



TOWN COUNCIL MEETING AGENDA

January 20, 2026, at 7:00 PM

250 River Circle - Alpine, WY 83128

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

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – 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: 01/06/2026 Town Council Meeting Minutes
 - [b.](#) Planning & Zoning Commission Minutes: 12/09/2025 Planning & Zoning Commission Meeting Minutes
 - [c.](#) Bills to Pay: 01/07/2026 to 01/15/2026
 - [d.](#) Snake River MEP Invoice-011 Pretreatment Plant Process Piping Systems JA Project No. 23001
6. **REPORTS**
 - a. Mayor's Report – Eric Green
 - b. Clerk/Treasurer Report – Monica Chenault
 - c. Events Committee Report - Andrea Burchard
 - d. Engineering Report – Jorgensen Engineering
 - [e.](#) Planning & Zoning Report – Melisa Wilson

- f. Economic Development Report – Jeremiah Larsen
- g. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- h. Lincoln County Sheriff’s Report – Submitted in writing

7. DISCUSSION ITEMS

- a. Consistency of Snow Removal Services for Town-Owned Properties
- b. Review/ Discussion of current Town of Alpine Ordinances: Regulating Recreational Fires (Ordinance No. 2020-01) and Pyrotechnic Devices (Ordinance No. 2022-13)

8. ACTION ITEMS

- a. Resolution No. 2026-005 – Amending Resolution No. 2026-001 (Official Appointments):

Seeking a motion to approve Resolution No. 2026-005 – Amending Resolution No. 2026-001 (Official Appointments).

- b. WWPT – Approval of Final Cambrian Invoice and Lien Release (December 2025):

Seeking a motion to approve the final Cambrian Engineering invoices for the WWPT project (December 2025 billing) and authorize the treasurer to issue payment and process the associated lien release.

- c. LUDC Redesign:

Seeking a motion to enter into a contract with (selected consultant) for the LUDC Redesign, and authorize Mayor Green to sign.

9. PUBLIC COMMENT

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

10. EXECUTIVE SESSION

11. ADJOURNMENT



TOWN COUNCIL MEETING MINUTES

January 06, 2025 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

ROLL CALL

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

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

ADOPTION OF AGENDA

Councilmember Larsen made a motion to adopt the agenda with an amendment to add Resolution No. 2026-004 - Authorizing Staff To Submit A Grant Application To The Office Of State Lands And Investments for Workforce Housing. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmembers Larsen, Wierda, and Burchard. Motion carried.

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

CONSENT AGENDA

- (a) Town Council Minutes: December 16, 2025, Town Council Meeting Minutes:
Councilmember Burchard made a motion to approve the December 16, 2025, Town Council Meeting Minutes, Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Motion carried.
- (b) Bills to Pay: 12/12/2025 - 12/31/2025: Councilmember Burchard made a motion to approve Bills to Pay Report 12/12/2025 - 12/31/2025, Councilmember Larsen seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, and Councilmember Burchard. Motion carried.

REPORTS

Town of Afton Tourism Director - Lisa Grimsley - The Wall that Heals

The Mayor announced that invited guests would present on *The Wall That Heals* and invited **Lisa Grimsley**, Tourism Director for the Town of Afton, and **Jay Connley** of Afton VFW Post 4797, to address the Council.

Ms. Grimsley explained that Afton was selected as one of 31 national sites to host the Vietnam Veterans Memorial Fund's traveling exhibit, *The Wall That Heals*, in 2026. The community was notified of its selection in late November. The exhibit will travel from Billings, Montana, to Afton and then on to Manning, Iowa. Ms. Grimsley emphasized the honor and significance of hosting the memorial and noted it will be a regional event for western Wyoming and eastern Idaho.

The exhibit will be on display in Afton from **July 9–12**, operating Thursday through Sunday, and will be open to the public **24 hours a day at no cost**. An opening ceremony is planned, with the Governor and First Lady invited to attend. Ms. Grimsley described the extensive planning underway, including coordination with the Vietnam Veterans Memorial Fund (VVMF), volunteer training, and committee organization. Approximately **200 volunteers** will be needed. Funding needs were discussed, noting costs could range significantly, with many communities spending up to \$250,000.

Ms. Grimsley outlined seven committees established for the event and identified sponsorship/fundraising, marketing, and logistics/utilities as areas most in need of leadership. A website is currently under construction and is expected to be live within two weeks, at which time volunteer sign-ups and donation information will be available.

The planned motorcade route was discussed, including escort coordination through multiple communities. The group expressed hope for community participation along Highway 89, including lining the route with American flags. The event coincides closely with Independence Day and the nation's 250th anniversary, adding to its significance.

Mr. Connley spoke about the importance of the memorial from a veteran's perspective, emphasizing healing, education, and recognition for Vietnam veterans and their families. He discussed the generational impact of the Vietnam War and the opportunity for education through local schools. He noted that the school district in Afton has expressed strong interest in student involvement and educational programming.

Council members expressed support and enthusiasm for the project. Funding opportunities were discussed, including grants through Alpine Travel & Tourism, the Veterans Commission, and partnerships with existing 501(c)(3) organizations. Ms. Grimsley explained that the organizing group is currently registered as a nonprofit with the State of Wyoming and has an EIN but has not yet received 501(c)(3) status. Top of the Rockies was identified as a potential fiscal partner if needed.

Additional discussion included lodging coordination, regional marketing efforts, potential collaboration with Jackson-based nonprofit organizations, and logistics related to site selection. The preferred location is the Afton Middle School, pending final approval and insurance requirements.

Council members encouraged continued coordination with Alpine staff and requested that updated information be provided for inclusion in future meeting packets. Staff offered assistance with grant applications and promotional efforts.

The Mayor and Council thanked Ms. Grimsley and Mr. Connley for their presentation and dedication to the project.

Public Works Director Report - Craig Leseberg:

Public Works Director Craig Leseberg provided his report.

Mr. Leseberg reported that funding for the Level III grant for the Mega Well tie-in has been approved and is currently being drafted for the Legislature. Once approved and signed by the Governor, anticipated around March, work can begin, with completion targeted for October.

The AMI Project is approximately 95% complete, with about 20 meters remaining to be replaced after spring due to winter conditions. Ten of the remaining meters are seasonal or irrigation meters currently offline. Larger meter replacements are also expected to be completed before spring.

Mr. Leseberg reported that the Town was awarded two grants through the Midwest Assistance Program: approximately \$34,000 for a Civic Center backup generator and \$89,000 for a new generator at the main wellhouse. Both grants are fixed-amount awards with no required match, though additional Town funding may be needed depending on final equipment selection.

Early results from the AMI system have identified approximately 40 water leaks throughout Town, improving water conservation efforts.

Mr. Leseberg also noted that a quote is pending for a new meter to measure water flow from the wells to the tanks. Once installed, the meter will help compare water production and sales and identify system losses.

The Mayor and Council thanked Mr. Leseberg and congratulated him on the successful grant awards.

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

Engineering Report – Jorgensen Engineering:

Kevin Meagher of Jorgensen Engineering reported that the radio-read meter project is nearing completion. Phase Two invoices are under review with billing discrepancies being corrected, and Phase One invoices are pending review to confirm compliance with the contract.

Mr. Meagher stated that a full permitting process is required for the proposed target vault, with the location currently being finalized. Once completed, the Town will have comprehensive metering for water entering and leaving the system.

He also noted that staff is developing standards for lift stations, roads, and stormwater systems to streamline development review, and that the State Revolving Fund Intended Use Plan deadline is February 16, with shovel-ready projects under consideration.

The Council thanked Mr. Meagher for the update.

Alpine Education Foundation Report - Submitted in Writing:

WORK SESSION

Comprehensive Land Use and Development Code (LUDC) Redesign

Planning and Zoning Administrator Gina Corson presented the need for a comprehensive redesign of the Town's Land Use and Development Code (LUDC), noting that the code is approximately 20 years old and contains internal conflicts, unclear authority, inconsistent procedures, and enforceability challenges. These issues have become more apparent during implementation of the Master Plan and create administrative and legal risks.

Ms. Corson recommended hiring a professional consultant to complete a full redesign rather than piecemeal updates. Council discussed three consultant proposals ranging from approximately \$111,000 to \$178,000, including options for an interactive digital code.

Funding options, including phased budgeting, potential developer contributions, and other revenue sources, were discussed. Council expressed general support for moving forward while noting concerns regarding cost and timing. Staff will continue evaluating budget impacts before bringing forward a resolution.

Council thanked Ms. Corson for the presentation.

ACTION ITEMS

Ordinance No. 2025-016 Allowing The Operation Of Off-Road Vehicles Within The Town Limits Of Alpine - 3rd Reading:

Councilmember Larsen made a motion to approve Ordinance No. 2025-016 on third reading, allowing the operation of off-road vehicles within the Town limits of Alpine. Councilmember Burchard seconded.

Staff confirmed there were no changes between the second and third readings. A route map was added as an addendum, showing the designated connection through Town, beginning on Short Street, connecting to Trail Drive, continuing to Greys River Road, and leading to the trailhead. It was noted that the map was required by Wyoming Trails for funding purposes and is specific to this action item, with future trail mapping anticipated.

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

Resolution No. 2026-001 - Official Appointments of 2026:

Councilmember Burchard made a motion to approve Resolution No. 2026-001, designating the official appointments, assignments, and agencies of the Town of Alpine for calendar year 2026. Councilmember Larsen seconded.

Council identified several items requiring clarification, including corrections to term expiration dates for the Travel and Tourism Board and other boards and commissions. It was agreed that these date corrections could be addressed through a future amendment without delaying approval of the resolution.

Councilmember Larsen made a motion to amend the resolution to add Riley Horvoka as the Alpine Education Committee liaison for a one-year term ending December 31, 2026. The motion was seconded by Councilmember Burchard. The amendment passed unanimously.

Public Comment:

Patricia McQuade, a citizen of Alpine, provided public comment regarding the appointment of the Mayor Pro Tem, expressing concern about the selection process and the appointment of a Councilmember who was appointed rather than elected. The Mayor responded by explaining the intent to rotate the Mayor Pro Tem position among Council members and clarified that the role is primarily to preside over meetings in the Mayor's absence.

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

Resolution No. 2026-002 - Adopting Written Procedures For Evaluation Of Requests For Proposals For Grant-Funded Capital Projects:

Councilmember Larsen made a motion to approve Resolution No. 2026-002, adopting written procedures for the evaluation of requests for proposals for grant-funded capital projects. Councilmember Burchard seconded.

Assistant Clerk Sarah Greenwald explained that the resolution was developed to ensure compliance with state and federal grant requirements, following guidance received during the Safe Streets for All RFP process. Minor revisions were made to the document prior to the

meeting and reviewed by legal counsel. Staff confirmed that the evaluation criteria meet applicable CFR requirements.

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

Resolution No. 2026-003 - Establishing The Composition Of The Town Of Alpine Board Of Adjustment:

Councilmember Burchard made a motion to approve Resolution No. 2026-003, establishing the composition of the Town of Alpine Board of Adjustment. Councilmember Larsen seconded.

The Mayor explained that the Board of Adjustment had not been formally utilized in recent years and that the Land Use and Development Code requires clarification of its composition. The proposed structure includes members of the Planning and Zoning Commission, the Design Review Committee, and one additional appointed person. The intent is to provide a broader and more balanced review body and to avoid appeals being heard by substantially the same group that made the original decision. It was also clarified that appeals may arise from decisions made by the Planning and Zoning Administrator or the Building Official and that additional appeal options remain available to applicants.

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

Contract Increase – Alpine Pretreatment Program Development (JVA, Inc.):

Councilmember Larsen made a motion to the requested contract increase for the Alpine Pretreatment Program Development project with JVA, Inc. by increasing the not-to-exceed amount by \$5,200.00, for a revised project total not-to-exceed amount of \$18,900.00, and authorize the Mayor to execute any necessary amendment or documentation consistent with this action. Councilmember Burchard seconded.

Town Engineer Kevin Meagher explained that the additional costs resulted from expanded scope beyond the original industrial pretreatment permit development, including additional permitting work and design assistance related to the screw press system. JVA also provided support for addressing design issues and implementing necessary changes. The contract increase also covers preparation for and participation in an upcoming meeting with the Town's industrial user, Melvin Brewing, as well as any subsequent report revisions. Staff noted the amount is time-and-expense based and will not exceed the approved total without further Council authorization.

A minor mathematical discrepancy in JVA's letter was noted; staff confirmed the correct total amount is reflected in the staff report.

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

Resolution No. 2026-004 - Authorizing Staff To Submit A Grant Application To The Office Of State Lands And Investments for Workforce Housing Funding:

Councilmember Burchard made a motion to approve Resolution No. 2026-004, authorizing staff to submit a grant application to the Office of State Lands and Investments for workforce housing funding. Councilmember Larsen. seconded.

The Mayor explained that the State of Wyoming has allocated \$5 million through a grant program to address unmet workforce housing needs. The Town of Alpine owns a 1.5-acre parcel in Alpine Meadows, which presents a timely opportunity to pursue funding for workforce housing development. Due to the application deadline of January 30, 2026, staff recommended moving forward immediately.

Council discussed potential uses of the property, including housing for Town employees, law enforcement, educators, healthcare workers, and other essential workers. It was noted that the Town's land contribution would strengthen the application as an in-kind match. Staff confirmed that architects are assisting with preliminary concepts and cost estimates for inclusion in the application.

Council acknowledged financing limitations under Wyoming law but agreed that submitting the application is an important first step.

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

PUBLIC COMMENT

No public comments were made.

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 8:39 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on January 20th, 2025

Signed:

Attest:

Eric Green, Mayor

Sarah Greenwald, Town Assistant Clerk



PLANNING & ZONING MEETING MINUTES

December 09, 2025 at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.02 PM

2. ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call. All Commission members were present, and a quorum was established.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Quiroz, Luis 739 Pinecrest Circle Lot #251 of Lakeview Estates- New Deck

Deck Replacement – Permit Review

Staff reported that a deck had been replaced prior to the applicant submitting a building permit application. The applicant stated he was unaware a permit was required. Upon being contacted, he was fully cooperative in completing the application, paying the necessary fees, and providing all requested information. Due to this cooperation, a joint decision was made by the Planning and Zoning Administrator and the Town Clerk to allow the Building Official to inspect the constructed deck and stairs and to issue a temporary building permit until the Commission could review the application.

The Building Official's inspection identified that a landing of at least 36 inches is required at the base of the stairs. He also noted the need for clarification regarding the second-floor door that currently opens to an area with no deck. The applicant, Mr. Quiroz, was not present to answer questions.

Commission members agreed that it would be appropriate to issue an additional temporary permit and table the application to allow the applicant time to provide the required drawings and information.

Motion: A motion was made by Commission Member Stewert to table the application until the January meeting and to issue another temporary permit, to expire on the date of the scheduled January meeting. Seconded by Planning & Zoning Commission Member Schou.

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

Motion carries

- b. 701 Sunset Drive Lot #3 & #4 of Grand Lake Addition- Re-plat- Combine lots #3 and #4

Simple Re-Plat

The Commission reviewed the plat map, staff report, and all submitted documentation. No further questions or concerns were raised.

Motion: A motion was made to recommend approval of the Simple Re-Plat to the Town Council for their consideration by Planning & Zoning Commission Member Schou, seconded by Planning & Zoning Vice Chairman Stewart.

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

Motion carries

- c. Robinson, David and Tetiana 709 Sunset Dr. Lot #1 of Grand Lake subdivision- Minor Construction 1025-0001- Bury propane tank

Minor Construction Permit – Buried Propane Tank

Due to impending snow, a joint decision was made by the Planning and Zoning Administrator to allow the applicant to bury the propane tank prior to final approval by the Commission.

Commission members confirmed with the Administrator that the tank is owned by the applicant, which she affirmed. The Administrator also noted that she advised the applicant that the propane provider must test the connection once it is installed. No concerns were raised by the Commission.

Motion: A motion was made to approve the Minor Construction Permit by Planning & Zoning Commission Member Schou, seconded by Planning & Zoning Vice Chairman Stewart.

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

Motion carries

4. TABLED ITEMS:

None

5. UNFINISHED/ONGOING BUSINESS:

None

6. PLANNING/ZONING CORRESPONDENCE:

None

7. PLANNING AND ZONING DISCUSSION ITEMS:

Trash Ordinance – Discussion

It was brought to the attention of the Administrator that an ordinance currently in place may sufficiently address issues related to construction site trash and debris. Ordinance No. 103-2003-16 does not specifically reference construction sites; however, its provisions are broad enough that they may be applied to construction-related conditions.

Chairman Wilson stated that she preferred the existing ordinance over the newly drafted Trash Ordinance presented by the Administrator at the previous meeting, noting that the current ordinance does not overreach.

Commission Member Schou expressed concern that the existing ordinance does not adequately address fines or enforcement. Commission Member Stewart noted that Section 103-08 does include enforcement provisions, including fines; however, the general consensus of the Commission was that the enforcement language is not as robust as it should be.

The Commission discussed the possibility of a graduated enforcement system, beginning with a warning, followed by a fine, and ultimately the option of shutting down construction activity. In such cases, the offending party would be required to appear before the Town Council prior to resuming work.

Due to uncertainty in the meeting rules regarding whether a formal recommendation required a motion, a motion was made at the time. However, after subsequent research by the Administrator, it was determined that a motion and vote were not necessary for providing a recommendation to the Town Council.

8. APPROVAL OF MINUTES:

- a. Approval of Minutes for Regular Meeting 10/14/2025, and Work Sessions 10/28/2025 and 11/25/2025.

A motion was made to approve the minutes listed above by Planning & Zoning Vice Chairman Stewart, seconded by Planning & Zoning Commission Member Schou.

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

Motion carries

9. TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

10. ADJOURN MEETING: 7:28 PM

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

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

Motion carries



1-13-26

Melisa Wilson, Chairman

Date



1-13-26

Gina Corson, Acting Planning & Zoning Administrator

Date

Prepared and Transcribed By:



Gina Corson, Acting Planning & Zoning Administrator

1-13-26

Date

** Minutes are a summary of the meeting **

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 1/7/2026 - 1/15/2026

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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/26	01/15/2026	0	1510	Lincoln County Sheriff's Office	10-20100	706.50
01/26	01/15/2026	0	3530	West Bank Sanitation	10-20100	4,635.32
01/26	01/15/2026	0	1910	Servant Electric, PC	52-20100	480.36
01/26	01/15/2026	0	3900	Peak Water Services, LLC	52-20100	5,365.95
01/26	01/15/2026	0	3940	PEAC Solutions	10-20100	282.98
01/26	01/15/2026	0	1310	Jenkins Building Supply	51-20100	1,070.62
01/26	01/15/2026	0	250	Alpine Ace Hardware	10-20100	1,139.61
01/26	01/15/2026	0	480	Belinda Penny	10-20100	960.00
01/26	01/15/2026	0	620	Caselle	52-20100	3,097.00
01/26	01/15/2026	0	1700	One Call of Wyoming	52-20100	8.40
01/26	01/15/2026	0	4150	Yost	52-20100	94.93
01/26	01/15/2026	0	4200	JVA, Inc.	52-20100	1,676.00
01/26	01/15/2026	0	670	David Burchard	10-20100	361.98
01/26	01/15/2026	0	570	Broulims-Alpine	10-20100	311.56
01/26	01/15/2026	0	2190	Teton Media Works	10-20100	456.00
01/26	01/15/2026	0	310	Alpine Meadows Property Owners Associati	10-20100	780.00
01/26	01/15/2026	0	640	CivicPlus	10-20100	3,193.05
01/26	01/15/2026	0	1210	Huber Technology	52-20100	33,327.29
01/26	01/15/2026	0	1480	Lincoln County Clerk	10-20100	12.00
01/26	01/15/2026	0	2140	SVI Media	10-20100	273.13
01/26	01/15/2026	0	3070	Melody Leseberg	10-20100	300.00
01/26	01/15/2026	0	3360	Cobblestone Hotel & Suites - Alpine	10-20100	550.00
01/26	01/15/2026	0	3790	Collin Petrun	10-20100	5,810.00
01/26	01/15/2026	0	3920	Cushing Terrell	10-20100	6,400.00
01/26	01/15/2026	0	3990	Tara Bender	10-20100	23.12
01/26	01/15/2026	0	4090	Pacific Office Automation	10-20100	220.88
01/26	01/15/2026	0	2870	Sanderson Law Office	10-20100	2,975.00
01/26	01/15/2026	0	1430	Kubwater Resources, Inc.	52-20100	2,138.55
01/26	01/15/2026	0	870	Energy Laboratories, Inc	52-20100	566.00
01/26	01/15/2026	0	290	Alpine Excavation LLC	52-20100	11,165.03
01/26	01/15/2026	0	910	Fall River Propane	52-20100	333.64
01/26	01/15/2026	0	2390	USABlueBook	52-20100	759.35
01/26	01/15/2026	0	4330	Schwing BioSet, Inc.	52-20100	1,223.73
01/26	01/15/2026	0	1810	Parkland USA Corporation	10-20100	1,298.34
01/26	01/15/2026	0	2890	High Country Linen	52-20100	254.96
01/26	01/15/2026	0	2590	Western States Equipment	10-20100	699.56
01/26	01/15/2026	0	2480	Valley Wide Cooperative, Inc	10-20100	1,005.33
01/26	01/15/2026	0	1680	Norco, Inc	10-20100	40.92
01/26	01/15/2026	0	1530	Lincoln County Water Quality Lab	51-20100	81.00
01/26	01/15/2026	0	1780	RE Investment Company	10-20100	614.25
01/26	01/10/2026	20666	3780	The Bancorp	10-20100	8,053.61 M
01/26	01/13/2026	20694	3670	Teton Technology	10-20100	413.40 M

Grand Totals:

103,159.35

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	28.65	38,697.21-	38,668.56-
10-42-240	456.00	.00	456.00

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 1/7/2026 - 1/15/2026

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GL Account	Debit	Credit	Proof
10-42-315	5,168.05	.00	5,168.05
10-42-325	8,557.47	.00	8,557.47
10-42-335	1,967.71	.00	1,967.71
10-42-350	225.63	.00	225.63
10-42-360	780.00	.00	780.00
10-42-410	83.56	.00	83.56
10-42-415	12.00	.00	12.00
10-45-411	197.00	.00	197.00
10-48-410	23.75	.00	23.75
10-54-333	225.06	.00	225.06
10-54-334	482.45	.00	482.45
10-54-351	699.56	.00	699.56
10-54-455	1,548.34	28.65-	1,519.69
10-56-319	706.50	.00	706.50
10-56-454	23.12	.00	23.12
10-58-330	258.59	.00	258.59
10-58-332	702.72	.00	702.72
10-58-334	34.21	.00	34.21
10-58-336	274.31	.00	274.31
10-58-410	964.61	.00	964.61
10-58-450	49.02	.00	49.02
10-58-454	1,355.43	.00	1,355.43
10-66-422	614.25	.00	614.25
10-66-425	204.12	.00	204.12
10-66-426	6,660.00	.00	6,660.00
10-90-541	6,400.00	.00	6,400.00
10-90-545	23.75	.00	23.75
51-20100	.00	4,501.75-	4,501.75-
51-42-315	312.50	.00	312.50
51-42-335	853.83	.00	853.83
51-42-410	158.17	.00	158.17
51-80-320	81.00	.00	81.00
51-80-332	3,092.05	.00	3,092.05
51-80-452	4.20	.00	4.20
52-20100	139.07	60,128.11-	59,989.04-
52-42-315	687.50	.00	687.50
52-42-335	853.84	.00	853.84
52-42-410	31.64	.00	31.64
52-82-332	13,391.59	.00	13,391.59
52-82-454	337.84	.00	337.84
52-82-455	240.00	139.07-	100.93
52-83-300	40.90	.00	40.90
52-83-320	772.28	.00	772.28
52-83-332	3,880.63	.00	3,880.63
52-83-454	4,178.57	.00	4,178.57
52-84-320	53.04	.00	53.04
52-84-332	33,556.96	.00	33,556.96
52-84-400	37.19	.00	37.19
52-84-454	57.63	.00	57.63
52-90-541	2,008.50	.00	2,008.50
Grand Totals:	103,494.79	103,494.79-	.00

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 1/7/2026 - 1/15/2026

Page: 3
Jan 15, 2026 04:49PM

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



TO: Mayor Green
Town of Alpine

January 7, 2026

RE: **Snake River MEP Invoice-011**
Pretreatment Plant Process Piping Systems
JA Project No. 23001

Mayor Green,

Attached is Snake River MEP's Wastewater Pretreatment Plant time and material Invoice-011 for review and payment. Invoice-011 of \$9,148.46 includes; \$1,433.06 in materials, \$6,680.00 in labor and \$1,035.40 in overhead and profit.

Invoice-011 Included:

- 1) Cutting and jack hammering the concrete; manhole, footer wall and 10" floor
- 2) Framing and hand pouring concrete floor drain basin
- 3) Installing 6" buried PVC drain line from pretreatment plant to existing manhole
- 4) Removing and installing new 4" PVC piping from de-watering press to new floor drain

Other Items to do:

- 1) Install floor drain grating (trip hazard)

Note:

- 1) Alpine Excavation will be sending an invoice for their excavation work

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-011
Conditional Lien Release



T&M Billing # 011

Attention: Kevin Meagher

Company: Jorgensen

Regarding: Alpine WWTP

From: Casey Rammell

Pages: 1

Date: 12/31/2025

Subject: Alpine WWTP T&M Billing #011 Screw Press Re-Pipe

MATERIAL				
Line Item	QTY	Rate	TOTAL	
Material	1	1,433.06	\$1,433.06	
Total Material Change:			\$1,433.06	
LABOR				
Labor: Service Tech	0	175	\$0.00	
Labor: Control Tech	0	155	\$0.00	
Labor: Mech/Elec/Plb. Journeyman	39	130	\$5,070.00	
Labor: Mech/Elec/Plb. Apprentice	7	105	\$735.00	
Core Drill & Concrete Cutting	1	875	\$875.00	
Subtotal Labor:			\$6,680.00	
Subtotal:			\$6,680.00	
Overhead		5%	\$334.00	
Subtotal:			\$7,014.00	
Profit		10%	\$701.40	
Total Labor Change:			\$7,715.40	
Total Amount(Material + Labor):			\$9,148.46	

Total Debit - Credit

\$9,148.46

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	12/31/2025	
Invoice:	AWWTP MAT # 011	Screw Press	
Line Item	Description	QTY	Amount
1	COUPLING 6X4IN FLEXIBLE PVC	1	\$45.48
2	TEE DWV SANITARY HUB 4	1	\$34.98
3	BALL VALVE HD 3/4IPS	1	\$43.73
4	ADAPTER DWV FEM FIPXHUB 4 IN	1	\$20.45
5	PLUG MALE DWV THRD 4 IN	1	\$10.48
6	BIT DRILL PLT PT 3/16X3-1/2IN	2	\$21.59
7	NIPPLE PVC SCH80 3/4X2 IN	2	\$3.11
8	VISUAL PACKAGED SCREWS	1	\$13.37
9	PIPE NIPPLE BLACK 3/4X3	1	\$4.70
10	4X8-3/4 CDX PLYWOOD	1	\$74.55
11	CONCRETE MIX 80#	25	\$393.30
12	9X2 GOLD TORX SCREW 1#	1	\$19.11
14	#4 REBAR 1/2" X 20' 60 GRADE	1	\$15.73
15	SCH 40 PVC REDUCER BUSHING 6X4	1	\$51.06
16	6 PVC SCHEDULE 40 PIPE	20	\$129.47
17	6 PVC FLANGE VAN STONE STYLE	1	\$101.72
18	6 DWVPVC 90 ELL	1	\$50.89
19	13/16 UNI-STRUT GALV W/SLOTS	20	\$95.20
21	QT PVC CLEAR (P70) PRIMER	1	\$48.58
22	1 QT PVC MED HOT R COLD CMNT 727	1	\$80.65
23	4 DWVPVC 90 ELL HUB	6	\$88.81
24	4 PVC SCHEDULE 40 PIPE	20	\$70.97
25	4 UNISTRUT CLAMP EG	3	\$15.13
	SUBTOTAL		\$1,433.06

Time & Material Tag #1

Name	AWWT 6" Screw press re-pipe
Status	Approved
Assignee	Ray Hansen (RHA)

General Information - copy

Issued to	Hubert (Jess) Williams (HWI)
Job Completed	<input type="checkbox"/>
Issued by	Zac Garner (ZGA)
Description of Work	Reviewed drawings for added 6" PVC drain to manhole, laid out concrete cutting, scheduled EC to sawcut and core 8" holes

Labor

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Zac Garner		Supervisor		1.0 hrs.			0.0 USD
Ray Hansen		Supervisor		1.0 hrs.			0.0 USD
Total							0.0 USD

Equipment

Description	Hours	Quantity	Equipment rate	Equipment cost
-------------	-------	----------	----------------	----------------

Material

Description	Quantity	Material price	Unit	Material cost
-------------	----------	----------------	------	---------------

Attachments



Time & Material Tag #2

Name	AWWT 6" Screw press re-pipe 12/9/25
Status	Approved
Assignee	Hubert (Jess) Williams (HWI)

General Information - copy

Issued to	Hubert (Jess) Williams (HWI)
Job Completed	<input type="checkbox"/>
Issued by	Zac Garner (ZGA)
Description of Work	Coordinate with EC to meet them onsite this afternoon, helped them remove the square of concrete, dug out sump to ensure we are not conflicting with anything under slab, laid out core holes on foundation and manhole.

Labor

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Zac Garner		Supervisor		0.5 hrs.	1.0 hrs.		0.0 USD
Mick Rammell				2.0 hrs.	1.5 hrs.		0.0 USD
Total							0.0 USD

Equipment

Description	Hours	Quantity	Equipment rate	Equipment cost
-------------	-------	----------	----------------	----------------

Material

Description	Quantity	Material price	Unit	Material cost
EC Concrete cutting			2'x2'-10" slab cut, (2) 8" core holes	0 USD
Total				0.0 USD

Attachments

Approval

Signed by Zac Garner - Snake River MEP Complete on December 10, 2025 06:44 AM from Zac Garner's device

Zac Garner

Signed by Mick Rammell - Snake River MEP Complete on December 10, 2025 06:51 AM from Mick Rammell's device

Mick Rammell

Alpine Sewer Treatment Plant - 85 — 85

Buffalo Dr, Alpine, WY 83128



Time & Material Tag #3

Name AWWT 6" Screw press re-pipe 12/12/25

Status Approved

Assignee Ray Hansen (RHA)

General Information - copy

Issued to Ray Hansen (RHA)

Job Completed ☐

Issued by Zac Garner (ZGA)

Description of Work Talked with Dustin about the 4" pipe routing and sent parts list In

Labor

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Mick Rammell		Plumbing		0.5 hrs.			0.0 USD
Total							0.0 USD

Equipment

Description	Hours	Quantity	Equipment rate	Equipment cost
-------------	-------	----------	----------------	----------------

Material

Description	Quantity	Material price	Unit	Material cost
-------------	----------	----------------	------	---------------

Attachments

Approval

Signed by Mick Rammell - Snake River MEP Complete
on December 15, 2025 07:08 AM from Mick Rammell's device

Signed by Zac Garner - Snake River MEP Complete
on December 15, 2025 08:11 AM from Zac Garner's device

Signed by Ray Hansen - Snake River MEP Complete
on December 15, 2025 08:48 AM from Ray Hansen's device

Time & Material Tag #4

Name	12/16/25
Status	Approved
Assignee	Ray Hansen (RHA)

General Information - copy

Issued to	
Job Completed	<input type="checkbox"/>
Issued by	
Description of Work	Picked up materials made a jig dropped everything off at the job site

Labor

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Mick Rammell		Plumbing		2.5 hrs.			0.0 USD
Total							0.0 USD

Equipment

Description	Hours	Quantity	Equipment rate	Equipment cost
-------------	-------	----------	----------------	----------------

Material

Description	Quantity	Material price	Unit	Material cost
Need any materials listed out				0 USD
Total				0.0 USD

Attachments

Approval

Signed by Mick Rammell - Snake River MEP Complete
on December 17, 2025 07:45 AM from Mick Rammell's device



Signed by Ray Hansen - Snake River MEP Complete
on December 17, 2025 07:52 AM from Ray Hansen's device



Time & Material Tag #5

Name	12/17/25
Status	Approved
Assignee	Ray Hansen (RHA)

General Information - copy

Issued to	
Job Completed	<input type="checkbox"/>
Issued by	
Description of Work	Prepped sump pit and pored concrete and piped 6" pulled forms and finished concrete

Labor

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Mick Rammell		Plumbing		13.5 hrs.			0.0 USD
Total							0.0 USD

Equipment

Description	Hours	Quantity	Equipment rate	Equipment cost
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Material

Description	Quantity	Material price	Unit	Material cost
Need any materials listed out				0 USD
Total				0.0 USD

Attachments

Time & Material Tag #6

Name	AWWT 6" Screw press re-pipe 12/24/25
Status	Approved
Assignee	Hubert (Jess) Williams (HWI)

General Information - copy

Issued to	Hubert (Jess) Williams (HWI)
Job Completed	<input type="checkbox"/>
Issued by	Zac Garner (ZGA)
Description of Work	Reviewed piping needing to be changed with Zac

Labor

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Zac Garner		Supervisor		0.5 hrs.			0.0 USD
Patrick Torres		Plumbing		0.5 hrs.			0.0 USD
Total							0.0 USD

Equipment

Description	Hours	Quantity	Equipment rate	Equipment cost
-------------	-------	----------	----------------	----------------

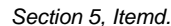
Material

Description	Quantity	Material price	Unit	Material cost
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Attachments



Buffalo Dr, Alpine, WY 83128



Name AWWT 6" Screw press re-pipe 12/30/25

Status	Approved
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Assignee Hubert (less) Williams (HWI)

Issued to Hubert (Jess) Williams (HWI)

Job Completed

Issued by Zac Garner (ZGA)

Description of Work	Installed supports, 4" PVC piping with clean out, and sampling ball valve to 6" pipe in sump basin. Cleaned up extra materials, and made return list.
---------------------	---

We can bill them up to this point and track the check valve separately since it will be a week or two before we see it.

Employees	Other Employees	Trade	Labor rate	Regular Time	Overtime	Double Time	Labor cost
Zac Garner		Supervisor		1.5 hrs.			0.0 USD
Patrick Torres		Plumbing		8.5 hrs.			0.0 USD
Jess Williams		PM		1.5 hrs.			0.0 USD
n/a	Gaudencio Ontiveros	Plumbing		7.0 hrs.			0.0 USD
Total							0.0 USD

Description	Hours	Quantity	Equipment rate	Equipment cost
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Description	Quantity	Material price	Unit	Material cost
Jenkins 6"x4" fernco band	1.0		Jess picked this up/Office has ticket	0.0 USD
Jenkins Invoice #850640	1.0	91.47 USD		91.47 USD
Total				91.47 USD

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 \$ 9,148.46 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** 12-31-2025, 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]
(Signature)

Vice President
(Title)

Subscribed and sworn to me on this 31st Day of December, 2025

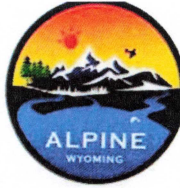
NOTARY:

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

JEFF PARK
NOTARY PUBLIC
STATE OF WYOMING
COMMISSION ID: 169641
MY COMMISSION EXPIRES: 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
\$7,075.75	\$4,722.50	\$1,621.26	\$731.99	#-007	10/1/2025	34.50
\$43,170.68	\$11,278.75	\$30,143.72	\$1,748.21	#-008	10/29/2025	74.00
\$5,434.07	\$3,942.50	\$880.48	\$611.09	#-009	11/11/2025	33.50
\$1,388.65	\$1,170.00	\$37.30	\$181.35	#-010	11/19/2025	9.00
<u>\$9,148.46</u>	<u>\$6,680.00</u>	<u>\$1,433.06</u>	<u>\$1,035.40</u>	#-011	12/31/2025	<u>40.00</u>
\$363,026.23	\$212,791.75	\$117,251.84	\$32,982.48			1,766.75



Melisa Wilson
Chairman

Dan Schou
Vice-Chair

Rachael Stewert
Member

Town of Alpine
Planning and Zoning Commission
Recommendation to Town Council – Updates to Ordinance No. 103 2003-16

TO: Mayor and Town Council

PREPARED BY: Gina Corson, Acting Planning & Zoning Administrator

DATE: December 15, 2025

SUBJECT: Recommendation to revise Ordinance No. 103 2003-16

MEETING DATE: January 20, 2026

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Alpine Planning and Zoning Commission recommends that the Town Council consider amendments to **Section 103-08, Action Upon Non-Compliance with Order**, when updates are made to **Ordinance No. 103-2003-16**, to incorporate a more structured and graduated enforcement process.

BACKGROUND:

During recent discussions, the Planning and Zoning Commission reviewed whether updates were needed to the Land Use and Development Code (LUDC) provisions regulating trash and debris at construction sites. One Commission member recalled prior discussions with the Town Attorney in which the creation of a standalone trash ordinance had been suggested.

During those discussions, the Code Enforcement Officer noted that the Town already has an existing ordinance addressing trash and debris—**Ordinance No. 103-2003-16**—and encouraged the Commission to review that ordinance before proceeding with a separate one. The Code Enforcement Officer further explained that both she and the Town Attorney had previously recognized the need for updates to this ordinance, but believed it generally addressed the issues the Commission was seeking to regulate, including conditions related to construction sites. Upon review, the Commission agreed that Ordinance No. 103-2003-16 adequately addresses trash and debris associated with construction activity. However, the Commission identified concerns with the enforcement provisions contained in **Section 103-08**, noting that the current language proceeds directly to Town-led abatement after notification, without intermediate enforcement steps.

RECOMMENDATION FOR ENFORCEMENT UPDATES:

The Commission recommends revising Section 103-08 to establish a **tiered enforcement**

Melisa Wilson
Chairman

Dan Schou
Vice-Chair

Rachael Stewert
Member

approach, which may include:

1. An initial verbal notice or warning;
2. A formal written notice of non-compliance;
3. Issuance of a citation and fine if non-compliance continues; and
4. Escalation to Town-initiated abatement and/or a requirement for the responsible party to appear before the Town Council if compliance is still not achieved.

The Commission believes this graduated enforcement structure would provide clarity, proportionality, and fairness, while still preserving the Town's ability to address ongoing or serious violations effectively.

CONCLUSION:

For these reasons, the Planning and Zoning Commission recommends that the Town Council consider updates to Section 103-08 of Ordinance No. 103-2003-16 to incorporate a tiered enforcement framework when amendments to the ordinance are undertaken.

NEXT STEPS

The Code Enforcement Officer shall work with the Town Attorney to draft proposed updates to **Ordinance No. 103-2003-16**, including revisions to **Section 103-08 – Action Upon Non-Compliance with Order**. The draft amendments shall be presented to the Planning and Zoning Commission for review and recommendation prior to being forwarded to the Town Council for consideration and approval.

Melisa Wilson
Chairman

Dan Schou
Vice-Chair

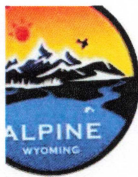
Rachael Stewert
Member

Melisa Wilson, Chairman

Date

Prepared by: Gina Corson, Planning and Zoning Administrator

Date



Melisa Wilson
Chairman

Dan Schou
Vice-Chair

Rachael Stewert
Member

Attest:

A handwritten signature in black ink, appearing to be "GC", written over a horizontal line.

Gina Corson, Acting Planning & Zoning Administrator

11/10/2020
Date
Date

F Prepared and Transcribed By:

A handwritten signature in black ink, appearing to be "GC", written over a horizontal line.

Gina Corson, Acting Planning & Zoning Administrator

c., I 10 !WC...S
Date

Town of Alpine

Section 6, Itemh.

12/1/25 to 12/31/25

Citations	0 Citations 0 Warnings
CFS/Law Incidents	116
Special Patrol	58

Animal Problem		Abandoned Vehicle	2
Agency Assist		Auto Accident	6
Aircraft		Civil papers/execution	
Alarms	8	Citizen Dispute	
Assault		Civil Standby	1
Burglary		Custodial interference	
Citizen Assist	6	Domestic Violence	2
Alcohol problems		Child abuse	
Controlled Burn	5	Disturbance	1
Controlled Substance		Game & Fish	
Drugs		Harassing	
E911		Fire / Fireworks	
Fraud		Field contact	
Information		Patient transport	22
Property damage		Lost/Found Property	1
Lost/Found Animal		Parking problem	1
Livestock/lock out		Juvenile problem/school	/ 1
Mental subject		Medical/Dead body	3 / 1
Littering		Missing person/Kidnap	
Noise		REDDI	5
Reckless driving	3	Motorist assist	1
Smoke Investigation		Prisoner transport	
Robbery		Security check / Text	
Sex offense/Stalking		Suspicious	3
Search/LE/PR		Vehicle theft /Repo	
Suicidal Subject		Threatening	
Traffic stop	31	Weapon offence	
Traffic hazard	3	Trespassing	3
Theft	3	Vandalism	
Traffic offense		Utility problem	
Transfer patient		Welfare Check	1
Vin Inspection	1	Warrant	1
VIN Stamp		Utility problem	1

Town of Alpine – Staff Report

Subject: Review and Discussion of Current Town of Alpine Ordinances – Recreational Fires (Ord. No. 2020-01) and Pyrotechnic Devices (Ord. No. 2022-13)

Prepared By: Sarah Greenwald, Assistant Clerk

Date: November 4, 2025

Background

On October 7, 2025, the Town of Alpine distributed a letter to partnering agencies requesting feedback on the Town’s existing ordinances related to open burning, recreational fires, and fireworks. The purpose of this review was to identify potential updates or amendments to ensure that local regulations align with state, county, and federal standards, as well as to strengthen enforcement, safety, and environmental protection measures.

Feedback was requested on the following ordinances:

- Ordinance No. 2020-01: Regulating Recreational Fires
- Ordinance No. 2022-13: Regulating Pyrotechnic Devices

Responses were received from the Alpine Fire District, Alpine Area Wildfire Protection Coalition, and the U.S. Bureau of Reclamation.

Agency Feedback Summary

1. Alpine Fire District – Chief Mike Vogt

Ordinance No. 2022-13 (Pyrotechnic Devices): Chief Vogt recommends removing all references to the Alpine Fire Department in the ordinance. He advises deleting the section requiring a \$150 inspection fee payable to the Fire Department and the provision requiring the Fire Chief’s approval of site plans. He suggests that all permitting, inspection, and site review responsibilities be handled exclusively by the Town of Alpine.

Ordinance No. 2020-01 (Recreational Fires): Chief Vogt recommends adding a “Nuisance of Smoke” provision to allow the Town to temporarily suspend or terminate recreational fires when smoke becomes a nuisance to neighboring properties or affects air quality.

Additional Notes: Chief Vogt provided state fireworks inspection guidelines that could serve as a reference for the Town’s Code Enforcement Officer during permit evaluations and inspections.

2. Alpine Area Wildfire Protection Coalition – Dr. Chuck Butterfield, PhD, NFPA HIZ Certified

General Comments: Dr. Butterfield emphasized the importance of aligning the Town’s ordinances with state, county, and federal fire management policies, noting that Alpine is surrounded by federal and private lands. He recommended a unified approach to wildfire prevention and mitigation, and stressed the need for clear enforcement mechanisms, stating that

enforcement of legally binding ordinances should be the Town's responsibility.

Specific Recommendations for Ordinance No. 2020-01 (Recreational Fires):

- Correct a typographical error in Section 1, Definitions ("area of three (3) feet...").
- In Section 2, clarify who has authority to issue emergency declarations (Town, County, or Forest Service) and the criteria for such decisions.
- In Section 4, require that all fires be fully extinguished before being left unattended, and include overhead combustibles in the 25-foot clearance rule.
- Include a means for residents to report violations anonymously to prevent neighbor conflicts.
- Apply the same extinguishment requirement to Section 5, Portable Outside Fireplaces.

Additional Recommendations: Dr. Butterfield encouraged the Town to explore fire-resistant building codes and Firewise landscaping, aligning with the Alpine Master Plan and Lincoln County Community Wildfire Protection Plan. He also offered the Coalition's support in future prevention and education efforts.

3. U.S. Bureau of Reclamation – Michael Hilliard

Mr. Hilliard reviewed both ordinances and had no specific comments or concerns. He provided a reference to 43 CFR Part 423 – Public Conduct on Bureau of Reclamation Facilities, Lands, and Waterbodies, which governs public behavior on federal lands and may serve as a helpful consistency reference for the Town's ordinances.

Attachments

1. Request for Agency Feedback Letter – October 7, 2025
2. Comments from Chief Mike Vogt – Alpine Fire District
3. Comments from Dr. Chuck Butterfield – Alpine Area Wildfire Protection Coalition
4. Email from Michael Hilliard – U.S. Bureau of Reclamation



Town of Alpine
P.O. Box 3070
Alpine, WY 83128

October 7, 2025

Subject: Request for Agency Feedback – Review of Current Town of Alpine Ordinances

Dear Agency Representatives,

The Town of Alpine is currently reviewing its existing ordinances related to open burning and the burning of trash, recreational fires, and fireworks. As part of this process, we are seeking input from our partner agencies to ensure that any future updates align with regional, state, and federal standards for safety and environmental protection.

To assist with your review, we have attached the Town's current ordinances pertaining to these topics. We welcome and appreciate any feedback, comments, or suggestions you may have regarding these regulations; particularly related to fire safety, environmental impacts, air quality, enforcement considerations, or coordination with agency procedures.

Your insight will be invaluable as the Town of Alpine works to ensure our ordinances effectively support both community safety and environmental stewardship.

Please find attached:

- **Current Ordinance – Regulating Recreational Fires (Ordinance No. 2020-01)**
- **Current Ordinance – Pyrotechnic Devices (Ordinance No. 2022-13)**

If you have any questions, or would like to discuss specific details, please feel free to contact me directly at 307-654-7757 or clerk@alpinewy.gov

Thank you for your time, expertise, and continued partnership with the Town of Alpine.

Sincerely,

Monica Chenault
Clerk/ Treasurer

CONSUMER FIREWORKS RETAIL SALES FACILITY- (CFRS) INSPECTION GUIDELINES		
	NFPA 1124 Code Sections	<p>7.3.1.1 The requirements of this chapter shall not apply to CFRS facilities or stores where the consumer fireworks are in packages and where the total quantity of consumer fireworks on hand does not exceed 125 lb (net) [56.8 kg] of pyrotechnic composition or, in a building protected throughout with an approved automatic sprinkler system installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, 250 lb (net) [113.6 kg] of pyrotechnic composition.</p> <p>***Questions are not to be construed as an all-inclusive list, and firework CFRS operators shall meet all other applicable NFPA 1124 code requirements***</p>
1.	7.3.4*	Are all sides of building accessible within 150 feet of a public way or an approved fire apparatus access?
2.	7.3.6.3	Does the CFRS facility have at least two portable fire extinguishers, with at least one pressurized water type with a minimum rating of 2A (2.5 gallons)?
3.	7.3.8.1	Is there at least one, approved 4A:40B:C fire extinguisher per NFPA 10?
4.	7.3.8.3	Is the maximum distance of travel required to reach a portable fire extinguisher 75 feet or less in the CFRS?
5.	7.3.11.1	Is smoking inside or within 50 feet of the CFRS area prohibited?
6.	7.3.11.2	Are "NO SMOKING" signs conspicuously posted in at least 2 inch letters and maintained at each entrance or within 10 feet of each aisle directly serving the CFRS area in a store?
7.	7.3.12.1	Are retail propane dispenser(s) or flammable liquid above ground storage tank(s) or compressed natural gas dispensing station dispensers a minimum of 50 feet from the building?
8.	7.3.12.2	Is the new CFRS facility located at least 50 feet from motor vehicle fuel- station dispensers?
9.	7.3.12.3	Is the existing CFRS facility located at least 25 feet from motor vehicle fuel dispenser(s)?
10.	7.3.13*	Are the life safety and evacuation plans in writing and maintained current?
11.	7.3.14.1.1	Does the new CFRS facility have a minimum of 3 exits?
12.	7.3.14.1.1	Does the existing CFRS have a minimum of 2 exits with travel distance to an exit of 75 feet or less, or a minimum of 3 doors if travel distance to an exit exceeds 75 feet?
13.	7.3.14.2	Is the maximum egress travel distance, from the most remote point (along natural and unobstructed path), 75 feet or less?
14.	7.3.14.1.2	Is required means of egress prohibited from passing through a storage room?
15.	7.3.14.3.1.1	Do all aisles have a minimum clear width of 48 inches?
16.	7.3.14.3.2*	Does at least one aisle lead directly to an exit, do all aisles terminate at another aisle or cross-aisle with NO DEAD END AISLES?
17.	7.3.14.4.1	Are all egress doors at least 36 inches in width with a clear minimum width of 32 inches?
18.	7.3.14.4.2	Is every egress door with a latching device provided with panic hardware complying with <i>NFPA 101, Life Safety Code</i> ?
19.	7.3.14.4.3	Are all egress doors the side-hinge swing type and arranged to swing in the direction of egress travel?
20.	7.3.14.5.2	Are all exits signs self-luminous or internally or externally illuminated?
21.	7.3.14.6.1-2	Is emergency lighting present and adequate per NFPA 101?
22.	7.3.15.2.1	Are retail sales displays limited to 6 feet in height within the CFRS area?
23.	7.3.15.2.2	Are retail sales displays limited to 12ft along the perimeter of the CFRS sales area?
24.	7.3.15.3	Are flame breaks installed a minimum of every 16 feet along the length of the continuous displays of consumer fireworks located on shelving, cases, counters, and similar display fixtures?
25.	7.3.15.3.2	Do flame breaks extend the full depth of the display and not less than 6 inches above the full height or to the underside of display surface directly above?

CFRS Inspection Guidelines, page 2

26.	7.3.15.5.1	Do all consumer fireworks meet the criteria for covered fuses?
27.	7.3.19.1	Are all means of egress clear at all times when the facility is occupied?
28.	7.3.19.2.1	Are consumer fireworks displays and storage prohibited within 5 feet of a public entrance?
29.	7.3.19.2.2	Are consumer fireworks displays and storage prohibited within 2 feet of any exit or private entrance?
30.	7.3.21.1	Are CFRS areas and storage rooms kept free of accumulations of debris and rubbish?
31.	7.3.24	Are records of available inventory maintained on premise?
32.	7.4.5.3	Does the permanent CFRS, over 3000 square feet in area, have a public address system or a means for manually activating audible and visible alarm indicating devices located throughout the facility in accordance with NFPA 72? *A proper functioning bullhorn that can be heard throughout the entire facility meets the requirements of 7.4.5.3 as a "public address system"
33.	7.4.6.1	Is combustible debris, accumulated dry grass, and dry brush a minimum of 30 feet from the CFRS?
34.	7.4.6.2	Are all trailers, motor vehicles, or storage units used for the storage of consumer fireworks a minimum of 10 feet from the CFRS facility, except when delivering, loading or unloading?
35.	7.4.6.3	Is there at least one "NO FIREWORKS DISCHARGE WITHIN 300 FEET" sign, with a minimum of 4 inch letters on contrasting background, conspicuously posted on each exterior side of the building?
36.	7.4.10	Is the floor area occupied by the retail displays of consumer fireworks limited to 40 percent of the available floor area within the retail sales area?
		*= Must check Appendix A

CONSUMER FIREWORKS RETAIL SALES - (STAND) INSPECTION GUIDELINES		
	NFPA 1124 Code Sections	<p>7.3.1.1 The requirements of this chapter shall not apply to CFRS facilities or stores where the consumer fireworks are in packages and where the total quantity of consumer fireworks on hand does not exceed 125 lb (net) [56.8 kg] of pyrotechnic composition or, in a building protected throughout with an approved automatic sprinkler system installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, 250 lb (net) [113.6 kg] of pyrotechnic composition.</p> <p>***Questions are not to be construed as an all-inclusive list, and firework CFRS operators shall meet all other applicable NFPA 1124 code requirements***</p>
1.	7.3.11.1	Is smoking inside or within 50 feet of the CFRS stand area prohibited?
2.	7.3.11.2	Are "NO SMOKING" signs posted in at least 2 inch letters and maintained on the exterior of the CFRS stand?
3.	7.3.12.1	Is the CFRS stand located at least 50 feet away from retail propane dispensers, aboveground storage tanks for flammable or combustible liquid, flammable gas, flammable liquefied gas, or compressed natural gas dispensers?
4.	7.3.12.2	Is the CFRS stand located at least 50 feet away from motor vehicle fuel dispensers?
5.	7.3.14.5.1	Are exits clearly marked with an exit sign?
6.	7.3.19.2.2	Are consumer firework displays and storage prohibited within 2 ft of an exit or public entrance?
7.	7.3.8.1	Is there at least 1 approved 4A:40B:C fire extinguisher per NFPA 10?
8.	7.3.6.3	For stands over 200 square feet, is there at least 1 approved 2.5 Gallon pressurized water fire extinguisher?
9.	7.4.6.1	Is combustible debris, accumulated dry grass, and dry brush a minimum of 30 feet from the CFRS stand?
10.	7.4.6.3	Is there at least one "NO FIREWORKS DISCHARGE WITHIN 300 FEET" sign, with a minimum of 4 inch letters on contrasting background, conspicuously posted on each exterior side of the CFRS stand?
11.	7.4.7.1.2	Is the existing permanent CFRS stand separated from adjacent permanent buildings and structures by not less than 10 feet or separated by a wall with a 1-hour fire resistance rating.
12.	7.4.7.2	Is the temporary CFRS stand separated 20 feet from a building or fireworks storage?
13.	7.4.7.2	Is the temporary CFRS stand separated a minimum of 5 feet from another CFRS stand?
14.	7.4.7.2	Is parking prohibited within 10 feet from a temporary CFRS stand?
15.	7.4.9.1.2	Is temporary power protected from physical damage from pedestrian and vehicular traffic?
16.	7.4.9.2.2	Are portable generators and generator fuel storage located at least 20 feet from the stand?
17.	7.4.9.2.3	Are all fuel cans located at least 20 feet from the CFRS stand?
18.	7.6.1	Does the site plan show separation distances from buildings, combustibles, parking, fuel dispensers, and storage of fireworks?
19.	7.6.2.3.1	Does the temporary CFRS stand measuring up to and including twenty feet in length have at least one approved exit?
20.	7.6.2.3.1	Does the temporary CFRS stand greater than twenty feet in length and up to including forty feet in length with the maximum travel distance to an approved exit not exceeding thirty five feet have one approved exit and at least one additional opening with a minimum clear opening of 5.7 sq. ft. or greater for emergency escape or rescue?
21.	7.6.2.3.2	Does the temporary CFRS stand in excess of forty feet in length, with a maximum travel distance to an exit exceeding thirty five feet, have at least two approved exits?
22.	7.6.2.3.3	If CFRS stand interior is accessible to the public, are all provisions of 7.3.14 met?
23.	7.6.4.1	In temporary CFRS stands with no public access, are aisles at least 28 inches clear width?
24.	7.6.4.2.1	In temporary CFRS stands with no public access, are doors a minimum of 28 inches clear width?
25.	7.6.4.3	Is the maximum height of sales displays limited to 8ft in height?
26.	7.6.4.6	Are fireworks displayed in a manner that prevents consumers from handling individual fireworks?
27.	Regulation 71-7405.5	Is the temporary structure immobile with measures in place to prevent it from shifting or blowing over and are the wheels removed?

		CONSUMER FIREWORKS RETAIL SALES - (STORE) INSPECTION GUIDELINES
	NFPA 1124 Code Sections	7.3.1.1 The requirements of this chapter shall not apply to CFRS facilities or stores where the consumer fireworks are in packages and where the total quantity of consumer fireworks on hand does not exceed 125 lb. (net) [56.8 kg] of pyrotechnic composition or, in a building protected throughout with an approved automatic sprinkler system installed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, 250 lb (net) [113.6 kg] of pyrotechnic composition. ***Questions are not to be construed as an all-inclusive list, and firework CFRS operators shall meet all other applicable NFPA 1124 code requirements***
1.	7.3.4*	Are all sides of building accessible within 150 feet of a public way or an approved fire apparatus access?
2.	7.3.6.3	Does the CFRS facility have at least two portable fire extinguishers, with at least one pressurized water type with a minimum rating of 2A (2.5 gallons)?
3.	7.3.8.1	Is there at least 1 approved 4A:40B:C fire extinguisher per NFPA 10?
4.	7.3.8.3	Is the maximum distance of travel required to reach a portable fire extinguisher 75 feet or less in the store?
5.	7.3.11.1	Is smoking inside or within 50 feet of the CFRS area prohibited?
6.	7.3.11.2	Are "NO SMOKING" signs conspicuously posted in at least 2 inch letters and maintained at each entrance or within 10 feet of each aisle directly serving the CFRS area in a store?
7.	7.3.12.1	Are retail propane dispenser(s) or flammable liquid above ground storage tank(s) or compressed natural gas dispensing station dispensers at least 50 feet from the building?
8.	7.3.12.2	Is the new Store located at least 50 feet from motor vehicle fuel station dispensers?
9.	7.3.12.3	Is the existing Store located at least 25 feet from a motor vehicle fuel dispenser?
10.	7.3.13*	Are the life safety and evacuation plans in writing and maintained current?
11.	7.3.14.1.1	Does the new CFRS store have a minimum of 3 exits?
12.	7.3.14.1.1	Does the existing CFRS store have a minimum of 2 exits with travel distance to an exit of 75 feet or less, or a minimum of 3 doors if travel distance to an exit exceeds 75 feet?
13.	7.3.14.2	Is the maximum egress travel distance, from the most remote point (along natural and unobstructed path), 75 feet or less?
14.	7.3.14.1.2	Is the required means of egress prohibited from passing through a storage room?
15.	7.3.14.3.1.1	Do all aisles have a minimum clear width of 48 inches?
16.	7.3.14.3.2*	Does at least one aisle lead directly to an exit, do all aisles terminate at another aisle or cross-aisle with NO DEAD END AISLES?
17.	7.3.14.4.1	Are all egress doors at least 36 inches in width with a clear width a minimum of 32 inches?
18.	7.3.14.4.2	Is every egress door with a latching device provided with panic hardware complying with <i>NFPA 101, Life Safety Code</i> ?
19.	7.3.14.4.3	Are all egress doors the side-hinge swing type and arranged to swing in the direction of egress travel?
20.	7.3.14.5.2	Are all exits signs self-luminous or internally or externally illuminated?
21.	7.3.14.6.1-.2	Is emergency lighting present and adequate per NFPA 101?
22.	7.3.15.2.1	Are retail sales displays limited to 6 feet in height within the CFRS area?
23.	7.3.15.2.2	Are retail sales displays limited to 12ft along the perimeter of the CFRS sales area?
24.	7.3.15.3*	Are flame breaks installed a minimum of every 16 feet along the length of the continuous displays of consumer fireworks located on shelving, cases, counters, and similar display fixtures?
25.	7.3.15.5.1	Do all consumer fireworks meet the criteria for covered fuses?
26.	7.3.19.1	Are all means of egress clear at all times when the facility is occupied?
27.	7.3.19.2.1	Are consumer firework displays and storage prohibited within 5 feet of a public entrance?

CFRS Store Inspection Guidelines, page 2

28.	7.3.19.2.2	Are consumer firework displays and storage prohibited within 2 feet of any exit or a private entrance?
29.	7.3.24	Are records of available inventory maintained on premise?
30.	7.5.1.1*	Is the sales area of the fireworks less than 600 square feet or 25% of the total sales area, whichever is less?
31.	7.5.1.2(1)	Are fireworks displays always visible to the employees?
32.	7.5.1.2(2)	Are all fireworks packaged merchandise?
33.	7.5.1.2(3)*	Are fireworks packaged and displayed for sale in a manner that will limit travel distance if ignition of the fireworks occurs?
34.	7.5.1.2(4)	Are aerial devices and audible ground devices physically separated and restricted from public with not less than 2 exits?
35.	7.5.4	Does the permanent CFRS Store, over 3000 square feet in area, have a public address system or a means for manually activating audible and visible alarm indicating devices located throughout the facility in accordance with NFPA 72?
		*= Must check Appendix A

Date: 26 October 2025

To: Town of Alpine

From: Chuck Butterfield, PhD, Chair, Alpine Area Wildfire Protection Coalition, NFPA HIZ Certified

Subject: Feedback on Town of Alpine ordinances related to open burning, recreational burning and management burning

Thank you for allowing me the opportunity to comment on the existing ordinances as presented.

Overall, I feel the ordinances need to align with state and county policy as well as the policies of the two surrounding forests as closely as possible. The town is surrounded by state and federal lands as well as private lands within the county boundary (e.g. Rees). Thus, it is imperative that efforts to mitigate fire potentials must come as a unified front as the town itself is a very small footprint in existing fuel loads. It is also important to recognize that the town itself presents the higher potential for creating an ignition.

Another broader point of consideration/need is that the town needs some level of enforcement to make these policies work. It is not the job of the fire chief to enforce legally binding policies/ordinances.

Section 1. Definitions, there is a typo on the 4th line of the second paragraph it should read “area of three (3) feet).

Section 2. Emergency Declarations who will make the declaration? And based on what? Is this done with the forests and/or the county? This should be well defined to not be considered arbitrary and capricious.

Regarding **Section 4. Recreational Fires**, I am aware of some town residences that have an almost nightly recreational fire that do not fit the current regulations of distance from all other combustibles, and they simply allow it to burn out overnight and unattended. Neighbors need a way to report this in a manner that does not create conflict, and the town needs a way to enforce compliance. Thus, a need within this ordinance that requires all fires to be fully extinguished prior to leaving them. This should apply to **Section 5. Portable Outside Fireplaces** as well. Also, within **Section 4** the space requirement of being 25 feet from combustibles should include overhead combustibles.

Lastly, I think the town needs to consider reviewing building codes to encourage fire resistant building materials and Firewise landscaping. Now would be opportune to do this with the current ongoing updates of the Alpine Master Plan and the county Community Wildfire Protection Plan.

The Alpine Area Wildfire Protection Coalition is always willing to assist the town. Feel free to reach out to me 307-413-4800.

Hilliard, Michael W<mhilliard@usbr.gov>
Office
Monica Chenault;Eric Green

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

Thanks for the opportunity to review.

I don't have any specific comments regarding the ordinances.

For awareness, below is the 43 CFR Part 423 that outline public conduct on Bureau of Reclamation facilities, lands, and waterbodies

[eCFR :: 43 CFR Part 423 -- Public Conduct on Bureau of Reclamation Facilities, Lands, and Waterbodies](#)

Thanks,

Michael Hilliard

Assistant Area Manager | Upper Snake Field Office
Snake River Area Office | Bureau of Reclamation
Office (208) 677-6901
mhilliard@usbr.gov

272 ORDINANCE NO. 2020-01

**AN ORDINANCE AMENDING TITLE V LAW ENFORCEMENT CHAPTER ____
SECTION ____ TO
INCLUDE SECTION ____, REGULATING PYROTECHNIC DEVICES,
RECREATIONAL FIRES WITHIN THE INCORPORATED LIMITS OF THE
TOWN OF ALPINE, WYOMING**

WHEREAS, the Town of Alpine, Wyoming is located in a semi-rural area where residential structures often found within or close to forested areas or, within or close to areas where combustible materials grow in abundance; and

WHEREAS, the potential for wildfires is greatest between the months of June through October; and

WHEREAS, the Town needs the ability to control recreational fires within the Town of Alpine in order to protect the health and safety of the public.

WHEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION, DULY ASSEMBLED, THAT SECTION __ OF CHAPTER ____ OF TITLE LAW ENFORCEMENT OF THE ALPINE TOWN CODE BE AMENDED AS FOLLOWS:

SECTION 1. DEFINITIONS

“Pyrotechnic Device”. A pyrotechnic device shall be defined as any explosive device designed to create noise, sparks, smoke, or pyrotechnic effects.

“Recreational Fire”. An outdoor fire burning only natural wood and/or charcoal materials where the fuel being burned is not considered an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel are of three (3) feet or less in diameter and two (2) feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

“Portable Outdoor Fireplace”. A portable, outdoor, solid fuel burning fireplace that may be constructed of steel, concrete, clay or other noncombustible material. A portable outdoor fireplace may be open in design, or may be equipped with a small hearth opening and short chimney opening in the top.

SECTION 2. EMERGENCY DECLARATIONS.

EMERGENCY DECLARATIONS. The Town of Alpine may, by Order of the Mayor and Council, prohibit the use of Pyrotechnic Devices, Recreational Fire(s), or

Portable Outdoor Fireplace(s) if it is determined that there is a danger of wildfires at any time of the year.

SECTION 3. PYROTECHNIC DEVICES

The discharge of pyrotechnic devices shall only be permitted on the twenty –four (24) hours prior to, during, and twenty – four (24) hours subsequent to the 4th day of July of each year, or as permitted upon petition to the Governing Body of the Town of Alpine for other events or occasions.

SECTION 4. RECREATIONAL FIRES

Recreational Fires must be constantly attended. Fire areas must have water, fire extinguishers, dirt, sand, water barrels, garden hose or other on-site fire extinguishing equipment available for the purpose of extinguishing the fire upon cessation of use, or in the event of excess flame.

Fires must be a minimum of twenty-five (25) feet from all combustibles (buildings, cars, vegetation, etc.)

Fires must be extinguished in the event of gusty or strong winds.

SECTION 5. PORTABLE OUTDOOR FIREPLACES

Portable Outdoor Fireplaces must be used in accordance with manufacturer's instructions shall not be operated within fifteen (15) feet of a structure or combustible material.

Portable Outdoor Fireplaces must be constantly attended. Fire areas must have water, fire extinguishers, dirt, sand, water barrels, garden hose or other on-site fire extinguishing equipment available for the purpose of extinguishing the fire upon cessation of use, or in the event of excess flame.

Fires must be extinguished in the event of gusty or strong winds.

SECTION 6. PENALTIES

Any person found guilty of a violation of any section of the chapter shall be subject to a fine of not more than one thousand dollars (\$1,000.00) per occurrence.

SECTION 7. EFFECTIVE DATE

THIS ORDINANCE shall become effective upon third and final reading.

SECTION 8: This ordinance passed and approved on the following dates:

Passed First Reading this 18th day of February 2020

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

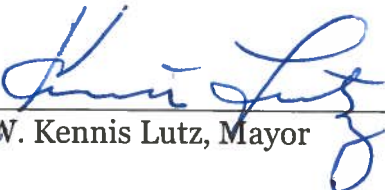
Passed Second Reading this 17th day of March 2020

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

Passed on Third and Final Reading this 19th day of May 2020

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

FOR THE GOVERNING BODY



W. Kennis Lutz, Mayor

ATTEST:





Sharon L. Backus, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing 272 Ordinance No. 2020-01 shall be duly posted for ten (10) days in the Town Office.

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

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



Sharon L. Backus

Sharon L. Backus, Clerk/Treasurer

295 ORDINANCE No. 2022-13

AN ORDINANCE AMENDING SECTION 233-04 OF 233 ORDINANCE NO. 2015 – 06 OF THE ALPINE, WYOMING TOWN CODE

NOW, THEREFORE BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT SECTION 233-04 OF 233 ORDINANCE NO. 2015 – 06 OF THE ALPINE, WYOMING TOWN CODE SHALL BE AMENDED TO READ AS FOLLOWS:

Section 233-04

(a) **Definitions:** Pyrotechnic device shall be defined as any explosive or incendiary device designed to create noise, sparks, smoke, or pyrotechnic effects.

(b) **Permit Required; Fee:** It shall be unlawful for any person(s), company or entity to sell, barter or gift to any person(s), company or entity any pyrotechnic device without first obtaining a permit allowing the holder to sell such pyrotechnic devices and paying an annual permit fee of one thousand dollars (\$1,000.00).

(c) **Inspection Fee Required; Fee:** In addition to the Permit Fee outlined in subsection (b), all applicants shall pay an inspection fee and site plan review in the amount of one hundred fifty dollars (\$150.00) to the Alpine Fire Department. Said payment shall be issued directly to the Alpine Fire Department. Site plans shall be reviewed within five (5) days from the submission of the Permit Application.

(d) **Application; Information:** Any person or entity applying for a permit to sell, barter or gift any pyrotechnic device shall file with the Town Clerk a sworn application, in writing, containing the following information:

- i. Name of applicant;
- ii. Permanent home address and local address of the applicant and the representative thereof filing the application;
- iii. Description of the nature and types of pyrotechnic devices to be sold;
- iv. Address and site plan of the place where the sale of the pyrotechnic devices will be sold, said site plan must be approved by the Chief of the Alpine Fire District prior to the issuance of a permit;
- v. Permits authorizing the sale of pyrotechnic devices are valid from date of issue until December 31st of the year the permit is issued.

(e) **Permanent Stands:** Permanent stands are buildings or structures which have a foundation, are not moveable without removing the structure from the foundation, have no wheels, and remain attached to the location;

- i. Electrical service and structure wiring shall meet the current adopted edition of the International Electrical Code, International Fire Code and International Building Code.
- ii. Extension cords shall not be used for permanent wiring;
- iii. Covers are required on all light fixtures;
- iv. A minimum of two (2) exits with exit signs posted over the doors. Doors shall be a minimum of three feet (3') wide and six feet (6') high;
- v. Fire extinguishers must be clearly visible and display inspection tags. Fire extinguishers must be mounted not more than sixty inches (60") above the floor at each exit;
- vi. No Smoking signs posted inside the structure;
- vii. No Smoking within fifty feet (50') signs posted outside the structure on all sides;
- viii. All trash and debris shall be removed from the premises and weeds/grass shall be cut to a height not to exceed two inches within seventy-five feet (75') of the structure;
- ix. Applicant must submit a copy of their liability insurance in a sum not less than one million dollars (\$1,000,000.00) and showing the Town listed as additional insured.

(f) Temporary Stands: Temporary stands are structures with no foundation and can be moved from one location to another.

- i. Must provide a copy of lease or written permission of landowner;
- ii. Location of temporary stand must comply with Town's existing setback regulations and other regulations for the zoning district where the proposed Temporary Stand is to be located. Structure must comply with the current adopted edition of the International Electrical Code, International Fire Code and International Building Code.
- iii. Structure must be aesthetically pleasing to a reasonable person;
- iv. A minimum of two (2) exits , one on each end of the stand;
- v. Fire extinguishers, with current inspection tags, must be visible and secured at no less than two (2) locations in the stand;
- vi. No Smoking signs posted inside the structure;
- vii. No Smoking within fifty feet (50') signs posted outside the structure on all sides;
- viii. All trash and debris shall be removed from the premises and weeds/grass shall be cut to a height not to exceed two inches within seventy-five feet (75') of the structure;
- ix. Applicant must submit a copy of their liability insurance in a sum not less than one million dollars (\$1,000,000.00) and showing the Town listed as additional insured.

(g) REGULATIONS AND REQUIREMENTS

- i. Minimum Age: No permit shall be issued to any person under eighteen (18) years of age. No person under eighteen (18) years of age shall be permitted to sell any pyrotechnic device unless supervised by another person over the age of eighteen (18) years;
- ii. No person shall sell pyrotechnic devices to any person under the age of eighteen (18) years unless the buyer is accompanied by a person over the age of eighteen (18) years;
- iii. Storage Areas: It shall be unlawful to store or use a pyrotechnic device within one hundred feet (100') of any gasoline distribution point, bulk station or storage area, or any building or fuel source in which gasoline or volatile liquids or gasses are dispensed;
- iv. Dry or Hazardous Conditions: The Governing Body, or the Mayor shall have the right to determine whether or not conditions are too dry or hazardous for selling or using pyrotechnical devices. Upon an issuance of an order by the Governing Body, or by the Mayor, all sales or use of pyrotechnical devices shall cease until such order is rescinded.

(h) PENALTIES

Violation of this section constitutes a misdemeanor and, upon conviction, shall be punishable by the imposition of a fine of no more than seven hundred fifty dollars (\$750.00) per incident, or in the case of continuous daily violations, seven hundred fifty dollars (\$750.00) per day.

NOW, THEREFORE, BE IT ORDAINED this ordinance shall take effect from and after its passage and publication as required by law and the ordinances of the Town of Alpine, Wyoming.

This Ordinance Passed and Approved on the Following Dates:

Passed First Reading this 17th day of May 2022

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

Passed Second Reading this 21st day of June 2022

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

Passed on Third and Final Reading this 19th day of July 2022

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

FOR THE GOVERNING BODY

W. Kennis Lutz, MAYOR

ATTEST:



Sharon L. Backus, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

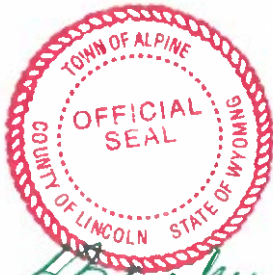
STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing 295 Ordinance No. 2022-13 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:



Sharon L. Backus, CLERK/TREASURER

Town of Alpine – Discussion Guide

Subject: Review and Discussion of Ordinances No. 2020-01 (Recreational Fires) and No. 2022-13 (Pyrotechnic Devices)

Date: November 4, 2025

The following questions are provided to help guide the Town Council’s review and discussion of the current ordinances regulating recreational fires and pyrotechnic devices. They are organized by topic and designed to promote conversation around enforcement, safety, coordination, and future policy considerations.

Ordinance No. 2020-01 – Recreational Fires

General Understanding

- Do we feel the current ordinance provides enough clarity on what constitutes a “recreational fire”?
- Should the Town update its definitions to align with state or county standards for consistency?

Safety & Enforcement

- How can the Town improve enforcement so responsibility does not fall on the Fire Chief?
- Should a “Nuisance of Smoke” clause be added to allow fires to be shut down when smoke impacts neighboring properties?
- Should there be an anonymous reporting system for repeated or unsafe fires?
- Should the ordinance specify that all fires must be fully extinguished when unattended and include overhead combustibles in clearance requirements?

Emergency Declarations

- Who should be responsible for making emergency declarations restricting recreational fires – the Mayor, Council, or coordination with County/Forest Service?
- What criteria should trigger such a declaration (e.g., wind speed, drought index, or red flag warnings)?

Future Planning

- Should the Town consider Firewise landscaping and fire-resistant construction standards in future planning?
- Should we change the established burn windows when recreational fires are permitted or restricted?

- Would an annual community fire safety campaign help raise awareness of safe burning practices?

Ordinance No. 2022-13 – Pyrotechnic Devices

Administrative Process

- All permitting and inspections be handled through the Town rather than the Fire Department?
- If so, who should oversee inspections – the Code Enforcement Officer?

Permit Fees and Inspections

- Remove the \$150 inspection fee payable to the Fire Department

Safety & Regulation

- Should the Town adopt or reference state fireworks inspection guidelines?
- Is the current \$1,000 permit fee still appropriate or should it be reviewed for fairness and cost recovery?
- Should the ordinance clarify that permits are non-transferable and require annual renewal?

Dry or Hazardous Conditions

- Should the criteria for declaring dry or hazardous conditions be clarified?
- Should the Town coordinate with the Fire District or County before issuing such restrictions?
- Should there be clear requirements for public notice or communication when these restrictions go into effect?

Broader Policy Discussion

- Should the Town consolidate these ordinances into a single fire safety chapter or maintain them separately?
- How can the Town ensure consistency with state, county, and federal wildfire management policies?
- Would the Council like staff to draft proposed amendments based on this feedback for review at a future meeting?
- Does the Town need to clarify enforcement capacity and staff resources if the Fire Department is no longer involved?
- Should the Council establish a review schedule (e.g., every 3–5 years) for both ordinances to stay aligned with evolving standards?



October 30, 2025

Alpine Fire District
220 US Highway 89
Alpine, WY 83128

Alpine Town Council,

Thank you for the opportunity to participate in the work session to discuss the Fireworks Ordinance and the Open Burning Ordinance. I have reviewed 295 Ordinance No. 2022-13. I would like to make some suggestions

Section C -- Remove Alpine Fire Department

The inspection fee should be part to the Permit Fee and should be completed by the Town Code Official. The Alpine Fire District is a separate organization and should not be listed in Town Ordinances, like not listing the Sheriff Department on Ordinances.

Section D -- Remove Chief of Alpine to approve site plan.

The Chief of Alpine Fire District is not AHJ and does not have knowledge of agreements and property lines and permissions. If the Alpine Fire District was AHJ the sales of Fireworks would be prohibited.

Section E—Include all 3 types of sale guidelines.

- NFPA 1124 Retail Sales Facility--- the Fireworks Store
- NFPA 1124 Retail Sales Stands--- the tents
- NFPA 1124 Retail sales Stores--- Broulims

Open Burning---272 Ordinance # 2020-01

This issue is more difficult to control. The best advice is to try and be consistent with the Lincoln County rules and DEQ. If there is compliance there should not be any issues or fire dangers. Most problems are the size and materials being burnt. The larger fires emit more embers and increase the chances of fire spreading. The materials that are not natural cause toxic smoke that are a nuisance and unhealthy. In the Town of Alpine, it is easier to address the open fire issues due to the smaller area of responsibility. But it is harder to convince folks to the rules when all around Alpine the County has limited rules for open burns.

The Alpine Fire District has worked hard to address the dangers of wildland fires in the Wildland Urban Interface. The Alpine Area Wildfire Protection Coalition was formed over 5 years ago and has worked hard to educate the public about wildfire awareness, home hazard evaluations and maintaining a community slash pile. The AAWPC is now updating the 2015 Community Wildfire Protection Plan with the County. An independent firm has been hired to evaluate the fire risk County wide, set priority areas and critical infrastructure risks. In the last two CWPP plans Alpine has been rated number one in risk priority.

So, any measure of safety and preventative measures will go a long way.

Mike Vogt, Fire Chief
Alpine Fire District

occupied residential buildings or occupied business properties, ten [(10)] or more in number.

35-10-102. Penalty for violation of W.S. 35-10-101.

Any person violating the provisions of this act shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than fifty dollars (\$50.00) nor more than two hundred dollars (\$200.00) or shall be imprisoned in the county jail not to exceed six (6) months, or shall be punishable by both such fine and imprisonment.

35-10-103. Repealed by Laws 1982, ch. 75, § 5; 1983, ch. 171, § 3.

35-10-104. Failure of owner to remove or bury dead animal.

It shall be the duty of the owner, or person having charge of an animal which may die in this state, to remove the carcass to a distance of not less than half a mile from the nearest human habitation, or to bury it with not less than two (2) feet of soil over it; and every person failing to so remove or bury such carcass, for more than forty-eight (48) hours, shall upon conviction, be fined in a sum not exceeding one hundred dollars (\$100.00). And should such animal be the property or in charge of some person passing through this state, then any peace officer may (without warrant) detain the owner or person in charge of such animal, or of the flock or herd from which it died, as soon as such owner or person shall have shown an intention not to so bury or remove said carcass, by removing from it, or removing such flock or herd from it a distance of half a mile or more, a reasonable time, not to exceed two (2) days, until a warrant can issue upon an information duly sworn to. And the brand upon such animal may be given in proof of the ownership of the same.

35-10-105. Repealed by Laws 1982, ch. 75, § 5; 1983, ch. 171, § 3.

35-10-106. Repealed by Laws 1982, ch. 75, § 5; 1983, ch. 171, § 3.

35-10-107. Repealed by Laws 1982, ch. 75, § 5; 1983, ch. 171, § 3.

ARTICLE 2 - FIREWORKS

35-10-201. Definitions.

(a) "Fireworks" means any article, device or substance prepared for the primary purpose of producing a visual or auditory sensation by combustion, explosion, deflagration or detonation, including any item which may be sold or offered for sale under 15 U.S.C. § 1261, 21 U.S.C. § 371 and 16 C.F.R., Commercial Practices, part 1507.

(b) "Governing body" means the board of county commissioners as to the area within a county but outside the corporate limits of any city or town; or means the city council or other governing body of a city or town as to the area within the corporate limits of such city or town.

(c) "Person" shall include an individual, partnership, co-partnership, firm, company, association or corporation.

(d) "Commercial motor vehicle" means any self-propelled or towed vehicle used on public highways in interstate commerce to transport passengers or property and the vehicle meets one (1) of the following:

(i) The vehicle has a gross vehicle weight rating or gross combination weight rating of ten thousand one (10,001) pounds;

(ii) The vehicle is designed to transport more than fifteen (15) passengers including the driver; or

(iii) The vehicle is used in the transportation of hazardous materials in a quantity requiring placarding under regulations issued by the secretary of transportation under the federal Hazardous Materials Transportation Act, 49 U.S.C. § 5101 et seq.

35-10-202. Sale and use prohibited; exception.

Except as hereinafter provided, it is unlawful for any person to offer or expose for sale, sell, at either wholesale or retail, give away, use, discharge or detonate any fireworks in the state of Wyoming.

35-10-203. Permits for public displays required.

(a) Any governing body shall have the power to grant permits, within the area under its jurisdiction, for supervised

public displays of fireworks by individuals, municipalities, amusement parks and other organizations and groups, and to adopt reasonable rules and regulations for the granting of such permits. Every such display shall be handled by a competent operator and shall be of such character and so located, discharged and fired as not to be hazardous to property or endanger any person.

(b) No permit shall be transferable or assignable.

(c) Repealed By Laws 2001, Ch. 97, § 2.

35-10-204. Construction; exceptions.

(a) This act shall not be construed to prohibit:

(i) Any person from offering for sale, exposing for sale, selling, or delivering fireworks to any municipality, association, amusement park, or other organization or group holding a permit issued as herein provided, or to the directors of the Wyoming state fair or of any county fair organized under the laws of this state;

(ii) Any person from using or exploding fireworks in accordance with the provisions of any permit issued as herein provided or as part of a supervised public display at the Wyoming state fair or of any county fair organized under the laws of this state;

(iii) Any person from offering for sale, exposing for sale, or selling, any fireworks which are to be and are shipped by commercial motor vehicle directly out of the state;

(iv) Any person from offering for sale, exposing for sale, selling, using, or exploding any article, device or substance for a purpose other than display, exhibition, amusement or entertainment; or when used for mining purposes, danger signals, or other necessary uses; or

(v) Any person from offering for sale, exposing for sale, selling, using, or exploding blank cartridges for theatrical or ceremonial purposes or in organized athletic or sporting events.

35-10-205. Further regulations by municipalities.

This act shall not be construed to prohibit the imposition by municipal ordinance of further regulations or prohibitions upon the sale, use and possession of fireworks within the corporate limits of any city or town, including those items defined under 15 U.S.C. § 1261, but no such city or town shall permit or authorize the sale, use or possession of any fireworks in violation of this act.

35-10-206. Enforcement; disposal of seized fireworks.

Wyoming peace officers shall seize all stocks of fireworks held in violation of W.S. 35-10-201 through 35-10-208 and shall apply to the appropriate court for the disposition of the fireworks. Following a hearing determining the fireworks were held in violation of W.S. 35-10-201 through 35-10-208, the fireworks shall be destroyed or otherwise disposed of upon order of any circuit court or district court.

35-10-207. Penalties.

Any person violating any provision of W.S. 35-10-201 through 35-10-208 is guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00), or by imprisonment not exceeding sixty (60) days, or by both such fine and imprisonment.

35-10-208. County regulation of fireworks.

(a) For the purpose of this section "fireworks" means only those items which may be sold or offered for sale under 15 U.S.C. § 1261, 21 U.S.C. § 371 and 16 C.F.R., Commercial Practices, part 1507. A board of county commissioners may, subject to subsection (b) of this section:

(i) Prohibit the sale to Wyoming residents or use of fireworks by adopting a resolution under W.S. 35-9-301;

(ii) Promulgate reasonable rules and regulations for authorizing the sale of fireworks.

(b) Notwithstanding subsection (a) of this section, the proposition to prohibit, or authorize in counties that currently prohibit, the sale or use of fireworks in a county shall be submitted to the electors of the county upon receipt by the board of county commissioners of a petition requesting the election signed by a number of the electors of the county equal to fifteen percent (15%) of the total number of votes cast at

the general election immediately preceding the date on which the petition is submitted, or by resolution of the board of county commissioners. The proposition shall be submitted at a primary or general election, if the petition or resolution is certified sixty (60) days prior to the primary or general election. If the proposition fails, no such petition shall be submitted for four (4) years following the election.

(c) Any resolution adopted by a county prohibiting the sale or use of fireworks which was in effect on February 1, 1990, is deemed to be valid unless amended or repealed by the board of county commissioners pursuant to subsection (b) of this section.

ARTICLE 3 - STORAGE OF EXPLOSIVES

35-10-301. General regulations.

It shall be unlawful for any person or company to store any gunpowder or any other explosive material at a less distance than one thousand (1,000) feet from any house or habitation, when more than fifty (50) pounds are stored at the same place; but it shall be unlawful to place or to keep any powder or other explosive material, in any house or building occupied as a residence, or any outbuilding pertaining thereto.

35-10-302. Construction of powder magazine.

Hereafter, any powder magazine that may be built, shall be so constructed as to provide and maintain the storage room thereof, entirely below the natural surface of the ground adjacent; and it shall be unlawful to store such powder or explosives in any other than such storage rooms.

35-10-303. Penalty for violation of W.S. 35-10-301; violation of W.S. 35-10-302 declared nuisance.

Anyone violating the provisions of W.S. 35-10-301 shall be on conviction, fined in any sum not exceeding one hundred dollars (\$100.00) for each and every offense, and may be imprisoned not exceeding thirty (30) days, or both fined and imprisoned, in the discretion of the court having jurisdiction. Any violation of the provisions of W.S. 35-10-302 shall be a public nuisance, and shall be abated at the suit of any person, in any court of competent jurisdiction.

ARTICLE 4 - MISCELLANEOUS OFFENSES

We adopted the International Fire code in ordinance 290 2022-08 and in that document there are fines and penalties for fireworks causing fires etc.

The International Fire Code (IFC) allows for significant fines and penalties, including potential jail time, for illegal fireworks use that causes fires, though local jurisdictions adopt and modify the IFC, so specific amounts vary; generally, you face fines for the *act* of using illegal fireworks, plus liability for all damages, costs, and potential criminal charges for any resulting fire.

[International Fire Code \(IFC\) Provisions](#)

- **General Penalties:** IFC Section 112.4 outlines violations can lead to fines, imprisonment, or both, with each day of violation being a separate offense.
- **Fireworks Restrictions:** Chapter 56 deals with explosives and fireworks, generally prohibiting most uses, with exceptions for permitted displays, and often referencing other codes for consumer fireworks.
- **Liability:** The code implies liability for damages, and local adoption often adds clauses making individuals responsible for costs (firefighting, property damage) from fires they cause.

<https://codes.iccsafe.org/content/IFC2021V2.0/chapter-56-explosives-and-fireworks#IFC2021V2.0 Pt05 Ch56>

Chapter 56: Explosives and Fireworks

Chapter 14
FIRE PREVENTION AND PROTECTION

86- ORDINANCE NO. 2002-4¹

AN ORDINANCE PROVIDING FOR A FIRE BAN TO THE TOWN OF ALPINE, WYOMING, PROVIDING FOR SEVERABILITY, ORDINANCES REPEALED, DECLARATION OF AN EMERGENCY, AND EFFECTIVE DATE.

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

FIRE BAN PROHIBITION

1. Purpose:

The Town of Alpine is situated adjacent to national forest lands and the Town itself contains a substantial amount of standing trees. While the County Commissioners of Lincoln County may eventually enact a no burn ordinance, the Town of Alpine needs to be able to act immediately due to the potential combustible location and nature of the Town. (Ord. No. 2002-4, § 1, eff. 7-2-2002)

2. Regulation:

There is hereby added to Title VII of the Ordinances of the Town of Alpine a new section one (I), entitled Fire Ban to read as follows:

(a) The Mayor is hereby empowered by proclamation to prohibit all open burning and fires within the Town limits including but not limited to bonfires, trash fires, fireworks, and other open flames, or the discharge of any Class A, B and/or C fireworks, with the following exceptions:

(i) Trash or refuse fires are permitted provided they are between the hours of 6:00 p.m. and 8:00 a.m. and they occur inside containers equipped with spark arresters and the containers are located within a cleared area that has at least ten (10) foot radius.

(ii) Charcoal fires within closed grills are permitted.

(iii) Use of acetylene cutting torches or electric arc welders are permitted, provided that said torches or welders are used within a cleared area that has at least a ten (10) foot radius.

(iv) Propane or open fire branding activities are permitted, provided that said branding activities are conducted within a cleared area that has at least a ten (10) foot radius.

(v) Use of chainsaws is allowed provided the chainsaws have spark arresters installed and functioning.

¹ Legal Analysis: Ord. No. 2002-4. Fire ban. Delete as superseded by Ord. No. 2020-1.

(vi) Federal, state or local fire or law enforcement officers participating in fire, emergency, and law enforcement activities are exempts from the prohibition.

(b) This proclamation prohibiting open burning shall only be enacted in the event of prolonged dry conditions where there is extreme fire danger to the Town of Alpine.

(c) In the event of such proclamation, the same shall be posted in conspicuous places throughout the Town of Alpine.

(Ord. No. 2002-4, § 2, eff. 7-2-2002)

3. Partial Invalidity:

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

(Ord. No. 2002-4, § 3, eff. 7-2-2002)

4. Emergency:

This ordinance is passed as an emergency measure, and that more than three-fourths (3/4) of the Town Council does, by the vote by which the Ordinance is passed, hereby declare that an emergency exists due to the imminent fire danger, which makes it imperative that this Ordinance should become effective forthwith without being read on three different days, in order that the public, health, welfare and safety might most effectively be provided for.

(Ord. No. 2002-4, § 4, eff. 7-2-2002)

#218 ORDINANCE NO. 2012-11²

ADOPTING THE INTERNATIONAL FIRE CODE

AN ORDINANCE REPEALING #175 ORDINANCE NO. 2008-31 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL FIRE CODE 2012 EDITION FOR THE TOWN OF ALPINE, AND PROVIDING FOR THE EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

#175 Ordinance No. 2008-31 is hereby repealed in its entirety.

(Ord. No. 2012-11, § I, 12-4-2012)

SECTION II.

There is hereby adopted by the Town Council of the Town of Alpine, for the purpose of

² Legal Analysis: Ord. No. 2012-11, 2012 International Fire Code. Delete as superseded by Ord. No. 2022-08.

prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Code and Standards known as the International Fire Code 2012 Edition (the "IFC"), including Appendices B, C, D, E, F, and G, published by the International Code Council, hereby establishing an effective date upon approval and passage of this ordinance. The IFC is hereby incorporated by reference as if the same were more fully set out herein.
(Ord. No. 2012-11, § II, 12-4-2012)

SECTION III.

Priority of ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.
(Ord. No. 2012-11, § III, 12-4-2012)

272 ORDINANCE NO. 2020-01

AN ORDINANCE AMENDING TITLE V LAW ENFORCEMENT CHAPTER _____ SECTION _____ TO INCLUDE SECTION _____, REGULATING PYROTECHNIC DEVICES, RECREATIONAL FIRES WITHIN THE INCORPORATED LIMITS OF THE TOWN OF ALPINE, WYOMING

WHEREAS, the Town of Alpine, Wyoming is located in a semi-rural area where residential structures often found within or close to forested areas or, within or close to areas where combustible materials grow in abundance; and

WHEREAS, the potential for wildfires is greatest between the months of June through October; and

WHEREAS, the Town needs the ability to control recreational fires within the Town of Alpine in order to protect the health and safety of the public.

WHEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION, DULY ASSEMBLED, THAT SECTION __ OF CHAPTER _____ OF TITLE LAW ENFORCEMENT OF THE ALPINE TOWN CODE BE AMENDED AS FOLLOWS:

SECTION 1. DEFINITIONS

"Pyrotechnic Device". A pyrotechnic device shall be defined as any explosive device designed to create noise, sparks, smoke, or pyrotechnic effects.

"Recreational Fire". An outdoor fire burning only natural wood and/or charcoal materials where the fuel being burned is not considered an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel are of three (3) feet or less in diameter and two (2) feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

"Portable Outdoor Fireplace". A portable, outdoor, solid fuel burning fireplace that may be

constructed of steel, concrete, clay or other noncombustible material. A portable outdoor fireplace may be open in design, or may be equipped with a small hearth opening and short chimney opening in the top.

(Ord. No. 2020-01, § 1, 5-19-2020)

SECTION 2. EMERGENCY DECLARATIONS.

EMERGENCY DECLARATIONS. The Town of Alpine may, by Order of the Mayor and Council, prohibit the use of Pyrotechnic Devices, Recreational Fire(s), or Portable Outdoor Fireplace(s) if it is determined that there is a danger of wildfires at any time of the year.

(Ord. No. 2020-01, § 2, 5-19-2020)

SECTION 3. PYROTECHNIC DEVICES

The discharge of pyrotechnic devices shall only be permitted on the twenty-four (24) hours prior to, during, and twenty - four (24) hours subsequent to the 4th day of July of each year, or as permitted upon petition to the Governing Body of the Town of Alpine for other events or occasions.

(Ord. No. 2020-01, § 3, 5-19-2020)

SECTION 4. RECREATIONAL FIRES

Recreational Fires must be constantly attended. Fire areas must have water, fire extinguishers, dirt, sand, water barrels, garden hose or other on-site fire extinguishing equipment available for the purpose of extinguishing the fire upon cessation of use, or in the event of excess flame.

Fires must be a minimum of twenty-five (25) feet from all combustibles (buildings, cars, vegetation, etc.)

Fires must be extinguished in the event of gusty or strong winds.

(Ord. No. 2020-01, § 4, 5-19-2020)

SECTION 5. PORTABLE OUTDOOR FIREPLACES

Portable Outdoor Fireplaces must be used in accordance with manufacturer's instructions shall not be operated within fifteen (15) feet of a structure or combustible material.

Portable Outdoor Fireplaces must be constantly attended. Fire areas must have water, fire extinguishers, dirt, sand, water barrels, garden hose or other on-site fire extinguishing equipment available for the purpose of extinguishing the fire upon cessation of use, or in the event of excess flame.

Fires must be extinguished in the event of gusty or strong winds.

(Ord. No. 2020-01, § 5, 5-19-2020)

SECTION 6. PENALTIES³

Any person found guilty of a violation of any section of the chapter shall be subject to a fine of not more than one thousand dollars (\$1,000.00) per occurrence.
(Ord. No. 2020-01, § 6, 5-19-2020)

290 ORDINANCE NO. 2022-08**INTERNATIONAL FIRE CODE**

AN ORDINANCE REPEALING 263 ORDINANCE NO. 2018-13 AND PROVIDING FOR THE ADOPTION OF THE INTERNATIONAL FIRE CODE 2021 EDITION FOR THE TOWN OF ALPINE AND PROVIDING FOR THE EFFECTIVE DATE.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

263 Ordinance No. 2018-13 is hereby repealed in its entirety.
(Ord. No. 2022-08, § I, 5-17-2022)

SECTION II.

There is hereby adopted by the Town Council of the Town of Alpine, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire, hazardous materials or explosion, that certain Code and Standards known as the International Fire Code ("IFC") 2021 Edition ("IFC"), including Appendices B, C, D, E, F, and G, published by the International Code Council, hereby establishing an effect date upon approval and passage of this ordinance. The International Fire Code is hereby incorporated by reference as if the same were more fully set out herein.
(Ord. No. 2022-08, § II, 5-17-2022)

SECTION III. Priority of ordinances.

In the event any of the adopted ordinances of the town as codified in this code as of the date of the adoption of the ordinance codified in this section conflict with any other sections of the Town of Alpine Municipal Code, the most restrictive shall apply.
(Ord. No. 2022-08, § III, 5-17-2022)

³ Legal Analysis: Ord. No. 2007-08, § 2020-01, § 6. Penalties. Please review penalty (\$1,000).
This penalty exceed the penalty authorized by W.S. 15-1-102(a)(xli).



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-005**

A RESOLUTION AMENDING RESOLUTION NO. 2026-001 (OFFICIAL APPOINTMENTS)

WHEREAS, the Town Council of the Town of Alpine adopted Resolution No. 2026-001 on January 6, 2026, establishing the official board and commission appointments for calendar year 2026; and

WHEREAS, it has been discovered that certain expiration dates listed in Resolution No. 2026-001 were stated incorrectly; and

WHEREAS, the Town Council desires to correct the record to accurately reflect the proper term expiration dates for those appointments.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Alpine, Wyoming, that Resolution No. 2026-001 is hereby amended as follows:

1. Planning & Zoning Commission

The term of Melissa Wilson is corrected to expire on December 31, 2028.

2. Design Review Committee

The term of Rob LaPier is corrected to expire on December 31, 2028.

3. Travel & Tourism Board

The term of Jeremy Larsen is corrected to expire on December 31, 2028.

The term of Shannon Bowers is corrected to expire on December 31, 2027.

The term of Dave Walters is corrected to expire on December 31, 2026.

4. Board of Adjustment

The term of Melissa Wilson is corrected to expire on December 31, 2028.

5. The term of Rob LaPier is corrected to expire on December 31, 2028.

6. All other appointments, terms, and provisions of Resolution No. 2026-001 remain in full force and effect.

PASSED, APPROVED AND ADOPTED this 20th day of January 2026.

VOTING RECORD:

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

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer

INVOICE

Section 8, Itemb.



ATTN:
Cambrian Water Operations, LLC
15 Main St.
Ste 318
Watertown MA 02472
ap@cambrianinnovation.com

DATE:
12/9/2025
INVOICE #:
INV4772

BILL TO
Town of Alpine
WW Treatment Plant
PO Box 3070
Alpine WY 83128
United States

SHIP TO
Town of Alpine
WW Treatment Plant
PO Box 3070
Alpine WY 83128
United States

SALES REP	PO #	SHIPPING METHOD	DUE DATE	TERMS
			1/8/2026	Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Additional equipment purchased (see attached file)	1	\$17,958.83	\$17,958.83

Bank Name: JP Morgan Chase	SUBTOTAL	\$17,958.83
Routing#: 021000021	TAX TOTAL	\$0.00
Account# 80003707932	TOTAL	\$17,958.83
Instrument equipment	AMOUNT PAID	\$0.00
	AMOUNT DUE	\$17,958.83



15 Main Street Suite 318, Watertown, MA 02472
Office: 617.307.1755 | www.cambrianinnovation.com

LIEN WAIVER (Wyoming Statutory Form)

Note to lien claimant: Signing this form has legal implications. If you have any questions regarding how to complete this form or whether it has been properly completed, you should consult an attorney.

TO: The Town of Alpine

PROJECT: Alpine Wastewater Treatment Plant (WWTP), 291 Buffalo Drive, Alpine, WY 83128

FROM: Cambrian Innovation, LLC

DATE: 12/19/2025

CURRENT PAYMENT: \$ 177,963.48

TOTAL PROJECT PAYMENTS \$ 2,131,842.14

In consideration of the PAYMENT received to date, the undersigned does hereby waive, release, and relinquish any and all claim and/or right of lien against the project and the real property improvements thereto for labor and/or materials furnished for use in construction of the project; provided however, the undersigned reserves all claims and/or rights of lien as to monies withheld as retainage in the amount of \$ 0, and any labor and/or materials hereafter furnished for which payment has not yet been made.

EXCEPTIONS.

This document does not affect any of the following: The finalization of Cambrian Labor CO
Disputed claims for extras in the amount of: \$TBD in 2026

Company: **Cambrian Innovation, LLC**

By: WJ

Print Name: William Whaley

Title: CFO

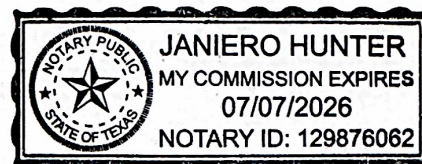
Date: 12/9/25

ACKNOWLEDGMENT

STATE OF TEXAS

On this 9th day of December, 20 25, before me, the undersigned Notary Public, personally appeared William Whaley, who acknowledged that he/she is the CFO of Cambrian Innovation, LLC, and that he/she executed the foregoing instrument on behalf of the company.

Notary Public: [Signature]
My Commission Expires: 7/7/2026



	Amount Paid	Total Contracted Amount	LD's
Town of Alpine	\$ 1,862,254.66	\$ 1,983,202.20	
Excess Equip 1st	\$ -	\$ 39,057.11	
Excess Equip 2nd	\$ -	\$ 17,958.83	
Jorgenson	\$ 91,624.00	\$ 104,124.00	\$ (12,500.00)
	\$ 1,953,878.66	\$ 2,144,342.14	\$ (12,500.00)
		\$ 2,131,842.14	

Remaining Liability	
\$	120,947.54
\$	39,057.11
\$	17,958.83
\$	-
\$	177,963.48

Price:	\$ 1,845,947.00	
CO#1	\$ 18,846.00	to be spread evenly across milestones 2 through 4
CO#2	\$ -	has been cancelled and superseded by CO#3
CO#3	\$ 109,184.00	
CO#4	\$ 17,425.60	
CO#5	\$ (8,200.00)	
	\$ 1,983,202.60	

	Amount to be Invoiced	Scheduled Inv Date	Amended Invoice Date (if applicable)	Actual Invoice Date	Due Date
40%	\$ 738,378.80	5/5/2022		5/5/2022	6/19/2022
30%	\$ 560,066.10	7/16/2022		7/19/2022	8/18/2022
20%	\$ 375,471.40	2/20/2023		9/12/2023	10/12/2023
40% CO3	\$ 43,673.60	1/1/2023		1/4/2023	2/4/2023
30% CO3	\$ 32,755.20	3/27/2023		8/16/2023	9/15/2023
20% CO3	\$ 21,836.40	7/31/2023		9/12/2023	10/12/2023
10%	\$ 201,795.10	7/1/2023		5/16/2024	6/17/2024
CO4&5	\$ 9,225.60	6/12/2024		6/12/2024	7/12/2024
	\$ 1,983,202.20				

CO#JA \$ 104,124.00

	Amount to be Invoiced	Scheduled Inv Date	Amended Invoice Date (if applicable)	Actual Invoice Date	Due Date
60% CO#JA	\$ 62,474.00	8/1/2023		9/12/2023	10/12/2023
40% CO#JA	\$ 41,650.00	10/30/2023		6/12/2024	7/12/2024
LD's	\$ (12,500.00)	10/30/2023		6/12/2024	7/12/2024
	\$ 91,624.00				

Amount Invoiced	Date Collected
738,378.80	6/1/2022
560,066.10	8/10/2022
375,471.40	11/16/2023
43,673.60	1/25/2023
31,160.48	11/8/2023
21,836.40	11/16/2023
91,667.88	

\$ 1,862,254.66

8600.26

Amount Invoiced	Date Collected
\$ 62,474.00	12/19/2023
\$ 41,650.00	
\$ (12,500.00)	
<u>\$ 91,624.00</u>	

Milestone

Original Down Payment with Contract Execution

Orig Drawing Package Submittal plus 1/3rd of CO#2

Shipment of Orig Scope Equipment (MBR/Drum Screen/Screw Press) plus 1/3rd of CO#2

CO #3 Down Payment at Signing

CO#3 Engineering Design Package

CO#3 Aux Equipment Shipment (Blowers, Pumps, Mixer)

System Commissioned or 6 months from equipment ready to ship date; plus 1/3rd of CO#2; plus last 1

Milestone

Drawings and Specifications

Completion of Package

Liquid Damages for late drawings

10% of CO#3

Vendor	Description	Cost
Endress + Hauser, Inc.	Waterpilot FMX21, FMX21-R676/115, (FMX21-AA211FGK11A+Z1)	1,518.74
Hach Company	9020000 Hach LDO sc Model 2, DO Probe with Luminescent Dissolved Oxygen Technology.; 9253400 Mounting Conversion Adapter, LDO, Model 1 to LDO Model 2. LXV525.99Z11551 SC4500 Controller, Prognosys, 5x mA Output, 2 digital Sensors, 24 VDC, without plug. 9253000 Pole Mount Assembly for 1" NPT Sensors	7,885.15
Endress + Hauser, Inc.	Liquifloat T FTS20 AC/DC PP/PVC, 20m 71035520; Tensioning weight FTS20, PA coated 52010127; Counter nut G1, PVC 52010126; Compression gland G1, PVC 52010125	861.51
Flow Elements (Bray)	Part Number 63125A-214145P4 SOL VLV KIT, 24VDC, SGL,FL,IMP: Part Number ASSEMBLY 1 \$518.00 \$518.00 1-2 Week(s) 1.01 Part Number 310300-11010390 3" S31 DI,NDI,416,EPDM Bray BFV 175 psi. Lug Style. Model 31, trim 390. Body: ASTM A536 Ductile Iron Disc: Nylon 11 Coated	598.00
Endress + Hauser, Inc.	Levelflex FMP51 FMP51-V70N8/0 (FMP51-AABCADUBA4AFJ+EH);	4,752.97

15,616.37
Mark up 15% 2,342.46
Total 17,958.83

INVOICE

Section 8, Itemb.

**ATTN:**

Cambrian Water Operations, LLC
15 Main St.
Ste 318
Watertown MA 02472
ap@cambrianinnovation.com

DATE:

4/30/2025

INVOICE #:

INV4639

BILL TO

Town of Alpine
WW Treatment Plant
PO Box 3070
Alpine WY 83128
United States

SHIP TO

Town of Alpine
WW Treatment Plant
PO Box 3070
Alpine WY 83128
United States

SALES REP	PO #	SHIPPING METHOD	DUE DATE	TERMS
Ali, Nicholas			6/15/2025	Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Partial Change Order #5 - Missing scope instruments	1	\$1.00	\$39,057.11

Bank Name: JP Morgan Chase Connect

Routing#: 021000021

Account# 80003707932

Instrument equipment

SUBTOTAL \$39,057.11

TAX TOTAL \$0.00

TOTAL \$39,057.11

AMOUNT PAID \$0.00

AMOUNT DUE \$39,057.11

INVOICE

Section 8, Itemb.

**ATTN:**

Cambrian Water Operations, LLC
15 Main St.
Ste 318
Watertown MA 02472
ap@cambrianinnovation.com

DATE:

12/1/2025

INVOICE #:

INV4766

BILL TO

Town of Alpine
WW Treatment Plant
PO Box 3070
Alpine WY 83128
United States

SHIP TO

Town of Alpine
WW Treatment Plant
PO Box 3070
Alpine WY 83128
United States

SALES REP	PO #	SHIPPING METHOD	DUE DATE	TERMS
Ali, Nicholas			12/31/2025	Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Milestone 4 - 6 month post equipment	0.06	\$1,845,947.00	\$110,129.20
Change Order #1 - Allocated evenly among Milestones 2-4	0.085	\$18,846.00	\$1,592.68
Change Order #4	1	\$9,225.00	\$9,225.00

Bank Name: First Republic Bank

Routing#: 321081669

Account# 80003707932

Invoice Alpine Completion

SUBTOTAL \$120,946.88

TAX TOTAL \$0.00

TOTAL \$120,946.88

AMOUNT PAID \$0.00

AMOUNT DUE \$120,946.88



**Town of Alpine
Planning and Zoning Administrator
Recommendation to Town Council – LUDC Redesign**

TO: Mayor and Town Council

PREPARED BY: Gina Corson, Acting Planning & Zoning Administrator

DATE: January 15, 2025

SUBJECT: Recommendation to enter into a contract for the Land Use Redesign

MEETING DATE: June 20, 2025

ADMINISTRATORS RECOMMENDATION

Recommendation:

I recommend that the Town Council authorize entry into a contract with **Kendig Keast Collaborative** for the comprehensive redesign of the Town of Alpine Land Use and Development Code.

Basis for Recommendation:

While the evaluation scores were close, staff believe that Kendig Keast Collaborative offers a unique and significant advantage that was not fully captured within the adopted evaluation criteria. Specifically, Kendig Keast proposes to utilize the enCode web-based platform as an integral part of the code rewrite process. This approach supports real-time collaboration between the consultant team and Town staff during drafting and review, rather than introducing digital code management tools only after adoption.

Using the enCode system throughout the redesign process will also allow Town staff and key stakeholders—such as the Planning and Zoning Commission—to become familiar with the platform prior to the code’s go-live date. This early exposure is expected to reduce the learning curve at adoption, support more meaningful participation during the review process, and improve long-term usability of the final code.

I believe this methodology will provide greater transparency throughout the rewrite process, improve coordination and efficiency, and result in a more usable and technically sound Land Use and Development Code. Additionally, Kendig Keast’s experience and forward-thinking approach are well suited to implementing the Town’s recently adopted Master Plan and addressing long-standing procedural and structural challenges within the existing code.


**Conclusion:**

For these reasons, I recommend selecting Kendig Keast Collaborative to perform the Land Use and Development Code redesign. We believe this selection will best position the Town to modernize its regulatory framework in a manner that is legally defensible, administratively efficient, and adaptable to future needs.

NEXT STEPS

- The Town Council will authorize the Mayor to enter into a contract with Kendig Keast Consulting on behalf of the Town.
-



Gina Corson, Planning & Zoning Administrator

Date

Consultant Billing Comparison Summary

Billing Assumptions (applies to all firms):

- Projected start date: **March 1**
- First billing cycle: **April**
- All consultants bill **monthly by hours** against a fixed total contract amount
- Approximate billing distribution:
 - **4 months** in the **FY 2025–2026** budget cycle
 - **8 months** in the **FY 2026–2027** budget cycle
- Total project duration: **12 months**

Total Cost Comparison

Consultant	Total Contract
Clarion	\$174,685
Kendig Keast Collaborative (KKC)	\$171,500
OPS	\$111,650

Observation:

OPS has a significantly lower total contract cost, while Clarion and KKC are comparable, with KKC being slightly less expensive overall.

Monthly Billing Comparison

Consultant Monthly Billing

Clarion	\$14,557.08
KKC	\$14,291.67
OPS	\$9,304.17

Observation:

Clarion and KKC have nearly identical monthly billing rates. OPS bills approximately **\$5,000 less per month**, reflecting its lower overall contract value.

Budget Cycle Impact

FY 2025–2026 (\approx 4 months)

Consultant Estimated FY 25–26 Cost

Clarion \$58,228.33

KKC \$57,166.67

OPS \$37,216.67

FY 2026–2027 (\approx 8 months)

Consultant Estimated FY 26–27 Cost

Clarion \$116,456.70

KKC \$114,333.30

OPS \$74,433.33

Observation:

- Clarion represents the **highest fiscal impact** in both budget cycles.
- KKC provides a modest cost savings compared to Clarion in both years.
- OPS has the **lowest annual impact**, though this must be weighed against scope, approach, and deliverables rather than cost alone.