



TOWN COUNCIL MEETING AGENDA

December 02, 2025, at 7:00 PM/250 River Circle - Alpine, WY 83128

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

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**

APPROVAL OF CONSENT AGENDA

Items listed on the consent agenda are considered to be routine and will be enacted by one motion in the form listed hereafter. There will be no separate discussion of these items unless a Council member or citizen requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

5. **CONSENT AGENDA** – Mayor Green

- a. Town Council Minutes: November 18, 2025, Town Council Meeting Minutes
- b. Bills to Pay: 11/04/2025 to 11/26/2025
- c. Snake River MEP Invoice #010 - Alpine WWTP T&M Billing 11/10 - 11/14

6. **REPORTS**

- a. Mayor's Report – Eric Green
- b. Clerk/Treasurer Report – Monica Chenault
- c. Public Works Director Report - Craig Leseberg
- d. Code Enforcement Officer Report - submitted in writing
- e. Planning & Zoning Administrator Report – submitted in writing

7. **WORK SESSION ITEMS**

- a. Ordinance No. 2025-012 - Utility Procedure Ordinance - 3rd Reading Discussion
- b. Ordinance No. 2025-014 Capacity Fee Ordinance - 3rd Reading Discussion
- c. Ordinance No. 2025-013 Utility Rate Ordinance - 3rd Reading Discussion

8. **ACTION ITEMS**

a. Repeal of Resolutions 2025-047 and 2025-049:

Seeking a motion to repeal Resolution No. 2025-047, A Resolution Authorizing the Town of Alpine to Apply for a Grant from the Alpine Travel & Tourism Board for the Semiquincentennial Celebration, and Resolution No. 2025-049, A Resolution Authorizing the Expenditure of Funds for a Concert Deposit for the Town of Alpine's 250th Celebration.

b. Resolution No. 2025-052 - The Official Schedule Of Planning And Zoning Commission Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026

Seeking a motion to approve Resolution No. 2025-052 - The Official Schedule Of Planning And Zoning Commission Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026.

c. Resolution No 2025-053 - The Official Schedule Of Town Council Meetings For The Town Council Of Alpine, Wyoming, For The Calendar Year 2026:

Seeking a motion to approve Resolution No 2025-053 - The Official Schedule Of Town Council Meetings For The Town Council Of Alpine, Wyoming, For The Calendar Year 2026.

d. Resolution No. 2025-054 The Official Schedule Of Municipal Court Proceedings For The Town Of Alpine, Wyoming, For The Calendar Year 2026:

Seeking a motion to approve Resolution No. 2025-054 The Official Schedule Of Municipal Court Proceedings For The Town Of Alpine, Wyoming, For The Calendar Year 2026.

e. Resolution No. 2025-052 The Official Schedule Of Design Review Committee Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026:

Seeking a motion to approve Resolution No. 2025-052 The Official Schedule Of Design Review Committee Meetings For The Town Of Alpine, Wyoming, For The Calendar Year 2026.

f. Resolution No. 2025-051 - A Resolution Establishing The Application Period And Presentation Date For The Town Of Alpine's Available Retail Liquor License:

Seeking a motion to approve Resolution No. 2025-051 - A Resolution Establishing The Application Period And Presentation Date For The Town Of Alpine's Available Retail Liquor License.

9. PUBLIC COMMENT

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

10. EXECUTIVE SESSION

11. ADJOURNMENT



TOWN COUNCIL MEETING MINUTES

November 18, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

Mayor Green called the meeting to order at 6:00 p.m.

ROLL CALL

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

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter Executive Session to discuss legal matters. Councilmember Burchard seconded.

Voting Yea: Mayor Green, Councilmembers Larsen, Scaffide, Wierda, and Burchard.

The Council entered Executive Session at 6:03 p.m.

Councilmember Larsen made a motion to exit Executive Session and enter recess at 6:42 p.m. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Scaffide, Wierda, and Burchard. No action was made in executive session.

REGULAR MEETING

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

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: November 4, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the November 4, 2025, Town Council Meeting Minutes, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Bills to Pay Report: 11/05/2025 through 11/18/2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: 11/05/2025 through 11/18/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (c) Snake River MEP Invoice-009: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-009. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

REPORTS

Mayor's Report:

Mayor Green stated that he did not have a significant report for the evening. He noted that Town staff is currently focused on preparations for the upcoming winter season. Public Works has begun installing Christmas lights, and the community may begin to see those illuminated in the town park soon.

Mayor Green also informed the Council and public that, moving forward, he intends to refrain from voting on most items before the Town Council. His goal is to allow the Council's decisions and voices to stand on their own. He clarified that he will cast a vote only in the event of a tie, as permitted by statute, or on matters he is personally passionate about, such as resolutions of support. His intention is not to stop voting entirely but to limit his participation to those specific circumstances

Events Committee Report - Andrea Burchard:

Councilmember Burchard reported that Bingo Night is scheduled for this Friday. She noted that it is always an enjoyable community event and a great opportunity for residents to get out of the house. She added that all funds raised by Top of the Rockies and the American Legion are reinvested back into the community.

Councilmember Burchard also announced that the annual Community Thanksgiving Dinner will take place next Thursday. The event is open to everyone, regardless of circumstances—whether residents do not feel like cooking, do not have family nearby, or simply do not want to spend the holiday alone. The football games will be on, and the dinner is free to attend.

She mentioned that Mayor Green may be providing one of the turkeys this year and noted that no additional turkey bakers are needed at this time. Councilmember Burchard highlighted that the Thanksgiving Dinner is one of the best events the Town hosts and encouraged anyone without other plans to attend.

In response to a question, Councilmember Burchard shared that last year the event served over 200 people, including dine-in guests, deliveries, and to-go orders.

Engineering Report – Kevin Meagher, Jorgensen Engineering

Kevin Meagher reported that the radio-read water meter project is nearly complete. All small meters in stock have been installed and are communicating properly. Seven meters showed missing data and will be corrected. The new system has already identified several continuously running meters, likely indicating leaks. Public Works will contact the affected property owners.

The 8-inch vault for the Target area requires DEQ review due to its size. Jorgensen will prepare the design using the existing project budget, with installation anticipated in the spring. Large meters ordered through Change Order No. 2 are expected to arrive this month.

With the Master Water Report now complete, Jorgensen will prepare a budget for the DEQ permitting process for the Mega Well (Well 4).

Public Works Director Craig Leseberg met with the Water Development Commission and Select Water Committee regarding funding for the North Water Main Connection. The committees recommended funding the \$400,000 project, which now moves to the state legislature and could result in 50% funding.

The Wastewater Treatment Plant is operational but still has nuisance alarms and PLC adjustments pending. Jorgensen is also evaluating replacement UV systems, as the existing unit is 17 years old and failing.

Development activity was minimal this month, with only stormwater comments for the RV Rear Art Lodge under review.

Economic Development Report & Alpine Travel & Tourism Board Report – Jeremiah Larsen:

Councilmember Larsen reported no new updates on economic development from the County.

For Travel and Tourism, he stated that the Board met last week and reviewed several initial applications, including one from the Town for the semi-quincentennial celebration. Those items will return for second reading at the meeting scheduled for tomorrow at 6:00 p.m. The Board also reviewed applications from SBI Media, which received a 50% discount offer, and from Sam and Paul for a social media promotion project.

Councilmember Larsen provided an update on the new County Travel and Tourism Committee, noting that the group is still organizing its bylaws and structure and aims to be fully operational before summer.

He also reported that approximately \$306,000 remains in the Town's Travel and Tourism account, with about \$100,000 already committed. Councilmembers discussed being fiscally conservative, especially with the lodging tax returning to voters in 2026. Councilmember Larsen clarified that the lodging tax is paid by visitors, not residents, and that the Board may educate the public but cannot advocate on the vote.

Lincoln County Sheriff's Report – Submitted in writing:

WORK SESSION ITEMS

Utility Rate Discussion

Mayor Green opened the work session to review proposed utility rate changes and to ensure the public had a clear understanding of the issues. The Clerk provided a summary of the utility procedure ordinance, the capacity fee ordinance, and the utility rate ordinance, all of which were made available at the meeting along with a full staff report.

The Clerk explained that recent rate studies show the Town's water and wastewater funds are not generating sufficient revenue to cover operating costs, maintenance, regulatory requirements, and long-term capital needs. The previous base rate structure did not sufficiently cover fixed costs, resulting in residential customers subsidizing higher-capacity users. A meter-based structure is needed to correct this imbalance.

She further explained that capacity fees—once adopted—may only be used for expansion projects such as the Mega Well tie-in and cannot be used for operations. Historically, connection fees have been used to subsidize operating costs, which is not permissible under state statute. Transitioning to capacity fees significantly reduces connection fee revenue, increasing the need for rate adjustments. She also clarified that the proposed wastewater rate increase does not include costs related to Melvin Brewing, as they are responsible for their own pretreatment system.

The Town has historically used the general fund to subsidize water and sewer operations, which is prohibited for enterprise funds. To comply with state requirements, water and sewer operations must be self-sustaining.

A comparison of regional water rates was presented, showing that Alpine's base rates remain lower than many nearby systems, though methodologies differ.

Town Council members discussed the financial challenges and the need to correct long-standing structural issues. Some members expressed concern about the impact on single-family households, while others emphasized the need to ensure infrastructure maintenance and future

planning. Council discussed past decisions regarding rate setting, system credits, and connection fees, and acknowledged the difficulty of implementing increases.

The Mayor then opened the floor for public comment, allowing up to three minutes per speaker and a total of 20 minutes of comment time.

Resident Michael Nuget expressed concern about the cumulative financial burden on homeowners from recent property tax increases and prior water and sewer rate increases, stating that additional utility rate increases would be difficult for working residents to absorb. He asked the Council to further explore alternative solutions before approving broad rate increases.

Resident Vilana Mandel stated that she and her husband moved to Alpine for affordability and are struggling with the current utility costs. She questioned whether new development and larger homes are paying their fair share of connection and capacity fees and whether those costs are being spread unfairly across existing homeowners. Staff responded that the proposed ordinances implement a methodology based on fixture units and service line size so that larger homes and higher-capacity users pay proportionally more, and that capacity and connection fee structures and building fees are available for public review.

Resident Troy Johnson, a 35-year resident, raised questions about the historic treatment of business versus residential base rates and hookup fees. He suggested that sewer charges should be tied more directly to gallons of water used and expressed concern about the impact of Melvin Brewing on the system. Staff and Council clarified that Melvin is responsible for its own pretreatment costs, that user fees are not being raised to cover Melvin's pretreatment facility, and that the proposed ordinances are intended to align revenues with actual operating and capital costs of the water and sewer systems. Mr. Johnson stated he would prefer that the rate ordinances be tabled until additional questions can be addressed.

Hearing no further public comment, Mayor Green closed the public comment period and moved on to action items.

ACTION ITEMS

Action Items Water and Sewer Extension - Creative Properties, LLC – Lot #12, Palisades Heights (160 Hwy 89): and Creative Properties, LLC Special Use Permit Application: were originally heard and voted on at the previous council meeting. However, due to a tie vote, the outcome was unclear. These items were therefore placed back on the agenda for clarification and final action.

Water and Sewer Extension - Creative Properties, LLC – Lot #12, Palisades Heights (160 Hwy 89):

Councilmember Larsen made a motion to approve the Water and Sewer Extension - Creative Properties, LLC – Lot #12, Palisades Heights (160 Hwy 89). Councilmember Burchard seconded.

Voting Yea: Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard.

Voting Abstain: Councilmember Scaffide and Mayor Green. Motion carried.

Creative Properties, LLC Special Use Permit Application:

Councilmember Larsen made a motion to approve Creative Properties, LLC Special Use Permit Application. Councilmember Burchard seconded.

Councilmember Scaffide clarified that she was abstaining from both votes regarding Creative Properties because the company is her landlord, creating a financial dynamic that requires her to abstain. She stated that the Town has been issuing a significant number of special use permits and expressed disappointment that the Town is spending over two hundred thousand dollars on a master plan. She further clarified that she does not have a financial interest in the proposed development; however, the property owner involved is her landlord.

Voting Yea: Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard.

Voting Abstain: Councilmember Scaffide and Mayor Green. Motion carried.

Ordinance No. 2025-012 - Utility Procedure Ordinance - 2nd Reading:

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-012 - Utility Procedure Ordinance. Councilmember Burchard seconded.

Clerk Chenault recommended amendments to require utility connections located outside the Town's incorporated boundaries to execute an Extraterritorial Agreement prior to issuance of a permit to connect. She explained that, following discussions with the Public Service Commission, it is standard practice for utilities serving customers outside municipal limits to have such agreements in place. These agreements ensure that the Town's utility customers outside town limits agree to follow the Town's water and sewer rules and regulations, adopted by ordinance, and provide assurance that service will be continued. Because those properties are not subject to Town ordinances, the agreements are necessary to apply the Town's utility requirements.

The recommended amendments were:

- **Section VI(d)(iii):** Add, "All water connections located outside the incorporated boundaries of the Town of Alpine are required to execute an Extraterritorial Agreement prior to the issuance of any permit to connect."
- **Section IX(d)(iii):** Add, "All sewer connections located outside the incorporated boundaries of the Town of Alpine are required to execute an Extraterritorial Agreement prior to the issuance of any permit to connect."

Councilmember Larsen made a motion to amend the main motion to include the recommended amendments. Councilmember Burchard seconded. The motion to amend passed unanimously.

With the amendment incorporated, Mayor Green asked for final discussion on the ordinance. Hearing none, the motion to approve Ordinance No. 2025-012 on second reading passed unanimously.

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

Ordinance No. 2025-014 Capacity Fee Ordinance - 2nd Reading

Councilmember Burchard made a motion to approve 2nd Reading of Ordinance No. 2025-014 Capacity Fee Ordinance. Councilmember Larsen seconded.

Clerk Chenault reported no changes from the first reading. There were no questions or comments from the Town Council.

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

Ordinance No. 2025-013 Utility Rate Ordinance - 2nd Reading

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2025-013 Utility Rate Ordinance. Councilmember Burchard seconded.

Clerk Chenault stated that Ordinance 2025-013 requires two amendments:

1. adding Attachment A – Fixture Unit to ERU Calculator, and
2. amending the definition of “Fixture Unit” in Section IV to reference the International Building Code and Attachment A.

Councilmember Scaffide proposed an amendment to keep all ¾-inch line rates at their current level while allowing other rates to increase. The motion failed for lack of a second.

Clerk Chenault explained that a graduated sewer rate based on line size was initially considered but resulted in a loss of revenue; therefore, the ERU method was retained. Councilmember Wierda noted that the recommended water usage rate from the study was \$3.50 per thousand gallons, while the proposed \$2.30 rate achieves 100% of operating costs but leaves little margin.

Council discussed the potential for future sewer usage rates and the option for customers to install deduct meters for irrigation. Staff emphasized the Town’s requirement to fund depreciation and maintain reserves to remain eligible for state grants and loans.

Councilmember Larsen made an amendment to the motion to attach Attachment A and update Section IV language accordingly. Councilmember Burchard seconded. Motion passed unanimously.

Vote on Ordinance 2025-013, Second Reading: Voting Yea: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Voting Abstain: Mayor Green. Voting No: Councilmember Scaffide. Motion carried.

Ordinance No. 2025-016 - Regulating The Operation Of Off-Road Vehicles Within Town Limits - 1st Reading

Councilmember Larsen made a motion to approve 1st Reading of Ordinance No. 2025-016 Regulating The Operation Of Off-Road Vehicles Within Town Limits. Councilmember Burchard seconded.

Mayor Green provided background on the need for the ordinance, explaining that State Trails requires a designated ORV route through Town in order for the Town to receive grant support for a narrower groomer capable of restoring safe snowmobile access to McCoy Creek without multiple highway crossings. State Trails will fund fuel and hourly operation for the groomer once the Town adopts a designated route. The intention of the ordinance is not to regulate local recreational riding but to formally designate a preferred route for State Trails purposes.

Council discussed concerns with the current language in Sections 3 and 4, including driver's license requirements, inspections, enforcement provisions, penalties, and route restrictions. Councilmembers expressed that Alpine's long-standing culture of ORV and snowmobile use should be preserved and the Town should avoid creating overly strict or duplicative rules. Members also noted potential contradictions with state statute regarding snowmobile licensing and questioned whether additional policing language was needed.

Public Comment:

Residents including Mo Wilson, August Wittig, Shaden Corsai, and Troy Johnson spoke. Commenters supported having a *preferred route* to guide out-of-state riders and reduce safety issues, especially along main roads and near McCoy Creek. They emphasized, however, that local youth have long ridden ORVs and snowmobiles on Town roads and that such use is a core part of Alpine's culture. Speakers stated that responsibility for minors' ORV use rests with parents and households, and that existing traffic laws already provide tools for deputies to address unsafe behavior (e.g., speeding, reckless riding).

Residents expressed concern that the ordinance's current language—particularly Sections 3 and 4—was too broad and could allow future councils or officers to enforce more aggressively than intended. They urged the Council to remove burdensome licensing, inspection, and enforcement language, avoid prohibiting ORVs in park parking lots, and focus the ordinance solely on designating the required route.

Commenters also spoke about the challenges created when the highway reconstruction removed the former McCoy Creek snowmobile access and questioned the cost, responsibility, and feasibility of operating the leased groomer, including reliance on volunteers. Several residents offered historical context about past snowmobile grooming and conflicts with federal land restrictions near the bird sanctuary.

Following public comment, the Council agreed to revise the ordinance before the second reading. Town Attorney Sanderson will develop updated language—likely removing Sections 3 and 4 and clarifying the preferred route—for review at the next meeting.

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

Mayor Green then entered a 5-minute recess.

Resolution No. 2025-049 - Authorizing The Expenditure Of Funds For A Concert Deposit For The Town Of Alpine's 250th Celebration

Councilmember Larsen made a motion to approve Resolution No. 2025-049 - Authorizing The Expenditure Of Funds For A Concert Deposit For The Town Of Alpine's 250th Celebration. Councilmember Burchard seconded.

Discussion included that the concert is planned for July 4, with related events beginning July 2–3. The concert will be held on the ball field with multiple parking areas identified. Alternate fireworks locations are being evaluated. The proposed headliner is Jake Worthington. Council expressed a desire to keep the event affordable while acknowledging that tickets, sponsorships, and donations may be needed to offset costs. Tourism funds will cover a portion of expenses.

Due to an unclear vote, the item was re-stated. Councilmember Larsen moved to approve Resolution No. 2025-049 authorizing the concert deposit; the motion was seconded. On re-vote, the motion passed, with Councilmember Larsen abstaining and one nay vote recorded.

Councilmember Larsen moved to approve Resolution No. 2025-049 authorizing the expenditure of funds for a concert deposit for the Town of Alpine's 250th celebration. The motion was seconded. On re-vote, the motion carried, with Councilmember Larsen abstaining due to his service on the Travel and Tourism Board and one nay vote recorded (Scaffide).

Updated TextMyGov Agreement

TextMyGov agreement, establishing a new three-year term and updating the annual messaging allotment to 150,000 text messages per year at a total annual cost of \$2,600, and authorize Mayor Green to sign

Councilmember Larsen made a motion to approve TextMyGov agreement, establishing a new three-year term and updating the annual messaging allotment to 150,000 text messages per year at a total annual cost of \$2,600, and authorize Mayor Green to sign. Councilmember Burchard seconded.

Mayor Green explained that the Town had already exhausted its initial 25,000 texts plus an additional 50,000 provided, and that the system has been well-used for community notifications. The increase represents approximately \$600 more per year to reach more residents.

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

Equipment Lease - SR3X Snowcat Groomer

Councilmember Larsen made a motion to approve Equipment Lease - SR3X Snowcat Groomer. Councilmember Burchard seconded.

Discussion noted:

- The lease is funded through previously approved Travel and Tourism grant dollars (approximately \$40,000–\$41,000), already budgeted by both Travel and Tourism and the Town.
- The lease provides approximately 480 hours of available grooming time for the season, equating to about 30–37 hours per week depending on snow conditions and season length.
- The primary purpose is to provide a groomed route along the highway corridor to restore safe access to McCoy Creek and improve connectivity, with potential additional grooming around town and in other areas if hours permit.
- The lease is considered an experimental/pilot program to evaluate long-term feasibility before any consideration of a major capital purchase.
- Alpine Trails and Pathways will continue its existing contract for cross-country grooming at the lakebed this season; this lease does not replace that contract.
- The lease requires proof of Town insurance. Town staff and select individuals will be trained to operate the groomer, and paid operators or compensated volunteers may be used if the program continues.

Questions were raised about liability, volunteer use of equipment, and the long-term cost of ownership versus leasing.

Councilmember Larsen abstained due to his involvement with Travel and Tourism. Motion passed with remaining members voting in favor and one abstention.

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

Resolution No. 2025-048 Authorizing The Transfer Of Funds From The SSFA Project Expenses Account To The FY 2026 Capital Projects Account

Councilmember Larsen made a motion to approve Resolution No. 2025-048 Authorizing The Transfer Of Funds From The SSFA Project Expenses Account To The FY 2026 Capital Projects Account. Councilmember Burchard seconded.

Staff explained that the Town's required match for the SS4A grant was fully covered by additional grant funding, freeing the local funds originally budgeted for that purpose. The snowblower attachment for the wheeled skid steer is no longer functional and must be replaced

for the upcoming season. The resolution moves \$12,000 from the SS4A project account to the capital projects account to fund the new snowblower.

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

PUBLIC COMMENT

Justin Scott, Alpine resident, spoke in support of the Town’s 250th celebration and concert but urged the Council to be mindful of environmental impacts when selecting fireworks and parking locations, particularly regarding sagebrush and open land near the ice rink area. He requested the Town avoid unnecessary disturbance or “scarring” of natural areas for a one-day event and remain conscious of long-term impacts.

Councilmember Scaffide made comment questioned Mayor Green’s earlier statement that he intends to abstain from most votes and expressed concern about the perception of a “lame duck” role for the remainder of the term. The Mayor explained that, in response to public perceptions that he is overly involved in certain issues, he is choosing to generally vote only to break ties, while still retaining his legal authority to vote when necessary. He noted he would further reflect on the concern and how best to balance representation and perception.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 9:30 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on November 4th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 11/4/2025 - 11/26/2025

Page: 1
Nov 26, 2025 02:03PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
11/25	11/20/2025	20586	1940	Silver Star Communications	10-20100	236.24	M
11/25	11/20/2025	20587	1940	Silver Star Communications	52-20100	321.36	M
11/25	11/20/2025	20588	1940	Silver Star Communications	10-20100	681.67	M
11/25	11/05/2025	20589	410	AT&T MOBILITY	10-20100	622.28	M
11/25	11/10/2025	20590	3780	The Bancorp	10-20100	8,053.61	M
11/25	11/05/2025	20592	2880	Xpress Bill Pay	10-20100	645.94	M
11/25	11/22/2025	20621	960	First Bank Card	10-20100	4,369.45	M
11/25	11/06/2025	20740	4130	Snake River MEP Complete	52-20100	43,170.68	
11/25	11/18/2025	20745	3340	Ahren Schultheis	52-20100	1,000.00	
11/25	11/18/2025	20746	250	Alpine Ace Hardware	52-20100	1,925.94	
11/25	11/18/2025	20747	340	Altitude Air, LLC	10-20100	3,158.00	
11/25	11/18/2025	20748	570	Broulims-Alpine	10-20100	551.94	
11/25	11/18/2025	20749	4310	Burchard, Dave	10-20100	200.00	
11/25	11/18/2025	20750	620	Caselle	52-20100	3,097.00	
11/25	11/18/2025	20751	4280	Commercial Tire, Inc.	10-20100	409.80	
11/25	11/18/2025	20752	670	David Burchard	10-20100	99.99	
11/25	11/18/2025	20753	860	Dry Creek Enterprises, Inc	10-20100	408.00	
11/25	11/18/2025	20754	980	FP Mailing Solutions	10-20100	149.85	
11/25	11/18/2025	20755	1070	Gray Bear Productions, LLC	10-20100	25,000.00	
11/25	11/18/2025	20756	2890	High Country Linen	52-20100	239.79	
11/25	11/18/2025	20757	3570	Hunt Construction, Inc	10-20100	5,640.00	
11/25	11/18/2025	20758	1310	Jenkins Building Supply	10-20100	498.86	
11/25	11/18/2025	20759	1430	Kubwater Resources, Inc.	52-20100	2,280.71	
11/25	11/18/2025	20760	3475	Leseberg, Craig	51-20100	457.79	
11/25	11/18/2025	20761	1510	Lincoln County Sheriff's Office	10-20100	706.50	
11/25	11/18/2025	20762	1530	Lincoln County Water Quality Lab	51-20100	81.00	
11/25	11/18/2025	20763	4300	Mountain States Capital	10-20100	39,900.00	
11/25	11/18/2025	20764	1680	Norco, Inc	10-20100	40.92	
11/25	11/18/2025	20765	4090	Pacific Office Automation	10-20100	220.88	
11/25	11/18/2025	20766	1810	Parkland USA Corporation	10-20100	1,481.67	
11/25	11/18/2025	20767	3940	PEAC Solutions	10-20100	282.98	
11/25	11/18/2025	20768	3900	Peak Water Services, LLC	52-20100	1,435.00	
11/25	11/18/2025	20769	4170	Stelting & Gross Attorneys at Law	52-20100	2,637.50	
11/25	11/18/2025	20770	790	Suncore Construction and Materials, Inc.	10-20100	3,382.87	
11/25	11/18/2025	20771	2140	SVI Media	10-20100	1,247.75	
11/25	11/18/2025	20772	3990	Tara Bender	10-20100	33.23	
11/25	11/18/2025	20773	2390	USABlueBook	52-20100	3,627.26	
11/25	11/18/2025	20774	3530	Westbank Sanitation	10-20100	312.66	
11/25	11/18/2025	20775	2590	Western States Equipment	10-20100	1,276.98	
11/25	11/18/2025	20776	4150	Yost	52-20100	158.96	
Grand Totals:						160,045.06	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	319.45	99,944.85-	99,625.40-
10-42-240	720.25	.00	720.25
10-42-325	503.86	.00	503.86
10-42-335	1,445.80	.00	1,445.80

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 11/4/2025 - 11/26/2025

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GL Account	Debit	Credit	Proof
10-42-340	600.15	.00	600.15
10-42-350	869.25	.00	869.25
10-42-370	83.62	.00	83.62
10-42-390	22.53	.00	22.53
10-42-405	149.85	.00	149.85
10-42-410	651.61	39.23-	612.38
10-45-411	197.00	.00	197.00
10-48-410	28.50	.00	28.50
10-48-415	64,900.00	.00	64,900.00
10-50-350	38.00	.00	38.00
10-50-395	69.00	.00	69.00
10-50-410	709.01	.00	709.01
10-50-411	166.66	.00	166.66
10-54-333	5,943.24	.00	5,943.24
10-54-334	3,854.99	80.00-	3,774.99
10-54-351	1,686.78	.00	1,686.78
10-54-454	410.67	.00	410.67
10-54-455	410.67	.00	410.67
10-56-319	706.50	.00	706.50
10-56-335	.99	.00	.99
10-56-452	44.11	.00	44.11
10-56-454	33.23	.00	33.23
10-58-330	759.25	.00	759.25
10-58-332	729.14	.00	729.14
10-58-334	3,158.00	.00	3,158.00
10-58-410	803.84	37.54-	766.30
10-58-411	9.68	.00	9.68
10-58-450	49.30	.00	49.30
10-58-452	233.74	.00	233.74
10-58-454	345.67	.00	345.67
10-65-332	479.78	.00	479.78
10-65-452	260.00	48.32-	211.68
10-65-454	359.07	114.36-	244.71
10-66-424	145.50	.00	145.50
10-90-541	312.00	.00	312.00
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	2,922.50-	2,922.50-
51-42-335	887.31	.00	887.31
51-42-370	281.16	.00	281.16
51-42-395	457.79	.00	457.79
51-42-410	111.77	.00	111.77
51-80-320	81.00	.00	81.00
51-80-332	260.40	.00	260.40
51-80-335	166.67	.00	166.67
51-80-395	165.00	.00	165.00
51-80-452	168.30	.00	168.30
51-80-453	22.99	.00	22.99
51-80-454	320.11	.00	320.11
52-20100	4.16	57,501.32-	57,497.16-
52-42-335	853.84	.00	853.84
52-42-370	281.16	.00	281.16
52-42-410	102.98	.00	102.98
52-82-332	1,495.52	.00	1,495.52
52-82-335	166.67	.00	166.67
52-82-454	405.33	.00	405.33
52-82-455	300.11	4.16-	295.95
52-83-332	5,727.47	.00	5,727.47

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 11/4/2025 - 11/26/2025

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GL Account	Debit	Credit	Proof
52-84-110	1,000.00	.00	1,000.00
52-84-320	111.32	.00	111.32
52-84-332	827.22	.00	827.22
52-84-454	262.37	.00	262.37
52-84-500	11.15	.00	11.15
52-90-541	45,956.18	.00	45,956.18
Grand Totals:	160,692.28	160,692.28-	.00

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



T&M Billing # 010

Attention: Kevin Meagher

Company: Jorgensen

Regarding: Alpine WWTP

Subject: Alpine WWTP T&M Billing #010 11/10-11/14

From: Casey Rammell

Pages: 1

Date: 11/19/2025

MATERIAL				
Line Item	QTY	Rate	TOTAL	
Material	1	37.30	\$37.30	
Total Material Change:			\$37.30	
LABOR				
Labor: Service Tech	0	175	\$0.00	
Labor: Control Tech	0	155	\$0.00	
Labor: Mech/Elec/Plb. Journeyman	9	130	\$1,170.00	
Labor: Mech/Elec/Plb. Apprentice	0	105	\$0.00	
Subtotal Labor:			\$1,170.00	
Subtotal:			\$1,170.00	
Overhead		5%	\$58.50	
Subtotal:			\$1,228.50	
Profit		10%	\$122.85	
Total Labor Change:			\$1,351.35	
Total Amount(Material + Labor):			\$1,388.65	

Total Debit - Credit

\$1,388.65

All prices valid for 30 days, time extensions are requested on all change orders. We appreciate the opportunity to work with you. Please let us know if there are any questions or comments.

Regards,

Casey Rammell
President

Snake River Supply, LLC			
Project:	Alpine WWTP	11/19/2025	
Invoice:	AWWTP MAT # 010	11/10-11/14	
Line Item	Description	QTY	Amount
1	Connector,Polypropylene,CompxM,1/2In	2	\$37.30
2		0	\$0.00
3		0	\$0.00
4		0	\$0.00
5		0	\$0.00
6		0	\$0.00
7			\$0.00
8			\$0.00
9			\$0.00
10			\$0.00
	SUBTOTAL		\$37.30

Daily Report (1) #73

Name	11/10/25
Status	Approved
Assignee	Hubert (Jess) Williams (HWI)
Date	11-11-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
11 Nov 06:00 AM	 Clear	28°F	0.0"	82%	4 mph
11 Nov 12:00 PM	 Sunny	52°F	0.0"	45%	5 mph
11 Nov 04:00 PM	 Partly Cloudy	53°F	0.0"	41%	8 mph

General Info

Any schedule delays?	☐
Any weather impact?	☐
Any accidents on site?	☐
Any injuries reported?	☐
General notes	I told Dustin to stop unplugging it because H2S will kill you Fans are running at 50HZ and just over half amp belts are rubbing bad

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	2.0 hrs.	2.0 hrs.	2100 Electrical/Controls	Cut a blank off plate for grill above door and in stalled it ended up ramping fans up to move enough air that the H2S will stop alarming
Jess Williams		1	0.5 hrs.	0.5 hrs.	4100 Supervisory Labor	
Total				2.5 hrs.		

Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
-------------	------------	----------------	--------------	-------

Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
-------------	----------	------	-----------	------------	-------

Activity Log

Activity	Percent Complete	Notes
----------	------------------	-------

Attachments

Signature

Signed by Mick Rammell - Snake River MEP Complete
on November 11, 2025 07:21 AM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on November 11, 2025 08:26 AM from Hubert (Jess) Williams's device



Daily Report (1) #74

Name	11/13/25
Status	Approved
Assignee	Hubert (Jess) Williams (HWI)
Date	11-13-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
13 Nov 06:00 AM	 Clear	25°F	0.0"	86%	3 mph
13 Nov 12:00 PM	 Sunny	52°F	0.0"	42%	6 mph
13 Nov 04:00 PM	 Sunny	58°F	0.0"	33%	11 mph

General Info

Any schedule delays?	☐
Any weather impact?	☐
Any accidents on site?	☐
Any injuries reported?	☐
General notes	Gas detector was unplugged

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	3.0 hrs.	3.0 hrs.	2100 Electrical/Controls	Replaced boarded on water heater fixed clogged eye wash set mixing valve and put new parts on acid and base line
Jess Williams		1	1.0 hrs.	1.0 hrs.	4100 Supervisory Labor	
Total				4.0 hrs.		

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

Section 5, Itemc.

Description	Quantity	Unit	Unit cost	Total cost	Notes
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Activity Log

Activity	Percent Complete	Notes
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Attachments



Signature

Signed by Mick Rammell - Snake River MEP Complete
on November 13, 2025 09:12 PM from Mick Rammell's device

Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on November 17, 2025 08:00 AM from Hubert (Jess) Williams's device

Jess Williams

CONTRACTOR'S CONDITIONAL WAIVER AND LIEN RELEASE

Upon receipt by the undersigned company of a PAYMENT from the Town of Alpine (owner) in the sum of \$ 1,388.65 payable to **Snake River MEP**, and when the check has been properly endorsed and paid by the bank upon which it is drawn, this document shall become effective to waive and release any mechanic's lien, stop notice or bond right the undersigned has on the job of the owner located at 281 Buffalo Drive, Alpine, Wyoming, up and through **this date of** 11-14-2025, except that the waiver and release does not cover any retainage, items furnished after said date, or any unpaid change orders or disputed claims.

CONTRACTOR
Snake River MEP

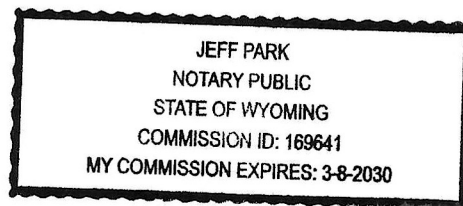

(Signature)

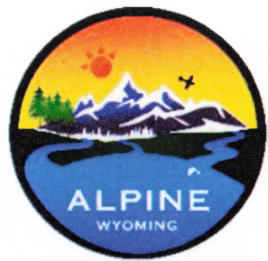
Vice President
(Title)

Subscribed and sworn to me on this 19th Day of November, 2025

NOTARY:

Jeff Park
Notary Public for the State of Wyoming
My commission Expires on: 3-8-2030





Town of Alpine Code Enforcement Officer Report

10/30/25 to 11/25/25

Meeting Date: December 2, 2025
Submitted By: Tara Bender, Code Enforcement Officer
Prepared On: November 26, 2025

Citations/Warnings	0 Citations 0 Warnings
Stop Work Orders Issued	0
Total Responses/Investigations	16

Traffic – Right of Way	1	Business License Compliance	5
Traffic – Property Damage	1	Animal – At Large/Menacing	2
Abandoned Property - Trespass	1	Animal – Lost Dog	2
Resident Inquiry – TOA Ordinances	1	LUDC Compliance – Permits/Affidavits	3

Tara Bender
Code Enforcement Officer
250 River Circle P.O. Box 3070
Alpine, Wyoming 83128
Cell: (307) 226-5430
E-mail: municipal@alpinewy.gov
www.alpinewy.gov



ORDINANCE NO. 2025-012

AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NO. 2022-14 FOR THE PURPOSE OF ESTABLISHING UTILITY BILLING PROCEDURES, USAGE FEES, CONNECTION FEES, CONNECTION REQUIREMENTS, AND COLLECTION POLICIES.

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

Section I: Title:

This ordinance shall be known and may be cited as the "Utility Procedure Ordinance of the Town of Alpine."

Section II: Ordinances Repealed:

Ordinance No. 2022-14, together with all ordinances or parts of ordinances in conflict with this ordinance, are hereby repealed.

Section III: Effective Date:

This ordinance shall be effective on the date of passage. All procedures specified herein shall begin on the first billing period after passing and approval of this Ordinance.

Section IV: Water Commissioner:

- a) Appointment: The Mayor shall designate a Town employee to serve as Water Commissioner. The designated employee must hold a Level 1 certification from the Wyoming Department of Environmental Quality as a water operator. This designation may be modified at any time at the discretion of the Mayor.
- b) Authority: The Water Commissioner or other designated employee shall have the authority to investigate applications for water and sewer services. The Water Commissioner shall also have the authority to terminate or temporarily suspend water/sewer services as provided in this article

Section V: Definitions: As used in this ordinance:

- a) "Town" means the Town of Alpine, Wyoming.
- b) "~~Any Individual or Entity~~ ~~Customer or consumer~~" means any individual, firm, corporation, or entity that receives utility services from the Town.
- c) "Utility services" means water and/or wastewater services provided by the Town.
- d) "Delinquent account" means any utility account not paid in full by the due date specified on the bill.

- e) “Curb-box” (also known as a "valve box") means a vertical cast iron sleeve, accessible from the public right-of-way, housing the shutoff valve (curb-stop) for a property's water service line. The curb-box is typically located between a building and the water main lines and usually consists of a metal tube with a removable or sliding lid, allowing access to the turn-key within.
- f) “Curb-Stop” (also known as a "shutoff valve") means a valve and protective enclosure box placed in a user's water service line for the purpose of turning the water utility service on/off.
- g) “Water/Sewer Service” means a water/sewer service (or lateral) utility line connecting the Town's utility main lines (water distribution system and sewer collection system) to a property's premises plumbing. The service or lateral originates at the connection of the main and includes all piping, equipment, and appurtenance installed to deliver the utility to the property, including any portion of that line that lies within Town property, right-of-way, or easements.
- h) Equivalent Residential Unit (ERU) Fees are based on a monetary cost (\$) per ERU.
- i) Equivalent Residential Unit (ERU) means 25-Fixture Units.

Section VI: Water Rates, Fees and Requirements:

- a) Water Rates and Fees: Water rates and fees shall be established by the most recent version of the Town of Alpine Utility Rate Ordinance.
- b) Connection & Capacity Fees Required:
 - i. Water Connection Fee: The Water Connection Fee is a one-time charge assessed by the Town of Alpine to recover the costs associated with providing a new physical connection to the Town's culinary water system. This fee includes labor to tap the water main, inspection services, review, approval necessary to ensure compliance with Town standards and specifications, the water meter, and labor to install the meter. All new water service connections, including services used solely for the purposes of fire suppression, shall be subject to the payment of the connection fee. This fee must be paid before a permit to connect will be issued.
 - ii. Water Connection Fees Outside Municipal Limits: All Town Council approved water connections located outside the municipal limits shall be charged 125% of all rates and fees as adopted in the most recent Utility Rate Ordinance.
 - iii. Water Capacity Fee: The Water Capacity Fee is one-time charge imposed on new development to pay for a proportionate share of the cost of new or expanded water system capital facilities required to serve such development. All new water service connections, with the exception of connections installed and used exclusively for fire suppression purposes, shall be subject to payment of the capacity fee. This fee must be paid before a permit to connect is issued.
- c) Monthly Usage Fees Required:

- i. **Base Rate:** The water base rate is a fixed monthly fee charged to each water user, regardless of the amount of water used. This fee covers the cost of maintaining the water system infrastructure, administrative expenses, and ensuring the availability of water service. The base rate shall be determined according to the size of the water service connection, with larger service sizes subject to higher base rates to reflect their proportionate impact on system capacity and maintenance requirements.
 - ii. **Water Per Gallon Charge:** In addition to the base rate, each water user shall be billed for the actual volume of water consumed during the billing period. Water usage shall be billed in increments of one thousand (1,000) gallons. The per-gallon charge is a variable fee assessed according to the number of 1,000-gallon units consumed, as recorded by the water meter.
 - iii. **Water Rates for Properties Outside Municipal Limits:** Both the base rate and the per-gallon water usage charge shall be assessed at one hundred twenty-five percent (125%) of the in-town rates for all users located outside the incorporated municipal boundaries of the Town of Alpine. All Water Connections located outside the incorporated boundaries of the Town of Alpine are required to execute an Extraterritorial Agreement prior to the issuance of any permit to connect.
 - iv. **Water Service Fees – Meter Replacement:** Water service fees shall include charges established to cover the cost of replacement of water meters. These fees ensure the Town of Alpine can maintain accurate metering equipment, recover the cost of meter materials and installation, and provide for the continued operation and reliability of the municipal water system. If a water meter is intentionally damaged or tampered with, the property owner will be responsible for all repair or replacement costs and any related fees.
 - v. **Readiness to Serve Fee:** All vacant lots and all services installed exclusively for the purposes of fire suppression located within the municipal boundaries of the Town of Alpine that are not currently connected to the Town’s water system shall be charged a monthly readiness to serve fee (Fire Suppression Readiness-Serve-Fee) This fee is required to maintain system availability and infrastructure readiness.
 - vi. **Readiness to Serve Fee outside Municipal Limits:** All vacant lots and all services installed exclusively for the purposes of fire suppression located outside the municipal boundaries of the Town of Alpine that have water service extended and accessible to their property shall be required to pay the monthly readiness to serve fee, regardless of whether the property is currently connected. The readiness to serve fee for out-of-town properties shall be charged at one hundred twenty-five percent (125%) of the in-town rate.
- d) **Water Connection Requirements:**

- i. **Mandatory Connection to Town Water System:** Connection to the Town of Alpine municipal water system is mandatory for all properties located within the incorporated limits of the Town. The installation or use of private culinary water wells is strictly prohibited within the Town of Alpine.
- ii. **Application Required:** All new water service users, and all existing users requesting a change in their water service or a change of use, shall be required to submit a completed application to the Town prior to connection or modification of service.
- iii. **Permit to Connect Required:** No connection shall be made to the municipal water system without first obtaining a permit to connect from the Town of Alpine Public Works Department. This permit is required prior to any construction or installation activity involving the Town's water infrastructure.
- e) **Permit to Connect: Issuance, Duration, and Conditions**
 - i. **Issuance:** The Water Commissioner shall issue all permits to connect to the water system.
 - ii. **Duration and Extension:** Upon issuance, the applicant has two (2) years to connect to the town's culinary water system. Before expiration, a written request may be submitted for a one-time, one (1) year extension upon demonstration of good cause by the applicant. A fee shall be charged for the extension.
 - iii. **Revocation and Forfeiture:** If the connection is not installed by the expiration of the extension deadline, all fees paid shall be forfeited and the permit to connect to the culinary water system shall be revoked. There shall be no refunds of Water Connection and Capacity Fees.
 - iv. **Building Permit:** No building permit shall be granted until the permit to connect is issued.
- f) **Installation Criteria**
 - i. **Owner Responsibility:** The property owner shall be responsible for installing the water service line from the main to the point of connection in accordance with the Town of Alpine's most recently adopted Standard Specifications Ordinance. Additionally the installation shall comply with the International Building Code (IBC), Wyoming DEQ standards, and all other applicable standards or requirements. An encroachment permit shall be required for all curb cuts. The property owner shall warranty the Town of Alpine against any right-of-way settling for a period of one (1) year following installation. After installation and approval by the Town, the property owner retains responsibility for the service line from the curb-stop to the private connection and to the water main connection point. Water service lines shall be installed at a sufficient depth and/or insulated to prevent freezing. New service lines shall also be flushed to remove dirt and debris from the line prior to use.

- ii. **Town Responsibility:** The Town will provide the labor and equipment to tap the water main, the labor to inspect the installation of the water service, and the labor to install the meter. After installation and approval by the Town, the portion of the water service line from the main to the curb-stop becomes the property of the Town and shall be maintained by the Town thereafter. The Town remains responsible for maintenance and repair of the main utility lines and any service portions it owns. The Town reserves the right to access and utilize any valve, curb-stop, water meter, or device controlling the flow or delivery of water, including but not limited to water meters, seals, sending units, backflow prevention devices, or other equipment regulating or measuring the supply of any utility service. The Town retains ownership of the water meter regardless of location.
 - iii. **Town Oversight and Inspection:** The Town of Alpine must be notified of a minimum one (1) full working day in advance of any excavation relating to a connection to the Town's water system (a Town of Alpine encroachment permit may be required). Any person making unauthorized service connections shall pay an unauthorized connection fee as outlined in the most recent version of the Utility Rate Ordinance per incident and at their expense be required to re-expose the entire line and pay for inspection by the Town. The landowner shall be held liable for any damage or additional fees and costs resulting from any failure to comply with this ordinance.
 - iv. **Water Connection Dates:** The Town of Alpine prohibits new water connections involving excavations within the Town owned right of way or a prescribed Town utility easement between the dates of November 15 and April 15 unless for emergency purposes or otherwise pre-approved by the water commissioner.
 - v. **Additional Fees:** In the event that unusual or unforeseen circumstances result in the Town incurring costs greater than the standard connection fees, the property owner shall be responsible for reimbursing the Town for those additional actual costs. Such charges will be limited to the documented, out-of-pocket expenses directly related to completing the water connection.
- g) **Individual Meters Required:**
- i. All water consumed within the Town of Alpine shall be delivered through and measured by a Town-approved water meter.
 - ii. No person, property, or premises shall connect to or use water from the municipal water system except through such a meter. All businesses and residences shall have their own individual water meter.
 - iii. Each property shall have at a minimum, one (1) water meter provided by the Town, which shall be installed in accordance with the Town of Alpine Standard Specifications Ordinance.

- iv. Additional meters may be installed at the landowner's expense; however, no additional connection fees shall be required for additional meters connected to the same service line.
- h) Cross-Connection and Backflow Prevention Requirements: All properties or premises connected to the Town's public water supply shall install and maintain at the property owner's expense the appropriate backflow assembly.
 - i. Hazard Classification: Determination of the hazard classification of a water service connection is at the sole discretion of the Water Commissioner.
 - ii. Installation Standards: All Cross-Connection and Backflow Prevention Devices must be installed by the WYDEQ Design and construction Standards for Public Water Supplies.
 - iv. Low-Hazard Inspection and Certification: Backflow prevention devices at water service connections shall be inspected and certified by a certified backflow assembly tester at the time of installation.
 - v. High-Hazard Inspection and Certification: Backflow prevention devices installed at high-hazard nonresidential cross connections shall be inspected and certified after initial installation, annually, and when relocated or repaired by a certified backflow assembly tester. These assemblies shall be serviced, overhauled, or replaced whenever they are found to be defective, and all costs of testing, repair, and maintenance shall be borne by the property owner.
 - 1. Testing Records: All records of testing (installation, relocation, or repair) shall be supplied to the Town prior to initiation of service. All testing and inspection records must be received annually. If testing records are not supplied to the Town annually, the Town may complete the testing, of which the cost of testing plus 30% shall be applied to the owner's utility bill. If access for testing is denied, the consumer shall be subject to the termination of water service.

Section VII: Extension of the Water System:

Upon approval by the Town, Landowners may at their own expense, connect to the water system by extending the main. Such connections shall be subject to meeting all Town and DEQ requirements. Any water main line extension shall require a DEQ "Permit-to-Construct" and the consent of the Town of Alpine, subject to town engineer review.

Section VIII: Irrigation Wells:

- a) Permit Required: Any property owner with a previously drilled well may operate that well for irrigation purposes only upon receipt of an Irrigation Well Permit issued by the Water Commissioner.
- b) Prohibition on New Wells: ~~No new irrigation wells may be drilled or constructed within the municipal boundaries of the Town of Alpine unless specifically authorized pursuant to an existing agreement with the Town that allows additional wells to be drilled as needed. This section applies only to previously drilled wells that are permitted in accordance with this ordinance. No new irrigation wells may be drilled or constructed within the municipal boundaries of the Town of Alpine. This section applies only to previously drilled wells that are permitted in accordance with this ordinance.~~
- c) Application Requirements: An application for an Irrigation Well Permit shall include:
 - i. A report prepared by a Wyoming-licensed engineer confirming:
 - 1. No cross-contamination exists between the irrigation well and any municipal water or sewer lines.
 - 2. Well water does not contain contaminants that could compromise public health.
 - 3. Any other concerns or necessary upgrades to ensure safe irrigation use
 - 4. Any additional information or testing the Town may require prior to permit approval
 - ii. Fees and Renewal: An Irrigation Well Permit shall be subject to a one-time permit fee at the time of issuance.
 - iii. Irrigation Well Permits shall be renewed annually, subject to payment of the permit renewal fee.
 - iv. All irrigation well permit fees shall be established and amended through the most recently adopted Utility Rate Ordinance.
- d) Operating Requirements: Irrigation wells shall be used for irrigation purposes only and shall not supply domestic or potable water.
 - i. The owner shall install and maintain signage at the wellhead, sprinkler control box, and at prominent locations where irrigation water is distributed.
 - 1. Signs shall clearly state “NON-POTABLE WATER – DO NOT DRINK” in letters at least two (2) inches in height.
 - 2. Include the universal “Do Not Drink” symbol.
 - 3. Be weather-resistant, maintained in legible condition, and replaced if damaged or faded.
- e) Enforcement Authority, Remedies, and Penalties: If the Town determines contaminants are present that could endanger public health, the Town may require immediate suspension of irrigation well use, corrective action, or permanent decommissioning.
 - i. Town Liability: The issuance of an Irrigation Well Permit does not create, and shall not be construed as creating, any liability or responsibility on the part of the

Town of Alpine, its elected officials, employees, or agents for injuries, damages, or losses to persons or property resulting from the operation or use of an irrigation well. Neither inspections conducted by the Town nor the issuance of a permit shall be deemed a guarantee of safety, quality, or fitness of the irrigation well. All risks associated with irrigation well operation rest solely with the property owner.

- ii. General Authority: This Section shall be enforced by the Codes Enforcement Officer or Water Commissioner, who are authorized to enter onto private property within the Town at reasonable times to inspect irrigation wells for compliance.
- iii. Abatement of Violations: If a violation is found, the Town may issue a written Notice to Abate, specifying the violation and allowing a reasonable time for correction. Failure to comply may result in a Notice of Violation which may issue an Order to Abate requiring corrective actions and setting compliance deadlines.
- iv. Civil Remedies: The Town may pursue any civil remedy available under Wyoming law, including injunctions, to enforce compliance.
- v. Penalties: Each day that a violation continues shall constitute a separate offense. Violations are punishable by a fine not to exceed seven hundred fifty dollars (\$750.00) per offense. Check with Jim
- vi. Cumulative Remedies: The enforcement mechanisms and penalties provided in this Section are cumulative and in addition to any other remedies available by law.

Section IX: Sewer Rates, Fees, and Requirements

- a) Sewer Rates and Fees: Water rates and fees shall be established by the most recent version of the Town of Alpine Utility Rate Ordinance.
- b) Connection & Capacity Fees Required:
 - i. Sewer Connection Fee: The Sewer Connection Fee is a one-time charge assessed by the Town of Alpine to recover the costs associated with providing a new physical connection to the Town's sewer system. This fee includes inspection services, review, and approval necessary to ensure compliance with Town standards and specifications.
 - ii. Establishment of Fee: The sewer connection fee shall be established in accordance with the most recent International Building Code Water Supply Fixture Unit Values for various Plumbing Fixtures and Fixture Groups. All properties will be assessed as a minimum of one (1) ERU. ERUs above one (1) will be rounded up/down per the closest ½ number.
 - iii. Sewer Connection Fees Outside Municipal Limits: All sewer connections located outside the municipal limits shall be charged 150% of all rates and fees as adopted in the most recent Utility Rate Ordinance.
 - iv. Sewer/Wastewater Capacity Fee: The Sewer Capacity Fee is a one-time charge imposed on new development to pay for a proportionate share of the cost of new

or expanded wastewater system capital facilities required to serve such development.

c) Monthly Usage Fees Required:

- i. Base Rate: The sewer base rate is a fixed monthly fee charged to each sewer user, regardless of the amount of water used. This fee covers the cost of maintaining the sewer system infrastructure, administrative expenses, and ensuring the availability of sewer service.
- ii. Sewer Per Gallon Charge: The sewer per gallon charge is a variable fee based on the actual volume of water used. This charge is assessed in addition to the base rate and is calculated based on the number of gallons consumed by the user during the billing period.
 1. Deductive Irrigation Meter: At the owner's expense they are allowed to install a deductive irrigation water meter. Irrigation water usage will be deducted from the domestic water meter usage for the sewer per gallon charge. Sewer deduction water meters will be installed under the same requirements of the municipal water systems.
- iii. Sewer Rates for Properties Outside Municipal Limits: Both the base rate and the per-gallon sewer usage charge shall be assessed at one hundred fifty percent (150%) of the in-town rates for all users located outside the incorporated municipal boundaries of the Town of Alpine.
- iv. Readiness-to-Serve Fees: Monthly readiness to serve fees shall be charged to properties in Phase I and Phase II of the Town of Alpine Sanitary Sewer Expansion Project.

d) Sewer Connection Requirements:

- i. Mandatory Connection to Town Sewer System: All existing and new structures with reasonable access to the Town of Alpine's sewer collection system shall be required to connect. The issuance of permits for permanent septic tanks or leach fields is strictly prohibited for any property with reasonable access to the existing sewer infrastructure.
- ii. Application Required: All new sewer service users, and all existing users requesting a change in their water service, shall be required to submit a completed application to the Town prior to connection or modification of service.
- iii. Permit to Connect Required: No connection shall be made to the municipal sewer system without first obtaining a permit to connect from the Town of Alpine Public Works Department. This permit is required prior to any construction or installation activity involving the Town's sewer infrastructure. All Sewer Connections located outside the incorporated boundaries of the Town of Alpine are required to execute an Extraterritorial Agreement prior to the issuance of any permit to connect.

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- e) Permit to Connect: Issuance, Duration, and Conditions.
- i. Issuance: The Water Commissioner shall issue all permits to connect to the sewer system.
 - ii. Duration and Extension: Upon issuance, the applicant has two (2) years to connect to the town's sewer system. Before expiration, a written request may be submitted for a one-time, one (1) year extension upon demonstration of good cause by the applicant. A fee shall be charged for the extension.
 - iii. Revocation and Forfeiture: If the connection is not installed by the expiration of the extension deadline, all fees paid shall be forfeited and the permit to connect to the sewer system shall be revoked. There shall be no refunds of Sewer Connection Fees or Capacity Fees.
 - iv. Building Permit: No building permit shall be granted until the permit to connect is issued.
 1. Lots without Reasonable Access to the Existing Sewer Collection System: Landowners with properties located within the Alpine municipal limits that do not have reasonable access to the Town of Alpine sewer system (determined by the Town in accordance with the Master Sewer Ordinance), shall be required to obtain an on-site wastewater permit for new construction in accordance with Wyoming DEQ requirements. Documentation of an approved permit shall be provided before issuance of a building permit by the Town.
- f) Installation Criteria:
- i. Owner Responsibility: The property owner shall install, own, and maintain the sewer lateral and all service line components extending from the sewer main to the building connection. The connection to the main shall be completed by the property owner. All work must comply with the International Building Code (IBC), the Wyoming DEQ standards, the most recently adopted Town of Alpine Standards and Specifications Ordinance, or any other applicable codes. Service lines must be placed at sufficient depth and/or insulated to prevent freezing. The Water Commissioner or his designee shall inspect and approve all connections and installations. The property owner shall warranty the Town of Alpine against any right-of-way settling for a period of one (1) year following installation.
 - ii. Town Responsibility: The Town is responsible only for the maintenance and repair of the sewer mains.
 - iii. Town Oversight and Inspection: The Town of Alpine must be notified of a minimum one (1) full working day in advance of any excavation relating to a connection to the Town's sewer system (a Town of Alpine encroachment permit may be required). Any person making unauthorized service connections shall pay a Unauthorized Connection Fee as established in the most recent version of the

Utility Rate Ordinance per incident and at their expense be required to re-expose the entire line and pay for inspection by the Town. The landowner shall be held liable for any damage or additional fees and costs resulting from any failure to comply with this ordinance.

- iv. Sewer Connection Dates: The Town of Alpine prohibits new connections involving excavations within the Town owned right of way or a prescribed Town utility easement between the dates of November 15 and April 15 unless for emergency purposes or otherwise pre-approved by the Public Works Director.
 - v. Additional Fees: If unusual or unforeseen circumstances cause the Town to incur costs greater than the standard sewer connection fees, the property owner shall be responsible for reimbursing the Town for those additional actual costs. Such charges shall be limited to the documented, out-of-pocket expenses directly related to completing the sewer connection.
- g) Backflow Prevention Requirements: If a user has any drain or other plumbing fixture located less than twenty-four (24) inches above the elevation of the rim of the next upstream manhole, the user shall install, at the user's expense, a backflow prevention device approved by the Town. The device shall be installed in an accessible location on the service line serving the fixture. The landowner is responsible for the proper operation, inspection, and maintenance of the backflow prevention device.

Section X: Extension of the Sewer System

Upon approval by the Town, Landowners may at their own expense, connect to the sewer collection system by extending the sewer service line or collection line. Such connections shall be subject to meeting all Town and DEQ requirements. Any sewer service line serving more than one building shall require a DEQ "Permit-to-Construct" and the consent of the Town of Alpine, subject to town engineer review.

Section XI: Additional Sewer Regulations

- a) Abandonment of Existing Septic Tanks: Any lot owner with an existing structure that has reasonable access to the Town collection system, who has a septic system/leach field that fails to operate properly or becomes an environmental or public health concern, as determined by the Town of Alpine, shall be required to abandon that septic system/leach field and connect to the collection system within sixty (60) days following notification from the Town. If the notification of failure occurs after September 15, the connection shall be made by June 15 of the following year.
- b) Properties Requiring Pump Stations: Special provisions shall apply to properties that are within reasonable access of the Town of Alpine's collection system and have a demonstrated need (to the satisfaction of the Town Engineer) for a pump station. These properties shall pay the same connection fees and capacity fees specified in the most recently adopted Town of Alpine Utility Rate Ordinance. In addition, the pump station

and discharge line shall be required to meet additional specifications. The pump station shall be purchased and installed at the property owner's expense.

- c) Prohibited discharges: In accordance with the Master Sewer Ordinance, no person, association, firm or business, including, but not limited to, septic tank pumping services, firms or organizations, shall discharge or cause to be discharged any of the following described water or wastes to the Town's sewer system:
 - i. Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, solid or gas
 - ii. Any waters containing toxic or poisonous solids, liquids or gases in sufficient quantities, either singularly or by interaction with other wastes, to contaminate the sludge of the public sanitary sewer, to injure or interfere with any sewage treatment process, to constitute a hazard to humans or animals, to create a public nuisance, or to create any hazard in the receiving waters of the wastewater treatment facility.
 - iii. Any waters or wastes having a pH lower than 5.5, above 8.5 or having any other acidic/corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater works.
 - iv. Solid or viscous substances in quantities or of such size capable of plugging or causing obstruction to the flow in sewers or of causing other interference with the proper operation of the wastewater facilities such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, unground garbage, whole blood, manure, hair, entrails, paper dishes, cups, milk containers, etc., either whole or ground by garbage grinders
 - v. Paint, oil, wax, epoxy, grease or similar substance.
 - vi. Sludge and other matter pumped from septic tanks or other sewage disposal systems.
 - vii. Unpolluted waters such as stormwater, surface water, groundwater, roof runoff, subsurface drainage, or cooling water.
 - viii. Any other substance which would unreasonably tend to plug or cause obstruction to the Town's sewer system.
- d) Change of Property Use – Sewer Evaluation Required: If the use of a property is changed, whether or not a building permit is required or obtained, the property owner shall submit an application to the Town of Alpine for review. As part of this review, the sewer service and capacity demands associated with the property shall be evaluated by the Town to determine compliance with all applicable requirements. Any necessary upgrades, modifications, or fees resulting from the change in use shall be the responsibility of the property owner.
- e) Previous Connection Fee Agreements / Amortization: All contracts, agreements and extensions to the original agreements on connection fees in Phase I and Phase II of the Town of Alpine Sanitary Sewer Expansion Project shall terminate according to the terms

of the Agreements. Any reference to “amortization” or reference to financing in the agreements is hereby stricken. Said references shall be termed as lease agreements and lease payments. Any outstanding amounts due under these agreements are hereby declared “residual amounts”. Upon sale of the real property for which the sewer connection has been leased under the agreements, any outstanding residual amounts shall be paid immediately.

- f) Master Sewer Ordinance: The Master Sewer Ordinance establishes additional requirements, penalties, definitions, and prohibitions governing the Town of Alpine Sewer System and Treatment Plant. These provisions apply to all new and existing sewer service connections and to all use of the Town sewer system. In the event of a conflict between this ordinance and the Master Sewer Ordinance, the most recently adopted and more restrictive provision shall prevail.

Section XII: Other Fees and Charges

- a) Bulk Water: Where sufficient water is available for municipal uses, the Town may provide bulk water sales.
 - i. Bulk Water Permits and Metering Requirements: Bulk Water taken from fire hydrants or by other dedicated bulk water dispensing systems will be approved by special permit issued by the Water Commissioner who shall, at their discretion, issue a water meter to each such permittee. A meter or meters, together with such backflow prevention assemblies as the Water Commissioner may determine necessary, must be connected to each fire hydrant/dispenser and must meter all water flowing therefrom pursuant to such special permit. The approval of the application to purchase bulk water may be withdrawn at any time with or without cause.
 - ii. Bulk Water Fees and Rates: Bulk water permit fee and usage rates; see currently Utility Rate Ordinance.
 - iii. Return of Equipment and Penalties: The permittee shall return all necessary equipment issued under such special permit to the Town of Alpine at the completion of the permit or as requested by the Town of Alpine. Any permittee that fails to return such equipment, or returns such equipment in a damaged state, is guilty of a misdemeanor and, upon conviction, is subject to a (see Utility Rate Ordinance) as well as any restitution to the Town for replacement of such equipment.
 - iv. Exemption for Fire Department Operations: Nothing in this section shall be deemed in any manner to prohibit, hinder, or require a permit of the Fire Department carrying out its firefighting duties.
- b) Authorization for Acceptance of Septage: The Town of Alpine may, at its sole discretion, authorize the acceptance of septage or other hauled wastewater at the Town’s wastewater

treatment facilities. Authorization shall be granted only as determined necessary and appropriate by the Town, and the Town reserves the right to deny acceptance at any time.

- i. Disposal Fee Rates: When septage is accepted, the Town shall assess a disposal fee in accordance with the rates established by the most recently adopted Town of Alpine Utility Rate Ordinance.

Section XIII: Utility Billing and Collection Policy

- a) Responsibility for payment: The Town provides water and sewer services to properties and premises within the Town's service area. Responsibility for payment of connection fees, service fees, and special assessments applicable to the provision of those services shall rest, in each instance, with the owner of the property or premises, as recorded on the deed of trust, to which said service is provided. All such connection and capacity fees, service fees, and special assessments shall be billed to the property or premises owner. Where billing is sent to someone other than the owner (ie: Renter), the fact that such owner shall not have been directly advised of amounts owed shall not relieve said owner of the responsibility to pay such amounts when due.
- b) Utility Billing and Collection: Billing shall be in accordance with the rates set forth in the most recently adopted Town of Alpine Utility Rate Ordinance and shall be subject to the penalties below.
- c) Meter Reading: The Town shall read all water meters one time per month.
 - i. If the Town is unable to obtain a water meter reading, the customer's bill shall be calculated based on the average water usage for that service. An adjustment shall be made once an actual meter reading is obtained.
- d) Billing Policy: Except as provided otherwise, the owner of the property or premises shall reimburse the Town in arrears for any and all water and sewer services on a monthly basis. The billing due date shall be considered to be the 25th day of the month regardless of the actual mailing date of the bill. Fees for water and sewer service or special services shall be set by Utility Rate Ordinance. Any payment not received by the 25th day of the month during which the bill was sent to the customer shall incur a late fee set by Utility Rate Ordinance. All late fees shall be considered part of the payment for such service for the purposes of Section XIII (i) which allows termination of service when payment is past due for 60 days from the billing date.
- e) Late Policy: Any payment not received by the 25th shall be deemed late and subject to a late fee as set by Utility Rate Ordinance. All late fees shall be considered part of the service charges for purposes of Section XIII (i) which authorizes termination of service when an account remains unpaid for sixty (60) days past the due date.
- f) Ready-to-Serve Fee: Once a property is connected to Town water and/or sewer and a billing account has been established, monthly readiness-to-serve charges shall apply, regardless of usage.

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- g) Corrections: Corrections in billing activities shall be made retroactively for not more than three (3) billing cycles in the billing period immediately following validation of the error, unless it is determined that the property owner and/or renter tampered with the meter or related appurtenances, in which case full back-billing may be imposed.
- h) Delinquent Accounts: When water or sewer service charges remain unpaid for sixty (60) days past the due date, the account shall be deemed delinquent. The Town may file a lien against the property or premises served in the amount of the delinquency. Any lien filed may be foreclosed in accordance with law. In any foreclosure or civil action brought to recover delinquent amounts, the Town shall be entitled to recover the outstanding balance together with all costs of collection, including reasonable attorney's fees.
- i) Discontinuance of Service:
 - i. Termination of service authorized: The Town has the right to disconnect and refuse to connect or reconnect any water or other utility service for any of the following reasons:
 1. Failure to meet applicable provisions of law;
 2. Violation of rules and regulations pertaining to utility services;
 3. Nonpayment of water or sewer bills when payments for such services remain past due for 60 days from the due date;
 4. Willful or negligent waste of services due to improper or imperfect pipes, fixtures, appliances or appurtenances or due to any other reason;
 5. Tampering with or failing to have in place or maintain any water meter, seal, sending unit, backflow prevention device or other equipment controlling, regulating or measuring the supply of any utility service up to and including freezing;
 6. Theft, diversion or use of utility services without payment;
 7. Failure to allow access to any water meter or related sending unit upon reasonable request; or
 8. Vacancy of premises.
 - ii. Notice of termination required: Where any of the reasons set out in Section XIII (i) exist, water services provided by the Town may be terminated. Ten (10) days prior to such termination a pretermination notice shall be sent or delivered to the owner or other party designated for receipt of statements of account for that property or premises. Such pretermination notice shall indicate that services will not be restored until the account has been paid in full together with an additional fee set by the most currently adopted Utility Rate Ordinance to cover the cost of terminating and restoring the service. The Town shall not be held responsible for any damages, physical or otherwise, resulting in the termination of water and/or sewer service.

- iii. Winter Months: From December 1 through April 1, the Town of Alpine shall not disconnect water service to a residence for delinquent payment of water or sewer fees. Commercial properties, however, may be disconnected for delinquency at any time during the year. The Town shall not be liable for any damage or loss resulting from disconnection.
- j) Voluntary Disconnection and Reconnection of Water Service: At the request of the property owner, the Town will shut off water service at the curb stop. A single shut-off/reconnect fee, as set forth in the current Utility Rate Ordinance, shall apply regardless of the length of disconnection. The property owner shall remain responsible for paying the base monthly water rate during the disconnection period, as well as all base rates and per-gallon charges accrued prior to the shutoff date. In addition to the shut-off/reconnect fee, the property owner shall be responsible for any actual labor, equipment, and material costs incurred by the Town in restoring service. Voluntary disconnects are provided solely at the property owner's request (e.g., system repairs, inspections, or extended vacancy) and do not apply to disconnections for nonpayment.
 - i. Liability Disclaimer: The Town of Alpine shall not be liable for any loss, injury, or impact resulting from voluntary disconnection of water service.
- k) Transfer of Service: When a property with existing water or sewer service is sold or otherwise transferred, the new property owner (transferee) shall complete a service transfer application, provide a copy of the recorded deed or other transfer instrument, and pay the applicable transfer fee as established in the most recently adopted Town of Alpine Utility Rate Ordinance. All outstanding charges must be paid in full prior to transfer of service. The Town of Alpine shall not prorate base rate fees.
- l) Returned Check Fee: A service fee shall be charged for all returned checks and shall be established in the most recently adopted Town of Alpine Administrative Fees Resolution
- m) Renter Policy: The Town of Alpine shall, at the written request of the property owner and consent of the renter, change the billing name and mailing address into a renter's name for billing purposes. The Town of Alpine shall assess a Renter Fee as established by the most recently adopted Town of Alpine Utility Rate Ordinance. However, the property owner remains liable for payment. The property owner shall be notified when an account becomes delinquent, in accordance with the billing policy, Section XIII.
- n) Liens for Unpaid Charges: All fees, charges, penalties, and costs established under this ordinance, including but not limited to water and sewer service charges, base rates, usage charges, late fees, disconnection or reconnection fees, transfer fees, and any costs of collection, shall constitute a debt due to the Town of Alpine. Any such unpaid amounts shall become a lien upon the property or premises served.
 - i. The Town may file a lien statement against the property or premises in the amount of the delinquency. Any lien filed may be foreclosed or otherwise enforced as provided by law. In any foreclosure or civil action brought to recover unpaid

amounts, the Town shall be entitled to recover the delinquent balance together with all costs of collection, including reasonable attorney's fees.

Section XIV: Utility Audit Procedures and Requirements

a) Authority for Audit: The Town of Alpine, through the Water Commissioner or their designee, is authorized to audit any property receiving water or sewer utility service to verify;

i. The number of Equivalent Residential Units (ERUs) assigned to the property;

ii. The size, configuration, and condition of the water service connection, including meter size, service line size, and changes in use affecting system capacity;

iii. Compliance with Town ordinances, the International Building Code fixture unit tables, Town-approved plans, and all utility standards and specifications;

b) Notice of Audit: Prior to conducting an audit, the Town shall provide written notice to the property owner at least fifteen (15) days in advance. The notice shall include:

i. The date(s) that Town personnel intend to conduct the audit;

ii. The purpose and scope of the audit;

iii. Areas of the premises that must be accessible;

iv. Instructions for facilitating access and cooperation.

c) Owner Cooperation Required:

i. The property owner shall provide full and reasonable access to the premises, including plumbing fixtures, mechanical rooms, water meters, service lines, and any appurtenances necessary for the audit.

ii. The owner shall comply with the audit request within thirty (30) days of the audit notice.

iii. Failure to allow access constitutes a violation of this ordinance and may result in:

1. Reclassification of the property to a higher ERU tier;

2. Assessment of an Unauthorized Connection Fee;

3. Termination of utility service under Section XIII;

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4. Additional civil penalties as authorized under the Utility Rate Ordinance,

d) Audit Findings and Determination;

i. The Town shall complete the audit and issue written findings to the property owner within thirty (30) days after access has been provided. The written findings shall include:

1. The confirmed or revised ERU assignment;
2. The confirmed or revised water connection or meter size;
3. Any required corrections to fixtures or service line configurations;
4. The revised monthly rates or capacity fees, if applicable;
5. The effective date of billing adjustments

e) Billing Adjustments;

i. If the audit determines additional ERUs or a larger water service connection apply:

1. The revised billing shall begin on the next billing cycle following issuance of the written findings.
2. Back-billing may be imposed for up to three (3) billing cycles, consistent with Section XIII ("Corrections")

ii. If the audit determines that fewer ERUs or a smaller connection size apply:

1. The Town shall reduce billing beginning with the next billing cycle;
2. Refunds or credits shall not exceed three (3) billing cycles.

f) Appeal Rights:

i. A property owner may appeal the audit determination by filing a written appeal with the Town Clerk within fifteen (15) days of receiving the written findings.

ii. The appeal shall be heard at the next regular meeting of the Town Council. The Town Council may affirm, modify, or overturn the audit determination. The Town Council's decision shall constitute final administrative action.

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g) Failure to Comply with Audit Findings:

i. If a property owner fails to complete required corrections or continues to violate the audit findings:

1. The Town may assess civil penalties not to exceed seven hundred fifty dollars (\$750.00) per day of noncompliance with the Notice of Audit;

2. The Town may terminate service;

3. The Town may impose higher ERU classifications or upgraded meter requirements until the owner complies fully.

Section XIV: Special Provisions

- a) Authority to Adjust Fees: The amount, type, and method of any fee adjustment shall be determined solely by the Town Clerk. If the property owner does not agree with the determination of the Clerk, they may petition Town Council.
- b) Water rationing: If, at any time for any reason, a scarcity of water occurs, the Mayor may impose such restrictions upon water consumption as it deems necessary to conserve the water supply of the Town. Such restrictions shall include but not be limited to water rationing or other conservation measures.
- c) Usage Fees Paid by the Town of Alpine: The Town of Alpine shall pay the same usage rate for water and sewer as other users within the municipal limits as identified under the most recently adopted Town of Alpine Utility Rate Ordinance including all public buildings and open space.
- d) Unauthorized connections, uses, or tampering: No person, association, firm or business shall make any unauthorized connection or adjust, turn on/off, terminate or otherwise tamper with the Town's water and sewer system.
 - i. Water utility:
 1. Unauthorized activities: Unauthorized activities include, but are not limited to: adjusting, turning on/off, terminating, or otherwise tampering with any fire hydrant, valve, curb stop, device controlling the flow or delivery of water from the Town's waterlines, water meter, or sending unit without the Town's permission. Any person, firm, corporation, or other organization engaging in such activity is guilty of a misdemeanor and, upon conviction, shall be punished in accordance with Section XV, shall be responsible for all related costs of repair, and may be subject to

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termination of service under Section XIII (i). Nothing in this section shall limit the ability of a property owner to operate their own curb stop.

2. **Tampering with Meters and Plumbing:** No person, association, firm, or business shall tamper with any water meter or related sending unit installed by the Town, nor shall any person refuse access to a meter or related sending unit by authorized Town personnel. Meters and sending units shall remain accessible for service during reasonable hours.
3. **Prohibited Plumbing Alterations and Meter Bypass:** It shall also be a violation of this ordinance for any person to alter, modify, or install plumbing in a manner that allows water usage to bypass the meter or prevents accurate registration of consumption.
4. **Meter Tampering, Fees, and Penalties:** If the Town determines any meter or plumbing has been tampered with, or if access is denied, the billing rate for any month for which no reading is obtained shall include a Meter Tampering Fee. A property owner may appeal such billing adjustment to the Town Clerkin writing within ten (10) days of notice; failure to do so shall bar the appeal. Repeated tampering, meter bypassing, or continued denial of access may result in termination of water service under Section XIII (i). Any such conduct constitutes a misdemeanor, punishable in accordance with Section XV, together with liability for all related costs of repair.
5. **Water Theft:** It is unlawful for any person, association, firm, or business to take or use water from the Town of Alpine without authorization. Theft of water includes, but is not limited to, unauthorized connections, bypassing meters, or any other act resulting in unmeasured water use. Such theft shall result in the imposition of a civil penalty per the Utility Rate Ordinance, in addition to any applicable misdemeanor penalties, repair costs, or termination of service.

ii. **Sewer utility.**

1. **Unauthorized Access to Sewer System:** Unauthorized activities include but are not limited to accessing, adjusting, or otherwise tampering with any manholes or cleanouts or other structures associated with the sewer collection system.
2. **Violation of Discharge Limits:** It shall be a violation of the Town of Alpine Master Sewer Ordinance for any person or property owner to discharge wastewater in excess of the limits established

by the ordinance, the Town of Alpine Standards and Specifications, or any applicable state or federal regulations.

3. Penalties and Enforcement: Any person, association, firm or business found guilty of violating this section is guilty of a misdemeanor and, upon conviction, may result in the imposition of a civil penalty of seven hundred fifty dollars (\$750.00) for each day the violation occurs, in addition to any applicable misdemeanor penalties, repair costs, or termination of service.
- iii. Frozen services, laterals, and appurtenances: The property owner shall be responsible for performance of and payment for the work necessary to thaw all frozen water and sewer service laterals between the private connection and point of connection with the main. The Town shall be responsible for thawing all main lines.
 - iv. Damage from Freezing: Any water meter that is damaged due to freezing shall be repaired or replaced at the expense of the Town of Alpine, unless it is determined that the damage resulted from tampering or other improper action by the property owner, in which case all costs shall be the responsibility of the property owner.
 - v. Repairs Within Town Rights-of-Way and Easements: Any repairs within the Town right-of-way and easements shall comply in all respects with Town of Alpine Standards and Specifications, Construction Standards, and Building and Fire Codes.
- e) Defective Service Laterals, Curb Stops, Water Valves, or Cleanouts: Upon notification or discovery of any damaged, leaking, or defective service lateral, curb stop, water valve, or cleanout, responsibility for repairs shall be as follows:
- i. Property Owner Responsibility – If the leak or defect is located on the property owner's side of the curb stop valve (between the curb stop valve and the building served), the Town of Alpine shall notify the property owner. The property owner shall be required to repair the leak at their own expense.
 - ii. Town Responsibility – If the leak or defect is located between the curb stop valve and the main line, the Town of Alpine shall perform the repair at the Town's expense.
 - iii. All repairs within the Town right-of-way and easements shall comply with the Town of Alpine's Standards and Specifications, Construction Standards, and Building and Fire Codes.
- f) Testing of water meters: The Town of Alpine shall test a water meter upon request of a customer. If the meter is determined to be accurate, the customer shall be charged a testing fee at the rate established in the Utility Rate Ordinance. If the meter is determined to be faulty and recording incorrect readings, the testing fee shall be waived, the faulty meter shall be replaced by the Town at no cost to the customer, and the customer's bill for the prior usage period shall be adjusted to reflect the minimum base rate only.

- g) **Cost of Town-Supplied Parts and Materials:** If a property owner, contractor, or other party requires parts, fittings, or supplies from the Town of Alpine in connection with a water or sewer connection and/or repair, the Town may furnish such items directly. The purchaser shall be charged the Town's acquisition cost of the part or supply plus thirty percent (30%) to cover administrative, handling, and overhead expenses. Payment in full shall be required prior to release of the items.

Section XV: Violations and penalties:

- a) Any person, firm, corporation, or other entity who violates any provision of this ordinance, or who fails to comply with any lawful order or requirement of the Town of Alpine made pursuant to this ordinance, shall be guilty of a misdemeanor. Upon conviction, such person shall be subject to a fine not to exceed seven hundred fifty dollars (\$750.00) for each day that the violation continues, together with court costs and reasonable attorney's fees.
- b) In addition to or in lieu of criminal prosecution, the Town of Alpine may enforce the provisions of this ordinance through civil action, including but not limited to the filing of liens against the property served, the recovery of damages, or the termination of utility services. Each day a violation continues shall constitute a separate and distinct offense.

Section XVI: Severability: If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unenforceable by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

Passed First Reading on the 4th day of November 2025.

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

Passed Second Reading on the 18th day of November 2025.

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

Passed on Third and Final Reading 2nd day of December 2025.

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2025-012 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer



ORDINANCE NO. 2025-014

AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING ESTABLISHING WATER AND WASTEWATER CAPACITY FEES FOR DEVELOPMENT WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN OF ALPINE

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

Section I: Title. The Ordinance shall be known as the Water and Wastewater Capacity Fee Ordinance of the Town of Alpine, WY of Lincoln County.

Section II: Purpose and Intent. The purpose of this ordinance is to establish policies and regulations governing the implementation of water and wastewater capacity fees for areas served by the Town of Alpine.

Section III: Authority. This Ordinance is adopted pursuant to the general powers granted to municipalities under Wyoming Statutes §15-1-101 et. Seq.

Section IIII: Definitions. As used in this ordinance:

- (a) **Capacity Fee:** Means a one-time charge imposed on new development to pay for a proportionate share of the cost of new or expanded water or wastewater system capital facilities required to serve such development.
- (b) **Capital Facilities:** Means major facilities within the water and wastewater systems which provide benefit to all customers such as wells, water treatment plants, treated storage, wastewater treatment plants, major lift stations, major water transmission mains and wastewater collection mains.
- (c) **Level of Service (LOS):** Means a measure of the relationship between the service capacity and the service demand. The standard of water or wastewater system performance and capacity set by the Town to provide service.
- (d) **New Development:** Means construction, change of use, expansion, or other activity that creates new demand for water or wastewater service on a defined parcel of land.
- (e) **Equivalent Residential Unit (ERU):** Means a standard unit of measure which represents the average water demand or the average non-consumptive flow reaching the wastewater treatment plant. Fractional ERUs may be used to define demand and flow requirements for specific features of new development (e.g.

number of bedrooms, number of bathrooms, hose bibs, restaurant seating capacities, etc.)

- (f) **Service Area:** Means the municipal boundaries of the Town of Alpine and any area served by the Town of Alpine's capital facilities.
- (g) **Industry Accepted Methodologies for Capacity Fees:** Means Approaches used by municipal and utility professionals for the purpose of calculating capacity fees and are supported by the leading water and wastewater organizations such as the American Water Works Association and the Water Environment Federation, among others.
- (h) **Water Meter:** Means a device part of a service connection to a dwelling or building used solely for the purpose of measuring water use.
- (i) **Meter Capacity:** Means The maximum allowed safe operating capacity of a water meter- measured in gallons per minute.
- (j) **Meter Capacity Ratios.** Means a numerical value assigned to each meter representing the relative capacity of that meter to a ¾" meter. Used as a method to calculate capacity fees by meter size.

Section V: Applicability.

- (a) **Applicability to New Development:** This ordinance applies to all new development within the service area that meets any of the following requirements:
 - i. Construction of new building,
 - ii. Expansion of an existing building or dwelling requiring new water or wastewater service,
 - iii. Change in land use that increases water demands or wastewater demands.
- (b) **Exemptions:** The following are exempt from water and wastewater capacity fees:
 - i. Replacement of a building or dwelling with no change in water or wastewater demands,
 - ii. Remodel or repair not requiring increases in water or wastewater demands.

Section VI: Appeals.

- (a) **Appeals:** Applicant may appeal the calculation or application by filing an appeal with the Town within a specified time frame stated by the Town or contained in the Wyoming Administrative Procedures act if the Town has not adopted an office appeal process, W.S. §16-3-101 et. seq.

Section VII: Payment. Payment of capacity fees are due upon issuance of building permit.

Section VIII: Capacity Fee Schedule.

- (a) **Water Capacity Fee Schedule:**

Water Capacity Fee			
Meter Size inches	Max Allowable Capacity, gpm	Meter Ratio	Calculated Fee
¾"	30	1.00	See Utility Rate Ordinance
1"	50	1.67	See Utility Rate Ordinance
1 ½"	100	3.33	See Utility Rate Ordinance
2"	160	5.33	See Utility Rate Ordinance
3"	320	10.67	See Utility Rate Ordinance
4"	500	16.67	See Utility Rate Ordinance
6"	1000	33.33	See Utility Rate Ordinance
8"	1600	53.33	See Utility Rate Ordinance
Meter sizes greater than 8" assessed on an individual basis			

- (b) **Wastewater Capacity Fee:** Per ERU. See Utility Rate Ordinance.

Section IX: Effective Date:

This Ordinance shall take effect and be in force upon passage, approval, and publication as required by law and shall apply to all development applications submitted on or after that date.

Passed First Reading on the 4th day of November 2025.

VOTE: 4 YES, 0 NO, 0 ABSTAIN, 1 ABSENT
(Councilmember Burchard was absent)

Passed Second Reading on the 18th day of November 2025.

VOTE: 5 YES, 0 NO, 0 ABSTAIN, 0 ABSENT

Passed on Third and Final Reading 2nd day of December 2025.

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2025-014 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer



ORDINANCE NO. 2025-013

AN ORDINANCE ESTABLISHING UTILITY RATES, FEES, AND CHARGES FOR WATER AND SEWER SERVICES WITHIN THE TOWN OF ALPINE, WYOMING; PROVIDING DEFINITIONS; ADOPTING A UTILITY RATE SCHEDULE; AND REPEALING ALL PRIOR RATE ORDINANCES IN CONFLICT HERewith.

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

Section I. Title

This ordinance shall be known and may be cited as the **“Town of Alpine Utility Rate Ordinance.”**

Section II. Ordinances Repealed

Ordinance No. 2022-14 (Utility Billing), along with any other ordinances or resolutions establishing water or sewer rates, fees, or charges that are inconsistent with this ordinance, is hereby repealed.

Section III. Effective Date

This ordinance shall be effective on the date of passage. All billing for rates specified herein shall begin on the first billing period after passage and approval of this Ordinance.

Section IV. Definitions

For purposes of this ordinance, the following definitions apply:

- (a) **“Base Rate”** – Means the fixed monthly fee charged to each active water or sewer account to cover system infrastructure, administration, and availability of service, regardless of actual usage.
- (b) **“Per Gallon Charge”** – Means the volumetric fee billed to each water/sewer customer, based on actual metered consumption in gallons.
- (c) **“Readiness-to-Serve Fee”** – Means a monthly fee charged to properties or vacant lots that are connected to, or have service availability from, the Town system but are not actively consuming.
- (d) **“Connection Fee”** – Means a one-time fee assessed for the labor, inspection, and materials required to establish a new service connection.

- (e) **“Capacity Fee”** – Means a one-time fee to recover proportional costs of system capacity required to serve a new or expanded connection, ~~based on Equivalent Residential Units (ERUs).~~
- (f) **“Equivalent Residential Unit (ERU)”** – Means a standardized measure of demand, equal to 25 fixture units under the International Building Code.
- (g) **“Fixture Unit”** – ~~Means a standardized measure of water demand assigned to specific plumbing fixtures or groups of fixtures as set forth in the most recent International Building Code.~~ Means a standardized measure of water demand assigned to specific plumbing fixtures or groups of fixtures as set forth in the most recent International Building Code (see attachment A Fixture to ERU Calculator).
- (h) **“Bulk Water Rate”** – Means the charge for water dispensed directly through fire hydrants or approved bulk fill stations by permit.
- (i) **“Renter Fee”** – Means a monthly charge assessed when billing responsibility is transferred from the property owner to a renter.
- (j) **“Outside Municipal Limits Rate”** – Means any customer receiving service outside the Town boundaries shall be billed at a percentage above the in-Town rate as provided in the Utility Rate Schedule. Water rates shall be assessed at one hundred twenty-five percent (125%) of the standard rate, and sewer rates shall be assessed at one hundred fifty percent (150%) of the standard rate, as outlined below.

Section V. Water Rates and Fees

Water-related charges, including but not limited to **base rates, usage charges, readiness-to-serve fees, connection fees, meter replacement fees, and out-of-town multipliers** shall be as set forth below:

WATER RATES AND FEES:

MONTHLY WATER METER BASE RATE

Meter Size	Residential	Commercial	Industrial	Out of Town Res.	Out of Town Com.	Out of Town Ind.
3/4"	\$35.65	\$35.65	\$35.65	\$44.56	\$44.56	\$44.56
1"	\$59.42	\$59.42	\$59.42	\$74.27	\$74.27	\$74.27
1.5"	\$118.83	\$118.83	\$118.83	\$148.54	\$148.54	\$148.54
2"	\$190.13	\$190.13	\$190.13	\$237.67	\$237.67	\$237.67
3"	\$380.27	\$380.27	\$380.27	\$475.33	\$475.33	\$475.33

4"	\$594.17	\$594.17	\$594.17	\$742.71	\$742.71	\$742.71
6"	\$1,188.33	\$1,188.33	\$1,188.33	\$1,485.42	\$1,485.42	\$1,485.42
8"	\$1,901.33	\$1,901.33	\$1,901.33	\$2,376.67	\$2,376.67	\$2,376.67

MONTHLY READY TO SERVE FEE

In Town	\$35.65
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Out of Town \$44.56

MONTHLY WATER USAGE

\$\$ per 1,000 gallons	Residential	Commercial	Industrial	Out of Town Res.	Out of Town Com.	Out of Town Ind.
	\$2.30	\$2.30	\$2.30	\$2.88	\$2.88	\$2.88

MONTHLY FIRE SUPPRESSION READINESS-TO-SERVE

Size	Residential	Commercial	Industrial	Out of Town Res.	Out of Town Com.	Out of Town Ind.
3/4"	\$35.65	\$35.65	\$35.65	\$44.56	\$44.56	\$44.56
1"	\$59.42	\$59.42	\$59.42	\$74.27	\$74.27	\$74.27
1.5"	\$118.83	\$118.83	\$118.83	\$148.54	\$148.54	\$148.54
2"	\$190.13	\$190.13	\$190.13	\$237.67	\$237.67	\$237.67
3"	\$380.27	\$380.27	\$380.27	\$475.33	\$475.33	\$475.33
4"	\$594.17	\$594.17	\$594.17	\$742.71	\$742.71	\$742.71
6"	\$1,188.33	\$1,188.33	\$1,188.33	\$1,485.42	\$1,485.42	\$1,485.42
8"	\$1,901.33	\$1,901.33	\$1,901.33	\$2,376.67	\$2,376.67	\$2,376.67

WATER CONNECTIONS

Size	Residential	Commercial	Industrial	Out of Town Res.	Out of Town Com.	Out of Town Ind.
3/4"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00

1"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00
1.5"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00
2"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00
3"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00
4"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00
6"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00
8"	\$1,500.00	\$1,500.00	\$1,500.00	\$1,875.00	\$1,875.00	\$1,875.00

WATER CAPACITY FEES

Meter Size	Residential	Commercial	Industrial
3/4"	\$7,925.00	\$7,925.00	\$7,925.00
1"	\$13,235.00	\$13,235.00	\$13,235.00
1.5"	\$26,390.00	\$26,390.00	\$26,390.00
2"	\$42,240.00	\$42,240.00	\$42,240.00
3"	\$84,560.00	\$84,560.00	\$84,560.00
4"	\$132,110.00	\$132,110.00	\$132,110.00
6"	\$264,140.00	\$264,140.00	\$264,140.00
8"	\$422,640.00	\$422,640.00	\$422,640.00

WATER METER REPLACEMENT FEE

\$2.00 per month

Section VI. Sewer Rates and Fees

Sewer-related charges, including but not limited to **base rates, usage charges, readiness-to-serve fees, connection fees, capacity fees, ERU-based fees, and out-of-town multipliers** shall be as set forth below:

SEWER RATES AND FEES:**MONTHLY SEWER BASE RATE**

	Residential	Commercial	Industrial	Out of Town Res.	Out of Town Com.	Out of Town Ind.
PER ERU (Min. 1 ERU)	\$67.50	\$67.50	\$67.50	\$101.25	\$101.25	\$101.25

MONTHLY SEWER USAGE (FROM WATER USAGE)

	Residential	Commercial	Industrial
\$ per 1,000 gallons	\$0.00	\$0.00	\$0.00

SEWER CONNECTION FEE

	Residential	Commercial	Industrial
PER ERU (Min. 1 ERU)	\$1,000.00	\$1,000.00	\$1,000.00

SEWER CAPACITY FEE

	<u>Residential</u>	<u>Commercial</u>	<u>Industrial</u>
<u>PER ERU (Min. 1 ERU)</u>	<u>\$9,080.00</u>	<u>\$9,080.00</u>	<u>\$9,080.00</u>

Section VII. Miscellaneous Utility Fees

Other charges, including but not limited to **bulk water rates, renter fees, returned check fees, voluntary shutoff/reconnection fees, meter tampering fees, and other administrative charges** shall be as set forth below:

MISC. FEES SCHEDULE:

Fee Type	Unit	Rate
Renter Fee	per occurrence	\$50.00
Returned Check Fee	per occurrence	\$50.00

Connection License Extension Fee	per occurrence	\$100.00
Shut Off/Reconnect Fee	per occurrence	\$60.00
Termination Fee	per occurrence	\$120.00
Late Fees	per occurrence	10% of bill
Unauthorized Connection Fee	per occurrence	\$750.000
Transfer of Service	per occurrence	\$300.00
Civil Penalty	per day	\$750.00
Prohibited Discharge Fee	per occurrence	\$750.00
Water Meter Testing Fee	per occurrence	\$65.00
Bulk Water Permit Fee	per occurrence	\$100 Permit Fee and \$4 per Galloon
Irrigation Well Permit Fee (Annual)	per occurrence	\$100.00 for first year
Irrigation Well Permit Fee (Renewal)	per occurrence	\$50.00 years following
Meter Tampering Fee	per occurrence	\$750.00

Section VIII. Reimbursement

Whenever the Town of Alpine incurs costs for work performed or parts supplied in connection with water or sewer facilities located on private property, or in any situation where such work is not the Town's responsibility, the property owner or applicant shall be liable to the Town for reimbursement in an amount equal to the actual costs incurred plus an additional thirty percent (30%).

Section IX. Authority to Amend

The Town Council may update or amend by ordinance.

The Council may also adopt administrative resolutions to adjust specific rates (e.g., bulk water, renter fees, readiness-to-serve) so long as the adjustments are consistent with the framework of this ordinance.

Section X. Civil Penalties

- a) A civil penalty is hereby established for violations of utility procedures, requirements, or regulations as referenced in the most recently adopted Utility Procedure Ordinance or any other applicable Town ordinance.
- b) Unless otherwise specified by ordinance, the civil penalty authorized under this ordinance shall be seven hundred fifty dollars (\$750.00) per day for each day the violation continues.
- c) Each day a violation continues shall constitute a separate and distinct violation for purposes of assessing civil penalties under this ordinance.
- d) Civil penalties established under this ordinance are in addition to any applicable misdemeanor penalties, repair costs, service termination, or other enforcement actions authorized by the Town of Alpine.

Section XI. Collection, Liens, and Enforcement

- (a) All bills are due by the **25th of each month.**
- (b) Late payment, lien, and enforcement provisions remain as previously established in Town of Alpine Billing Procedure Ordinance and shall apply to all rates adopted under this Ordinance.
- (c) Accounts delinquent 60 days or more may be shut off and are subject to lien on the property served.
- (d) The Town shall recover attorney's fees and costs for collection actions.

Section XII. Severability

If any portion of this ordinance is held invalid, the remaining provisions shall remain in full force and effect.

Section XIII. Adoption

This ordinance passed and approved on the following dates:

Passed First Reading on the 4th day of November 2025.

VOTE: 3 YES, 1 NO, 0 ABSTAIN, 1 ABSENT
(Councilmember Scaffide voted no; Councilmember Burchard was absent)

Passed Second Reading on the 18th day of November 2025.

VOTE: 4 YES, 1 NO, 0 ABSTAIN, 0 ABSENT

(Councilmember Scaffide voted no)

Passed on Third and Final Reading 2nd day of December 2025.

VOTE: ____ YES, ____ NO, ____ ABSTAIN, ____ ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2025-013 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-052**

**A RESOLUTION ESTABLISHING THE OFFICIAL SCHEDULE OF PLANNING AND
ZONING COMMISSION MEETINGS FOR THE TOWN OF ALPINE, WYOMING, FOR
THE CALENDAR YEAR 2026.**

WHEREAS, the Town Council of the Town of Alpine, Wyoming, is required to establish an official schedule of Planning and Zoning Commission meetings for the 2026 calendar year; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Alpine, Wyoming, that the official Planning and Zoning meeting dates for 2026 shall be as follows. Meetings will begin at 7:00 p.m., unless otherwise advertised, and will be held at the Alpine Town Hall:

The Planning and Zoning meetings for the Town of Alpine, Wyoming, shall be held on the following dates at the Alpine Town Hall:

- January 13, 2026
- February 10, 2026
- March 10, 2026
- April 14, 2026
- May 12, 2026
- June 9, 2026
- July 14, 2026
- August 11, 2026
- September 8, 2026
- October 13, 2026
- November 10, 2026
- December 8, 2026

BE IT FURTHER RESOLVED that this schedule shall be posted and made publicly available as required by law.

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 2nd day of December 2025.

Signed:

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-053**

**A RESOLUTION ESTABLISHING THE OFFICIAL SCHEDULE OF TOWN COUNCIL
MEETINGS FOR THE TOWN COUNCIL OF ALPINE, WYOMING, FOR THE
CALENDAR YEAR 2026.**

WHEREAS, the Town Council of the Town of Alpine, Wyoming, is required to establish an official schedule of Town Council meetings for the 2026 calendar year; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Alpine, Wyoming, that the official Town Council meeting dates for 2026 shall be as follows. Meetings will begin at 7:00 p.m., unless otherwise advertised, and will be held at the Alpine Town Hall, 250 River Circle, unless otherwise noted:

- January 6, 2026
- January 20, 2026
- February 3, 2026
- February 17, 2026
- March 3, 2026
- March 17, 2026
- April 7, 2026
- April 21, 2026
- May 5, 2026
- May 19, 2026
- June 2, 2026
- June 16, 2026
- July 7, 2026
- July 21, 2026
- August 4, 2026
- August 18, 2026
- September 1, 2026
- September 15, 2026
- October 6, 2026
- October 20, 2026
- November 3, 2026
- November 17, 2026
- December 1, 2026
- December 15, 2026

BE IT FURTHER RESOLVED that this schedule shall be posted and made publicly available as required by law.

This resolution shall take effect immediately upon adoption.

Town of Alpine Resolution No. 2025-053 The Official Schedule Of Town Council Meetings For The Town Council Of Alpine, Wyoming, For The Calendar Year 2026.

PASSED, APPROVED AND ADOPTED this 2nd day of December 2025.

Signed:

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-054**

**A RESOLUTION TO ESTABLISH THE OFFICIAL SCHEDULE OF MUNICIPAL
COURT PROCEEDINGS FOR THE TOWN OF ALPINE, WYOMING, FOR THE
CALENDAR YEAR 2026.**

WHEREAS, the Town Council of the Town of Alpine, Wyoming, is required to establish an official schedule of Municipal Court proceedings for the 2026 calendar year; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Alpine, Wyoming, that the following dates and times are hereby designated as the official Municipal Court proceedings for the Town of Alpine for the 2026 calendar year:

- January 14, 2026, at 10:30 a.m.
- February 11, 2026, at 10:30 a.m.
- March 11, 2026, at 10:30 a.m.
- April 8, 2026, at 10:30 a.m.
- May 13, 2026, at 10:30 a.m.
- June 10, 2026, at 10:30 a.m.
- July 8, 2026, at 10:30 a.m.
- August 12, 2026, at 10:30 a.m.
- September 9, 2026, at 10:30 a.m.
- October 14, 2026, at 10:30 a.m.
- November – to be determined
- December 9, 2026, at 10:30 a.m.

BE IT FURTHER RESOLVED that this schedule shall be posted and made publicly available as required by law.

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 2nd day of December 2025.

Signed:

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-055**

**A RESOLUTION ESTABLISHING THE OFFICIAL SCHEDULE OF DESIGN REVIEW
COMMITTEE MEETINGS FOR THE TOWN OF ALPINE, WYOMING, FOR THE
CALENDAR YEAR 2026.**

WHEREAS, the Town Council of the Town of Alpine, Wyoming, is required to establish an official schedule for the Design Review Committee meetings for the 2026 calendar year; and

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Alpine, Wyoming, that the following dates and times are hereby designated as the scheduled meeting dates and times for the Design Review Committee for the 2026 calendar year. Meetings will be held as needed at the Alpine Town Hall:

- January 27, 2026
- February 24, 2026
- March 24, 2026
- April 28, 2026
- May 26, 2026
- June 23, 2026
- July 28, 2026
- August 25, 2026
- September 22, 2026
- October 27, 2026
- November 24, 2026
- December 22, 2026

BE IT FURTHER RESOLVED that this schedule shall be posted and made publicly available as required by law.

This resolution shall take effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 2nd day of December 2025.

Signed:

Eric Green, Mayor

ATTEST:

Monica L. Chenault, Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-051
A RESOLUTION ESTABLISHING THE APPLICATION PERIOD AND
PRESENTATION DATE FOR THE TOWN OF ALPINE'S AVAILABLE RETAIL
LIQUOR LICENSE**

WHEREAS, the Wyoming Liquor Division (“WLD”) has issued the 2025 Census, which confirms that the Town of Alpine is authorized under Wyoming Statute § 12-4-101 et seq. to receive one (1) additional Retail Liquor License; and

WHEREAS, the Governing Body of the Town of Alpine desires to establish a fair, transparent, and timely process for receiving and reviewing applications for the available Retail Liquor

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING:

1. Application Period:

The Town of Alpine shall accept applications for the available Retail Liquor License beginning **December 15, 2025**, and ending **January 15, 2026**, at 5:00 p.m. Applications must be submitted to the Alpine Town Hall during this period to be considered.

2. Applicant Presentations:

Each qualified applicant will be required to present their proposal to the Town Council on **February 3, 2026**, during the regularly scheduled Town Council meeting. Each applicant will be allotted up to fifteen (15) minutes to present. Applicants may bring a laptop for use in the Council Chambers or may submit their presentation materials in advance to **office@alpinewy.gov**.

3. Review and Award:

Following applicant presentations, the Governing Body will review all submitted applications and materials and may award the Retail Liquor License in accordance with Wyoming Statutes and the Town of Alpine’s licensing procedures.

PASSED, APPROVED AND ADOPTED this 2nd day of December 2025.

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

SIGNED:

Eric Green, Mayor of Alpine



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-051
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LIQUOR LICENSE**

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer