



TOWN COUNCIL MEETING AGENDA

October 07, 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: September 16, 2025 Town Council Meeting Minutes, and September 30, 2025 Town Council Meeting Minutes
 - [b.](#) Bills to Pay Report: 09/17/2025-10/03/2025
 - [c.](#) Snake River MEP Invoice-006
 - [d.](#) Snake River MEP Invoice-007
6. **REPORTS**
 - a. Mayor's Report – Eric Green
 - b. Clerk/Treasurer Report – Monica Chenault
 - [c.](#) Code Enforcement Officer Report - Tara Bender, submitted in writing
 - d. Public Works Director Report - Craig Leseberg
7. **ACTION ITEMS**
 - [a.](#) AEF Business Plan:

Seeking a motion to accept the Alpine Education Foundation business plan.

b. 2024 Single Audit - Financial Report:

Seeking a motion to accept DeCoria & Company, PC 2024 Single Audit - Financial Report.

c. Resolution No. 2025-043 - Appointing Gina Corson as Planning and Zoning Administrator:

Seeking a motion to approve Resolution No. 2025-043 - Appointing Gina Corson as Planning and Zoning Administrator.

d. Resolution No. 2025-044 - A Resolution Authorizing The Opening Of A Bank Account For Escrow Funds With First Bank of Wyoming:

Seeking a motion to approve Resolution No. 2025-044 - A Resolution Authorizing The Opening Of A Bank Account For Escrow Funds With First Bank of Wyoming.

e. Resolution No. 2025-042 - Appointing Councilmember Jeremy Larsen To The Employee Policy & Procedure Committee Effective October 7, 2025:

Seeking a motion to approve Resolution No. 2025-042 - Appointing Councilmember Jeremy Larsen To The Employee Policy & Procedure Committee Effective October 7, 2025.

f. Resolution No. 2025-045 - A Resolution Recommending The Appointment Of Riley Hovorka To The Alpine Education Foundation Board As The Representative Of The Alpine Town Council:

Seeking a motion to approve Resolution No. 2025-045 - A Resolution Recommending The Appointment Of Riley Hovorka To The Alpine Education Foundation Board As The Representative Of The Alpine Town Council.

g. Resolution No. 2025-046 - A Resolution Of The Town Council Of The Town Of Alpine, Wyoming, Recommending That The Lincoln County Commission Provide Live Streaming Of Commission Meetings For The Benefit Of The Public:

Seeking a motion to approve Resolution No. 2025-046 - A Resolution Of The Town Council Of The Town Of Alpine, Wyoming, Recommending That The Lincoln County Commission Provide Live Streaming Of Commission Meetings For The Benefit Of The Public.

8. GENERAL PUBLIC COMMENT

General 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 not listed on the agenda. 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.

9. EXECUTIVE SESSION

10. ADJOURNMENT



TOWN COUNCIL MEETING MINUTES

September 16, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER Mayor Green called the meeting to order at 7:00 PM.

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

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen (via conference call), Councilmember Scaffide, Councilmember Wierda, and Councilmember Burchard. A quorum was established. Also in attendance was Town Attorney James Sanderson.

ADOPT THE AGENDA

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

PUBLIC HEARING - MINOR SUBDIVISION REPLAT

Call to Order- Mayor Green:

Mayor Green opened the public hearing for the Town of Alpine's minor subdivision replat of Alpine West, Third Edition, Lot 15. The Mayor confirmed with the Clerk that all legal notices and requirements for the hearing had been met. The Clerk noted that the Planning & Zoning staff had completed all notifications and postings.

Applicant Presentation:

The Planning & Zoning Acting Administrator, Gina Corson, presented on behalf of the Town of Alpine's application for a minor subdivision replat involving portions of Lots 10, 11, and 12 in the Alpine West Second Edition. The replat combines parcels into a single larger lot to accommodate the Alpine Education Foundation's proposed public charter school.

Key points from the staff report included:

- The replat provides access to Buffalo Drive with adjusted lot lines to align with geographic features.
- The project is consistent with the 2006 Alpine Master Plan, which identified this location for future school facilities.

- The lots are zoned Public and Community Facilities, supporting the intended use. Zoning will not change.
- No impacts are anticipated to wastewater or stormwater.
- Application meets all procedural requirements under the Land Use Development Code.
- Notices were mailed to 40 nearby property owners and published in the *Star Valley Independent*, Town Hall, and Alpine Post Office. One formal written response was received and attached to the agenda.

The Planning & Zoning Acting Administrator recommended approval of the replat as submitted, noting that it advances community priorities, complies with zoning, and minimizes impacts.

Planning & Zoning Recommendation:

The Planning & Zoning Commission recommended approval of the replat.

Questions & Discussion:

Council raised questions regarding traffic flow impacts on Buffalo Run and Elk Run. Discussion followed:

- Staff noted that the traffic survey is more directly tied to special use/lease conditions but deferred to the applicant for clarification.
- The applicant and representatives confirmed that traffic will be divided between Buffalo Run and Elk Run, with the school intending to direct drop-off traffic primarily through Elk Run to minimize impacts on Buffalo Run.
- The traffic study projected conditions through 2032, showing minimal impacts with potential mitigations such as signage if necessary.
- Meredith Leonard, Alpine Education Foundation, confirmed the intent to utilize Elk Run as much as possible, with Buffalo Run used primarily for parent parking and walk-in students.

Public Testimony:

Councilmember Scaffide requested to extend public comment to 30 minutes and five minutes per speaker. The motion did not receive a second and therefore failed. Public comment proceeded under the original 20 minutes total with three minutes per speaker.

Public comments included:

- **Brett Bennett, Alpine Architectural Studio** – reiterated Planning & Zoning's recommendation of approval and emphasized the opportunity to bring a school to Alpine.

- **Anessa Melnik, adjacent resident** – raised concerns regarding student accessibility due to lack of sidewalks, potential cut-through of private property, and the need for fencing to separate adjacent residential properties from school traffic and students.
- **Megan Rumsey** – expressed concerns about conflicts of interest, proximity to the reservoir and brewery, public safety, and the condition of modular buildings proposed for the site. Opposed the project moving forward on the replated lot.
- **Tonnie Randolph, adjacent resident** – questioned whether the replat extends to property lines of nearby townhomes and how utility easements factor into the plan. Staff clarified that power lines are shown on the plat, easements prevent construction beneath them, and the replat does not change the existing adjacency of property lines.
- **Haley Hines, Alpine resident** – raised concerns regarding the traffic study methodology, noting seasonal impacts and questioning its application across a full year.

After public testimony, no further comments were received.

Close Public Hearing:

Mayor Green closed the public hearing for the Town of Alpine's minor subdivision replat of Alpine West, Third Edition, Lot 15 at 7:19 p.m.

PUBLIC HEARING - SPECIAL USE PERMIT

Call to Order- Mayor Green:

Mayor Green opened the public hearing at 7:19 p.m. and confirmed with the Clerk that all legal notice requirements for this hearing were met (noticed concurrently with the subdivision replat hearing).

Applicant Presentation:

Planning & Zoning Acting Administrator presented findings for a Special Use Permit (SUP) to allow the placement of previously used modular classroom buildings on proposed Lot 15, Alpine West as a temporary public charter school site while a permanent location is pursued.

Key staff points:

- **SUP Trigger:** LUDC §3-207 (relocation of buildings prohibited) and §4-5-507 (overhang requirements not met) necessitate an SUP.
- **Zoning/Use:** Property zoned **Public & Community Facilities**; proposed educational use is consistent.
- **Completeness/Notice:** Application complete; fees paid; certified mailings sent to ~40 property owners; public notice properly advertised; **one written response** received and included in the agenda packet.

- **Submittals/Reviews:** Site & utility plan; lighting & landscaping details submitted; **Fire Marshal review initiated**; project will be subject to the Town's **building permit** process for safety, design, and utilities.
- **Traffic:** A **traffic study** is required under the **lease** with the Town to address roadway impacts.
- **Utilities/Stormwater:** No current wastewater or stormwater concerns identified; details to be finalized in permits/reviews.
- **Plan Consistency:** Aligns with the **2006 Alpine Master Plan** recognizing the area as a priority location for school facilities.
- **Recommendation: Approval** of the SUP **conditioned** on the applicant fulfilling the **terms of the lease agreement** with the Town of Alpine.

No Council questions were raised for staff.

Applicant/Proponent Remarks:

Brett Bennett, Alpine Architectural Studio:

- Addressed traffic: referenced the study's findings indicating minimal impacts and no current mitigations warranted; roads can support projected volumes.
- Clarified east lot line remains unchanged; buildings/play areas are outside utility easements.
- Stated modular building manufacture dates are ~2015 and 2019, not 25–30 years old.
- Discussed a future ADA-accessible ramp to the ball field as a potential later, separately permitted project (not part of this SUP).
- Noted buffering along the south lot line and that security fencing can be installed for student safety.
- Shared a rendering of the proposed building arrangement consistent with prior code-compliant configuration.

Meredith Leonard, Alpine Education Foundation:

- Provided an update on fundraising, growing community interest, and parent inquiries/enrollment interest; thanked the Town and community.

Council Questions/Comments:

Clarification on who platted the subdivision: Surveyor Scherbel. Rationale for lot layout was to avoid disturbing the skate park, provide a workable ~3.38-acre school site that fits buildings, ~40

parking spaces, circulation, snow storage, and stormwater needs, acknowledging limited room for future expansion on that lot.

Councilmember Larsen commented on path access from nearby condominiums to the skate park (Town property) and noted a prior \$5,000 grant awarded to the HOA for pathway/fencing, with funds still available pending HOA action.

Planning & Zoning Recommendation:

Planning & Zoning recommended approval of the SUP.

Public Testimony: *(3 minutes per speaker; 20 minutes total)*

The Mayor reiterated the time limits and opened public comment. Summaries:

- **Sue Kolbas (Alpine):** Supports having a school generally but feels the process is rushed; cited absence of an enrollment study, questions about financing/business plan per lease, and potential tax impacts; referenced survey results and Town debt; urged certain Council recusals; opposes proceeding at this stage.
- **Haley Hines (Alpine; educator):** Values schools but opposes modulars on public land without clear teacher/student studies or curriculum transparency; concerned about process and prior charter contract changes; requested integrity and transparency.
- **Heather Goodrich (curriculum & instruction professional):** Raised curriculum concerns (referencing Hillsdale/Academica), urging an inclusive, nonpartisan curriculum; prefers alternatives if needed.
- **Justin Scott (Alpine):** Asked who decides the school mascot, noting concern over Town land involvement.
- **Megan Rumsey:** Criticized transparency and governance process, raised concerns about modular condition, legal risks, and broader education policy context; urged more scrutiny.
- **Anessa Melnik (Alpine):** Asked what happens if the school fails within 1–2 years (removal, land status, etc.).
- **Troy Johnson (Alpine):** Questioned the single-meeting decision dynamic; asked about costs to the Town, infrastructure (bathrooms/cafeteria), building quality/age, and the perceived rush.
- **Heather Goodrich (second comment, permitted with remaining time):** Suggested considering secondary/magnet/STEM options instead of K–4/K–6; cautioned against marginalizing parts of the community.

- **Sue Kolbas (Alpine):** Critiqued the aesthetics/appropriateness of modulars on valuable public land; suggested trade school or public school options may better fit community needs.

Public comment closed after the allotted period.

Close Public Hearing:

Mayor Green closed the public hearing and proceeded to the regular meeting.

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

CONSENT AGENDA

- (a) Town Council Minutes: September 2, 2025, Town Council Meeting Minutes: Councilmember Burchard made a motion to approve the Town Council Minutes from September 2, 2025, Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Planning & Zoning Commission Minutes: July 31, 2025 Work Session Minutes and August 12, 2025 Regular Meeting Minutes. Councilmember Burchard made a motion to approve the listed Planning and Zoning Commission meeting minutes. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (c) Bills to Pay Report: 09/04/2025 to 09/16/2025. Councilmember Burchard made a motion to approve the Bills to Pay Report: 09/04/2025 to 09/16/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (d) Financial Report: 7/2025 DRAFT: Councilmember Burchard made a motion to approve the draft Financial Report: 7/2025. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (e) Snake River MEP Invoice-004 - Pretreatment Plant Process Piping Systems JA Project No. 23001: Councilmember Burchard made a motion to approve the Snake River MEP Invoice-004 - Pretreatment Plant Process Piping Systems JA Project No. 23001. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (f) Snake River MEP Invoice-005 - Pretreatment Plant Process Piping Systems JA Project No. 23001: Councilmember Burchard made a motion to approve the Snake River MEP Invoice-005 - Pretreatment Plant Process Piping Systems JA Project No. 23001. Councilmember Scaffide seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion

carried.

REPORTS

Mayor's Report: Mayor Green reported on the installation of three new “Welcome to Alpine” signs, located on the right side when coming out of the canyon, on the south approach into town, and on the Idaho Falls side. He explained that the signs are composite material painted to look like metal, which will naturally patina over time. The decorative logs attached to the signs are non-structural but are bolted on for appearance. Staff will apply lacquer annually or every other year to help preserve the logs and maintain their character. Mayor Green noted that the signs are expected to look even better as they age and encouraged everyone to take a moment to drive by and see them.

Events Committee Report - Andrea Burchard:

Councilmember Burchard reported that on September 27th, the Town partnered with Melvin once again to host the annual Fall Festival. She noted that the event has been a great success for the community each year and expressed appreciation for the continued partnership with Melvin. Planned activities included pumpkins, face painting, games, and other family-friendly entertainment. Councilmember Burchard encouraged everyone to attend and enjoy the festivities.

Engineering Report – Kevin Meagher: Provided in writing.

Planning & Zoning Report – Melisa Wilson:

Planning and Zoning Chair Melisa Wilson reported that the Commission held a relatively short meeting the prior week. Items reviewed included a few permits, site plans, and a deck that required rebuilding. She added that the Commission intends to schedule special meetings to review and refine portions of the Land Use Development Code (LUDC) to address issues that have arisen. Wilson emphasized that the LUDC is a living document that evolves with ongoing community needs. No questions were raised from the Council.

Economic Development Report – Jeremiah Larsen:

Councilmember Larsen reported that Lincoln County Economic Development is coordinating with the County's Travel and Tourism office on several potential projects.

Alpine Travel & Tourism Board Report – Jeremiah Larsen

Larsen noted that Alpine Travel and Tourism has wrapped up grant reimbursements for the summer season, with the final project being the installation of the welcome signs. He highlighted the success of the Reggae in the Rockies Festival, describing it as an exceptional event with a strong turnout, no issues, and the property left in excellent condition. The Board hopes to see the festival return next year.

The Board's fall meeting was rescheduled to Thursday, November 6th, to accommodate member schedules, and feedback from grant recipients will be reviewed at that time. Larsen added that one additional grant request is expected for the winter grooming season.

He also provided an update on efforts to locate a snow groomer, noting that multiple messages to Mountain States in Torrington have gone unanswered. He intends to connect with Teton Valley Trails and Pathways, which may have additional resources. Mayor Green added that WYDOT reviewed the guardrail between Alpine and McCoy Creek, confirming that it is limited to an 8-foot width.

Lincoln County Sheriff's Report – Submitted in writing

ACTION ITEMS

Minor Subdivision Replat - Town of Alpine:

Councilmember Burchard made a motion to Town of Alpine's Minor Subdivision Replat. Councilmember Burchard seconded.

Mayor Green opened the floor for additional public comments regarding the Town of Alpine's Minor Subdivision Replat application.

Public Comments:

- **Megan Ramsey** raised questions concerning trust in staff reports, referencing concerns about the accuracy of the traffic study and the broader atmosphere within Town administration.
- **Brett Bennett** emphasized the importance of reading the traffic study in full before forming conclusions.
- **Anessa Malnik** expressed concern about ensuring playground safety, particularly preventing cars, ATVs, and other vehicles from accessing those areas.
- **Heather Goodrich** asked who owned the 4H land, to which the Mayor clarified it was owned by the University of Idaho.

Council Discussion:

Councilmember Shay Scaffide stated her opposition to approving the replat ahead of the completion of the Town's master plan, noting that the Town had already invested \$200,000 in its development. She expressed concern that survey work had begun without Council approval and that the Town was dividing land into smaller parcels without first considering Cushing Terrell's comprehensive plan. Scaffide described this as a "travesty" and said it made supporting the replat very difficult.

Following discussion, Mayor Green called for a vote. Those voting in favor were Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Councilmember Scaffide voted in opposition. The motion carried 4-1.

Special Use Permit - Alpine Education Foundation:

Councilmember Burchard made a motion to approve the Alpine Education Foundation's Special Use Permit to construct modular classroom structures that were previously permitted in Teton County, WY with a non-conforming roof overhang. Councilmember Wierda seconded.

Public Comments:

- **Heather Goodrich** asked whether inspections would be conducted to ensure safety of the modular units, raising concerns about mold and construction oversight. The Mayor responded that inspections would be handled by both the Town of Alpine's building official and the State of Wyoming.
- **Meredith Leonard**, Alpine Education Foundation, explained that the school would follow a classical curriculum, open to all students, and emphasized its goal of producing well-rounded citizens.
- **Megan Ramsey** expressed opposition, raising concerns about the Hillsdale 1776 curriculum, its political associations, inclusivity for Latino and special education students, and the broader impact on public education.
- **Luke Astle**, Alpine resident and member of the Alpine Education Foundation, spoke in favor, highlighting the importance of local schooling for families, community growth, and the temporary nature of the project.
- **Dominique Brough**, Alpine resident and foundation member, stated that master plans are guiding documents and should not halt ongoing projects. She also noted the challenges families face with children commuting long distances to school.
- **Troy Johnson**, Alpine resident, expressed concern about costs to taxpayers, long-term lease implications, and the need for more public discussion before approval.
- **Justin Scott**, Alpine resident, cautioned the Council to consider the precedent set by approving this special use permit and urged careful planning for future applications.
- **Dave Jenkins** emphasized that the charter school would redirect taxpayer dollars into Alpine, create local jobs, and strengthen the community.

Following Council discussion, Mayor Green called for a vote. Voting in favor were Mayor Green, Councilmembers Larsen, Wierda, and Burchard. Voting opposed was Councilmember Scaffide. The motion carried 4-1.

Proposed Drawings and Elevation Sumittal - Alpine Education Foundation:

Councilmember Larsen made a motion to Proposed Drawings and Elevation Sumittal - Alpine Education Foundation. Councilmember Burchard seconded.

Council reviewed the submitted drawings and elevations for the modular classroom structures. The submittal included site plans, plat maps, and elevation drawings, which were confirmed to be the original elevations provided by the company when the units were purchased in Teton County.

Following review, Mayor Green called for a vote. Voting in favor were Mayor Green, Councilmembers Larsen, Wierda, and Burchard. Voting opposed was Councilmember Scaffide. The motion carried 4-1.

A five-minute recess was then taken.

Lease Agreement between Town of Alpine and Get Down, LLC d.b.a. Melvin Brewing Company:

Mayor Green introduced the lease agreement with Get Down, LLC d.b.a. Melvin Brewing Company for the placement of a sign. The sign will be lighted, and Melvin Brewing will be responsible for excavating and running power to the location. The sign will display “Melvin” with an arrow directing visitors toward the brewery. WYDOT regulations do not allow the company’s logo on the sign.

The design will allow flexibility for future additions if other businesses locate in the area. Council briefly discussed potential alternate or additional sign locations, including near the library, but agreed to first evaluate the effectiveness of the current installation. The sign will be installed perpendicular to the highway and will be two-sided.

Councilmember Burchard made a motion for the Town of Alpine to enter into a lease agreement with Get Down, LLC d.b.a. Melvin Brewing Company and authorize Mayor Green to sign. Councilmember Larsen seconded.

Voting was unanimous in favor. Motion carried.

US 26 Speed Study:

Councilmember Burchard made a motion for Councilmembers to provide comments to Darin Kaufman by Friday, October 3. Councilmember Wierda seconded.

Mayor Green introduced the WYDOT speed study conducted on US 26, noting it was initiated by a resident near the airport. The study recommended inserting a 55 mph zone before the storage sheds and retaining the 45 mph zone near the Town’s welcome sign.

Discussion included the following points:

- Councilmembers reviewed the proposed changes and noted that the adjustment would help address ongoing speeding concerns.

- Mayor Green suggested Council set an internal deadline of October 1st to submit comments to staff, allowing time to consolidate and forward them to WYDOT by October 3rd.
- Councilmembers emphasized the need for a similar speed study at other entrances into Alpine where speeding has been a long-standing concern.
- WYDOT noted that “traffic friction” such as trees, parked cars, benches, or roadside features is generally required before they will consider lowering speed limits further.

Voting was unanimous in favor. Motion carried.

Alpine Boat Ramp and Dock Maintenance Agreement between Lincoln County, Town of Alpine, and USDA Forest Service:

Councilmember Burchard made a motion to approve five (5) year extension of Alpine Boat Ramp and Dock Maintenance Agreement between Lincoln County, Town of Alpine, and USDA Forest Service, and authorize Mayor Green to sign. Councilmember Wierda seconded.

Discussion noted:

- The agreement is an extension of a long-standing arrangement previously signed by former mayors.
- The Town is responsible for limited maintenance tasks, including trash removal and adjusting the boat dock with seasonal water levels, costs for which are already budgeted.
- The property belongs to the Bureau of Reclamation, and authorization is required for use, while the USDA Forest Service manages the agreement.
- Lincoln County has already signed, and the Forest Service initiated the renewal process.
- Contributions from Alpine are primarily in-kind, with a valuation of approximately \$53,000, though some costs such as trash removal are paid directly.
- Councilmembers suggested reaching out to the Snake River Fund and Wyoming Game & Fish, who had previously supported the project with donations and grants.

Voting was unanimous in favor. Motion carried.

Resolution No. 2025-041 - Appointing Rob LaPier To The Town Of Alpine Design Review Committee To Fill Vacant Term:

Councilmember Scaffide made a motion to approve Resolution No. 2025-041 - Appointing Rob LaPier To The Town Of Alpine Design Review Committee To Fill Vacant Term.

Councilmember Larsen seconded.

Mayor Green explained that Wendy Walton, who had been appointed to assist with finalizing the Design Review Guidelines, had expressed her intent to step down once that work was complete. Rob LaPier, a local contractor and longtime Alpine resident, has agreed to serve in her place. Mayor Green noted that Mr. LaPier brings valuable experience and ideas, and his specific term length will be clarified through the process.

Councilmember Larsen expressed support, noting Mr. LaPier previously served on the Town Council for more than two years.

Voting was unanimous in favor. Motion carried.

Resolution No. 2025-042 - Ratifying Mayor Green's Decision To Appoint Councilmember Jeremy Larsen To The Employee Policy & Procedure Committee Effective September 4, 2025:

Councilmember Burchard made a motion to approve Resolution No. 2025-042 - Ratifying Mayor Green's Decision To Appoint Councilmember Jeremy Larsen To The Employee Policy & Procedure Committee Effective September 4, 2025. Councilmember Wierda seconded the motion.

Mayor Green explained that Councilmember Larsen had been appointed to fill the vacancy created by Councilmember Castillo's resignation, joining Mayor Green, Councilmember Burchard, and Clerk Monica Chenault on the Employee Policy and Procedure Committee. Mayor Green emphasized the committee's value in providing input on employment issues while remaining consistent with open meeting laws.

Councilmember Scaffide expressed concerns regarding transparency, timing of the appointment, and potential quorum implications. She noted that a meeting appeared to have occurred prior to council ratification and questioned whether proper procedures had been followed.

Councilmember Scaffide also raised the issue of council representation on the committee, suggesting that three councilmembers may create imbalance and blur lines between oversight and operations. She recommended either reducing council participation on the committee or opening the appointment process more broadly.

After discussion, Councilmember Burchard withdrew her motion to approve Resolution No. 2025-042. The resolution was not adopted, and no further action was taken.

HK Contractors, Inc. - Waste Facility Approach Bid:

Councilmember Scaffide made a motion to approve HK Contractors, Inc.'s Waste Facility Approach Bid. Councilmember Burchard seconded.

Mayor Green explained that staff at the wastewater treatment plant identified concerns with access at the new pre-treatment facility. The current drop-off from the concrete pad to the gravel

creates a muddy, uneven surface that impedes operations. Staff recommended HK Contractors provide a ramp to improve access, particularly for equipment and dumpsters.

Clerk Chenault added that while this may be a temporary fix, it is the most cost-effective solution at this time. In the future, additional paving or concrete work may be required to permanently address the issue.

Following discussion, the motion to approve the HK Contractors, Inc. Waste Facility Approach Bid carried unanimously.

GENERAL PUBLIC COMMENT:

- **Patricia McQuade**, Alpine resident, emphasized that residents questioning the charter school project are not opposed to having a school in Alpine. She raised concerns regarding whether the Alpine Education Foundation has provided sufficient financial and business plans, enrollment commitments, and clarity on its timeline, particularly related to conditions precedent in the lease agreement. She urged the Council to ensure all requirements are met before modular units are placed on Town property.
- **Anessa Malnik**, Alpine resident, inquired about the process for adding another crosswalk in Town. Mayor Green and staff explained that WYDOT has previously denied crosswalks along US 89 due to traffic speed and safety concerns but noted that a transportation master plan study, supported by a federal grant, will explore traffic calming measures and possible long-term solutions such as tunnels, bump-outs, or other safety improvements.
- **Megan Rumsey**, Alpine resident, expressed concerns about the use of modular buildings for the charter school, noting the lack of a gathering space such as a gymnasium. She questioned the decision-making process, raised objections to Councilmember Jeremy Larsen's committee appointment, and criticized perceived fiscal issues, including salaries and insurance. She also voiced skepticism about the viability of the charter school project and urged greater transparency.
- **Justin Scott**, Alpine resident, thanked the Council, staff, and community members for their efforts over the past 18 months, specifically recognizing those involved in organizing the Rea & the Rockies event. He expressed hope for more positive community spirit moving forward.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Scaffide seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 9:52 PM.

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 October 7th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



TOWN COUNCIL MEETING MINUTES

September 30, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER Mayor Green called the meeting to order at 7:15 PM.

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

ROLL CALL: Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Councilmember Scaffide was excused absent. A quorum was established.

ADOPT THE AGENDA

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

ACTION ITEMS

Final Plat Approval:

Councilmember Larsen made a motion to approve the final plat for Lot 15 Alpine West 3rd Edition. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Motion carried

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 7:17 PM.

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 October 7th, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/17/2025 - 10/3/2025

Page: 1
Oct 03, 2025 12:14PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/25	10/03/2025	0	1520	Lincoln County Treasurer	10-20100	20,304.95
10/25	10/03/2025	0	3950	Williams, Porter, Day & Neville, P.C.	10-20100	660.00
10/25	10/03/2025	0	870	Energy Laboratories, Inc	52-20100	603.00
10/25	10/03/2025	0	1780	RE Investment Company	51-20100	869.31
10/25	10/03/2025	0	2390	USABlueBook	52-20100	1,770.48
10/25	10/03/2025	0	3530	Westbank Sanitation	10-20100	862.75
10/25	10/03/2025	0	2890	High Country Linen	52-20100	255.80
10/25	10/03/2025	0	1680	Norco, Inc	10-20100	39.60
10/25	10/03/2025	0	3750	Asphalt Maintenance, Inc.	10-20100	50,000.00
10/25	10/03/2025	0	710	Core & Main	51-20100	830.16
10/25	10/03/2025	0	1910	Servant Electric, PC	10-20100	14,590.76
10/25	10/03/2025	0	1530	Lincoln County Water Quality Lab	51-20100	81.00
10/25	10/03/2025	0	1430	Kubwater Resources, Inc.	52-20100	2,140.20
10/25	10/03/2025	0	1480	Lincoln County Clerk	10-20100	24.00
10/25	10/03/2025	0	2000	Star Valley Arts Council	10-20100	3,761.00
10/25	10/03/2025	0	4170	Stelting & Gross Attorneys at Law	52-20100	4,532.50
10/25	10/03/2025	0	2480	Valley Wide Cooperative, Inc	10-20100	1.00
10/25	10/03/2025	0	1810	Parkland USA Corporation	10-20100	1,033.48
10/25	10/03/2025	0	1310	Jenkins Building Supply	10-20100	1,403.98
10/25	10/03/2025	0	4130	Snake River MEP Complete	52-20100	40,372.07
10/25	10/03/2025	0	620	Caselle	52-20100	3,097.00
10/25	10/03/2025	0	3990	Tara Bender	10-20100	22.11
10/25	10/03/2025	0	3940	PEAC Solutions	10-20100	282.98
10/25	10/03/2025	0	1340	Jorgensen Engineering	52-20100	29,365.70
10/25	10/03/2025	0	200	Alarmlogix	10-20100	35.00
10/25	10/03/2025	0	4230	Wyoming Public Service Commission	51-20100	5.00
10/25	10/03/2025	0	3920	Cushing Terrell	10-20100	6,918.64
10/25	10/03/2025	0	640	CivicPlus	10-20100	2,237.50
10/25	10/03/2025	0	2870	Sanderson Law Office	10-20100	2,600.00
10/25	10/03/2025	0	4210	Flow Technology Support LLC	52-20100	700.00
10/25	10/03/2025	0	2130	Surveyor Scherbel, Ltd	10-20100	1,225.00
10/25	10/03/2025	0	650	CNA Surety	10-20100	1,250.00
10/25	10/03/2025	0	4070	Raftelis	52-20100	2,696.25
10/25	10/03/2025	0	4200	JVA, Inc.	52-20100	816.00
10/25	10/03/2025	0	3110	Theodore Birdyshaw	01-20100	104.54
10/25	10/03/2025	0	2310	Town of Pinedale	52-20100	1,014.97
10/25	10/03/2025	0	980	FP Mailing Solutions	10-20100	540.02
10/25	10/03/2025	0	1610	Mission Communications, LLC	51-20100	2,698.69
10/25	10/03/2025	0	2160	Tapco	10-20100	880.00
10/25	10/03/2025	0	2450	Valley Auto Supply	51-20100	48.74
10/25	10/03/2025	0	1700	One Call of Wyoming	52-20100	134.40
10/25	10/03/2025	0	3900	Peak Water Services, LLC	52-20100	5,577.68
10/25	10/03/2025	0	4100	JP's Water & Sewer Service	52-20100	975.00
09/25	09/20/2025	20517	1940	Silver Star Communications	10-20100	236.24 M
09/25	09/20/2025	20518	1940	Silver Star Communications	52-20100	320.32 M
09/25	09/20/2025	20519	1940	Silver Star Communications	10-20100	619.92 M
09/25	09/22/2025	20521	960	First Bank Card	52-20100	1,538.14 M
10/25	10/01/2025	20524	1560	Lower Valley Energy	10-20100	372.45 M
10/25	10/01/2025	20525	1560	Lower Valley Energy	10-20100	19.48 M
10/25	10/01/2025	20526	1560	Lower Valley Energy	52-20100	18.24 M
10/25	10/01/2025	20527	1560	Lower Valley Energy	51-20100	3,467.61 M
10/25	10/01/2025	20528	1560	Lower Valley Energy	10-20100	52.43 M
10/25	10/01/2025	20529	1560	Lower Valley Energy	10-20100	26.72 M

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
10/25	10/01/2025	20530	1560	Lower Valley Energy	10-20100	26.18	M
10/25	10/01/2025	20531	1560	Lower Valley Energy	10-20100	29.83	M
10/25	10/01/2025	20532	1560	Lower Valley Energy	52-20100	3,595.99	M
10/25	10/01/2025	20533	1560	Lower Valley Energy	10-20100	23.34	M
10/25	10/01/2025	20534	1560	Lower Valley Energy	52-20100	74.08	M
10/25	10/01/2025	20535	1560	Lower Valley Energy	52-20100	50.20	M
10/25	10/01/2025	20536	1560	Lower Valley Energy	51-20100	21.14	M
10/25	10/01/2025	20537	1560	Lower Valley Energy	52-20100	18.06	M
10/25	10/01/2025	20538	1560	Lower Valley Energy	52-20100	36.86	M
10/25	10/01/2025	20539	1560	Lower Valley Energy	52-20100	96.28	M
10/25	10/01/2025	20540	1560	Lower Valley Energy	51-20100	44.78	M
10/25	10/01/2025	20541	1560	Lower Valley Energy	51-20100	19.48	M
10/25	10/01/2025	20542	1560	Lower Valley Energy	10-20100	51.86	M
10/25	10/01/2025	20543	1560	Lower Valley Energy	51-20100	70.18	M
10/25	10/01/2025	20544	1560	Lower Valley Energy	51-20100	395.66	M
10/25	10/01/2025	20545	1560	Lower Valley Energy	52-20100	23.40	M
10/25	10/01/2025	20546	1560	Lower Valley Energy	52-20100	40.00	M
10/25	10/01/2025	20547	1560	Lower Valley Energy	52-20100	48.72	M
10/25	10/01/2025	20548	1560	Lower Valley Energy	10-20100	18.00	M
10/25	10/01/2025	20549	1560	Lower Valley Energy	52-20100	232.97	M
10/25	10/01/2025	20550	1560	Lower Valley Energy	10-20100	7.36	M
10/25	10/01/2025	20553	3670	Teton Technology	52-20100	3,261.60	M
09/25	09/22/2025	20626	4130	Snake River MEP Complete	52-20100	99,964.30	
09/25	09/22/2025	20627	4220	Swallow, Anina	10-20100	300.00	
09/25	09/22/2025	20628	2530	W.A.R.M. Property Insurance Pool	52-20100	55,079.76	
09/25	09/30/2025	20631	1480	Lincoln County Clerk	10-20100	27.00	
Grand Totals:						377,589.84	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-10750	104.54	.00	104.54
01-20100	.00	104.54-	104.54-
10-20100	19.18	126,147.05-	126,127.87-
10-42-240	158.44	.00	158.44
10-42-315	7,572.50	.00	7,572.50
10-42-325	282.98	.00	282.98
10-42-335	2,582.54	.00	2,582.54
10-42-340	506.16	.00	506.16
10-42-381	3,269.39	.00	3,269.39
10-42-410	540.02	14.38-	525.64
10-42-415	51.00	.00	51.00
10-45-411	197.00	.00	197.00
10-48-415	3,761.00	.00	3,761.00
10-50-331	544.35	.00	544.35
10-50-335	456.62	.00	456.62
10-50-410	332.67	.00	332.67
10-54-333	50,221.62	.00	50,221.62
10-54-445	2,500.27	.00	2,500.27
10-54-454	516.74	.00	516.74
10-54-455	516.74	.00	516.74
10-56-410	195.70	.00	195.70
10-56-454	22.11	.00	22.11

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/17/2025 - 10/3/2025

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GL Account	Debit	Credit	Proof
10-58-330	100.29	.00	100.29
10-58-332	46.68	.00	46.68
10-58-335	163.08	.00	163.08
10-58-410	158.93	.00	158.93
10-58-450	155.76	.00	155.76
10-58-452	680.07	.00	680.07
10-58-454	428.24	.00	428.24
10-58-540	1,413.65	.00	1,413.65
10-58-542	1,983.03	.00	1,983.03
10-58-544	4,158.81	.00	4,158.81
10-58-548	796.93	.00	796.93
10-58-550	1,543.38	.00	1,543.38
10-58-600	20,304.95	.00	20,304.95
10-65-332	226.08	.00	226.08
10-65-452	543.58	.00	543.58
10-66-423	300.00	.00	300.00
10-90-541	7,270.62	.00	7,270.62
10-90-545	110.00	.00	110.00
10-90-546	11,535.12	4.80-	11,530.32
51-20100	12.60	33,549.98-	33,537.38-
51-42-315	2,393.75	.00	2,393.75
51-42-335	1,179.99	.00	1,179.99
51-42-360	5.00	.00	5.00
51-42-380	1,512.37	.00	1,512.37
51-42-410	31.32	.00	31.32
51-80-320	81.00	.00	81.00
51-80-332	3,931.44	12.60-	3,918.84
51-80-452	152.60	.00	152.60
51-80-453	3,933.45	.00	3,933.45
51-80-500	48.74	.00	48.74
51-90-545	18,932.20	.00	18,932.20
51-90-546	1,348.12	.00	1,348.12
52-20100	16.02	217,836.07-	217,820.05-
52-42-335	1,669.24	.00	1,669.24
52-42-380	41,248.46	.00	41,248.46
52-42-410	71.11	.00	71.11
52-82-332	1,146.86	.00	1,146.86
52-82-454	607.15	16.02-	591.13
52-83-332	2,186.18	.00	2,186.18
52-83-454	232.97	.00	232.97
52-84-318	1,014.97	.00	1,014.97
52-84-320	1,101.48	.00	1,101.48
52-84-332	9,646.28	.00	9,646.28
52-84-390	189.00	.00	189.00
52-84-400	1,322.00	.00	1,322.00
52-84-454	3,831.97	.00	3,831.97
52-90-541	152,220.27	.00	152,220.27
52-90-542	1,348.13	.00	1,348.13
Grand Totals:	377,685.44	377,685.44-	.00

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 9/17/2025 - 10/3/2025

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Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



PO Box 9550 | 1315 HWY 89 S
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

Section 5, Itemc.

TO: Mayor Green
Town of Alpine

September 30, 2025

RE: **Snake River MEP Invoice-006**
Pretreatment Plant Process Piping Systems
JA Project No. 23001

Mayor Green,

Attached is Snake River MEP's Wastewater Pretreatment Plant time and material Invoice-006 for review and payment. This Invoice-006 of \$33,296.32 includes; \$2,949.56 in materials, \$26,274.25 in labor and \$4,072.51.58 in overhead and profit.

Please contact me with any questions or concerns you may have regarding this invoice or any other items concerning this project.

Respectfully,

Kevin Meagher
Owner's Representative

Enclosures:

Snake River MEP Invoice-006
Conditional Lien Release



T&M Billing # 006

Attention: Kevin Meagher

Company: Jorgensen

Regarding: Alpine WWTP

Subject: Alpine WWTP T&M Billing #006 9/2-9/12

From: Casey Rammell

Pages: 1

Date: 9/23/2025

MATERIAL				
Line Item	QTY	Rate	TOTAL	
Material	1	2,949.56	\$2,949.56	
Total Material Change:			\$2,949.56	
LABOR				
Labor: Service Tech	0	175	\$0.00	
Labor: Control Tech	67.75	155	\$10,501.25	
Labor: Mech/Elec/Plb. Journeyman	93.5	130	\$12,155.00	
Labor: Mech/Elec/Plb. Apprentice	16	105	\$1,680.00	
Ark Security Door Locks	1	1938	\$1,938.00	
Subtotal Labor:			\$26,274.25	
Subtotal:			\$26,274.25	
Overhead		5%	\$1,313.71	
Subtotal:			\$27,587.96	
Profit		10%	\$2,758.80	
Total Labor Change:			\$30,346.76	
Total Amount(Material + Labor):			\$33,296.32	

Total Debit - Credit

\$33,296.32

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	9/23/2025	
Invoice:	AWWTP MAT # 006	9/2-9/12	
Line Item	Description	QTY	Amount
1	SPLITCORE AC SENSOR 120V .5-150A	2	\$293.98
2	MILW SAWZALL BL 14T 9LG TORCH 5PK	1	\$38.28
3	LENOX METALMAXDIAM 4-1/2	3	\$94.80
4	ANVIL 261 2" BLK STL PIPE RISER CLAMP 2"	1	\$27.05
5	NIPPLE BRASS 1/4 X 2	1	\$4.36
6	PRE-WIRED RELAY,24VAC/DC,3PST-NO,20A	3	\$609.11
7	TEE,FR PIPE SZ 1 1/2 IN	4	\$128.47
8	ELBOW,FR PIPE SZ 1 1/2 IN	4	\$173.48
9	CORDSET,16.4 FT.,GRAY,250VAC/300VDC	1	\$42.33
10	ARL LPCG50 1/2 LOW PROFILE CO	25	\$122.60
11	TYN T50R9C2 8" NATURAL TIE	100	\$39.59
12	FDE RIBU1C PILOT RELAY 10A	8	\$276.38
14	APP S-75 3/4 IN SNAP IN KO BL	2	\$3.26
15	APP CG-100100 1 IN ALUM L-T C	3	\$234.76
16	APP RB75-50 RDC BUSH STL 3/4T	1	\$4.42
17	IDE 30-072 72B BLUE (100BX)	200	\$51.34
18	APP APP270 3/4 STEEL CONBDY	10	\$115.47
19	APP APP170 1/2 STEEL CONBDY	5	\$47.43
21	1/4 X 4 ALUM FLAT X 12'	3	\$547.85
22	SETMARK, 8LG, GR/WT, DOMESTIC COLD WATER	7	\$49.80
23	SETMARK, 8LG, GN/WT, DOMESTIC HOT WATER	2	\$14.23
24	EXT RING SQ 4X1-1/2IN 1/2IN KO	2	\$16.28
25	PUSH THR ADPTR 1/4X1/8M"	1	\$7.63
26	SEAL KNOCK OUT STL INDR 1/2"	1	\$1.73
27	LAG SCR 1/4 X 2-1/2	6	\$4.93
SUBTOTAL			\$2,949.56

Daily Report (1) #50

Name	9/2/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-03-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
03 Sep 06:00 AM	 Clear	44°F	0.0"	70%	4 mph
03 Sep 12:00 PM	 Sunny	73°F	0.0"	28%	4 mph
03 Sep 04:00 PM	 Sunny	82°F	0.0"	19%	6 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	8.0 hrs.	8.0 hrs.	2100 Electrical/Controls	Helped trace wires to land in rio pull wire for gas detectors
Garett Scott		1	9.25 hrs.	9.25 hrs.	2100 Electrical/Controls	Pulled wire for gas detection alarms. Terminated wiring in RIO panel. Wired AT tank sensors. Pick up materials from the office.
	Jose Manuel Orduna	1	8.0 hrs.	8.0 hrs.	3100 Plumbing	
Total				25.25 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 Garrett Scott - Snake River MEP Complete
on September 03, 2025 02:00 PM from Garrett Scott's device



Signed by Mick Rammell - Snake River MEP Complete
on September 03, 2025 02:30 PM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 04, 2025 08:44 AM from Hubert (Jess) Williams's device

Jess Williams



Daily Report (1) #51

Name	9/3/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-03-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
03 Sep 06:00 AM	Clear	44°F	0.0"	70%	4 mph
03 Sep 12:00 PM	Sunny	73°F	0.0"	28%	4 mph
03 Sep 04:00 PM	Sunny	82°F	0.0"	19%	6 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	3.5 hrs.	3.5 hrs.	2100 Electrical/Controls	Picked up parts in Jackson and took to job tested out Tv
Garett Scott		1	8.5 hrs.	8.5 hrs.	2100 Electrical/Controls	Installed and wired RIBs for VF and EF 3. Installed humidity and temp sensor in the side of the RIO panel. Filled MBR tank with water. Made wiring schedule for landing hvac controls in the RIO panel once Adam has programming done.
	Jose Manuel Orduna	1	8.0 hrs.	8.0 hrs.	3100 Wet Side Mechanical	
Total				20.0 hrs.		

Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 September 03, 2025 02:33 PM from Mick Rammell's device



Signed by Garrett Scott - Snake River MEP Complete
on September 04, 2025 02:48 PM from Garrett Scott's device






Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 04, 2025 02:57 PM from Hubert (Jess) Williams's device

Jess Williams

Daily Report (1) #52

Name	9/4/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-05-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
05 Sep 06:00 AM	 Clear	45°F	0.0"	74%	6 mph
05 Sep 12:00 PM	 Sunny	65°F	0.0"	41%	3 mph
05 Sep 04:00 PM	 Sunny	76°F	0.0"	22%	7 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	5.0 hrs.	5.0 hrs.	2100 Electrical/Controls	Clean up grabbed and tied up chains in the MBR tank
Total				5.0 hrs.		

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
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Activity Log

Section 5, Itemc.

Activity Percent Complete Notes

Attachments

Signature

Signed by Mick Rammell - Snake River MEP Complete
on September 05, 2025 07:11 AM from Mick Rammell's device






Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 05, 2025 07:45 AM from Hubert (Jess) Williams's device

Jess Williams

Daily Report (1) #53

Name	9/5/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-06-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
06 Sep 06:00 AM	 Clear	40°F	0.0"	78%	2 mph
06 Sep 12:00 PM	 Sunny	66°F	0.0"	37%	4 mph
06 Sep 04:00 PM	 Partly Cloudy	72°F	0.0"	34%	13 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	8.5 hrs.	8.5 hrs.	2100 Electrical/Controls	Start up stuff with Cambrian
Garett Scott		1	4.5 hrs.	4.5 hrs.	2100 Electrical/Controls	Pick up parts in Jackson. Assist Adam with Cambrian with startup.
Jess Williams		1	1.0 hrs.	1.0 hrs.	4100 Supervisory Labor	
Total				14.0 hrs.		

Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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

Activity Log

Activity	Percent Complete	Notes
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Attachments

Signature

Signed by Garrett Scott - Snake River MEP Complete
on September 07, 2025 05:47 PM from Garrett Scott's device






Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 08, 2025 07:44 AM from Hubert (Jess) Williams's device

Jess Williams

Daily Report (1) #54

Name	9/8/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-08-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
08 Sep 06:00 AM	 Clear	42°F	0.0"	92%	4 mph
08 Sep 12:00 PM	 Sunny	66°F	0.0"	47%	3 mph
08 Sep 04:00 PM	 Partly Cloudy	74°F	0.0"	25%	7 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	Start up stuff with Cambrian piped in some inverted traps on the FIT on the Cambrian skid worked on At to MBR pumps
Garett Scott		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	Pick up parts in Jackson. Assist Adam with Cambrian with startup. piped in some inverted traps on the FIT on the Cambrian skid worked on At to MBR pumps
AJ Smith		1	0.5 hrs.	0.5 hrs.	3100 Wet Side Mechanical	Picked up parts and dropped off to Garrett shop
Total				19.5 hrs.		

Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 09, 2025 07:51 AM from Hubert (Jess) Williams's device

Jess Williams

Signed by Mick Rammell - Snake River MEP Complete
on September 08, 2025 04:54 PM from Mick Rammell's device




Mick Rammell



Daily Report (1) #55

Name	9/9/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-09-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
09 Sep 06:00 AM	 Partly Cloudy	47°F	0.0"	68%	8 mph
09 Sep 12:00 PM	 Sunny	70°F	0.0"	34%	6 mph
09 Sep 04:00 PM	 Rain	68°F	0.04"	43%	9 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	10.0 hrs.	10.0 hrs.		Start up stuff with Cambrian. Cut pressure sensor into airline and wire back to the MBR. Pull CAT 5 wire from MBR flow sensor to MBR panel. Ordered clean out cover . Put up toe kick on cat walk
Garett Scott		1	9.5 hrs.	9.5 hrs.		Work with Adam on Cambrian startup. Helped Adam with HVAC wiring at the RIO panel. Verified fan and damper operations. Cut pressure sensor into airline and wire back to the MBR. Pull CAT 5 wire from MBR flow sensor to MBR panel. Order materials for polymer bypass in the screw press.

Total	19.5 hrs.	36
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Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 Garrett Scott - Snake River MEP Complete
on September 09, 2025 06:20 PM from Garrett Scott's device



Signed by Mick Rammell - Snake River MEP Complete
on September 09, 2025 10:10 PM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 10, 2025 09:10 AM from Hubert (Jess) Williams's device




Jess Williams



Daily Report (1) #56

Name	9/10/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-10-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
10 Sep 06:00 AM	 Partly Cloudy	43°F	0.0"	92%	2 mph
10 Sep 12:00 PM	 Sunny	68°F	0.0"	40%	5 mph
10 Sep 04:00 PM	 Partly Cloudy	76°F	0.0"	24%	8 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	9.0 hrs.	9.0 hrs.	2100 Electrical/Controls	Labeling instruments terminated generator contacts, installed VFDs and out put module wired in duct heaters
Garett Scott		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	Install VFDs for screw press. Verify heating operations for Class 1 room now that outside temps have dropped. Modified sail switches for VF 1 and 2. Wire generator alarm. Wire duct heater control wiring in the RIO. Install remaining form 7 covers.

Total	18.5 hrs.
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Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 September 10, 2025 06:02 PM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 11, 2025 07:06 AM from Hubert (Jess) Williams's device




Jess Williams



Daily Report (1) #57

Name	9/11/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-12-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
12 Sep 06:00 AM	 Partly Cloudy	41°F	0.02"	82%	3 mph
12 Sep 12:00 PM	 Partly Cloudy	64°F	0.0"	41%	3 mph
12 Sep 04:00 PM	 Partly Cloudy	65°F	0.0"	37%	9 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	Fixed wired in duct heaters found temp sensor installed LSHH tested cip pump pulled cat 6 to tv from MBR
Garett Scott		1	9.5 hrs.	9.5 hrs.	2100 Electrical/Controls	Install remaining form 7 covers Fixed wired in duct heaters found temp sensor installed LSHH tested cip pump pulled cat 6 to tv from MBR
AJ Smith		1	0.5 hrs.	0.5 hrs.	1100 Dry Side Mechanical	Picked up parts
Jess Williams		1	1.5 hrs.	1.5 hrs.	4100 Supervisory Labor	Office Work /Get to the bottom of Inspection status- state fire inspection

Total	21.0 hrs.
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Equipment Log

Section 5, Itemc.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 September 12, 2025 06:51 AM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 12, 2025 10:25 AM from Hubert (Jess) Williams's device




Jess Williams



Daily Report (1) #58

Name	9/12/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-12-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
12 Sep 06:00 AM	 Partly Cloudy	41°F	0.02"	82%	3 mph
12 Sep 12:00 PM	 Partly Cloudy	64°F	0.0"	41%	3 mph
12 Sep 04:00 PM	 Partly Cloudy	65°F	0.0"	37%	9 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	7.5 hrs.	7.5 hrs.	2100 Electrical/Controls	Installed rod stiffeners and seismic cable on pipe going from at tank to MBR and put some strut on the same pipe to hold that same pipe coming off of the pump from at hook covers on exhaust fan and supply fan for fine screen room put some weatherproof blanks on looked at outside lights to make sure they came on when it was dark out ordered one light and two photocells for outside

Garett Scott	1	7.5 hrs.	7.5 hrs.	2100 Electrical/Controls	Installed rod seismic cable on pipe going from at tank to MBR and put some strut on the same pipe to hold that same pipe coming off of the pump from at hook covers on exhaust fan and supply fan for fine screen room put some weatherproof blanks on looked at outside lights to make sure they came on when it was dark out ordered one light and two photocells for outside	Section 5, Itemc.
AJ Smith	1	0.5 hrs.	0.5 hrs.	1100 Dry Side Mechanical	Picked up parts	
Total			15.5 hrs.			

Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 September 12, 2025 07:30 PM from Mick Rammell's device

Mick Rammell

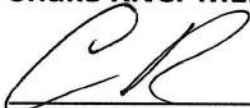
Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP on September 15, 2025 08:08 AM from Hubert (Jess) Williams's device

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 \$ 33,296.32 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** 9-12-2025, 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)

President

(Title)

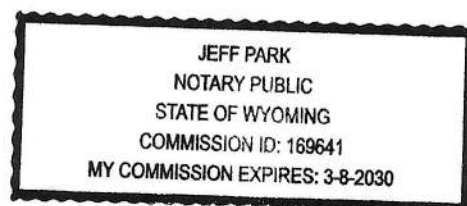
Subscribed and sworn to me on this 23rd Day of September, 2025

NOTARY:

Jeff Park

Notary Public for the State of Wyoming

My commission Expires on: 3-8-2030



WWPT - Snake River MEP Invoice Summary

<u>Cost</u>	<u>Labor</u>	<u>Materials</u>	<u>O/P</u>	<u>Invoice #</u>	<u>Date</u>	<u>Labor Hours</u>
\$47,169.00	\$33,568.75	\$8,397.38	\$5,203.16	#-001	7/9/2025	231.25
\$54,004.00	\$37,002.50	\$11,265.95	\$5,735.10	#-002	7/25/2025	276.75
\$62,375.00	\$40,915.00	\$15,118.15	\$6,341.85	#-003	8/5/2025	314.25
\$31,155.55	\$18,872.50	\$9,357.81	\$2,925.24	#-004	8/20/2025	141.50
\$68,808.75	\$28,365.00	\$36,047.17	\$4,396.58	#-005	9/3/2025	222.00
<u>\$33,296.32</u>	<u>\$26,274.25</u>	<u>\$2,949.56</u>	<u>\$4,072.51</u>	#-006	9/25/2025	<u>390.00</u>
\$296,808.62	\$184,998.00	\$83,136.02	\$28,674.44			1,575.75



PO Box 9550 | 1315 HWY 89 |
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

Section 5, Itemd.

TO: Mayor Green
Town of Alpine

October 1, 2025

RE: **Snake River MEP Invoice-007**
Pretreatment Plant Process Piping Systems
JA Project No. 23001

Mayor Green,

Attached is Snake River MEP's Wastewater Pretreatment Plant time and material Invoice-007 for review and payment. This Invoice-007 of \$7,075.75 includes; \$1,621.26 in materials, \$4,722.50 in labor and \$731.99 in overhead and profit.

Please contact me with any questions or concerns you may have regarding this invoice or any other items concerning this project.

Respectfully,

Kevin Meagher
Owner's Representative

Enclosures:

Snake River MEP Invoice-007
Conditional Lien Release



T&M Billing # 007

Attention: Kevin Meagher

Company: Jorgensen

Regarding: Alpine WWTP

From: Casey Rammell

Pages: 1

Date: 9/29/2026

Subject: Alpine WWTP T&M Billing #007 9/15-9/26

MATERIAL				
Line Item	QTY	Rate	TOTAL	
Material	1	1,621.26	\$1,621.26	
Total Material Change:			\$1,621.26	
LABOR				
Labor: Service Tech	0	175	\$0.00	
Labor: Control Tech	9.5	155	\$1,472.50	
Labor: Mech/Elec/Plb. Journeyman	25	130	\$3,250.00	
Labor: Mech/Elec/Plb. Apprentice	0	105	\$0.00	
Subtotal Labor:			\$4,722.50	
Subtotal:			\$4,722.50	
Overhead		5%	\$236.13	
Subtotal:			\$4,958.63	
Profit		10%	\$495.86	
Total Labor Change:			\$5,454.49	
Total Amount(Material + Labor):			\$7,075.75	

Total Debit - Credit

\$7,075.75

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	9/29/2025	
Invoice:	AWWTP MAT # 007	9/15-9/26	
Line Item	Description	QTY	Amount
1	3 ALUM DUST CAP	1	\$69.17
2	2 ALUM DUST PLUG	2	\$39.50
3	Smart Sensor for Temperature & Humidity	1	\$912.93
4	4 PVC SCH 80 TEE	1	\$65.68
5	4 PVC FLANGE VAN STONE STYLE	4	\$258.58
6	4 BOLT & GASKET FOR PVC FLANG	4	\$174.69
7	4 X 3 PVC SCH 80 BUSHING SXS	1	\$63.71
8	3 PVC SCH80 MIP ADAPTER	1	\$37.00
9		0	\$0.00
10		0	\$0.00
11		0	\$0.00
12		0	\$0.00
14		0	\$0.00
15		0	\$0.00
16		0	\$0.00
17		0	\$0.00
18		0	\$0.00
19		0	\$0.00
21		0	\$0.00
22		0	\$0.00
23		0	\$0.00
24		0	\$0.00
25		0	\$0.00
26		0	\$0.00
27		0	\$0.00
	SUBTOTAL		\$1,621.26

Daily Report (1) #59

Name	9/15/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-16-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
16 Sep 06:00 AM	 Clear	32°F	0.0"	91%	3 mph
16 Sep 12:00 PM	 Partly Cloudy	53°F	0.0"	53%	3 mph
16 Sep 04:00 PM	 Partly Cloudy	64°F	0.0"	35%	8 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	8.5 hrs.	8.5 hrs.	2100 Electrical/Controls	Installed seismic supports on ATEQ line out of un strut and brackets assembled the higher inverted trap so that one of the hatch pieces had pressure on it and could test the water on the premier line on the MBR went through tools and parts and put everything back on the trucks took wood planking off of MBR

Garett Scott	1	8.5 hrs.	8.5 hrs.	2100 Electrical/Control Is	Installed seismic ATEQ line out of unistrut and brackets assembled the higher inverted trap so that one of the hatch pieces had pressure on it and could test the water on the premier line on the MBR went through tools and parts and put everything back on the trucks took wood planking off of MBR	Section 5, Itemd.
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Total	17.0 hrs.				
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Equipment Log

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

Description	Quantity	Unit	Unit cost	Total cost	Notes
Seismic wires	1.0	2 bags		0.0 USD	
Strut seismic brackets	1.0	6 bags		0.0 USD	

Total	0.0 USD				
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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 September 16, 2025 06:48 AM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 16, 2025 08:07 AM from Hubert (Jess) Williams's device

Jess Williams



Daily Report (1) #60

Name	9/18/2025
Status	Submitted
Assignee	Hubert (Jess) Williams (HWI)
Date	09-18-2025

Weather

Time	Condition	Temperature	Precipitation	Humidity	Wind
18 Sep 06:00 AM	Clear	35°F	0.0"	87%	2 mph
18 Sep 12:00 PM	Sunny	62°F	0.0"	40%	3 mph
18 Sep 04:00 PM	Sunny	72°F	0.0"	25%	5 mph

General Info

Any schedule delays? ☐

Any weather impact? ☐

Any accidents on site? ☐

Any injuries reported? ☐

General notes

Constraints

Work Log

Employees	Other Employees	Quantity	Hours	Work hours	Cost Code	Description
Mick Rammell		1	5.0 hrs.	5.0 hrs.	2100 Electrical/Controls	Built shelf for keyboard and mouse made a list of remaining things that need done. Talked about check valves for the airline.
Garett Scott		1	1.0 hrs.	1.0 hrs.	3100 Wet Side Mechanical	Made a list of remaining stuff to do and talked over check valves and remaining things to do
Jess Williams		1	2.0 hrs.	2.0 hrs.	4100 Supervisory Labor	Helped with the design of the check valves install and moving existing check valves that are making a lot of noise.
Total				8.0 hrs.		

Equipment Log

Section 5, Itemd.

Description	Hours Used	Time Delivered	Time Removed	Notes
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Material Delivery

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 September 18, 2025 03:19 PM from Mick Rammell's device



Signed by Hubert (Jess) Williams - Vice President/Project Manager, Snake River MEP
on September 19, 2025 08:31 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 \$ 7,075.75 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** 9-26-2025, 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)

President

(Title)

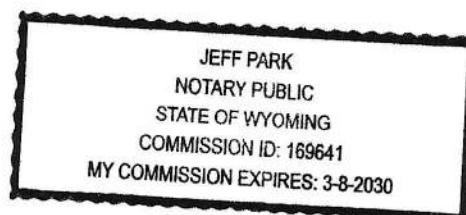
Subscribed and sworn to me on this 30th Day of September, 2025

NOTARY:

Jeff Park

Notary Public for the State of Wyoming

My commission Expires on: 3-8-2030



WWPT - Snake River MEP Invoice Summary

<u>Cost</u>	<u>Labor</u>	<u>Materials</u>	<u>O/P</u>	<u>Invoice #</u>	<u>Date</u>	<u>Labor Hours</u>
\$47,169.00	\$33,568.75	\$8,397.38	\$5,203.16	#-001	7/9/2025	231.25
\$54,004.00	\$37,002.50	\$11,265.95	\$5,735.10	#-002	7/25/2025	276.75
\$62,375.00	\$40,915.00	\$15,118.15	\$6,341.85	#-003	8/5/2025	314.25
\$31,155.55	\$18,872.50	\$9,357.81	\$2,925.24	#-004	8/20/2025	141.50
\$68,808.75	\$28,365.00	\$36,047.17	\$4,396.58	#-005	9/3/2025	222.00
\$33,296.32	\$26,274.25	\$2,949.56	\$4,072.51	#-006	9/25/2025	390.00
<u>\$7,075.75</u>	<u>\$4,722.50</u>	<u>\$1,621.26</u>	<u>\$731.99</u>	#-007	10/1/2025	<u>34.50</u>
\$303,884.37	\$189,720.50	\$84,757.28	\$29,406.43			1,610.25



Town of Alpine Code Enforcement Officer Report

8/27/25 to 9/30/25

Meeting Date: October 7, 2025
 Submitted By: Tara Bender, Code Enforcement Officer
 Prepared On: October 1, 2025

Citations/Warnings	0 Citations 0 Warning
Stop Work Orders Issued	0
Total Responses/Investigations	11
Ongoing Projects	Noxious Weed Outreach & Education

Traffic - Abandoned Vehicle	2	Business License Compliance	1
Traffic – Right of Way/Obstruction	1	Animal – At Large/Malicious	3
Theft	1	Supplemental Feeding of Animals	1
Property Damage	1	Property Damage/Vandalism	1

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



PO BOX 2911
ALPINE, WY 83128
INFO@ALPINEEDUCATION.FOUNDATION

September 29th, 2025

Executive Summary

Mission

The mission of the Alpine Education Foundation is to provide a local content rich education for young minds to learn, imagine, and grow

Vision

The vision of the Alpine Education Foundation is to build strong families and citizens, create local cultural and economic opportunities, and cultivate a robust community where citizens can live and prosper locally.

The Alpine Education Foundation (AEF) is dedicated to providing a temporary home for a K–6 charter school in Alpine, Wyoming. Our purpose is to ensure local children have access to high-quality education without the burden of long commutes to surrounding towns. By establishing a charter school, families will gain valuable school choice; the ability to select an educational option that best fits their children's needs, right within their own community.

This facility will serve as an interim solution while AEF works toward securing a long-term, permanent campus for the school. Choosing a temporary location reflects our commitment to being fiscally and financially responsible, ensuring that resources are carefully managed, upfront costs are minimized, and the foundation can build sustainably toward a permanent facility.

Even in its temporary home, the school will give families the gift of time: time saved from lengthy daily commutes can instead be invested in family life, extracurricular activities, and deeper community engagement. Beyond academics, the school will become the soul of Alpine. A hub of connection, pride, and opportunity. It will strengthen the fabric of the town by encouraging families to put down long-term roots, fostering a stronger, more vibrant community for generations to come.

By helping Alpine attract and retain more year-round residents with families, the school will also serve as a catalyst for local economic growth. Stable family populations bring consistent demand for services, dining, childcare, and other amenities, which in turn encourages small business development and supports existing businesses. In this way, the school will not only enrich the lives of students but will also help drive the sustainable growth of the entire community.

Description of Operations

Primary Function: Serve as a temporary location for a K–6 school with classrooms, administrative offices, and spaces for enrichment programs with the plan to increase grades offered after every successful school year.

Who It Will Serve: Primarily children living in Alpine and surrounding communities who currently lack a local elementary school option.

Fiscal Responsibility: Operating in a temporary facility allows AEF to limit capital expenditures in the short term while still meeting urgent community needs. This prudent approach ensures that funds are directed toward critical start-up costs, while larger investments are reserved for the permanent campus.

Staffing Needs & Timeline:

- Prepare Site and move Modulares - Fall 2025
- Student Enrollment & Teacher Interest: Fall 2025 – Spring 2026
- Headmaster (Director/Principal) hired: Early 2026
- Construction/Retrofit of temporary facility: Spring – Summer 2026
- Staffing & training for teachers and support staff: Throughout 2026
- Opening: August 2026 school year

Staffing Details:

- Administrative Staff: 1 Director/Principal (Headmaster)
- Educational Staff: 6–8 teachers (depending on enrollment), 1–2 aides, 1 specialist
- Support Staff: Custodial/maintenance staff, AEF Board of Volunteers

Future Plan: While operating in the temporary facility, AEF will continue fundraising, planning, and site development for a permanent school building in Alpine.

Market Analysis

- Community Need: Alpine families currently face limited access to local education, often requiring daily travel to other towns. This creates logistical challenges, reduces quality of life, and weakens community connections. A local charter school not only addresses this gap, but also expands school choice for families, ensuring parents have a say in how and where their children are educated.
- Demographics: Alpine has experienced some of the highest growth in the state of Wyoming. Projections show continued growth, which will increase the demand for local educational infrastructure. A recent survey conducted by Cushing Terrel, who are assisting the town with the master plan, found that establishing a local school is a top priority for the community. Key findings include:

- 36% of respondents stated that not having a school has impacted their daily lives.
- 27% have considered moving away from Alpine due to the lack of a school.
- 39% know people who considered moving to Alpine but decided against it because there was no local school.

These statistics underscore the urgent need for a local school and demonstrate the potential positive impact on community retention and growth.

- **Competitive Landscape:** The nearest schools are located in surrounding towns of Etna, Thayne and Jackson, requiring significant commute times. By eliminating long drives, the Alpine school will return valuable hours each week to families, strengthening the town's sense of community and allowing children more time for play, rest, and after-school enrichment.
- **Community Impact & Economic Growth:** Schools are more than buildings, they are the heart of a town. By bringing education back to Alpine, this charter school will become the soul of the community, drawing families closer together, inspiring civic pride, and encouraging long-term residency. Stable family populations also support the local economy by creating consistent demand for goods and services, which encourages small business growth and strengthens existing businesses. The temporary facility represents a responsible, phased approach: meeting immediate needs while laying the groundwork for a permanent solution.
- **Demand Indicators:** Lincoln County School District #2 enrollment and community interest show strong support for a local school. Enrollment projections suggest 100 -130 students in the first few years, with room to grow.

Implementation Plan

1. **Pre-Construction (Fall 2025 – Spring 2026)**
 - Secure pledges and funding commitments
 - Continue to engage architects, consultants and Engineers
 - Secure building permit from the town of Alpine (Goal of September 2025)
 - Move Modulares to the site, put them together, and winterize.
2. **Construction/Renovation Phase (Spring – Summer 2026)**
 - Prepare and outfit temporary facility
 - Regular milestone reviews with contractors and board oversight
 - Ensure building meets state and charter school compliance standards

3. Pre-Opening (Summer 2026)
 - o Hire and train remaining staff
 - o Install classroom furniture, equipment, and technology
 - o Secure final inspections and licensing
4. Opening (Fall 2026/Early 2026)
 - o Launch enrollment drive and marketing campaign
 - o Host community open house
 - o Begin operations with first cohort of students
5. Long-Term Development (2026 and beyond)
 - o Identify and acquire permanent site
 - o Continue fundraising and capital campaign efforts
 - o Plan and execute permanent campus construction

Management & Organizational Structure

- Key Personnel:
 - o Board of Directors (Alpine Education Foundation) provides strategic direction, fundraising leadership, and governance.
 - o Director/Principal (Headmaster) – oversees daily operations, hires and manages staff, and educational programming.
- Decision-Making Process:
 - o The AEF Board is responsible for major financial, governance, and policy decisions.
 - o WCA- Governance Board - Alpine holds a representative seat on the WCA Governance Board
 - o The Director/Principal manages day-to-day school operations and reports to the Local Advisory Council (Local School “Board”.)
 - o Administrative staff support operational functions under the direction of the Principal.
 - o The day-to-day school operations will be managed outside of AEF with a separate Local Advisory Council (Local School “Board”.) The AEF board is necessary to facilitate the collection of lease payments from the state of Wyoming.

- Qualifications:
 - The Board includes community leaders with expertise in organizational management, finance, and actively seeking educators.
 - The Director/Principal (Headmaster) will have proven experience in elementary education and leadership.
 - Staff will be certified and committed to delivering excellent K–6 education.

Proposed Financials

Construction / Facility Budget

The temporary facility will require investment in modular buildings, furniture, and other start-up This is projected at just under \$800K. With the estimated annual lease payment from the state, along with private stakeholder short-term loans, Bank of Jackson Hole financing, and donations, AEF expects to have all debts paid by the term of the land lease with the town of Alpine, ensuring fiscal responsibility while operating in the temporary facility. Expected payback period is between yrs 3 & 4.

	Year 0	Year 1	Year 2	Year 3	Year 4
OPERATING ACTIVITIES					
Net Income	310,443	124,000	228,000	228,000	228,000
Adjustments to reconcile Net Income to Net Cash provided by operations:					
Accounts Receivable (A/R)					
Total for Adjustments to reconcile Net Income to Net Cash provided by operations:	0	0	0	0	0
Net cash provided by operating activities	310,443	124,000	228,000	228,000	228,000
INVESTING ACTIVITIES					
Buildings - Moduls QTY 4 Design Development	-330,943				
Buildings - Moduls QTY 4	-450,000				
Loan Repayment		-106,000	-195,725	-112,055	-112,055
Misc Expense	-15,000	-18,000	-18,000	-18,000	-18,000
Net cash provided by investing activities	-795,943	-124,000	-213,725	-130,055	-130,055
FINANCING ACTIVITIES					
Loan for Building - Modular QTY 4	382,500				
Short -Term Loan	103,000				
Net cash provided by financing activities	485,500	0	0	0	0
NET CASH INCREASE FOR PERIOD	0	0	14,275	97,945	97,945
Cash at beginning of period	0	0	0	14,275	112,220
CASH AT END OF PERIOD (cumulative)	0	0	14,275	112,220	210,164

General and Golf Fundraiser

Alpine Education Foundation	Date	Check #	Debit	Credit	Description	Balance
Deposit	09.11.2025			\$15,000.00	Anonymous Donor	\$15,000.00
Deposit	09.08.2025			\$500.00	Thomas Monson	\$15,500.00
Deposit	09.10.2025			\$6,000.00	\$500 Jay Astle / \$500 Sam Marquis / \$5000 Brett Bennett	\$21,500.00
Deposit	09.11.2025			\$2,500.00	307 Mechanical	\$24,000.00
Deposit	09.03.2025			\$2,500.00	\$2250 Susan Houraney / \$250 Holly Armstrong	\$26,500.00
Deposit	09.12.2025			\$500.00	Top of the Rockies	\$27,000.00
Deposit	09.12.2025			\$2,500.00	Alpine Post Office	\$29,500.00
Deposit	09.12.2025			\$500.00	Jenkins Foursome	\$30,000.00
Deposit	09.12.2025			\$5,000.00	American Endowment Foundation / Grant Winthrop	\$35,000.00
Deposit - Venmo	09.15.2025			\$500.00	Shannon Glandt golf	\$35,500.00
Transfer to Alpine Education Foundation	09.15.2025		(24,000.00)		Requested by Luke Astle	\$11,500.00
Deposit	09.16.2025			\$1,600.00	\$1100 Elevated Living / \$500 Joe Tomkinson	\$13,100.00
Deposit	09.17.2025			\$2,000.00	Get Down, LLC	\$15,100.00
Deposit	09.19.2025			\$4,000.00	\$2000 Jim Anseth / \$2000 Snow Peak Design Build	\$19,100.00
Deposit	09.19.2025			\$500.00	Kennis Lutz	\$19,600.00
Transfer to Alpine Education Foundation	09.22.2025		(11,000.00)		Requested by Luke Astle	\$8,600.00
Deposit	09.22.2025			\$2,000.00	Elk Ridge Mechanical	\$10,600.00
Deposit	09.23.2025			\$2,740.00	Meredith Leonard / Joe Tomkinson / Wilson Timber Log LLC	\$13,340.00
Deposit	09.23.2025			\$4,580.00	Ridgeline Operations / RESV / Allison Kastelein	\$17,920.00

Daniel’s Fund Opportunity

We are currently in the process of applying for a grant from the Daniel’s Fund. They did give us a \$50,000 grant towards a down payment on our modulars.

L

Luke Astle

<lastle87@gmail.com>

to Leah, Jessica

Wed, Sep 24, 2:22 PM (17 hours ago)

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Thanks again for both of your time today. Here are the notes that I captured during our discussion. Let me know if anything looks off.

Daniels Fund – Academica Meeting Notes 9/24/2025

- Alignment on charters
 - Alpine in a transition period (still legally under our old charter)
 - Branding under WCA since we have permission to do that
 - Come March we are requesting to be officially merged as WCA – Alpine Campus - Alpine will have own budget etc.
- Leah Guidance
 - Submit line items to WCA and award the grant and pass through to Alpine
 - Leah will need a copy of the Alpine MOU
 - Apply in December 2nd so that we could be considered for the grants in March
 - Daniels fund can do reimbursements towards building or headmaster payments (all start-up to launch)
- Building Costs and how funding can be used for AEF
 - In CO Daniels can't do capital, but in WY?
 - Board is hesitant to do capital for a consistency standpoint (we would have to have a great reason for it to get approved) – For sports it would likely get approved (track, etc.)
 - Daniels Fund could likely do the \$100K and is because the Pharos is donating \$100K. Typically, grants are awarded after the school is open.
 - The dollars could potentially be used towards the headmaster, but Alpine should also align with Pharos on how they'd prefer to see the dollars deployed. Ask Adriana if the \$100K could be used as either building funds and or headmaster. There might be another \$50K available at some point down the road.

Grant Applications

Applied for and requested \$10,000 from the Wyoming Community Foundation - Grant Pending.

Application successfully submitted.

External

Admin/Grants x

Wyoming Community Foundation

<administrator@grantinterface.com>

to info

Thank you Melissa Rochlitz,

You have successfully submitted an application to our Wyoming Community Foundation Competitive Grant - Fall 2025 - WYCF. Our staff will do an initial review to confirm your organization's eligibility for this cycle and to make sure that the application is complete. Your current eligibility may depend on whether or not you have submitted a final report for a previous grant. If you believe that you may still have a grant in progress, please contact us immediately in order to make arrangements for submission of a final report.

Status changes will be reflected in your account and you are welcome to contact us. You will be notified of the outcome via email.

Thank you,

Program Staff

Wyoming Community Foundation

Applicant Information

Melissa Rochlitz

PO Box 2911

Alpine, WY 83128

443-414-5431

info@alpineeducation.foundation

Organization: Alpine Education Foundation

Form Name: Wyoming Community Foundation's Competitive Grant Application - Fall 2025 - WYCF

Process Name: Wyoming Community Foundation Competitive Grant - Fall 2025 - WYCF

Project Name: Funding towards hiring a Headmaster for the Alpine Education Foundation/WCA Alpine Campus

Fundraisers

Our First Annual Golf Tournament Fundraiser was a huge success. While we are working to determine the final amount raised, we estimate that we raised around \$50,000 after paying our vendors and event expenses. We are starting to plan a Parent's Night Out Gala in February.



Marketing & Community Engagement

We have several marketing efforts underway and have developed an information packet that outlines the school goals and location. We will be looking to community events to engage parents and children including Trunk or Treats, Ground Breaking, Galas, and Mama Grizzly events.

Final Thoughts

Thank you for taking the time to review our proposal for establishing a local classical charter school in Alpine. We sincerely appreciate your consideration and the work you have done to make this a real possibility for Alpine Families.

We are excited to provide students with a time-tested, content-rich education grounded in the liberal arts and sciences, with an emphasis on character development, civic virtue, and academic excellence. We believe this classical model will not only serve the diverse needs of families in Alpine but also contribute meaningfully to the long-term success and well-being of our community.

We welcome your feedback, are happy to provide any additional information you may need, and look forward to the opportunity!

With heartfelt thanks,

The Alpine Education Foundation

Town of Alpine, Wyoming

Financial Report

June 30, 2024

Town of Alpine, Wyoming
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June 30, 2024

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Independent Auditor's Report

Honorable Mayor and
Members of the Town Council
Town of Alpine, Wyoming

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Alpine, Wyoming ("the Town"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town, as of June 30, 2024, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison schedule on page 33 and the schedules of the Town's share of the net pension liability and the Town's contributions on pages 35 and 36, respectively, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

The Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is not a required part of the basic financial statements.

The Schedule of Expenditures of Federal Awards is the responsibility of management and is derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditures of Federal Awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 30, 2025, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.

DeCoria & Company, PC

DeCoria & Company, PC
Afton, Wyoming

September 30, 2025

Basic Financial Statements

Town of Alpine, Wyoming
Statement of Net Position - Town-Wide
June 30, 2024

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Current assets:			
Cash and cash equivalents (Note 6)	\$ 945,265	\$ 3,946,077	\$ 4,891,342
Investments (Note 7)	1,181,334	-	1,181,334
Receivables (Note 8)	413,724	393,841	807,565
Prepaid expenses	925	-	925
Financed purchase agreement receivable, due within one year (Note 10)	151,832	-	151,832
Total current assets	2,693,080	4,339,918	7,032,998
Noncurrent assets:			
Financed purchase agreement receivable, due after one year (Note 10)	1,945,951	-	1,945,951
Capital assets, net (Note 9)	8,750,038	15,741,285	24,491,323
Total noncurrent assets	10,695,989	15,741,285	26,437,274
Total assets	13,389,069	20,081,203	33,470,272
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to the net pension liability (Note 12)	243,811	-	243,811
Total deferred outflows of resources	243,811	-	243,811
LIABILITIES			
Current liabilities:			
Accounts payable	80,282	327,652	407,934
Accrued payroll liabilities	71,386	59,726	131,112
Customer deposits	-	1,954,145	1,954,145
Accrued compensated absences, due within one year (Note 11)	15,830	-	15,830
Notes payable, due within one year (Note 11)	369,674	154,168	523,842
Total current liabilities	537,172	2,495,691	3,032,863
Noncurrent liabilities:			
Accrued compensated absences, due after one year (Note 11)	15,830	-	15,830
Notes payable, due after one year (Note 11)	345,573	2,313,579	2,659,152
Net pension liability (Note 12)	725,620	-	725,620
Total noncurrent liabilities	1,087,023	2,313,579	3,400,602
Total liabilities	1,624,195	4,809,270	6,433,465
DEFERRED INFLOWS OF RESOURCES			
Financed purchase agreement deferred revenue (Note 10)	2,097,783	-	2,097,783
Deferred inflows related to the net pension liability (Note 12)	28,891	-	28,891
Total deferred inflows of resources	2,126,674	-	2,126,674
Commitments and contingencies (Note 13)			
NET POSITION			
Net investment in capital assets	8,750,038	13,273,538	22,023,576
Unrestricted	1,131,973	1,998,395	3,130,368
Total net position	\$ 9,882,011	\$ 15,271,933	\$ 25,153,944

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Statement of Activities - Town-Wide
Year Ended June 30, 2024

Functions/Programs	Expenses	Charges for Services	Operating and Capital Grants	Governmental Activities	Business- Type Activities	Total
Governmental activities:						
Administration	\$ 756,451	\$ 155,731	\$ 263,982	\$ (336,738)		\$ (336,738)
Court	8,638	1,575	-	(7,063)		(7,063)
Police	93,531	-	-	(93,531)		(93,531)
Tourism	37,325	-	-	(37,325)		(37,325)
Parks	101,235	18,893	-	(82,342)		(82,342)
Streets	206,681	-	-	(206,681)		(206,681)
Maintenance	127,162	-	-	(127,162)		(127,162)
Community support	106,005	222,672	-	116,667		116,667
Interest expense	22,816	-	-	(22,816)		(22,816)
Unallocated depreciation	419,365	-	-	(419,365)		(419,365)
Total governmental activities	1,879,209	398,871	263,982	(1,216,356)		(1,216,356)
Business-type activities:						
Water services	1,022,956	663,556	18,535		\$ (340,865)	(340,865)
Sewer services	5,371,313	2,150,299	1,345,150		(1,875,864)	(1,875,864)
Total business-type activities	6,394,269	2,813,855	1,363,685		(2,216,729)	(2,216,729)
Total town	\$ 8,273,478	\$ 3,212,726	\$ 1,627,667	(1,216,356)	(2,216,729)	(3,433,085)
General revenue:						
Property taxes				213,910	-	213,910
Sales and use taxes				1,486,527	-	1,486,527
Other local income				485,879	-	485,879
Donations				23,000	-	23,000
Interest and investment earnings				79,534	53,141	132,675
Total general revenue				2,288,850	53,141	2,341,991
Changes in net position				1,072,494	(2,163,588)	(1,091,094)
Net position, beginning of year				8,809,517	17,435,521	26,245,038
Net position, end of year				\$ 9,882,011	\$ 15,271,933	\$ 25,153,944

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Balance Sheet - Governmental Fund
June 30, 2024

	General Fund
ASSETS	
Assets:	
Cash and cash equivalents	\$ 945,265
Investments	1,181,334
Receivables	2,359,675
Prepaid expenses	925
	<u> </u>
Total assets	<u><u>\$ 4,487,199</u></u>
 LIABILITIES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 80,282
Accrued payroll liabilities	71,386
	<u> </u>
Total liabilities	<u>151,668</u>
 DEFERRED INFLOWS OF RESOURCES	
Property taxes, unavailable	7,930
Financed purchase agreement deferred revenue	2,097,783
	<u> </u>
Total deferred inflows of resources	<u>2,105,713</u>
Total liabilities and deferred inflows of resources	<u>2,257,381</u>
 Fund balance:	
Nonspendable	925
Unassigned	2,228,893
	<u> </u>
Total fund balance	<u>2,229,818</u>
Total liabilities and fund balance	<u><u>\$ 4,487,199</u></u>

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Reconciliation of the Balance Sheet - Governmental Fund
with the Statement of Net Position - Town-Wide
June 30, 2024

Amounts reported for governmental activities in the Statement of Net Position - Town-Wide are different because:

Total fund balance - Governmental Fund		\$ 2,229,818	
Property taxes receivable will be collected, but are not available soon enough to pay for current-period expenditures, and are therefore reported reported as deferred inflows of resources in the governmental funds			7,930
Finance purchase agreement (FPA) payments received by the Town are recognized as revenue in the governmental funds in the year received. In the Town-Wide financial statements, a receivable for all future principal FPA payments is established, and FPA payments received by the Town reduce the receivable balance as they are received:			
FPA payments receivable, due within one year			151,832
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds:			
The cost of capital assets is	\$ 13,081,199		
Accumulated depreciation is	<u>(4,331,161)</u>		
			8,750,038
Noncurrent liabilities, including net pension liability and accrued compensated absences are not due and payable in the current period and therefore are not reported as liabilities in the governmental funds:			
Net pension liability	(725,620)		
Accrued compensated absences, due within one year	(15,830)		
Accrued compensated absences, due after one year	(15,830)		
Notes payable, due within one year	(369,674)		
Notes payable, due after one year	<u>(345,573)</u>		
			(1,472,527)
Deferred outflows and deferred inflows of resources pertaining to the net pension liability are not financial resources and therefore are not reported in the governmental funds:			
Deferred outflows related to the net pension liability	243,811		
Deferred inflows related to the net pension liability	<u>(28,891)</u>		
			<u>214,920</u>
Total net position - Town-Wide		\$ <u>9,882,011</u>	

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Statement of Revenues, Expenditures, and Changes in Fund Balance -
Governmental Fund
Year Ended June 30, 2024

	General Fund
Revenues:	
Property taxes	\$ 205,980
Sales and use taxes	1,486,527
Court fines	1,575
Town fees and permits	155,731
Other local income	485,879
Facility rentals	222,672
Recreation income	18,893
Grants	263,982
Donations	23,000
Interest income	79,534
	<hr/>
Total revenues	2,943,773
	<hr/>
Expenditures:	
Administration	743,275
Court	8,286
Police	89,720
Tourism	37,492
Parks	97,110
Streets	227,394
Maintenance	278,462
Capital expenditures	249,629
Debt Service	210,220
Community support	106,480
	<hr/>
Total expenditures	2,048,068
	<hr/>
Excess of revenues over expenditures	895,705
	<hr/>
Fund balance, beginning of year	1,334,113
	<hr/>
Fund balance, end of year	\$ 2,229,818
	<hr/>

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance -
Governmental Fund with the Statement of Activities - Town-Wide
Year Ended June 30, 2024

Amounts reported for governmental activities in the Statement of Activities - Town-Wide are different because:

Net change in fund balance - Governmental Fund \$ 895,705

Capital outlays to purchase capital assets are reported as expenditures in the governmental funds. However, in the Statement of Activities - Town-Wide the cost of these assets is allocated over their estimated useful lives as depreciation:

Capital outlays	\$ 461,518	
Depreciation	<u>(419,365)</u>	
		42,153

In the Statement of Activities - Town-Wide, pension offset (expense) is actuarially determined and adjusted by amortization of deferred outflows and deferred inflows of resources. In the governmental funds, however, pension expenditures are measured by the amount of financial resources used (i.e., the amount of contributions actually paid). The difference between contributions paid and the changes in the Town's proportionate share of the net pension liability and the related deferred outflows and deferred inflows of resources is an adjustment. (67,787)

Some taxes will not be collected until several months after the Town's fiscal year end, and therefore will not be available to pay liabilities of the current period. Accordingly, they are recorded as taxes unavailable in the governmental funds. In the Statement of Activities, however, they are recorded as revenue. The change in taxes unavailable on the Governmental Funds Balance Sheet during 2024 is an adjustment. 7,930

In the Statement of Activities - Town-Wide, compensated absences (e.g., accrued vacation and compensated leave) are measured by the amount earned during the year. In the governmental funds, however, expenditures for these items are measured by the amount of financial resources used (i.e., the amount actually paid). In the current year, compensated absences earned exceeded compensated absences paid. 7,089

Repayment of note principal is an expenditure in the governmental funds, but the repayment reduces liabilities in the Statement of Net Position - Town-Wide. 187,404

Changes in net position - Town-Wide \$ 1,072,494

Town of Alpine, Wyoming
Statement of Net Position - Proprietary Funds
June 30, 2024

	Water Fund	Sewer Fund	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 1,176,159	\$ 2,769,918	\$ 3,946,077
Accounts receivable	154,023	239,818	393,841
Total current assets	1,330,182	3,009,736	4,339,918
Noncurrent assets:			
Capital assets, net	4,568,552	11,172,733	15,741,285
Total assets	5,898,734	14,182,469	20,081,203
LIABILITIES			
Current liabilities:			
Accounts payable	50,525	277,127	327,652
Accrued payroll liabilities	4,837	54,889	59,726
Customer deposits	696,264	1,257,881	1,954,145
Notes payable, due within one year	25,014	129,154	154,168
Total current liabilities	776,640	1,719,051	2,495,691
Noncurrent liabilities:			
Notes payable, due after one year	115,856	2,197,723	2,313,579
Total liabilities	892,496	3,916,774	4,809,270
NET POSITION			
Net investment in capital assets	4,427,682	8,845,856	13,273,538
Unrestricted	578,556	1,419,839	1,998,395
Total net position	\$ 5,006,238	\$ 10,265,695	\$ 15,271,933

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds
Year Ended June 30, 2024

	Water Fund	Sewer Fund	Total
Operating revenues:			
Service fees	\$ 663,556	\$ 1,081,038	\$ 1,744,594
Grant funds	18,535	1,345,150	1,363,685
Other fees	-	1,069,261	1,069,261
Total operating revenues	682,091	3,495,449	4,177,540
Operating expenses:			
Payroll costs	303,166	404,262	707,428
Administration	238,997	230,693	469,690
System supplies and maintenance	239,187	2,336,387	2,575,574
Utilities	49,736	616,590	666,326
Water and wastewater testing	17,600	1,121,535	1,139,135
Depreciation expense (Note 9)	174,270	586,436	760,706
Total operating expenses	1,022,956	5,295,903	6,318,859
Changes in net position from operations	(340,865)	(1,800,454)	(2,141,319)
Non-operating income (expenses):			
Interest income	42,746	10,395	53,141
Interest expense	-	(75,410)	(75,410)
Total non-operating income (expense), net	42,746	(65,015)	(22,269)
Changes in net position	(298,119)	(1,865,469)	(2,163,588)
Net position, beginning of year	5,304,357	12,131,164	17,435,521
Net position, end of year	\$ 5,006,238	\$ 10,265,695	\$ 15,271,933

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Statement of Cash Flows - Proprietary Funds
Year Ended June 30, 2024

	Water Fund	Sewer Fund	Total
Cash flows from operating activities:			
Cash received from user charges	\$ 617,646	\$ 3,465,982	\$ 4,083,628
Cash paid to employees for services	(302,814)	(407,764)	(710,578)
Cash paid for other expenses	(238,997)	(230,693)	(469,690)
Cash paid for system supplies and maintenance	(205,947)	(2,171,983)	(2,377,930)
Cash paid for utilities	(49,736)	(616,590)	(666,326)
Cash paid for water and wastewater testing	(17,600)	(1,121,535)	(1,139,135)
Net cash used by operating activities	(197,448)	(1,082,583)	(1,280,031)
Cash flows from investing activities:			
Cash paid for capital assets	(85,783)	(1,934,646)	(2,020,429)
Cash received from grants	18,535	1,345,150	1,363,685
Change in investments, net	-	549,000	549,000
Unrealized loss on investment	42,746	10,395	53,141
Net cash used by investing activities	(24,502)	(30,101)	(54,603)
Cash flows from capital financing activities:			
Cash paid for interest expense	-	(75,410)	(75,410)
Principal payments on notes payable	(28,398)	(187,746)	(216,144)
Net cash used by capital financing activities	(28,398)	(263,156)	(291,554)
Increase in cash and cash equivalents	(250,348)	(1,375,840)	(1,626,188)
Cash and cash equivalents, beginning of year	1,426,507	4,145,758	5,572,265
Cash and cash equivalents, end of year	\$ 1,176,159	\$ 2,769,918	\$ 3,946,077
Reconciliation of changes in net position from operations to net cash used by operating activities:			
Changes in net position from operations	\$ (340,865)	\$ (1,800,454)	\$ (2,141,319)
Adjustments to reconcile changes in net position from operations to net cash used by operating activities:			
Depreciation expense	174,270	586,436	760,706
Changes in assets and liabilities:			
Accounts receivable	(67,426)	1,124	(66,302)
Accounts payable	33,240	164,404	197,644
Accrued payroll liabilities	352	(3,502)	(3,150)
Customer deposits	2,981	(30,591)	(27,610)
Net cash used by operating activities	\$ (197,448)	\$ (1,082,583)	\$ (1,280,031)

The accompanying notes are an integral part of the basic financial statements.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

1. Organization

The Town of Alpine, Wyoming (“the Town”) is located on the western border of Wyoming, has a population of approximately 1,220 people and is governed by a Mayor and a four-member Town Council. The Town provides a broad range of services to its citizens, including general government, public safety (police), public works (streets and public improvements) and parks and recreation. In addition, the Town owns and operates a water system and a sewer system.

The Town is not included in any other governmental "reporting entity" as defined in Section 2100, Codification of Governmental Accounting and Financial Reporting Standards, since the Mayor and council members are elected by the public; have decision-making authority; have the power to designate management; have the ability to significantly influence operations; and have primary accountability for fiscal matters. Additionally, the Town does not have any component units.

2. Town-Wide and Fund Financial Statements

Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements — and Management's Discussion and Analysis — for State and Local Governments* (Statement No. 34) defines the financial reporting requirements and the reporting model for the annual financial reports of state and local governments. The financial information required by Statement No. 34 includes:

Management's Discussion and Analysis

The management's discussion and analysis introduces the basic financial statements and provides an analytical overview of the Town's financial activities in a narrative format. An analysis of the Town's overall financial position and results of operations should be included to assist users in assessing whether the financial position has improved or deteriorated as a result of the year's activities.

Town-Wide Financial Statements

The town-wide financial statements, including the Statement of Net Position - Town-Wide and the Statement of Activities - Town-Wide, report information on all of the activities of the Town. These statements distinguish between the *governmental* and *business-type* activities of the Town. Governmental transactions are generally financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or part by fees charged to external parties.

The Statement of Activities - Town-Wide presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities and the business-type activities of the Town. Direct expenses are those that are specifically associated with a program or function. The Town does not charge indirect expenses to programs or functions. Program revenues include (a) fees, fines, and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

2. Town-Wide and Fund Financial Statements, Continued

Town-Wide Financial Statements, Continued

In general, the effect of interfund transactions has been eliminated from the town-wide financial statements. Exceptions to this general rule are transactions between the Town's governmental and business-type activities. Elimination of these transactions would distort the direct costs and program revenues reported for the various functions concerned.

Depreciation is presented in its entirety in the Statement of Activities - Town-Wide. No depreciation has been allocated to any of the Town's specific functions.

Fund Financial Statements

The fund financial statements provide information on the Town's funds. Separate statements for each fund category – *Governmental and Proprietary* – are presented. The emphasis of fund financial statements is on major governmental and business-type funds, each displayed separately.

Budgetary Comparison Schedules

The budgetary comparison schedules are presented as required supplementary information to demonstrate whether resources were obtained and used in accordance with the Town's legally adopted budget (Note 4). The Town may revise the original budget over the course of the year for various reasons. Under the reporting model prescribed by Statement No. 34, budgetary information continues to be provided, and includes comparisons of the Town's originally adopted budget to the final budget and actual results.

3. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The town-wide and proprietary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under the accrual basis, revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Nonexchange transactions, in which the Town gives (or receives) value without directly receiving (or giving) equal value in exchange, include property taxes, grants, entitlements and donations. Revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements and donations is recognized in the fiscal year in which all eligibility requirements stipulated by the provider have been met and satisfied.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be measurable when the amount of the transaction can be determined, and available when they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers tax revenues to be available if they are collected within 60 days after the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims, judgments, compensated absences and early retirement liabilities, which are recognized to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds from long-term debt and acquisitions under financed purchase agreements are reported as other financing sources.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

3. Measurement Focus, Basis of Accounting and Financial Statement Presentation, Continued

The Town reports the following governmental fund:

General Fund: The General Fund is the primary operating fund of the Town and is used to account for all financial resources except those required to be accounted for in another fund. This is a budgeted fund, and any unassigned or unencumbered fund balances are considered as resources available for use.

The Town reports the following proprietary funds:

Proprietary funds (Water Fund and Sewer Fund): The proprietary funds are used for operations that are financed and operated in a manner similar to private enterprises where the intent of providing goods and services is financed primarily through user charges. The Town's proprietary funds are used to account for the Water and Sewer departments, which provide water and sewer services to individuals and businesses within the Town. Operating revenues are comprised of user charges. Non-operating revenues, if any, are comprised of interest income, grants, and transfers from other funds.

4. Budgetary Information

Under Wyoming law, the Town's approved budget establishes maximum legal authorization for expenditures during the fiscal year. The budget is prepared on the cash basis of accounting. Unused appropriations lapse at the end of the year.

Prior to the beginning of each new fiscal year, the Mayor and Town Council formulate the budget. The proposed budget is placed on file for public inspection and posted in the community for public comment. Beginning in April, the budget is read in three consecutive Council meetings. After the third reading, generally in June, the budget is formally adopted. A verification of the established budget is sent to the State of Wyoming, Department of Audit.

Actual expenditures and operating transfers out may not legally exceed budget appropriations at the functional level. The legal level of budgetary control is the functional level at which the Town Council must approve any over-expenditures of appropriations or transfers of appropriated amounts.

The Town Council may amend the budget after holding a budget hearing at any time during the year. The administration may transfer between budgetary line items within a function without Town Council approval.

5. Summary of Significant Accounting Policies

Accounting Principles Generally Accepted in the United States of America

The financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to local government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles and standards. The Town has adopted and applied all applicable GASB pronouncements, including GASB Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

5. Summary of Significant Accounting Policies, Continued

Cash and Cash Equivalents

Cash received by the Town is pooled for investment purposes. Interest earned on the balances in the pooled accounts is allocated to the participating funds in proportion to the average daily balances in each fund. The Town considers all short-term deposits and highly liquid investments with original maturities of three months or less when purchased to be cash equivalents.

Investments

Wyoming statutes authorize the Town to invest in obligations of the U.S. Treasury and U.S. agencies, municipal securities and repurchase agreements.

Receivables

Receivables shown on the governmental fund financial statements are those for which payment was received within 60 days after the financial statement date. All receivables, regardless of when they are collected, are recognized in the government-wide and proprietary fund financial statements. Such receivables are shown net of any allowances for uncollectible amounts.

Property Taxes

Properties are classified as either gross production of minerals and mine products or all other properties, including property used for industrial, real, and personal purposes.

Property Taxes Receivable and Deferred Inflows from Minerals

The State of Wyoming (“the State”) is responsible for levying and collecting all taxes related to mineral extraction including but not limited to oil, natural gas, coal, bentonite, sand and gravel, trona, and uranium (mineral taxes). As extraction occurs, mineral extraction companies make monthly estimated mineral tax payments to the State. Mineral taxes collected by the State are distributed to counties in which mineral production occurred, and the counties then distribute the taxes to various organizations within its boundaries. During August of each year, the prior calendar year’s extraction information is evaluated and mineral taxes for that extraction period are levied by each respective county. Because the estimated mineral tax payments are paid using the prior year’s levy amounts, there is a true-up between the estimated tax payments and the actual August tax levy.

During the 2022 budget session of the Wyoming legislature, the legislators approved a deferral of mineral taxes related to 50% of calendar year 2020 and all of calendar year 2021. Under this deferral program, 8% of the deferred taxes are to be paid on or before December 1st of each year, beginning in 2023, and continuing until all of the deferred taxes have been paid in full. As long as payments are made on time, they are not subject to penalties or interest. If payments are not made on time, there are increasing levels of penalties, with the ultimate possibility of having to immediately pay all remaining deferred taxes along with penalties and interest.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

5. Summary of Significant Accounting Policies, Continued

Property Taxes, Continued

Property Taxes Receivable and Deferred Inflows from Minerals, Continued

In the governmental funds financial statements, mineral taxes are recorded as revenue during the period in which the taxes are levied, to the extent that they are collected and received by the Town within 60 days of that fiscal year-end, while in the town-wide financial statements, mineral taxes are recorded as revenue in the year in which the taxes are levied, regardless of when they are collected. Because mineral taxes are paid as extraction occurs, the chance of any significant amounts being outstanding more than 60 days after the end of the fiscal year in which the levy occurs is considered remote.

The taxes related to 2023 calendar year mineral extraction, which were levied during August 2024, and mineral taxes that were paid through June 30, 2024 for 2024 calendar year mineral extraction, have been recognized as unearned revenue at June 30, 2024. During the 2024 fiscal year, 2022 calendar year mineral tax payments were removed from unearned revenue and recognized as revenue. During the 2025 fiscal year, 2023 calendar year mineral tax payments will be removed from unearned revenue and recognized as revenue.

Property Taxes Receivable and Deferred Inflows from all Other Properties

The Lincoln County Treasurer is responsible for levying and collecting non-mineral related property taxes on behalf of the Town (other property taxes). Other property taxes attach as an enforceable lien on property on January 1 of each year. Other property taxes are levied on or about July 1 and are due in two installments. The first installment becomes due on September 1 and is delinquent on November 10; the second installment becomes due on March 1, and is delinquent on May 10.

Because the Town is not a taxing entity, other property taxes that are collected on the Town's behalf by the Lincoln County Treasurer are recorded as receivables. In the governmental funds financial statements, other property taxes are recorded as revenue in the period for which the taxes are levied, to the extent that they are collected and received by the Town within 60 days after year-end. Other property taxes receivable which are collected subsequent to 60 days after year-end, are offset in the governmental fund financial statements with deferred inflows of resources. In the town-wide financial statements, all other property taxes, regardless of when they are collected, are recorded as revenue in the period for which the taxes are levied.

Capital Assets

Capital assets are reported in the Town-wide and proprietary fund financial statements, and as expenditures in the governmental fund financial statements. Purchased or constructed capital assets are reported at historical cost, less accumulated depreciation. If historical cost is unknown, estimated historical cost is used. Donated capital assets are recorded at estimated fair market value as of the date of donation. Major improvements and betterments are capitalized. The Town uses a capitalization threshold of \$5,000. Expenditures for repairs and maintenance are charged to expense in the period incurred. When capital assets are sold or otherwise disposed of, the cost and related accumulated depreciation are removed from the respective accounts, and the resulting gain or loss, if any, is included in the Statement of Activities - Town-Wide or the Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

5. Summary of Significant Accounting Policies, Continued

Capital Assets, Continued

In the Statement of Activities - Town-Wide and the Statement of Revenues, Expenses and Changes in Fund Net Position - Proprietary Funds, depreciation on capital assets is calculated using the straight-line method over the estimated useful lives of those assets, as follows:

	Governmental Activities	Business-Type Activities
Buildings	20 to 40 years	40 years
Building improvements	20 to 25 years	--
Infrastructure	20 to 25 years	--
Land improvements	20 years	--
Equipment	10 to 20 years	--
Vehicles	7 to 25 years	--
Water system	--	40 to 70 years
Sewer system	--	40 to 70 years

Fair Value Measurements

GASB Statement No. 72, *Fair Value Measurements and Application*, establishes a fair value hierarchy for those assets and liabilities measured at fair value, that distinguishes between assumptions based on market data (observable inputs) and the Town’s own assumptions (unobservable inputs). The hierarchy consists of: Level 1 – quoted market prices in active markets for identical instruments; Level 2 – inputs other than Level 1 inputs that are observable; and Level 3 – unobservable inputs developed using estimates and assumptions determined by the Town.

Certain assets and liabilities are measured at fair value on a nonrecurring basis; that is, the instruments are not measured at fair value on an ongoing basis, but are subject to fair value adjustments only in certain circumstances (for example, when there is evidence of impairment). The Town had no assets or liabilities measured at fair value on a nonrecurring basis during 2024.

Accrued Liabilities

Liabilities shown on the governmental fund financial statements are those that have become due and payable at the end of the fiscal year, which are expected to be paid during the upcoming fiscal year, and are reported as an expenditure and fund liability of the governmental fund that will pay it. On the town-wide financial statements, liabilities that become due and payable within one year after the financial statement date are included in current liabilities, while liabilities that become due and payable after that time are shown as noncurrent liabilities.

Accrued Compensated Absences

The Town reports compensated absences in accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*. Compensated absences consist of accumulated sick and vacation leave balances that are unpaid by the financial statement date.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

5. Summary of Significant Accounting Policies, Continued

Accrued Compensated Absences, Continued

All eligible employees of the Town earn vacation and compensated leave in amounts that vary based on tenure and classification. The Town records a liability for accumulated unused vacation and compensated leave for all eligible employees.

In accordance with GASB Statement No. 16, no liability is recorded for non-vesting accumulated rights to receive sick pay. Employees become vested at the completion of eight consecutive years of service to the Town. At termination or retirement, all vested employees or their beneficiary will be paid for any accumulated leave up to 90 days at the rate of up to \$55 per day.

Accumulated leave that is expected to be utilized by employees during the upcoming fiscal year is reported as an expense and current liability of the governmental activities in the town-wide statements. Accumulated leave that is not expected to be utilized by employees during the upcoming fiscal year is reported as an expense and a non-current liability of the governmental activities in the town-wide statements.

Pensions

For purposes of measuring the net pension liability, deferred outflows and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Wyoming Retirement System (“the Plan”) and additions to or deductions from the Plan’s fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

In the event that the Plan was unable to meet its benefit payment requirements, the Town has determined that its General Fund would likely make all required pension payments. Therefore, all of the Town’s pension-related activities have been recorded in the General Fund.

Net Position

Net position represents the difference between assets plus deferred outflows, and liabilities plus deferred inflows. Net position is comprised of the various net earnings from operating income, nonoperating revenues and expenses, and capital contributions. Net position is required to be classified within one or more of the following three components:

Net investment in capital assets: This component of net position consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets;

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

5. Summary of Significant Accounting Policies, Continued

Net Position, Continued

Restricted net position: This component of net position consists of amounts subject to constraints imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation; and

Unrestricted net position: This component of net position consists of amounts that do not meet the definition of “net investment in capital assets,” or “restricted net position.”

Use of Restricted Resources

When expenditures qualify to be paid out of both restricted and unrestricted resources, it is the policy of the Town to use restricted resources first.

Fund Balances

GASB Statement No. 54, *Fund Balance Reporting and Government Fund Type Definitions* (Statement No. 54) defines the different types of fund balance classifications in which a governmental entity must report fund balance. These classifications are as follows from most restrictive to least restrictive:

Nonspendable: The portion of fund balance that is not expected to be converted to cash, such as inventories and prepaid expenses;

Restricted: The portion of fund balance that can be used only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation;

Committed: The portion of fund balance that can be used only for the specific purposes determined by a formal action of the Town’s Council (the Town’s highest level of decision-making authority);

Assigned: The portion of fund balance that is intended to be used by the Town for specific purposes, but does not meet the criteria to be classified as restricted or committed; and

Unassigned: The residual portion of fund balance for the Town’s General Fund and includes all spendable amounts not included in the other classifications.

Fund Balance Spending Policy

When expenditures qualify to be paid out of more than one fund balance category, it is the policy of the Town to spend funds from the most restrictive fund balance category to the least restrictive fund balance category.

Grant Revenue

The Town receives financial assistance from governmental agencies in the form of grants. Revenue is deemed earned and thus recognized when applicable program expenditures are recorded. Funds received but not earned at year-end, if any, are recorded as deferred revenue.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

5. Summary of Significant Accounting Policies, Continued

Operating and Non-Operating Revenues

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. Revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates and affect the amounts reported in the financial statements.

Subsequent Events

The Town has evaluated subsequent events through September 30, 2025, the date these financial statements were available to be issued. No material subsequent events have occurred since June 30, 2024 that require recognition or disclosure in these financial statements.

6. Cash and Cash Equivalents

The Town’s cash and cash equivalents consist of checking accounts and savings accounts at local banks. The carrying amount of cash and cash equivalents at June 30, 2024 was \$4,891,342 and bank balances totaled \$4,000,781. The differences between the carrying amount of cash and cash equivalents and the bank balances consist of outstanding checks and deposits not processed by the banks as of June 30, 2024.

Custodial credit risk is the risk that in the event of a bank failure, the Town’s deposits may not be returned to it. Wyoming statutes require the Town to collateralize bank deposits that exceed amounts insured by the Federal Deposit Insurance Corporation (FDIC). In addition, for collateral held by a custodian other than the Federal Reserve, an approved Joint Custody Receipt form must be properly executed to perfect the Town’s interest in collateral pledged by depository financial institutions. The Town’s Clerk monitors bank deposits to see that sufficient collateral is pledged to the Town. At June 30, 2024, the Town’s various accounts were insured by the FDIC up to \$250,000 at each bank.

A summary of the total insured and collateralized bank balances at June 30, 2024 is as follows:

Insured by the FDIC	\$ 521,132
Collateralized with security held by pledging institution’s trust department or correspondent bank under a joint custody receipt in the name of the Town and the financial institution.	<u>3,479,649</u>
Total combined bank deposits	<u>\$ 4,000,781</u>

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

7. Investments

As of June 30, 2024, the Town has the following investments.

<u>Investment</u>	<u>Maturities</u>	<u>Fair Value</u>
Certificates of deposit	Various	\$ 1,181,334
Total investments		<u>\$ 1,181,334</u>

Interest Rate Risk: The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates;

Credit Risk: The Town has no investment policy that would further limit its investment choices. As of June 30, 2024, the Town’s investments in certificates of deposits were 100% insured and collateralized under a joint custody receipt in the name of the Town and the financial institution;

Concentration of Credit Risk: The Town places no limit on the amount the Town may invest in any one issuer. More than five percent of the Town’s investments are in Wyoming-Class, Peaks Investment and Bank of Star Valley. At June 30, 2024, these investments represented 54.8%, 36.6% and 8.6% of the Town’s total investments, respectively.

8. Receivables

Receivables at June 30, 2024 consist of the following:

Taxes Receivable

During July and August 2024, the Town received payments from the Lincoln County Treasurer and the State of Wyoming for various taxes which were included in revenue for the year ended June 30, 2024. The total of all of these taxes at June 30, 2024 was \$413,724.

User Fees Receivable

The Water and Sewer Funds had a combined balance of \$393,841 of accounts receivable due from citizens and businesses in the community for water and sewer services provided through June 30, 2024. Because the Town has historically been very successful in collecting amounts owed for these services, the Town has recorded no allowance for uncollectible accounts for either of the Water and Sewer Funds at June 30, 2024.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

9. Capital Assets

Capital asset activity for the year ended June 30, 2024 is as follows:

Governmental activities:

	Balance June 30, 2023	Additions	Transfers	Disposals	Balance June 30, 2024
Buildings	\$ 6,991,894	\$ 68,435	\$ --	\$ --	\$ 7,060,329
Building improvements	337,811	--	--	--	337,811
Infrastructure	2,228,341	280,368	--	--	2,508,709
Furniture & fixtures	94,229	--	--	--	94,229
Equipment	1,381,380	18,023	--	--	1,399,403
Vehicles	346,570	94,692	--	--	441,262
Capital assets in service	11,380,225	461,518	--	--	11,841,743
Accumulated depreciation	(3,911,796)	(419,365)	--	--	(4,331,161)
	7,468,429	42,153	--	--	7,510,582
Land	1,239,456	--	--	--	1,239,456
	<u>\$ 8,707,885</u>	<u>\$ 42,153</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 8,750,038</u>

Depreciation expense for governmental activities has not been allocated to any of the District's individual functions. Rather, the District has included all depreciation related to governmental activities as a single line item on the Statement of Activities - District-Wide. Depreciation expense for the combined governmental activities was \$419,365 for the year ended June 30, 2024.

Business-type activities:

Water Fund:

	Balance June 30, 2023	Additions	Transfers	Disposals	Balance June 30, 2024
Water system	\$ 7,238,427	\$ --	\$ --	\$ --	\$ 7,238,427
Equipment	43,785	--	--	--	43,785
Vehicles	65,022	--	--	--	65,022
Accumulated depreciation	(2,716,781)	(174,270)	--	--	(2,891,051)
	4,630,453	(174,270)	--	--	4,456,183
Construction in progress	26,586	85,783	--	--	112,369
Total capital assets, net	<u>\$ 4,657,039</u>	<u>\$ (88,487)</u>	<u>\$ --</u>	<u>\$ --</u>	<u>\$ 4,568,552</u>

There was \$174,270 of depreciation expense recognized by the Water Fund for the year ended June 30, 2024.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

9. Capital Assets, Continued

Business-type activities:

Sewer Fund:

	Balance June 30, 2023	Additions	Transfers	Disposals	Balance June 30, 2024
Sewer system	\$14,597,480	\$ --	\$ --	\$ --	\$14,597,480
Equipment	38,766	234,273	--	--	273,039
Capital assets in service	14,636,246	234,273	--	--	14,870,519
Accumulated depreciation	(6,980,069)	(586,436)	--	--	(7,566,505)
	7,656,177	(352,163)	--	--	7,304,014
Land	473,736	--	--	--	473,736
Construction in progress	1,694,610	1,700,373	--	--	3,394,983
Total capital assets, net	\$ 9,824,523	\$ 1,348,210	\$ --	\$ --	\$ 11,172,733

There was \$586,436 of depreciation expense recognized by the Sewer Fund for the year ended June 30, 2024.

10. Financed Purchase Agreement

During 2014, the Town entered into a financed purchase agreement (“the agreement”) with the Melvin Brewing Company (MBC) for the sale of land that MBC desired for the expansion of its operations. The agreement, which had a beginning net present value of \$2,949,425, required MBC to make total annual payments of \$100,000 until such time as MBC’s lease liability was paid in full, at which time the land’s ownership would transfer to MBC. During 2023, the agreement was restructured to require total annual payments of \$151,832. At June 30, 2024, the Town’s balance related to this agreement of both the lease receivable and deferred revenue was \$2,097,783.

Future minimum lease payments receivable under this financed purchase agreement are as follows:

Year ending June 30,	
2025	\$ 151,832
2026	151,832
2027	151,832
2028	151,832
2029	151,832
2030-2034	842,092
2035-2036	496,531
Total future direct financing lease payments due	2,097,783
Less amount due within one year	(151,832)
Amount due after one year	\$1,945,951

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

11. Long-Term Obligations

Governmental Activities:

As of June 30, 2024, the Town’s long-term obligations, other than the net pension liability discussed in Note 10, consisted of accrued compensated absences and notes payables.

Notes Payable

The Town entered into several smaller loan agreements with the Bank of Star Valley and Glacier Bank for various loans including equipment, buildings, and a paving loan. Interest rates range from 3.19% - 5.25% and the principal balance on these notes was \$715,247 at June 30, 2024. Maturity dates are from 2025 to 2029.

Accrued Compensated Absences

No portion of accrued compensated absences was considered to be due and payable as of June 30, 2024. Accordingly, the Town has not recorded any amount of accrued compensated absences in the governmental fund financial statements.

A summary of changes in the Town’s long-term obligations for the year ended June 30, 2024 is as follows:

Governmental Activities:

	Long-Term Obligations June 30, 2023	Long-Term Obligations Incurred	Long-Term Obligations Paid	Long-Term Obligations June 30, 2024	Due Within One Year
Accrued compensated absences	\$ 24,571	\$ 9,390	\$ (2,301)	\$ 31,660	\$ 15,830
Notes payable	902,651	--	(187,404)	715,247	369,674
Total	<u>\$ 927,222</u>	<u>\$ 9,390</u>	<u>\$ (189,705)</u>	<u>\$ 746,907</u>	<u>\$ 385,504</u>

The annual requirements to pay the above notes payable are as follows:

Year ending June 30,	Principal	Interest	Total
2025	\$ 369,674	\$ 19,979	\$ 389,653
2026	87,226	12,517	99,743
2027	90,260	9,463	99,723
2028	52,010	6,303	58,313
2029	53,960	4,353	58,313
2030	62,117	2,329	64,446
	<u>\$ 715,247</u>	<u>\$ 54,944</u>	<u>\$ 770,191</u>

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

11. Long-Term Obligations, Continued

Business-type Activities:

Notes Payable

During 2006, the Town entered into a loan agreement with the State Loan and Investment Board (SLIB) which allowed maximum borrowings of \$242,405, and possible principal forgiveness of up to 75% upon completion of the Wastewater Treatment Facility and prior to any principal repayments. The principal balance on this note was \$98,653 at June 30, 2024.

During 2006, the Town entered into a loan agreement with SLIB which allowed maximum borrowings of \$115,500, and possible principal forgiveness of up to 75% upon completion of the Well Rehabilitation and prior to any principal repayments. The principal balance on this note was \$53,175 at June 30, 2024.

During 2007, the Town entered into a loan agreement with SLIB which allowed maximum borrowings of \$3,193,166, and possible principal forgiveness of up to 75% upon completion of the Wastewater Treatment Facility Improvements and prior to any principal repayments. The principal balance on this note was \$2,228,224 at June 30, 2024.

During 2010, the Town entered into a loan agreement with SLIB which allowed maximum borrowings of \$102,072, and possible principal forgiveness of up to 75% upon completion of the Three Rivers Meadows Improvement and prior to any principal repayments. The principal balance on this note was \$46,911 at June 30, 2024.

During 2016, the Town entered into a loan agreement with Glacier Bank which allowed maximum borrowings of \$122,000. The principal balance on this note was \$40,784 at June 30, 2024.

A summary of changes in long-term obligations of the Business- type activities for the year ended June 30, 2024 is as follows:

	Long-Term Obligations June 30, 2023	Long-Term Obligations Incurred	Long-Term Obligations Paid	Long-Term Obligations June 30, 2024	Due Within One Year
Notes payable	<u>\$ 2,683,891</u>	<u>\$ --</u>	<u>\$ (216,144)</u>	<u>\$ 2,467,747</u>	<u>\$ 154,168</u>

The annual requirements to pay the above notes payable are as follows:

<u>Year ending June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2025	\$ 154,168	\$ 61,975	\$ 216,143
2026	158,114	58,030	216,144
2027	162,253	53,984	216,237
2028	151,873	49,830	201,703
2029	155,670	46,033	201,703
2030-2034	762,540	171,339	933,879
2035-2039	783,816	77,168	860,984
2040	<u>139,313</u>	<u>3,483</u>	<u>142,796</u>
	<u>\$ 2,467,747</u>	<u>\$ 521,842</u>	<u>\$ 2,989,589</u>

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

12. Wyoming Retirement System Defined Benefit Plan

Plan Description

All full-time and permanent part-time employees of the Town participate in the Plan, a multi-employer, cost-sharing public employee retirement plan. The Plan is a defined benefit plan covering substantially all employees of the State, electing local municipalities, and the Public School System of Wyoming. The cost to administer the Plan is financed through the contributions and investment earnings of the Plan.

The Plan is governed by a Board of Trustees comprised of the State Treasurer, five trustees who are members of the Plan and five “at-large” trustees who are not members of the Plan. With the exception of the State Treasurer, Board members are appointed by the Governor and confirmed by the Wyoming Senate. The Board employs an executive director to oversee day-to-day operations which includes a staff of approximately 40 employees.

Pension Benefits

Through legislation passed during the 2014 legislative session, two tiers of benefits were established for participants of the Plan.

Tier 1 participants are those that made contributions to the Plan prior to September 1, 2012. Tier 1 participants vest after 48 months of service, with eligibility for full retirement benefits upon attaining age 60 or meeting the “rule of 85,” which requires the participant’s age and years of service to equal or exceed 85. Early retirement is allowed, provided the employee has completed four years of service and attained age 50, but results in a reduction of benefits based on the length of time remaining to normal retirement age. Tier 1 benefits are calculated with a 2.125% multiplier rate for the first 15 years of service with the remaining service years calculated with a 2.25% rate, using the highest average salary for 36 continuous months.

Tier 2 participants are those whose participation in the Plan and contributions to the Plan began on or after September 1, 2012. Tier 2 participants vest after 48 months of service, with eligibility, for full retirement benefits upon attaining age 65 or meeting the “rule of 85,” which requires the participants’ age and years of service to equal or exceed 85. Early retirement is allowed,

provided the employee has completed four years of service and attained age 55, or 25 or more years of service, but will result in a reduction of benefits based on the length of time remaining to age 65. Tier 2 benefits are calculated with a 2.00% multiplier rate for all years of service using the highest average salary for 60 continuous months.

The Plan provides retirement, disability and death benefits according to predetermined formulas and allows retirees to select one of seven optional methods for receiving benefits, including two joint and survivor forms of benefits: a 100% joint and survivor annuity, and a 50% joint and survivor annuity. The benefit amounts under these options are determined on an actuarially equivalent basis. Any cost of living adjustment provided to retirees must be granted by the State Legislature. In addition, a cost of living adjustment (COLA) will not be approved by the legislature unless the plan is 100% funded after the COLA is awarded.

Employees terminating prior to normal retirement can elect to withdraw all employee contributions plus accumulated interest through date of termination or, if they are vested, they may elect to remain in the Plan and be eligible for unreduced retirement benefits at age 60 (Tier 1 employee) or 65 (Tier 2 employee).

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

12. Wyoming Retirement System Defined Benefit Plan, Continued

Member and Employer Contributions

The Plan statutorily requires 18.62% of the participant’s salary to be contributed to the Plan; the Town is required to contribute a minimum of 9.37% of the employee’s salary. The Town can, however, elect to contribute more than the required amount. Through June 30, 2024, the Town has elected to contribute all employee portions of the retirement contribution to the Public Employees Plan.

The Town’s employer contributions required and paid were \$60,487, \$51,010, and \$37,657 for the years ended June 30, 2024, 2023, and 2022, respectively.

At June 30, 2024, the Town reported a liability of \$725,620 for its proportionate share of the net pension liability. It is the opinion of the Town’s management that any liability in excess of the required contributions would be paid by the General Fund. Therefore, the entire liability is included within governmental activities. The net pension liability was measured as of December 31, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2023. The Town’s proportion of the net pension liability was based on the Town’s share of contributions to the Plan relative to the total contributions of all participating Plan members, actuarially determined. At December 31, 2023, the Town’s proportionate allocation was 0.003196310%.

For the year ended June 30, 2024, the Town recognized net pension expense of \$67,787.

At June 30, 2024, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Contributions made subsequent to the measurement date	\$ 27,419	\$ --
Net difference between projected and actual earnings on investments	--	25,721
Changes of assumptions	7,448	--
Net difference between expected and actual experience	14,019	3,170
Change in proportionate share of the net pension liability	<u>194,925</u>	<u>--</u>
Total	<u>\$ 243,811</u>	<u>\$ 28,891</u>

The amount reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date will be recognized as pension expense and a reduction of the net pension liability in the year ending June 30, 2025.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

12. Wyoming Retirement System Defined Benefit Plan, Continued

Member and Employer Contributions, Continued

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense (offset) as follows:

<u>Year Ending June 30,</u>	
2025	\$ 85,811
2026	59,253
2027	77,963
2028	<u>(35,526)</u>
	<u>\$ 187,501</u>

The average of the expected remaining service lives of all employees that are provided with pensions through the Plan (active and inactive employees), determined at January 1, 2023, the beginning of the measurement period ended December 31, 2023, is 3.6117 years.

Actuarial Assumptions

Valuations are based on actuarial assumptions, the benefit formulas, and employee groups. Level percentages of payroll normal costs are determined using the Entry Age Normal Cost Method. Under the Entry Age Normal Cost Method, the actuarial present value of the projected benefits of each individual included in the actuarial valuation is allocated as a level percentage of each year’s earnings of the individual between entry age and assumed exit age. The Plan amortizes any unfunded actuarial accrued liability based on a level percentage of payroll. The maximum amortization period for the Plan permitted under Wyoming Code is 30 years.

The total pension liability in the January 1, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.25%
Salary increases, including inflation	2.50 – 6.50%, including inflation
Payroll growth rate	2.50%
Investment rate of return	6.80%, net of investment expenses

Mortality rates were based on the Pub-2010 General Employee Mortality Table, amount weighted, fully generational, projected with the MP-2020 Ultimate Scale with the following healthy pre-retirement mortality offsets:

- Males: no setback with a 100% multiplier
- Females: no setback with a 100% multiplier

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

12. Wyoming Retirement System Defined Benefit Plan, Continued

Actuarial Assumptions, Continued

Mortality rates were based on the Pub-2010 General Healthy Annuitant Mortality Table, amount weighted, fully generational, projected with the MP-2020 Ultimate Scale with the following healthy pre-retirement mortality offsets:

- Males: no setback with a 100% multiplier
- Females: no setback with a 103% multiplier

The assumed rate of investment return was adopted by the Plan's trustees after considering input from the Plan's investment consultant and actuary. Additional information about the assumed rate of investment return was included in the Plan's actuarial valuation report as of January 1, 2023. In addition, a five-year experience study was completed as of December 31, 2020 that provided a detailed analysis regarding recommendations on the long-term rates for inflation and the real rate of return. The assumed rate of investment return of 6.80% (real return net of inflation of 4.55%) falls within a reasonable range of the long-term rate of return.

The long-term expected rate of return on pension plan investments was determined using the building-block approach and a forward-looking model in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

The target allocation and best estimates of real rates of return for each major asset as of January 1, 2023 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Geometric Real Rate of Return</u>	<u>Long-Term Expected Arithmetic Real Rate of Return</u>
Cash	0.50%	-0.30%	-0.30%
Gold	1.50%	2.13%	0.70%
Fixed income	20.00%	3.38%	3.80%
Equity	51.50%	6.52%	8.20%
Marketable alternatives	16.00%	4.39%	5.23%
Private real assets	<u>10.50%</u>	5.97%	7.48%
Total	<u>100.00%</u>		

Discount Rate

Projected benefit payments are required to be discounted to their actuarial present values using a single discount rate that reflects 1) a long-term expected rate of return on pension plan investments (to the extent that the Plan's fiduciary net position is projected to be sufficient to pay benefits using a 100-year analysis) and 2) tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met). For purposes of this valuation, the expected rate of return on pension plan investments is 6.80% and the municipal bond rate is 3.77%.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

12. Wyoming Retirement System Defined Benefit Plan, Continued

Discount Rate, Continued

The projection of cash flows used to determine the rate assumed that plan member contributions and employer contributions will be made at the current contribution rate. Based on these assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Town’s Proportionate Share of the Net Pension Liability

The following presents the Town’s proportionate share of the net pension liability calculated using the discount rate of 6.80%, as well as what the Town’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (5.80%)	Current Rate (6.80%)	1% Increase (7.80%)
Town’s proportionate share of the net pension liability	\$ 1,152,309	\$ 725,620	\$ 372,024

Pension Plan Fiduciary Net Position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued WRS Plan financial report.

A copy of the Plan’s financial statements may be obtained by contacting the Wyoming Retirement System at 6101 Yellowstone Road, Suite 500, Cheyenne, WY 82002 or on the Plan website at <http://retirement.state.wy.us>.

Payables to the Pension Plan

The Town reported no amounts owing to the Plan for legally required employer contributions or employee contributions which had been withheld from employee wages but not yet remitted to the Plan at June 30, 2024.

Town of Alpine, Wyoming
Notes to Financial Statements
June 30, 2024

13. Commitments and Contingencies

Insurance

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. Settlements did not exceed coverage during 2024, or any of the past three years.

Litigation

The Town is occasionally named as a defendant in lawsuits arising principally in the normal course of operations. In the opinion of the Town's administration, the outcome of these lawsuits will not have a materially adverse effect on the accompanying town-wide financial statements and, accordingly, no provision for loss has been recorded. The Town's management is not aware of any significant pending or threatened litigation at June 30, 2024.

Grant Programs

The Town receives financial assistance from federal and state governmental agencies in the form of grants, which are governed by various rules and regulations of the grantor agencies. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the Town's independent auditors and other governmental auditors. Therefore, to the extent that the Town has not complied with the terms and conditions governing the grants, refunds of any money received may be required, and the collectability of any related receivables at June 30, 2024 may be impaired. Based on prior experience, the Town's administration believes such amounts, if any, would be immaterial.

Required Supplementary Information

Town of Alpine, Wyoming
Budgetary Comparison Schedule for the General Fund
Year Ended June 30, 2024

	Budgeted Amounts		Actual Modified Accrual Basis	Variances Positive/(Negative)	
	Original	Final		Original to Final	Final to Actual
Revenues:					
Property taxes	\$ 147,000	\$ 147,000	\$ 205,980	\$ -	\$ 58,980
Sales and use taxes	1,456,500	1,456,500	1,486,527	-	30,027
Court fines	1,500	1,500	1,575	-	75
Town fees and permits	117,800	117,800	155,731	-	37,931
Other local income	436,000	436,000	485,879	-	49,879
Facility rentals	200,000	200,000	222,672	-	22,672
Recreation income	24,700	24,700	18,893	-	(5,807)
Grants	747,000	747,000	263,982	-	(483,018)
Donations	35,000	35,000	23,000	-	(12,000)
Interest income	63,000	63,000	79,534	-	16,534
Total revenues	3,228,500	3,228,500	2,943,773	-	(284,727)
Expenditures:					
Administration	697,850	697,850	743,275	-	(45,425)
Court	11,550	11,550	8,286	-	3,264
Police	97,800	97,800	89,720	-	8,080
Tourism	40,550	40,550	37,492	-	3,058
Parks	99,750	99,750	97,110	-	2,640
Streets	260,500	260,500	227,394	-	33,106
Maintenance	343,300	343,300	278,462	-	64,838
Capital expenditures	400,000	400,000	249,629	-	150,371
Debt Service	230,000	230,000	210,220	-	19,780
Community support	97,150	97,150	106,480	-	(9,330)
Total expenditures	2,278,450	2,278,450	2,048,068	-	230,382
Excess of revenues over expenditures	950,050	950,050	895,705	-	(54,345)
Total fund balance, beginning of year	1,334,113	1,334,113	1,334,113	-	-
Total fund balance, end of year	\$ 2,284,163	\$ 2,284,163	\$ 2,229,818	\$ -	\$ (54,345)

See accompanying Independent Auditor's Report and Notes to Budgetary Comparison Schedule.

Town of Alpine, Wyoming
Notes to Budgetary Comparison Schedule
June 30, 2024

1. Basis of Presentation

The actual column of the budgetary comparison schedule has been populated with amounts prepared on the modified accrual basis of accounting, which is the same basis of accounting used in the Governmental Fund financial statements. Under the modified accrual basis, revenues and expenditures are recognized when they are incurred. The modified accrual basis of accounting and the account groupings reflected in the Governmental Fund financial statements differ from the cash basis presentation and account groupings required by Wyoming Statutes for Town Council's budgetary control. Under the cash basis, revenues and expenditures are recorded when they are received or paid. This results in differences between when revenues and expenditures are recognized in the governmental fund financial statements and when they are budgeted.

2. Budgetary Compliance

The modified accrual basis of accounting and the account groupings reflected in the governmental fund financial statements differ from the presentation and account groupings required by Wyoming Statutes for Town Council's budgetary control at the functional level, as described in Note 4 to the Financial Statements. As a result, although the budgetary comparison schedule at page 33 may disclose instances in which actual expenditures exceeded budgeted expenditures, there were no instances in which actual expenditures exceeded budgeted expenditures at the functional levels required by Wyoming Statutes.

Town of Alpine, Wyoming
Schedule of Employer's Share of the Net Pension Liability - WRS Public
Employees Pension Plan
Last 10 Fiscal Years*

Fiscal Year	Employer's Portion of NPL	Employer's Proportionate Share of NPL (a)	Employer's Covered Employee Payroll (b)	Employer's NPL as a Percentage of Covered Payroll (a / b)	Plan Net Position as a Percentage of Total Pension Liability
2022	0.001802840%	274,843	478,114	57.48%	86.03%
2023	0.002492440%	681,138	544,400	125.12%	75.47%
2024	0.003196310%	725,620	642,885	112.87%	80.19%

* GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, the Town will present information for those years for which information is available.

Data reported is measured as of December 31 of each respective fiscal year.

Town of Alpine, Wyoming
Schedule of Employer Contributions - WRS Public Employees Pension Plan
Last 10 Fiscal Years*

Fiscal Year	Statutorily Required Contribution (a)	Actual Employer Contribution (b)	Contribution Excess (Deficiency) (b - a)	Employer's Covered Employee Payroll (c)	Contributions as a Percentage of Covered Employee Payroll (b / c)
2022	37,657	37,657	-	401,890	9.37%
2023	51,010	51,010	-	544,400	9.37%
2024	60,487	60,487	-	645,542	9.37%

* GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10-year trend is compiled, the Town will present information for those years for which information is available.

Data reported is measured as of June 30 of each respective fiscal year.

Town of Alpine, Wyoming
Notes to WRS Public Employees Pension Plan Schedules
June 30, 2024

1. Changes of Benefit Terms

There were no changes in benefit terms during the Plan year ended December 31, 2023.

2. Changes of Composition of the Population

There were no changes in the composition of the population during the Plan year ended December 31, 2023.

3. Changes in Assumptions

The assumptions used were adopted at the Plan's Board of Trustees November 17, 2021 and the February 17, 2022 meetings and were first utilized with the actuarial valuation report for the year beginning January 1, 2021. There have been no changes to the assumptions or methods since the prior actuarial valuation.

Compliance Report

**Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards***

Honorable Mayor and
Members of the Town Council
Town of Alpine, Wyoming

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Alpine, Wyoming ("the Town"), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated September 30, 2025.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency* in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a deficiency in internal control, described in the accompanying Schedule of Findings and Questioned Costs as Finding 2024-001, that we consider to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Town's Response to the Finding

The Town's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Questioned Costs. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The sole purpose of this report is to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

DeCoria & Company, PC

DeCoria & Company, PC
Afton, Wyoming

September 30, 2025

Town of Alpine, Wyoming
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

Federal Grantor/ Pass-Through Grantor/ Program Title	Assistance Listing Number	Pass- Through Grantor's Number	Expenditures
U.S. Department of Treasury			
Passed Through Wyoming Office of State Lands and Investments:			
ARPA - Pretreatment	21.027	ARPA-1068	\$ 750,000
ARPA - Radio Read Grant	21.027	LG-1098	64,425
Total WY Office of State Lands and Investments			814,425
Total U.S. Department of Treasury			\$ 814,425

Town of Alpine, Wyoming
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards includes the federal grant activity of the Town of Alpine, Wyoming ("the Town") and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

2. Indirect Cost Rate

The Town did not elect to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**Independent Auditor's Report on Compliance for Each Major Program and
on Internal Control over Compliance Required by the Uniform Guidance**

Honorable Mayor and
Members of the Town Council
Town of Alpine, Wyoming

Report on Compliance for Each Major Federal Program

We have audited the Town of Alpine, Wyoming's ("the Town") compliance with the requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town's major federal programs for the year ended June 30, 2024. The Town's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, the Town complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Town's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Town's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Town's compliance based on our audit.

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Town's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Town's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Town's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The sole purpose of this report on internal control over compliance is to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

DeCoria & Company, PC

DeCoria & Company, PC
Afton, Wyoming

September 30, 2025

Town of Alpine, Wyoming
Schedule of Findings and Questioned Costs
Year Ended June 30, 2024

Section I – Summary of Auditor’s Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP (Note 2):

Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☒ Yes ☐ None reported

Noncompliance material to financial statements noted?

☐ Yes ☒ No

Federal Awards

Type of report the auditor issued on compliance for major programs:

Unmodified

Internal control over major programs:

- Material weakness(es) identified? ☐ Yes ☒ No
- Significant deficiency(ies) identified? ☐ Yes ☒ None reported

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.5166(a):

☐ Yes ☒ No

Identification of Major Programs:

Assistance Listing Number	Name of Federal Program
21.027	ARPA- Pretreatment

The dollar threshold used to distinguish type A and B programs was \$750,000.

The auditee qualified as a low-risk auditee? ☐ Yes ☒ No

Town of Alpine, Wyoming
Schedule of Findings and Questioned Costs
Year Ended June 30, 2024

Section II – Financial Statement Findings:

This section identifies the significant deficiencies, material weaknesses, and instances of non-compliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*.

Finding 2024-001

Condition	The size of the Town’s staff is not large enough to permit a complete segregation of duties for an effective system of internal control over financial reporting.
Criteria	An effective system of internal control over financial reporting requires that closely related duties be segregated.
Effect	The concentration of closely related duties and responsibilities by a small staff makes it difficult to establish a complete system of automatic internal checks on the accuracy and reliability of the accounting records.
Cause	The Town’s staff is too small to allow a complete segregation of duties for an effective system of internal control over financial reporting.
Recommendation	Although the Town’s staff is not large enough to permit a complete segregation of duties for an effective system of internal control over financial reporting, we recommend that officials be aware that the condition does exist.
Management’s Response	Management and the Town Council are aware of this condition and have made a conscious decision to accept the resulting degree of risk because of cost or other considerations.

Section III – Federal Award Findings and Questioned Costs

This section identifies the audit findings (significant deficiencies, material weaknesses, and instances of non-compliance, including questioned costs) related to federal awards that are required to be reported in accordance with the Uniform Guidance.

There were no findings in the current year.



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-043**

**A RESOLUTION APPOINTING GINA CORSON AS THE PLANNING AND ZONING
ADMINISTRATOR FOR THE TOWN OF ALPINE, WYOMING**

WHEREAS, the Town of Alpine (“Town”) recognizes the need to designate an individual to fulfill the duties of the Planning and Zoning Administrator as outlined in the Town of Alpine Land Use and Development Code and related policies; and

WHEREAS, on May 20, 2025, the Town Council adopted a resolution appointing **Gina Corson** to serve as **Acting Planning and Zoning Administrator**, effective May 20, 2025, to support the Planning and Zoning Commission, Town staff, and the public during the interim period; and

WHEREAS, since May 20, 2025, Gina Corson has served in the Acting role and demonstrated the competence, experience, and commitment necessary to fulfill the position’s responsibilities; and

WHEREAS, the Mayor and Town Council desire to formally appoint Gina Corson as the **Planning and Zoning Administrator**.

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

Section 1. Appointment. Gina Corson is hereby appointed as the **Planning and Zoning Administrator** for the Town of Alpine.

Section 2. Effective Date; Supersession of Acting Appointment. This appointment is effective **upon adoption of this Resolution**. The Acting appointment made by resolution adopted **May 20, 2025**, is hereby superseded to the extent of any inconsistency.

Section 3. Duties and Authority. The Planning and Zoning Administrator shall perform the duties and exercise the authority set forth in the **Town of Alpine Land Use and Development Code**, the position job description as may be amended from time to time, and as directed by the Mayor and Town Council.

Section 5. Administrative Actions. Town staff are authorized and directed to take all administrative steps necessary to implement this appointment, including updating organizational charts, internal records, public-facing materials, and providing notice to relevant agencies and boards, including the Planning and Zoning Commission.

Section 6. Severability. All resolutions or parts of resolutions in conflict herewith are repealed only to the extent of such conflict. If any section, clause, or provision of this Resolution is adjudged invalid, the remainder shall not be affected thereby.



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-043**

**A RESOLUTION APPOINTING GINA CORSON AS THE PLANNING AND ZONING
ADMINISTRATOR FOR THE TOWN OF ALPINE, WYOMING**

PASSED, APPROVED AND ADOPTED this 7th day of October 2025

VOTE: __YES, __ NO, __ ABSTAIN, __ ABSENT

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-044
A RESOLUTION AUTHORIZING THE OPENING OF A BANK ACCOUNT FOR
ESCROW FUNDS WITH 1ST BANK**

WHEREAS, the Governing Body of the Town of Alpine finds it necessary to establish an escrow account for the purpose of securely holding deposits; and

WHEREAS, it is in the best interest of the Town of Alpine to open and maintain said escrow account with 1st Bank.

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

1. The Town of Alpine is hereby authorized to open a bank account with First Bank of Wyoming designated as the Escrow Funds (Deposits) Account.
 2. The purpose of this account shall be to hold and manage escrow funds, including but not limited to deposits made in connection with Town business.
 3. The Town Clerk is directed to take all actions necessary to establish and maintain this account in compliance with applicable laws, regulations, and policies of the Town of Alpine.
 4. This account shall have the same authorized signatories as appointed in Resolution No. 2025-013.
-

PASSED, APPROVED AND ADOPTED this 7th day of October 2025.

VOTE: ___YES, ___ NO, ___ ABSTAIN, ___ ABSENT

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-042**

**A RESOLUTION APPOINTING COUNCILMEMBER JEREMY LARSEN TO THE
EMPLOYEE POLICY & PROCEDURE COMMITTEE EFFECTIVE OCTOBER 7, 2025**

WHEREAS, Resolution No. 2023-527 established the Employee Policy & Procedure Committee to review and make recommendations regarding the Alpine Employee Policy and Procedure Manual, Job Descriptions, Job Duties, and Pay Scales; and

WHEREAS, Councilmember Emily Castillo, originally appointed to the committee, resigned from the Alpine Town Council in June 2025, creating a vacancy; and

WHEREAS, the Governing Body of the Town of Alpine desires to appoint Councilmember Jeremy Larsen to fill this vacancy.

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

1. The Governing Body hereby appoints Councilmember Jeremy Larsen to the Employee Policy & Procedure Committee effective October 7, 2025, replacing former Councilmember Emily Castillo.
2. The committee shall continue to consist of Mayor Eric Green, Councilmember Andrea Burchard, Councilmember Jeremy Larsen, and Town Clerk Monica Chenault.

PASSED, APPROVED AND ADOPTED this 7th day of October 2025.

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

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-045**

**A RESOLUTION RECOMMENDING THE APPOINTMENT OF RILEY HOVORKA
TO THE ALPINE EDUCATION FOUNDATION BOARD AS THE REPRESENTATIVE
OF THE ALPINE TOWN COUNCIL**

WHEREAS, the Town of Alpine and the Alpine Education Foundation entered into a Lease Agreement which, in Section 31, Conditions Precedent, subsection (g), provides that:

“Tenant agrees to allow one (1) representative of the Alpine Town Council’s designee as member of the Alpine Education Foundation Board”; and

WHEREAS, the Governing Body of the Town of Alpine is charged with designating an individual to serve as the representative of the Alpine Town Council for consideration by the Alpine Education Foundation; and

WHEREAS, the Town Council has determined that Riley Hovorka is qualified and willing to serve as the designated representative.

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

1. The Town Council of the Town of Alpine hereby recommends that the Alpine Education Foundation appoint Riley Hovorka to serve as the representative of the Alpine Town Council on the Alpine Education Foundation Board, as contemplated by Section 31(g) of the Lease Agreement.
 2. A copy of this resolution shall be forwarded to the Alpine Education Foundation to effectuate this recommendation.
-

PASSED, APPROVED AND ADOPTED this 7th day of October 2025.

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

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer

Town Of Alpine Resolution No. 2025-045 A Resolution Recommending The Appointment Of Riley Hovorka To
The Alpine Education Foundation Board As The Representative Of The Alpine Town Council



**TOWN OF ALPINE, WYOMING
RESOLUTION 2025-046**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ALPINE,
WYOMING, RECOMMENDING THAT THE LINCOLN COUNTY COMMISSION
PROVIDE LIVE STREAMING OF COMMISSION MEETINGS FOR THE BENEFIT
OF THE PUBLIC.**

1. **WHEREAS**, the Lincoln County Commission holds its regular meetings generally on the 1st and 3rd Tuesdays of each month in the Commissioner Board Room in Kemmerer, Wyoming; and
 2. **WHEREAS**, many residents of Lincoln County, including those residing in the northern end of the county such as Alpine, are unable to regularly attend commission meetings in person due to distance, work obligations, or other limitations; and
 3. **WHEREAS**, live streaming and/or recording of public meetings is a widely adopted method of enhancing government transparency, accountability, and public access; and
 4. **WHEREAS**, increased access to commission meetings will strengthen civic engagement, allow for greater citizen participation, and provide equitable access to county governance for all residents regardless of geographic location; and
 5. **NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Alpine, Wyoming, that the Council formally recommends that the Lincoln County Commission implement live streaming of its commission meetings and make recordings available to the public to ensure that all residents of Lincoln County have the ability to observe and participate in the decision-making process of their county government.
-

PASSED, APPROVED AND ADOPTED this 7th day of October 2025.

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

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer