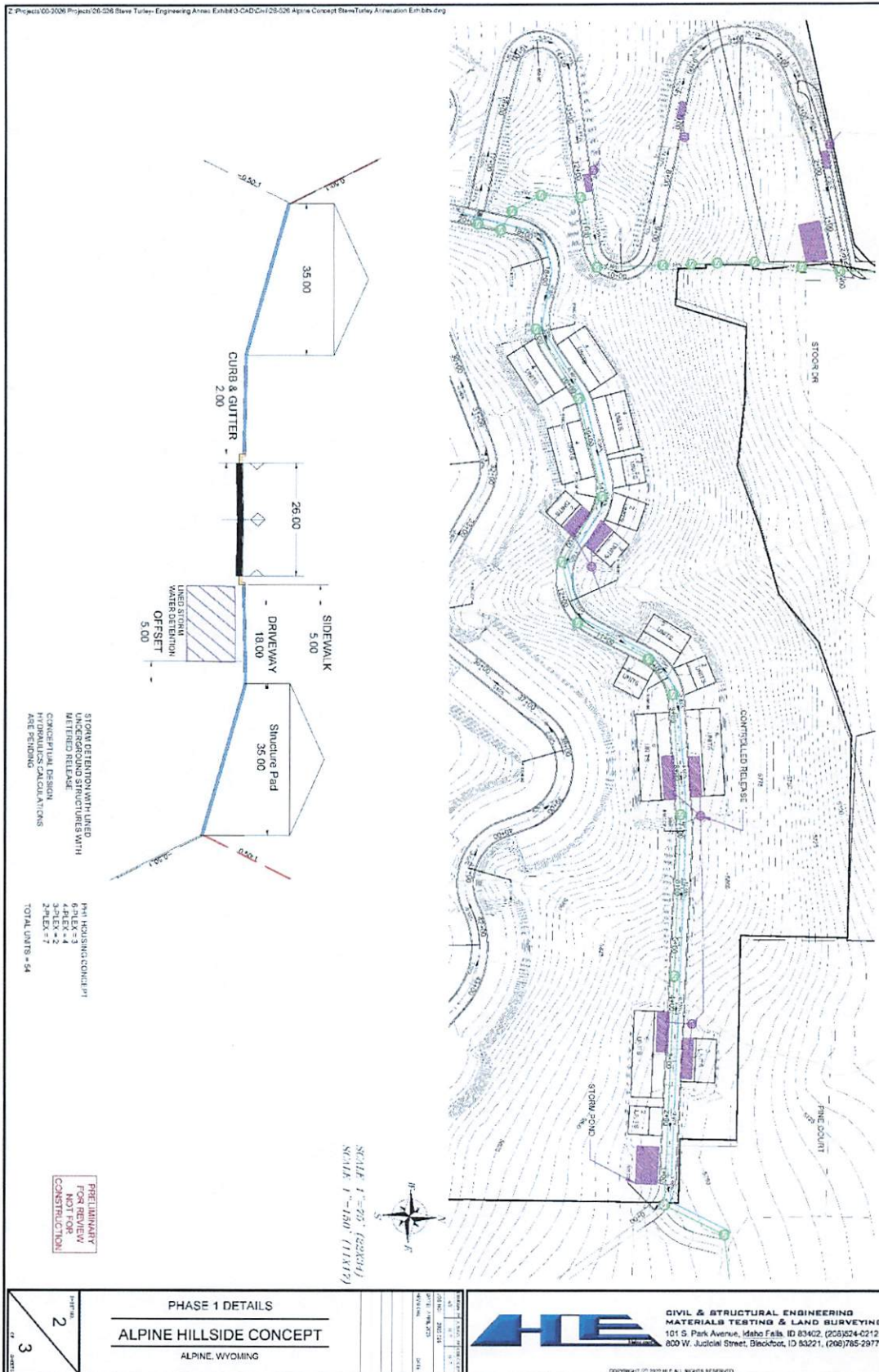


EXHIBIT "C"

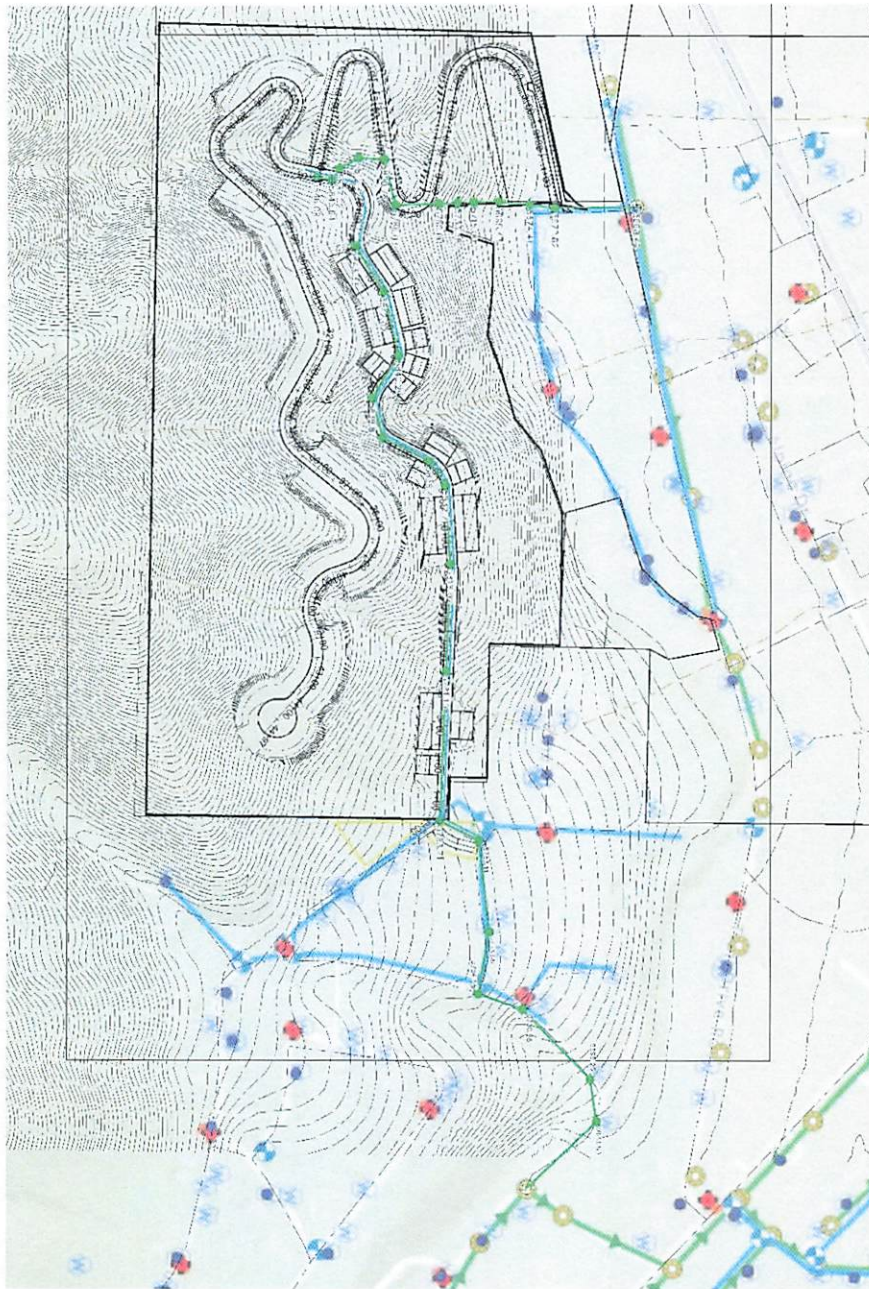
Planned unit development concept plan

Zoning identification: R-2 Multi-Unit Residential as a Planned Unit Development





Z:\Projects\00 2026 Projects\25 526 Steve Turley - Engineering Annex Exhibit 3 CAD\CA\25 526 Alpine Concept ElevTulley Annexation Exhibit.dwg



SCALE 1" = 150' (25M)
SCALE 1" = 300' (11M)

WEST SIDE
TOTAL LENGTH OF PIPES = 1279 FT
TOTAL DROP IN = 10'
EAST SIDE
TOTAL LENGTH OF PIPES = 1841 FT
TOTAL DROP IN = 25'

PRELIMINARY
FOR REVIEW
NOT FOR
CONSTRUCTION

3
3

SEWER LAYOUT
ALPINE HILLSIDE CONCEPT
ALPINE, WYOMING

NO.	DATE	DESCRIPTION
1	10/1/2025	ISSUED FOR REVIEW
2	10/1/2025	ISSUED FOR REVIEW
3	10/1/2025	ISSUED FOR REVIEW



CIVIL & STRUCTURAL ENGINEERING
MATERIALS TESTING & LAND SURVEYING
101 S. Park Avenue, Idaho Falls, ID 83402, (208)524-0212
800 W. Judicial Street, Blackfoot, ID 83221, (208)785-2977

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EXHIBIT "D"**Description of Alpine Property Holdings Group, L.L.C.'s land within area proposed to be annexed****Book 1156 of Photostatic Records on Page 771 (in part)**

PARCEL 2: (00R0016013)

A PORTION OF TRACT B, LAKEVIEW ESTATES, ACCORDING TO THE PLAT THEREOF, WHICH IS A PORTION OF THE SW1/4 OF SECTION 29, T37N, R118W, 6TH P.M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NW CORNER OF LOT 310 OF SAID LAKEVIEW ESTATES, THENCE S 0°0' W 80 FEET AND 77°10' W, 80 FEET TO THE BEGINNING;

THENCE S 77°10' W, 100 FEET;

THENCE S 0°0' W, 90 FEET;

THENCE N 77°10' E, 100 FEET;

THENCE N 0°0' E, 90 FEET TO THE POINT OF BEGINNING;

Book 1158 of Photostatic Records on Page 344 (in part)

A PART OF THE SW1/4 OF SECTION 29, T37N R118W OF THE 6TH P.M., LINCOLN COUNTY, WYOMING.

BEGINNING AT A POINT SOUTH 520.00 FEET FROM THE NORTHEAST CORNER OF THE SE1/4SW1/4 OF SAID SECTION 29;

RUNNING THENCE SOUTH 28.90 FEET TO A POINT 790 FEET NORTH OF THE S1/4 CORNER OF SAID SECTION 29;

THENCE WEST 120.00 FEET;

THENCE NORTH 28.9 FEET;

THENCE EAST 120.00 FEET TO THE POINT OF BEGINNING.

Stoor unrecorded contract (as per 15-1-401(a)(ii))

A TRACT OF LAND IN THE SW 1/4 OF THE SW 1/4 OF SECTION 29, T 37 N, R 118 W, 6TH P.M. COMMENCING AT THE NW CORNER OF LOT 310;

THENCE S 0°0' W 80 FEET TO THE TRUE POINT OF BEGINNING;

THENCE S 77°10' W, 80 FEET;

THENCE S 0°00' W, 90 FEET;

THENCE N 77°10' E, 80 FEET;

THENCE N 0°0' E, 90 FEET TO THE TRUE POINT OF BEGINNING;

EXHIBIT "E"**Description of Premier Realty Investments, LLC's land within area proposed to be annexed****Book 956 of Photostatic Records on Page 293**

A plot of ground in Lakeview Estates, Inc. Subdivision, as per the official plat thereof, recorded with the Lincoln County Recorder at Kemmerer, Wyoming:

Beginning at the southwest corner of Lot 304 of Lakeview Estates, Inc. Subdivision within Section 29, T37N R118W, Lincoln County, Wyoming;

thence South 0°0' West, 160 feet;

thence South 90°0' E, (Record E 0°0' South) 210 feet;

thence North 0°0' East, 220 feet;

thence North 90°0' West, (Record W 0°0' North), 60 feet;

thence South 70°45' West, 177 feet to the point of beginning.

SUBJECT, HOWEVER, to all reservations, restrictions, exceptions, easements and rights-of-way of record.

EXHIBIT "F"**Description of Steve Turley's land within the area proposed to be annexed****Book 633 of Photostatic Records on Page 734 (in part)**

Beginning at the South quarter corner of Section 29, T37N R118W of the 6th P.M., Lincoln County, Wyoming and running thence West 2046 feet to a point;
 thence North 680 feet, more or less, to a point;
 thence N 78°01' E, 475 feet, more or less, to the Southwest corner of Lot 310 of Lake View Estates Subdivision;
 thence East 90 feet, more or less, to a point;
 thence North 125 feet to the Southwest corner of Lot 309 of Lake View Estates Subdivision;
 thence N 90°0' E, 127 feet to the Southeast corner of said Lot 309;
 thence N 85°0' E, 117 feet, more or less, to the Southeast corner of Lot 308 of Lake View Estates Subdivision;
 thence East 800 feet, more or less; thence South 120 feet;
 thence East 460 feet, more or less, to a point on the North-South center line;
 thence South 750 feet, more or less, to the point of beginning.

AND ALSO

A tract of land in the SW¼SW¼ of Section 29, T37N R118W of the 6th P.M., Lincoln County, Wyoming, described as follows:

Commencing West 2046 feet and N 0°07' W, 830 feet from the South Quarter corner of said Section 29, the point of beginning;
 thence N 75°50' E, 290 feet;
 thence S 0°0' E, 150 feet;
 thence S 75°50' W, 290 feet;
 thence N 0°07' W, 150 feet to the point of beginning.

AND ALSO

Beginning at the South One-quarter corner of Section 29, T37N R118W, marked with a Government brass cap;
 thence N 23°37'00" E, 40.46 feet to the South corner of Grand View Enterprises Subdivision;
 thence N 0°30' E, 1320 feet along the West line of said subdivision to a point 14.61 feet South on said line from a brass cap;
 thence West 15.14 feet to a point on the East line of the SW¼ of said Section 29;
 thence S 0°34'11" W, 1342.76 feet along the East line of Grant I. Morris property, described in Warranty Deed recorded August 9, 1979 in Book 158PR on page 465, to the S¼ corner of said Section 29 to the point of beginning.

AND ALSO

A tract of land in the SE¼ of the SW¼ of Section 29, Township 37 North, Range 118 West, 6th P.M., beginning 50 feet East of the Southwest corner of Lot 724 of Lake View Estates Ninth Addition and running thence East 300 feet;

thence South 200 feet;
 thence West 300 feet;
 thence North 200 feet to the point of beginning.

LESS AND EXCEPT any land previously conveyed or lying within Grandview Enterprises, Lake View Estates and Lake View Estates Ninth Addition.

Book 1086 of Photostatic Records on Page 91

Tracts of land in the SE¼ of the SW¼ of Section 29, Township 37 North, Range 118 West, 6th P.M., more particularly described as follows:

Parcel 1

COMMENCING at a POINT located on the north-south center line of Section 29, S89°14'24"W 2620.12 feet and N00°05'56"E 750.00 feet from the South ¼ corner of Section 29, Township 37 North, Range 118 West;

thence along the North boundary of the Turley tract, West 460 feet;

thence along the East boundary of the Turley tract, North 180 feet, more or less, and more particularly to the southwest corner of Lot 5 of the ALPINE PINES SUBDIVISION, ACCESSION NO. 196708;

thence along the South boundary of the ALPINE PINE SUBDIVISION, ACCESSION NO. 196708 (also known as the boundary of the incorporated limits of the Town of Alpine), N89°22' 15"E 360 feet to the corner of the boundary of the incorporated limits of the Town of Alpine;

thence along the boundary of the incorporated limits of the Town of Alpine, South 100 feet, to the corner of the boundary of the incorporated limits of the Town of Alpine;

thence along the boundary of the incorporated limits of the Town of Alpine, East 100 feet, more or less, to a point on the ¼ section line of said Section 29;

thence along the ¼ section line of said Section 29, S00°05'56"E 80 feet, more or less, to the POINT OF BEGINNING.

Parcel 2

COMMENCING at the POINT OF BEGINNING located at a point along the South boundary of LAKEVIEW ESTATES NINTH ADDITION, ACCESSION NO. 912220, East 50 feet, from the southwest corner of Lot 302 of the LAKEVIEW ESTATES SUBDIVISION INCORPORATED TRACTS A-F, TRACT B, PLAT NO. 157, ACCESSION NO. 386448 (now known as LOT 724 of the LAKEVIEW ESTATES NINTH ADDITION, ACCESSION NO. 912220), which point is also the northeast corner of the PREMIER REALTY INVESTMENTS, LLC, tract (formerly known as the Rich tract);

thence along the South boundary of the LAKEVIEW ESTATES NINTH ADDITION, ACCESSION NO. 912220, East 300 feet, more or less, to the West boundary of the ALPINE PINES SUBDIVISION, ACCESSION NO. 912220;

thence along the West boundary and an extension of the ALPINE PINES SUBDIVISION, ACCESSION NO. 912220, South 200 feet;

thence along the North boundary of the Turley tract, West 300 feet;

thence along the East boundary of the PREMIER REALTY INVESTMENTS, LLC, tract, North 200 feet, more or less, to the POINT OF BEGINNING.

ALSO INCLUDING ANY REMAINING REAL PROPERTY INTEREST HELD BY EVELYN A WARREN, EVELYN A. WARREN TRUST, AND PATRICIA ANN WASHBURN IN SECTION 29. TOWNSHIP 37 NORTH. RANGE 118 WEST.

Book 1143 of Photostatic Records on Page 293 (in part)

Quit Claim Deed for: The S $\frac{1}{2}$ of the SW $\frac{1}{4}$ and the SW $\frac{1}{4}$ of the SE $\frac{1}{4}$ of Section 29, Township 37 North, Range 118 West, 6th P.M.

Turley Annexation



ALPINE PROPERTY HOLDINGS GROUP

PREMIER REALTY INVESTMENTS

STEVE TURLEY



Agenda

Annexation Area Details

Town of Alpine Uniform Annexation Process - Ordinance 2024-001

Wyoming State Code - Title 15, Chapter 1, Article 4, Section 3

Wyoming State Code - Title 15, Chapter 1, Article 4, Section 2

Other helpful information, some context, and the zoning request

Questions?





AREA DETAILS

Acres: 46.35+/-

Owners: Steve Turley, Alpine Property Holdings, Premier Realty Investments

UNIFORM ANNEXATION PROCESS
TOWN OF ALPINE

Ordinance 2024-001

2.1(a)

Prepetition conference

MARCH 2, 2026

CONFERENCE ATTENDED

2.1(b)

Prepetition application

FEBRUARY 24, 2026

APPLICATION SUBMITTED

2.1(c)

Pay prepetition application fee

MARCH 2, 2026

FEE PAID

2.1(d)

Pay noticing fee

NO NOTICING/FEE REQUIRED FOR P&Z HEARING

2.1(e)

Annexation Petition

MAY 8, 2026

ANNEXATION PETITION DRAFT ACCEPTED

2.1(f)

P&Z Review Hearing

JULY 28, 2026

HEARING (IN PROCESS)

3.1(b)

Pay Major Annexation Filing Fee & Deposit

MARCH 2, 2026

FEE PAID

ANNEXATION
WYOMING STATE CODE

15-1-403(a)
Written Petition

15-1-403(a)(i)

Signed and dated by a majority of landowners owning a majority of the area

15-1-403(a)(ii)(A)

Legal description

15-1-403(a)(ii)(B)

Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area

WYOMING STATE CODE - Title 15, Chapter 1, Article 4

Written Petition

15-1-403(a)

15-1-403(a)(i)

Signed and dated by a majority of
landowners owning a majority of the
area

15-1-403(a)(ii)(A)

Legal description

15-1-403(a)(ii)(B)

Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area

<u>OWNER</u>	<u>LANDOWNERS %</u>	<u>ACREAGE %</u>
ALPINE PROPERTY HOLDINGS GROUP	33.3 %	0.5 %
PREMIER REALTY INVESTMENTS	33.3 %	4.5 %
STEVE TURLEY	33.4 %	9.5 %
TOTAL	100 %	100 %

WYOMING STATE CODE - Title 15, Chapter 1, Article 4

Written Petition

15-1-403(a)

15-1-403(a)(i)

Signed and dated by a majority of
landowners owning a majority of the
area

15-1-403(a)(ii)(A)

Legal description

15-1-403(a)(ii)(B)

Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area

Alpine Property Holdings Group, L.L.C.

Steven Turley
Steven Turley, Manager

State of Texas)
) ss.
County of Harris)

The foregoing instrument was acknowledged before me by Steven Turley, Manager for Alpine Property Holdings Group, L.L.C., a Utah limited liability company, this 24th day of April 2026.

Fatima Lewis
Notary Public



My commission expires: 10/17/2026
Residing in: Harris County, Texas

Electronically signed and notarized online using the Proof platform.

Premier Realty Investments, LLC

Steven Turley
Steven Turley, Manager

State of Texas)
) ss.
County of Harris)

The foregoing instrument was acknowledged before me by Steven Turley, Manager for Premier Realty Investments, LLC, a Utah limited liability company, this 24th day of April 2026.

Fatima Lewis
Notary Public



Electronically signed and notarized online using the Proof platform.
My commission expires: 10/17/2026
Residing in: Harris County, Texas

Steven Turley aka Steve Turley
Steven Turley aka Steve Turley

State of Texas)
) ss.
County of Harris)

The foregoing instrument was acknowledged before me by Steven Turley aka Steve Turley this 24th day of April 2026.

Fatima Lewis
Notary Public



My commission expires: 10/17/2026
Residing in: Harris County, Texas,

Electronically signed and notarized online using the Proof platform.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4

Written Petition

15-1-403(a)

15-1-403(a)(i)

Signed and dated by a majority of
landowners owning a majority of the
area

15-1-403(a)(ii)(A)**Legal description**15-1-403(a)(ii)(B)

Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area

DESCRIPTION FOR TURLEY ANNEXATION TO THE TOWN OF ALPINE

thence S00°05'33"W, 179.34 feet, along the west line of said Alpine Pines, to the southwest point thereof;

thence S89°53'24"E, 339.79 feet, along the south line of said Alpine Pines, to the northwest point of that tract of record in said Office in Book 990 of Photostatic Records on page 802;

thence S00°06'36"W, 100.00 feet, along the west line of said tract in Book 990, to a position;

thence S89°53'24"E, 120.00 feet, to a position on the east line of said S1/2SW1/4;

thence S00°06'36"W, 828.73 feet, along the east line of said S1/2SW1/4, to the CORNER OF BEGINNING

ENCOMPASSING an area of 45.10 acres, more or less;

the BASE BEARING for this survey is the south line of the SE1/4 of Section 29, T37N R118W, being N89°16'39"E;

each "corner" found as described in the Corner Record filed in the Office of the Clerk of Lincoln County;

each "point" marked by a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed, "SURVEYOR SCHERBEL LTD.", with appropriate details;

each "position" is a calculated position with no monument found or set;

all in accordance with the plat prepared to be filed in the Office of the Clerk of Lincoln County titled, "PLAT TO ACCOMPANY ORDINANCE No. _____ FOR TURLEY ANNEXATION TO THE TOWN OF ALPINE WITHIN S1/2SW1/4 SW1/4SE1/4 SECTION 29 T37N R118W LINCOLN COUNTY, WYOMING", dated 15 January 2025, as revised

26 March 2026

Page 2 of 2
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TAR\T37N R118W\Section 29\Survey Turley2025 Annexation

Page 6 of 15

ANNEXATION PETITION - MAY 1, 2025

WYOMING STATE CODE - Title 15, Chapter 1, Article 4

Written Petition

15-1-403(a)

15-1-403(a)(i)

Signed and dated by a majority of landowners owning a majority of the area

15-1-403(a)(ii)(A)

Legal description

15-1-403(a)(ii)(B)

Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area

Alpine Property Holdings Group, L.L.C., Premier Realty Investments, LLC, and Steve Turley, the undersigned petitioners, hereby request the Town of Alpine to annex the following described lands as the TURLEY ANNEXATION TO THE TOWN OF ALPINE, in accordance with Wyoming Statutes § 15-1-401, et. seq., as amended.

ANNEXATION PETITION - MAY 8, 2026

10

WYOMING STATE CODE - Title 15, Chapter 1, Article 4

Written Petition

15-1-403(a)

15-1-403(a)(i)

Signed and dated by a majority of landowners owning a majority of the area

15-1-403(a)(ii)(A)

Legal description

15-1-403(a)(ii)(B)

Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area

Petitioners are owners of record of the lands proposed for annexation as per the records in the Office of the Clerk of Lincoln County:

Alpine Property Holdings Group, L.L.C. (see legal descriptions in EXHIBIT "D")

in Book 1156 of Photostatic Records on Page 771 (in part),

in Book 1158 of Photostatic Records on Page 344 (in part),

Stoor unrecorded contract (as per 15-1-401(a)(ii))

Premier Realty Investments, LLC (see legal description in EXHIBIT "E")

in Book 956 of Photostatic Records on Page 293;

Steve Turley (see legal descriptions in EXHIBIT "F")

in Book 633 of Photostatic Records on Page 734 (in part),

in Book 1086 of Photostatic Records on Page 91,

in Book 1143 of Photostatic Records on Page 293 (in part),

and that a hearing is requested in accordance with Wyoming Statutes § 15-1-402 and 15-1-405.

WYOMING STATE CODE - Title 15, Chapter 1, Article

Written Petition 15-1-403(a)

15-1-403(a)(i)

Signed and dated by a majority of landowners owning a majority of the area

15-1-403(a)(ii)(A)

Legal description

15-1-403(a)(ii)(B)

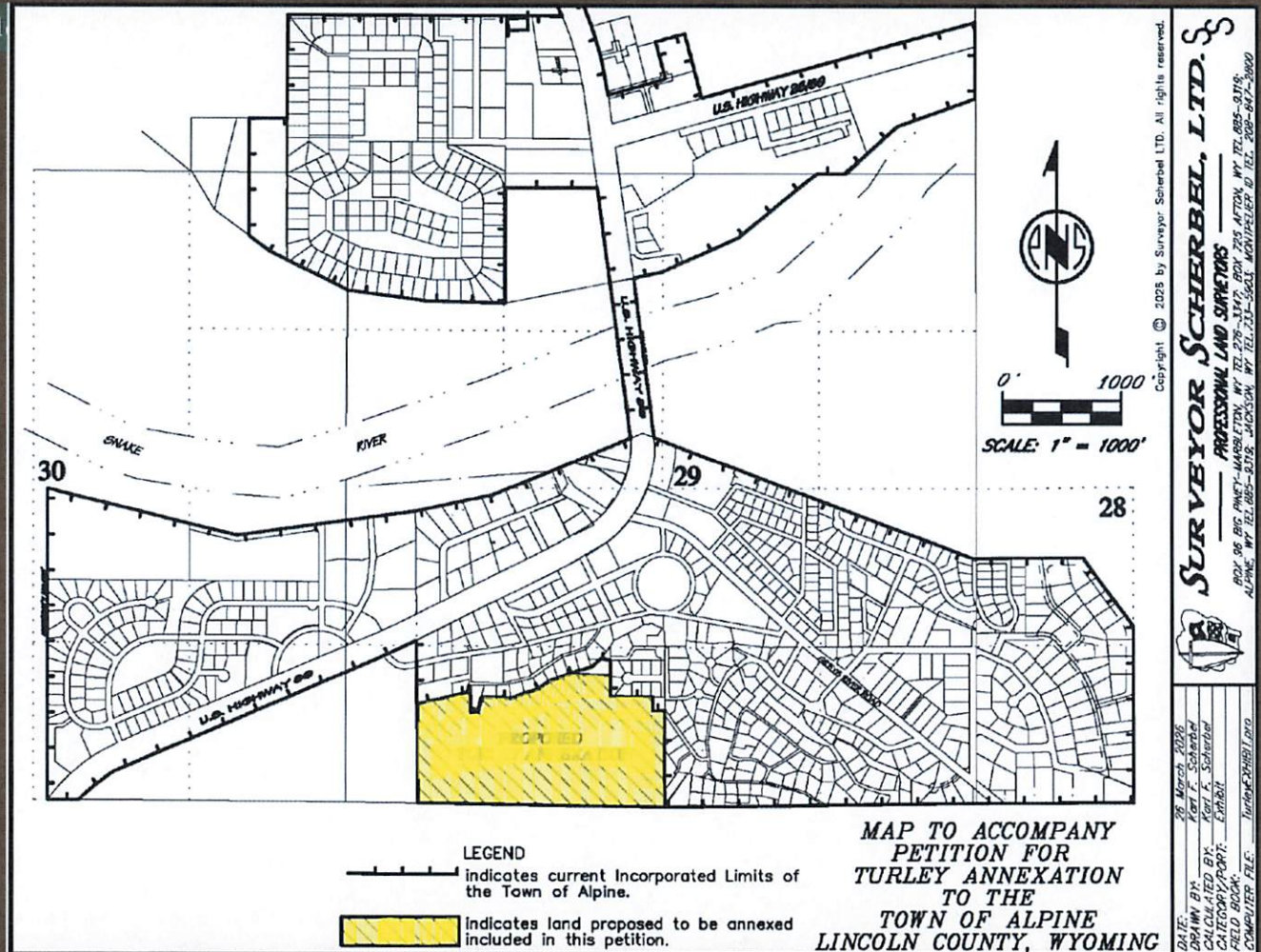
Request to be annexed

15-1-403(a)(ii)(C)

Statement of ownership

15-1-403(a)(ii)(D)

Map of the area



ANNEXATION PETITION - MAY 8, 2026

12

Signed and dated by a majority of landowners owning a majority of the area

Legal description

Request to be annexed

Statement of ownership

ANNEXATION
WYOMING STATE CODE

15-1-402(a)
Council Findings Required

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

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WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

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Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Health

- Annexation promotes public health by providing the development with access to reliable culinary water and sanitary sewer service.
- The proposed development would be served by privately constructed water and sewer infrastructure, including private water mains and private sewer mains, at no cost to the Town.
- Those systems would also be privately maintained, while still being designed, reviewed, inspected, and operated in accordance with applicable municipal, engineering, health, and building standards.
- This approach helps protect Alpine residents by reducing the risk of inadequate wells, failing septic systems, groundwater contamination, unreliable water supply, or uncoordinated utility systems near the Town.
- Annexation also allows water, sewer, drainage, and other infrastructure capacity to be reviewed as part of one coordinated development process helping ensure that infrastructure is appropriately sized, safely constructed, and adequately funded before development occurs.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Safety

- Annexation promotes public safety by placing the development within a consistent system of law enforcement, fire protection, emergency response, building-code enforcement, and fire-code enforcement.
- The future subdivision would benefit from professional law enforcement and fire protection, while Alpine would have the ability to require appropriate road access, emergency access, fire-flow capacity, street design, addressing, hydrant placement, and other public-safety improvements.
- The proposed private streets would be constructed and maintained at private expense rather than at the expense of the Town. Even though the streets would be privately maintained, they would still be required to meet applicable standards for safe travel, emergency access, pavement, grades, turning movements, and fire-apparatus access.
- Consistent building and fire-code enforcement is particularly important in a foothill and wildland-urban interface setting.
- Annexation allows the Town to require and enforce appropriate construction standards, defensible space, wildfire breaks, vegetation management, emergency access, fire-resistant materials, and other wildfire-mitigation measures.
- These requirements do not protect only the future homes within the development, but they also help reduce the potential for wildfire to spread beyond the development and threaten existing Alpine neighborhoods, residents, and public resources.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Welfare

- Annexation protects the general welfare by allowing Alpine to guide the development through its own zoning, subdivision, engineering, building, and fire-safety regulations.
- Without annexation, development near Alpine could occur under fragmented or inconsistent standards, with separate decisions concerning roads, utilities, drainage, emergency access, land use, and service delivery.
- Gives Alpine a direct role in determining how the property develops and allows the Town to require:
 - safe transportation and emergency access;
 - adequate utility and infrastructure capacity;
 - compatible transitions to surrounding neighborhoods;
 - appropriate setbacks, buffering, landscaping, and open space;
 - coordinated drainage and stormwater improvements;
 - wildfire mitigation and defensible-space measures;
 - trail planning and public-access connections; and
 - compliance with Alpine's adopted zoning and subdivision requirements.
- This coordinated approach promotes orderly growth and reduces the potential for fragmented service delivery, incompatible development, inadequate infrastructure, or improvements that are not properly funded or maintained.
- The proposal also includes trail access connecting toward adjacent Game and Fish lands expanding recreational access, improve community connectivity, and help integrate the development into Alpine's broader trail and open-space system.
- The proposed private streets, private water mains, and private sewer mains would be constructed and maintained without imposing those maintenance costs on the Town.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Natural part of Alpine

- The area shares Alpine's mountain setting, foothill landscape, vegetation, views, climate, and natural drainage patterns.
- The property is visually and physically connected to Alpine rather than separated from it by a major natural barrier.
- The proposed development can preserve Alpine's natural character through open space, sensitive grading, landscaping, trail connections, and protection of important view corridors.
- Annexation would allow a single municipality to coordinate drainage, wildfire planning, hillside development, and environmental protections.
- The subdivision would represent an orderly extension of existing development rather than a disconnected development enclave.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, **geographical**, economical and social **part of Alpine**

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Geographical part of Alpine

- The property is contiguous with, surrounded by, or immediately adjacent to Alpine.
- Its primary road accesses are through Alpine.
- The area is closer to Alpine neighborhoods and facilities than to those of another municipality.
- Annexation would create a more logical municipal boundary.
- Roads, trails, drainage systems, or utility corridors naturally connect the property to Alpine.
- Emergency services would access the property from existing Alpine routes.
- The project is located within Alpine's natural growth area.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, **economical** and social **part of Alpine**

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Economic part of Alpine

- The project would add taxable property value to Alpine.
- New residents would patronize Alpine businesses, schools, recreation, and community services.
- The developer would construct and fund required roads, utilities, drainage, and other improvements.
- Development fees, impact fees, and property taxes would help support municipal services.
- The subdivision can be served efficiently as an extension of existing systems.
- Annexation avoids inefficient duplication of roads, utilities, public safety, or government administration.
- The project provides housing for people who work, shop, worship, attend school, or have family connections in Alpine.
- The proposed density helps distribute infrastructure costs and makes orderly development economically feasible.
- The project would broaden Alpine's housing supply without requiring the city to finance the private development.
- User fees, impact fees, and property taxes directly benefit Alpine. Additional residents provide additional local purchasing power which supports the local economy.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

15-1-402(a)(ii)

Development area would constitute a natural, geographical, economical and social part of Alpine

15-1-402(a)(iii)

Area is logical and feasible addition to Alpine and the extension of services will be available to the area

15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

Social part of Alpine

- Residents will use Alpine roads, parks, trails, schools, churches, businesses, and community events.
- The project is residential, not an incompatible industrial or regional commercial use.
- The homes and neighborhood design are consistent with Alpine's family-oriented residential identity.
- Residents are likely to have family, employment, school, religious, recreational, or social ties to Alpine.
- The development provides opportunities for children, young families, empty nesters, or others to remain near family in Alpine.
- Roads, walkways, trails, parks, open spaces, and street connections can integrate the subdivision rather than isolate it.
- The project will be governed by Alpine's laws and participate in Alpine's civic institutions.
- Additional housing allows new generations to join or remain in the community.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

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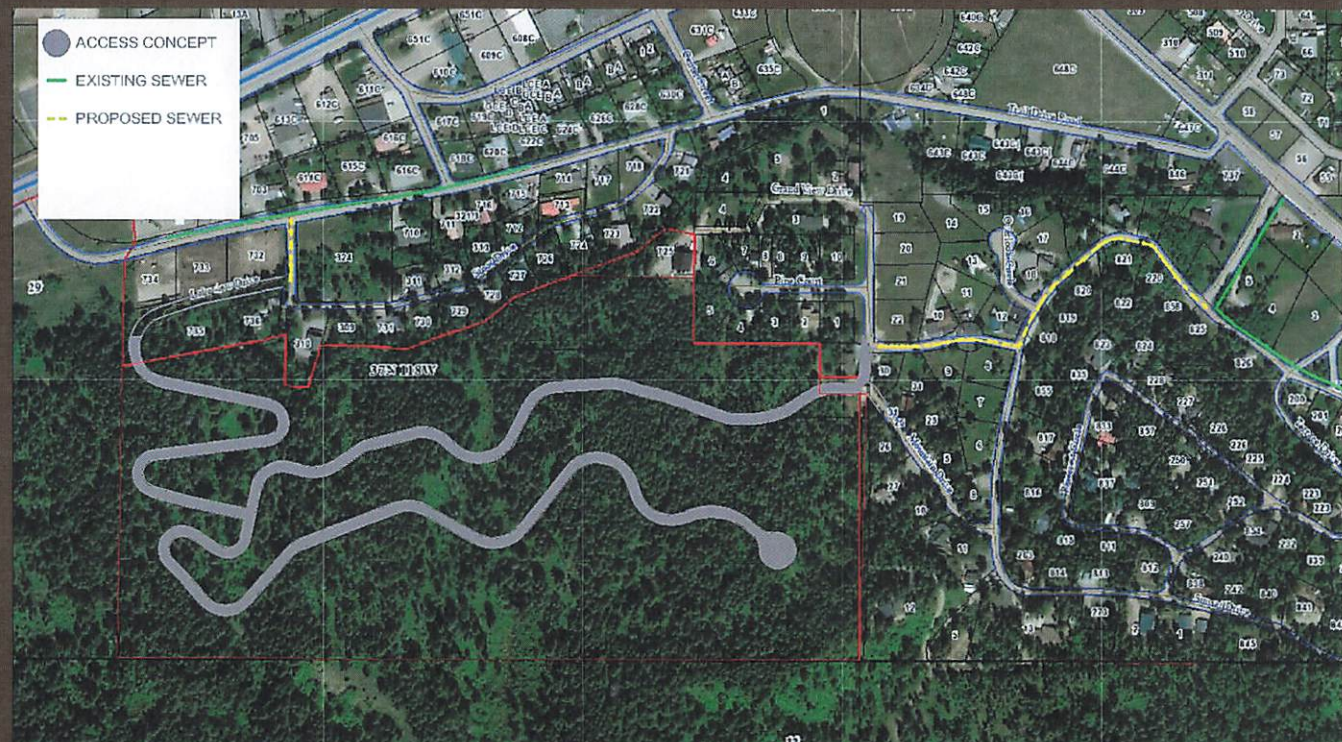
15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

SEWER SERVICES



WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

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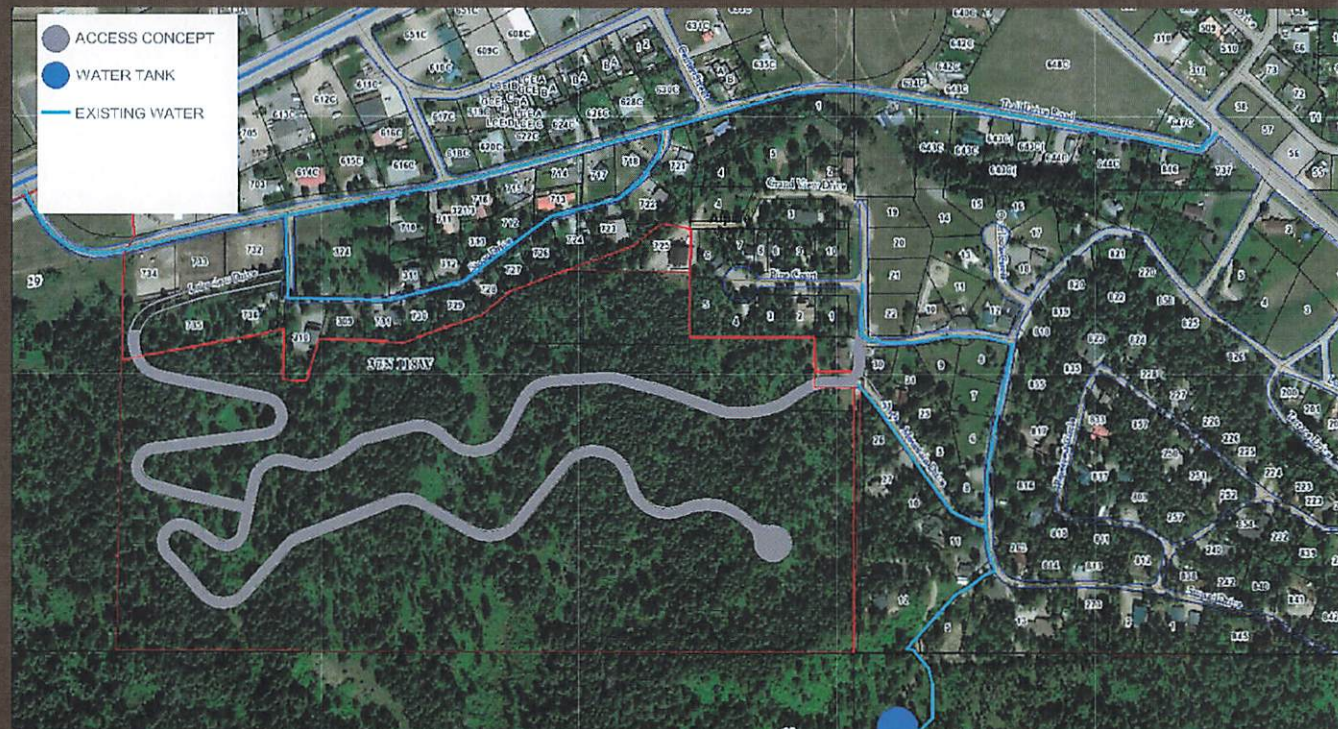
15-1-402(a)(iv)

Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area

WATER SERVICES



WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

15-1-402(a)(i)

Protection of the health, safety and welfare of the persons residing in the area and in Alpine

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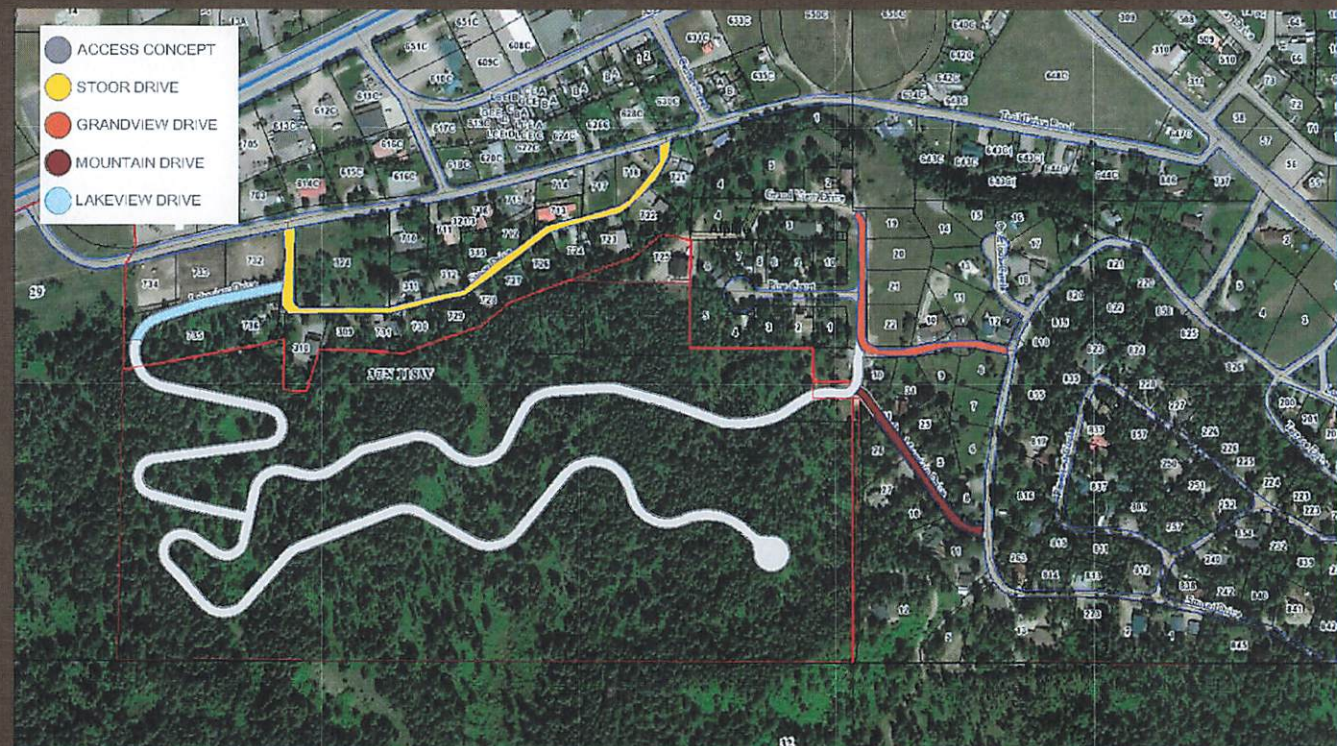
Area is contiguous with or adjacent to Alpine

15-1-402(a)(v)

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Recommended Findings

ACCESS ROADS



25

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

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Lakeview Drive:

In 1965, Don and Gwendolyn Earle dedicated Lakeview Estates Tracts A, B, C, D, E, F (entry #286448). On this plat, they dedicated all streets and roads shown on the plat "as intended for public use", including Lakeview Drive.

In 2007, Eugene R. Davis, Sally Pavlick and Craig Pavlick created Lake View Estates 13th Addition (entry #931677). This was subject to all easements, exceptions, reservations, restrictions, rights-of-way and improvements of sight and or record. This plat shows Lakeview Drive.

Stoor Drive:

In 1965, Don and Gwendolyn Earle dedicated Lakeview Estates Tracts A, B, C, D, E, F (entry # 286448). On this plat, they dedicated all streets and roads shown on the plat "as intended for public use", including Stoor Drive.

In 2005, Lakeview Estates Ninth Addition (entry #912220) was dedicated. Stoor Drive was dedicated to the public in this plat. In 2007, Eugene R. Davis, Sally Pavlick and Craig Pavlick created Lake View Estates 13th Addition (entry #931677). This was subject to all easements, exceptions, reservations, restrictions, rights-of-way and improvements of sight and or record. This plat shows Stoor Drive.

Grandview Drive:

In 1973, Carl Hirachi and Harry Nighswonger dedicated Grand View Enterprises Incorporated Tract-1 (entry #447722). The streets in this plat were dedicated as private, for the use of the adjacent owners. This included Grandview Drive.

In 1976, Alpine Pines (entry #196708) was dedicated. This plat shows Grandview Drive, and dedicates the roads shown as public roads.

Mountain Drive:

In 1973, Carl Hirachi and Harry Nighswonger dedicated Grand View Enterprises Incorporated Tract-1 (entry #447722). The streets in this plat were dedicated as private, for the use of the adjacent owners. This included Mountain Drive.

In 2006, Grand Lakes (entry #924971) was dedicated. Portions of Mountain Drive were dedicated to the public.

All roads have been maintained by the Town of Alpine as public streets.

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

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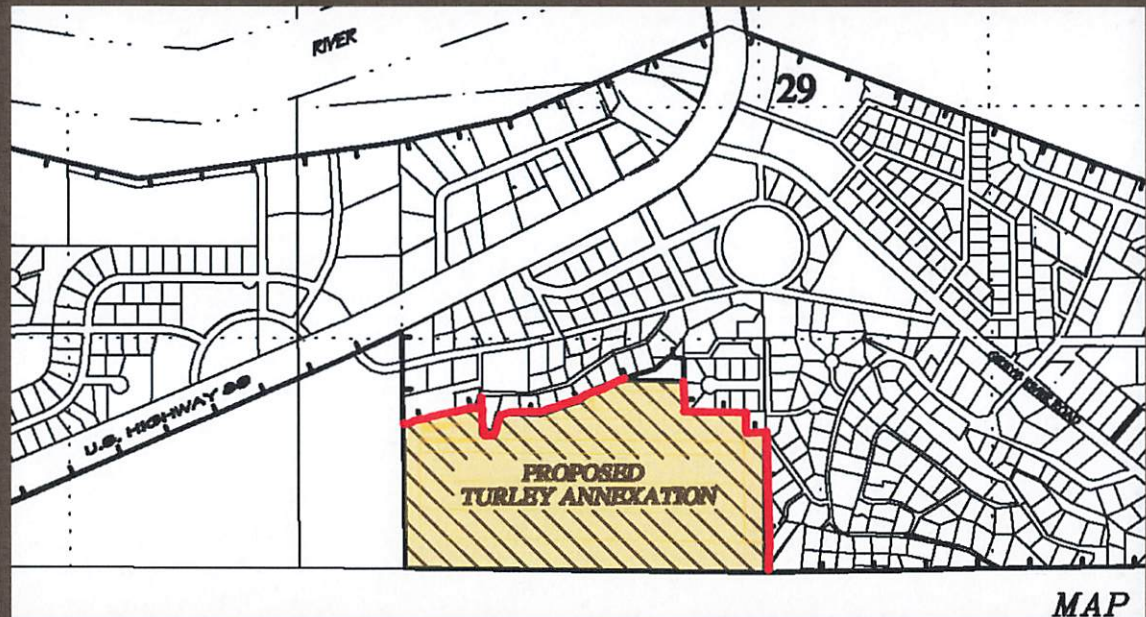
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15-1-402(a)(iv)

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15-1-402(a)(v)

Alpine is prepared to issue [necessary] franchises to serve the area



Area boundary contiguous with Alpine boundary for 2,300 feet

WYOMING STATE CODE - Title 15, Chapter 1, Article 4, Section 2

15-1-402(a)

Recommended Findings

15-1-402(a)(i)

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LOWER VALLEY ENERGY

written confirmation to provide service pending

Ordinances & General Plan regarding Zoning



#1 GOAL FOR HOUSING:

"Encourage a range of housing types to serve diverse household needs."

(General Plan draft, p. 83)



"R-2 Multi-Unit Residential District: The purpose of this district (R-2) is to encourage the development of duplexes, townhouses, apartments, multi-unit residential facilities which can provide housing for both short and long-term residents." (Town of Alpine Land Use and Development Code ADOPTED – 3/18/2025 – ORDINANCE 2024-009, p. 58)

"The purpose of the planned unit development process...is to:

1. Permit and encourage the development of a combination of land uses that would not be possible via the permitted uses authorized within each zoning district where there is a demonstrable benefit to the town.
2. Permit and encourage the creative design of new residential areas that may vary from residential subdivisions of standard lot sizes and standard street systems..."

(Town of Alpine Land Use and Development Code ADOPTED – 3/18/2025 – ORDINANCE 2024-009, p. 14)

"The types of homes available don't fully match local needs. While there are some alternative housing types in Alpine, most homes are still single-family."

(General Plan draft, p. 75)

"Residents expressed interest in expanding housing choices, such as smaller starter and finisher homes, duplexes and triplexes, and other middle housing types while maintaining Alpine's character." (General Plan draft, p. 80)

REQUESTED ZONING DESIGNATION
&
ANNEXATION AGREEMENT

Intended use of the property

Residential

Intended zone designation

R2 P.U.D.

No residential dwelling development until geotechnical, slope stability, hydraulic, geologic, seismic report compliance

Single-family residences only (attached and detached)

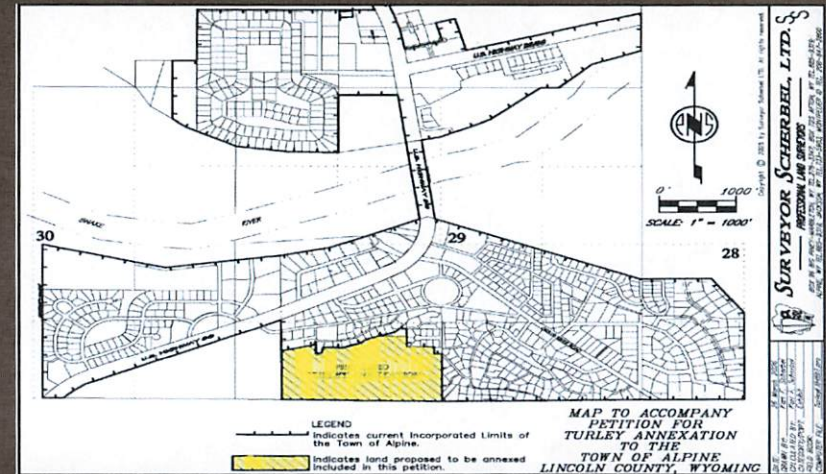
Private roads, sewer & water infrastructure provided by developer

Maintenance of private infrastructure and snow removal provided by property owner's association



Thank you

Questions?



KEY:

Council action/public hearing

Town target or recommended date

Required legal deadline

Newspaper publication

Proposed Annexation Schedule

Section 7, Item.

Resolution No. 2026-034

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

- **August 18:** Petition certification and hearing date considered by Council.
- **August 19–20:** Attorney and engineer review of annexation report
- **August 21:** Town target to finalize annexation report and notices.
- **August 24:** Clerk provides notice materials to applicants.
- **September 4:** Recommended certified-mail date.
- **September 8:** Certified-mail deadline; recommended property-posting date.
- **September 9 and 23:** First and second newspaper publications.
- **October 6:** Annexation public hearing.

Proposed schedule if Resolution No. 2026-034 is approved on August 18, 2026. Town target and recommended dates are for planning purposes and are not statutory deadlines. The October 6 hearing is within the required 30-to-180-day hearing period