



## **TOWN COUNCIL MEETING AGENDA**

**February 17, 2026 at 6:00 PM**

**250 River Circle - Alpine, WY 83128**

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

- 1. CALL TO ORDER** - Mayor Green
- 2. ROLL CALL** – Monica Chenault
- 3. EXECUTIVE SESSION** - *Executive Session is not open to the public.*
  - a. Seeking a motion to enter into Executive Session to discuss matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may become a party, and to consider wages, salaries, benefits, and terms of employment.
- 4. 7:00 PM – RECONVENE REGULAR TOWN COUNCIL MEETING**
- 5. PLEDGE OF ALLEGIANCE** – Mayor Green
- 6. 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.*

- 7. CONSENT AGENDA** – Mayor Green
  - a. Town Council Minutes: February 3, 2026, Town Council Meeting Minutes
  - b. Planning & Zoning Commission Minutes: January 13, 2026, Planning & Zoning Commission Minutes
  - c. Bills to Pay: February 4, 2026, through February 17, 2026
- 8. REPORTS**
  - a. Mayor's Report – Eric Green
  - 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

## **9. DISCUSSION ITEMS**

- a. Nora Bland, Cushing Terrell – Master Plan Update
- b. Discussion: Paperless Billing
- c. Discussion: Upcoming Travel and Tourism Grant Submissions
- d. Discussion: Retail Liquor License Applicants

## **10. ACTION ITEMS**

- a. Establishment of Top Three Retail Liquor License Applicants:  
Seeking a motion to establish the top three retail liquor license applicants.
- b. Resolution No. 2026-007 - A Resolution Waiving Subdivision Fees And Associated Mailing Requirements For The Lakeview Addition:  
Seeking a motion to approve Resolution No. 2026-007 - A Resolution Waiving Subdivision Fees And Associated Mailing Requirements For The Lakeview Addition.
- c. Resolution No. 2026-008 - Authorizing The Submission Of A Federal Mineral Royalty Capital Construction Account Grant Application To The State Loan And Investment Board To Investigate And Correct Improper Sewer System Connections Within The Alpine Meadows Subdivision:  
Seeking a motion to approve Resolution No. 2026-008 - Authorizing The Submission Of A Federal Mineral Royalty Capital Construction Account Grant Application To The State Loan And Investment Board To Investigate And Correct Improper Sewer System Connections Within The Alpine Meadows Subdivision.
- d. Resolution No. 2026-009 - Authorizing The Submission Of A Federal Mineral Royalty Capital Construction Account Grant Application For The Well #4 Improvement Project:  
Seeking a motion to approve Resolution No. 2026-009 - Authorizing The Submission Of A Federal Mineral Royalty Capital Construction Account Grant Application For The Well #4 Improvement Project.
- e. Approval of Additional \$3,000 for Reorganization of Town Code Codification Project:

Motion to authorize an additional expenditure of \$3,000 to the Town's codification contractor for restructuring and renumbering the Town of Alpine Code into a Title–Chapter–Section format consistent with Wyoming Statutes.

f. 1st Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2:

Seeking a motion to approve 1st Reading of Ordinance No. 2026-001 – Creating the Position of Town Administrator and Amending Duties Within Title 2.

g. Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association:

Seeking a motion to approve Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association.

## **11. PUBLIC COMMENT**

*Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to address the Council on any topic. The Council may listen but will not take action on items raised during this time. Speakers are expected to maintain decorum and be respectful. Written comments may be submitted by 12:00 PM (Noon) on the day of the meeting.*

## **12. ADJOURNMENT**



## **TOWN COUNCIL MEETING MINUTES**

February 3, 2026 / 250 River Circle - Alpine, WY 83128

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### **CALL TO ORDER**

Mayor Green called the meeting to order at 5:00 p.m.

### **ROLL CALL**

Clerk Chenault conducted roll call. Present were Mayor Green, Councilmembers Larsen, Wierda, and Burchard, establishing a quorum. Town Attorney James Sanderson was also in attendance. Councilmember Scaffide was absent at roll call.

### **EXECUTIVE SESSION**

Councilmember Larsen made a motion to enter into executive session. The motion was seconded by Councilmember Burchard. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, and Burchard. Motion carried.

Councilmember Scaffide arrived following the motion to enter into executive session.

Legal items were discussed; no action was taken. Councilmember Larsen made a motion to exit executive session, Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, Burchard, and Scaffide. Motion carried. Executive session ended at 6:30 PM.

### **REGULAR MEETING**

Mayor Green called the meeting back to order at 7:00 PM.

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

### **ADOPTION OF AGENDA**

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

**APPROVAL OF CONSENT AGENDA:** Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no

separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

## CONSENT AGENDA

- (a) Town Council Minutes: January 20, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the January 20, 2026, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (b) Bills to Pay: 01/16/2026 - 02/03/2026: Councilmember Larsen made a motion to approve Bills to Pay Report 01/16/2026 - 02/03/2026, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.
- (c) Financial Report: *(For Discussion Only)*: Councilmember Larsen made a motion to approve Financial Report: *(For Discussion Only)*. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried.

## REPORTS

### Mayor's Report:

Mayor Eric Green provided a report regarding sewer issues in the Alpine Meadows subdivision.

Mayor Green explained that the Town has been working for several years on updates to the water and sewer ordinances, including discussions with staff and recommendations from Jorgensen Engineering. Early draft ordinance language was received in May 2025, with the first formal draft ordinance presented in June 2025. Mayor Green noted that while the ordinance was adopted at the end of 2025, the process had been underway for an extended period of time.

Mayor Green stated that the specific issue in Alpine Meadows came to light on November 10, 2025, when a Town sewer customer experienced a sewer backup. Town staff investigated and discovered that the lateral pipe was not properly connected to the main sewer line. Repairs were completed, including excavation and road repair. It was later determined that similar issues may have occurred multiple times over the past ten years, though this was the first time the current administration had been made aware of the problem.

Following the repair, the Town began exploring the overall scope of the issue. Mayor Green reported that the Town has received two bids to perform a camera inspection of the sewer system to determine how many properties are properly connected. Due to seasonal constraints, cost considerations, and the need to obtain multiple quotes, the process has taken additional time.

Mayor Green acknowledged concerns from Alpine Meadows residents regarding potential costs and clarified that the Town does not intend to place the full financial burden on the subdivision.

He explained that recent ordinance changes clarified that homeowners are responsible for sewer infrastructure from their residence to the point of connection with the main sewer line. Mayor Green noted that this raised additional concerns for residents, including potential insurance implications.

Mayor Green stated that the Town is willing to work with Alpine Meadows to identify a resolution, though a final solution has not yet been determined. He reported that a capital budget request has been submitted to potentially cover inspection costs, noting that one bid received was approximately \$40,000. The timing of funding approval remains uncertain.

As a potential long-term option, Mayor Green suggested that Alpine Meadows consider dedicating its roads to the Town, similar to the arrangement in Riverview Meadows, where roads are dedicated and utilities fall within Town right-of-way easements. Mayor Green noted that this process could require replatting the subdivision.

Mayor Green emphasized that the Town is actively working on the issue but that municipal processes take time due to workload and procedural requirements. He stated that the purpose of the report was to provide transparency and inform the public of the Town's efforts. Public comment on the issue would be accepted later during the public comment portion of the meeting.

Councilmember Scaffide stated that much of the issue had been covered and emphasized the need to further review and potentially amend the ordinance language. She expressed hope that bids would be received soon so camera inspections could be conducted.

Mayor Eric Green clarified that the Town is considering revising the ordinance and changing the relevant language. He noted that the process would take time but could potentially be completed by the summer, depending on solutions identified and decisions regarding ordinance language. Mayor Green thanked the public for their patience.

Mayor Green then stated that the Council would move on to the next items on the agenda and asked the Clerk for a report.

### **Clerk/Treasurer Report:**

Clerk Chenault reported that year-end closeout tasks had been completed, including preparation of W-2s and 1099 forms. She stated that staff has been working on the capital budget and noted that the Town Council has held two capital budget meetings over the past two Thursdays. Clerk Chenault reported that the third and final capital budget meeting is scheduled for Thursday 02/05/26 at 3:00 p.m., and that the capital request referenced by the Mayor would be included in that discussion.

**Planning & Zoning Administrator Report - Gina Corson (submitted in writing)**

**Public Works Director Report - Craig Leseberg (submitted in writing)**

**Code Enforcement Officer Report - Tara Bender (submitted in writing)**

## RETAIL LIQUOR LICENSE APPLICANT PRESENTATIONS

Mayor Eric Green introduced the liquor license application presentations and explained that this was a new process for the current administration, noting that a formal procedure had not yet been established. He stated that the Council's focus at this stage was reviewing the applications and determining next steps.

Mayor Green outlined the process for the evening, explaining that each applicant would be allotted approximately 15 minutes, including 5–7 minutes for a presentation followed by questions from the Town Council. He stated that public feedback would be taken after all presentations, and that presentation materials would be available on the Town's website for public review. He emphasized that no specific timeline had been established, noting the importance of making a thoughtful and well-considered decision given the potential impact on the Town of Alpine. Mayor Green thanked the applicants for their participation and interest.

### **Liquor License Application Presentation – Lisa and Ken Harris**

Lisa Harris presented a proposal for The Wine Bar, a boutique wine and cocktail bar proposed to be located at the mouth of the canyon in a building owned by the applicants. Ms. Harris described the business as focused on quality wines, handcrafted cocktails, and small plates in an intimate, community-oriented setting.

Ms. Harris stated that the business would serve local residents and visitors seeking an upscale but relaxed evening venue. Proposed hours of operation are Thursday through Monday, 3:00 p.m. to 10:00 p.m., with potential for extended hours. Seasonal menu updates were described, and staff training requirements were outlined.

Ms. Harris provided an overview of the proposed location, noting the space is currently vacant and may allow for future expansion. Mr. Ken Harris stated that build-out and preparation would take approximately **four to five months**, with a target opening in early summer.

Council discussion included questions regarding projected tax revenue, staffing plans, potential for future off-premises sales, and use of the space for private events. Ms. Harris stated that private events such as small gatherings and celebrations would be considered. She also clarified that the business is not intended to operate under a restaurant license.

Mayor Green thanked the applicants for their presentation.

### **Liquor License Application Presentation - Jacqueline Ruth (Triple JL Companies / Alpine Standard)**

Jacqueline Ruth presented an application on behalf of Triple JL Companies, doing business as Alpine Standard Chevron, for a retail liquor license. Ms. Ruth explained that Alpine Standard operates the primary convenience store and fuel station serving both residents and visitors year-round and regularly receives customer requests for packaged beer, wine, and spirits.

Ms. Ruth stated that the intent of the application is to meet existing demand responsibly and retain local spending, not to change the nature of the business. Alcohol sales would be limited to off-premises packaged beer, wine, and spirits, with an emphasis on Wyoming-made and regional products. She emphasized the business's experience with regulated products and described existing compliance practices, including ID verification and staff training.

Ms. Ruth outlined the company's involvement in the Alpine community through sponsorships, donations, and participation in local events and organizations. She presented estimated alcohol sales projections and stated that, based on Alpine's 5% sales tax rate, the license could generate additional sales tax revenue for the Town without requiring new infrastructure or public expense.

Council discussion included questions regarding hours of operation, staffing, location of alcohol sales within the existing store layout, and timeline for implementation. Ms. Ruth stated that the business could begin alcohol sales immediately upon approval and that extended hours, particularly during winter months, may be possible. She clarified that the focus would remain on off-premises sales and that no on-premises consumption is currently planned.

Mayor Green thanked Ms. Ruth for her presentation.

### **Liquor License Application Presentation - Bud Chatham (Alpine Valley RV Resort)**

Bud Chatham presented an application on behalf of Alpine Valley Resort. He stated the retail liquor license would support both off-premises sales and future on-site food and beverage service tied to the resort's planned amenities, including the lodge currently under construction, future restaurant service, and events.

Mr. Chatham described the property layout and project timeline, including completion targets for lodge phases and future amenities. He stated the resort has grown tax generation over recent years and presented projected revenue and tax impacts related to lodging and anticipated alcohol/food sales capture from resort guests and pass-through traffic.

Council discussion included questions regarding current and projected employment, operations during shoulder season, and whether the restaurant plans would be impacted if the retail liquor license is not awarded. Mr. Chatham stated the license provides operational flexibility for events and guest service, and that the goal is to operate year-round. Additional discussion included potential public access to the future pool facility and continued community support initiatives.

Mayor Green thanked Mr. Chatham for the presentation.

### **Liquor License Application Presentation - Crystal Magee**

Mayor Eric Green stated that Crystal McGee was unable to attend due to a family emergency but had submitted a letter for Council review. Mayor Green noted that the submitted materials were posted on the Town's website and available within the meeting agenda packet.

Councilmembers confirmed that Ms. McGee had submitted a business plan along with her letter. Mayor Green stated that, due to the absence of a formal presentation, the Council would review the submitted materials and follow up with Ms. McGee directly with any questions.

Mayor Green apologized for Ms. McGee's absence and stated that the meeting would proceed to the next applicant.

### **Jaclyn & Robert Shockey**

Brett Bennett of Alpine Architectural Studio presented a liquor license application on behalf of Jaclyn and Robert Shockey, who were present at the meeting. Mr. Bennett reviewed a cover letter submitted with the application, noting that the Shockey's have resided in Alpine since 2006, own multiple properties within Town limits, and operate a local construction company. He highlighted the applicants' past contributions to community projects, including improvements to local recreational facilities and signage.

Mr. Bennett explained that the proposal involves the use of an existing vacant commercial building located at 171 Alpine Drive, at the corner of Alpine Drive and Short Street. The property is zoned commercial, and retail liquor sales are a permitted use. He stated that the building is approximately 700–800 square feet and has adequate parking to meet Town requirements.

Mr. Bennett described the proposed interior layout, including point-of-sale location, cooler placement, and existing restroom facilities. He stated that the building is ready for use with minimal improvements and that the business could be operational within a short timeframe once equipment is installed. He noted that required alcohol server training has been completed and that the applicants have formed an LLC for the business. The business would be owner-operated, with no third-party lease involved.

Mr. Bennett stated that the proposed operation would employ approximately four to six employees. Hours of operation were discussed as generally seven days per week, with reduced winter hours and extended summer hours, subject to Town approval. He noted that while specific revenue projections were difficult to estimate, the business is expected to generate sales tax revenue due to its highway location.

Council discussion included questions regarding employment, potential future on-premises tastings or events, zoning considerations, and hours of operation. Mr. Bennett clarified that the current application is for a retail liquor store only and does not include a restaurant component.

Mayor Green thanked the applicants and presenter for the presentation.

### **Dave & Becka Walters (El Capitan Enterprises)**

Dave Walters presented a proposal on behalf of himself, **Becka Walters**, and business partner **Bryan James** for utilization of a retail liquor license. Mr. Walters stated that the proposal includes development of a community gathering space featuring a street-side wine bar, retail

liquor sales, food truck park, and outdoor public space. He emphasized the goal of enhancing quality of life, increasing local tax revenue, and creating a long-term community asset.

Mr. Walters noted that he and Ms. Walters have lived and operated businesses in Alpine for approximately 18 years and described their involvement in the community through local business ownership, volunteer service, and event production. He stated that the project is intended to address a lack of gathering spaces and dining options while providing both eat-in and take-out opportunities.

Architect Bryan James presented conceptual site and building designs, describing a mountain-modern structure oriented toward Main Street with rear parking, pedestrian access, and a central courtyard. He explained that the design incorporates a restaurant and bar space, retail liquor area, outdoor seating, and flexible gathering areas intended to activate Main Street and remain accessible from all sides.

Becka Walters discussed the food truck park component, stating that the project would support local entrepreneurs by providing shared infrastructure, including two food trucks owned by the applicants and space for additional vendors. She noted the project is designed to be scalable and adaptable as the community grows.

Mr. Walters outlined a phased development plan, stating that Phase One would include a temporary structure and food truck operations with a targeted opening in summer 2026, followed by full construction and permanent facilities with a goal of opening in summer 2027. He stated the project is contingent upon approval of a retail liquor license, as the proposed model is not compatible with a restaurant liquor license under state law.

Council discussion included questions regarding hours of operation, employment impacts, winter operations, food service logistics, and off-premises sales. Mr. Walters stated the project is expected to create approximately 20 new jobs, with seasonal variations in hours. He explained that food would primarily be sold through food trucks, with indoor seating and limited kitchen facilities initially, allowing for future expansion.

Mayor Green thanked the applicants for their presentation and stated that the Council would review all proposals, gather questions, and follow up with applicants directly. Mayor Green encouraged public feedback and indicated that additional meetings may be held prior to a final decision.

Mayor Green announced a five-minute recess.

## ACTION ITEMS

### **Resolution No. 2026-006 – Acknowledging The Award Of \$25,000 From The America 250 Grant Program Administered By The Wyoming Department Of State Parks And Cultural Resources And Authorizing The Use Of Grant Funds:**

Councilmember Burchard made a motion to approve Resolution No. 2026-006 – Acknowledging The Award Of \$25,000 From The America 250 Grant Program Administered By The Wyoming

Department Of State Parks And Cultural Resources And Authorizing The Use Of Grant Funds. Councilmember Wierda seconded.

Mayor Green explained that the Town received the full grant amount and that the funds are intended to support America 250 celebration-related projects. He described proposed uses of the funds, including beautification of the electrical substation near the town entrance through screening and artist-designed panels coordinated with the Star Valley Arts Council, as well as participation in a commemorative coin program in coordination with Lincoln County and other Star Valley municipalities. Mayor Green stated that additional details, including artwork and quantities, will be determined, and encouraged interested artists to contact Town staff.

Councilmember Scaffide stated she supports arts-related projects but expressed concern that additional public input could have been sought for long-term use of the funds. Mayor Green responded by outlining prior discussions held during the grant application process and noted that alternative locations for murals had been explored but were not feasible.

There being no further discussion, the motion was put to a vote.

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

**WWPT – Approval of Cambrian Engineering Invoices No. 4772 and No. 4639:**

Mayor Green requested background information regarding the Cambrian Engineering invoices related to the Wastewater Pretreatment Plant (WWPT) project.

Clerk Chenault explained that the invoices are for equipment provided under approved change orders associated with the WWPT project. She stated that while the Town has concerns regarding the operation of the pretreatment system and has not yet brought forward the final contract invoice, the equipment referenced in Invoices No. 4772 and No. 4639 has been delivered and received by the Town, and payment is required.

Clerk Chenault clarified that there are two invoices for approval and that a third document included in the packet was an equipment list only.

Councilmember Larsen made a motion to approve Cambrian Engineering Invoices No. 4772 and No. 4639 for the Wastewater Pretreatment Plant project. The motion was seconded by Councilmember Burchard.

There being no further discussion, the motion was put to a vote.

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

**PUBLIC COMMENT**

Mayor Eric Green opened the public comment period and noted that written public comments regarding the liquor license applications had been received and were available for review.

Councilmember Burchard emphasized the importance of public input in the liquor license selection process and encouraged community members to submit written comments to the Town.

Councilmember Scaffide echoed the importance of public feedback and commented on the limitations of the current liquor licensing framework at the state level, noting that all proposals presented had merit.

Councilmember Larsen provided additional context regarding the liquor licensing process, explaining that retail liquor licenses are issued based on population thresholds and that licenses may be resold for significant value. He stated that the process requires the Council to select among competing applicants and encouraged public feedback to assist in the decision-making process. Councilmember Larsen noted that the Town may undergo a similar process again in the future if population thresholds are met.

Councilmember Larsen then addressed the issue of domestic violence, noting that the Alpine community recently lost Cassie Clinger, a victim of domestic violence. He cited statewide and local statistics related to intimate partner violence, emphasized the importance of speaking openly about the issue, and encouraged individuals affected by domestic violence—including victims and perpetrators—to seek available resources and support services. He referenced state and local behavioral health resources and encouraged community members to support one another and speak up when concerns arise.

Councilmember Larsen concluded by stating that he wished to give the final word to Cassie Clinger and played a video from her social media addressing abuse.

### **Additional Public Comment**

- **Mr. Schenk** asked about the number and availability of liquor licenses. Mayor Green explained the complexity of Wyoming liquor licensing and the population-based allocation system.
- **Patricia McQuade** inquired about reports from the town's school board representative and enrollment numbers. Town staff indicated information would be provided at a future meeting.
- **Jenny Baker**, Alpine Meadows resident, expressed concern regarding public health impacts related to sewer lateral disconnections and thanked the Town for the prompt repair at her residence. She emphasized the importance of identifying the full scope of the issue.
- **Alec Ross** asked about the cost of sewer camera inspections. Town staff explained the specialized equipment and certification required for mainline and lateral inspections.

- **Stephanie Lamirito** shared information about a donation account established at Bank of Star Valley in Cassie Clinger's name.
- **Heather Goodrich**, President of the Alpine Meadows POA, requested clarity on communication, disclosure concerns, road easements, and homeowner responsibility under the sewer ordinance. Town staff confirmed they are reviewing the ordinance, will provide documentation related to easements, and intend to work collaboratively with the POA.

Mayor Green reiterated the Town's commitment to identifying the scope of sewer issues, addressing public health concerns, and reviewing ordinance language as needed.

## **ADJOURNMENT**

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried. Meeting adjourned at 9:05 p.m.

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### **MINUTES ARE A SUMMARY OF THE MEETING**

Transcribed By:

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Sarah Greenwald, Town Assistant Clerk

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Date

Attest:

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Monica Chenault, Town Clerk

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Date

Minutes approved in a legally advertised meeting on February 17<sup>th</sup>, 2026

Signed:

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Eric Green, Mayor

Attest:

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Monica Chenault, Town Clerk



## PLANNING & ZONING MEETING MINUTES

Januay 13, 2026 at 7:00 PM

Meeting Type – Regular Meeting

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### 1. CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.02 PM

### 2. ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call. Members Schou, and Chairman Wilson are present. Member Stewart is absent. A quorum was established.

### 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

None

### 4. TABLED ITEMS:

None

### 5. UNFINISHED/ONGOING BUSINESS:

None

### 6. PLANNING/ZONING CORRESPONDENCE:

None

### 7. PLANNING AND ZONING DISCUSSION ITEMS:

#### A. Lincoln County Conditional Use Permit for Last Resort Holdings, LLC – Discussion

Board members overall supported the permit application. There were three concerns raised:

- 1.) Where the leach field would go
- 2.) The increase of traffic entering and exiting the highway at an already dangerous section of road.
- 3.) Was the septic system sized appropriately for the extra use, this is something they believe Lincoln County will surely have on the radar and look into.

Planning and Zoning Administrator Corson will prepare comments and send to Lincoln County.

### **B. David Gustafson- New lighting ordinance- Discussion**

Mr. Gustafson stated that he was asked by the Mayor to prepare draft language to update the lighting requirements in the current Land Use and Development Code (LUDC) to better align with the Town's Dark Sky ordinance.

#### **Planning & Zoning Commission Comments and Concerns**

1. Commission members discussed whether additional, more stringent lighting regulations are needed, or if the primary issue is the ability to effectively enforce the existing lighting standards.
2. It was noted that the Town cannot retroactively enforce lighting requirements on existing installations. However, the Commission discussed the possibility of requiring a new lighting permit that would be triggered whenever a permit is pulled—whether for new construction, minor repairs, or additions.
3. The Commission agreed to review the proposed ordinance language alongside the current LUDC and applicable national Dark Sky standards to identify any gaps. Members acknowledged that this will require additional time and research but expressed support for continuing the discussion.

#### **Public Comments and Concerns**

1. Members of the public urged the Commission to give special consideration to areas where Mixed Residential Commercial (MRC), Commercial, or Public Use zones are adjacent to residential neighborhoods.
2. Public commenters noted that light trespass and excessive lighting can impact a variety of factors, including wildlife migration, bird behavior, and insect populations.
3. The public encouraged the Commission to take a forward-thinking approach to lighting regulations, emphasizing proactive solutions rather than reactive enforcement.

#### **Next Steps**

- Schedule a work session to further discuss lighting regulations and potential updates to the LUDC.
- The work session may be held jointly with the Town Council.

## C. Review the 2024 International Code Ordinance and Exemptions- Review and Discussion

### Discussion: Incorporating I-Codes into the LUDC

The Commission discussed the purpose of existing exemptions and how best to incorporate the International Codes (I-Codes) into the Land Use and Development Code (LUDC) without requiring adoption by ordinance with each new code edition.

Administrator Corson noted that she has seen this handled in two primary ways:

- Listing exemptions for each adopted code book (e.g., IRC, IBC, etc.), with each adopted and amended individually by ordinance; or
- Incorporating the I-Codes into the development codes as a continuously adopted standard that automatically updates when new editions are adopted.

Administrator Corson expressed concern about how jurisdictions address potential administrative conflicts or contradictions between the LUDC and the I-Codes when using an automatic adoption approach.

The Commission stated a preference for adopting the I-Codes with the fewest exemptions possible and allowing new editions to be automatically adopted at the same time they are adopted by the State of Wyoming.

Administrator Corson indicated she could provide examples of other towns that have successfully integrated the I-Codes into their land use and development codes in a way that allows for automatic adoption of new editions. She also committed to researching how those jurisdictions address administrative conflicts, noting that this may be accomplished through a clarifying provision stating that LUDC-assigned duties and procedures supersede those assigned in the I-Codes where conflicts exist.

## D. LUDC Part 2 Updates- Review and Discussion

Administrator Corson provided a brief overview of the proposed changes and revisions to Part 2 of the Land Use and Development Code (LUDC). The primary update shifts responsibility for public noticing—including mailed notices, signage, publication, and all associated costs—to the applicant when applying for development approvals such as subdivisions, lot line adjustments, lot combinations, Planned Unit Developments (PUDs), and similar applications.

Administrator Corson also noted that staff intends to develop a separate, standalone public notice ordinance that would apply universally across development applications. Once adopted, the public notice requirements could be removed from the LUDC and incorporated by reference to that ordinance. However, until that ordinance is adopted, it

is important to include the public notice provisions within the LUDC to ensure they are in place for the upcoming building season.

The Commission did not express any immediate concerns with the proposed updates.

A joint work session between the Planning & Zoning Commission and Town Council is scheduled for **February 3rd**, at which time these updates will be discussed further.

#### **E. Land Use Development Code Redesign Contractors- Discussion and Recommendation**

The Commission asked Administrator Corson to explain the primary reasons for proposing the use of an independent contractor to complete updates to the Land Use and Development Code (LUDC), and to identify the concerns the Town hopes to address through that approach.

Administrator Corson stated that enforceability is a major concern and one of the primary drivers for pursuing a comprehensive LUDC redesign, whether conducted internally or through a consultant. Additional concerns include improving clarity and ensuring the Code can be administered efficiently and effectively by staff and decision-makers.

Another significant consideration is ensuring that the LUDC aligns with the updated Master Plan. Administrator Corson emphasized that without updates that mirror the goals and policies of the Master Plan, the document becomes a costly reference with limited enforceability or practical value.

Administrator Corson also highlighted the substantial time commitment required of staff and the Commission to undertake major code revisions internally. Commission members agreed with this assessment, noting their own experience with code amendments over the past year.

The general consensus of the Commission was that hiring an independent contractor could be beneficial; however, cost remains a significant concern. The Commission expressed a desire to review the consultant proposals in more detail before making any formal recommendation.

#### **Next Steps:**

- Planning and Zoning Administrator's recommendation to Town Council
- Planning and Zoning Commission recommendation to Town Council

### **8. APPROVAL OF MINUTES:**

- a. Approval of Minutes for Regular Meeting 12/09/2025

Member Schou motioned to approve the minutes for 12/09/2025, seconded by Chairman Wilson.

Voting Yea: Member Schou & Chairman Wilson

Motion carries

**9. TOWN COUNCIL ASSIGNMENT:**

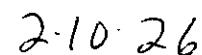
Melissa Wilson

**10. ADJOURN MEETING: 8:10 PM**

Motion made by Planning & Zoning Commission Member Schou to adjourn, seconded by Chairman Wilson.

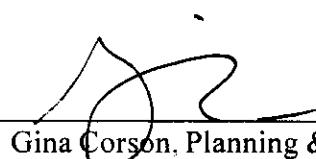
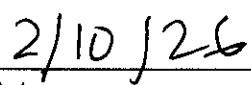
Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

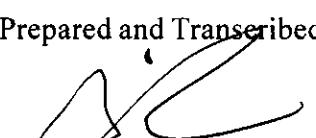


Melisa Wilson, Chairman

Date

  
Gina Corson, Planning & Zoning Administrator  
Date

Prepared and Transcribed By:

  
Gina Corson, Acting Planning & Zoning Administrator

Date

\*\* Minutes are a summary of the meeting \*\*

Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 2/4/2026 - 2/17/2026Page: 1  
Feb 11, 2026 04:51PM

## Report Criteria:

Report type: Summary  
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/26	02/17/2026	0	1530	Lincoln County Water Quality Lab	51-20100	81.00
02/26	02/17/2026	0	1700	One Call of Wyoming	51-20100	25.00
02/26	02/17/2026	0	340	Altitude Air, LLC	10-20100	2,434.00
02/26	02/17/2026	0	480	Belinda Penny	10-20100	720.00
02/26	02/17/2026	0	620	Caselle, LLC	52-20100	3,097.00
02/26	02/17/2026	0	980	FP Mailing Solutions	10-20100	149.85
02/26	02/17/2026	0	1310	Jenkins Building Supply	10-20100	292.02
02/26	02/17/2026	0	1340	Jorgensen Associates, Inc	52-20100	24,459.40
02/26	02/17/2026	0	1510	Lincoln County Sheriff's Office	10-20100	706.50
02/26	02/17/2026	0	1680	Norco, Inc	10-20100	40.92
02/26	02/17/2026	0	1780	RE Investment Company	10-20100	292.50
02/26	02/17/2026	0	2140	SVI Media	10-20100	228.25
02/26	02/17/2026	0	2480	Valley Wide Cooperative, Inc	10-20100	1,359.12
02/26	02/17/2026	0	2520	Nolan T. Heiner	10-20100	315.40
02/26	02/17/2026	0	700	Control Engineers, PA	52-20100	4,190.00
02/26	02/17/2026	0	1430	KubWater Resources, Inc.	52-20100	4,046.33
02/26	02/17/2026	0	1810	Parkland USA Corporation	10-20100	752.30
02/26	02/17/2026	0	2870	Sanderson Law Office	10-20100	2,302.50
02/26	02/17/2026	0	2890	High Country Linen	52-20100	304.00
02/26	02/17/2026	0	3530	West Bank Sanitation	52-20100	6,390.98
02/26	02/17/2026	0	3760	Chemwest LLC	51-20100	1,300.00
02/26	02/17/2026	0	3860	TextMyGov	10-20100	2,600.00
02/26	02/17/2026	0	3940	PEAC Solutions	10-20100	282.98
02/26	02/17/2026	0	3990	Tara Bender	10-20100	67.80
02/26	02/17/2026	0	4000	Midwest Assistance Program, Inc.	52-20100	195.00
02/26	02/17/2026	0	4080	Pacific Office Automation	10-20100	220.88
02/26	02/17/2026	0	4170	Stelting & Gross LLC	52-20100	3,000.00
02/26	02/17/2026	0	4330	Schwing Bioset, Inc.	52-20100	1,097.99
02/26	02/17/2026	0	2040	Matthew Bashaw	10-20100	1,000.00
02/26	02/05/2026	20698	2880	Xpress Bill Pay	52-20100	632.22 M
02/26	02/10/2026	20703	3780	The Bancorp	10-20100	8,053.61 M
02/26	02/04/2026	20704	3670	Teton Technology Partners, LLC	52-20100	3,445.60 M
02/26	02/04/2026	20944	600	Cambrian Water Operations, LLC	52-20100	57,015.94
02/26	02/04/2026	20945	1060	Dylan Brooks	10-20100	500.00
Grand Totals:						131,599.09

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	.00	33,788.66-	33,788.66-
10-42-240	666.50	.00	666.50
10-42-315	8,532.05	.00	8,532.05
10-42-325	503.86	.00	503.86
10-42-335	5,170.57	.00	5,170.57
10-42-350	19.00	.00	19.00
10-42-370	84.73	.00	84.73
10-42-405	149.85	.00	149.85
10-45-411	197.00	.00	197.00
10-48-410	232.00	.00	232.00

Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 2/4/2026 - 2/17/2026

Page: 2

Feb 11, 2026 04:51PM

GL Account	Debit	Credit	Proof
10-50-331	1,188.40	.00	1,188.40
10-50-350	19.00	.00	19.00
10-54-333	67.01	.00	67.01
10-54-455	752.30	.00	752.30
10-56-319	706.50	.00	706.50
10-56-410	206.74	.00	206.74
10-56-454	67.80	.00	67.80
10-58-330	200.00	.00	200.00
10-58-332	480.00	.00	480.00
10-58-334	2,448.75	.00	2,448.75
10-58-335	654.66	.00	654.66
10-58-410	231.17	.00	231.17
10-58-450	50.27	.00	50.27
10-58-452	692.57	.00	692.57
10-58-454	1,014.67	.00	1,014.67
10-66-422	292.50	.00	292.50
10-66-426	83.40	.00	83.40
10-66-432	1,000.00	.00	1,000.00
10-90-545	23.75	.00	23.75
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	15,967.78-	15,967.78-
51-42-315	10,701.40	.00	10,701.40
51-42-335	1,295.89	.00	1,295.89
51-42-360	25.00	.00	25.00
51-42-370	273.75	.00	273.75
51-42-410	40.00	.00	40.00
51-80-320	81.00	.00	81.00
51-80-332	105.74	.00	105.74
51-80-430	1,300.00	.00	1,300.00
51-90-545	2,145.00	.00	2,145.00
52-20100	.00	81,842.65-	81,842.65-
52-42-335	1,812.74	.00	1,812.74
52-42-370	273.74	.00	273.74
52-83-315	275.00	.00	275.00
52-83-332	5,144.32	.00	5,144.32
52-83-454	5,774.82	.00	5,774.82
52-84-315	75.90	.00	75.90
52-84-332	218.27	.00	218.27
52-84-454	217.77	.00	217.77
52-90-541	68,050.09	.00	68,050.09
<b>Grand Totals:</b>	<b>131,599.09</b>	<b>131,599.09-</b>	<b>.00</b>

Meeting Date: \_\_\_\_\_

Mayor: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Town of Alpine

Check Register - Town of Alpine  
Check Issue Dates: 2/4/2026 - 2/17/2026Page: 3  
Feb 11, 2026 04:51PM

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GL Account      Debit      Credit      Proof

---

## Report Criteria:

Report type: Summary  
Check Type = {<>} "Adjustment"

## Town of Alpine

Section 8, Itemg.

1/1/26 to 1/31/26

Citations	1 Citations	0 Warnings
CFS/Law Incidents	122	
Special Patrol	64	

Animal Problem		Abandoned Vehicle	2
Agency Assist	1	Auto Accident	2
Aircraft		Civil papers/execution	
Alarms	5	Citizen Dispute	
Assault		Civil Standby	
Burglary		Custodial interference	
Citizen Assist	2	Domestic Violence	
Alcohol problems		Child abuse	
Controlled Burn	2	Disturbance	
Controlled Substance		Game & Fish	1
Drugs		Harassing	1
E911	11	Fire / Fireworks	/ 1
Fraud	1	Field contact	
Information	1	Patient transport	14
Property damage		Lost/Found Property	
Lost/Found Animal		Parking problem	1
Livestock/lock out	/ 1	Juvenile problem/school	
Mental subject		Medical/Dead body	7 /
Littering		Missing person/Kidnap	
Noise	2	REDDI	7
Reckless driving	4	Motorist assist	3
Smoke Investigation	1	Prisoner transport	1
Robbery		Security check / Text	/ 1
Sex offense/Stalking	1 /	Suspicious	
Search/LE/PR	1 //	Vehicle theft /Repo	
Suicidal Subject		Threatening	
Traffic stop	31	Weapon offence	
Traffic hazard	3	Trespassing	
Theft	4	Vandalism	
Traffic offense		Utility problem	2
Transfer patient		Welfare Check	3
Vin Inspection	5	Warrant	
VIN Stamp		Utility problem	



# Alpine Master Plan

Town Council Update February 17, 2026

# Agenda

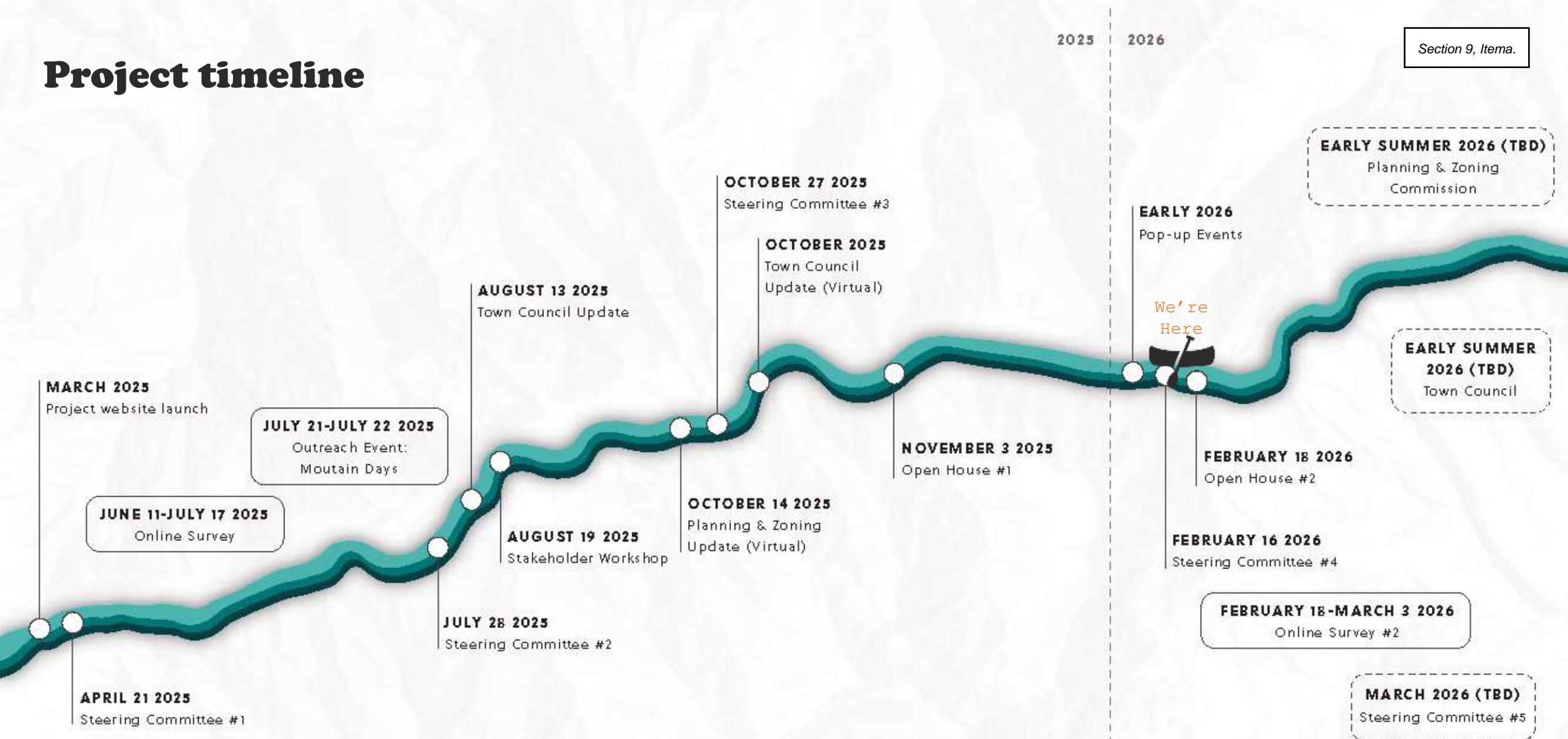
1. Project Timeline
2. Engagement Updates
3. Future Land Use
4. Draft Recommendations
5. Next Steps



# Project timeline

2025 2026

Section 9, Item a.



# Engagement Updates

# Focus Group Discussions

## TOPICS:

- Transportation
- Land Use & Development
- Parks, Recreation, & Land Management
- Housing
- Economic Development



Feedback is posted on the project website



# Open House #1

In-person: November 3, 2025

Online Survey: November 4 - 21



Section 9, Itema.

**ALPINE MASTERS PLAN**

**ALTERNATIVE VISIONS**

**WHERE SHOULD ALPINE FOCUS ITS EFFORTS?  
LET'S EXPLORE SOME POSSIBILITIES!**

**YOU ARE HERE!**  
In current day Alpine  
Think of what you enjoy most about living in Alpine. How would you improve upon it?  
[Silhouettes of two people]

**DO YOU HAVE DIFFERENT VISION?**  
[Post-it notes with 'YES' and 'NO' written on them]

**WATERFRONT EXPANSION**  
Residential, business, and hotel development that leverages the natural setting and cultural assets of Alpine

**MAIN STREET**  
Urban support services  
Everything accessible, and unique dining options, shopping, medical, and transportation services in a vibrant, larger village atmosphere

**ALPINE AS IT IS TODAY**  
Alpine as it is today, maintaining the natural environment and preserving the character of the community

Place a dot on your favorite vision. Have other thoughts? Leave us a note!

29

# ALPINE MASTER PLAN OPEN HOUSE #1 SUMMARY

Section 9, Itema.

## BY THE NUMBERS



## COMMUNITY VISION RANKING



## WHAT WE CONTINUED TO HEAR



## COMMUNITY IDEAS



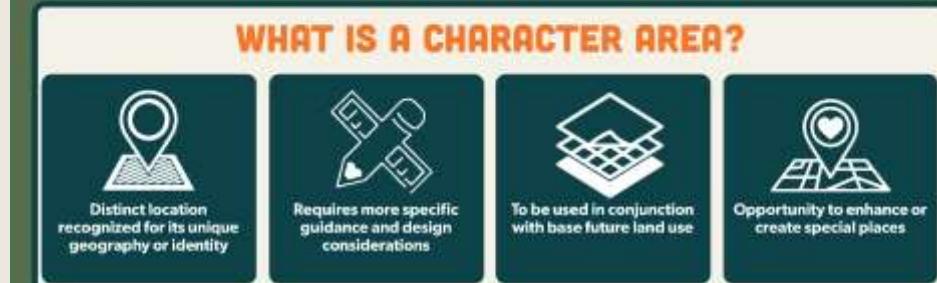
# Open House #2

In-person: Tomorrow, February 18

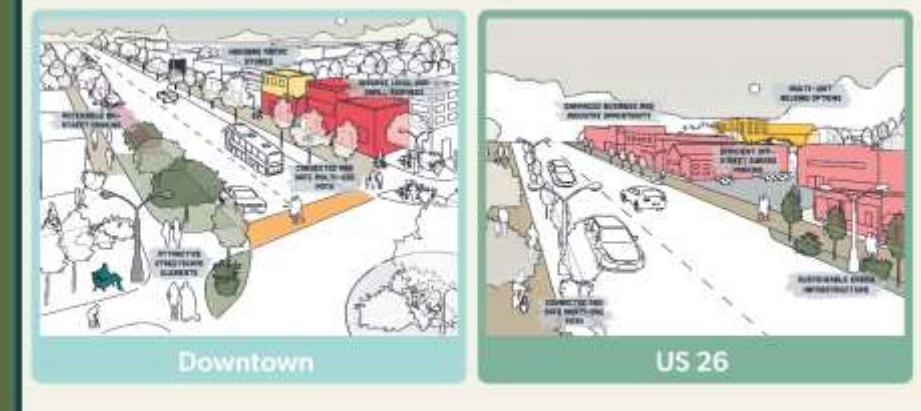
Online Survey: February 19-March 6



Section 9, Itema.



## CHARACTER AREA DESIGNATIONS KEY ELEMENTS



# Future Land Use

# Future Land Use

## Future Land Use **IS:**

- A tool to illustrate the community's vision for growth** (where we do and do not want to grow)
- Guidance for decision making** (or recommendation on land use applications)
- Informed by the public, history, data, and landowners**
- Amendable**

## Future Land Use **IS NOT:**

- Regulatory** (it's a guiding document)
- Zoning** (although it can inform updates to the Land Development Code)
- A development plan**
- New!** (the 2006 Master Plan has a FLUM)

# Future Land Use Categories

## HOUSING

- **INTENT:** To provide living options for residents at a variety of price points, housing types, and lifestyles.
- **LAND USES:**
  - Primary: Housing
  - Secondary: Home-occupied businesses, neighborhood-serving commercial, public/civic uses
- **RELATED ZONE DISTRICTS:**
  - Single-Family Residential (R-1)
  - Multi-Unit residential (R-2)
  - Public and Community Facilities (PCF)
  - Planned Unit Development (PUD)



# Future Land Use Categories

## BUSINESS

- INTENT: Provide places for people to shop, eat, and create.
- LAND USES:
  - Primary: Retail, office, restaurant, lodging, entertainment uses, light industrial
- RELATED ZONE DISTRICTS:
  - Commercial (C)
  - Light Industrial (LI)



# Future Land Use Categories

## MIXED USE

- INTENT: Provide a pedestrian friendly environment for people to live, work, shop, and play
- LAND USES:
  - Primary: Residential, commercial
  - Secondary: Public/civic
- RELATED ZONE DISTRICTS:
  - Mixed Residential Commercial (MRC)
  - Planned Unit Development (PUD)
  - Public and Community Facilities (PCF)



# Future Land Use Categories

## NATURAL

- INTENT: Preserve the natural places and open spaces that make Alpine special.
- LAND USES:
  - Primary: Open space, agricultural, public lands, recreational
- RELATED ZONE DISTRICTS:
  - Public and Community Facilities (PCF)
  - Conservation and Recreation (CF)



# Character Areas

## DOWNTOWN

- INTENT: The center of life and commercial activity in the community.
- LAND USES:
  - Primary: Retail, commercial, office
  - Secondary: Housing (2<sup>nd</sup> floor and above), public/civic
- RELATED ZONE DISTRICTS:
  - Mixed Residential and Commercial (MRC)



# Character Areas

## RIVERWALK DISTRICT

- INTENT: Create a new mixed-use neighborhood that connects with the Rivers and Reservoir.
- LAND USES:
  - Primary: Retail, restaurants, recreation-serving businesses, lodging
  - Secondary: Housing (2<sup>nd</sup> floor and above), public/civic
- RELATED ZONE DISTRICTS:
  - Planned Unit Development (PUD)



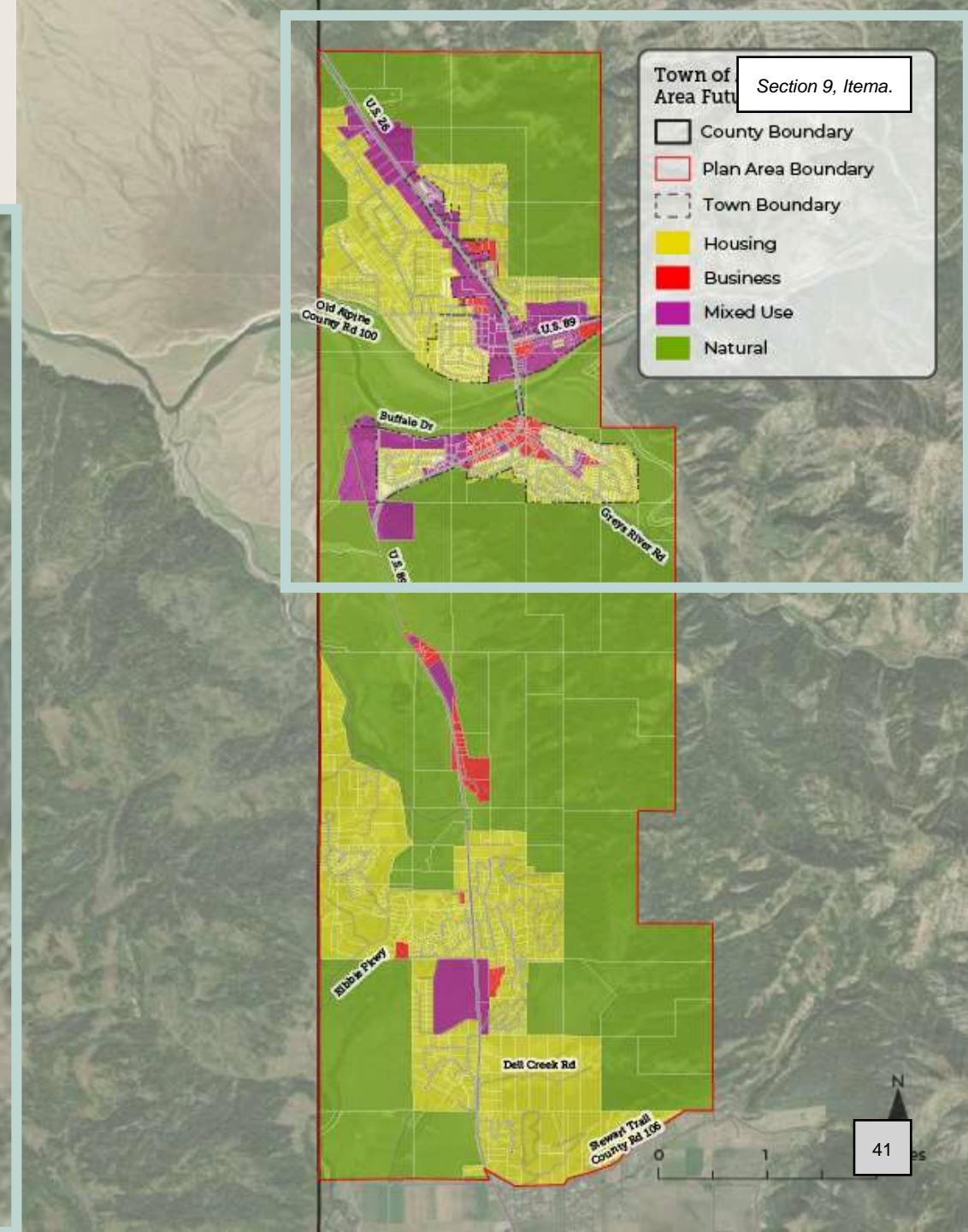
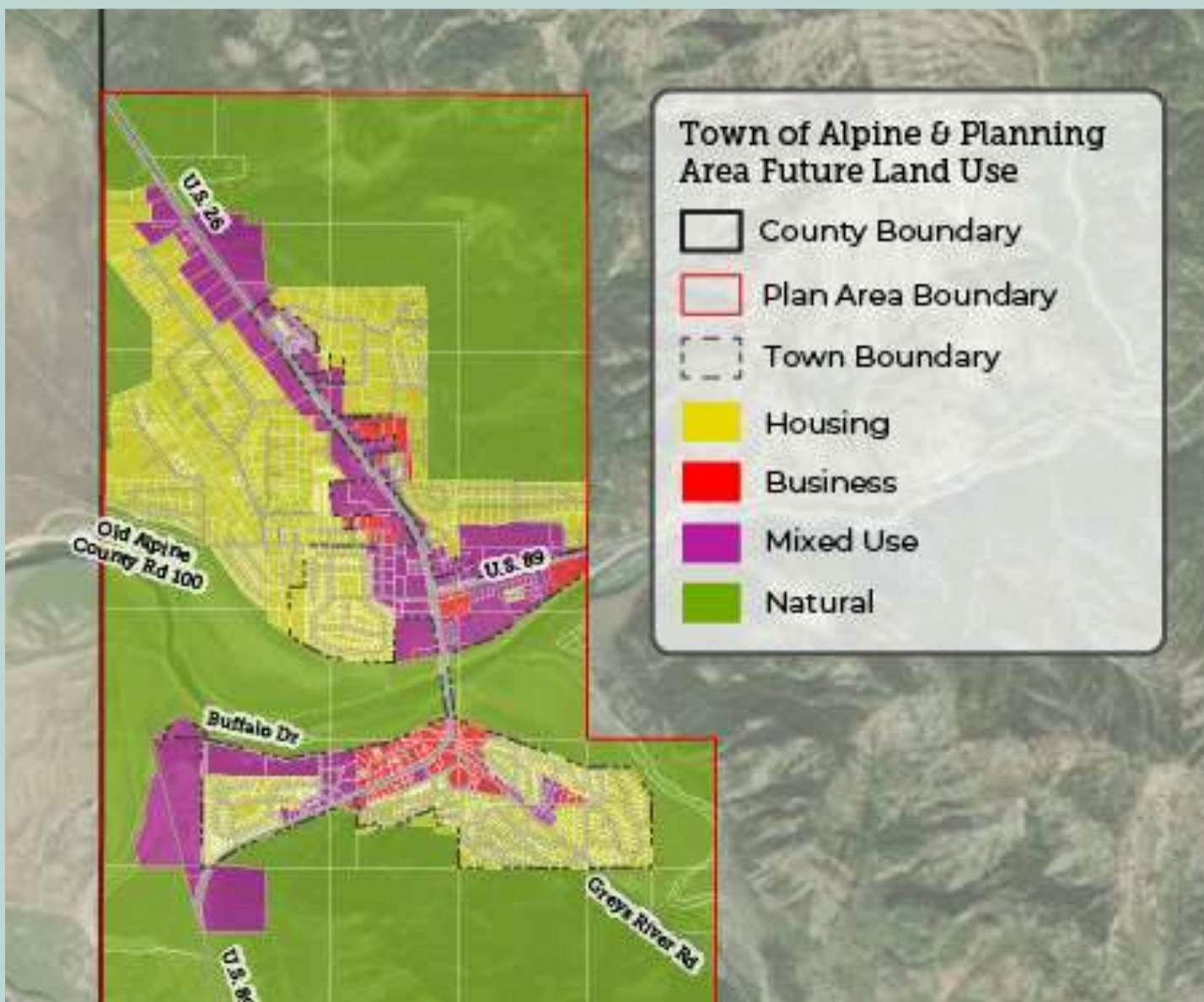
# Character Areas

## US 26 CORRIDOR

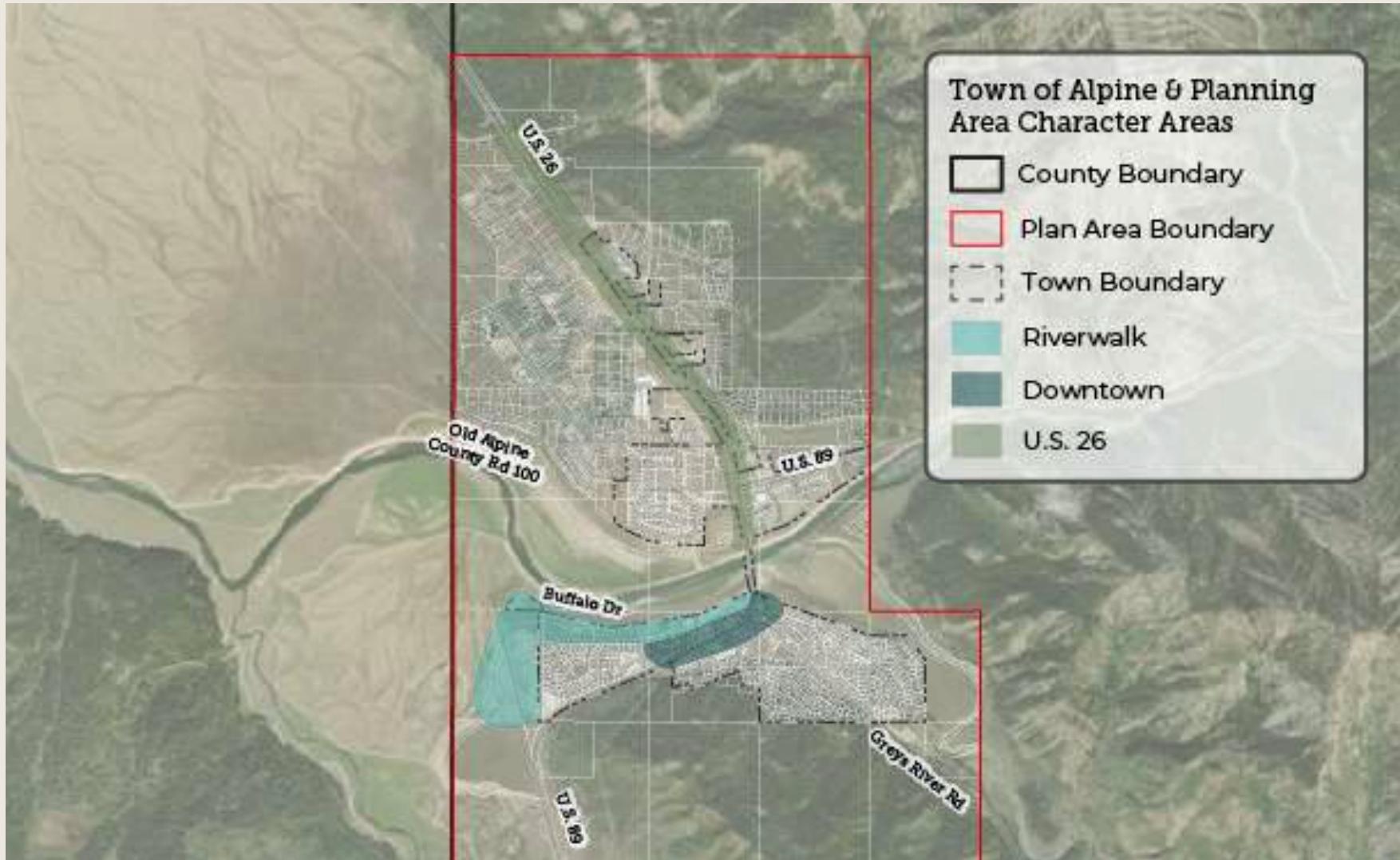
- **INTENT:** Facilitate measured growth along an existing major transportation corridor to reduce sprawl.
- **LAND USES:**
  - Primary: Highway commercial, office, lodging
  - Secondary: Multi-unit housing
- **RELATED ZONE DISTRICTS:**
  - Mixed Residential and Commercial (MRC)



# Future Land Use Map

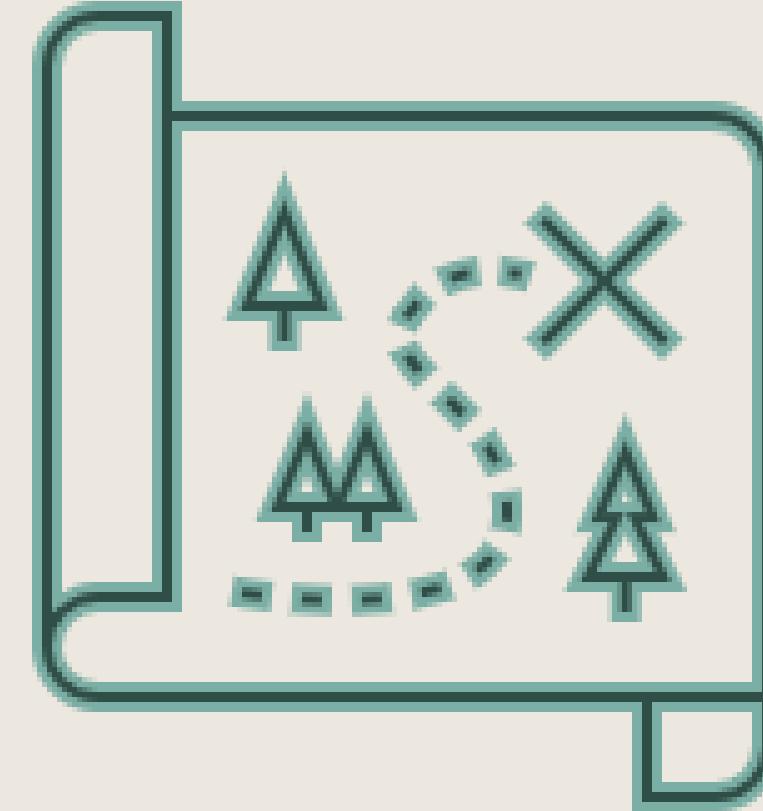


# Character Areas



# Future Land Use Feedback

Tag the map on the project website:



# Pathways

## Proposed ROW Multi-use Path (Both sides of road)

Material: Concrete or Asphalt

Width: 10' Min.

Location: In ROW or easement, separated from vehicular traffic

## Proposed ROW Multi-use Path (Single side of road)

Material: Concrete or Asphalt

Width: 10' Min.

Location: In ROW or easement, separated from vehicular traffic

## Existing Recreation Multi-use Path

Material: Soft surface

Width: 8'

## Proposed Recreation Multi-use Path Improvement

Material: Varies (Asphalt, concrete, soft surface)

Width: 10'

## Existing Social Trail

Study removal/consolidation when redundant with proposed trails to reduce trail braiding and land impact.

Local Government

Bureau of Reclamation

US Forest Service

WY Fish and Game

River/Lake

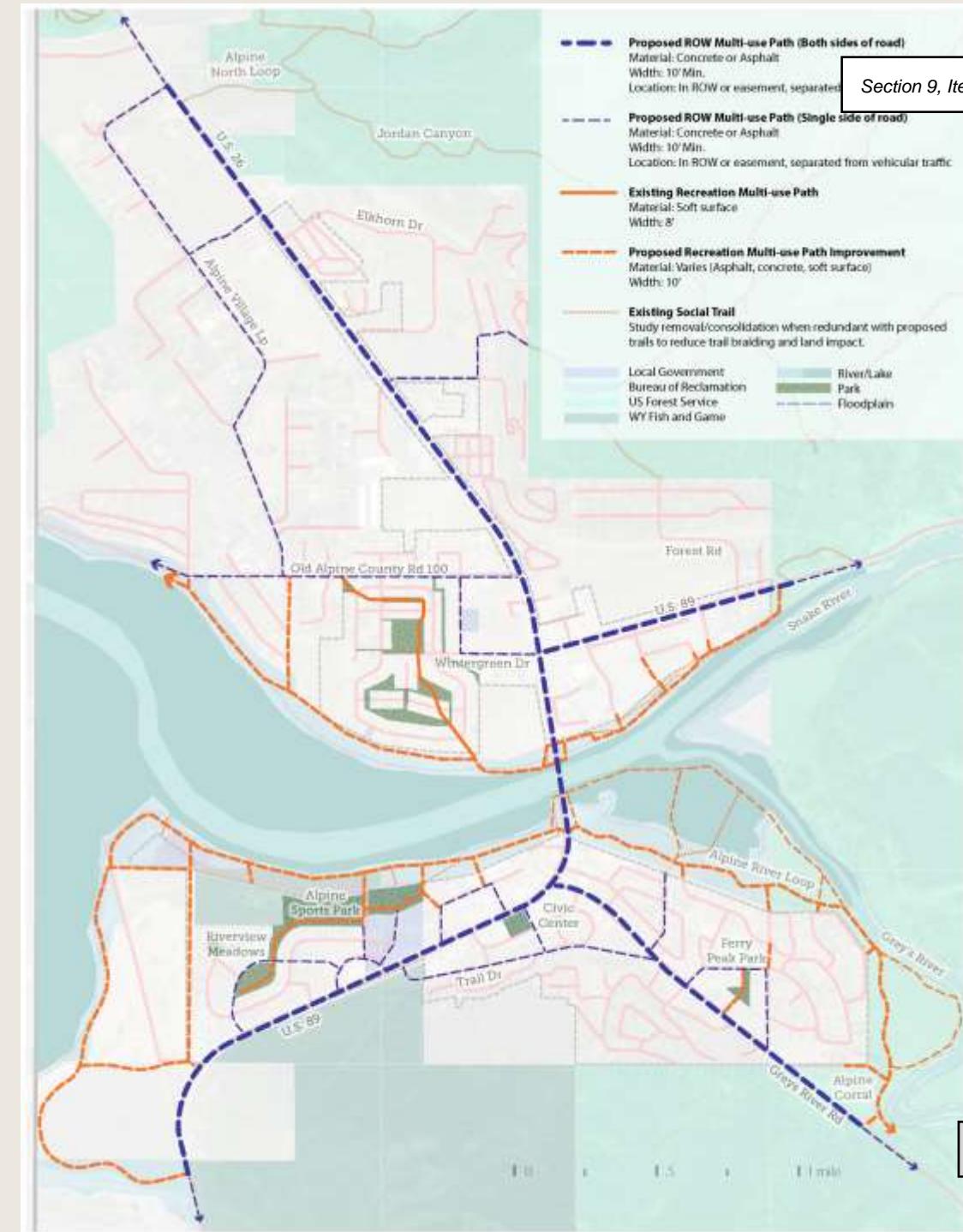
Park

Floodplain

- Proposed ROW Multi-use Path (Both sides of road)**  
Material: Concrete or Asphalt  
Width: 10' Min.  
Location: In ROW or easement, separated from vehicular traffic
- Proposed ROW Multi-use Path (Single side of road)**  
Material: Concrete or Asphalt  
Width: 10' Min.  
Location: In ROW or easement, separated from vehicular traffic
- Existing Recreation Multi-use Path**  
Material: Soft surface  
Width: 8'
- Proposed Recreation Multi-use Path Improvement**  
Material: Varies (Asphalt, concrete, soft surface)  
Width: 10'
- Existing Social Trail**  
Study removal/consolidation when redundant with proposed trails to reduce trail braiding and land impact.

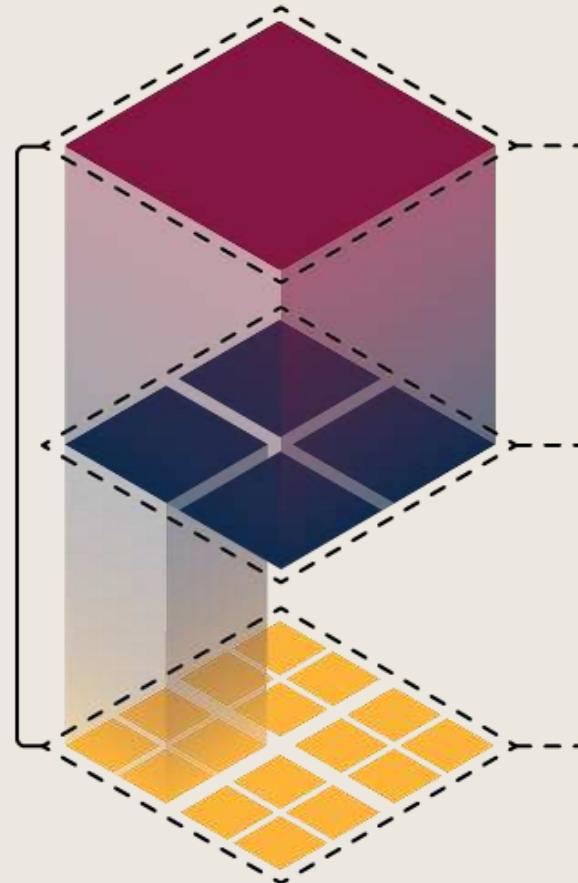
Local Government  
Bureau of Reclamation  
US Forest Service  
WY Fish and Game

River/Lake  
Park  
Floodplain



# Draft Recommendations

# Framework



## GOALS

Broad statements that push towards achieving the Town's vision and encapsulate values.

## POLICIES

Derived from goals and represent a set of guidelines that inform decision making.

## ACTIONS

Steps taken by departments or partner organizations to implement the goals and policies.

# Land Use

- **GOAL 1:** Create a riverwalk experience with a mix of activities and events that draws residents and visitors to experience Alpine.
  - **Policy 1.1:** Explore leveraging Town-owned land and other adjacent properties along the Reservoir for future recreation, shopping, dining, and lodging opportunities.
    - **Action 1.1.A:** Commission a master plan for a riverwalk district to determine land use mix, urban form, and funding methods.
- **GOAL 2:** Transform downtown Alpine into a memorable and active main street.
- **GOAL 3:** Incentivize thoughtful and sustainable growth that reflects the character of Alpine.



# Economic Vitality

- **GOAL 1:** Build on Alpine's strategic location to capture economic opportunities from regional traffic and tourism.
- **GOAL 2:** Develop the riverwalk district as a distinctive destination that complements Jackson and downtown Alpine.
- **GOAL 3:** Strengthen downtown as Alpine's everyday shopping destination and the heart of commerce in Alpine.
  - **Policy 3.3:** Position downtown as an attractive complement to Jackson's retail offerings while serving local needs.
    - **Action 3.3.C:** Support efforts to beautify downtown through design guidelines, enhanced sidewalk networks, and pedestrian-friendly streetscapes.
- **GOAL 4:** Leverage regional assets and partnerships for economic development.



# Housing

- **GOAL 1:** Provide housing options that support Alpine's evolving role in the region.
  - **Policy 1.1:** Encourage a range of housing types to serve diverse household needs.
    - **Action 1.1.A:** Support the development of workforce housing, including multifamily rentals, townhomes, and small-lot single family homes, particularly in downtown and the riverwalk district.
- **GOAL 2:** Manage growth to balance housing supply with infrastructure capacity and community character.



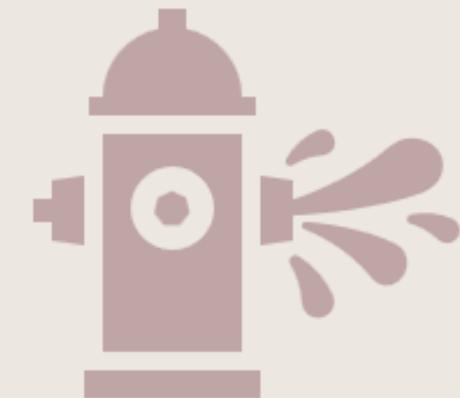
# Stewardship & Natural Resources

- **GOAL 1:** Protect and conserve the natural environment that makes Alpine special.
  - **Policy 1.3:** Protect the Greys, Salt, and Snake Rivers' ecological health.
    - **Action 1.3.B:** Partner with organizations working towards riparian restoration, targeting the removal of invasive species and the stabilization of banks with native vegetation.
- **GOAL 2:** Protect people and property from natural or human made disasters.



# Town Services & Utilities

- **GOAL 1:** Ensure reliable services for current and future residents' health, safety, education, and overall quality of life.
  - **Policy 1.2:** Support quality care and health needs of residents.
    - **Action 1.2.A:** Continue to support the expansion of services and the recruitment and retention of staff at Star Valley Health Medical – Alpine Clinic.
- **GOAL 2:** Maintain physical infrastructure to support everyday functions.
- **GOAL 3:** Foster an engaged community that builds trust in local institutions.



# Parks, Recreation, Open Space, & Trails

- **GOAL 1:** Preserve and enhance the world class recreation and open space the region has come to be known for.
  - **Policy 1.1:** Balance public access and recreational opportunities with conserving natural areas.
    - **Action 1.2.A:** Support educational programming and summer camp opportunities for children to learn stewardship, wildlife management, and best practices.
- **GOAL 2:** Create a connected trails and park system that inspires play and activity.



# Transportation

- **GOAL 1:** Create connected and convenient options for people to walk or bike to their daily destination in Alpine.
- **GOAL 2:** Make transit a more viable option for residents and visitors.
  - **Policy 2.1:** Support greater regional transportation services.
    - **Action 1.1.A:** Advocate for greater frequency of START trips, both north towards Jackson and south to Afton.
- **GOAL 3:** Promote a safe and balanced approach to vehicular travel.



# Next steps



OPEN HOUSE  
FEBRUARY 18



PUBLIC DRAFT OF  
PLAN – LATE SPRING



ADOPTION –  
SUMMER 2026

## Town of Alpine

### Utility Billing Process, Costs, and Platform Overview

#### Statement of Purpose

At the request of the Town Clerk this information was prepared to provide background and cost data related to a potential requirement that Town of Alpine is considering to require all utility customers to utilize paperless billing.

The purpose of this information is to outline the current utility billing process, associated costs, operational impacts, and customer considerations, including accessibility and customer preference, in order to support informed discussion and decision-making.

This information is presented for review only and does not constitute a recommendation or policy proposal.

#### Current Billing Volume & Direct Costs

- Printed Utility Bills: Approximately 796 printed cards per month
- Monthly Postage Cost: Approximately \$493.52
- Estimated Annual Postage Cost: Approximately \$5,922.24
- Printed Card Supply Cost:
  - ❖ Most recent order totaled \$725.43 for 3,500 billing cards
  - ❖ This equates to approximately \$0.21 per card, excluding postage
- Staff Time for Billing:
  - ❖ Approximately 6 staff hours per billing cycle
  - ❖ Time includes bill preparation, system processing, coordination of printing and mailing.
  - ❖ This estimate does not include additional time related to corrections, returned mail, delinquency follow-up, or payment issue resolution

## Current Billing Platform

### Xpress Bill Pay

The Town of Alpine currently utilizes Xpress Bill Pay, a specialized, secure, web-based and mobile payment platform designed for municipal billing, including water and utility services.

Xpress Bill Pay allows customers to:

- View their utility bills online
- Make one-time or recurring payments
- Manage payment methods and billing preferences

Customers typically access the platform by locating their billing organization (Town of Alpine) on the Xpress Bill Pay website or mobile application and creating an account.

### Key Features of Xpress Bill Pay

Convenience:

- Bills can be accessed and paid 24 hours a day, 7 days a week via web or mobile application

Payment Options:

- Credit cards
- Debit cards
- Electronic Funds Transfer (EFT / ACH)

Automatic Payments (AutoPay):

- Customers may enroll in recurring automatic payments
- Electronic Notifications:
- Email notifications when bills are issued, due, or paid

## Security:

- Uses industry-standard, bank-level security technologies to protect customer and payment data

## Operational Observations

- The Town currently has more customers enrolled in AutoPay than enrolled in paperless billing.
- Enrollment in AutoPay does not automatically enroll customers in paperless billing, and many customers who pay electronically still choose to receive paper bills.
- The continued receipt of mailed bills by AutoPay customers appears to be a personal preference and not a technical limitation of the billing platform.
- Despite the availability of electronic billing and payment options, a significant portion of customers continue to receive printed utility bills, resulting in ongoing postage, printing, and material costs.

## Customers Unable to Receive Electronic Notifications

While electronic billing and notifications offer operational efficiencies, it is recognized that not all utility customers are able to receive or reliably access electronic communications.

### Some customers may:

- Lack consistent access to internet service or mobile devices
- Do not use email or smartphone technology
- Experience accessibility challenges related to age, disability, or technology literacy
- Live in areas with limited or unreliable connectivity

- Prefer or require paper billing for recordkeeping or personal financial management

For these customers, printed utility bills remain a necessary and essential service to ensure:

- Continued access to billing information
- Timely notice of charges and due dates
- Fair and equitable service to all residents and account holders
- Alignment with reasonable accommodation and accessibility considerations

Any future consideration of expanded electronic billing or reduced mailed notices should include:

- Continued availability of paper billing for those unable or unwilling to transition
- Opt-in or opt-out flexibility based on customer preference
- Adequate customer education

## Summary

The Town of Alpine's current utility billing process includes:

- Approximately 796 mailed utility bills per month
- 493.52 per month in postage costs
- Ongoing printed card supply costs (See appendix A)
- An estimated 6 staff hours per monthly billing cycle (See appendix A)
- Use of a modern, secure online billing platform capable of supporting electronic payments, AutoPay, and paperless billing
- Recognition that many customers actively choose to remain on paper billing, even when enrolled in electronic payment options

## Appendix A

### True Per-Bill Cost Estimate

(Postage + Card Stock + Staff Time)

#### Known Costs & Assumptions

- Bills mailed per month: 796
- Monthly postage: \$493.52
- Printed card cost:
  - ❖  $\$725.43 \div 3,500 \text{ cards} = \$0.21 \text{ per card}$
- Staff time:
  - ❖ Approximately 6 hours per billing cycle
- Staff hourly rate: \$50
  - Presented below as a variable so council can apply the appropriate wage + benefits rate
  - Cost Breakdown (Excluding Staff Time)

#### Cost Breakdown (Excluding Staff Time)

Cost Component	Monthly Cost	Cost Per Bill
Postage	\$493.52	\$0.62
Printed billing card	\$167.16	\$0.21
Subtotal (materials + postage)	\$660.68	\$0.83

#### Staff Time Cost (Variable)

Item	Calculation
Staff hours per cycle	6 hours
Hourly rate	\$ 50

Item	Calculation
Monthly staff cost	$6 \times 50$
Staff cost per bill	$300 \div 796 = .38$

### Estimated Total Cost Per Mailed Bill

Scenario	Cost Per Bill
Materials + postage only	\$0.83
Including staff time (example \$50/hr.)	\$.38
Total per Bill	\$ 1.21

### Visual Cost Breakdown

Category	Monthly Cost	Annualized Cost
Postage	\$493.52	\$5,922.24
Printed billing cards	167.16	\$2,005.92
Total (excluding staff)	\$660.68	\$7,928.16

*Staff costs are intentionally shown separately to allow council to apply the correct wage and benefit rate.*

### Per-Bill Cost Summary (At a Glance)

Cost Element	Per Bill
Postage	\$0.62
Card stock	\$0.21
Staff time	.38
Total per mailed bill	\$1.21

## Appendix B

### Policy-Neutral Options for Future Consideration

The following options are presented solely to outline possible paths forward. No option is recommended or endorsed.

#### Option 1: Maintain Current Billing Structure (Status Quo)

- Continue mailing printed utility bills to all customers
- Maintain current AutoPay and paperless enrollment processes
- No change to customer experience or billing operations

Impacts:

- Predictable costs
- Continued postage, printing, and staff workload
- No transition or outreach required

#### Option 2: Customer Education Only

- Improve communication clarifying the difference between:
  - AutoPay enrollment
  - Paperless billing enrollment
- No changes to defaults or requirements

Impacts:

- Preserves customer choice
- May increase voluntary paperless adoption
- Minimal operational disruption

#### Option 3: Voluntary Paperless Incentives

- Encourage paperless billing through non-mandatory methods
- Maintain full access to paper billing for those who prefer or require it

Impacts:

- Potential reduction in mailed bills
- Retains opt-in flexibility
- Requires communication and tracking

Option 4: Default Paperless with Opt-Out

- New accounts default to paperless billing
- Customers may opt out and continue receiving paper bills

Impacts:

- May reduce long-term mailing volume
- Requires clear notice and exemptions
- Continued accommodation for customers unable to receive electronic notices

Option 5: Tiered Billing Approach

- Different billing methods based on customer preference or eligibility
- Paper billing remains available where needed

Impacts:

- Balances efficiency and accessibility
- Additional administrative oversight
- Requires clear policies and customer communication



## STAFF REPORT

**TO:** Mayor and Town Council

**FROM:** Sarah Greenwald, Assistant Clerk

**DATE:** February 17, 2026

**RE:** Utility Billing – Paperless Billing Costs and Options

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### Background:

The Town currently mails approximately **796 utility bills per month**. Direct material and postage costs total approximately **\$660.68 per month** (\$7,928.16 annually), excluding staff time.

Including estimated staff time (6 hours per billing cycle at \$50/hr), the total estimated cost per mailed bill is approximately **\$1.21 per bill**.

While the Town utilizes Xpress Bill Pay for online payments and paperless billing, many customers enrolled in AutoPay still elect to receive paper bills.

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### Estimated Cost Summary:

- Postage per bill: \$0.62
- Card stock per bill: \$0.21
- Staff time per bill: \$0.38
- Total estimated cost per mailed bill: \$1.21

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### Policy Options for Consideration:

#### Option A – Maintain Current Structure (No Change)

- The Town would continue mailing paper bills to all customers unless they voluntarily enroll in paperless billing. Educate customers on paperless billing.
  - **Regulatory Impact:** No regulatory action required.

#### Option B – Require Paperless Billing (Opt-Out with Fee)

- All utility customers would default to paperless billing. Customers who wish to continue receiving a mailed paper bill could opt out and pay a monthly fee to cover the Town's mailing and processing costs.
  - **Regulatory Impact:** The Utility Billing Ordinance would need to be amended. The Utility Rate Ordinance would also need to be amended to establish the paper billing fee.

### Option C – Require Paperless for New Accounts Only

- All new utility customers would default to paperless billing. New customers could opt out and receive a mailed paper bill by paying a monthly fee to cover mailing costs. Existing utility customers would not be required to switch to paperless billing, and no fee would be imposed on current accounts unless they voluntarily change their billing status.
  - **Regulatory Impact:** The Utility Billing Ordinance would need to be amended. The Utility Rate Ordinance would also need to be amended to establish the paper billing fee.



## TOWN OF ALPINE

### STAFF REPORT

**TO:** Mayor and Town Council

**FROM:** Sarah Greenwald, Assistant Clerk

**DATE:** February 17, 2026

**RE:** 2026 Travel & Tourism Grant Applications & Potential Additional Projects

#### Purpose Of Staff Report:

To provide Town Council with an overview of the Travel & Tourism grant applications the Town of Alpine is preparing for the 2026 funding cycle and to discuss additional projects the Town may wish to pursue.

#### Proposed 2026 Travel & Tourism Grant Applications:

1. **Winter Jubilee**
  - a. **Total Estimated Cost:** \$10,000
    - i. Annual winter event designed to attract visitors during the off-peak season and increase business activity during winter months.
2. **Mountain Days**
  - a. **Total Estimated Cost:** \$15,000
    - i. Annual summer festival highlighting Alpine's outdoor recreation, local businesses, and mountain culture.
3. **4th of July Fireworks**
  - a. **Total Estimated Cost:** \$25,000
    - i. Annual fireworks display serving as a major regional draw and anchor summer tourism event.
4. **Music in the Mountain**
  - a. **Total Estimated Cost:** \$20,000
    - i. Annual outdoor concert series.
5. **Music in the Mountain – Emergency Management Signage**
  - a. **Total Estimated Cost:** \$30,000
    - i. To replace and move or lower current emergency management sign.
6. **Holiday Lighting Project**
  - a. **Total Estimated Cost:** [To Be Determined]

- i. Expansion of decorative lighting in public areas to enhance winter tourism appeal and downtown activity.

## 7. America250 Public Art Installation

### a. Total Estimated Cost: [To Be Determined]

- i. Public art installation commemorating the 250th Anniversary of the United States. The Town has been approved for funding through the America250 Grant Program; however, additional Travel & Tourism funding may be requested to fully implement and enhance the overall project.

## 8. Lease of Equipment: Trail Groomer

### a. Annual Cost: Up to \$36,000 per year (maximum)

#### Term: Five-year lease

- i. Lease of a trail grooming machine to enhance winter recreation opportunities and support off-season tourism. The Town of Alpine would procure additional funding sources to cover labor costs associated with groomer operation.

### Strategic Overview:

Collectively, these projects represent a balanced tourism strategy:

- **Winter Activation:** Winter Jubilee, Holiday Lighting
- **Peak Summer Draws:** 4th of July, Mountain Days
- **Arts & Cultural Development:** Music in the Mountain, America250 Public Art
- **Event Infrastructure & Safety:** Emergency Management Signage

This approach supports:

- Year-round visitation
- Increased business activity
- Community identity and branding
- Long-term tourism infrastructure improvements.

### Discussion Items:

Council may wish to discuss:

1. Confirmation of which projects should move forward cycle.
2. Total funding request strategy and prioritization.
3. Required match contributions and budget implications.
4. Additional projects the Town may want to consider.

**Recommended Action:**

Staff requests Council direction on:

- Prioritization of applications
- Whether to include additional projects

**Next Steps:**

Staff will prepare a formal Resolution authorizing the Town of Alpine to submit the selected 2026 Travel & Tourism grant applications.

The Resolution will be placed on the agenda for consideration at the March 3, 2026, Town Council meeting in order to meet the March 15, 2026, application deadline.

Upon approval, staff will finalize and submit all required application materials.

## Public Comments – General / Not Applicant-Specific

Compiled on February 12, 2026

### Public Comment #1

**Riley Hovorka**

Good afternoon Mayor and Council,

A retail liquor license is the only license type that allows on-premise (“open container”) liquor sales, off-premise (“package”) liquor sales, and entertainment as a percent of total revenue. It is the most prestigious, highly sought after liquor license type in the state of Wyoming. These businesses have potential to generate significant sales tax revenue, if/when the license is used to its fullest potential.

These licenses allow for off-site sales through issuance of 24-hour catering permits, which allow these entities to serve alcohol at community events like concerts, rodeos, and sports games. Retail license holders significantly influence the way communities look, feel, and function by providing a venue for friends, families, and neighbors to come together and celebrate. They are transformative for small towns like ours.

With great privilege comes great responsibility. Retail liquor license holders have a responsibility to serve and sell alcohol responsibly. The applicant you select should express a commitment to community well-being and have a plan in place to deter or mitigate unwanted effects. They should also express a willingness to work with local law enforcement to report underage drinking, drunk driving, and other nefarious activity.

I highly recommend issuing the license to a business that intends to use it for on-premise and off-premise consumption, is open/accessible to the general public, is willing to “sponsor” alcohol at local events, and demonstrates a commitment to community well-being. This will ensure the license is used to its fullest potential. If there is no such applicant at this time, I strongly encourage you to retain the license until the right opportunity presents itself. The Town of Alpine is *not* required to issue this license now, or ever.

I look forward to hearing the presentations.

Sincerely,

Riley Hovorka

## Public Comment #2

### Patricia McQuaide

To Mayor Green and all Town Council members'

Concerning the retail liquor license to be awarded: not knowing the criteria to be used makes it impossible to adequately judge the applicants. If you could give multiple licenses I think four of the applicants would be worth a try.

Both Crystal Magee's and Jaclyn and Robert Shockey's proposals were unimaginative and don't offer Alpine anything that doesn't already exist.

Ken and Lisa Harris' wine bar would be for a niche market. I'm sure there is a population in the valley that would frequent such an establishment but it would be limited and I don't know that it would be sustainable and profitable long term. If licenses were plentiful I'd give them a chance.

Dave Walter's Food Truck Park also would be a nice addition to the town but again could they attract enough food trucks to appeal to a large enough clientele?

Triple J L Companies' operation appears ready to go. I actually assumed they did sell alcohol and understand the previous owner did have a liquor license but sold it separately. This business has existed for quite sometime so it's likely they will continue to contribute to Alpine's economy. Also, their business appears to be the only such business on the west side of the main thoroughfare of Alpine.

The Alpine Valley R V Resort, just a few years into operation, already is one of the largest businesses in Alpine. They actively sought annexation into the town so their tax payments would benefit Alpine. Their projected development seems attainable and beneficial to Alpine. They appear to be a long term business in Alpine.

I understand this is a significant decision for the town since once it's awarded the recipient can turn around and sell it for a large profit. Since no one in Alpine has to go far to get alcohol I'm not sure how much net gain in tax revenue will be received from the additional license. I also don't think it should be merely a popularity contest. I do believe the likely longevity of the business receiving the license should be a major consideration.

Good luck with your decision.

Sincerely,

Patricia McQuaide

## Public Comments – Alpine Valley RV Resort

Compiled on February 12, 2026

### Public Comment #1

**Hannah Alessandria:**

Dear Members of the Town Council,

I am writing to formally express why Alpine Valley RV Resort is the ideal candidate for the available Retail Liquor License. As we continue to develop our space, our goal is to serve not just as a destination for travelers, but as a vibrant social hub for the local community. We have designed our resort with expansive, high-quality lobby/event space. Securing this license would allow us to host community-wide events, local fundraisers, and seasonal celebrations, providing a much-needed venue for Alpine residents to gather.

We believe our application stands out for several key reasons:

- Enhanced Public Amenities: Our pool will be open to the community, and the ability to offer refreshments—including alcoholic beverages—for purchase will significantly elevate the guest experience. This creates a "staycation" atmosphere for locals and a premium experience for visitors.
- Economic & Tourism Synergy: Situated at a known tourist epicenter, we are uniquely positioned to capture the high-traffic rafting and outdoor recreation crowds. By providing a full-service hospitality experience, we keep tourism dollars within the town limits and bolster the local economy.
- Responsible Stewardship: As a cornerstone of the local hospitality sector, we are committed to maintaining a safe, family-friendly environment and ensuring all alcohol service is handled with the highest level of professional oversight and care.

Alpine Valley RV Resort is more than just a place to park—it is an investment in the town's social and economic future. We would be honored to hold this license and use it to enhance the vibrancy of our wonderful community.

Thank you for your time and for considering our vision for Alpine. Sincerely, Hannah.

### Public Comment #2

**Nikole Schwab:**

I am writing to express my support for Alpine Valley Resort as the recipient of the license currently under consideration.

I believe Alpine Valley Resort would be an excellent choice and would positively impact the growth of the Alpine economy. This opportunity has the potential to expand tourism, create local jobs, and strengthen our community in a meaningful and lasting way.

Thank you for your leadership and for taking the time to consider the voices of community members. I appreciate your continued dedication to the future of Alpine. Sincerely, Nikole Schwab.

### **Public Comment #3**

#### **Chelsey Peters:**

Hello Mayor and members of the Town Council,

I've lived in Star Valley for four years, and my parents have lived in Alpine for over 15 years. I think the Alpine Valley RV Resort application is the clear winner for our local economy and community. Their project isn't just a liquor store; it's a major resort that will generate significant lodging, sales tax, and jobs for Alpine. Awarding them this license ensures that we are supporting a project that brings the highest return to the community. Awarding the license to the project that has the greatest chance at longevity will be the most beneficial for our community, and the Alpine Valley RV Resort has already demonstrated they are able and willing to put in the time and effort it takes to build a lasting business. I look forward to hearing your decision! Thank you, Chelsey Peters.

### **Public Comment #4**

#### **Andy Cornish:**

Hello - I'm submitting this comment in support of the Alpine Valley RV Resort proposal for the available retail liquor license. Their RV resort has been a great addition to the town of Alpine, with friends and clients giving positive feedback. I feel it shows travelers that Alpine is a wonderful destination – and not just a drive-through on the way to Jackson and the National Parks. The community benefit already received with a new restaurant and event area is already observable, and their plans to increase amenity levels with this license will only make people want to stay longer and spend more time in Alpine.

### **Public Comment #5**

#### **Brittany Peters:**

To whom it may concern, I am sending this email in support of granting the liquor license to Bud at the Alpine RV Park. I have had the pleasure of knowing Bud for many years, I was even an employee at one point. I was raised in Jackson but now live in Etna along with many members of my family. My parents moved to Alpine when we still had the best little cheeseburger joint in the valley. While I would love to see everyone get this opportunity, I think it's very important to look at what Bud will bring to our valley. The family style restaurant alone is what this community needs more than another liquor store, another place that is only open from 3-10 and caters to a very small cliental in our community. We need a restaurant that locals can go get a burger on a Saturday afternoon, or a place where a child in our community could actually have a birthday party with a pool and a grass area to play outside. On the weekends my friends and family and I go to Afton just to get a bite to

eat and walk around the shops. We would much rather stay in Alpine, but the restaurant scene is sad. Broulims is putting in a bigger liquor store, On the Run sells beer along with the Flying Saddle, The Bull Moose, The Tavern and Melvins, we do not need another place that sells booze. We need a place for locals who don't drink and don't want to feel like they're in a dingy bar just to have a meal with highly intoxicated people sitting next to them. We need a place where parents can take their kids and not worry about what they will be exposed to between The Tavern and the Bull Moose. This is nothing new in understanding how bad Alpine needs a restaurant for everyday folks, but most importantly Bud is a wonderful human along with his wife Kelly and their two girls. He already runs an extremely successful Rafting company and gives back to his community in any way he can. I work in childcare and Bud donated a rafting trip to us for our end of the summer party. The jobs he would create for people and the experience he will give to people who visit our little town to me is a no brainer. He takes care of his employees and treats everyone like family. I appreciate your time and consideration and truly hope that Bud is awarded the liquor license. Brittany Peters, Assistant Director of Childcare, St, John's Health.

### **Public Comment #6**

#### **Jason Huggins:**

Dear Mayor and Members of the Alpine Town Council,

Thank you for the opportunity to provide public comment regarding the newly available Retail Liquor License. As a long-time Star Valley resident, I would like to express my strong support for awarding this license to Alpine Valley RV Resort.

Among the applicants, Alpine Valley RV Resort stands out as the most sensible and community-focused choice for Alpine's long-term growth. Their business model is designed to keep visitor spending within our town, capturing tax revenue that would otherwise be lost to neighboring communities. This approach directly benefits Alpine and supports a healthier, more sustainable local economy.

In addition, the resort's plans include new employment opportunities as well as expanded restaurant and event space, which will enhance amenities available to both residents and visitors. These additions align well with Alpine's vision for thoughtful development while preserving the character of our community.

For these reasons, I believe awarding the Retail Liquor License to Alpine Valley RV Resort would be a clear win for Alpine's economic future and overall community benefit. Thank you for your time and consideration.

Sincerely, Jason Huggins

### **Public Comment #7**

#### **Lacey Rose:**

As a long time resident of Star Valley, I believe Alpine Valley RV Resort's proposal is the one that brings the most real value to our area. By offering a full-service experience on-site, they ensure that tourist dollars stay in Alpine rather than being spent elsewhere. Between the new jobs, the community event spaces, and the boost to our tax base, awarding them this license is a win for our economy and the right direction for the valley.

### **Public Comment #8**

#### **Torie Castagno:**

As a long time resident of Star Valley, I believe Alpine Valley RV Resort's proposal is the one that brings the most real value to our area. By offering a full-service experience on-site, they ensure that tourist dollars stay in Alpine rather than being spent elsewhere. Between the new jobs, the community event spaces, and the boost to our tax base, awarding them this license is a win for our economy and the right direction for the valley.

### **Public Comment #9**

#### **Whitney Buckley:**

As a long time resident of Star Valley, I believe Alpine Valley RV Resort's proposal is the one that brings the most real value to our area. By offering a full-service experience on-site, they ensure that tourist dollars stay in Alpine rather than being spent elsewhere. Between the new jobs, the community event spaces, and the boost to our tax base, awarding them this license is a win for our economy and the right direction for the valley.

### **Public Comment #10**

#### **Mary Gove:**

To Whom It May Concern,

I'm emailing today in support of Alpine Valley RV Resort's proposal for the liquor license that is up for grabs. After reviewing the different presentations, I believe this business is the one that brings the most real value to our area by ensuring that tourist dollars stay in Alpine rather than being spent elsewhere. Between the new jobs, the community event spaces, and the boost to our tax base, awarding them this license is a win for our economy and the right direction for the valley.

More than that, Bud Chatham is a great asset to our community. As a business owner he is responsible, hard working, and passionate about creating jobs and contributing positively to our area. I am confident he and Alpine Valley RV will continue to do great things in support of Alpine.

Thanks for your consideration, Mary Gove

## Public Comment #11

### Thomas Dewell:

Dear Mayor Green and Councilors Burchard, Wierda, Scaffide and Larsen,

I am writing to support Alpine Valley RV's application for your available retail liquor license.

I've lived and worked in western Wyoming for 34 years and have seen growth and change. One of the keys to maintaining a strong sense of community is ensuring good people can do good business.

I've worked with Bud Chatham, the owner of Alpine Valley, in youth sports. He was a tireless resource for kids and worked to make programs fair and competitive. I would recommend him to anyone who wants to get things done in a positive way.

Alpine has been a part of my fishing and hunting travels for decades. I think the RV park is a good addition to the region and serves an important customer base. That said, I believe Alpine Valley RV Resort has the best vision for the available liquor license. By offering retail and restaurant amenities to their RV resort, they are creating a true 'basecamp' that keeps visitors happy and spending money within town limits. It's a smart, sustainable model that will benefit Alpine's economy for a long time.

## Public Comments – Lisa Harris (Wine Bar)

Compiled on February 12, 2026

### Public Comment #1

#### **Trish & Rafael Williams:**

Writing to support Lisa Harris' wine bar proposal... I am writing to support Lisa Harris in her efforts to obtain the appropriate license to open and operate a wine bar in the town of Alpine. I have known Lisa in a professional capacity for several years, and her good reputation preceded her many years prior to that. My husband, Dr. Rafael Williams, and I have had the pleasure of getting to know Lisa and her husband, Ken, on a more personal level over the past couple of years. We have had nothing but the most positive interactions and experiences with Lisa and Ken. I have observed firsthand how beloved and respected Lisa is by her friends and clients and the community in general. Lisa is a natural entrepreneur with a strong work ethic and limitless energy. I have no doubt that the wine bar she is proposing will be a success, and that it will be a welcoming, professionally managed business and an asset to the town of Alpine. Please do not hesitate to contact me if I can provide any further assistance to you.

### Public Comment #2

#### **Jennifer Wilhite:**

Hello, My name is Jennifer Wilhite and I am friends with Lisa Harris. She is applying for a liquor license. She wants to open a wine bar and I am in support of this. I think it is a niche that this valley would like to see added. Lisa owns the building where she wants to open the wine bar. She has been in the town of Alpine for 20 years. She is a business owner. She owns a Hair Salon up in Jackson. She has a great work ethic and she is a fantastic person. Please deeply consider her business for the liquor license. Thank you!

Cheers, Jennifer Wilhite

### Public Comment #3

#### **Kaitlin Aulie:**

I would like to see a wine bar in Alpine.

### Public Comment #4

#### **Debbie Petersen:**

To whom it may concern: I highly recommend Lisa Harris! I have known Lisa for many years. She is a very good Business owner! She is very responsible. She has done my hair for a long time and does a fabulous job! She is honest and hard working. She told me that she has applied for the Retail Liquor License to open a wine bar in Alpine. She also said there are five others that want it. She also sent me the photos. It looks very nice! Especially the outdoor patio! I highly recommend Lisa! She is honest, hardworking and caring! She will do the best job for you! Sincerely, Debbie Petersen

## Public Comment #5

### **Dana Gatt (Alpine Retreat):**

Dear Members of the Alpine Town Council/Board,

I am writing to express my support for Ken and Lisa Harris' application for the currently available Retail Liquor License in Alpine, Wyoming. As a property owner in Alpine and a 30 year resident of Wyoming, I appreciate the Council's thoughtful consideration of how this limited license can best serve our community.

There are several applicants under consideration. One proposal seeks to open an additional liquor store, despite Alpine already having two. Unclear how a 3rd will address the need. Another applicant is an RV park requesting a license to serve poolside guests; however, this would benefit only their patrons, not the general public, and the business already holds a malt beverage license. I think a restaurant license would better serve them. A third proposal involves a large-scale complex including food trucks, a wine bar, and music. While ambitious, this project would likely take a year or more to become operational, whereas the need for this license exists now. It also raises thoughtful questions about how larger-scale development aligns with Alpine's small-town character. The final applicant, the gas station, it seems they could best benefit from the malt beverage license, again because there are already 2 liquor stores in Alpine.

Ken and Lisa Harris's proposed wine bar offers immediate and broad community benefit. Their space is secured and could be operational within as little as two months. Alpine currently has very limited dining and social options, and there are no wine bars or small venues designed for relaxed social gatherings. Her business would help fill this gap and would be open to all members of Alpine and surrounding communities.

I feel compelled to add that small businesses play a crucial role in preserving Alpine's character and sense of community. Kan and Lisa Harris are proven small business owners with established records of success, and their proposal is appropriately scaled to fit Alpine's needs and values.

For these reasons, I respectfully encourage the Council to give strong consideration to Ken and Lisa Harris's application for the Retail Liquor License

Thank you for your time and service. Sincerely, Dana Gatt, Alpine Retreat

## Public Comment #6

### **Jenn Hall:**

I would like to highly recommend Lisa Harris for the liquor license so she can open her place. Thank you!

**Public Comment #7****Kaylee Bernatis & Brandy Adee:**

Dear Members of the Alpine Town Council and Board,

I am writing in support of Ken and Lisa Harris's application for the available Retail Liquor License in Alpine, Wyoming. As long-standing Wyoming residents of more than twenty years, they are deeply invested in the community and its future. I respectfully ask the Council to consider how this limited license can best serve the broader needs of Alpine.

As you know, there are several applicants currently under consideration. One proposal involves opening an additional liquor store, despite Alpine already having two such establishments, and it is unclear how a third would address an unmet community need. Another applicant is an RV park seeking a license to serve poolside guests; however, this would primarily benefit a limited group of patrons rather than the general public, and the business already operates under a malt beverage license. A restaurant-specific license may be more appropriate in that case. A third proposal outlines a large-scale complex featuring food trucks, a wine bar, and live music. While ambitious, this project would likely take a year or more to become operational, whereas the need for this license exists now. It also raises important considerations regarding how larger developments align with Alpine's small-town character. The final applicant, a gas station, may be better served by a malt beverage license, particularly given the existing number of liquor stores in town.

In contrast, Ken and Lisa Harris's proposed wine bar offers an immediate and meaningful benefit to the community. Alpine currently has limited dining and social gathering options, and there are no wine bars or small venues designed for relaxed, low-key social interaction. Their proposal would provide a welcoming, calm environment for residents and visitors seeking a casual and quiet setting to enjoy a drink.

I would also like to emphasize the important role that small businesses play in preserving Alpine's character and sense of community. Ken and Lisa Harris are experienced and proven small business owners with established records of success. Their proposal is thoughtfully scaled and well aligned with Alpine's needs and values.

For these reasons, I respectfully encourage the Council to give strong consideration to Ken and Lisa Harris's application for the Retail Liquor License.

Sincerely, Kaylee Bernatis & Brandy Adee

**Public Comment #8****Karyn-Ann Atkins:**

Hi! I am writing in a quick note to show my support for Ken and Lisa Harris' business idea of a wine bar in Alpine. I have actually had this same idea for years and I believe that Alpine and the Air Park has enough demographic to make it a very successful business. I also

believe that it would pull in clientele from all over, not just Alpine. It would be a beautiful and fun addition to our town, adding an upscale and classy flare. Thanks for listening!

### **Public Comment #9**

#### **Bill Neeb:**

Town of Alpine, I am writing in support of the liquor license application of Lisa Harris. I have known Lisa personally for many years and she has always conducted herself with the highest of conduct. She has also run a very successful business in Jackson for years.

I believe the wine bar she is proposing would be a great complement to the town of Alpine and offer a much needed classy alternative to the local 'bar scene'.

Sincerely, Bill Neeb, Teton Truss

### **Public Comment #10**

#### **Jennifer Strasburg:**

I am writing to express my support of Lisa Harris's proposed wine bar. It will fill a need for a safe, clean spot for people to gather and to drink something other than beer. Lisa's work ethic and commitment to our town is not to be underestimated. She is a successful business owner who knows what it takes. Please consider her unique vision and what would be a lovely spot for locals and tourists to congregate. Thank you.

### **Public Comment #11**

#### **Amy Ringholz:**

Hello, My name is Amy Ringholz and I am a gallery business owner for Ringholz Studios in Jackson and I have known Lisa Harris for almost 20 years.

She has started and run successful businesses for her entire career varying from daycares to hair salons and so has her husband.

She has a MAGNETIC personality and business sense and I know she could add to the intrigue and culture for Alpine residents. I think she would start a special place in Alpine with a wine bar. A place for locals to gather in a different setting that also attracts tourists to stop in and enjoy beautiful Alpine.

She has always been consistent, accountable, reliable, and successful and long-standing for as long as we have been business colleagues.

Thank you for your consideration.

## Public Comments – Alpine Standard / Chevron

Compiled on February 12, 2026

### Public Comment #1

**Kiesha Schmid:**

To Whom It May Concern,

I am a local resident and wanted to share my support for the Alpine Standard/Chevron's application for a liquor license.

I frequently stop at the Alpine Standard/Chevron for gas, snacks, and local souvenirs, and it has always been a convenient and well-run stop in our community. Having the option to purchase liquor there would be incredibly convenient, especially when heading to my destination in the Valley or hosting friends and family.

Being able to make one stop instead of multiple stops saves time and supports a local business that many of us already rely on regularly. I believe granting this license to the Alpine Standard/Chevron would be a positive addition for locals and visitors alike.

Thank you for considering my input and for taking community feedback into account.

Sincerely, Kiesha Schmid, Local Resident of The Valley (Thayne)

### Public Comment #2

**Alana Horton:**

Dear Town Council:

This is a letter in support of Jacque Ruth of Triple JL Companies (DBA Alpine Standard - Chevron) and her Retail Liquor License Request.

Jacque and her husband, Matt, have been very involved in the community through local events, the Top of the Rockies non-profit organization and donating throughout the year numerous times and always as much as they can as often as they are asked.

Having a retail liquor license in one of our convenience stores in town makes a lot of sense for those traveling through our valley. A one stop shop will allow visitors and locals to fill their tanks, pick up snacks and grab their beverages for their camping, travels and more.

Jacque has always ensured locals and visitors stopping in have the highest customer service provided to them and I know she will continue to represent the Town of Alpine in the best way possible – always with a smile and a helping hand.

Thank you for your time and consideration in reading this letter.

Sincerely, Alana Horton, Treasurer Top of the Rockies

### Public Comment #3

#### **Tony Pranger:**

I hope you will select the Alpine Chevron for the new liquor license. There location is ideal and would best serve the community.

### Public Comment #4

#### **Teri Dzida:**

Good Morning- my name is Teri Dzida and I have recently been a business owner in Star Valley, I owned Make Ur Own Happy charity Boutique and prior to that worked at Therapy Works in the business community in Star Valley for four years.

I have known Jacque and Matt for probably 4 of those years and I've absolutely adored and appreciated what they have brought to our community. They have brought life to the city of Alpine with a bit of fun and amazing business that not only serves the gas buying community, but it's also a convenience store & an amazing retail boutique.

I feel that affording them the opportunity to expand on their business and obtain a liquor license would broaden their economic growth and give our community other buying opportunities in the town. It's a little quick stop in and out shop, which I think might be more appealing than having to go into the liquor store. I do not buy alcohol on the regular, but there is a lot of wonderful people that do & a lot of our amazing valley community already know, Jacque and Matt. They are involved in so many charity activities within our community and have made such an amazing presence for themselves in our valley that I think giving them the opportunity to expand into this avenue can be a way of giving back to them, allowing them longevity & growth in our sweet little valley, while giving our Valley more choices to shop.

Thank you for your consideration & if you know Jacque and Matt, there is no question about their heart behind this endeavor and their love of Star Valley.

### Public Comment #5

#### **Scott Terris:**

I am 100% in support of Jacque being able to sell alcohol in her alpine location. She is a very supportive person in the community and should be allowed to sell and distribute alcohol in alpine and the surrounding area thanks Scott Terris owner of Scott's bee company.

Please call or email with any other questions you may have.

### Public Comment #6

#### **Kelly Pranger:**

I hope the Alpine Chevron will be selected for the liquor license. They have an ideal location that will serve the community well, and likely provide the maximum revenue to the city.

### Public Comment #7

#### **Tara Cretal:**

Good afternoon. My name is Tara Cretal and I am the owner of Graze Restaurant in Thayne and the next door neighbor of Jacque & Matt.

As someone who has known them for 9 years I can say that they are very respectful, responsible, and involved in their local community. They are very genuine, communicative & caring people.

As a small business owner I am aware of the challenges it takes to succeed & I believe Jacque & Matt will use the retail license as an enhancement to their already successful business. Please allow them this opportunity to grow. It will be great for Alpine, the community, and their staff. Thanks for your time & consideration.

Tara Cretal  
Owner/Operator  
Graze Restaurant

### Public Comment #8

#### **Frank:**

Mayor and Members of the Town Council,

My name is Frank, and I am writing to express my strong support for Alpine Standard's request for a liquor license.

I have done business with Alpine Standard for some time, as they carry my AMSOIL products, and I have always found the owners and staff to be professional, reliable, and committed to operating a high-quality business. In addition, through my involvement with Top of the Rockies, I see firsthand how invested the owners and staff of Alpine Standard are in our community. They consistently volunteer their time, support local efforts, and take pride in being active, responsible members of the town.

Alpine Standard is not a new or speculative operation. It is an established, well-run business that has already proven its value to the community. Granting this liquor license would not create uncertainty, but rather would strengthen an existing business that has demonstrated responsibility, stability, and a long-term commitment to Alpine.

I believe this license would allow Alpine Standard to better serve locals and visitors alike while further contributing to the economic health of our town. Based on my experience doing business with them and observing their community involvement, I am confident the license would be used responsibly and for its intended purpose.

Thank you for your time and consideration.

**Public Comment #9**

**Holly Sinclair:**

Hello Andrea,

I am in favor of the liquor license for the Alpine Standard. I think with the flow of traffic it would be nice to have a location on that side of the highway. The Alpine Standard is involved in our community and with their growth we are sure to have more support for events from them as well. I hope you take these items into consideration. Thank you for your time.

Sincerely,

Holly Sinclair

## Public Comments – El Capitan Enterprises

Compiled on February 12, 2026

### Public Comment #1

**Travis Ladner:**

Dear Council Members,

My name is Travis Ladner and I own a business in the town of Alpine as well as live here. I am in finance and wanted to make one point that I believe should also be considered when deciding on which business to give the liquor license to. If you remember back to economics in college there is something called the multiplier effect. Which is that just because a company moves into a town/city they don't just hire people and that's the end of it. Those jobs have a multiplier effect on the town's other businesses, homes, apartments etc. Each situation is different depending on the size of the town, the company and how much the people will get paid. If you look up our town and the income that the businesses would be paying people that multiplier is 1.3 to 1.6. I broke the numbers down for you below:

1. If you have a business paying an employee \$40k per year and the multiplier effect is 1.3 that means that person has the potential to be a total gain to the town of \$52k per year. If you go off the high end of 1.6 that is \$64k per person.
2. According to most economists' low-income jobs like these the people tend to keep more of the money locally because they are buying groceries, paying for an apartment/home etc. Unlike, higher income individuals who will use more of their funds on investments, vacations etc.
3. When you break this down between a liquor store who may employ one or two employee's vs a business that has the potential to employ 20 people you are talking about a potential of two person business generating \$104k to \$128k per year for the town. Versus a business with 20 employees that would potentially generate \$1,040,000 to \$1,280,000 per year.
4. Short term thinking is get the money now from a two person business. Long term success comes from the big picture of what a 20-person business can do for the town.
5. This council has been so forward thinking about how you have governed. You have put together a master plan so that there is a roadmap to the future success of this town. I believe from a number's standpoint and long-term planning the Walters vision falls in line with the long-term master plan and the continued smart growth of this town

6. I listed one reference and their website below. Once you go to the website go to search and type multiplier effect and it will break it down for you

1. American Independent Business Alliance

<https://Amiba.net/local-muliplier/>

## Public Comment #2

### Keith Wortman:

Good evening,

My name is Keith Wortman and I am a long time resident of Alpine.

I have had the opportunity to review the building plans and to read the letter to the Town of Alpine From ECE and I would like to voice my support for this project.

Dave Walters has proven to be an asset to the Town of Alpine through his dedication of his previous business (Alpine Adventure Rentals) that bolstered the tourism in the area as well as offering options for locals like me to rent boats in the summertime and to take my visiting family and friends on trips into the backcountry.

Dave also has committed a large portion of his time to the Volunteer Fire Department locally here in Alpine and has proven to be a leader as well as a community team player that has contributed uncountable hours of his time to the safety and well being of our community.

The next stage of Dave's career depends on the Town of Alpine to approve his family friendly plan that not only will enhance our experience as residents in the area but will also provide another viable option for visiting tourists to experience.

Dave has also collaborated with the Town of Alpine as well as the Forest Service to provide an annual concert series that has evolved into a destination for many travelers in the Rocky Mountain West. The most recent success was the Reggaefest North of Alpine at the 4H Camp that was a beautiful family experience. The most notable component of the Reggae in The Rockies was the organization and attention to safety for all of the visitors. There was sufficient infrastructure to create a safe and relaxing atmosphere with hired security and ambassadors that kept a close eye on the concert goers to make sure everyone was safe and accounted for.

If there is a person that has dedicated more time and effort to the progress and usability of Alpine I don't know of them.

Dave has proven time and time again that through organization, hard work and attention to the needs of the community we can have an outlet to recreate responsibly and with consideration to all parties involved.

Please grant ECE the permit to proceed with their business plan so we have another option for safe, family fun in Alpine.

Thank you for taking the effort to read my email and giving me a voice in this decision process that will have the opportunity to make a profound impact on the people of Alpine.

- Keith Wortman Local Real Estate Agent.

### Public Comment #3

#### **Skylar Atkins:**

Hi my name is Skylar Atkins and I have owned a home in Alpine since 2010. I would like to voice my support for applicant Dave Walters. Dave is an outstanding member of the community through his volunteer work with the fire department and tourism board. He is also a long standing business owner in Alpine and has exhibited stellar diligence in compliance with town business codes and taxes. He is personally one of the most generous people I know and always has the best interest of the community in mind. His proposal of using the liquor licence for a restaurant setting is the best outcome for the town and its community. We are very limited in dining options in Alpine and the upper valley in general. Another option for food means the entire family can benefit not just those over the age of 21. In my opinion, the last thing Alpine needs is another liquor store. We already have essentially 3 full on liquor stores with brolims, bull moose, and tavern. That covers all hours of the day someone can buy if they want. I think Dave's proposal is the best because it truly has all members of the community benefiting. Especially since we lost a dining option with the closure of Driftwood. Please take my comments to heart as I love this community and plan to spend the rest of my life being a part of it.

### Public Comment #4

#### **Maria Fugazzi James:**

Dear Members of the Alpine Town Council,

I am writing to express my support for the application for a retail liquor license for the proposed wine bar and food truck court project in Alpine, Wyoming.

Dave and Becka Walters' project would be a meaningful and positive addition to our town. The combination of a welcoming wine bar and an outdoor food truck park offers a space that encourages community connection while remaining family-friendly and inclusive. It would provide new opportunities for residents and visitors alike to gather for outdoor events, casual dining, and community activities, as well as indoor catered events such as birthday celebrations, weddings, and professional business meetings.

As a small town, Alpine benefits from thoughtful development that enhances quality of life without compromising our character. This project supports local businesses, encourages responsible social gathering, and adds a versatile venue that serves a wide range of

community needs. It reflects a careful balance between long-term economic growth and preserving the welcoming atmosphere that makes Alpine special.

I ask that the Town Council think big and not succumb to the pressures of a quick or uninspired decision. I can personally envision my family—and future generations—gathering at this park and new building not only in the next two years, but for 10 to 15 years and beyond.

I believe this project will be responsibly managed by Dave and Becka, and will contribute positively to the vitality of our community. For these reasons, I respectfully encourage the Town Council to approve the retail liquor license for this development.

Thank you for your time, service, and consideration.

Sincerely,

Maria Fugazzi James.

### Public Comment #5

#### Kristy Ladner:

Good morning! As a member of the Town of Alpine Master Plan Committee, I'm writing to support the Wine House + Dining Park proposal from Dave and Becka Walters as the applicant that should get the liquor license. It is the option that most clearly reflects what residents said they want in the Master Plan survey conducted last year.

Key reasons for support:

- Residents said the most successful new businesses would be "local restaurants" and "family-friendly entertainment".
- Most survey respondents said the long-term vision for Alpine is a "vibrant community that values people and natural space".
- The Walters' concept creates a true community gathering place in the heart of the town—something Alpine lacks today.
- Research shows gathering spaces increase social connection, well-being, and community involvement; creating stronger towns.
- Tourism-oriented spaces like food-truck yards generate multiple tax streams and support food-truck owners, suppliers, artisans and musicians.
- The concept is only possible with a retail liquor license because of the food-truck model.
- Alpine already has 4-5 places to buy alcohol; adding another liquor store does not advance community goals.

- Higher concentrations of liquor stores are associated with increased alcohol-related incidents and higher youth drinking rates.
- The Walters' proposal brings a community hub, job creator, tourist draw, and economic engine—not just another point of alcohol sales.

I encourage the council to consider how closely this project aligns with the values and priorities residents expressed during the Master Plan process.

Thank you for your consideration.

#### **Public Comment #6**

**Doug Walker:**

Walters proposed wine bar and food truck lot I am in support of this project. It will be a great addition to Alpine.

#### **Public Comment #7**

**David Jenkins:**

Dear Council and Mayor,

I wanted to write a letter of support for El Capitan Enterprises (ECE). Owner Dave Walters has been a huge asset and successful business owner in the town of Alpine.

He has successfully brought to our town Reggae in the Rockies, this event brought thousands of people and business to our town.

Dave has been a big volunteer in our town with the Alpine Fire department giving countless hours of his time away from his family helping the community. Dave always donates to every charity event that is happening in our town.

After reviewing his project If you give the business license to Dave Walters, I know he will bring something magical to our town and put his heart into it. I don't feel that you will have any regrets. Thanks for your consideration.

#### **Public Comment #8**

**Kelly Shackelford:**

Dear Mayor and Members of the Town Council,

I am writing to express my strong support for granting the available liquor license to El Capitan Enterprises, the applicant who is proposing to open an event space, restaurant, and wine bar / package store in our community.

This proposal represents a thoughtful and forward-looking use of the license—one that prioritizes community gathering, local economic growth, and long-term amenity value. An establishment that combines dining, events, and a curated wine bar would provide a

welcoming space for residents to gather, celebrate milestones, and enjoy local culture in a responsible, social setting.

Compared to a standalone liquor store, this type of venue offers significantly greater benefits to the town. It encourages foot traffic, supports local employment, and contributes to a vibrant downtown or neighborhood atmosphere. It also keeps alcohol consumption tied to hospitality, food service, and community events, rather than purely retail sales.

Most importantly, this proposal reflects an investment in the long-term character of our town. A well-run restaurant and event space becomes part of the community fabric—hosting weddings, fundraisers, local meetings, and everyday gatherings—while also attracting visitors and supporting nearby businesses.

Dave and Becka Walters have proven their ability to run a successful business with Alpine Adventure Rentals. In addition, they have been integral in bringing community events to Alpine, such as the weekly summer music we all enjoy, and the reggae festivals at the 4H camp. Their commitment to our community goes even further with their volunteer work. Dave spends his time at the fire house and on the tourism board, while Becka donates time and care to the food bank, alongside other philanthropic local efforts. In other words – they have a proven track record of being invested in Alpine. I know that any project they propose will be thought out, purposeful, and well done. While it may not be the quick turnaround that a liquor store alone would be, I believe that the benefits their project would bring to the town would far surpass that of another retail sales business. In a town that already has 6 retail outlets for liquor and beverage purchases, this idea brings much more than simply another package store.

I appreciate the time and care that the Mayor and Town Council have taken to address issues such as the master plan, planning and zoning, and a myriad of other issues that affect the future of our town, and what it will look like years down the road. I encourage you to thoughtfully consider your support for the liquor license with a business that would add value to the growth of our community.

I believe this applicant's vision aligns well with the values and future goals of our community, and I respectfully encourage the Mayor and Town Council to give this application serious and favorable consideration. Thank you for your time and for your continued service to our town. Sincerely, Kelly Shackelford, Old Alpine Resident.

### Public Comment #9

**Ash Ehlers:**

Good morning team, I heard there's an upcoming vote to decide who gets the liquor license in Alpine and I would like to reach out in support of Dave and Becka Walter with El Capitan Enterprise. I believe as community members, they would serve the Alpine community and economy well with their business and plans for the future. Thank you so much for your consideration, and be careful on the roads out there!

### **Public Comment #10**

#### **Monica Atkins:**

Good afternoon,

I am writing in support of Dave and Becka Walters / El Capitan Enterprises liquor license application. The Walters are incredibly generous members of our community and have already demonstrated their ability to run a successful business in town. They are constantly thinking of new ways to bring our community together, and I can't think of a stronger candidate for this liquor license opening. Their proposition would not just be a financial asset, but also an opportunity to uplift our community in a meaningful and positive way.

Thank you, Monica Atkins Alpine resident

### **Public Comment #11**

#### **Ezekiel Carpenter:**

Good morning,

I was reaching out about the upcoming vote to decide who gets a liquor license. Dave and Becka Walter with El Capitan Enterprises really stood out to me. This space would allow for multiple other small businesses (food trucks) to come and contribute to our economy and bring more delicious food to our community and it wouldnt be complete without a space to serve alcohol. On top of that they are also looking to build a liquor store, basically combining everyones request into one space. Dave and Becka have also been long time community memebers, successfully contributing to the economy with other small businesses and by serving as a Captain with the Alpine Fire department. As a resident of the area this seems like the clear choice. Thank you for your time and consideration.

Best regards, Zeke Carpenter

### **Public Comment #12**

#### **Krissy Bender:**

Please consider the Walters project for approval. I am from St. Louis Mo and lived here for 6 years and honestly do not go anywhere to have a social experience due to the level of alcohol consumption and unhealthy behavior.

Having a low key safe space to have a drink can invite safer communities with healthier substance culture and promote music and artistic support.

Please approve the request from community members who have we huge supports in the Alpine community for success!

**Public Comment #13****Molly Matthaei:**

Dear Members of the Alpine Town Council,

I am writing to express my strong support for the liquor license application submitted by Dave and Becka Walters for the proposed wine bar that will anchor and support a local food truck court in our community.

As a rural mountain town with a growing tourism economy, we are at an important moment of transition. Visitors are increasingly seeking high-quality, locally driven dining and gathering spaces, and our community has an opportunity to thoughtfully expand in a way that reflects our values. At present, our town has limited dining options that meet this demand, particularly those that encourage people to linger, connect, and support multiple local businesses at once. This proposed wine bar and food truck court would directly address that gap.

It is also important to consider how this proposal differs from other liquor license requests currently under discussion. A freestanding package liquor store does not address an unmet community need, as packaged liquor is already readily available at two nearby locations. In contrast, the proposed wine bar is tied directly to a hospitality-focused concept that supports local food vendors, enhances the visitor experience, and creates a shared community gathering space. This distinction matters when evaluating which proposal best aligns with the town's long-term economic and cultural goals.

The Walters have long been a pillar of our community and have demonstrated a proven track record as responsible, successful business owners. Over the years, they have consistently invested in the town not only through their business ventures but also through their support of community events, charitable drives, and local initiatives. Their commitment to this community is well established, and they have earned the trust and respect of residents and fellow business owners alike.

Granting this liquor license would enable Dave and Becka to create a welcoming, well-managed space that supports small food entrepreneurs, encourages responsible social gathering, and enhances the overall vitality of our downtown area. The wine bar concept is thoughtfully aligned with our town's character—focused on quality, moderation, and community rather than excess—and would complement, not compete with, existing establishments.

I believe this project represents the kind of intentional, locally rooted economic development that benefits both residents and visitors. I respectfully urge the Council to approve this liquor license application and support business owners who have consistently demonstrated their dedication to our town's success. Thank you for your time, consideration, and continued service to our community. Sincerely, Molly Matthaei, Alpine Wyoming

### **Public Comment #14**

#### **Jordan Kurt Mason:**

Dear Mayor and Members of the Town Council,

In the years I have lived in Alpine, I often hear big dreams about the future of our town. A public school, a recreation center, and large parks and pathways that connect it all. These are wonderful goals, and the pursuit of making them realities is a noble cause.

A critical part of these dreams coming true is the right type of growth. Growth that attracts young families and individuals who also share these dreams for Alpine. The project Dave Walters is proposing brings more than just another liquor store to town. It creates the type of environment that brings people together and the type of establishment that makes the decision between raising a family in Victor or Alpine more comparable.

Until the day comes when we are no longer a bedroom community, we must put a concerted effort into creating community and attracting families who want to grow here. Projects like this help do exactly that.

For these reasons, I ask that you seriously consider Dave Walters's application for a liquor license and support development that helps Alpine grow in the ways we all hope it will.

Thank you for your continued efforts to make this town what it is today and what it will be tomorrow.

Sincerely,

Jordan Kurt Mason

### **Public Comment #14**

#### **Leah Black:**

To the Alpine Town Council:

We are writing in strong support of Dave and Becka Walters' application for the available liquor license to develop a wine house with food truck park and community gathering space.

Alpine does not need another liquor store. We have ample options for purchasing alcohol. What our community genuinely lacks are quality food options and welcoming public spaces where residents can gather, connect, and build the social fabric that makes a town thrive. Additionally, we don't believe another liquor store would draw people to the area or add to the town's revenue as many presenters argued, but would simply divide existing revenue streams among more competitors.

The Walters' proposal addresses real community needs: a variety of food vendors, outdoor dining with fire pits, and green space designed for people to linger and enjoy our beautiful surroundings. This is the kind of third space—neither home nor work—that strengthens

communities and attracts the families and young professionals we want to retain and recruit.

We understand the Council may be keen to prioritize projects that can open quickly. While we appreciate the desire for immediate results, we urge you not to let timeline pressure drive a decision that will be with us for years. Liquor licenses are rare and valuable. Once granted, they shape our town's character for the long term.

Responsible town planning requires patience. A project that takes several additional months or even years to fully develop is vastly preferable to a quick solution that adds nothing meaningful to our community. We have one opportunity to use this license wisely—to create something that enhances Alpine's quality of life rather than simply adding another place to buy what's already readily available.

We respectfully ask that you prioritize community value over speed of implementation and approve the Walters' application.

Sincerely,

Leah and Owen Black

## Public Comments – Jaclyn & Robert Shockey

Compiled on February 12, 2026

### Public Comment #1

**Lachelle:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #2

**Angel:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #3

**Ryan Nowlin:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #4

**Nickie Nowlin:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #5

**Benjamin:**

I support rob a Jackie Shockey in their stand alone alpine liqueur store.

### Public Comment #6

**Shayla Westergard:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #7

**Emilee:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #8

**Scott & Lou Ann Henderson:**

We are in support of a liquor license for Jaclyn and Robert Shockey. They are responsible business owners who have made long term contributions to the town of Alpine. We fully support them.

### Public Comment #9

**Kailei:**

I support Rob and Jackie Shockey in there stand alone alpine liquor store.

### Public Comment #10

**McKenzie Kravetsky:**

Hello, I hope this email finds you well. I would like to offer support to Robert and Jackie Shockey for a liquor license in Alpine. I understand that they would like to open a liquor store. As you know, there are very limited options to purchase liquor and some of these facilities have provided negative experiences. The town would greatly benefit from a clean professional establishment. Thank you.

### Public Comment #11

**Rita Lutz:**

Hello Melody, the tone of alpine needs a stand alone liquor store and I support Rob and Jaclyn Shockey.

### Public Comment #12

**Brenda Sisco:**

If I had to choose one of the 6 applicants for the up coming liquor lisence, I think I would have to go with the stand alone liquor store. Alpine does not have one of those it only has tiny liquor stores that are part of something else so the options on different types of liquor are really limited. We definitely do NOT need anther bar/restaurant! We already have ? 6 or 7 ? Places that can serve and open beverage in one square mile of city limits. That seems like alot to me. Considering the amount of DUIs that come out of Alpine do we really need another bar? As much as I would LOVE another restaurant how can this tiny town support another restaurant? As a person that runs a small restaurant bussiness in town we struggle very much in the off season ( nov-may). Im afraid if another restaurant opens one of us others will have to close. Hopefully other bar and restaurant owners will give you their option on this. Regards, Brenda Sisco

### Public Comment #13

**Nick George:**

I support the Alpine Liquor Store in town. The town of Alpine need a convenient liquor store. I shouldnt have to go to a food store or gas station to buy my wife a bottle of wine. The restaurant wine bar food truck open concept with live music will become an absolute nuisance. Im not going to want to listen to live bands play on a regular basis. How will the town benefit from a business that doesn't even have building. the The wine bar is geared towards a specific market, and the RV park will be solely for their own customer and not for the town. The town needs an actual liquor store.

Dear Alpine Residents,

We would like to introduce ourselves. My name is Jaclyn Shockey, and along with my husband, Robert Shockey, we have lived and worked in Alpine since 2007. We are proud owners of a successful construction company that employs local residents from the valley. Alpine is not only where we have built our business, but also where we have raised our family and established deep roots within the community. We are committed to continuing to invest in Alpine and to support the long-term growth, success, and well-being of the town we are proud to call home.

We currently own a vacant building located at 171 Alpine Drive, in the heart of Alpine, Wyoming. We are applying for a liquor license with the Town of Alpine, as we plan to convert this vacant space into a stand-alone liquor store that will serve both residents and visitors.

If selected to receive the liquor license, we are fully prepared to be operational within 30 days, allowing us to open our doors quickly and begin generating sales tax revenue for the Town of Alpine immediately. This is a realistic and straightforward plan that will bring immediate benefit to the community.

Once the store is open and operating, we plan to begin renovations to include a large walk-in cooler, which will allow us to expand our available space and offer a larger selection of beer, wine, and spirits. In addition, we plan to purchase a mobile bar fleet to provide professional bar service for weddings, private events, and local community gatherings, including town events.

Looking ahead to the following spring, we plan to complete a larger renovation to the back side of the building to create a separate tasting room, independent from the liquor store. This tasting room will include a bar and will be available for private reservations and special events.

This stand-alone liquor store location will provide a convenient and much-needed service for Alpine. Customers will no longer need to wait in long grocery store lines, rely on a bartender to complete drink service, or enter a gas station to purchase alcohol. Instead, they will be able to simply park, walk in, and quickly purchase what they need in a safe and convenient setting.

Thank you for your time and consideration.

Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Jaclyn Clark  
Address: PO 313  
Signature: Jaclyn Clark  
Date: Feb 13, 2026

Dear Alpine Residents,

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Thank you for your time and consideration.

Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Shaylee Asher Schulte

Address: 539 Forest Circle Dr.

Signature: Shaylee A. Schulte

Date: 2-12-26

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Thank you for your time and consideration.

Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Brandon Bjorgum

Address: 1160 US 26 Apt 24, Alpine WY, 83129

Signature: B. Bjorgum

Date: 2/13/26

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Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Tyler Lindsey  
Address: 60 Shire Lane Evan wy 82118  
Signature: QPL  
Date: 02/13/20

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Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Jason Lindsey

Address: Po Box Alpine 3231

Signature: Jason

Date: 02.11.26

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Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Brooke Spencer  
Address: 1180 US-26 APT. #24  
Signature: BS  
Date: 02.13.26

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Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Jain Peters  
Address: 434 Meadow St  
Signature: Jain Peters  
Date: 8-13-2026

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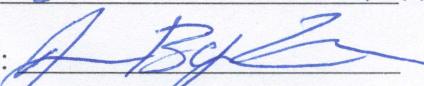
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Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Donald Byington

Address: 351 Ramblin Hills RD

Signature: 

Date: 2-13-26

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Alpine Residents – Signature of Support

Name: Janine Byington  
Address: 351 Ramblin Hill RD #  
Signature: J. Byington  
Date: 2-13-26

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Alpine Residents – Signature of Support

Name: Jaclyn Shockey  
 Address: PO Box 1713 Alpine WY  
 Signature: Jaclyn Shockey  
 Date: 2/13/26

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Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Jaclyn Shockey

Address: P.O. Box 757 Alpine

Signature: Jaclyn Shockey

Date: 2-13-26

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Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Jaclyn Shockey

Address: 171 Alpine Dr

Signature: Jaclyn Shockey

Date: 2/17/28

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Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Sharon Wall

Address: 114 Hwy 89 Alpine WY 83128

Signature: Sh Wall

Date: 2/13/2020

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Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: CJ Miller

Address: 453 Adams Way

Signature: CJ Miller

Date: 2/13/26

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Alpine Residents – Signature of Support

Name: MARK EKLUND  
Address: 544 FOREST CIRCLE  
Signature: Mark  
Date: 2/13/26

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Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Dayna Naab P.O. Box 3086

Address: 336 East Main Rd

Signature: Dayna Naab

Date: Feb 13. 2026

Dear Alpine Residents,

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Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Clark Chesley

Address: P.O. Box 3915

Signature: Clark A. Chesley

Date: 2-13-26

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We would like to introduce ourselves. My name is Jaclyn Shockey, and along with my husband, Robert Shockey, we have lived and worked in Alpine since 2007. We are proud owners of a successful construction company that employs local residents from the valley. Alpine is not only where we have built our business, but also where we have raised our family and established deep roots within the community. We are committed to continuing to invest in Alpine and to support the long-term growth, success, and well-being of the town we are proud to call home.

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If selected to receive the liquor license, we are fully prepared to be operational within 30 days, allowing us to open our doors quickly and begin generating sales tax revenue for the Town of Alpine immediately. This is a realistic and straightforward plan that will bring immediate benefit to the community.

Once the store is open and operating, we plan to begin renovations to include a large walk-in cooler, which will allow us to expand our available space and offer a larger selection of beer, wine, and spirits. In addition, we plan to purchase a mobile bar fleet to provide professional bar service for weddings, private events, and local community gatherings, including town events.

Looking ahead to the following spring, we plan to complete a larger renovation to the back side of the building to create a separate tasting room, independent from the liquor store. This tasting room will include a bar and will be available for private reservations and special events.

This stand-alone liquor store location will provide a convenient and much-needed service for Alpine. Customers will no longer need to wait in long grocery store lines, rely on a bartender to complete drink service, or enter a gas station to purchase alcohol. Instead, they will be able to simply park, walk in, and quickly purchase what they need in a safe and convenient setting.

Thank you for your time and consideration.

Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Alma Smith

Address: 157B Alpine Dr.

Signature: Alma Smith

Date: 9-13-26

Dear Alpine Residents,

We would like to introduce ourselves. My name is Jaclyn Shockey, and along with my husband, Robert Shockey, we have lived and worked in Alpine since 2007. We are proud owners of a successful construction company that employs local residents from the valley. Alpine is not only where we have built our business, but also where we have raised our family and established deep roots within the community. We are committed to continuing to invest in Alpine and to support the long-term growth, success, and well-being of the town we are proud to call home.

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Looking ahead to the following spring, we plan to complete a larger renovation to the back side of the building to create a separate tasting room, independent from the liquor store. This tasting room will include a bar and will be available for private reservations and special events.

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Thank you for your time and consideration.

Sincerely,  
Jaclyn and Robert Shockey

Alpine Residents – Signature of Support

Name: Sparki Schultz

Address: 157B Alpine Dr.

Signature: Sparki

Date: 3/13/26



**TOWN OF ALPINE, WYOMING**  
**RESOLUTION 2026-007**  
**A RESOLUTION WAIVING SUBDIVISION FEES AND AUTHORIZING TOWN-**  
**ADMINISTERED MAILINGS FOR THE LAKEVIEW ADDITION**

---

**WHEREAS**, the Town Council of the Town of Alpine has authority to waive subdivision and platting fees when such action serves the public interest; and

**WHEREAS**, an amended plat known as the Lakeview Addition, affecting Lot 219 of Lakeview Estates and proposing the creation of Lot 859 as shown on Attachment A, has been submitted to clarify ownership and boundary issues involving public roads; and

**WHEREAS**, approval of the Lakeview Addition will benefit the Town by improving clarity of road ownership, maintenance responsibilities, and public records; and

**WHEREAS**, the landowner is bearing the costs associated with surveying and plat preparation; and

**WHEREAS**, the Town Council finds it appropriate to waive applicable fees and administer required public mailings due to the public benefit associated with the Lakeview Addition;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Alpine, Wyoming, that:

1. All applicable subdivision and application fees associated with the Lakeview Addition, affecting Lot 219 and proposed Lot 859, as shown on Attachment A, are hereby waived.
2. The Town of Alpine shall administer and complete the required public mailings associated with the Lakeview Addition. The property owner shall be responsible for all survey and platting fees.
3. This waiver is granted based on the determination that the Lakeview Addition serves the public interest by resolving boundary and road ownership issues.
4. This resolution shall take effect immediately upon adoption.

---

**PASSED, APPROVED AND ADOPTED** this 17<sup>th</sup> day of February 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, WYOMING**  
**RESOLUTION 2026-007**  
**A RESOLUTION WAIVING SUBDIVISION FEES AND AUTHORIZING TOWN-**  
**ADMINISTERED MAILINGS FOR THE LAKEVIEW ADDITION**

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SIGNED:

---

Eric Green, Mayor of Alpine

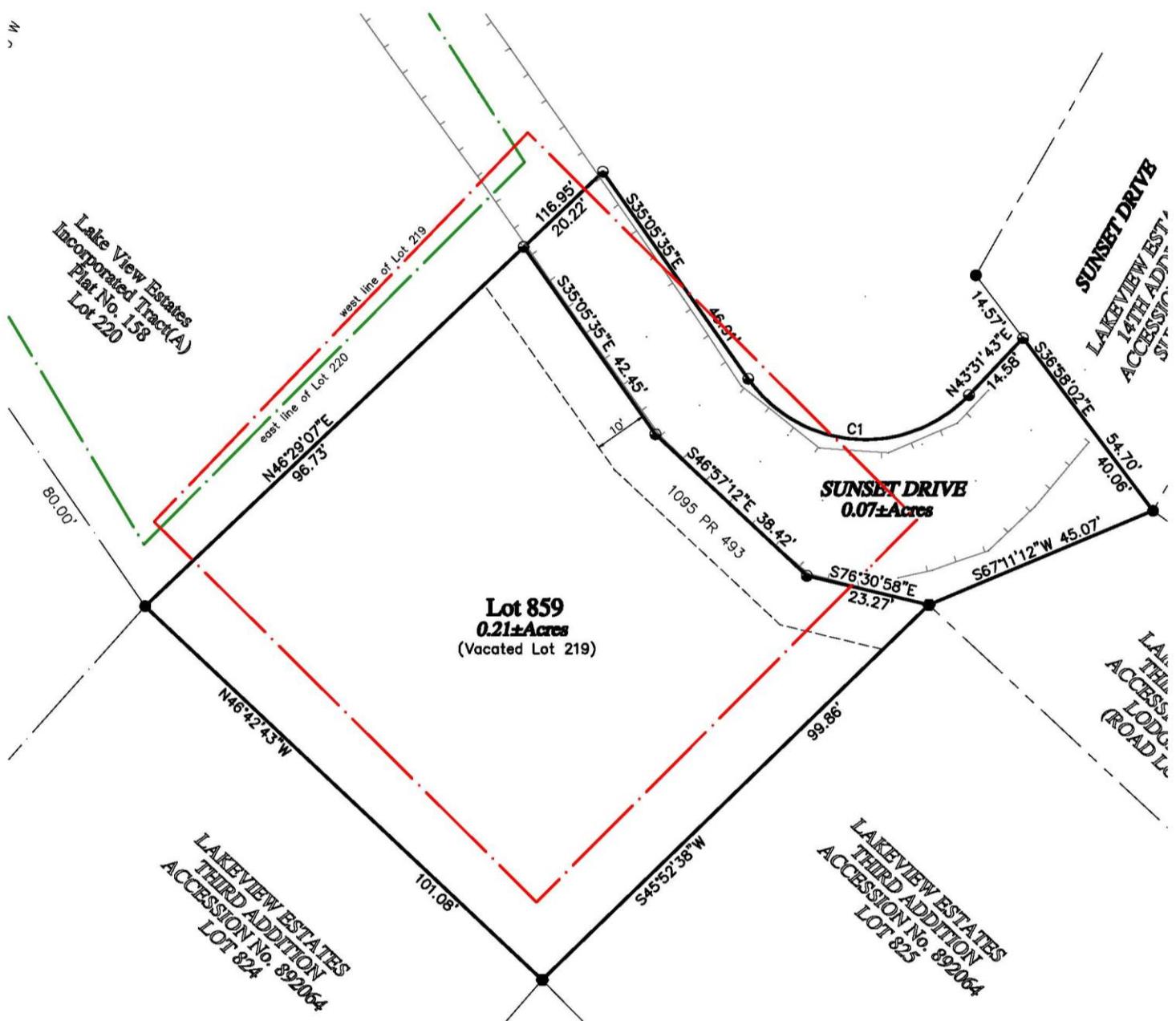
ATTEST:

---

Monica L. Chenault, Town Clerk/Treasurer

**ATTACHMENT A**  
**Resolution No. 2026-007**  
**Lakeview Addition**

*Section 10, Item b.*



## STAFF REPORT- Planning and Zoning Administrator

**Subject:** Replat of Lot #219, Lakeview Estates – Fee Waiver and Town Participation

**Applicant / Property Owner:** Smith, Roland

**Property:** Lot #219, Lakeview Estates

**Action Requested:** Waiver of Replat Fee and Authorization for Town to Handle Mailings

### I. REQUEST

Staff is requesting authorization for the Town to:

1. Waive the replat application fee in the amount of \$3,000.00; and
2. Handle the required public noticing and mailings, including associated costs, for the replat of Lot #219, Lakeview Estates.

### II. BACKGROUND

The property owner of Lot #219, Lakeview Estates has approached the Town seeking to replat the property in order to resolve existing title and plat inconsistencies. As part of this effort, the amended plat will also clarify and clean up public road interests, which directly benefits the Town.

The landowner has demonstrated a willingness to work cooperatively with the Town to address these longstanding issues and has agreed to bear the full cost of the required survey and plat preparation, including all professional services necessary to complete the replat.

### III. PUBLIC BENEFIT

Staff finds that the proposed replat provides a direct public benefit to the Town by:

- Clarifying and correcting public road alignments and interests;
- Reducing future title ambiguities that could affect public infrastructure or maintenance responsibilities; and
- Improving the accuracy and reliability of the Town's land records.

Because the amended plat will resolve issues that are not solely private in nature, but instead serve a broader municipal interest, staff believes Town participation is warranted.

#### **IV. FINANCIAL CONSIDERATIONS**

- The standard replat application fee is \$3,000.00.
- Staff recommends waiving this fee in recognition of the public benefit achieved through the replat.
- The Town would assume responsibility for public noticing and mailing costs associated with the replat process.
- The landowner will remain responsible for all survey, engineering, platting, and recording costs.

#### **V. STAFF ANALYSIS**

Staff finds that waiving the replat fee and handling the mailings is reasonable and appropriate because:

- The replat addresses issues affecting Town interests, not solely private development;
- The landowner is voluntarily undertaking and funding the substantive technical work; and
- Resolving these matters now will help avoid future disputes or costs associated with unclear public road rights.

This approach supports cooperative problem-solving while protecting the Town's long-term interests.

#### **VI. STAFF RECOMMENDATION**

Staff recommends that the Planning and Zoning Commission / Town Council:

1. Approve the waiver of the \$3,000.00 replat fee for Lot #219, Lakeview Estates;
2. Authorize the Town to handle required public mailings and associated costs; and
3. Acknowledge that the landowner shall remain responsible for all survey, plat preparation, and recording costs related to the replat.

Sincerely,

Gina Corson

Planning and Zoning Administrator, Town of Alpine WY

Resolution Number **2026-008**

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

TOWN OF ALPINE, WYOMING

FOR THE PURPOSE OF:

In November 2025, the Town of Alpine discovered a home in the Alpine Meadows subdivision was not properly connected to the municipal sanitary sewer system, raising concerns that other properties may also be improperly connected. Sewer mains and laterals will be televised beginning February 16, 2026, and the Town has notified the Wyoming Department of Environmental Quality (DEQ). DEQ has recommended pursuing Mineral Royalty Grant funding to help offset corrective costs.

(State Purpose of Project)

WITNESSETH

**WHEREAS**, the Governing Body for the

TOWN OF ALPINE, WYOMING

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

**WHEREAS**, the Governing Body of the

TOWN OF ALPINE, WYOMING

recognizes the need for the project; and

**WHEREAS**, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and

**WHEREAS**, the Governing Body of the

TOWN OF ALPINE, WYOMING

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following source(s):

The Town plans to provide the required match through a combination of an internal loan and available Reserves for Replacement, ensuring the project can proceed without delay while maintaining fiscal stability.

(Describe the Source and Status of All Matching Funds)

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**

TOWN OF ALPINE, WYOMING

that a grant application in the amount of

Amount requested will be added on 02/17/26

(Amount being requested)

be submitted to the State Loan and Investment Board for consideration at the

4/2/2026

to assist in funding the

(Date of SLIB Meeting)

Alpine Meadows Sanitary Sewer Project

(Name of Project)

**BE IT FURTHER RESOLVED**, that

Eric Green, Mayor, Alpine Wyoming

(Name and Title of Person(s))

are hereby designated as the authorized representatives of the

TOWN OF ALPINE, WYOMING

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

17th

(Date)

day of

February

2026

(Month)

(Year)

(Signature)

Eric Green, Mayor

(Name and Title)

Attest:

(Signature)

Monica L. Chenault, Clerk

(Name and Title)

Resolution Number **2026-009**

Entitled: A RESOLUTION AUTHORIZING SUBMISSION OF A FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT APPLICATION TO THE STATE LOAN AND INVESTMENT BOARD ON BEHALF OF THE GOVERNING BODY FOR THE

**TOWN OF ALPINE**

FOR THE PURPOSE OF:

**WELL #4 IMPROVEMENT PROJECT***(State Purpose of Project)***WITNESSETH****WHEREAS**, the Governing Body for the

TOWN OF ALPINE

desires to participate in the FEDERAL MINERAL ROYALTY CAPITAL CONSTRUCTION ACCOUNT GRANT program to assist in financing this project; and

**WHEREAS**, the Governing Body of the

TOWN OF ALPINE

recognizes the need for the project; and

**WHEREAS**, the Federal Mineral Royalty Capital Construction Account Grant program requires that certain criteria be met, as described in the State Loan and Investment Board's Rules and Regulations governing the program, and to the best of our knowledge this application meets those criteria; and**WHEREAS**, the Governing Body of the

TOWN OF ALPINE

plans to match the requested Federal Mineral Royalty Capital Construction Account Grant from the following source(s):

**DRINKING WATER STATE REVOLVING FUND***(Describe the Source and Status of All Matching Funds)***NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE**

TOWN OF ALPINE

that a grant application in the amount of

**\$ 1,077,000.00***(Amount being requested)*

be submitted to the State Loan and Investment Board for consideration at the

**6/18/2026**

to assist in funding the

*(Date of SLIB Meeting)***TOWN OF ALPINE WELL #4 IMPROVEMENT PROJECT***(Name of Project)***BE IT FURTHER RESOLVED**, that**ERIC GREEN, MAYOR***(Name and Title of Person(s))*

are hereby designated as the authorized representatives of the

TOWN OF ALPINE

to act on behalf of the Governing Body on all matters relating to this grant application.

PASSED, APPROVED AND ADOPTED THIS

**17TH***(Date)*

day of

**FEBRUARY***(Month)***2026***(Year)**(Signature)**(Name and Title)*

Attest:

*(Signature)**(Name and Title)*

## Town of Alpine – Capital Project Request Form

This form is to be completed for any proposed Capital Project (value  $\geq$  \$5,000). Submit completed forms to Town Staff for review and inclusion in the annual Capital Improvement Plan.

### Project Information

**Project Title:**

Town of Alpine Well #4 Improvement Project

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**Department (Streets / Parks / Water/Sewer/Facilities / Admin / Other):**

Water

---

**Project ID (if applicable):****Location of Project:**

Mega Well

---

**Date of Request:**

02/11/2026

---

**Prepared By (Name & Title):**

Monica Chenault, Clerk/Treasurer - with information provided by Ryan Erikson from Sunrise Engineering

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### Project Type

**Is this a:**  Capital Repair (repair/replacement of existing asset)

New Capital Project (new asset or major addition)

**If repair, describe the existing asset and nature of failure or deterioration:**

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**If new project, describe the proposed addition or expansion:**

Project will install larger pump in Well #4 to increase production from 450 gpm to 1,200 gpm. Bottlenecks in pipe network will be upsized and pipes will be added to improve flow from well to tank. Backup power source will be added to Well #4.

---

**Project Description****Provide a clear description of the proposed project, including purpose, scope, and any related assets or facilities.**

This project will replace the existing pump in Well #4 with a larger pump that would increase production from 450 gpm to 1,200 gpm. This increase in production will create bottlenecks in the 8-inch pipes between the well and key points in the system, so these locations will be upsized. Constructing pipes that add loops to the system will create alternate flow paths and will be sufficient to relieve expected bottlenecks in some locations. Project will also add a backup power source to Well #4 so that water supply is not interrupted during power outages. Based on a flow rate of 1,200 gpm, it is assumed that a pump of 100 hp will be required, which would require a roughly 100 kW backup generator (subject to change during final design).

---

**Justification****Explain why this project is needed. Describe safety concerns, regulatory requirements, service impacts, or long-term benefits.**

This project will increase the reliability of the only active well located north of the Snake River. In the event of an issue with the pipeline crossing the Snake River Bridge, this well could provide for the approximately 150 service connections located north of the Snake River for an extended period of time. These connections include the hospital, hotels, grocery stores, and other commercial and residential users. This project will better connect the well to the existing storage tank as well as to the areas south of the Snake River if needed. The backup generator will allow for water production during extended power outages.

---

**Estimated Costs****Estimated Total Cost:**

\$2,154,000 – Requesting \$1,077,000 through MRG Grant

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**Breakdown of Costs (Materials, Labor, Equipment, Etc.):**

- Legal - \$20,000
- Land Acquisition - \$11,000
- Engineering Costs by Service:
  - Basic - \$162,000
  - Resident Project Representative Services - \$162,000
- Construction: \$1,620,000
- Contingency: \$179,000

**Funding Source (General Fund, Enterprise Fund, Grant, Etc.):**

Grant - 50/50

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**Additional Labor Requirements**

**If purchased or constructed, will this project require additional staffing or labor?**

Yes  No

**If yes, describe the type of labor, estimated hours, certifications needed, and any ongoing operational impacts:**

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**Project Priority**

**Priority Level (High / Medium / Low):**

Medium

**Reason for Priority Level:**

This project is a critical reliability upgrade to Alpine's water system. Currently, water service north of the Snake River depends on a single pipeline crossing the Snake River Bridge. If that line fails, a significant portion of the community could lose service.

The project establishes a redundant water source north of the river, strengthens system connections, and adds backup power to ensure continued operation during outages. These improvements protect public health, fire suppression capability, and overall system resilience.

### Timeline

**Proposed Start Date:**

07/01/2027

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**Proposed Completion Date:**

10/31/2028

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**Is this project time-sensitive?**

Yes  No

**If yes, explain:**

---

### Supporting Documentation

**List attached documentation (photos, quotes, engineering reports, maps, etc.):**

Water Master Plan – not attached.

**From:** James Sanderson <[alpinetwnatty@silverstar.com](mailto:alpinetwnatty@silverstar.com)>  
**Sent:** Tuesday, January 20, 2026 11:03 PM  
**To:** Roger Merriam <[rdm@civicplus.com](mailto:rdm@civicplus.com)>  
**Cc:** Monica Chenault <[clerkalpine@gmail.com](mailto:clerkalpine@gmail.com)>; Ramona Connors <[RConnors@civicplus.com](mailto:RConnors@civicplus.com)>; Julie Lovelace <[JLovelace@civicplus.com](mailto:JLovelace@civicplus.com)>  
**Subject:** Suggested changes to Code numbering

Dear Mr. Merriam,

It has taken me a few months to come around to a point where I was able to review your proofs on the Town of Alpine Code project.

I feel that I did not make myself clear as to numbering and organization of the Town of Alpine Code. I explained in one of our meetings that I wanted the Code organized and numbered in the same manner as the Wyoming Statutes. That is to say title, chapter, and section. For example § 1-1-101, etc.

I have attached a redraft of your Chapter 1 and a proposed organizational structure for the remaining chapters, organized into example titles, chapters, and sections.

Please review my suggestions and provide me with constructive input.

Respectfully,

James Sanderson  
[alpinetwnatty@silverstar.com](mailto:alpinetwnatty@silverstar.com)

James K. Sanderson  
Sanderson Law Office  
30 W 2nd Ave  
PO Box 159  
Afton, WY 83110  
307-885-1776

**From:** Roger Merriam  
**Sent:** Wednesday, February 11, 2026 10:26 AM  
**To:** 'James Sanderson' <[alpinetwnatty@silverstar.com](mailto:alpinetwnatty@silverstar.com)>  
**Cc:** Monica Chenault <[clerkalpine@gmail.com](mailto:clerkalpine@gmail.com)>; Ramona Connors <[RConnors@civicplus.com](mailto:RConnors@civicplus.com)>; Mary Margaret Niezgoda <[mmniezgoda@civicplus.com](mailto:mmniezgoda@civicplus.com)>  
**Subject:** RE: Suggested changes to Code numbering

Sorry about the delay. There would be an addition charge to \$3,000 to do as you suggest.

Please let us know what to do when you return the proofs. (If you would desire another set of proofs after reorganization thee would be an additional charge fo \$1,500.00)

**Roger D. Merriam**

Senior Code Attorney (Admitted to practice in Florida) • **CivicPlus**

P: 1-850-692-7087

[civicplus.com](http://civicplus.com)

---

**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:**

Statement of Work

Q-39695-1

**Date:**

3/20/2023 11:57 AM

**Expires On:**

8/20/2023

**Client:**

ALPINE, WYOMING

**Bill To:**

ALPINE, WYOMING

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
JR Riley	x	jriley@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE	TOTAL
300.00	Codification	Codification - \$29.83 per page Includes Land Use   3 printed copies, binders, and tabs 10pt font single column	One-time	USD 8,949.99
1.00	Full-Service Supplementation Subscription	Full-Service Supplementation Subscription	Renewable	USD 1,300.00
1.00	Quarterly Electronic Supplementation Service Included	Online Supplementation will begin with the ordinances received on a quarterly basis.	Renewable	USD 0.00
1.00	Annual Print Supplementation Service Included	Print Supplementation will begin with the ordinances received from the municipality on an annual basis.	Renewable	USD 0.00
3.00	Printed Copies and Freight Included – up to [#] copies	Printed Copies and Freight Included	Renewable	USD 0.00
1.00	Custom Online Code Hosting	Online Code Hosting Premium Bundle Upgrade: Custom Banner, CodeBank, CodeBank Compare + eNotify, OrdBank and MuniPro	Renewable	USD 1,195.00
1.00	MuniDocs Subscription: Up to 25 GB	MuniDocs Subscription: Up to 25 GB	Renewable	USD 375.00
1.00	Custom OrdLink Subscription	OrdLink Subscription	Renewable	USD 171.00
Total Investment Initial Term		USD 8,949.99		
Annual Recurring Services		USD 3,041.00		

Total Days of Quote:366



**TOWN OF ALPINE, WYOMING**  
**ORDINANCE NO. 2026-001**

**AN ORDINANCE AMENDING TITLE 2 CHAPTER 5 SECTIONS 501 A, ADDING  
THERETO AS AN APPOINTIVE OFFICER OF THE TOWN OF ALPINE, WYOMING  
THE POSITION OF TOWN ADMINISTRATOR, AND AMENDING SECTION 2-506 TO  
DESCRIBE THE DUTIES OF THE TOWN ADMINISTRATOR, AND RENUMBERING  
THE CURRENT SECTION 2-506 TO 2-507**

---

**WHEREAS**, the Governing Body of the Town of Alpine, Wyoming, pursuant to Article 13, Section 1 of the Constitution of the State of Wyoming, and the allocation of executive and legislative authority set forth in Wyoming Statutes §§ 15-1-108 and 15-1-103, respectively, has the authority to establish and provide for appointive officers and employees necessary for the administration of Town affairs; and

**WHEREAS**, the Governing Body intends by these Amendments to the Ordinance to create the position of Town Administrator as an appointive administrative officer to assist in the coordination and administration of Town operations, while preserving the statutory powers and duties of the Mayor, the Town Council, and all other municipal officers established by Wyoming law.

**NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 501 A is hereby amended to read as follows:

**2-501. Appointive Officers — Generally.**

A. The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, **town administrator**, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote of the entire council.

**AND NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Town of Alpine, Wyoming that Title 2, Section 506 shall be amended as follows:

**2-506. Town Administrator — Duties.**

The Town Administrator shall be an appointive administrative officer of the Town and shall serve at the direction of the Mayor and Town Council. The Town Administrator's duties shall include the following:

A. Assist the Mayor and Town Council in the administration and coordination of Town operations and the implementation of policies, ordinances, and resolutions adopted by the Town Council;

- B. Coordinate the activities of Town departments and personnel, subject to the authority of the Mayor and applicable ordinances and policies of the Town;
- C. Assist in the preparation, administration, and monitoring of the Town budget, capital planning, and financial operations, in coordination with the Mayor, Town Council, and Town Treasurer;
- D. Oversee and coordinate administrative functions of the Town, including contracts, grants, projects, and intergovernmental relations, as assigned by the Mayor or Town Council;
- E. Attend meetings of the Town Council and provide administrative reports and recommendations as requested;
- F. Perform such other administrative and operational duties as may be assigned by the Mayor or Town Council, consistent with Wyoming law and Town ordinances.
- G. Nothing in this section shall be construed to transfer, modify, or impair the statutory powers or duties of the Mayor, the Town Council, the Town Clerk, the Town Treasurer, or any other municipal officer established by Wyoming law.

**AND NOW THEREFORE, BE IT ORDAINED** by the Governing Body of the Town of Alpine, Wyoming that the existing **Section 2-506**, entitled “**Duties of Other Officers**”, is hereby renumbered as **Section 2-507**, and shall remain in full force and effect without substantive amendment.

**Severability.**

If any provision of this ordinance is held invalid or unenforceable, such invalidity shall not affect the remaining provisions, which shall continue in full force and effect.

**Passed First Reading on the 17<sup>th</sup> day of February 2026.**

VOTE:  YES,  NO,  ABSTAIN,  ABSENT

**Passed Second Reading on the 3<sup>rd</sup> day of March 2026.**

VOTE:  YES,  NO,  ABSTAIN,  ABSENT

**Passed on Third and Final Reading 17<sup>th</sup> day of March 2026.**

VOTE:  YES,  NO,  ABSTAIN,  ABSENT

TOWN OF ALPINE

---

Eric Green, Mayor of Alpine

ATTEST:

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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. 2026-001 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**

### **STAFF REPORT**

**TO:** Mayor and Town Council

**FROM:** Monica Chenault, Town Clerk

**DATE:** February 17, 2026

**RE:** Ordinance 2026-001 – Creation of Town Administrator Position

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#### **Request:**

Consideration of Ordinance 2026-001, an ordinance amending Title 2, Chapter 5 of the Alpine Municipal Code to add the position of Town Administrator as an appointive officer of the Town and to define the duties of that position.

---

#### **Background:**

Title 2, Chapter 5 of the Alpine Municipal Code currently establishes appointive officers of the Town and outlines the duties of those officers. Under the existing code, appointive officers include the Town Clerk, Town Treasurer, Town Attorney, Town Engineer, Chief of Police, Municipal Court Justice, and other officers authorized by the Town Council. The existing code does not include a Town Administrator position.

The duties of appointive officers are addressed in individual sections of Chapter 5, with Section 2-506 currently titled “Duties of Other Officers,” which provides general direction that duties are set forth elsewhere in the code or by ordinance.

---

#### **Summary Of The Proposed Ordinance:**

Ordinance 2026-001 makes the following substantive changes to the Alpine Municipal Code:

##### **1. Adds the Town Administrator as an Appointive Officer**

The ordinance amends Section 2-501(A) to formally include the Town Administrator among the Town’s appointive officers. As with other appointive officers, the Town Administrator would be appointed by the Mayor with the advice and consent of a majority of the entire Town Council and would be subject to the same appeal rights for suspension or discharge.

**2. Establishes a New Section Defining the Duties of the Town Administrator**

The ordinance creates a new Section 2-506, which establishes the Town Administrator as an appointive administrative officer serving at the direction of the Mayor and Town Council. The duties focus on administrative coordination and support, including assisting with policy implementation, coordinating departmental activities, supporting budget and capital planning efforts, overseeing administrative functions such as contracts and grants, attending Town Council meetings, and performing other administrative duties as assigned.

**3. Clarifies That Statutory Authority Is Not Altered**

The ordinance expressly states that the creation of the Town Administrator position does not transfer, modify, or impair the statutory powers and duties of the Mayor, Town Council, Town Clerk, Town Treasurer, or any other municipal officer established by Wyoming law.

**4. Renumbers Existing Code Section**

The current Section 2-506, titled “Duties of Other Officers,” is renumbered as Section 2-507. The renumbered section remains in full force and effect without substantive amendment

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**Purpose And Effect:**

The purpose of Ordinance 2026-001 is to establish a Town Administrator position to assist with the coordination and administration of Town operations as Alpine’s organizational and administrative needs evolve. The ordinance provides a clear framework for administrative support while preserving the statutory roles and authorities of elected officials and existing appointive officers.

The ordinance does not mandate the immediate hiring of a Town Administrator; rather, it creates the position within the Municipal Code so that the Town Council and Mayor may utilize it if and when deemed appropriate.

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**Fiscal Impact:**

The adoption of Ordinance 2026-001 has **no fiscal impact**. This ordinance solely creates and defines the Town Administrator position within the Municipal Code and does not authorize funding, salary, or benefits.

Any fiscal impact would occur only if and when the Town Council separately approves the filling the position through appointment of a Town Administrator and/or a budget amendment.

## CHAPTER 5

### APPOINTIVE OFFICERS

#### 2-501. Appointive Officers - Generally.

A. The town treasurer, town clerk, town attorney, town engineer, chief of police, municipal court justice, and any and all other town officers or employees authorized by the council shall be hired or appointed by the mayor with the advice and consent of a majority (3) of the entire council. Any officer or employee suspended or discharged by the mayor shall have the right to appeal his suspension or discharge to the council, for consideration. The decision of the mayor may be reversed by a majority vote (3) of the entire council.

B. The annual salaries of the officers and employees of the town shall be fixed by the mayor and town council and shall be commensurate with the qualifications of the person appointed and the duties of the employment to be performed.

#### 2-502. Town treasurer/town clerk - duties. The duties of the Town Treasurer and Town Clerk who shall be one and the same person shall be as follows:

A. Receive all money derived for the benefit of the town, from any and every source, in each instance giving his official receipt therefor.

B. Disburse the same only on proper orders signed by the mayor, attested by the town clerk, and having affixed thereto the corporate seal. Such orders shall be paid in the order of their issue. All orders and warrants on the town treasurer shall have specified therein the services or indebtedness for which same are drawn.

C. Keep permanent, accurate and complete accounts and records of all receipts, orders and warrants.

D. If, at any time, any orders and warrants are not paid for lack of funds, the town treasurer shall endorse the date of presentation across the back thereof, and the reason for nonpayment; and the holder of such order or warrant shall be entitled to receive interest thereon, at the lawful rate from such date until paid.

E. The town treasurer shall endorse upon or attach to every bond or other evidence issued by the town pursuant to law, a certificate that the same is within the lawful debt limit of the

town and is issued pursuant to law. He shall sign such certificates in his official character.

F. The town treasurer shall at the end of each and every quarter and as often as required, render an account to the town council, under oath, showing the state of the treasury at the date of such account, and the balance of the money in the treasury; he shall also accompany such accounts with a statement of all receipts and disbursements, together with all warrants redeemed and paid by him.

G. The town treasurer shall prepare and compile with the assistance of the mayor and town council and town officers, the annual budget as required by state law.

H. The town treasurer shall allow examination of his books, accounts, and vouchers by the town council or any elector of the town.

I. He shall also perform such other duties as may be required of him by the mayor and town council, or by law.

J. Safely keep the corporate seal, papers, records and books belonging to the town.

K. Attend the meetings of the town council, recording the minutes thereof, which minutes, after approval of each meeting, shall be signed by the mayor, attested by the town clerk and have the town seal affixed.

L. Preserve consecutive record of all resolutions and ordinances passed by the council, promptly filing with each town department copies of any ordinance which may be of concern to such department; he shall also promptly file with the mayor a complete record of the titles of all ordinances, when the same are passed, and an exact copy of each governing ordinance, or ordinance requiring law enforcement.

M. Attest the signature of the mayor and affix the seal of the town to: All minutes of council proceedings, all resolutions and new ordinances passed, all bonds and business licenses issued, and such other documents as shall be required.

N. Attest all orders and warrants upon the town treasurer, keeping an accurate and permanent record thereof.

O. Keep a record of all outstanding bonds against the town, showing the number and amount of each, for and to whom such bonds were issued, and when any bonds are purchased, or paid, or

cancelled, such record shall show the fact, and in his annual report he shall describe particularly the bonds issued and sold during the year, and the terms of sale, with each and every item of expense thereof.

P. Issue business licenses in accordance with this code and the town ordinances.

Q. Perform such other duties as may be required of him by the mayor or the town council, or by law.

2-504. Town attorney - duties. The duties of the town attorney shall be as follows:

A. He shall commence, prosecute and defend all suits to which the town is a party, in all courts of the town and state.

B. Prosecute all suits for the violation of any provision of this code or other town ordinance.

C. Give his advice to the mayor and any member of the town council on legal questions arising that relate to the business of the town.

D. Draw all contracts to which the town is a party.

E. Revise, when necessary, all ordinances prior to their final passage by the council.

F. Draft and prepare all ordinances when so requested by the mayor or any member of the town council.

G. Attend the meetings of the council as requested by the Mayor.

H. Do all legal work relating to the town's business and perform such other duties as may be required of him by the mayor or the town council, or by law.

2-505. Town engineer - duties. The duties of the town engineer shall be as stated in a written contract between the town and engineer.

2-506. Duties of other officers. The duties of other appointive officers shall be as set forth under this code or other ordinances pertaining to their respective departments.



**TOWN OF ALPINE, WYOMING**  
**RESOLUTION 2026-010**

**A RESOLUTION AUTHORIZING REPRESENTATION OF THE TOWN OF ALPINE AT  
MEETINGS OF THE ALPINE MEADOWS PROPERTY OWNERS' ASSOCIATION**

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**WHEREAS**, the Town of Alpine is the owner of two (2) parcels of real property located within the Alpine Meadows subdivision; and

**WHEREAS**, ownership of property within the Alpine Meadows subdivision confers membership in the Alpine Meadows Property Owners Association (“Association”); and

**WHEREAS**, the governing documents of the Association provide that when a property owner is an entity rather than a natural person, such owner may act through a designated Authorized Representative; and

**WHEREAS**, as a municipal corporation, the Town of Alpine must act only through duly authorized officials or representatives; and

**WHEREAS**, the Town Council desires to establish a clear and consistent process for representation of the Town at meetings of the Association.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Alpine, Wyoming, that:

**1. Authorized Representation:**

- a) The Mayor of the Town of Alpine shall serve as the Town’s Authorized Representative for purposes of participation in the Alpine Meadows Property Owners Association.
- b) The Mayor may designate another individual to serve as the Town’s Authorized Representative; however, such designation must be made in writing and signed by the Mayor.
- c) No person shall represent the Town before the Association without written authorization from the Mayor.

**2. Written Authorization Required:**

- a) If a designee attends any meeting of the Association on behalf of the Town, the designee shall possess written authorization signed by the Mayor and shall provide such written authorization to the Association upon request as proof of authority.

**3. Parcels Covered:**

Town Of Alpine Resolution No. 2026-010 - Authorizing Representation Of The Town Of Alpine At Meetings Of The Alpine Meadows Property Owners Association



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2026-010**

**A RESOLUTION AUTHORIZING REPRESENTATION OF THE TOWN OF ALPINE AT  
MEETINGS OF THE ALPINE MEADOWS PROPERTY OWNERS' ASSOCIATION**

---

- a) This authorization applies to all parcels owned by the Town of Alpine within the Alpine Meadows subdivision.

**4. Scope of Authority:**

- a) The Authorized Representative is authorized to:
  - i. Attend meetings of the Association;
  - ii. Speak on behalf of the Town regarding matters affecting Town-owned property;
  - iii. Receive notices on behalf of the Town; and
  - iv. Exercise any membership or voting rights associated with the Town's ownership of property, consistent with the Association's governing documents and any direction provided by the Town Council.

**5. Limitations:**

- a) Nothing in this Resolution authorizes the Authorized Representative to:
  - i. Bind the Town to contracts, financial obligations, or agreements without prior approval of the Town Council; or
  - ii. Serve on the Association's Board of Directors unless separately elected or appointed pursuant to the Association's governing documents.

**6. Administration:**

- a) The Town Clerk is authorized to prepare and transmit written authorization documents as directed by the Mayor to implement this Resolution.

**7. Effective Date:**

- a) This Resolution shall take effect immediately upon adoption.



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2026-010**

**A RESOLUTION AUTHORIZING REPRESENTATION OF THE TOWN OF ALPINE AT  
MEETINGS OF THE ALPINE MEADOWS PROPERTY OWNERS' ASSOCIATION**

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**PASSED, APPROVED AND ADOPTED** this 17<sup>th</sup> day of February 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:**

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Eric Green, Mayor of Alpine

**ATTEST:**

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Monica L. Chenault, Town Clerk/Treasurer



## **TOWN OF ALPINE**

### **STAFF REPORT**

**TO:** Mayor and Town Council

**FROM:** Monica Chenault, Town Clerk

**DATE:** February 17, 2026

**RE:** Resolution No. 2026-010 – Designation of Authorized Representative for Alpine Meadows Property Owners Association

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#### **Purpose Of Staff Report:**

The purpose of this staff report is to outline the process by which the Town of Alpine authorizes representation at meetings of the Alpine Meadows Property Owners Association (POA) and to clarify that the Mayor shall serve as the Town's Authorized Representative unless the Mayor designates another individual in writing.

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#### **Background:**

Town of Alpine owns two (2) parcels within the Alpine Meadows subdivision. Ownership of property within the subdivision confers membership in the Alpine Meadows Property Owners Association.

Under the Association's governing documents, when a property owner is an entity rather than a natural person, that owner may act through a designated Authorized Representative.

As a municipal corporation, the Town must act only through duly authorized officials or representatives. Adoption of this Resolution establishes a clear and consistent process for representation and ensures that no individual may appear or act on behalf of the Town without proper authorization.

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#### **Governing Document Authority:**

The Alpine Meadows Property Owners Association Bylaws provide that:

1. Membership in the Association is appurtenant to ownership of property within the subdivision.
2. Each parcel carries membership rights as defined in the governing documents.

3. When the owner is not a natural person, the owner may appoint an Authorized Representative.
4. The Authorized Representative must be designated in writing.
5. The designation may be changed or revoked by written notice to the Association.

The Declaration of Covenants, Conditions, and Restrictions (CC&Rs) establishes the Association and membership framework but defers representation procedures to the Bylaws.

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### **Representation Structure Under the Proposed Resolution:**

The proposed Resolution provides the following structure:

1. The Mayor shall serve as the Town's Authorized Representative by default.
2. The Mayor may designate another individual to serve as Authorized Representative; however:
  - o The designation must be in writing.
  - o The designation must be signed by the Mayor.
  - o The designee must possess written authorization and provide it upon request to the Association.
3. No person may represent the Town before the Association without written authorization from the Mayor.

This structure ensures clarity and protects the Town from unauthorized representation.

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### **Effect of Owning Multiple Parcels:**

Ownership of two parcels does not require appointment of multiple representatives. However:

1. A single Authorized Representative may act on behalf of all Town-owned parcels within Alpine Meadows.
2. Each parcel constitutes a separate membership interest under the Association's governing documents. Therefore:
  - o Voting rights, if allocated per parcel, may apply to each parcel separately.
  - o The Authorized Representative may exercise those rights on behalf of the Town, subject to any direction provided by the Town Council.
3. Assessments, fees, or obligations associated with each parcel remain distinct and unaffected by this Resolution.

## **Scope And Limitations Of Authority:**

The Authorized Representative may:

1. Attend POA meetings on behalf of the Town.
2. Speak on matters affecting Town-owned property.
3. Receive notices on behalf of the Town.
4. Exercise membership or voting rights associated with the Town's parcels, consistent with governing documents and Council direction.

The Authorized Representative may not:

1. Bind the Town to contracts or financial obligations without prior Town Council approval.
2. Act beyond the authority granted by the Town Council.
3. Serve on the POA Board of Directors unless separately elected or appointed pursuant to POA governing documents.

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## **Administrative Implementation:**

Upon adoption of the Resolution:

1. If the Mayor designates another individual to serve as Authorized Representative, that designation shall be made in writing and signed by the Mayor.
2. The written designation shall identify:
  - o The Alpine Meadows Property Owners Association;
  - o The Town-owned parcels to which the designation applies;
  - o The name and title of the Authorized Representative;
  - o The effective date of the designation.
3. The written designation shall be transmitted to the Association and retained in the Town's official records.

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## **Fiscal Impact:**

There is no fiscal impact associated with this Resolution. Parcel-specific assessments or obligations remain unchanged.

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**Recommended Action:**

Staff recommends that the Town Council adopt a resolution allowing for the appointment of an authorized Representative to the Alpine Meadows Property Owners Association.