



TOWN COUNCIL MEETING AGENDA

May 19, 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: April 21, 2026, and May 5, 2026, Town Council Meeting Minutes
 - b. Planning & Zoning Commission Minutes: March 10, 2026; March 25, 2026; April 14, 2026, and April 20, 2026, Planning & Zoning Commission Meeting Minutes
 - c. Bills to Pay: April 29, 2026 - May 19, 2026
 - d. Financial Report: April 30, 2026
6. **REPORTS**
 - a. Mayor’s Report – Eric Green
 - b. Events Committee Report - Andrea Burchard
 - c. Engineering Report – Jorgensen Engineering
 - d. Planning & Zoning Report – Melisa Wilson

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

7. PUBLIC HEARING

- a. Public Hearing: Dania Meadows Subdivision Minor Subdivision (Replat) Application – Rehman Hafeez (96 Wintergreen Drive).

8. ACTION ITEMS

- a. **Dania Meadows Subdivision Minor Subdivision (Replat) Application submitted by Rehman Hafeez for Lot 2 of Hafeez Subdivision located at 96 Wintergreen Drive, Alpine, Wyoming:**

Seeking a motion to approve the Dania Meadows Minor Subdivision (Replat) Application submitted by Rehman Hafeez for Lot 2 of Hafeez Subdivision, located at 96 Wintergreen Drive, Alpine, Wyoming, subject to the recommendations and conditions provided by the Planning & Zoning Commission.

- b. **3rd Reading of Ordinance No. 2026-008 – Interim Permitting Update:**

Seeking a motion to approve 3rd reading of Ordinance No. 2026-008 - Interim Permitting Update.

- c. **2nd Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire:**

Seeking a motion to approve 2nd Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire.

- d. **3rd Reading of Ordinance No. 2026-005 - Establishing Fees for Administrative Services, Returned Payments, And Staff Reimbursements:**

Seeking a motion to approve 3rd Reading of Ordinance No. 2026-005 - Establishing Fees for Administrative Services, Returned Payments, And Staff Reimbursements.

- e. **Resolution No. 2026-024 - Administrative Fee Schedule:**

Seeking a motion to approve Resolution No. 2026-024 - Administrative Fee Schedule.

- f. **Resolution No. 2026-023 - Rescheduling the Public Hearing for the Boardwalk II Lot 18 Annexation Petition:**

Seeking a motion to approve Resolution No. 2026-023 - Rescheduling the Public Hearing for the Boardwalk II Lot 18 Annexation Petition.

g. Resolution No. 2026-025 - Establishing the Town of Alpine Safety Committee:

Seeking a motion to approve Resolution No. 2026-025 - Establishing the Town of Alpine Safety Committee.

h. Resolution No. 2026-026 - Amendment to the Town of Alpine Employee Policy and Procedure Manual Regarding Town Administrator Severance:

Seeking a motion to approve Resolution No. 2026-026 - Amendment to the Town of Alpine Employee Policy and Procedure Manual Regarding Town Administrator Severance.

i. 2nd Reading of Ordinance No. 2026-007 - Budget FY 2027:

Seeking a motion to approve 2nd reading of Ordinance No. 2026-007 - Budget for Fiscal Year 2027.

j. 2nd Reading of Ordinance 2026-006 - Amended Budget FY 2026:

Seeking a motion to approve 2nd reading of Ordinance No. 2026-006, Amended Budget for Fiscal Year 2026, with the understanding that capital projects have not yet been fully reviewed and will be addressed prior to second reading.

9. TABLED ITEMS

- a.** Town of Alpine Safety Manual

10. 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.

11. ADJOURNMENT



TOWN COUNCIL REGULAR MEETING MINUTES

April 21, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii) to consider the appointment, employment, or dismissal of a public employee. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

RECONVENE INTO REGULAR SESSION

The Council reconvened into Regular Session at 7:00 p.m.

ROLL CALL

Clerk Chenault conducted roll call. Present were Mayor Green and Councilmembers Larsen, Wierda, Burchard, and Scaffide. A quorum was established. 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. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

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

CONSENT AGENDA

- (a) Town Council Minutes: March 17, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the March 17, 2026, Town Council Meeting Minutes, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried..
- (b) Bills to Pay: March 18, 2026, through April 16, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report March 18, 2026, through April 16, 2026, Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried..
- (c) Draft Financial Report: February 28, 2026: Councilmember Larsen made a motion to approve the Draft Financial Report: February 28, 2026. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried..
- (d) Special Event Permit Applications and Fee Waivers for Town Events: Councilmember Larsen made a motion to approve Special Event Permit Applications and Fee Waivers for Town Events. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried
- (e) Special Event Permit Application – Artisan Farmers Market & Summer Events: Councilmember Larsen made a motion to approve Special Event Permit Application – Artisan Farmers Market & Summer Events. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.
- (f) Special Event Permit Application – Salomon Marquina 'Carnaval' (April 26th, 2026): Councilmember Larsen made a motion to approve Special Event Permit Application – Salomon Marquina 'Carnaval' (April 26th, 2026). Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.
- (g) Resolution No. 2026-020 - Nurses Day Proclamation: Councilmember Larsen made a motion to approve Resolution No. 2026-020 - Nurses Day Proclamation. Councilmember Burchard seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

REPORTS

Mayor's Report – Eric Green

Mayor Green explained the removal of the PUD discussion item from the agenda and stated that future discussions regarding the land use development code and PUD process would be handled comprehensively at a later date.

Engineering Report – Jorgensen Engineering

Kevin Meagher reported the following:

- Staff has been working through capital budgets and repair/maintenance budgeting.
- Discussions continued regarding Trail Drive water line sizing, fire line requirements, and design standards.
- Work continues on the wastewater treatment plant UV light replacement and pretreatment plant improvements.
- Staff is reviewing performance bond and warranty matters associated with Cambrian.
- Industrial waste permitting work continues.
- Radio read meter installations are nearing completion, including larger meters at the Mega Well.
- Work continues on CORE Main invoicing and DEQ permits for Nelson Lane and Overlook Circle.

Planning & Zoning Report – Melisa Wilson

Melisa Wilson reported that Planning & Zoning continues reviewing and updating the Land Use Development Code (LUDC). She stated that the Commission recently held a work session focusing on grading permits and related code provisions.

Wilson explained that the Commission has identified approximately 150 areas within the code requiring review or clarification and acknowledged that the process will take significant time due to the interconnected nature of the code.

She encouraged public participation and input during the review process.

Mayor Green thanked the Commission for its work.

Events Committee Report - Andrea Burchard

Councilmember Burchard reported:

- Five Winter Jubilee scholarships were awarded to graduating Star Valley seniors.
- The Easter Egg Hunt was successful despite inclement weather.
- The final Bingo event of the season drew approximately 140 attendees.
- Upcoming events include the Mother’s Day Market in May, Mountain Days on June 26–28, and Fourth of July celebrations.

Economic Development/ Travel & Tourism Reports – Jeremiah Larsen

Councilmember Larsen discussed both Alpine Travel & Tourism and Lincoln County Travel & Tourism matters.

Larsen stated:

- Lincoln County Travel & Tourism recently reviewed grant applications and branding proposals.
- Alpine Travel & Tourism would be facing difficult funding decisions due to lower lodging tax revenues tied to reduced winter tourism and low snowfall.
- Approximately \$450,000 in funding requests had been submitted against an estimated budget of roughly \$220,000.
- The committee would focus on its mission of supporting tourism promotion and projects benefiting Alpine residents and businesses.

Lincoln County Chief of Staff Update - Stephen Allen

Stephen Allen provided an extensive update regarding county and legislative matters, including:

- Legislative updates concerning property tax relief measures and the proposed 50% property tax referendum.
- Impacts to counties and special districts associated with reduced property tax revenue.
- Economic concerns surrounding tourism declines and future coal industry reductions.
- Positive sales tax impacts associated with TerraPower and energy projects.
- County efforts to collect sales tax revenue associated with large industrial component storage.
- EMS district discussions and ballot considerations.
- Ongoing discussions regarding expanding the Lincoln County Commission from three to five commissioners.
- County support for Alpine annexation efforts and planning initiatives.
- Concerns regarding fireworks restrictions due to anticipated dry conditions.
- Support opportunities available through the County for grants and economic development initiatives.
- Housing and infrastructure studies being conducted through the Wyoming Business Council.
- Wildfire preparedness and emergency management planning.
- County sewer and septic capacity improvements.
- Economic development initiatives throughout Lincoln County.
- Continued work on livestreaming County Commission meetings and related infrastructure costs.

Council discussion followed regarding commissioner districts, livestreaming, and county representation.

PUBLIC HEARINGS

Public Hearing: Retail Liquor License Application - Triple JL Companies d/b/a Alpine Standard (120 US Highway 89): *This item is a public hearing before the Town Council to consider a Retail Liquor License application submitted by Triple JL Companies, doing business as Alpine Standard, for the property located at 120 US Highway 89.*

Mayor Green opened the public hearing regarding the Retail Liquor License Application submitted by Triple JL Companies d/b/a Alpine Standard for property located at 120 US Highway 89.

No public comments were received. Mayor Green closed the public hearing.

Public Hearing: Planned Unit Development (PUD) Application - Dead Horse Development, LLC (Alpine Business Park Addition, 856 Elkhorn Drive): *This item is a public hearing before the Town Council to consider the Planning and Zoning Commission's recommendation for approval of a Planned Unit Development (PUD) submitted by Dead Horse Development, LLC.*

Mayor Green opened the public hearing regarding the Planned Unit Development application submitted by Dead Horse Development, LLC.

Rex Doornbos presented the project, explaining that:

- The project consists of approximately 24,000 square feet in two commercial buildings.
- The proposed PUD would allow the individual commercial units to be separately owned and sold.
- Shared maintenance, parking, and common area management would be governed through CC&Rs.
- The project is intended to provide smaller, more affordable ownership opportunities for local businesses.
- The project was nearing completion with anticipated occupancy beginning in summer 2026.

Discussion followed regarding ERU allocation and future utility assessments for tenant improvements.

No additional public comments were received. Mayor Green closed the public hearing.

ACTION ITEMS

Resolution No. 2026-016 - A Resolution Repudiating Unauthorized Communication and Clarifying the Official Position of the Town of Alpine:

Councilmember Larsen made a motion to approve Resolution No. 2026-016 - A Resolution Repudiating Unauthorized Communication and Clarifying the Official Position of the Town of Alpine. Councilmember Burchard seconded the motion.

own Attorney Jim Sanderson explained the resolution was necessary to clarify that an email sent from a Town email account did not represent the official position of the Town.

Councilmember Scaffide stated that the communication had been sent in good faith but acknowledged it had been sent from the wrong email account and committed to following established processes moving forward.

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

Resolution No. 2026-017 - A Resolution Appointing the Water Commissioner for the Town of Alpine:

Councilmember Burchard made a motion to approve Resolution No. 2026-017 - A Resolution Appointing the Water Commissioner for the Town of Alpine. Councilmember Larsen seconded.

Clerk Chenault explained the appointment was required by ordinance.

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

Resolution No. 2026-018 - A Resolution Approving the Town of Alpine’s Submission to Voters of The Town of Alpine a Lodging Tax Question on the 2026 Election Ballot:

Councilmember Burchard made a motion to approve Resolution No. 2026-018 - A Resolution Approving the Town of Alpine’s Submission to Voters of The Town of Alpine a Lodging Tax Question on the 2026 Election Ballot. Councilmember Wierda seconded the motion.

Councilmember Larsen explained:

- The lodging tax must be renewed every four years.
- The current proposal would continue the existing 1% lodging tax.
- Revenues support tourism promotion activities and community events.
- The lodging tax structure and revenue sharing formula through the State and County were reviewed.

Additional council discussion followed regarding lodging tax percentages and projected revenues.

Council discussion followed regarding lodging tax percentages and projected revenues.

Councilmember Larsen made a motion to amend the final paragraph of the resolution language regarding the lodging tax ballot question. Councilmember Scaffide seconded the motion.

Motion to amend carried unanimously.

Mayor Green asked councilmembers for input regarding whether the lodging tax should remain at 1% or increase to 2%.

The amended resolution was then voted upon.

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

Resolution No. 2026-021 - Authorizing certain improvements by the Alpine Education Foundation, Inc. at the leased premises located at 200 Buffalo Drive:

Councilmember Burchard made a motion to approve Resolution No. 2026-021 - Authorizing certain improvements by the Alpine Education Foundation, Inc. at the leased premises located at 200 Buffalo Drive. The motion was seconded by Councilmember Larsen.

Gina Corson presented plans for Council review. Dave Jenkins also addressed the Council.

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

1st Reading of Ordinance No. 2026-008 – Interim Permitting Update:

Councilmember Larsen made a motion to approve 1st reading of Ordinance No. 2026-008 - Interim Permitting Update. Councilmember Burchard seconded the motion.

Gina Corson explained the purpose of the ordinance and the proposed interim permitting changes.

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

2nd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice Requirement:

Councilmember Scaffide made a motion to approve 2nd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice Requirement. Councilmember Burchard seconded the motion.

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

Consideration of Retail Liquor License Application – Triple JL Companies, d/b/a Alpine Standard:

Councilmember Scaffide made a motion to approve Retail Liquor License Application – Triple JL Companies, d/b/a Alpine Standard. Councilmember Wierda seconded.

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

Consideration of Dead Horse Permit Extension Fee Modification Request:

Councilmember Larsen made a motion to approve a prorated quarterly extension fee of \$750 per permit in lieu of the standard \$3,000 annual extension fee for Dead Horse permits. Councilmember Burchard seconded.

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

Consideration of Reimbursement Request for Sewer Diagnostic Services – 399 Columbine St:

Councilmember Burchard made a motion to approve or deny reimbursement of the sewer diagnostic expense for 399 Columbine St. Councilmember Larsen seconded.

Town Attorney Jim Sanderson advised against reimbursement, stating it could establish an unfavorable precedent and noted that a governmental claim would need to be filed.

The property owner addressed the Council.

Councilmember Burchard withdrew the motion. No action was taken.

Consideration of Planned Unit Development (PUD) Application - Dead Horse Development, LLC:

Councilmember Larsen made a motion to approve the Planned Unit Development (PUD) for Dead Horse Development, LLC, subject to the conditions outlined in the Planning and Zoning Commission’s recommendation, including ERU allocation, CC&R finalization, and compliance with all applicable regulations. Councilmember Wierda seconded.

During discussion, Council determined the PUD approval required adoption by ordinance.

A brief recess was taken while Ordinance No. 2026-010 was prepared and distributed.

Clerk Chenault read the ordinance into the record.

Councilmember Larsen made a motion to approve 1st reading of Ordinance 2026-010. Councilmember Burchard seconded. Motion carried.

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

1st Reading of Ordinance No. 2026-003 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks:

Councilmember Larsen made a motion to approve 1st Reading of Ordinance No. 2026-003 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks. Councilmember Burchard seconded.

Mayor Green noted the Council had held several work sessions and received substantial public comment regarding the proposed ordinance. He suggested implementation beginning in 2027.

Councilmember Scaffide expressed concerns regarding enforcement capabilities and stated discomfort with a blanket prohibition.

Councilmember Larsen made a motion to table 1st Reading of Ordinance No. 2026-003 - Establishing Regulations Prohibiting the Sale, Use, and Discharge of Fireworks. Councilmember Burchard seconded.

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

1st Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire:

Councilmember Wierda made a motion to approve 1st Reading of Ordinance No. 2026-004 - Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire. Councilmember Larsen seconded.

Council discussed fee structures and setback requirements.

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

1st Reading of Ordinance No. 2026-005 - Establishing Fees for Administrative Services, Returned Payments, And Staff Reimbursements:

Councilmember Burchard made a motion to approve 1st Reading of Ordinance No. 2026-005 - Establishing Fees for Administrative Services, Returned Payments, And Staff Reimbursements. Councilmember Scaffide seconded.

Clerk Chenault explained the purpose of the ordinance and noted an accompanying resolution would be included in a future meeting packet.

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

1st Reading of Ordinance 2026-006 - Amended Budget FY 2026:

Councilmember Larsen made a motion to approve 1st reading of Ordinance No. 2026-006, Amended Budget for Fiscal Year 2026, with the understanding that capital projects have not yet been fully reviewed and will be addressed prior to second reading. Councilmember Burchard seconded.

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

1st Reading of Ordinance No. 2026-007 - Budget FY 2027:

Councilmember Burchard made a motion to approve 1st reading of Ordinance No. 2026-007, Budget for Fiscal Year 2027, with the understanding that capital projects have not yet been fully reviewed and will be addressed prior to second reading. Councilmember Larsen seconded the motion.

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

Consideration of Amendment No. 1 to Lease Agreement between the Town of Alpine and Alpine Education Foundation, Inc:

Councilmember Larsen made a motion to approve Amendment No. 1 to the Lease Agreement between the Town of Alpine and Alpine Education Foundation, Inc., and authorize Mayor Eric Green to sign the amendment on behalf of the Town of Alpine. Councilmember Burchard seconded.

Town Attorney Jim Sanderson advised that Item No. 2 regarding a proposed 30-foot flagpole should be amended due to easement concerns.

Councilmember Larsen made a motion to amend the agreement by reducing the proposed flagpole height from 30 feet to no more than 19 feet. Councilmember Burchard seconded the amendment.

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

Council then voted on the amended lease agreement.

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

Alpine Well #4 Transmission Pipeline 2026 Project Agreement:

Councilmember Burchard made a motion to approve the Alpine Well #4 Transmission Pipeline 2026 Project Agreement and authorize Mayor Eric Green to sign the agreement on behalf of the Town of Alpine. Councilmember Scaffide seconded.

Clerk Chenault explained that the next step in the project process would be engagement of an engineering firm.

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

TABLED ITEMS

Discussion: Town of Alpine Safety Manual

Council discussed having staff review the manual and make additional adjustments.

The item remained tabled.

PUBLIC COMMENT

Mayor Green opened the floor for public comment.

Public comments included:

- Concerns regarding Alpine Meadows property issues.
- Additional comments regarding proposed fireworks regulations.

Mayor Green called a brief five-minute recess.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel, litigation, and confidential legal matters. The motion was seconded.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, and Councilmember Scaffide. Motion carried unanimously. **Council entered executive session at 9:44 p.m.**

ADJOURNMENT

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

The meeting adjourned at 10:15 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 March 17th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk



TOWN COUNCIL REGULAR MEETING MINUTES

May 5, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER

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

ROLL CALL

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

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel, litigation, and confidential legal matters. Councilmember Burchard seconded **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. Motion carried.

RECONVENE INTO REGULAR SESSION

The Council reconvened into Regular Session at 7:00 p.m.

ADOPTION OF AGENDA

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

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

CONSENT AGENDA

Bills to Pay: April 16, 2026, through May 5, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report April 16, 2026, through May 5, 2026, Councilmember Burchard

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

REPORTS

Mayor's Report – Eric Green

Mayor Green announced that the Town had extended an offer to Riley Hovorka for the position of Town Administrator and that she had accepted the position.

Mayor Green shared that Hovorka currently serves as the Town Clerk for the Town of Jackson, where she manages council operations, public meetings, records, and compliance matters. He further noted that she previously worked with the Wyoming Water Development Commission supporting public projects and statewide initiatives. Mayor Green stated that Hovorka holds a Master of Public Administration from Boise State University and is a Certified Municipal Clerk.

Mayor Green also noted that Hovorka is an Alpine resident and has been active in the community through the Alpine Education Foundation. Due to her appointment, the Town would be seeking a new liaison to the Foundation.

He explained that Hovorka would begin working with the Town on a flexible transition schedule beginning May 18, 2026, through June 26, 2026, with her first full-time day as Town Administrator scheduled for June 29, 2026.

Mayor Green thanked the Town of Jackson for assisting with the transition process and stated he was excited for Hovorka to begin.

Public Works Director Report – Craig Leseberg

Public Works Director Craig Leseberg reported that the AMI meter project was approximately 99% complete with four meters remaining to be switched out. He stated the system was functioning well and significantly improving operations..

WORK SESSION ITEMS

Discussion – Ordinance No. 2026-004

Regulations Governing Open Burning, Recreational Fires, and Outdoor Fire

Clerk Chenault explained that the item had been placed under Work Session Items rather than as a second reading because Council had previously raised questions regarding setback distances and other ordinance language revisions that required additional discussion.

Council discussion focused primarily on setback requirements for recreational fires and portable outdoor fireplaces. Councilmembers expressed concern that the originally proposed 25-foot setback requirement would be difficult to achieve on smaller residential lots throughout Alpine.

Councilmember Larsen stated that many lots within Town limits are small enough that the proposed setback could become impractical.

Discussion included:

- Maintaining recreational fires at a maximum size of three feet in diameter and two feet in height;
- Reducing recreational fire setbacks to 15 feet;
- Reducing portable outdoor fireplace setbacks to 10 feet;
- Requiring portable outdoor fireplaces to contain spark arrestors or screening devices; and
- Enforcement concerns regarding undefined setback standards.

Town Attorney Jim Sanderson advised that establishing defined setback standards helps ensure uniform enforcement and avoids arbitrary interpretation.

Council also reviewed revisions to the ordinance’s civil penalty section. Mayor Green noted that the revised language established a maximum civil penalty of \$750 per violation, consistent with other Town ordinances.

Clerk Chenault further advised that repeal of the existing ordinance would also remove current fireworks language unless specifically reinserted into the revised ordinance. Council discussed retaining existing language allowing limited fireworks discharge surrounding the Fourth of July holiday.

Consensus was reached to:

- Establish a 15-foot setback for recreational fires;
- Establish a 10-foot setback for portable outdoor fireplaces; and
- Add a fireworks section mirroring the existing ordinance language.

The ordinance will return for formal consideration at a future meeting.

ACTION ITEMS

2nd Reading of Ordinance No. 2026-008 – Interim Permitting Update:

Councilmember Burchard made a motion to approve 2nd Reading of Ordinance No. 2026-008 – Interim Permitting Update. Councilmember Larsen seconded the motion.

Mayor Green asked whether there had been any revisions between first and second reading. Clerk Chenault and Town Attorney Jim Sanderson confirmed that no changes had been made.

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

3rd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice

Requirement:

Councilmember Scaffide made a motion to approve 3rd Reading of Ordinance No. 2026-002 - Establishing Uniform Public Notice Requirement. Councilmember Larsen seconded the motion.

Mayor Green explained that the ordinance standardizes notification requirements throughout the Town’s Land Use and Development Code, noting that current notification standards vary throughout existing code sections.

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

2nd Reading of Ordinance No. 2026-005 - Establishing Fees For Administrative Services, Returned Payments, And Staff Reimbursements:

Councilmember Larsen made a motion to approve 2nd Reading of Ordinance No. 2026-005 - Establishing Fees For Administrative Services, Returned Payments, And Staff Reimbursements. Councilmember Burchard seconded the motion.

Discussion included clarification that the ordinance establishes the framework for fees, while the specific fee schedule will later be adopted by resolution during the third reading process.

Mayor Green asked whether any changes had been made since first reading. Clerk Chenault stated that no substantive changes had been made.

Clerk Chenault encouraged Councilmembers to review the proposed fee schedule prior to third reading and provide any feedback or concerns regarding fee amounts.

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

2nd Reading of Ordinance No. 2026-010 - Dead Horse PUD:

Councilmember Burchard made a motion to approve 2nd Reading of Ordinance No. 2026-010 - Dead Horse PUD. The motion was seconded by Councilmember Larsen.

Town Attorney Jim Sanderson identified a clerical correction within the ordinance language regarding ordinance numbering references related to the Alpine Business Park Addition and associated preliminary and final plat approvals.

The Council reviewed the corrected language and confirmed the revisions reflected in the clean version of the ordinance.

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

Well #4 Connection Project – Engineering Services Selection and Agreement Approval:

Councilmember Burchard made a motion to approve Well #4 Connection Project – Engineering Services Selection and Agreement Approval. Councilmember Larsen seconded the motion.

Mayor Green introduced the item regarding selection of an engineering firm for the Well #4 Connection Project design services.

Clerk Chenault explained that the Town had received grant funding covering approximately 50% of the overall project costs associated with connecting the Well #4 service area into the Town water system. She stated the current action related only to engineering and design services for the project.

The Council reviewed proposals submitted by Sunrise Engineering and Jorgensen Engineering.

Ryan Erickson of Sunrise Engineering explained that the proposal included separate line items for bidding and construction administration services, including advertisement for bids, pre-bid meetings, and contractor coordination during the bidding process.

Council discussion included:

- Comparison of the two engineering proposals;
- Existing familiarity Sunrise Engineering has with the Town’s water system and Water Master Plan;
- Potential project cost savings;
- The value of continuity with the Town’s current engineering consultants.

Councilmember Larsen stated he supported Sunrise Engineering due to the firm’s familiarity with the Town infrastructure and ongoing engineering work.

Councilmember Scaffide asked whether selecting the lower proposal amount would leave additional grant funding available for project construction costs. Mayor Green stated that reducing engineering costs could help preserve funding flexibility for the overall project budget.

Councilmember Larsen made a motion to amend the motion to specifically select Sunrise Engineering for design services related to the Well #4 Connection Project and authorize Mayor Green to execute all related engineering services agreements. Councilmember Burchard seconded the amendment.

Voting Yea on amendment: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

Voting Yea on amended motion: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

Resolution No. 2026-022 - Boardwalk II Lot 18 Annexation Petition Certification:

Councilmember Burchard made a motion to approve Resolution No. 2026-022 - Boardwalk II Lot 18 Annexation Petition Certification. Councilmember Larsen seconded the motion.

Clerk Chenault stated that the annexation application and petition materials had been reviewed and determined complete. She noted that the annexation public hearing was proposed for June 16, 2026, at 6:30 p.m.

Mayor Green observed that the resolution did not specify the hearing location. Clerk Chenault recommended amending the resolution to clarify that the hearing would be held at Town Hall Council Chambers.

Councilmember Scaffide asked whether the annexation report would include utility impact information and estimated connection costs associated with the development. Clerk Chenault confirmed that the annexation report would include analysis regarding utility service availability, projected water and sewer connections, and estimated infrastructure impacts.

Discussion also included the anticipated development concept for the property, including approximately 24 apartment units based on the current project concept.

Councilmember Burchard made a motion to amend the resolution to specify that the annexation public hearing would be held June 16, 2026, at 6:30 p.m. at Town Hall Council Chambers. Councilmember Larsen seconded the amendment.

Voting Yea on amendment: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

Voting Yea on amended motion: Councilmember Larsen, Councilmember Wierda, Councilmember Burchard, Mayor Green and Councilmember Scaffide. Motion carried unanimously.

Request from Melvin Brewing Company – Proposed Warehouse Facility:

The Council considered a request from Melvin Brewing Company to proceed with submission of a construction permit application for a proposed 20,000 square foot warehouse facility located at 624 County Road 101.

No motion was made by the Council.

Mayor Green stated that the item would likely be revisited after additional information was obtained.

No action was taken.

Resolution No. 2026-019 – A Resolution Adopting and Accepting the Mill Levy Tax Base of Five (5) Mills for Fiscal Year 2027:

Councilmember Burchard made a motion to approve Resolution No. 2026-019 – A Resolution Adopting and Accepting the Mill Levy Tax Base of Five (5) Mills for Fiscal Year 2027. Councilmember Larsen seconded.

Clerk Chenault explained that the resolution clarifies the statutory allocation of mill levies between the Town and the Fire District. She stated that under state law, because the fire district exists within incorporated Town boundaries, the Town’s levy is reduced by the Fire District levy amount.

Chenault explained that:

- The Fire District receives three (3) mills; and
- The Town retains five (5) mills of the total eight (8) mills assessed.

Councilmember Scaffide asked about the estimated dollar amount represented by the Fire District’s three mills. Clerk Chenault stated she would calculate the amount based on the incorporated district valuation information.

No additional discussion was held.

Motion carried unanimously.

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

TABLED ITEMS

Discussion: Town of Alpine Safety Manual

Mayor Green asked whether Council wished to revisit the Town of Alpine Safety Manual.

No discussion occurred and no action was taken.

PUBLIC COMMENT

Mayor Green opened the floor for public comment. No public comment was offered.

EXECUTIVE SESSION

Councilmember Larsen moved to enter Executive Session pursuant to Wyoming Statute § 16-4-405(a)(ii), (iii), and (ix) to consider matters related to personnel, litigation, and confidential legal matters. The motion was seconded.

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

Council entered executive session at 7:47 p.m.

ADJOURNMENT

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

The meeting adjourned at 8:34 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 March 19th, 2026

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk



PLANNING & ZONING MEETING MINUTES

March 10, 2026, at 7:00 PM

Meeting Type – Regular Meeting

CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.00 PM

ROLL CALL & ESTABLISH QUORUM:

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

TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) RB26-000001 – Mark Severson (557 Forest Circle Dr.)

Mark Severson presented a site plan for construction of a single-family residence for personal occupancy.

Commission discussion included review of the site plan layout, with specific attention to driveway dimensions and placement. Staff noted a need to verify certain dimensions, which were confirmed to be included on the submitted plans.

The Commission determined the application met applicable zoning and site plan requirements.

Member Stewart made a motion to approve RB26-000001. Member Schou seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

The Commission confirmed the application met applicable requirements.

b) RB26-000003 – Joe & Ileana Shott (24 Aster Loop)

The applicant's representative presented a site plan for a new single-family residence located within Alpine Meadows.

Discussion included confirmation that HOA approval had been obtained and that the Building Official would complete review of the building permit application. The Commission clarified that their review was limited to the site plan.

No concerns were raised regarding compliance with zoning or site requirements.

Member Schou made a motion to approve RB26-000003. Member Stewart seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

c) RB26-000004 – Graciela Lopez Corona (456 Riverview Dr.)

The applicant presented a site plan for a new single-family residence.

Commission discussion focused on the accuracy of the site plan, specifically whether the structure was shown within the required 15-foot setbacks. The submitted plans did not clearly demonstrate compliance, and Commissioners noted the plans appeared to be based on structural drawings rather than a surveyed site plan.

The Commission advised the applicant to work with an engineer or surveyor to provide a revised, accurate site plan confirming compliance with setback requirements.

Due to the short building season, the Commission discussed the possibility of scheduling a special meeting upon resubmittal to avoid delays.

Member Stewart made a motion to approve RB26-000004. Member Schou seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

d) RB26-000005 – Stephen Schenk (441 Columbine St.)

Stephen Schenk presented a site plan for a single-family residence.

Discussion included confirmation that HOA approval was in process. The Commission noted that documentation of HOA approval is required prior to issuance of a building permit.

The site plan was otherwise found to be compliant with applicable requirements.

Member Stewart made a motion to approve RB26-000005. Member Schou seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

e) CB26-000003 – Commercial Remodel (Tienda La Mexican, 141 US Hwy 89)

The applicant presented a proposed commercial remodel, including a change of use on the second floor from residential to assembly space intended for restaurant use.

Commission discussion included:

- Parking capacity and compliance with Town requirements
- The proposed occupancy and seating capacity associated with the new use
- Structural and safety considerations for the existing building
- Ongoing coordination with the State Fire Marshal and Building Official
- Clarification that the Commission’s review was limited to site plan considerations

The applicant indicated that engineering and building system reviews had been completed and submitted for review.

The Commission found the site plan to be acceptable.

Member Schou made a motion to approve CB26-000003. Member Stewart seconded the motion. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

DISCUSSION ITEMS:

a) Master Plan Update:

Item postponed due to absence of presenter (Cushing Terrell).

b) Turley Annexation & PUD Discussion:

Steve Turley presented an overview of a proposed annexation and Planned Unit Development (PUD).

Mr. Turley described the general location and size of the property, noting it consists of approximately 40+ acres located south of Lakeview Drive and adjacent to public lands. He discussed the history of ownership and identified the property as a logical area for potential annexation based on its proximity to existing Town boundaries.

The presentation included discussion of access considerations, including connections to platted but undeveloped roadways, as well as challenges associated with developing the property due to its location and surrounding conditions.

Commission discussion focused on general annexation considerations, infrastructure needs, and long-term planning implications for the area.

Public attendance and interest in the proposal were significant. General concerns raised included potential impacts related to access, infrastructure capacity, and the scale of future development.

This item was presented for discussion only. No formal application was considered.

No formal action was taken.

c) Doornbos Annexation & PUD Discussion:

Rex Doornbos presented an overview of a proposed annexation and Planned Unit Development (PUD) associated with his property.

Mr. Doornbos provided a general introduction to the property and outlined the intent of the proposed annexation and future development. The discussion remained preliminary in nature, as no formal application had been submitted at this time.

Commission discussion included general considerations related to annexation, infrastructure, and future development review processes. The Commission noted that additional detail and formal submittals would be required for further evaluation.

This item was presented for discussion only. No formal application was considered.

No formal action was taken.

APPROVAL OF MINUTES:

a) Approval of Minutes for Regular Meeting February 10, 2026:

Member Schou motioned to approve the minutes for February 10, 2026, seconded by Member Stewart seconded. Voting Yea: Member Schou, Member Stewart & Chairman Wilson. Motion carried unanimously.

TOWN COUNCIL ASSIGNMENT:

Commissioner Rachael Stewart was assigned to attend the March 17, 2026, Alpine Town Council meeting.

ADJOURN MEETING:

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

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

Motion carries. Meeting adjourned at



5-4-26

Melisa Wilson, Chairman

Date



4/11/26

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:



4/15/26

Gina Corson, Acting Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting *



PLANNING & ZONING MEETING MINUTES

March 25, 2026, at 7:00 PM

Meeting Type – Special Meeting and Work Session

CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.00 PM

ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call.

Present:

Dan Schou and Chairman Wilson are all present.

Absent:

Member Stewart,

A quorum was established.

TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a.) Approval of Updated Site Plan

Project: RB26-000004 – New Single-Family Residence

Applicant: Graciela Lopez Corona

Location: 456 Riverview Drive, Lot #99, Riverview Meadows

Staff and Commission reviewed the updated site plan. The applicant presented the revisions and responded to questions.

- The Commission indicated the site plan appeared satisfactory.
- It was noted that final review comments from the Building Official (Dee J.) were still pending.
- The applicant inquired about beginning excavation; the Commission advised that no excavation may occur until approval is received from the Building Official.

Motion:

Member Schou made a motion to approve RB26-000001. Chairman Wilson seconded

the motion. Voting Yea: Member Schou, & Chairman Wilson. Motion carried unanimously.

DISCUSSION ITEMS:

a. PUD Process Evaluation & Annexation Review Requirements

The Commission held a work session discussion regarding the current Planned Unit Development (PUD) process as outlined in the LUDC and its application to annexations.

Staff Presentation

Planning & Zoning Administrator Gina Corson provided an overview of concerns identified through recent annexation applications:

- The current LUDC requires:
 - A PUD concept for annexations
 - A PUD for properties over one (1) acre
- Staff identified that:
 - The PUD process is being applied as a blanket requirement, rather than a targeted tool
 - PUDs are intended for site-specific zoning deviations, not conceptual planning
 - Requiring a PUD at annexation forces applicants into premature, detailed commitments
 - This creates inefficiencies, repeated amendments, and unnecessary administrative burden

Proposed Direction

Staff introduced the concept of a three-part framework:

1. Master Plan (Conceptual Level)
 - Required at annexation
 - Provides general vision and intended use
 - Flexible and non-binding
2. Zoning / Standard Permitting
 - Used when development complies with base zoning
3. PUD Process
 - Reserved for deviations from base zoning

The intent is to:

- Align review level with project complexity
- Improve efficiency
- Maintain appropriate oversight

Commission Discussion

The Commission discussed:

- The difference between **conceptual planning vs. binding PUD requirements**
- Whether requiring detailed plans at annexation is appropriate
- The burden placed on applicants when no deviation from zoning is proposed
- The importance of maintaining oversight without overregulation
- The need to evaluate **complexity vs. acreage** rather than using a 1-acre trigger

Key themes included:

- Support for shifting toward a **Master Plan-based approach**
- Agreement that current PUD requirements can be **overly burdensome**
- Recognition that **future development still undergoes additional review stages**

Public Comment

Multiple members of the public provided comment, including:

General Topics Raised:

- Infrastructure capacity (water, sewer, roads)
- Legal access concerns
- Development expectations following annexation
- Long-term impacts of density increases
- Importance of clear limitations and enforceability

Concerns Regarding Proposed Changes:

- Eliminating PUD requirements may reduce safeguards
- Need for **engineering and safety review early in the process**, especially for:
 - Steep slopes
 - Landslide-prone areas
- Risk of relying on non-binding conceptual plans
- Potential environmental and geotechnical impacts

Suggestions from Public:

- Maintain PUD requirements for **hazardous or complex terrain**
- Require clear development expectations at annexation
- Consider **phased or tiered review processes**
- Ensure infrastructure capacity is evaluated early
- Explore adding **hazard mitigation standards** to the LUDC

Commission Response to Public Comment

The Commission acknowledged:

- The importance of **safety, infrastructure, and environmental considerations**
- That current code lacks clear standards for **hazardous terrain and slopes**
- The need to potentially incorporate:
 - Slope limitations
 - Geotechnical requirements
 - Environmental protections

Staff clarified that:

- The proposed changes aim to **improve clarity**, not reduce oversight
- Engineering, infrastructure, and safety reviews would still occur at appropriate stages
- The current PUD concept requirement is **undefined and inconsistently applied**

Next Steps / Direction

The Commission agreed:

- The draft framework presented by staff is a **good starting point**
- Additional review and refinement are needed
- Commissioners will review the draft language and provide feedback

ADJOURN MEETING:

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

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

Motion carries. Meeting adjourned at 8:23 PM



5.12.26

Melisa Wilson, Chairman

Date

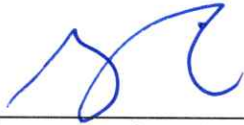


5/12/26

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:



5/12/26

Gina Corson, Acting Planning & Zoning Administrator
Date

** Minutes are a summary of the meeting **



PLANNING & ZONING MEETING MINUTES

April 14, 2026, at 7:00 PM

Meeting Type – Regular Meeting

CALL TO ORDER:

Chairman Wilson called the meeting to order at 7:04 PM.

ROLL CALL

Administrator Corson took roll call.

Commission Members Present:

- Dan Cowan
- Melissa Wilson
- Rachel Stewart
- A quorum was established.
- A quorum was established.

A quorum was established

Staff Present:

- Gina Corson, Planning & Zoning Administrator

Also Present:

- Representative from Cushing Terrell (via phone)

A quorum was established.

PRESENTATION – MASTER PLAN UPDATE (CUSHING TERRELL)

Presenter: Nora (Cushing Terrell)

Summary of Presentation:

- Overview of project timeline and milestones, including:
 - Project kickoff and website launch

- Steering committee meetings
- Public engagement (survey, open houses, focus groups)
- Community engagement themes:
 - Preservation of natural environment
 - Need for trails, connectivity, and pedestrian safety
 - Demand for housing (especially workforce/affordable)
 - Desire for more commercial amenities and gathering spaces

Future Land Use Overview:

- Clarified that Future Land Use Map is not regulatory
- It serves as:
 - A visioning tool
 - Guidance for future zoning decisions
- Four primary categories:
 - Housing
 - Business
 - Mixed Use
 - Natural

Character Areas Identified:

- Downtown
- Confluence (river/reservoir area)
- US 26 Corridor

Key Planning Themes:

- Focus growth along transportation corridors
- Emphasize mixed-use and workforce housing
- Preserve open space and environmental quality

Pathways & Transportation:

- Proposed multi-use path system
- Identified grant funding opportunities tied to master plan adoption

Implementation Framework:

- Goals → Policies → Actions structure

Next Steps:

- Draft plan completion
- Public hearings anticipated summer 2026

Commission Discussion:

- Question regarding higher density housing locations
 - Response: Focus along transportation corridors (downtown & US 26)
 - No formal density modeling completed at this stage

PUBLIC MEETING CALLED TO ORDER

The public meeting was formally called to order at 7:49 OM.

– NEW BUSINESS

A. Annexation Request – Lot 18 (Boardwalk LLC)

Applicant: Rex (Boardwalk LLC)

Applicant Presentation:

- Proposal to annex approximately **1.21-acre parcel (Lot 18)**
- Located adjacent to an existing apartment complex
- Intended for **Phase 2 of an already planned apartment development**
- Infrastructure (water, sewer, power) already stubbed to the site

Staff & Commission Discussion:

- Current LUDC requires:

- **Planned Unit Development (PUD)** for parcels over one acre
- Acknowledged issues with current code:
 - PUD requirement based on size rather than need for flexibility
 - Lack of clarity in “PUD concept plan” requirements
- Discussion included:
 - Cost burden of detailed plans prior to approval
 - Balance between information needed vs. development risk
 - Recognition that this is a **straightforward annexation with existing infrastructure**

Public Comment:

None.

Action:

- No formal action was taken during this portion
- Item to proceed through the regular meeting

B. Planned Unit Development- Dead Horse Development, LLC

Applicant Presentation:

- Request to subdivide an existing commercial development into individual units
- No increase in density proposed
- Units to be sold individually (townhome-style commercial ownership)
- CC&Rs and HOA structure in place

Clarifications:

- Development remains **commercial**, not residential
- “Townhome-style” refers to **ownership structure**, not use

Staff Discussion:

- Need for:
 - Finalized CC&Rs

- Clarification of ERU (Equivalent Residential Unit) allocations for utilities
- Future tenant improvements will require additional permitting

Public Comment:

- Noted that development aligns with proposed **mixed-use character area** in Master Plan

Action:

- Public hearing closed
- Motion made and seconded to close public hearing
- Motion passed unanimously

REOPENED REGULAR MEETING 5:05 PM

TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

A. Single Family Residence – R26-000006 Cummings, Scott, and Lori- 247 Aster Loop Lot # 22 of Alpine Meadows-Site Plan Approval for New Single-family Residence-Cummings, Scott, and Lori- 247 Aster Loop Lot # 22 of Alpine Meadows

Discussion:

- Complete application with landscaping plan
- Commission raised concern regarding:
 - Driveway slope and grading impacts
 - Potential drainage onto adjacent properties
- Noted lack of clear ordinance language on grading elevations

Action:

Motion:

Member Stewart made a motion to approve RB26-000001 Site Plan.

Seconded:

Member Schou

Voting:

All Yea, carried unanimously.

B. Detached Garage – RB26-000009 Kerley, Steve- 327 East Mill Rd. Lot #15 Greys River Valley

Discussion:

- **Structure within setbacks**
- **Includes:**
 - Solar and energy-efficient features
 - Off-grid capabilities
- **Building Official review pending**

Action:

Motion:

Member Schou made a motion to approve RB26-000009.

Seconded:

Member Stewart

Voting:

All Yea, carried unanimously.

C. Annexation- Doornbos, Rex- Lot #18 Boardwalk LLC- Planning and Zoning Commission discussion and recommendations to the Town Council.

- **Commission discussed the proposed annexation, including:**
 - Existing infrastructure
 - PUD requirement due to parcel size
 - General project scope
- **Commission expressed no concerns with the proposal.**

- **The item was brought back during the regular meeting for formal action.**

Action:

Motion:

Member Schou made a motion to recommend approval to the Town Council for the annexation of Lot 18 Boardwalk, LLC.

Seconded:

Member Stewart

Voting:

All Yea, carried unanimously.

D. PUD / Subdivision Request- Dead Horse Development, LLC- 856 Elkhorn Drive, Lot #1 of Dead Horse Meadows Addition

Applicant Presentation:

- Request to subdivide an existing commercial development into individual units
- No increase in density proposed
- Units to be sold individually (townhome-style commercial ownership)
- CC&Rs and HOA structure in place

Clarifications:

- Development remains commercial, not residential
- “Townhome-style” refers to ownership structure, not use

Staff Discussion:

- Need for:
 - Finalized CC&Rs
 - Clarification of ERU (Equivalent Residential Unit) allocations for utilities
- Future tenant improvements will require additional permitting

Public Comment:

- Noted that development aligns with proposed mixed-use character area in Master Plan

Action:

- Public hearing closed
- Motion made and seconded to close public hearing
- Motion passed unanimously

Action:

Motion:

Member Stewart motioned to recommend approval to the Town Council for a PUD / Subdivision Request- Dead Horse Development, LLC.

Seconded:

Member Schou

Voting:

All Yea, carried unanimously.

E. Simple Subdivision/Lot Line Adjustment – Roland Smith, 670 Sunset Drive Lot # 219 of Lake View Estates-

Purpose:

- Clarify property boundaries and road right-of-way
- Address historical plat inconsistencies

Discussion:

- Ongoing effort to clean up Lakeview Estates plats
- Necessary for accurate surveys and certificates of placement

Action:

Motion:

Member Schou motioned to approve Simple Subdivision/Lot Line Adjustment – Roland Smith, 670 Sunset Drive Lot # 219 of Lake View Estates

Seconded:

Member Stewart

Voting:

All Yea, carried unanimously.

TABLED ITEMS:

None

UNFINISHED/ ONGOING BUSINESS:

None

CORRESPONDENCE:

None

DISCUSSION ITEMS:

A. Extension Permit Fee Structure

- **Current structure:**
 - Flat fee (e.g., \$3,000 commercial)
- **Discussion included:**
 - Whether to allow prorated extensions
 - Administrative burden vs fairness
 - Incentives for timely project completion

Consensus:

- Maintain current structure (no prorating)
- Concern over administrative complexity and precedent

B. Open Project Tracker

- Staff provided list of active permits
- Commission expressed interest in ongoing visibility

APPROVAL OF MINUTES:

- Approval of minutes for March 10, 2026, Meeting

Action:

Motion:

Member Stewart made a motion to approve, contingent on the updating of the town council assignment from April to March 17, 2026.

Seconded:

Member Stewart

Voting:

All Yea, carried unanimously.

TOWN COUNCIL ASSIGNMENT

Melisa Wilson

ADJOURNMENT

Action:

Motion:

Member Schou motioned to adjourn meeting

Seconded:

Member Stewart

Voting:

All Yea, carried unanimously.

Meeting adjourned at 8:40 PM

Melisa Wilson 5-12-26
Melisa Wilson, Chairman Date

GC 5/12/26
Gina Corson, Planning & Zoning Administrator Date

Prepared and Transcribed By:

GC 5/12/26
Gina Corson, Acting Planning & Zoning Administrator
Date

** Minutes are a summary of the meeting **



PLANNING & ZONING MEETING MINUTES

April 20, 2026, at 7:00 PM

Meeting Type – Work Session

CALL TO ORDER:

Chairman Wilson called the meeting to order at 7.00 PM

ROLL CALL & ESTABLISH QUORUM:

Administrator Corson took roll call.

Present:

Member Dan Schou, Member Rachael Stewart, Chairman Wilson, Councilman Larsen, and Citizen Brett Bennet are all present.

A quorum was established.

DISCUSSION ITEMS:

The meeting consisted solely of discussion items, focused on proposed updates and revisions to the **Land Use Development Code (LUDC)**.

A. Code Update Structure & Clarity

- Positive feedback was provided on the format and organization of proposed code updates.
- Commission appreciated the breakdown of:
 - What changes are being made
 - Why changes are necessary
- Noted that additional review time is needed due to the volume and complexity of revisions.

B. CDMP (Conceptual Development Master Plan)

- Discussion focused on:
 - When a CDMP is triggered

- Its role as an intermediate step between annexation and PUD
- **Key points:**
 - CDMP intended for large-scale or phased developments
 - Provides a conceptual (non-regulatory) planning framework
 - Helps avoid requiring full PUDs for projects that do not warrant it

Consensus:

- CDMP fills an important gap between:
 - Annexation-level review (high-level)
 - Full PUD (detailed and regulatory)
- Some flexibility and interpretation will be necessary in determining applicability.

C. Annexation vs Development Expectations

- Clarified that:
 - Annexation requires only a conceptual report (high-level feasibility)
 - Development proposals follow later through CDMP or PUD
- Discussion emphasized:
 - Applicants are responsible for infrastructure costs related to development
 - Annexation does not guarantee development

D. Excavation, Grading, and Land Disturbance

Key Issues Identified:

- Current code is too vague regarding:
 - Definition of excavation
 - When permits are required
 - Thresholds for regulation
- No clear excavation permit framework exists
- Difficulty enforcing standards due to lack of specificity

Consensus:

- Current code section requires significant revision
- Direction to:
 - Research comparable jurisdictions (Jackson, Teton County)
 - Develop clear, enforceable thresholds
 - Avoid subjective interpretation where possible

E. Building Height & Grade Determination

- Identified inconsistencies in how building height is measured:
 - Finished grade vs native grade vs road elevation
- Concern:
 - Applicants can manipulate finished grade to increase building height
- Issues include:
 - Drainage impacts to neighboring properties
 - Inconsistent building elevations

Discussion Points:

- Consider using:
 - Native (undisturbed) grade
 - Or “whichever is more restrictive” between native and finished grade
- Importance of requiring grading plans for proper evaluation

Consensus:

- Further research needed
- Must align with grading and excavation standards

F. Change of Use / Occupancy

- Clarification provided:
 - Applies when a structure changes use (e.g., restaurant → apartments)

Concerns Raised:

- Large-scale excavation impacting:
 - Drainage
 - Adjacent properties
 - Hillside stability
- Stockpiling of dirt on adjacent or vacant properties
- Distinction between:
 - Minor landscaping activities (e.g., flower beds)
 - Significant land disturbance

Discussion Highlights:

- Need to balance:
 - Property rights
 - Health, safety, and welfare
- Avoid over-regulation of minor activities
- Address extreme cases (e.g., hillside cutting, erosion, safety hazards)

Potential Solutions Discussed:

- Define excavation more clearly in code
- Establish trigger thresholds, such as:
 - Square footage of disturbance
 - Cubic yards of material moved
 - Slope percentage
- Consider tiered review system (similar to Jackson/Teton County):
 - Low impact → exempt
 - Moderate → limited review
 - High impact → full review/engineering

- Significant portions of the draft LUDC require:
 - Additional refinement
 - Clearer definitions
 - Better enforcement mechanisms
- Priority areas for revision:
 1. Excavation & grading standards
 2. Building height measurement
 3. Permit processes and thresholds

ADJOURN MEETING:

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

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

Motion carries. Meeting adjourned at 8:32 PM



5-12-26

Melisa Wilson, Chairman

Date



5/12/26

Gina Corson, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

** Minutes are a summary of the meeting

**



Gina Corson, Acting Planning & Zoning Administrator

5/12/26

Date

- Triggers:
 - Code compliance updates
 - Life-safety requirements (egress, etc.)

G. Application Validity (90 Days)

- Clarified that:
 - Applications remain valid for 90 days
 - If incomplete after 90 days, application must restart

H. Permit Transferability

- Discussion regarding:
 - Transfer of permits when property ownership changes
- General understanding:
 - Permits run with the land, not the applicant
 - Extensions are tied to the permit, not ownership
- Noted as an area needing clarification in code

I. Site Plan Requirements

- Discussion on whether plans must be stamped
- Clarified:
 - Not all site plans require professional stamps
 - When required, should specify appropriate professional:
 - Civil Engineer
 - Landscape Architect

J. Definitions – Accessory Structures

- Discussed whether to explicitly include greenhouses
- Determined current language (“similar subordinate structures”) likely sufficient

5. GENERAL CONSENSUS / DIRECTION

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
05/26	05/01/2026	20780	1560	Lower Valley Energy	10-20100	275.60	M
05/26	05/01/2026	20781	1560	Lower Valley Energy	10-20100	19.58	M
05/26	05/01/2026	20782	1560	Lower Valley Energy	52-20100	18.53	M
05/26	05/01/2026	20783	1560	Lower Valley Energy	51-20100	1,250.93	M
05/26	05/01/2026	20784	1560	Lower Valley Energy	10-20100	108.71	M
05/26	05/01/2026	20785	1560	Lower Valley Energy	10-20100	28.30	M
05/26	05/01/2026	20786	1560	Lower Valley Energy	10-20100	28.30	M
05/26	05/01/2026	20787	1560	Lower Valley Energy	10-20100	45.78	M
05/26	05/01/2026	20788	1560	Lower Valley Energy	52-20100	6,467.25	M
05/26	05/01/2026	20789	1560	Lower Valley Energy	10-20100	18.00	M
05/26	05/01/2026	20790	1560	Lower Valley Energy	52-20100	95.33	M
05/26	05/01/2026	20791	1560	Lower Valley Energy	52-20100	87.96	M
05/26	05/01/2026	20792	1560	Lower Valley Energy	51-20100	23.48	M
05/26	05/01/2026	20793	1560	Lower Valley Energy	52-20100	18.07	M
05/26	05/01/2026	20794	1560	Lower Valley Energy	52-20100	42.16	M
05/26	05/01/2026	20795	1560	Lower Valley Energy	52-20100	223.92	M
05/26	05/01/2026	20796	1560	Lower Valley Energy	51-20100	99.84	M
05/26	05/01/2026	20797	1560	Lower Valley Energy	51-20100	19.91	M
05/26	05/01/2026	20798	1560	Lower Valley Energy	10-20100	79.31	M
05/26	05/01/2026	20799	1560	Lower Valley Energy	51-20100	57.60	M
05/26	05/01/2026	20800	1560	Lower Valley Energy	51-20100	444.56	M
05/26	05/01/2026	20801	1560	Lower Valley Energy	52-20100	27.11	M
05/26	05/01/2026	20802	1560	Lower Valley Energy	52-20100	43.41	M
05/26	05/01/2026	20803	1560	Lower Valley Energy	52-20100	48.89	M
05/26	05/01/2026	20804	1560	Lower Valley Energy	10-20100	18.00	M
05/26	05/01/2026	20805	1560	Lower Valley Energy	52-20100	1,915.43	M
05/26	05/01/2026	20806	1560	Lower Valley Energy	10-20100	18.66	M
05/26	05/01/2026	20807	450	Bank of Star Valley	52-20100	7,000.00	M
05/26	05/05/2026	20813	410	AT&T MOBILITY	52-20100	681.38	M
05/26	05/10/2026	20814	3780	The Bancorp	10-20100	8,053.61	M
05/26	05/08/2026	20815	3670	Teton Technology Partners, LLC	52-20100	3,050.00	M
05/26	05/05/2026	21089	200	Alarmlogix, LLC	10-20100	35.00	
05/26	05/05/2026	21090	290	Alpine Excavation LLC	52-20100	9,334.13	
05/26	05/05/2026	21091	1740	Ashley R. Daniel	10-20100	2,500.00	
05/26	05/05/2026	21092	3110	Clinton Miner	10-20100	190.00	
05/26	05/05/2026	21093	710	Core & Main LP	51-20100	6,101.75	
05/26	05/05/2026	21094	1730	Elizabeth Rainey	10-20100	2,500.00	
05/26	05/05/2026	21095	870	Energy Laboratories Inc	52-20100	552.00	
05/26	05/05/2026	21096	900	Falcon Enviromental Corp	52-20100	1,268.95	
05/26	05/05/2026	21097	1120	H.D. Fowler Company	51-20100	4,651.74	
05/26	05/05/2026	21098	1720	Henessie Yoshida	10-20100	2,500.00	
05/26	05/05/2026	21099	2890	High Country Linen	52-20100	262.63	
05/26	05/05/2026	21100	1710	Jamie Marvel	10-20100	2,500.00	
05/26	05/05/2026	21101	1340	Jorgensen Associates, Inc	10-20100	19,054.41	
05/26	05/05/2026	21102	4200	JVA, Inc.	10-20100	3,411.13	
05/26	05/05/2026	21103	1430	KubWater Resources, Inc.	52-20100	8,234.05	
05/26	05/05/2026	21104	3475	Leseberg, Craig	51-20100	430.14	
05/26	05/05/2026	21105	3900	Peak Water Services, LLC	52-20100	1,100.00	
05/26	05/05/2026	21106	2870	Sanderson Law Office	52-20100	3,087.50	
05/26	05/05/2026	21107	1760	Thorian Brown	10-20100	250.00	
05/26	05/05/2026	21108	2450	Valley Auto Supply	10-20100	223.08	
05/26	05/05/2026	21109	2480	Valley Wide Cooperative, Inc	10-20100	571.22	
05/26	05/05/2026	21110	4190	Well Equipped, LLC	51-20100	12,185.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/26	05/05/2026	21111	2590	Western States Equipment	10-20100	2,005.63
05/26	05/05/2026	21112	3950	Williams, Porter, Day & Neville, P.C.	10-20100	178.50
05/26	05/19/2026	21114	3340	Ahren Schultheis	52-20100	1,000.00
05/26	05/19/2026	21115	250	Alpine Ace Hardware	10-20100	3,529.16
05/26	05/19/2026	21116	570	Broulims-Alpine	10-20100	250.68
05/26	05/19/2026	21117	620	Caselle, LLC	52-20100	3,097.00
05/26	05/19/2026	21118	3760	Chemwest LLC	51-20100	1,300.00
05/26	05/19/2026	21119	4250	Citizenserve	10-20100	19,200.00
05/26	05/19/2026	21120	700	Control Engineers, PA	52-20100	3,093.75
05/26	05/19/2026	21121	710	Core & Main LP	51-20100	6,640.77
05/26	05/19/2026	21122	3920	Cushing Terrell	10-20100	4,000.00
05/26	05/19/2026	21123	860	Dry Creek Enterprises Inc	10-20100	260.00
05/26	05/19/2026	21124	910	Fall River Propane	52-20100	19.13
05/26	05/19/2026	21125	980	FP Mailing Solutions	10-20100	149.85
05/26	05/19/2026	21126	2890	High Country Linen	52-20100	187.43
05/26	05/19/2026	21127	1240	IDAWY Solid Waste District	10-20100	124.00
05/26	05/19/2026	21128	1260	Imperial Pump Solutions, LLC	52-20100	1,750.00
05/26	05/19/2026	21129	1310	Jenkins Building Supply	52-20100	485.84
05/26	05/19/2026	21130	1650	Kimley-Horn and Associates, Inc.	10-20100	2,432.15
05/26	05/19/2026	21131	3475	Leseberg, Craig	10-20100	92.59
05/26	05/19/2026	21132	1530	Lincoln County Water Quality Lab	51-20100	81.00
05/26	05/19/2026	21133	1680	Norco, Inc	10-20100	39.60
05/26	05/19/2026	21134	4090	Pacific Office Automation	10-20100	220.88
05/26	05/19/2026	21135	1810	Parkland USA Corporation	10-20100	980.00
05/26	05/19/2026	21136	3940	PEAC Solutions	10-20100	282.98
05/26	05/19/2026	21137	1780	RE Investment Company	10-20100	491.40
05/26	05/19/2026	21138	1880	Salt River Motors	10-20100	105.00
05/26	05/19/2026	21139	2870	Sanderson Law Office	52-20100	337.50
05/26	05/19/2026	21140	3110	Scott Wheeler Photography	10-20100	190.00
05/26	05/19/2026	21141	1930	Sherwin-Williams	10-20100	514.25
05/26	05/19/2026	21142	4170	Stelting & Gross LLC	52-20100	1,240.00
05/26	05/19/2026	21143	2140	SVI Media	10-20100	1,727.52
05/26	05/19/2026	21144	2480	Valley Wide Cooperative, Inc	10-20100	645.85
05/26	05/19/2026	21145	3530	West Bank Sanitation	52-20100	8,173.26
05/26	05/19/2026	21146	2570	Western Records Destruction, Inc.	52-20100	95.00
05/26	05/19/2026	21147	4150	Yost	52-20100	161.21
Grand Totals:						176,334.27

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	103.50	68,882.07-	68,778.57-
10-33-135	380.00	.00	380.00
10-42-315	10,055.15	.00	10,055.15
10-42-325	503.86	.00	503.86
10-42-335	9,703.83	.00	9,703.83
10-42-350	616.01	.00	616.01
10-42-405	149.85	.00	149.85
10-42-410	125.18	.00	125.18
10-45-335	197.00	.00	197.00
10-48-410	80.75	.00	80.75
10-50-331	1,555.50	.00	1,555.50
10-50-335	5,013.50	.00	5,013.50

GL Account	Debit	Credit	Proof
10-50-350	1,030.76	.00	1,030.76
10-54-333	2,789.39	.00	2,789.39
10-54-350	2,005.63	.00	2,005.63
10-54-455	1,770.00	90.00-	1,680.00
10-56-335	2,400.00	.00	2,400.00
10-56-410	213.50	.00	213.50
10-56-452	44.61	.00	44.61
10-58-330	26.39	.00	26.39
10-58-332	72.18	.00	72.18
10-58-334	29.50	.00	29.50
10-58-410	710.23	13.50-	696.73
10-58-450	218.54	.00	218.54
10-58-452	883.48	.00	883.48
10-58-454	1,139.52	.00	1,139.52
10-65-332	998.63	.00	998.63
10-65-450	68.39	.00	68.39
10-65-452	297.58	.00	297.58
10-65-454	30.00	.00	30.00
10-66-428	119.85	.00	119.85
10-70-315	10,250.00	.00	10,250.00
10-90-541	4,000.00	.00	4,000.00
10-90-545	3,349.65	.00	3,349.65
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	50,362.00-	50,362.00-
51-42-315	400.00	.00	400.00
51-42-335	3,802.83	.00	3,802.83
51-42-395	430.14	.00	430.14
51-42-410	85.41	.00	85.41
51-80-320	81.00	.00	81.00
51-80-332	31,908.44	.00	31,908.44
51-80-430	1,300.00	.00	1,300.00
51-80-452	305.39	.00	305.39
51-80-453	1,753.09	.00	1,753.09
51-90-545	10,295.70	.00	10,295.70
52-20100	78.84	57,272.54-	57,193.70-
52-42-315	487.50	.00	487.50
52-42-335	3,589.34	.00	3,589.34
52-42-410	85.39	.00	85.39
52-82-315	50.00	.00	50.00
52-82-332	11,656.78	.00	11,656.78
52-82-400	78.84	78.84-	.00
52-82-454	865.68	.00	865.68
52-82-455	30.00	.00	30.00
52-83-315	5,055.44	.00	5,055.44
52-83-332	5,859.89	.00	5,859.89
52-83-454	1,915.43	.00	1,915.43
52-84-110	1,000.00	.00	1,000.00
52-84-315	346.00	.00	346.00
52-84-319	7,629.47	.00	7,629.47
52-84-320	609.20	.00	609.20
52-84-332	2,694.21	.00	2,694.21
52-84-335	427.00	.00	427.00
52-84-454	6,652.37	.00	6,652.37
52-90-541	1,240.00	.00	1,240.00
52-95-640	7,000.00	.00	7,000.00

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 4/29/2026 - 5/19/2026

Page: 4
May 12, 2026 03:42PM

GL Account	Debit	Credit	Proof
Grand Totals:	176,698.95	176,698.95-	.00

Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>					
10-31-100	PROPERTY TAX	6,549.32	136,950.01	135,000.00 (1,950.01) 101.4
10-31-110	MOTOR VEHICLE TAX	.00	71,122.01	66,000.00 (5,122.01) 107.8
10-31-200	BASIC SALES & USE TAX	47,796.29	453,948.44	585,000.00	131,051.56 77.6
10-31-210	LOCAL OPTIONS SALES & USE TAX	39,892.08	391,715.71	390,000.00 (1,715.71) 100.4
10-31-220	GAS TAX	4,936.53	59,093.43	45,000.00 (14,093.43) 131.3
10-31-225	SPECIAL FUELS TAX	867.26	11,554.98	12,000.00	445.02 96.3
10-31-230	CIG. TAX	505.07	7,077.60	8,000.00	922.40 88.5
10-31-235	LODGING TAX	6,299.67	207,716.75	200,000.00 (7,716.75) 103.9
10-31-240	FRANCHISE TAX	128.54	18,436.34	16,500.00 (1,936.34) 111.7
10-31-250	SEVERANCE TAX	12,087.07	36,261.21	23,000.00 (13,261.21) 157.7
10-31-260	MINERAL ROYALTIES	21,982.63	82,157.69	106,000.00	23,842.31 77.5
10-31-270	DIRECT DISTRIBUTION	.00	134,159.90	145,000.00	10,840.10 92.5
	TOTAL TAX REVENUE	141,044.46	1,610,194.07	1,731,500.00	121,305.93 93.0
<u>LICENSES AND PERMITS</u>					
10-32-100	BUSINESS LICENSE	1,125.00	21,495.00	20,000.00 (1,495.00) 107.5
10-32-110	LIQUOR LICENSE	4,683.65	13,550.31	11,000.00 (2,550.31) 123.2
10-32-120	BUILDING PERMITS	35,816.50	143,614.28	140,000.00 (3,614.28) 102.6
10-32-125	DEVELOPMENT FEES	.00	17,299.30	.00 (17,299.30) .0
10-32-130	DOG & CAT LICENSE	.00	90.00	800.00	710.00 11.3
	TOTAL LICENSES AND PERMITS	41,625.15	196,048.89	171,800.00 (24,248.89) 114.1
<u>CHARGES FOR SERVICES</u>					
10-33-100	RENTS	4,165.92	93,926.42	255,000.00	161,073.58 36.8
10-33-120	UTILITIES	.00	.00	1,500.00	1,500.00 .0
10-33-130	EVENTS REVENUE	25.00	7,603.00	7,500.00 (103.00) 101.4
10-33-135	MOUTAIN DAYS REVENUE	970.00	6,600.00	16,500.00	9,900.00 40.0
10-33-140	RECAPTURE REVENUE	15,183.22	136,648.99	.00 (136,648.99) .0
	TOTAL CHARGES FOR SERVICES	20,344.14	244,778.41	280,500.00	35,721.59 87.3
<u>INTERGOVERNMENTAL REVENUE</u>					
10-34-100	LOTTERY	1,254.18	12,708.25	18,000.00	5,291.75 70.6
10-34-200	GRANT INCOME	.00	89,159.70	426,000.00	336,840.30 20.9
	TOTAL INTERGOVERNMENTAL REVENUE	1,254.18	101,867.95	444,000.00	342,132.05 22.9

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FINES & PENALTIES</u>						
10-35-100	CITATIONS	.00	1,992.00	5,000.00	3,008.00	39.8
	TOTAL FINES & PENALTIES	.00	1,992.00	5,000.00	3,008.00	39.8
<u>OTHER REVENUE</u>						
10-38-100	INTEREST INCOME	.00	21,801.90	36,000.00	14,198.10	60.6
10-38-800	OTHER INCOME	.00	27,854.65	.00	(27,854.65)	.0
10-38-900	PROCEEDS FROM ASSET SALES	.00	.00	5,000.00	5,000.00	.0
	TOTAL OTHER REVENUE	.00	49,656.55	41,000.00	(8,656.55)	121.1
	TOTAL FUND REVENUE	204,267.93	2,204,537.87	2,673,800.00	469,262.13	82.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR & COUNCIL</u>					
10-41-110 ELECTED OFFICER SALARIES	1,846.16	26,177.08	33,000.00	6,822.92	79.3
10-41-210 PAYROLL TAXES	125.18	1,713.03	2,500.00	786.97	68.5
10-41-220 HEALTH INSURANCE	.00	10,008.70	18,500.00	8,491.30	54.1
10-41-397 MILEAGE-OTHER EXPENSES	.00	.00	1,000.00	1,000.00	.0
TOTAL MAYOR & COUNCIL	1,971.34	37,898.81	55,000.00	17,101.19	68.9
<u>ADMINISTRATION</u>					
10-42-110 ADMIN SALAIRES	15,763.28	171,080.11	200,000.00	28,919.89	85.5
10-42-210 ADMIN PAYROLL TAXES	7,420.48	39,966.23	20,000.00	(19,966.23)	199.8
10-42-220 ADMIN MEDICAL BENEFITS	.00	8,441.83	36,000.00	27,558.17	23.5
10-42-230 ADMIN RETIREMENT	2,935.11	26,202.19	36,000.00	9,797.81	72.8
10-42-240 ADMIN HUMAN RESOURCES	280.00	4,520.83	3,000.00	(1,520.83)	150.7
10-42-315 PROFESSIONAL SERVICES	13,741.62	85,061.57	90,000.00	4,938.43	94.5
10-42-325 OFFICE EQUIPMENT LEASE/RENT	503.86	100.06	4,000.00	3,899.94	2.5
10-42-335 SOFTWARE AND IT	5,912.65	48,393.73	45,000.00	(3,393.73)	107.5
10-42-340 TELEPHONE/FAX	1,012.08	5,528.40	7,000.00	1,471.60	79.0
10-42-345 NEW OFFICE EQUIPMENT	.00	565.96	1,000.00	434.04	56.6
10-42-350 ADVERTISING	.00	617.64	5,000.00	4,382.36	12.4
10-42-360 DUES & MEMBERSHIPS	.00	3,878.74	7,500.00	3,621.26	51.7
10-42-370 MERCHANT FEES/BANK CHARGES	88.80	2,955.72	5,000.00	2,044.28	59.1
10-42-380 LIABILITY POOL INSURANCE	.00	.00	2,750.00	2,750.00	.0
10-42-381 OTHER INSURANCE	210.00	1,842.64	2,500.00	657.36	73.7
10-42-390 ADMIN EDUCATION & TRAINING	.00	2,529.53	4,000.00	1,470.47	63.2
10-42-395 ADMIN TRAVEL	699.68	797.37	4,000.00	3,202.63	19.9
10-42-405 ADMIN POSTAGE	.00	1,418.30	3,000.00	1,581.70	47.3
10-42-410 ADMIN OFFICE SUPPLIES	240.29	1,225.74	6,000.00	4,774.26	20.4
10-42-415 OTHER EXPENSES	.00	75.00	.00	(75.00)	.0
TOTAL ADMINISTRATION	48,807.85	405,201.59	481,750.00	76,548.41	84.1
<u>COURT</u>					
10-45-100 JUDGE SALARY	.00	5,000.00	6,000.00	1,000.00	83.3
10-45-110 COURT CLERK SALARY	.00	.00	3,300.00	3,300.00	.0
10-45-210 COURT PAYROLL TAXES	.00	382.50	750.00	367.50	51.0
10-45-220 COURT MEDICAL BENEFITS	.00	.00	550.00	550.00	.0
10-45-230 COURT RETIREMENT	.00	.00	700.00	700.00	.0
10-45-311 COURT LEGAL & PROFESSIONAL	.00	.00	5,000.00	5,000.00	.0
10-45-335 COURT IT	197.00	9,253.33	8,000.00	(1,253.33)	115.7
10-45-395 COUT RTRAINING & TRAVEL EXP	.00	.00	500.00	500.00	.0
10-45-410 COURT OFFICE SUPPLIES - POST	.00	33.99	500.00	466.01	6.8
TOTAL COURT	197.00	14,669.82	25,300.00	10,630.18	58.0

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRAVEL & TOURISM</u>					
10-48-100 TRAVEL & TOURISM WAGES	146.05	470.75	3,400.00	2,929.25	13.9
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	82.74	265.57	300.00	34.43	88.5
10-48-220 TOURISM BOARD MEDICAL BENEFIT	.00	85.09	600.00	514.91	14.2
10-48-230 TOURISM BOARD RETIREMENT	27.19	87.64	700.00	612.36	12.5
10-48-315 TRAVEL & TOURSIM PROFESSIONAL	.00	.00	1,000.00	1,000.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	543.28	970.03	100.00	(870.03)	970.0
10-48-415 TRAVEL & TOURISM GRANT AWARDS	.00	169,182.93	205,106.00	35,923.07	82.5
TOTAL TRAVEL & TOURISM	799.26	171,062.01	211,206.00	40,143.99	81.0
<u>BUILDING & DEVELOPMENT</u>					
10-50-110 P & Z WAGES	5,161.59	65,693.25	75,000.00	9,306.75	87.6
10-50-210 P & Z PAYROLL TAXES	2,737.89	14,756.95	5,500.00	(9,256.95)	268.3
10-50-220 P & Z MEDICAL BENEFITS	.00	10,303.15	20,000.00	9,696.85	51.5
10-50-230 P & Z RETIREMENT	961.54	7,028.77	12,000.00	4,971.23	58.6
10-50-315 BUILDING INSPECTION SERVICES	5,512.50	19,775.00	84,000.00	64,225.00	23.5
10-50-331 P & Z LEGAL & PROFESSIONAL	2,283.00	42,157.30	24,000.00	(18,157.30)	175.7
10-50-335 P & Z IT	213.50	10,380.12	15,000.00	4,619.88	69.2
10-50-350 P & Z ADVERTISING	437.01	1,344.27	1,500.00	155.73	89.6
10-50-395 P & Z TRAINING & TRAVEL	.00	69.00	1,500.00	1,431.00	4.6
10-50-397 P & Z MILEAGE	.00	.00	500.00	500.00	.0
10-50-410 P & Z OFFICE SUPPLIES & STAMPS	120.47	1,927.32	7,500.00	5,572.68	25.7
10-50-411 P & Z SOFTWARE	.00	436.66	7,500.00	7,063.34	5.8
TOTAL BUILDING & DEVELOPMENT	17,427.50	173,871.79	254,000.00	80,128.21	68.5
<u>STREETS</u>					
10-54-110 STREETS SALARY & WAGES	17,125.68	124,111.93	210,000.00	85,888.07	59.1
10-54-210 STREETS PAYROLL TAXES	2,010.99	15,008.60	25,000.00	9,991.40	60.0
10-54-220 STREETS MEDICAL BENIFITS	.00	7,707.38	50,000.00	42,292.62	15.4
10-54-230 STREETS RETIREMENT	3,192.69	14,467.82	41,000.00	26,532.18	35.3
10-54-315 STREETS PROFESSIONAL SERVICES	.00	(3.29)	500.00	503.29	(.7)
10-54-333 STREETS REPAIRS & MAINTENANCE	2,401.58	81,001.73	80,000.00	(1,001.73)	101.3
10-54-350 STREETS EQUIPMENT R & M	2,005.63	2,005.63	15,000.00	12,994.37	13.4
10-54-380 STREETS INSURANCE	.00	1,691.97	.00	(1,691.97)	.0
10-54-400 STREETS - SMALL TOOLS & EQUIP	.00	704.07	3,000.00	2,295.93	23.5
10-54-445 STREETS SIGNS	.00	6,326.47	10,000.00	3,673.53	63.3
10-54-455 STREETS FUEL	213.24	213.24	.00	(213.24)	.0
TOTAL STREETS	26,949.81	253,235.55	434,500.00	181,264.45	58.3

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 55</u>					
10-55-332 SNOW REMOVAL R & M	.00	5,081.79	30,000.00	24,918.21	16.9
10-55-400 SNOW REMOVAL SM TOOLS & EQUIP	169.18	7,947.31	35,000.00	27,052.69	22.7
10-55-455 SNOW REMOVAL FUEL	1,509.20	11,630.60	30,000.00	18,369.40	38.8
TOTAL DEPARTMENT 55	1,678.38	24,659.70	95,000.00	70,340.30	26.0
<u>LAW ENFORCEMENT</u>					
10-56-110 CODE ENFORCEMENT SALARY	.00	9,680.71	21,000.00	11,319.29	46.1
10-56-210 CODES PAYROLL TAXES	.00	1,108.75	2,500.00	1,391.25	44.4
10-56-220 CODES MEDICAL BENEFITS	.00	738.36	5,500.00	4,761.64	13.4
10-56-230 CODES RETIREMENT	.00	1,802.50	4,000.00	2,197.50	45.1
10-56-319 COUNTY OFFICER CONTRACT & COMM	706.50	136,358.50	145,000.00	8,641.50	94.0
10-56-335 SOFTWARE AND IT	.99	7,289.27	.00	(7,289.27)	.0
10-56-410 CODES OFFICE SUPPLIES	213.50	2,043.75	1,000.00	(1,043.75)	204.4
10-56-415 CODES OTHER EXPENSES	.00	.00	5,000.00	5,000.00	.0
10-56-452 CODES UTILITIES	89.24	399.60	750.00	350.40	53.3
10-56-454 CODES FUEL & MILEAGE	32.36	294.60	2,000.00	1,705.40	14.7
TOTAL LAW ENFORCEMENT	1,042.59	159,716.04	186,750.00	27,033.96	85.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FACILITIES</u>					
10-58-110	FACILITIES SALARY & WAGES	.00	2,791.17	100,000.00	97,208.83 2.8
10-58-210	FACILITIES - PAYROLL TAX	.00	314.46	12,000.00	11,685.54 2.6
10-58-220	FACILITIES - MEDICAL BENEFITS	.00	(3.17)	18,000.00	18,003.17 .0
10-58-230	FACILITIES - RETIREMENT	.00	159.32	22,000.00	21,840.68 .7
10-58-330	FACILITIES - TOWN HALL R & M	240.00	18,718.27	17,500.00	(1,218.27) 107.0
10-58-332	FACILITIES - C.C. R & M	1,350.00	15,848.90	17,500.00	1,651.10 90.6
10-58-334	FACILITIES - SHOP R & M	44.25	11,819.13	7,500.00	(4,319.13) 157.6
10-58-335	FACILITIES SOFTWARE AND IT	445.51	3,298.81	4,000.00	701.19 82.5
10-58-336	FACILITIES - MC BLDG R & M	.00	1,524.31	2,500.00	975.69 61.0
10-58-360	FACILITIES - CDC R & M	.00	.00	1,000.00	1,000.00 .0
10-58-380	FACILITIES - RENTAL SIDE OF TH	.00	8.92	2,500.00	2,491.08 .4
10-58-400	FACILITIES TOOLS & EQUIPMENT	.00	2,170.74	10,000.00	7,829.26 21.7
10-58-410	SHOP SUPPLIES	1,313.43	14,289.14	10,000.00	(4,289.14) 142.9
10-58-411	CIVIC CENTER SUPPLIES	.00	(135.40)	2,500.00	2,635.40 (5.4)
10-58-450	FACILITIES - T.H. UTILITIES	217.39	1,804.44	3,000.00	1,195.56 60.2
10-58-452	FACILITIES - C.C. UTILITIES	2,342.98	12,067.01	20,000.00	7,932.99 60.3
10-58-454	FACILITIES - SHOP UTILITIES	1,408.56	12,434.81	20,000.00	7,565.19 62.2
10-58-456	FACILITIES - MC UTILITIES	.00	39.00	250.00	211.00 15.6
10-58-540	FACILITIES - TOWN INSURANCE	.00	1,413.65	3,000.00	1,586.35 47.1
10-58-542	FACILITIES - SHOP INSURANCE	.00	1,983.03	2,500.00	516.97 79.3
10-58-544	FACILITIES - C.C. INSURANCE	.00	4,158.81	4,000.00	(158.81) 104.0
10-58-546	FACILITIES - M.C. INSURANCE	.00	.00	2,500.00	2,500.00 .0
10-58-548	FACILITIES - CDC INSURANCE	.00	796.93	.00	(796.93) .0
10-58-550	FACILITIES - FIRE DEPT INS	.00	1,543.38	.00	(1,543.38) .0
TOTAL FACILITIES		7,362.12	107,045.66	282,250.00	175,204.34 37.9
<u>PARKS</u>					
10-65-110	PARKS SALARIES & WAGES	1,031.12	16,112.92	100,000.00	83,887.08 16.1
10-65-210	PARKS PAYROLL TAXES	123.70	1,869.19	12,000.00	10,130.81 15.6
10-65-220	PARKS MEDICAL BENEFITS	.00	2,301.65	18,000.00	15,698.35 12.8
10-65-230	PARKS RETIREMENT	195.01	2,887.98	22,000.00	19,112.02 13.1
10-65-315	PARKS PROFESSIONAL SERVICES	.00	1,710.00	500.00	(1,210.00) 342.0
10-65-332	PARKS REPAIRS & MAINT.	82.54	4,629.80	45,000.00	40,370.20 10.3
10-65-340	PARKS OUTSIDE SERVICES/SUB CON	.00	16,870.80	25,000.00	8,129.20 67.5
10-65-380	PARKS INSURANCE	.00	16.27	.00	(16.27) .0
10-65-450	PARKS - TOOLS, & EQUIPMENT	793.26	2,051.15	2,000.00	(51.15) 102.6
10-65-452	PARKS UTILITIES	2,124.82	13,327.16	15,500.00	2,172.84 86.0
10-65-454	PARKS FUEL	.00	885.09	2,500.00	1,614.91 35.4
TOTAL PARKS		4,350.45	62,662.01	242,500.00	179,837.99 25.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EVENTS</u>					
10-66-110	EVENTS SALARIES & WAGES	457.51	1,474.23	3,500.00	2,025.77 42.1
10-66-210	EVENTS PAYROLL TAXES	257.51	829.78	750.00 (79.78)	110.6
10-66-220	EVENTS MEDICAL BENEFITS	.00	155.44	1,000.00	844.56 15.5
10-66-230	EVENTS RETIREMENT	85.19	274.50	1,500.00	1,225.50 18.3
10-66-421	4TH OF JULY EXPENSES	.00	15,000.00	15,600.00	600.00 96.2
10-66-422	CHRISTMAS LIGHT EXPENSES	263.25	2,279.05	4,500.00	2,220.95 50.7
10-66-423	PUMPKIN PATCH EXPENSES	.00	1,069.28	1,800.00	730.72 59.4
10-66-424	TRUNK OR TREAT EXPENSES	.00	145.50	350.00	204.50 41.6
10-66-425	SANTA EXPENSES	.00	1,687.43	1,975.00	287.57 85.4
10-66-426	WINTER JUBILEE EXPENSES	13,083.57	20,148.78	12,200.00 (7,948.78)	165.2
10-66-428	EASTER EGG HUNT EXPENSES	685.15	885.15	2,150.00	1,264.85 41.2
10-66-429	SPRING CLEANUP EXPENSES	.00	.00	750.00	750.00 .0
10-66-430	MOUNTAIN DAYS EXPENSES	.00	1,384.79	20,000.00	18,615.21 6.9
10-66-431	MUSIC SERIES EXPENSES	.00	15,898.00	20,000.00	4,102.00 79.5
10-66-432	250TH EXPENSES	.00	3,500.00	.00 (3,500.00)	.0
10-66-450	OTHER EVENTS EXPENSES	.00 (89.16)	.00	.00	89.16 .0
TOTAL EVENTS		14,832.18	64,642.77	86,075.00	21,432.23 75.1
<u>BUSINESS & COMMUNITY DEV</u>					
10-70-315	BUSINESS & COMMUNITY DEVELOPME	10,473.80	15,861.31	10,000.00 (5,861.31)	158.6
TOTAL BUSINESS & COMMUNITY DEV		10,473.80	15,861.31	10,000.00 (5,861.31)	158.6
<u>CAPITAL OUTLAY</u>					
10-90-540	CAPITAL EXPENDITURES	.00	19,699.50	.00 (19,699.50)	.0
10-90-541	MASTER PLAN	18,400.00	122,119.94	145,000.00	22,880.06 84.2
10-90-545	SS4A PROJECT EXPENSES	3,349.65	4,992.15	300,000.00	295,007.85 1.7
10-90-546	FY 2026 CAPITAL PROJECTS	.00	48,318.62	62,000.00	13,681.38 77.9
10-90-547	USED SERVICE BODY PICK-UP	.00	335.60	45,000.00	44,664.40 .8
TOTAL CAPITAL OUTLAY		21,749.65	195,465.81	552,000.00	356,534.19 35.4
<u>DEBT SERVICE</u>					
10-95-620	DEBT SERVICE LOAN PRINCIPAL	.00	37,703.80	134,000.00	96,296.20 28.1
10-95-630	DEBT SERVICE LOAN INTEREST	.00	3,725.48	.00 (3,725.48)	.0
10-95-640	CAPITAL LEASE PAYMENTS	8,053.61	178,848.37	205,000.00	26,151.63 87.2
TOTAL DEBT SERVICE		8,053.61	220,277.65	339,000.00	118,722.35 65.0
TOTAL FUND EXPENDITURES		165,695.54	1,906,270.52	3,255,331.00	1,349,060.48 58.6

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
NET REVENUE OVER EXPENDITURES	<u>38,572.39</u>	<u>298,267.35</u>	<u>(581,531.00)</u>	<u>(879,798.35)</u>	<u>51.3</u>

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
51-33-100	WATER USAGE FEE INCOME	8,849.85	449,829.07	665,000.00	215,170.93 67.6
51-33-105	FIRE SUPPRESSION SERVICE FEE	2,066.66	7,121.96	.00 (7,121.96)	.0
51-33-110	BULK WATER SALES	120.00	328.00	.00 (328.00)	.0
51-33-120	TRANSFER FEE INCOME	467.63	12,754.85	7,500.00 (5,254.85)	170.1
51-33-200	DISCONNECT/RECONNECT FEE	.00 (3.84)		.00 3.84	.0
51-33-400	CONNECTION FEE INCOME	8,925.00	72,265.00	100,000.00	27,735.00 72.3
	TOTAL OPERATING REVENUE	20,429.14	542,295.04	772,500.00	230,204.96 70.2
<u>GRANT INCOME</u>					
51-34-100	GRANT REVENUE	.00	102,353.80	877,000.00	774,646.20 11.7
	TOTAL GRANT INCOME	.00	102,353.80	877,000.00	774,646.20 11.7
<u>OTHER INCOME</u>					
51-38-100	INTEREST INCOME	6.67	31,513.68	36,000.00	4,486.32 87.5
51-38-300	MISC. INCOME	.00	6,389.86	.00 (6,389.86)	.0
51-38-400	WATER CAPACITY FEE INCOME	39,705.00	60,865.00	.00 (60,865.00)	.0
51-38-500	METER REPLACEMENT FEE INCOME	2,273.86	4,309.02	.00 (4,309.02)	.0
	TOTAL OTHER INCOME	41,985.53	103,077.56	36,000.00 (67,077.56)	286.3
	TOTAL FUND REVENUE	62,414.67	747,726.40	1,685,500.00	937,773.60 44.4

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>						
51-42-110	ADMIN SALARIES & WAGES	.00	33,678.62	30,000.00	(3,678.62)	112.3
51-42-210	ADMIN PAYROLL TAXES	.00	(1,538.03)	2,500.00	4,038.03	(61.5)
51-42-220	ADMIN MEDICAL BENEFITS	.00	1,585.67	5,000.00	3,414.33	31.7
51-42-230	ADMIN RETIREMENT	.00	3,207.38	6,000.00	2,792.62	53.5
51-42-315	ADMIN PROFESSIONAL SERVICES	1,843.40	64,314.83	50,000.00	(14,314.83)	128.6
51-42-335	SOFTWARE & IT	1,552.04	22,993.89	8,500.00	(14,493.89)	270.5
51-42-360	DUES & MEMBERSHIPS	.00	(348.32)	3,000.00	3,348.32	(11.6)
51-42-370	BANK CHARGES	296.50	6,406.82	6,000.00	(406.82)	108.8
51-42-380	INSURANCE	.00	4,344.77	4,500.00	155.23	96.6
51-42-395	TRAVEL & EDUCATION	430.14	1,134.87	2,000.00	865.13	56.7
51-42-405	POSTAGE	.00	2,447.50	5,000.00	2,552.50	49.0
51-42-410	OFFICE & MISCELLANEOUS	183.71	2,289.74	8,000.00	5,710.26	28.6
	TOTAL ADMINISTRATION	4,305.79	140,517.74	130,500.00	(10,017.74)	107.7
<u>FIELD OPS</u>						
51-80-110	FO SALARIES & WAGES	266.64	63,974.06	140,000.00	76,025.94	45.7
51-80-210	FO PAYROLL TAXES	29.19	8,263.98	22,000.00	13,736.02	37.6
51-80-220	FO MEDICAL BENEFITS	.00	5,845.64	56,000.00	50,154.36	10.4
51-80-230	FO RETIREMENT	50.27	7,708.68	35,000.00	27,291.32	22.0
51-80-315	PROFESSIONAL SERVICES	.00	.00	3,000.00	3,000.00	.0
51-80-320	TESTING	81.00	1,382.45	10,000.00	8,617.55	13.8
51-80-325	RENT	.00	26,156.44	25,000.00	(1,156.44)	104.6
51-80-332	REPAIRS & MAINTENANCE	29,402.68	148,786.47	105,000.00	(43,786.47)	141.7
51-80-335	SOFTWARE AND IT	.00	166.67	7,000.00	6,833.33	2.4
51-80-380	FO INSURANCE	.00	174.37	.00	(174.37)	.0
51-80-395	TRAVEL & EDUCATION	468.65	725.21	2,000.00	1,274.79	36.3
51-80-400	SMALL TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
51-80-430	CHEMICALS	.00	4,875.00	7,500.00	2,625.00	65.0
51-80-452	UTILITIES (DISTRIBUTION)	509.55	2,912.22	7,500.00	4,587.78	38.8
51-80-453	UTILITIES WELLS (GENERATION)	1,753.09	22,529.44	30,000.00	7,470.56	75.1
51-80-454	FUEL	.00	593.15	7,500.00	6,906.85	7.9
51-80-500	VEHICLE REPAIRS & MAINT	.00	5,064.50	.00	(5,064.50)	.0
51-80-800	DEPRECIATION EXPENSE	.00	(120,000.00)	175,000.00	295,000.00	(68.6)
	TOTAL FIELD OPS	32,561.07	179,158.28	637,500.00	458,341.72	28.1
<u>CAPITAL OUTLAY</u>						
51-90-540	CAPITAL OUTLAY	.00	.00	65,000.00	65,000.00	.0
51-90-545	RADIO READ PROJECT	19,901.80	150,192.15	1,100,000.00	949,807.85	13.7
51-90-546	CAPACITY FEE STUDY - WATER	.00	7,513.97	5,000.00	(2,513.97)	150.3
	TOTAL CAPITAL OUTLAY	19,901.80	157,706.12	1,170,000.00	1,012,293.88	13.5

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
51-95-620 DEBT SERVICES	.00	11,498.58	28,000.00	16,501.42	41.1
51-95-630 INTEREST EXPENSE	.00	16,899.08	1,000.00	(15,899.08)	1689.9
TOTAL DEBT SERVICE	.00	28,397.66	29,000.00	602.34	97.9
TOTAL FUND EXPENDITURES	56,768.66	505,779.80	1,967,000.00	1,461,220.20	25.7
NET REVENUE OVER EXPENDITURES	5,646.01	241,946.60	(281,500.00)	(523,446.60)	86.0

TOWN OF ALPINE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATING REVENUE</u>					
52-33-100 MONTHLY SERVICE FEES	13,018.58	490,912.21	750,000.00	259,087.79	65.5
52-33-200 CONNECTION FEES	1,108.64	95,314.06	200,000.00	104,685.94	47.7
TOTAL OPERATING REVENUE	14,127.22	586,226.27	950,000.00	363,773.73	61.7
<u>GRANT INCOME</u>					
52-34-100 GRANT INCOME	.00	88,676.00	.00	(88,676.00)	.0
TOTAL GRANT INCOME	.00	88,676.00	.00	(88,676.00)	.0
<u>OTHER INCOME</u>					
52-38-100 INTEREST INCOME	293.67	25,868.84	36,000.00	10,131.16	71.9
52-38-200 MISC INCOME	.00	4,747.73	.00	(4,747.73)	.0
52-38-400 SEWER CAPACITY FEES	16,377.60	40,277.60	.00	(40,277.60)	.0
TOTAL OTHER INCOME	16,671.27	70,894.17	36,000.00	(34,894.17)	196.9
TOTAL FUND REVENUE	30,798.49	745,796.44	986,000.00	240,203.56	75.6

TOWN OF ALPINE
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING APRIL 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
52-42-110 ADMIN SALARIES & WAGES	4,931.74	28,496.89	30,000.00	1,503.11	95.0
52-42-210 ADMIN PAYROLL TAXES	2,785.73	16,073.27	2,500.00	(13,573.27)	642.9
52-42-220 ADMIN MEDICAL BENEFITS	.00	3,241.47	5,000.00	1,758.53	64.8
52-42-230 ADMIN RETIRMENT	918.29	5,144.55	6,000.00	855.45	85.7
52-42-315 PROFESSIONAL SERVICES	1,300.00	12,494.54	12,000.00	(494.54)	104.1
52-42-335 SOFTWARE & IT	1,338.55	25,899.99	.00	(25,899.99)	.0
52-42-370 BANK CHARGES	296.49	6,406.79	20,000.00	13,593.21	32.0
52-42-380 INSURANCE	.00	41,248.46	31,000.00	(10,248.46)	133.1
52-42-405 POSTAGE	.00	2,447.50	5,000.00	2,552.50	49.0
52-42-410 OFFICE & MISCELLANEOUS	165.32	1,812.41	5,000.00	3,187.59	36.3
TOTAL ADMINISTRATION	11,736.12	143,265.87	116,500.00	(26,765.87)	123.0
<u>COLLECTIONS</u>					
52-82-110 COLLECTIONS SALARIES & WAGES	1,310.28	24,799.24	45,000.00	20,200.76	55.1
52-82-210 COLLECTIONS PAYROLL TAXES	175.05	2,784.76	7,000.00	4,215.24	39.8
52-82-220 COLLECTIONS MEDICAL BENEFITS	.00	4,169.92	17,000.00	12,830.08	24.5
52-82-230 COLLECTIONS RETIREMENT	244.63	3,436.66	13,000.00	9,563.34	26.4
52-82-300 MISC EXPENSE	.00	12.50	.00	(12.50)	.0
52-82-315 PROFESSIONAL SERVICES	1,890.00	2,038.00	12,000.00	9,962.00	17.0
52-82-320 TESTING	.00	.00	100.00	100.00	.0
52-82-325 RENT	.00	25,000.00	25,000.00	.00	100.0
52-82-332 REPAIRS & MAINTENANCE	6,258.84	70,469.91	75,000.00	4,530.09	94.0
52-82-335 SOFTWARE & IT	.00	2,857.87	10,000.00	7,142.13	28.6
52-82-380 COLLECTIONS INSURANCE	.00	136.78	.00	(136.78)	.0
52-82-390 TRAVEL/EDUC./TRAINING	.00	.00	5,000.00	5,000.00	.0
52-82-400 SMALL TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
52-82-454 UTILITIES	1,474.93	9,765.63	15,000.00	5,234.37	65.1
52-82-455 FUEL	.00	622.97	7,500.00	6,877.03	8.3
52-82-500 VEHICLE REPAIRS & MAINT	.00	150.34	10,000.00	9,849.66	1.5
52-82-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL COLLECTIONS	11,353.73	146,244.58	366,600.00	220,355.42	39.9

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	8,952.80	60,090.76	45,000.00	(15,090.76)	133.5
52-83-210 PRE- TREATMENT PAYROLL TAXES	1,265.34	7,792.76	7,000.00	(792.76)	111.3
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	.00	6,919.33	17,000.00	10,080.67	40.7
52-83-230 PRE- TREATMENT RETIREMENT	1,667.00	10,495.36	13,000.00	2,504.64	80.7
52-83-300 MISC EXPENSE	.00	40.90	.00	(40.90)	.0
52-83-315 PROFESSIONAL SERVICES	8,126.04	17,979.20	24,000.00	6,020.80	74.9
52-83-320 TESTING	.00	2,013.42	10,000.00	7,986.58	20.1
52-83-332 REPAIRS & MAINTENANCE	10,595.23	48,464.18	25,000.00	(23,464.18)	193.9
52-83-335 SOFTWARE AND IT	.00	.00	5,000.00	5,000.00	.0
52-83-400 SMALL TOOLS & EQUIPMENT	.00	476.62	.00	(476.62)	.0
52-83-410 PRE-TREAT MISC	.00	53.90	.00	(53.90)	.0
52-83-454 UTILITIES	10,105.07	50,396.26	50,000.00	(396.26)	100.8
52-83-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL PRE-TREATMENT	40,711.48	204,722.69	316,000.00	111,277.31	64.8
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	9,773.90	61,925.29	45,000.00	(16,925.29)	137.6
52-84-210 WWTP PAYROLL TAXES	1,180.71	11,897.70	7,000.00	(4,897.70)	170.0
52-84-220 WWTP MEDICAL BENEFITS	.00	43,390.31	17,000.00	(26,390.31)	255.2
52-84-230 WWTP RETIREMENT	1,819.91	11,558.01	13,000.00	1,441.99	88.9
52-84-315 PROFESSIONAL SERVICES	2,192.36	5,443.26	60,000.00	54,556.74	9.1
52-84-318 SLUDGE HAULING/DISPOSAL	.00	(15,102.41)	60,000.00	75,102.41	(25.2)
52-84-320 TESTING	862.43	6,942.67	5,000.00	(1,942.67)	138.9
52-84-332 REPAIRS & MAINTENANCE	3,800.77	123,241.67	90,000.00	(33,241.67)	136.9
52-84-335 SOFTWARE AND IT	600.25	1,027.25	12,000.00	10,972.75	8.6
52-84-390 TRAVEL/EDUC./TRAINING	204.48	1,315.40	5,000.00	3,684.60	26.3
52-84-400 SMALL TOOLS & EQUIPMENT	.00	6,814.30	10,000.00	3,185.70	68.1
52-84-454 UTILITIES	7,252.80	55,369.22	60,000.00	4,630.78	92.3
52-84-500 VEHICLE REPAIRS & MAINT	.00	1,214.93	.00	(1,214.93)	.0
TOTAL WWTP	27,687.61	315,037.60	384,000.00	68,962.40	82.0
<u>CAPITAL OUTLAY</u>					
52-90-540 WW CAPITAL OUTLAY	.00	.00	25,000.00	25,000.00	.0
52-90-541 PRE-TREATMENT PROJECT	16,853.89	126,203.14	250,000.00	123,796.86	50.5
52-90-542 CAPACITY FEE STUDY -WW	.00	7,513.99	5,000.00	(2,513.99)	150.3
52-90-543 FY 2026 CAPITAL PROJECTS	.00	34,933.65	50,000.00	15,066.35	69.9
52-90-544 ULTRAVIOLET LIGHT PROJECT	.00	6,308.23	140,000.00	133,691.77	4.5
TOTAL CAPITAL OUTLAY	16,853.89	174,959.01	470,000.00	295,040.99	37.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING APRIL 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEBT SERVICE</u>					
52-95-620 DEBT SERVICE PRINCIPAL	.00	129,051.05	205,000.00	75,948.95	63.0
52-95-630 DEBT SERVICE INTEREST	.00	65,695.35	60,000.00	(5,695.35)	109.5
52-95-640 CAPITAL LEASE PAYMENTS	7,000.00	70,000.00	.00	(70,000.00)	.0
TOTAL DEBT SERVICE	7,000.00	264,746.40	265,000.00	253.60	99.9
TOTAL FUND EXPENDITURES	115,342.83	1,248,976.15	1,918,100.00	669,123.85	65.1
NET REVENUE OVER EXPENDITURES	(84,544.34)	(503,179.71)	(932,100.00)	(428,920.29)	(54.0)



Sheriff's Office
Lincoln County

State of Wyoming

1040 Justice Center Dr. - P.O. Box 1364
 Kemmerer, Wyoming 83101
 307-877-3971
 421 Jefferson Street, Ste 301
 Afton, Wyoming 83110
 307-885-5231
 M. Shane Johnson
 Sheriff



ALPINE STATS 04/01/26-04/30/26

CITATIONS	3
WARNINGS	9
CFS/LAW INCIDENTS	111
SPECIAL PATROL	26

ANIMAL PROBLEM	2	ABANONDED VEHICLE	1
AGENCY ASSIST	1	ALARMS	6
ASSAULT	1	ACCIDENTS	5
BURGLARY		CITIZEN DISPUTE	
CITIZEN ASSIST	7	CONTROL BURN	2
CIVIL STAND BY	2	ALCOHOL PROBLEM	
CHILD ABUSE		DISTURBANCE	1
CONTROLLED SUBSTANCE		DOMESTIC VIOLENCE	1
CUSTRODIAL INTER.		ELDERLY ABUSE	
DEAD BODY		HARASSMENT	
E911	7	FIRE/FIREWORKS	1
FIELD CONTACT	1	LITTERING	
FRAUD	2	LOST/FOUND PROPERTY	
INFORMATION	1	PROTECTION VIOLATION	
JUVENILE PROBLEM		SUICIDAL SUBJECT	1
LOST/FOUND ANIMAL	1	MEDICAL / MENTAL SUB	
MOTOR ASSIST	1	NOISE / SCHOOL ZONE	
RECKLESS DRIVING	4	SEX OFFENCE	
TRANSFER PATIENT	15	SUSPICIOUS	1
REDDI	5	THEATENING	2
THEFT	2	WEAPON OFFENSE	
WELFARE CHECK		VANDALISM	
TRESPASSING	1	VIN STAMPS	
UTILITY PROBLEM		TRAFFIC HAZARD	1



TOWN OF ALPINE

PLANNING AND ZONING ADMINISTRATOR REPORT AND PLANNING AND ZONING COMMISSION RECOMMENDATION TO TOWN COUNCIL

Date: May 14, 2026

Applicant: Rehman Hafeez

Request: Minor Subdivision (Replat) – Dania Meadows, LLC

Location: 96 Wintergreen Drive, Lot 2 of Hafeez Addition, Alpine, Wyoming

Representative: Surveyor Scherbel, Ltd.

Acreage: Approximately 7.75 acres

Existing Zoning: MRC (Mixed Residential Commercial)

Proposed Action: Subdivide one (1) existing lot into three (3) lots

I. PROJECT SUMMARY

The applicant is requesting approval of a Minor Subdivision (Replat) to divide an existing 7.75-acre parcel (Lot 2 of the Hafeez Addition) into three (3) lots ranging from approximately 1.0 to 4.07 acres. The proposed lots are intended for multi-family residential development, consistent with the current MRC zoning designation. The newly created lots will be known as Lots 3, 4, and 5 of the Dania Meadows Addition.

Access to the proposed lots will be provided via a new internal road (Dania Drive), connecting to existing public roadways, including Bugling Elk Drive and Wintergreen Drive.

The subdivision will require extension of water and sewer infrastructure to serve the newly created lots.

II. APPLICABLE REVIEW CRITERIA

Pursuant to **Section 2-202 of the LUDC**, subdivision applications are evaluated based on:

- Consistency with the adopted 2006 Master Plan
- Compliance with zoning regulations
- Compatibility with adjacent land uses
- Adequacy of infrastructure (water, sewer, roads)
- Public health, safety, and welfare considerations

Subdivision approvals (including replats) require:



TOWN OF ALPINE

- Planning & Zoning Commission review and recommendation
- Final action by Town Council

II. STAFF ANALYSIS

A. Consistency with Zoning

The subject property is zoned MRC (Mixed Residential Commercial).

- The proposed use of multi-family housing is consistent with the intent of the MRC district.
- No zoning change is requested.

Finding: The proposal is consistent with existing zoning regulations.

B. Consistency with the 2006 Master Plan

The 2006 Alpine Master Plan serves as a **guiding document for land use, infrastructure, and growth management.**

Key considerations:

- The Master Plan supports:
 - Managed residential growth
 - Efficient use of infrastructure
 - Development that aligns with community expansion and services

The proposed subdivision:

- Increases residential development within an already developing area
- Utilizes existing and planned infrastructure connections
- Represents an **infill/intensification** of an existing subdivision area

Finding: The proposal is generally consistent with the intent of the 2006 Master Plan.

C. Compatibility with Adjacent Uses

The application materials indicate that the subdivision:

- Is located within an existing developed area



TOWN OF ALPINE

- Will maintain zoning consistency (MRC) across all proposed lots
- Continues the pattern of residential and mixed-use development in the vicinity

Finding: The proposal appears compatible with surrounding land uses.

D. Infrastructure and Services

The proposed subdivision includes:

- Extension of water and sewer services
- Connection to existing municipal systems
- Construction of an internal access road (Dania Drive)

At the time of the original staff report, comments from the Town Engineer and Public Works Administrator were still pending.

The Planning & Zoning Commission noted that:

- Dedication of the proposed roadways appears to be shown on the advanced plat map;
- Final verification of infrastructure adequacy remains subject to Town Engineer and Public Works review; and
- Easements and utility locations must still be reviewed for compliance with Town standards.

Finding: Infrastructure appears generally adequate, subject to final engineering and Public Works review and approval.

E. Access and Circulation

The subdivision proposes:

- New internal road connection (Dania Drive)
- Connectivity to existing roadway network

Traffic and access considerations are addressed in the submitted master plan report, including evaluation of traffic volumes and access points, and discussed in the public hearing process.

Finding: Access appears adequate, subject to engineering and Public Works review.

F. Public Health, Safety, and Welfare



TOWN OF ALPINE

Per LUDC intent:

- Development must protect public health, safety, and welfare

Considerations:

- Infrastructure adequacy (pending review)
- Access and circulation
- Compatibility with surrounding development

Finding: The proposal generally meets the intent of protecting public health, safety, and welfare, pending final agency review.

IV. CONDITIONS OF APPROVAL

The Planning & Zoning Commission recommends approval of the Dania Meadows Minor Subdivision (Replat), subject to the following conditions:

1. Receipt and acceptance of all required reviews and approvals from the Town Engineer and Public Works Administrator.
2. Final verification that all water, sewer, roadway, drainage, and easement improvements comply with Town standards.
3. Compliance with all applicable provisions of the Town of Alpine Land Use and Development Code.

V. PLANNING & ZONING COMMISSION RECOMMENDATION

Following review of the application, public testimony, staff analysis, and supporting materials, the Planning & Zoning Commission recommends that the Town Council approve the Dania Meadows Minor Subdivision (Replat), subject to the conditions listed above.


Date: 5/14/28

Prepared and signed for Planning & Zoning Chairman Melissa Wilson by Planning & Zoning Administrator Gina Corson.



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-008**

**AN ORDINANCE ESTABLISHING AN INTERIM MODIFIED PERMITTING STRUCTURE
FOR CERTAIN CONSTRUCTION AND DEVELOPMENT ACTIVITIES, AND PROVIDING
FOR AN EFFECTIVE DATE**

WHEREAS, the Town of Alpine is currently undertaking a comprehensive update to its Land Use and Development Code (LUDC); and

WHEREAS, the existing permitting structure does not adequately account for varying levels of project complexity for certain common construction activities; and

WHEREAS, the current system results in either minimal oversight or overly burdensome review requirements, leading to inefficiencies, increased costs, and delays for applicants; and

WHEREAS, the Town desires to implement an interim permitting structure that introduces mid-level permit types to better align review requirements and fees with the scope of proposed work; and

WHEREAS, the Town is in the process of implementing a new online permitting system (CitizenServe), and it is necessary to establish an appropriate permitting framework at the outset to avoid inefficiencies and costly system reconfiguration; and

WHEREAS, there exists an immediate need to improve permitting efficiency, consistency, and service delivery to residents and applicants; and

WHEREAS, delaying implementation of these improvements until adoption of the updated LUDC would result in continued administrative challenges and unnecessary costs;

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

SECTION 1. PURPOSE

The purpose of this Ordinance is to establish an interim modified permitting structure that introduces mid-level permit types for certain construction activities, allowing the Town to better align review processes, inspection requirements, and fees with the scope and complexity of proposed projects.

SECTION 2 APPLICABILITY

This Ordinance shall apply to the following categories of projects:

- a) Sheds, greenhouses, and accessory structures (including detached garages);

- b) Decks;
- c) Roofing projects, including re-roofing;
- d) Demolition and relocation of structures.

SECTION 3. INTERIM PERMITTING STRUCTURE

- a) The Town hereby establishes a mid-level permitting option between affidavit-level review and full minor construction permit review.
- b) The Planning and Zoning Administrator and/or Building Official are authorized to:
 - i. Determine the appropriate level of permit review based on project scope and complexity;
 - ii. Require submittal of plans and supporting documentation as deemed necessary;
 - iii. Conduct or require inspections appropriate to the level of review;
 - iv. Approve qualifying projects administratively without requiring Planning and Zoning Commission review when appropriate.
- c) Projects that exceed the scope or complexity of the mid-level permitting structure shall be processed under existing permit requirements.

SECTION 4. FEES

- a) Fees associated with the interim permitting structure are hereby established and shall be assessed based on the type and level of permit review required.
- b) The following fee schedule shall apply to permits issued under this Ordinance:
 - i. Affidavit-Level Permits:**
 - A. Deck Affidavit: ~~\$150.00~~ **\$100.00**
 - B. Fence Affidavit: ~~\$150.00~~ **\$100.00**
 - C. Re-Roof Affidavit: ~~\$150.00~~ **\$100.00**
 - D. Shed Affidavit: ~~\$150.00~~ **\$100.00**
 - E. Demolition / Relocation (greater than 300 sq ft): ~~\$150.00~~ **\$100.00**
 - F. All Other Affidavit Permits: ~~\$150.00~~ **\$100.00**

ii. Standard Permits:

- A. Deck Permit: \$450.00
- B. Roof Permit: \$450.00
- C. Shed/Greenhouse Permit: ~~\$450.00~~ **\$350.00**
- D. Demolition / Relocation (greater than 300 sq ft): \$250.00
Fee shall be waived if demolition or relocation is part of an active building permit application.

iii. Sign Permits:

- A. Wall or Canopy Sign: ~~\$200.00~~ **\$150.00**
- B. Freestanding Sign: \$450.00
- C. Permanent Banner (per banner): ~~\$200.00~~ **\$150.00**
- D. Temporary Banner (per banner): ~~\$150.00~~ **\$150.00**

- c) The Planning and Zoning Administrator and/or Building Official may determine the appropriate permit category and associated fee based on the scope and complexity of the proposed project.
- d) The Town Council may amend this fee schedule by resolution as needed to ensure fees remain proportionate to the level of review and administrative costs.

SECTION 5. ADMINISTRATION

The Planning and Zoning Administrator, in coordination with the Building Official, is authorized to implement and administer the provisions of this Ordinance, including the development of application requirements, review procedures, and inspection protocols consistent with its intent.

SECTION 6. TEMPORARY NATURE

This Ordinance is intended as an interim measure and shall remain in effect until the adoption of the updated Land Use and Development Code or until repealed by the Town Council, whichever occurs first.

SECTION 6. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 5th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading 19th day of May 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

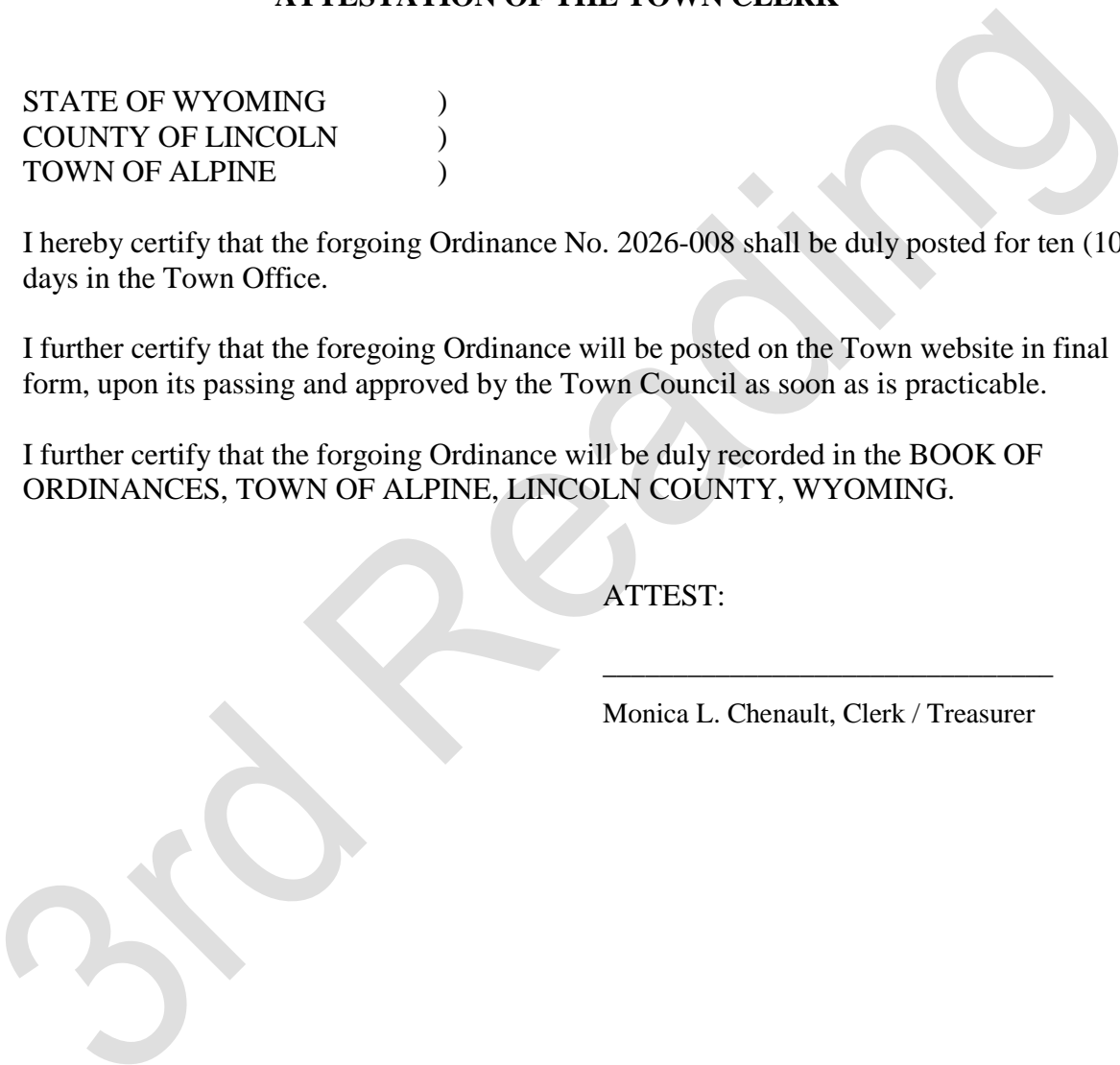
I hereby certify that the forgoing Ordinance No. 2026-008 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault, Clerk / Treasurer





**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-008**

**AN ORDINANCE ESTABLISHING AN INTERIM MODIFIED PERMITTING STRUCTURE
FOR CERTAIN CONSTRUCTION AND DEVELOPMENT ACTIVITIES, AND PROVIDING
FOR AN EFFECTIVE DATE**

WHEREAS, the Town of Alpine is currently undertaking a comprehensive update to its Land Use and Development Code (LUDC); and

WHEREAS, the existing permitting structure does not adequately account for varying levels of project complexity for certain common construction activities; and

WHEREAS, the current system results in either minimal oversight or overly burdensome review requirements, leading to inefficiencies, increased costs, and delays for applicants; and

WHEREAS, the Town desires to implement an interim permitting structure that introduces mid-level permit types to better align review requirements and fees with the scope of proposed work; and

WHEREAS, the Town is in the process of implementing a new online permitting system (CitizenServe), and it is necessary to establish an appropriate permitting framework at the outset to avoid inefficiencies and costly system reconfiguration; and

WHEREAS, there exists an immediate need to improve permitting efficiency, consistency, and service delivery to residents and applicants; and

WHEREAS, delaying implementation of these improvements until adoption of the updated LUDC would result in continued administrative challenges and unnecessary costs;

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

SECTION 1. PURPOSE

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This Ordinance shall apply to the following categories of projects:

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- c) Roofing projects, including re-roofing;
- d) Demolition and relocation of structures.

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 - ii. Require submittal of plans and supporting documentation as deemed necessary;
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- a) Fees associated with the interim permitting structure are hereby established and shall be assessed based on the type and level of permit review required.
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 - B. Fence Affidavit: \$100.00
 - C. Re-Roof Affidavit: \$100.00
 - D. Shed Affidavit: \$100.00
 - E. Demolition / Relocation (greater than 300 sq ft): \$100.00
 - F. All Other Affidavit Permits: \$100.00

ii. Standard Permits:

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Fee shall be waived if demolition or relocation is part of an active building permit application.

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- A. Wall or Canopy Sign: \$150.00
 - B. Freestanding Sign: \$450.00
 - C. Permanent Banner (per banner): \$150.00
 - D. Temporary Banner (per banner): \$100.00
- c) The Planning and Zoning Administrator and/or Building Official may determine the appropriate permit category and associated fee based on the scope and complexity of the proposed project.
- d) The Town Council may amend this fee schedule by resolution as needed to ensure fees remain proportionate to the level of review and administrative costs.

SECTION 5. ADMINISTRATION

The Planning and Zoning Administrator, in coordination with the Building Official, is authorized to implement and administer the provisions of this Ordinance, including the development of application requirements, review procedures, and inspection protocols consistent with its intent.

SECTION 6. TEMPORARY NATURE

This Ordinance is intended as an interim measure and shall remain in effect until the adoption of the updated Land Use and Development Code or until repealed by the Town Council, whichever occurs first.

SECTION 6. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 5th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading 19th day of May 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

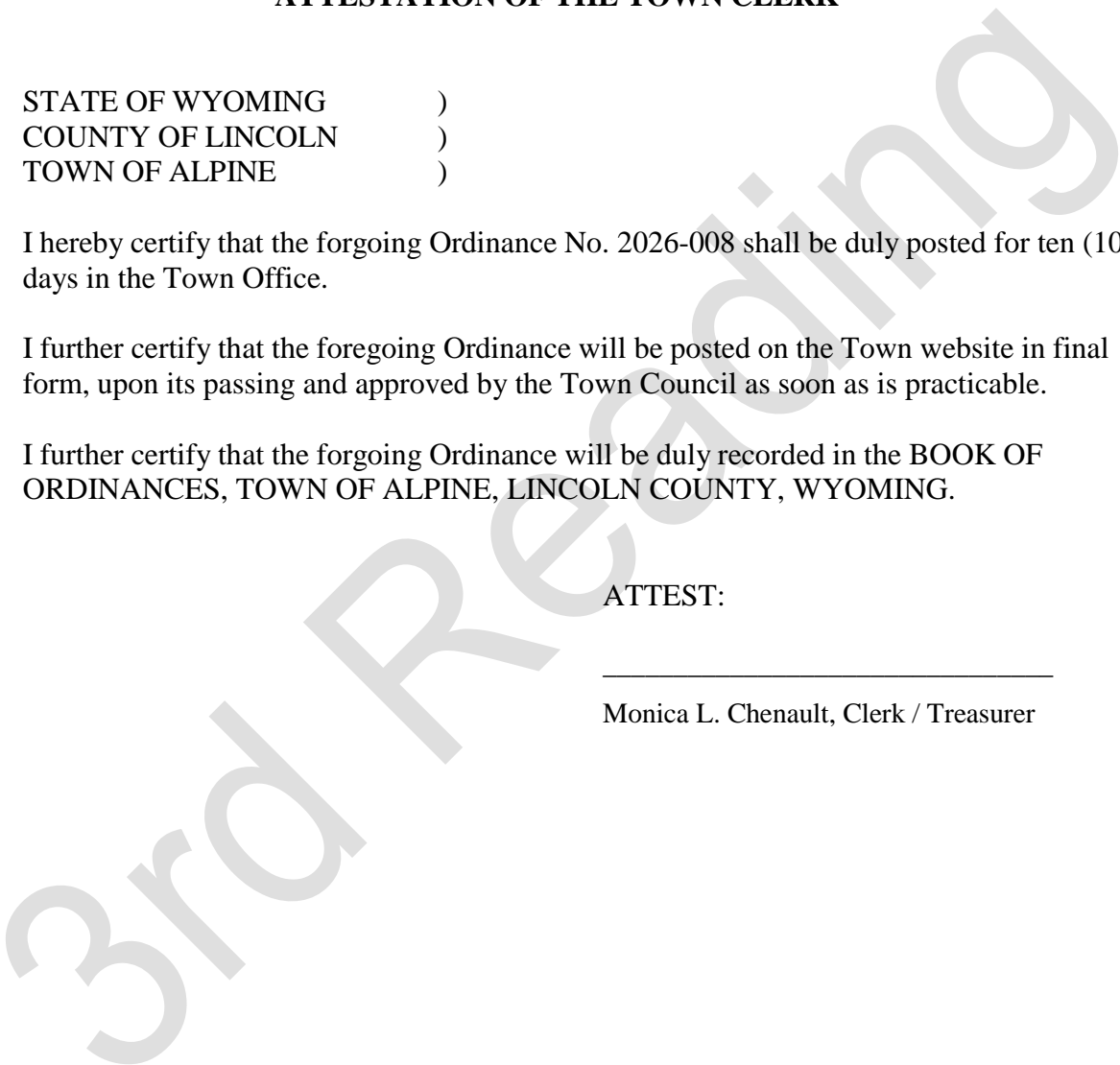
I hereby certify that the forgoing Ordinance No. 2026-008 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault, Clerk / Treasurer





**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-004**

**AN ORDINANCE REPEALING ORDINANCE NO. 2020-01 AND ESTABLISHING
REGULATIONS GOVERNING OPEN BURNING, RECREATIONAL FIRES, AND OUTDOOR
FIRE USE WITHIN THE INCORPORATED LIMITS OF THE TOWN OF ALPINE, WYOMING**

WHEREAS, the Town of Alpine is located within a forested and wildland-urban interface area where outdoor burning presents a potential wildfire hazard; and

WHEREAS, the Town Council finds it necessary to regulate outdoor burning activities in order to protect the health, safety, and welfare of residents, property, and natural resources within the Town of Alpine.

SECTION 1. DEFINITIONS

- a) **“Open Burning”** means the burning of materials outdoors where the products of combustion are emitted directly into the air and are not directed through a chimney or stack.
- b) **“Recreational Fire”** means an outdoor fire burning natural wood or charcoal materials for pleasure, cooking, warmth, or ceremonial purposes with a fuel area not exceeding three (3) feet in diameter and two (2) feet in height.
- c) **“Portable Outdoor Fireplace”** means a portable outdoor solid-fuel-burning device constructed of steel, concrete, clay, or other noncombustible material designed to contain and control outdoor fire.
- d) **“Person”** means any individual, partnership, firm, company, association, organization, or corporation.
- e) **“Cooking Device”** means a charcoal grill, gas grill, smoker, pellet grill, or similar device designed and used for the preparation of food.

SECTION 2. OPEN BURNING PROHIBITED

Open burning within the incorporated limits of the Town of Alpine is prohibited, except as otherwise provided in this ordinance.

Prohibited burning includes, but is not limited to:

- a) Trash, garbage, or household waste.
- b) Yard debris or vegetation piles.
- c) Burn barrels.

- d) Construction or demolition debris.
- e) Plastics, rubber, or synthetic materials.
- f) Treated, painted, or stained wood.
- g) Asphalt, petroleum products, or chemicals.
- h) Any material that produces toxic or excessive smoke.

SECTION 3. COOKING DEVICES EXEMPT

The use of cooking devices, as defined in this ordinance, for the preparation of food shall not be considered open burning and is permitted within the Town of Alpine, provided such devices are operated in a safe manner and in accordance with manufacturer instructions.

SECTION 4. RECREATIONAL FIRES PERMITTED WITH CONDITIONS

Recreational fires are permitted within the Town of Alpine provided that all of the following conditions are met:

- a) The fire does not exceed three (3) feet in diameter and two (2) feet in height.
- b) The fire is constantly attended by a responsible person.
- c) The fire is located at least fifteen (15) feet from any structure or combustible material.
- d) Fire suppression equipment, such as a hose, water supply, or fire extinguisher, is immediately available.
- e) The fire is fully extinguished before being left unattended.
- f) Fires shall not be maintained during high winds or other hazardous conditions.
- g) Only clean, natural wood or charcoal may be burned. The burning of garbage, treated or painted wood, plastics, rubber, construction debris, or any material producing toxic or excessive smoke is prohibited.

SECTION 5. PORTABLE OUTDOOR FIREPLACES

Portable outdoor fireplaces shall:

- a) Be used in accordance with manufacturer instructions
- b) Be located at least ten (10) feet from structures or combustible materials

- c) Be constantly attended while in use.
- d) Portable outdoor fireplaces shall be equipped with a spark arrestor or screen to prevent the escape of embers.

SECTION 6. NUISANCE SMOKE

Any outdoor fire that creates excessive smoke impacting neighboring properties shall be ordered extinguished by Town officials or law enforcement.

SECTION 7. EMERGENCY FIRE RESTRICTIONS

The Mayor or Town Council shall prohibit or restrict outdoor burning when conditions create a risk of wildfire.

The Town shall also adopt fire restrictions issued by Lincoln County, the State of Wyoming, or federal land management agencies when deemed necessary for public safety. During declared fire restrictions, all recreational fires and portable outdoor fireplaces shall be prohibited unless specifically exempted by the Town or applicable governing agency

SECTION 8. FIREWORKS

The discharge of permissible fireworks within the incorporated limits of the Town of Alpine shall only be permitted during the twenty-four (24) hours prior to, during, and twenty-four (24) hours following the Fourth of July holiday each year, unless otherwise prohibited by emergency fire restrictions enacted pursuant to Section 7 of this Ordinance.

All fireworks use shall comply with applicable state law and any fire restrictions imposed by the Town of Alpine, Lincoln County, the State of Wyoming, or applicable federal land management agencies.

SECTION 8. ENFORCEMENT

This ordinance shall be enforced by the Lincoln County Sheriff’s Office, Town Code Enforcement Officer, or other authorized officials.

SECTION 9. AUTHORITY TO EXTINGUISH FIRE

Any outdoor fire that is determined by a law enforcement officer, fire official, or authorized Town representative to present a hazard to public safety, create a nuisance, or violate the provisions of this ordinance shall be ordered extinguished immediately.

Failure to comply with such an order shall constitute a violation of this ordinance.

SECTION 10. CIVIL PENALTIES

A violation of this ordinance is a civil infraction subject to a civil penalty not to exceed seven hundred fifty dollars (\$750.00) per violation, to be heard and assessed by the Town Municipal Court. Each day a violation continues shall constitute a separate offense.

SECTION 11. REPEALER

Ordinance No. 2020-01 and any other ordinances in conflict with this ordinance are hereby repealed.

SECTION 12. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day April of 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 19th day of May 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 19th day May of 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. 2026-004 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault, Clerk / Treasurer



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-004**

**AN ORDINANCE REPEALING ORDINANCE NO. 2020-01 AND ESTABLISHING
REGULATIONS GOVERNING OPEN BURNING, RECREATIONAL FIRES, AND OUTDOOR
FIRE USE WITHIN THE INCORPORATED LIMITS OF THE TOWN OF ALPINE, WYOMING**

WHEREAS, the Town of Alpine is located within a forested and wildland-urban interface area where outdoor burning presents a potential wildfire hazard; and

WHEREAS, the Town Council finds it necessary to regulate outdoor burning activities in order to protect the health, safety, and welfare of residents, property, and natural resources within the Town of Alpine.

SECTION 1. DEFINITIONS

- a) **“Open Burning”** means the burning of materials outdoors where the products of combustion are emitted directly into the air and are not directed through a chimney or stack.
- b) **“Recreational Fire”** means an outdoor fire burning natural wood or charcoal materials for pleasure, cooking, warmth, or ceremonial purposes with a fuel area not exceeding three (3) feet in diameter and two (2) feet in height.
- c) **“Portable Outdoor Fireplace”** means a portable outdoor solid-fuel-burning device constructed of steel, concrete, clay, or other noncombustible material designed to contain and control outdoor fire.
- d) **“Person”** means any individual, partnership, firm, company, association, organization, or corporation.
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- a) Trash, garbage, or household waste.
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- c) Burn barrels.

- d) Construction or demolition debris.
- e) Plastics, rubber, or synthetic materials.
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- a) The fire does not exceed three (3) feet in diameter and two (2) feet in height.
- b) The fire is constantly attended by a responsible person.
- c) The fire is located at least ~~twenty five (25)~~ **fifteen (15)** feet from any structure or combustible material.
- d) Fire suppression equipment, such as a hose, water supply, or fire extinguisher, is immediately available.
- e) The fire is fully extinguished before being left unattended.
- f) Fires shall not be maintained during high winds or other hazardous conditions.
- g) Only clean, natural wood or charcoal may be burned. The burning of garbage, treated or painted wood, plastics, rubber, construction debris, or any material producing toxic or excessive smoke is prohibited.

SECTION 5. PORTABLE OUTDOOR FIREPLACES

Portable outdoor fireplaces shall:

- a) Be used in accordance with manufacturer instructions
- b) Be located at least ~~fifteen (15)~~ **ten (10)** feet from structures or combustible materials

- c) Be constantly attended while in use.
- d) Portable outdoor fireplaces shall be equipped with a spark arrestor or screen to prevent the escape of embers.

SECTION 6. NUISANCE SMOKE

Any outdoor fire that creates excessive smoke impacting neighboring properties shall be ordered extinguished by Town officials or law enforcement.

SECTION 7. EMERGENCY FIRE RESTRICTIONS

The Mayor or Town Council shall prohibit or restrict outdoor burning when conditions create a risk of wildfire.

The Town shall also adopt fire restrictions issued by Lincoln County, the State of Wyoming, or federal land management agencies when deemed necessary for public safety. During declared fire restrictions, all recreational fires and portable outdoor fireplaces shall be prohibited unless specifically exempted by the Town or applicable governing agency

SECTION 8. FIREWORKS

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All fireworks use shall comply with applicable state law and any fire restrictions imposed by the Town of Alpine, Lincoln County, the State of Wyoming, or applicable federal land management agencies.

SECTION 8. ENFORCEMENT

This ordinance shall be enforced by the Lincoln County Sheriff’s Office, Town Code Enforcement Officer, or other authorized officials.

SECTION 9. AUTHORITY TO EXTINGUISH FIRE

Any outdoor fire that is determined by a law enforcement officer, fire official, or authorized Town representative to present a hazard to public safety, create a nuisance, or violate the provisions of this ordinance shall be ordered extinguished immediately.

Failure to comply with such an order shall constitute a violation of this ordinance.

SECTION 10. CIVIL PENALTIES

A violation of this ordinance is a civil infraction subject to a civil penalty not to exceed seven hundred fifty dollars (\$750.00) per violation, to be heard and assessed by the Town Municipal Court. Each day a violation continues shall constitute a separate offense.

SECTION 11. REPEALER

Ordinance No. 2020-01 and any other ordinances in conflict with this ordinance are hereby repealed.

SECTION 12. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day April of 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 19th day of May 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 19th day May of 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. 2026-004 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault, Clerk / Treasurer



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-005**

**AN ORDINANCE ESTABLISHING FEES FOR ADMINISTRATIVE SERVICES, PUBLIC
RECORDS, CIVIC CENTER USE, RETURNED PAYMENTS, AND STAFF
REIMBURSEMENTS FOR THE TOWN OF ALPINE, WYOMING**

*REVIEW COPY — Proposed may/shall changes shown in ~~red strikethrough~~ (delete) and **red bold** (insert). Black text is unchanged.*

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE,
WYOMING:**

SECTION 1. PURPOSE

The purpose of this Ordinance is to establish authority for the collection of fees for administrative services, public records, facility rentals, returned payments, and reimbursements for Town staff time and resources, in order to ensure that the Town of Alpine is fairly compensated for costs incurred in providing such services.

SECTION 2. DEFINITIONS

[reordered alphabetically]

For purposes of this Ordinance, the following terms shall have the meanings set forth below:

- a) **“Actual Cost”** means the direct cost incurred by the Town for materials, labor, equipment use, contractor services, or other expenses required to provide a requested service.
- b) **“Community Program”** means a recurring class, meeting, or organized activity open to the general public and intended primarily for educational, civic, cultural, recreational, or wellness purposes, and not conducted for private profit, private events, or exclusive invitation-only gatherings, as determined by the Town.
- c) **“Due Date”** means the date on which payment is required as stated on an invoice, bill, permit, agreement, or written notice issued by the Town.
- d) **“Administrative Fee Schedule”** means the official schedule of fees adopted and amended from time to time by resolution of the Town Council, known as the Town of Alpine Administrative Fee Schedule Resolution.
- e) **“Nonprofit Organization”** means an organization recognized by the Internal Revenue Service as tax-exempt under Section 501(c) of the Internal Revenue Code.

- f) **“Regular Business Hours”** means the official hours during which Town Hall is open to the public, as established by the Town and posted publicly.
- g) **“Resident”** means a person whose primary residence is located within the Alpine Fire District boundaries.

SECTION 3. ADMINISTRATIVE FEE SCHEDULE AUTHORITY

The fees and reimbursement rates authorized by this Ordinance shall be established and may be amended from time to time by resolution of the Town Council through the Town of Alpine Administrative Fee Schedule Resolution.

The Administrative Fee Schedule Resolution shall have the full force and effect of law.

The Town Council retains the authority to amend the Administrative Fee Schedule Resolution without requiring amendment of this Ordinance.

SECTION 4. AUTHORIZED FEES AND CHARGES

ADMINISTRATIVE SERVICES

a) Copies

- i. **Copy Fees.** A fee ~~may~~ **shall** be charged for photocopies or printed copies of documents or public records.
- ii. **Standard Size Copies.** Standard copy fees shall apply to documents printed on standard paper sizes as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.
- iii. **Nonstandard Copy Charges.** Charges for copies produced in non-standard sizes, specialty formats, color printing, or large-format reproduction shall be determined by the Town based on Actual Cost or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) Notary Services

- i. **Notary Fee Authority.** A fee ~~may~~ **shall** be charged for each notarization performed by Town staff.
- ii. **Fee Establishment.** Such fee, including any distinctions based on residency status or other classifications authorized by the Town, shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC RECORDS

a) **Public Records Access**

- i. **Compliance with State Law.** Access to public records maintained by the Town of Alpine shall be provided in accordance with the Wyoming Public Records Act.
- ii. **Inspection of Records.** Public records shall be available for inspection at Town Hall during Regular Business Hours at no charge, provided the records are readily available and do not require staff research, compilation, or redaction.

b) **Copies and Staff Time**

- i. **Copies of Records.** A fee ~~may~~ **shall** be charged for copies, reproductions, or electronic transmission of public records.
- ii. **Staff Time.** Fees ~~may~~ **shall** be charged for staff time required to locate, review, redact, compile, or prepare records when such work exceeds routine administrative effort.
- iii. **Fee Schedule.** Fees for copies, reproduction, electronic transmission, and staff time shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Extensive or Extraordinary Requests** *[entire subsection proposed to be rewritten — see below]*d) **Extensive or Extraordinary Requests.**

- e) **a. Definition.** *A request shall be deemed "extensive or extraordinary" if the Town Clerk reasonably estimates that processing the request will require any of the following: i. more than one and one-half (1.5) hours of cumulative staff time to locate, review, redact, compile, or prepare the records; ii. retention of an outside contractor, vendor, or legal counsel to review or redact the records; iii. production of more than one hundred (100) pages of copies or electronic records; or iv. estimated total cost to the requester exceeding two hundred fifty dollars (\$250.00).*
- f) **b. Written Cost Estimate.** *Upon determining that a request is extensive or extraordinary, the Town Clerk shall provide the requester with a written, itemized cost estimate within a reasonable time and shall identify the basis for the estimate.*
- g) **c. Advance Payment Required.** *Where a request is determined to be extensive or extraordinary, the Town shall require advance payment of the estimated cost, or fifty percent (50%) of the estimated cost, prior to processing. Work shall not commence until payment is received.*
- h) **d. Reconciliation.** *Upon completion of the request, the Town shall reconcile the actual cost against the advance payment. Any overpayment shall be refunded to the requester, and any underpayment shall be billed to and paid by the requester prior to release of the records.*
- i) **e. Right to Modify or Withdraw Request.** *A requester may modify or withdraw the request at any time after receiving the cost estimate. If withdrawn before work*

commences, any advance payment shall be refunded in full, less actual costs already incurred.

- i. **Advance Payment.** Requests that require extensive staff time or extraordinary use of Town resources may require advance payment of estimated costs prior to processing.
- ii. **Actual Costs.** Charges may include actual costs incurred by the Town, including staff time, materials, outside contractor services, and reproduction costs.
- iii. **Electronic Records.** When records are provided electronically, fees may include the cost of electronic storage media, electronic transfer services, or staff time necessary to prepare the records.

PAYMENTS AND ACCOUNTS

a) Returned Payments

- i. **Fee Authority.** A fee shall be charged for each check, ACH, or other form of payment returned for insufficient funds, account closure, or other reason for non-payment.
- ii. **Fee Establishment.** The amount of such fee shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) Accounts Receivable Charges

- i. **Late Fee.** A late fee ~~may~~ **shall** be assessed on any invoice, bill, or other amount owed to the Town that is not paid by the Due Date as established by the most recently adopted Administrative Fee Schedule Resolution.
- ii. **Interest.** Interest ~~may~~ **shall** accrue on unpaid balances as established by the most recently adopted Administrative Fee Schedule Resolution.
- iii. **Collection Remedies.** The Town may pursue all lawful collection remedies for unpaid balances, including collection agency referral, lien filing where authorized, or legal action.
- iv. **Administrative Implementation.** Administrative procedures related to billing, collection, and enforcement may be established by resolution of the Town Council.

CIVIC CENTER

a) **Civic Center Rental Fees**

- i. **Rental Fee Authority.** Fees shall be charged for the rental and use of the Alpine Civic Center, including but not limited to the Main Event Area, Conference Room, Kitchen, and Entire Facility.
- ii. **Fee Amount and Schedule.** Rental fees and associated charges shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) **Civic Center Rental Discounts**

- i. **Resident Discount.** Residents of the Alpine Fire District may receive a discount on Civic Center rental rates as established by the most recently adopted Administrative Fee Schedule Resolution.
- ii. **Nonprofit Discount.** Registered Nonprofit Organizations may receive a discount on rental rates as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution
 - A. To qualify, the organization must provide documentation verifying its tax-exempt status under Section 501(c) of the Internal Revenue Code and submit a Certificate of Insurance listing the Town of Alpine as an additional insured prior to the event.
- iii. **Community Program Rate.** Community Programs shall be assessed a fee as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution. Community Program organizers must provide either:
 - A. a deposit as established by the most recently adopted Administrative Fee Schedule Resolution, or
 - B. a valid credit or debit card on file for incidentals.
 Program organizers shall also sign a Town liability waiver prior to the use of the facility.

c) **Civic Center Deposits**

- i. **Deposit Requirement.** A deposit shall be required for Civic Center rentals unless a valid credit or debit card is maintained on file for incidentals.
- ii. **Deposit Amount and Timing.** Deposit amounts shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

iii. **Use of Deposit or Card.** The Town may charge the card on file or retain the deposit for damages, excessive cleaning, or violations of rental policies.

d) **Tables and Chairs Rental**

- i. **Tables and Chairs Fee Authority.** Fees ~~may~~ **shall** be charged for the rental or use of Civic Center tables and chairs, whether used inside or outside of the facility.
- ii. **Fee Amount and Schedule.** Such fees shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC PARK AND GAZEBO USE

a) **Marge Grover Park Gazebo**

- i. **General Use.** The gazebo located at Marge Grover Park is a public facility available for general use by the public on a first-come, first-served basis and is not subject to reservation or rental.
- ii. **No Rental Fee.** Use of the gazebo and surrounding park area shall not require a rental fee.
- iii. **Public Access.** Use of Marge Grover Park or the gazebo shall not unreasonably restrict or prevent general public access to the park.
- iv. **Special Events.** Organized events, gatherings, or activities that ~~may involve~~ **involve** amplified sound, large attendance, temporary structures, food service, alcohol service, or other activities requiring Town oversight ~~may~~ **shall** require a **Special Event Permit** as determined by the Town.
- v. **Use of Adjacent Civic Center Grounds.** If an event associated with the use of Marge Grover Park extends onto the grounds of the Alpine Civic Center, including the lawn or outdoor areas surrounding the Civic Center facility, the event ~~may~~ **shall** be subject to Civic Center rental policies and applicable fees established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

STAFF REIMBURSEMENT

a) **Mileage**

- i. **Mileage Reimbursement Rate.** Reimbursement shall be charged at the current Internal Revenue Service reimbursement rate or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) **Administrative Staff Time**

- i. **Administrative Staff Time Reimbursement.** Reimbursement ~~may~~ **shall** be charged for administrative staff time expended on services beyond routine duties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Field Staff Work**

- i. **Field Staff Work Reimbursement.** Reimbursement may be charged for work performed by Town public works or field staff on behalf of outside parties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

d) **Public Works Equipment and Services**

- i. **Equipment and Services Reimbursement.** Reimbursement ~~may~~ **shall** be charged for the use of Town equipment, vehicles, or specialized services.
- ii. **Cost Calculation.** Charges ~~may~~ **shall** be calculated at Actual Cost plus an administrative percentage as established by the most recently adopted Administrative Fee Schedule Resolution.

e) **Postage and Shipping**

- i. **Postage and Shipping Costs.** Actual postage or shipping costs ~~may~~ **shall** be charged for mailing or delivery of requested documents or items.

GENERAL PROVISIONS

- a) **Fee Schedule Authority.** Specific rates for each service authorized by this Ordinance shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution and may be amended from time to time as deemed necessary by the Town Council.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, the remaining portions shall not be affected.

SECTION 6. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 5th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading 19th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	
<i>Nays:</i>	

<u>Abstentions:</u>		<u>Mayor Green:</u>	
<u>Absent:</u>		<u>Burchard:</u>	
		<u>Larsen:</u>	
		<u>Wierda:</u>	
		<u>Scaffide:</u>	

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the ~~forgoing~~ **foregoing** Ordinance No. 2026-005 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~~ **foregoing** Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer

3rd Reading



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-005**

AN ORDINANCE ESTABLISHING FEES FOR ADMINISTRATIVE SERVICES, PUBLIC RECORDS, CIVIC CENTER USE, RETURNED PAYMENTS, AND STAFF REIMBURSEMENTS FOR THE TOWN OF ALPINE, WYOMING

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING:

SECTION 1. PURPOSE

The purpose of this Ordinance is to establish authority for the collection of fees for administrative services, public records, facility rentals, returned payments, and reimbursements for Town staff time and resources, in order to ensure that the Town of Alpine is fairly compensated for costs incurred in providing such services.

SECTION 2. DEFINITIONS

For purposes of this Ordinance, the following terms shall have the meanings set forth below:

- a) **“Actual Cost”** means the direct cost incurred by the Town for materials, labor, equipment use, contractor services, or other expenses required to provide a requested service.
- b) **“Community Program”** means a recurring class, meeting, or organized activity open to the general public and intended primarily for educational, civic, cultural, recreational, or wellness purposes, and not conducted for private profit, private events, or exclusive invitation-only gatherings, as determined by the Town.
- c) **“Due Date”** means the date on which payment is required as stated on an invoice, bill, permit, agreement, or written notice issued by the Town.
- d) **“Administrative Fee Schedule”** means the official schedule of fees adopted and amended from time to time by resolution of the Town Council, known as the Town of Alpine Administrative Fee Schedule Resolution.
- e) **“Nonprofit Organization”** means an organization recognized by the Internal Revenue Service as tax-exempt under Section 501(c) of the Internal Revenue Code.
- f) **“Regular Business Hours”** means the official hours during which Town Hall is open to the public, as established by the Town and posted publicly.
- g) **“Resident”** means a person whose primary residence is located within the Alpine Fire District boundaries.

SECTION 3. ADMINISTRATIVE FEE SCHEDULE AUTHORITY

The fees and reimbursement rates authorized by this Ordinance shall be established and shall be amended from time to time by resolution of the Town Council through the Town of Alpine Administrative Fee Schedule Resolution.

The Administrative Fee Schedule Resolution shall have the full force and effect of law.

The Town Council retains the authority to amend the Administrative Fee Schedule Resolution without requiring amendment of this Ordinance.

SECTION 4. AUTHORIZED FEES AND CHARGES

ADMINISTRATIVE SERVICES

a) Copies

- i. **Copy Fees.** A fee shall be charged for photocopies or printed copies of documents or public records.
- ii. **Standard Size Copies.** Standard copy fees shall apply to documents printed on standard paper sizes as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.
- iii. **Nonstandard Copy Charges.** Charges for copies produced in non-standard sizes, specialty formats, color printing, or large-format reproduction shall be determined by the Town based on Actual Cost or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) Notary Services

- i. **Notary Fee Authority.** A fee shall be charged for each notarization performed by Town staff.
- ii. **Fee Establishment.** Such fee, including any distinctions based on residency status or other classifications authorized by the Town, shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC RECORDS

a) Public Records Access

- i. **Compliance with State Law.** Access to public records maintained by the Town of Alpine shall be provided in accordance with the Wyoming Public Records Act.

- ii. **Inspection of Records.** Public records shall be available for inspection at Town Hall during Regular Business Hours at no charge, provided the records are readily available and do not require staff research, compilation, or redaction.

b) **Copies and Staff Time**

- i. **Copies of Records.** A fee shall be charged for copies, reproductions, or electronic transmission of public records.
- ii. **Staff Time.** Fees shall be charged for staff time required to locate, review, redact, compile, or prepare records when such work exceeds routine administrative effort.
- iii. **Fee Schedule.** Fees for copies, reproduction, electronic transmission, and staff time shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Extensive or Extraordinary Requests**

- i. **Definition.** A request shall be deemed "extensive or extraordinary" if the Town Clerk reasonably estimates that processing the request will require any of the following: i. more than one and one-half (1.5) hours of cumulative staff time to locate, review, redact, compile, or prepare the records; ii. retention of an outside contractor, vendor, or legal counsel to review or redact the records; iii. production of more than one hundred (100) pages of copies or electronic records; or iv. estimated total cost to the requester exceeding two hundred fifty dollars (\$250.00.)
- ii. **Written Cost Estimate.** Upon determining that a request is extensive or extraordinary, the Town Clerk shall provide the requester with a written, itemized cost estimate within a reasonable time and shall identify the basis for the estimate.
- iii. **Advance Payment Required.** Where a request is determined to be extensive or extraordinary, the Town shall require advance payment of the estimated cost, or fifty percent (50%) of the estimated cost, prior to processing. Work shall not commence until payment is received.
- iv. **Reconciliation.** Upon completion of the request, the Town shall reconcile the actual cost against the advance payment. Any overpayment shall be refunded to the requester, and any underpayment shall be billed to and paid by the requester prior to release of the records.
- v. **Right to Modify or Withdraw Request.** A requester may modify or withdraw the request at any time after receiving the cost estimate. If withdrawn before work commences, any advance payment shall be refunded in full, less actual costs already incurred.

PAYMENTS AND ACCOUNTS

a) Returned Payments

- i. **Fee Authority.** A fee shall be charged for each check, ACH, or other form of payment returned for insufficient funds, account closure, or other reason for non-payment.
- ii. **Fee Establishment.** The amount of such fee shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) Accounts Receivable Charges

- i. **Late Fee.** A late fee shall be assessed on any invoice, bill, or other amount owed to the Town that is not paid by the Due Date as established by the most recently adopted Administrative Fee Schedule Resolution.
- ii. **Interest.** Interest shall accrue on unpaid balances as established by the most recently adopted Administrative Fee Schedule Resolution.
- iii. **Collection Remedies.** The Town shall pursue all lawful collection remedies for unpaid balances, including collection agency referral, lien filing where authorized, or legal action.
- iv. **Administrative Implementation.** Administrative procedures related to billing, collection, and enforcement shall be established by resolution of the Town Council.

CIVIC CENTER

a) Civic Center Rental Fees

- i. **Rental Fee Authority.** Fees shall be charged for the rental and use of the Alpine Civic Center, including but not limited to the Main Event Area, Conference Room, Kitchen, and Entire Facility.
- ii. **Fee Amount and Schedule.** Rental fees and associated charges shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

b) Civic Center Rental Discounts

- i. **Resident Discount.** Residents of the Alpine Fire District shall receive a discount on Civic Center rental rates as established by the most recently adopted Administrative Fee Schedule Resolution.

ii. **Nonprofit Discount.** Registered Nonprofit Organizations shall receive a discount on rental rates as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution

A. To qualify, the organization must provide documentation verifying its tax-exempt status under Section 501(c) of the Internal Revenue Code and submit a Certificate of Insurance listing the Town of Alpine as an additional insured prior to the event.

iii. **Community Program Rate.** Community Programs shall be assessed a fee as established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution. Community Program organizers must provide either:

A. a deposit as established by the most recently adopted Administrative Fee Schedule Resolution, or

B. a valid credit or debit card on file for incidentals.

Program organizers shall also sign a Town liability waiver prior to the use of the facility.

c) **Civic Center Deposits**

i. **Deposit Requirement.** A deposit shall be required for Civic Center rentals unless a valid credit or debit card is maintained on file for incidentals.

ii. **Deposit Amount and Timing.** Deposit amounts shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

iii. **Use of Deposit or Card.** The Town shall charge the card on file or retain the deposit for damages, excessive cleaning, or violations of rental policies.

d) **Tables and Chairs Rental**

i. **Tables and Chairs Fee Authority.** Fees shall be charged for the rental or use of Civic Center tables and chairs, whether used inside or outside of the facility.

ii. **Fee Amount and Schedule.** Such fees shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

PUBLIC PARK AND GAZEBO USE

a) **Marge Grover Park Gazebo**

- i. **General Use.** The gazebo located at Marge Grover Park is a public facility available for general use by the public on a first-come, first-served basis and is not subject to reservation or rental.
- ii. **No Rental Fee.** Use of the gazebo and surrounding park area shall not require a rental fee.
- iii. **Public Access.** Use of Marge Grover Park or the gazebo shall not unreasonably restrict or prevent general public access to the park.
- iv. **Special Events.** Organized events, gatherings, or activities that may involve amplified sound, large attendance, temporary structures, food service, alcohol service, or other activities requiring Town oversight shall require a **Special Event Permit** as determined by the Town.
- v. **Use of Adjacent Civic Center Grounds.** If an event associated with the use of Marge Grover Park extends onto the grounds of the Alpine Civic Center, including the lawn or outdoor areas surrounding the Civic Center facility, the event shall be subject to Civic Center rental policies and applicable fees established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

STAFF REIMBURSEMENT

a) **Mileage**

- i. **Mileage Reimbursement Rate.** Reimbursement shall be charged at the current Internal Revenue Service reimbursement rate or as established by the most recently adopted Administrative Fee Schedule Resolution.

b) **Administrative Staff Time**

- i. **Administrative Staff Time Reimbursement.** Reimbursement shall be charged for administrative staff time expended on services beyond routine duties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

c) **Field Staff Work**

- i. **Field Staff Work Reimbursement.** Reimbursement shall be charged for work performed by Town public works or field staff on behalf of outside parties.
- ii. **Rate Establishment.** The rate shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution.

d) **Public Works Equipment and Services**

- i. **Equipment and Services Reimbursement.** Reimbursement shall be charged for the use of Town equipment, vehicles, or specialized services.
- ii. **Cost Calculation.** Charges shall be calculated at Actual Cost plus an administrative percentage as established by the most recently adopted Administrative Fee Schedule Resolution.

e) **Postage and Shipping**

- i. **Postage and Shipping Costs.** Actual postage or shipping costs shall be charged for mailing or delivery of requested documents or items.

GENERAL PROVISIONS

- a) **Fee Schedule Authority.** Specific rates for each service authorized by this Ordinance shall be established by the most recently adopted Town of Alpine Administrative Fee Schedule Resolution and shall be amended from time to time as deemed necessary by the Town Council.

SECTION 5. SEVERABILITY

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid, the remaining portions shall not be affected.

SECTION 6. EFFECTIVE DATE

This ordinance shall take effect upon third and final reading, passage, and publication as required by law.

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 5th day of May 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed on Third and Final Reading on the 19th day of May 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

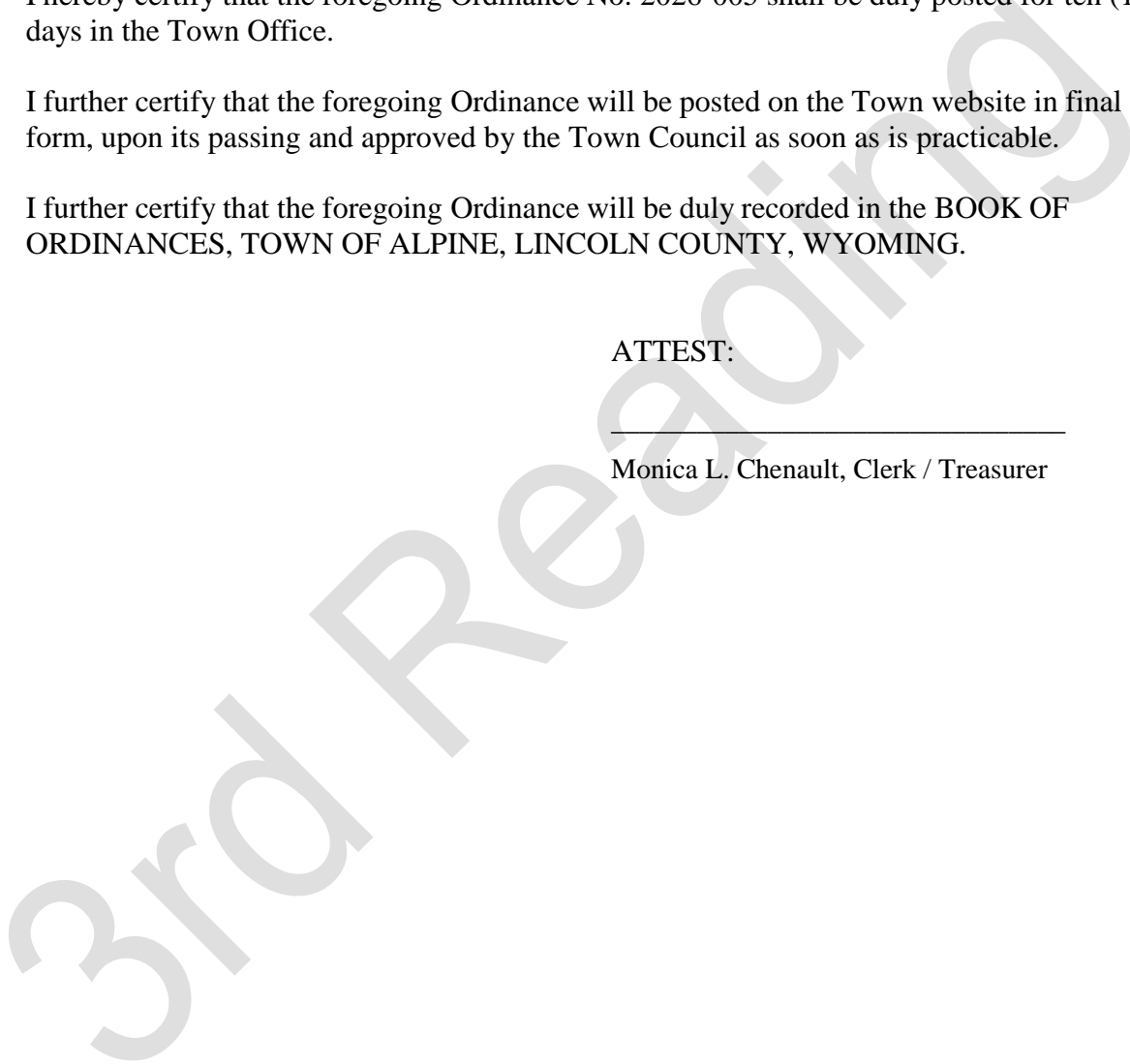
I hereby certify that the foregoing Ordinance No. 2026-005 shall be duly posted for ten (10) days in the Town Office.

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 foregoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer





**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-024
A RESOLUTION ESTABLISHING AN ADMINISTRATIVE FEE SCHEDULE FOR
THE TOWN OF ALPINE, WYOMING**

WHEREAS, the Town Council of the Town of Alpine, Wyoming, has adopted Ordinance No. 2026-005 establishing the authority of the Town to collect fees for administrative services, public records requests, facility rentals, returned payments, postage, and staff reimbursements; and

WHEREAS, it is necessary for the Town Council to adopt and maintain a schedule of fees to implement the ordinance; and

WHEREAS, the Council desires to establish reasonable fees to recover the costs incurred by the Town in providing such services.

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

The Town of Alpine Administrative Fee Schedule, as set forth below, is hereby adopted.

1. COPY FEES

Service	Rate
Black & White Copies (standard size)	\$0.20 per page
Color Copies (standard size)	\$0.50 per page

2. NOTARY SERVICE FEES

Customer Type	Fee
Town Residents	Free
Out-of-Town Residents	\$5.00 per notarized document

3. PUBLIC RECORDS REQUEST FEES

Service	Rate
Website-Available Information	Free
Research / Staff Time	\$50.00 per hour
Overtime Research	1.5 × standard hourly rate
Electronic Records (media, transfer, preparation)	Actual Cost



TOWN OF ALPINE, WYOMING
RESOLUTION 2026-024
A RESOLUTION ESTABLISHING AN ADMINISTRATIVE FEE SCHEDULE FOR
THE TOWN OF ALPINE, WYOMING

Copies of public records shall be charged according to the Copy Fees section of this schedule.

4. RETURNED PAYMENT FEES

Type	Fee
Returned Check / ACH / Other Returned Payment	\$50.00 per returned item

5. ACCOUNTS RECEIVABLE FEES

Service	Rate
Late Fee	5% of outstanding balance
Interest	1.5% per month on unpaid balances

6. STAFF REIMBURSEMENT RATES

Service	Rate
Mileage	Current IRS reimbursement rate
Administrative Staff Time	\$50.00 per hour
Field Crew Labor	\$50.00 per hour per staff member
Public Works Equipment / Services	Actual cost + 30%

Overtime Staff Reimbursement. Staff time performed outside regular business hours, or staff time that results in overtime compensation to the Town employee, shall be reimbursed at one and one-half times (1.5 ×) the applicable staff reimbursement rate.

7. POSTAGE & SHIPPING FEES

Service	Rate
Postage / Shipping	Actual cost charged to requester



TOWN OF ALPINE, WYOMING
RESOLUTION 2026-024
A RESOLUTION ESTABLISHING AN ADMINISTRATIVE FEE SCHEDULE FOR
THE TOWN OF ALPINE, WYOMING

8. CIVIC CENTER RENTAL FEES

a) Rental Rates

Table with 3 columns: Area, Hourly Rate, Full Day Rate. Rows include Main Event Area, Conference Room, Kitchen, and Entire Facility.

b) Deposits

- i. Deposit Requirement. A deposit is required for Civic Center rentals unless a valid credit or debit card is maintained on file for incidentals.
ii. Deposit Payment. If a credit or debit card is not provided, the deposit must be paid in full prior to the rental and shall be equal to the applicable rental fee.
iii. Use of Deposit or Card. The Town may charge the card on file or retain the deposit for damages, excessive cleaning, or violations of Civic Center rental policies.
iv. Deposit Refund. Deposits may be refunded after inspection of the facility and confirmation that no damages or policy violations occurred.

c) Tables & Chairs

Table with 3 columns: Item, Fee, Deposit. Rows include Table Rental and Chair Rental.

d) Civic Center Discounts:

- i. Resident Discount. Residents residing within the Alpine Fire District shall receive a twenty-five percent (25%) discount on Civic Center rental rates.
ii. Nonprofit Discount. Registered nonprofit organizations recognized under Section 501(c) of the Internal Revenue Code may receive a one hundred percent (100%) discount on Civic Center rental rates. The Town reserves



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-024
A RESOLUTION ESTABLISHING AN ADMINISTRATIVE FEE SCHEDULE FOR
THE TOWN OF ALPINE, WYOMING**

the right to approve or deny nonprofit discounts based on availability and intended use of the facility.

- A Certificate of Insurance listing the Town of Alpine as an additional insured is required.
- iii. **Community Program Rentals.** Community programs that are **open to the public** and host recurring activities shall be assessed a fee of fifteen dollars (\$15.00) per week or per scheduled use, as applicable. A deposit of one hundred dollars (\$100.00), or a valid credit or debit card on file, shall be required. Program organizers must sign a Town liability waiver prior to use of the facility.

e) Public Park and Gazebo

Marge Grover Park Gazebo	No rental fee; first-come, first-served
Special Event Permit	May be required depending on event size, impact, or activities. Applicable fees, if any, shall be established by separate resolution or fee schedule.

BE IT FURTHER RESOLVED,

That the Town Clerk is directed to maintain and make available to the public the current version of the Town of Alpine Administrative Fee Schedule.

BE IT FURTHER RESOLVED,

That the Administrative Fee Schedule may be amended from time to time by resolution of the Town Council.

BE IT FURTHER RESOLVED,

that Resolution No. 5-7-2013, and any amendments thereto, are hereby repealed in their entirety and replaced by this Resolution.

PASSED, APPROVED AND ADOPTED this 19th day of May 2026



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-024
A RESOLUTION ESTABLISHING AN ADMINISTRATIVE FEE SCHEDULE FOR
THE TOWN OF ALPINE, WYOMING**

VOTING RECORD:

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

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer



TOWN OF ALPINE, WYOMING
RESOLUTION 2026-023
A RESOLUTION RESCHEDULING THE PUBLIC HEARING FOR THE BOARDWALK II
LOT 18 ANNEXATION PETITION

WHEREAS, the Town Council of the Town of Alpine adopted Resolution No. 2026-022 certifying the submission of an annexation petition for the Boardwalk II Lot 18 Annexation in accordance with W.S. § 15-1-403; and

WHEREAS, Resolution No. 2026-022 scheduled a Public Hearing on the proposed annexation for June 16, 2026, at 6:30 p.m. at Town Hall; and

WHEREAS, the Town Council has determined it is necessary to reschedule the Public Hearing to a later date;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Alpine, Wyoming, that the Public Hearing for the Boardwalk II Lot 18 Annexation Petition previously scheduled for June 16, 2026, is hereby rescheduled to June 23, 2026, at 6:30 p.m. at Town Hall.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 19th day of May 2026.

VOTING RECORD:

Table with 2 columns: Ayes, Nays, Abstentions, Absent; Mayor Green, Burchard, Larsen, Wierda, Scaffide

Signed:

Eric Green, Mayor of Alpine

ATTEST:

Monica Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-025
A RESOLUTION ESTABLISHING THE TOWN OF ALPINE SAFETY COMMITTEE AND
AUTHORIZING THE IMPLEMENTATION AND OVERSIGHT OF THE ACCIDENT
PREVENTION AND SAFETY MANUAL**

WHEREAS, the Town of Alpine recognizes the importance of maintaining a safe and healthy workplace for all employees, elected officials, volunteers, contractors, and members of the public; and

WHEREAS, the Town Council desires to promote workplace safety, reduce accidents and injuries, encourage safe work practices, and ensure compliance with applicable federal, state, and local safety requirements; and

WHEREAS, the Town has prepared and adopted an Accident Prevention & Safety Manual to establish policies, procedures, training standards, and safety expectations for Town operations; and

WHEREAS, the Town Council finds it necessary and beneficial to establish a Safety Committee to oversee implementation, review, maintenance, and ongoing administration of the Accident Prevention and Safety Manual and related safety programs;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Alpine, Wyoming, as follows:

Section 1. Establishment of Safety Committee

The Town of Alpine Safety Committee is hereby established as an advisory and administrative committee responsible for promoting workplace safety and overseeing implementation of the Town's Accident Prevention and Safety Manual.

Section 2. Purpose and Duties

The Safety Committee shall:

- a) Review, recommend, and monitor workplace safety policies and procedures;
- b) Assist in the implementation and administration of the Town's Accident Prevention and Safety Manual;
- c) Review accident reports, incidents, near misses, and safety concerns to identify corrective actions and recommendations;
- d) Promote employee safety training, awareness, and compliance with safety standards;
- e) Recommend updates and revisions to safety policies and procedures as necessary;

- f) Encourage communication between Town staff, department heads, and the Town Council regarding workplace safety matters; and
- g) Perform other safety-related duties as directed by the Town Council.

Section 3. Membership

The Safety Committee shall consist of members appointed by the mayor and/or Town Council. The committee shall include the following members:

- a) Craig Leseberg, Public Works Director;
- b) Dustin Murrell, Utility Supervisor;
- c) Amy Wierda, Councilmember;
- d) Riley Hovorka, Town Administrator.

Section 4. Meetings

The Safety Committee shall meet as necessary to review safety matters, incidents, training needs, and policy updates. Meeting records and recommendations may be provided to the Town Council.

Section 5. Authority

The Safety Committee shall serve in an advisory capacity to the Town Council and Town administration. Final authority regarding adoption or amendment of policies, expenditures, or enforcement actions shall remain with the Town Council unless otherwise delegated by law or policy.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 19th day of May 2026.

VOTING RECORD:

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

Signed:

Eric Green, Mayor of Alpine

ATTEST:

Monica Chenault, Town Clerk/Treasurer



**TOWN OF ALPINE, WYOMING
RESOLUTION 2026-026
A RESOLUTION APPROVING AN AMENDMENT TO THE TOWN OF ALPINE
EMPLOYEE POLICY AND PROCEDURE MANUAL REGARDING TOWN
ADMINISTRATOR SEVERANCE**

WHEREAS, the Town of Alpine maintains an Employee Policy and Procedure Manual to establish policies and procedures governing employment with the Town; and

WHEREAS, the Town Council recognizes that the Town Administrator serves at the direction of the governing body and that changes in administration, organizational priorities, or operational structure may result in separation from employment through no fault of the employee; and

WHEREAS, the Town Council finds it necessary and appropriate to amend the Employee Policy and Procedure Manual to establish a severance policy applicable to the Town Administrator position; and

WHEREAS, the Town Council desires to clarify the circumstances under which severance may be provided and to reaffirm the at-will employment status of Town employees;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Town of Alpine, Wyoming, that the Employee Policy and Procedure Manual is hereby amended by adding the following subsection under the “General Employment” section following “Termination, Resignation and Discharge”:

Town Administrator Severance

In the event the Town Administrator is discharged by the Town through no fault of their own during the first two years of employment, the Town Administrator shall receive severance pay equal to eight weeks of the Town Administrator’s regular base pay.

This severance benefit shall only apply during the first two years of the Town Administrator’s employment with the Town. After the completion of two years of employment, the Town Administrator shall not be eligible for severance under this section unless separately approved by the Town Council in writing.

For purposes of this policy, “discharged through no fault of their own” means separation initiated by the Town that is not based on misconduct, violation of Town policy, neglect of duty, insubordination, dishonesty, criminal conduct, job abandonment, failure to perform assigned duties, or other cause attributable to the Town Administrator’s conduct or performance.

Severance under this section shall not apply in the event of voluntary resignation, retirement, death, expiration of a temporary appointment or contract term, mutual separation unless expressly approved by the Town Council, or discharge for cause.

Payment of severance under this section shall be subject to all applicable payroll deductions and withholdings. Severance shall be calculated using the Town Administrator’s regular base rate of pay at the time of separation and shall not include overtime, bonuses, allowances, reimbursements, accrued leave, or other benefits unless otherwise required by law or separately approved by the Town Council.

This section does not alter the at-will employment status of the Town Administrator or any other Town employee. Nothing in this section shall be construed as creating a contract of employment or limiting the Town’s authority to terminate employment in accordance with applicable law and Town policy.

BE IT FURTHER RESOLVED that this amendment shall become effective immediately upon adoption and shall be incorporated into the official Town of Alpine Employee Policy and Procedure Manual.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 19th day of May 2026.

VOTING RECORD:

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

Signed:

Eric Green, Mayor of Alpine

ATTEST:

Monica Chenault, Town Clerk/Treasurer



TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-007

AN ORDINANCE FOR THE TOWN OF ALPINE, COUNTY OF LINCOLN, STATE OF WYOMING, ADOPTING AND APPROVING THE ANNUAL BUDGET AND APPROPRIATIONS FOR FISCAL YEAR 2026, BEGINNING ON JULY 1, 2026, AND ENDING ON JUNE 30, 2027, PURSUANT TO WYOMING STATUTE 16-4-101.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE THAT the Town of Alpine, Budget and Appropriations for Fiscal year 2027 is hereby adopted, approved, and shall be transmitted to the Wyoming Authorities as required by statute. This Ordinance shall be in full force and effect from and after the passage on three reading and published as required by law.

GENERAL FUND REVENUES AND FUNDING SOURCES	
Tax Revenue	\$1,860,500.00
Licenses and Permits	\$201,450.00
Charges for Services	\$326,500.00
Intergovernmental Revenue	\$399,750.00
Fine & Penalties	\$2,000.00
Other Revenue	\$23,000.00
Use of Prior Year Fund Balance	\$0.00
TOTAL GENERAL FUND REVENUE	\$2,813,200.00
GENERAL FUND APPROPRIATIONS	
Mayor & Council	\$35,400.00
Administration	\$584,850.00
Court	\$17,400.00
Travel & Tourism	\$226,500.00
Building & Development	\$225,000.00
Streets	\$248,000.00
Snow Removal	\$197,500.00
Law Enforcement	\$184,850.00
Facilities	\$202,850.00
Parks	\$137,750.00
Events	\$142,250.00
Business & Community Development	\$5,500.00

Capital Outlay	\$277,000.00
Debt Service	\$195,000.00
TOTAL GENERAL FUND APPROPRIATIONS	\$2,679,850.00
WATER FUND REVENUE	
Operating Revenue	\$797,150.00
Grant Income	\$294,000.00
Other Income	\$299,000.00
Use of Prior Year Fund Balance	\$0.00
TOTAL WATER FUND REVENUE	\$1,390,150.00
WATER FUND APPROPRIATIONS	
Administration	\$123,000.00
Field Operations	\$490,250.00
Capital Outlay	\$609,000.00
Debt Service	\$14,000.00
TOTAL WATER FUND APPROPRIATIONS	\$1,236,250.00
WASTEWATER FUND REVENUE	
Operating Revenue	\$1,018,000.00
Grant Income	\$0.00
Other Income	\$300,000.00
Use of Prior Year Fund Balance	\$446,000.00
TOTAL WASTEWATER FUND REVENUE	\$1,764,000.00
WASTEWATER FUND APPROPRIATIONS	
Administration	\$126,500.00
Collections	\$230,500.00
Pre-treatment	\$298,500.00
Wastewater Treatment Plant	\$597,000.00
Capital Outlay	\$195,000.00
Debt Service	\$279,000.00
TOTAL WASTEWATER FUND APPROPRIATIONS	\$1,726,500.00

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

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

Passed Second Reading on the 5th day of May 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 19th day of May 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

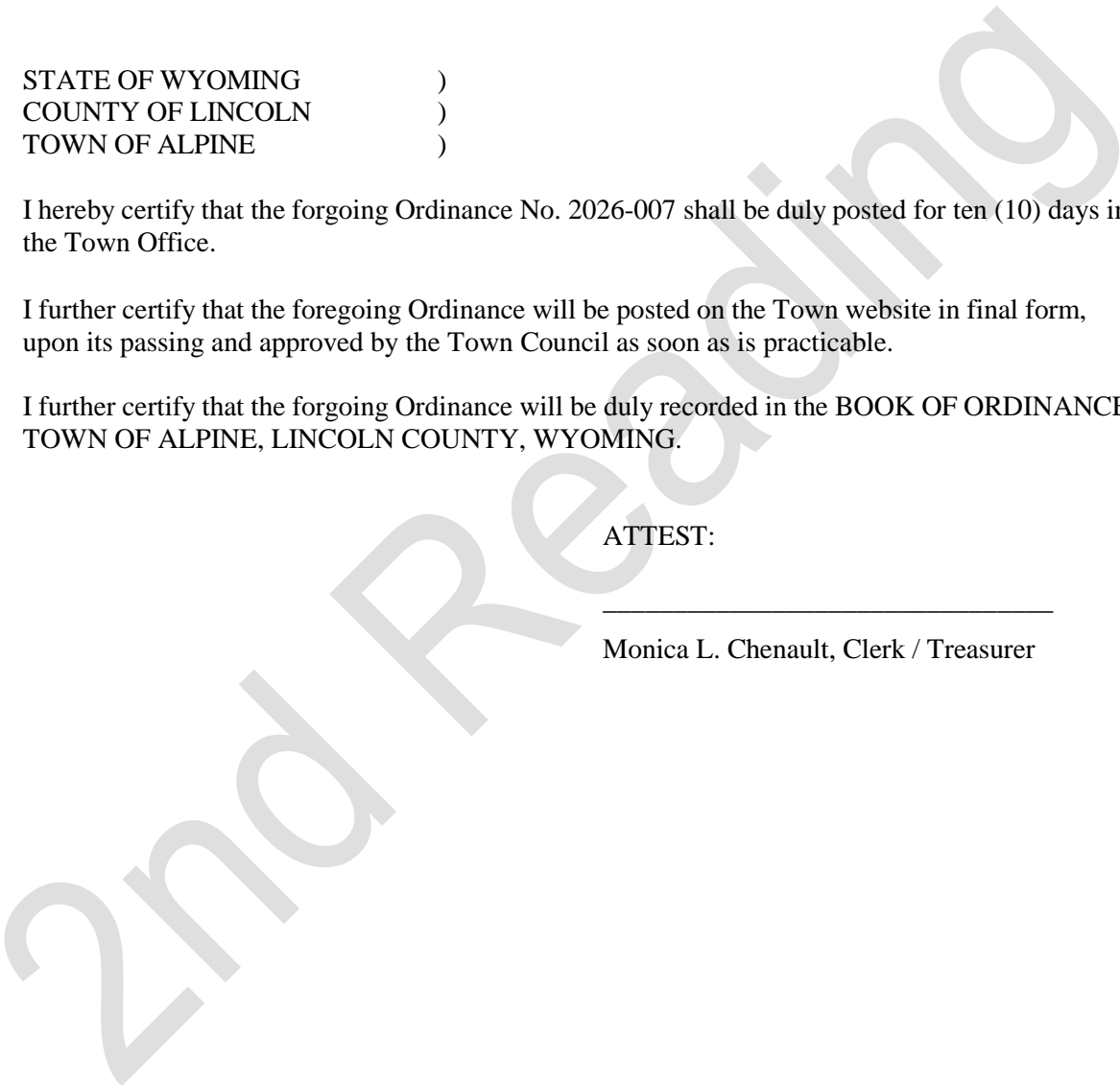
I hereby certify that the forgoing Ordinance No. 2026-007 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

Monica L. Chenault, Clerk / Treasurer





TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2026-006

AN ORDINANCE FOR THE TOWN OF ALPINE, COUNTY OF LINCOLN, STATE OF WYOMING, ADOPTING AND APPROVING THE ANNUAL BUDGET AND APPROPRIATIONS FOR FISCAL YEAR 2026, BEGINNING ON JULY 1, 2025, AND ENDING ON JUNE 30, 2026, PURSUANT TO WYOMING STATUTE 16-4-101.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE THAT the Town of Alpine, Amended Budget and Appropriations for Fiscal year 2026 is hereby adopted, approved, and shall be transmitted to the Wyoming Authorities as required by statute. This Ordinance shall be in full force and effect from and after the passage on three reading and published as required by law.

Table with 2 columns: Category and Amount. Includes sections for GENERAL FUND REVENUES AND FUNDING SOURCES and GENERAL FUND APPROPRIATIONS.

Capital Outlay	\$328,000.00
Debt Service	\$195,000.00
TOTAL GENERAL FUND APPROPRIATIONS	\$2,347,650.00
WATER FUND REVENUE	
Operating Revenue	\$685,200.00
Grant Income	\$771,400.00
Other Income	\$124,500.00
Use of Prior Year Fund Balance	\$0.00
TOTAL WATER FUND REVENUE	\$1,581,100.00
WATER FUND APPROPRIATIONS	
Administration	\$162,400.00
Field Operations	\$426,500.00
Capital Outlay	\$907,000.00
Debt Service	\$28,500.00
TOTAL WATER FUND APPROPRIATIONS	\$1,524,400.00
WASTEWATER FUND REVENUE	
Operating Revenue	\$785,000.00
Grant Income	\$88,000.00
Other Income	\$59,000.00
Use of Prior Year Fund Balance	\$0.00
TOTAL WASTEWATER FUND REVENUE	\$932,000.00
WASTEWATER FUND APPROPRIATIONS	
Administration	\$140,000.00
Collections	\$170,965.00
Pre-treatment	\$254,300.00
Wastewater Treatment Plant	\$513,750.00
Capital Outlay	\$191,000.00
Debt Service	\$279,000.00
TOTAL WASTEWATER FUND APPROPRIATIONS	\$1,549,015.00

Passed First Reading on the 21st day of April 2026.

VOTING RECORD:

<i>Ayes:</i>	5	<i>Mayor Green:</i>	Aye
<i>Nays:</i>	0	<i>Burchard:</i>	Aye
<i>Abstentions:</i>	0	<i>Larsen:</i>	Aye
<i>Absent:</i>	0	<i>Wierda:</i>	Aye
		<i>Scaffide:</i>	Aye

Passed Second Reading on the 19th day of May 2026.

VOTING RECORD:

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

Passed on Third and Final Reading 23rd day of June 2026.

VOTING RECORD:

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

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

appropriations

ATTESTATION OF THE TOWN CLERK

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

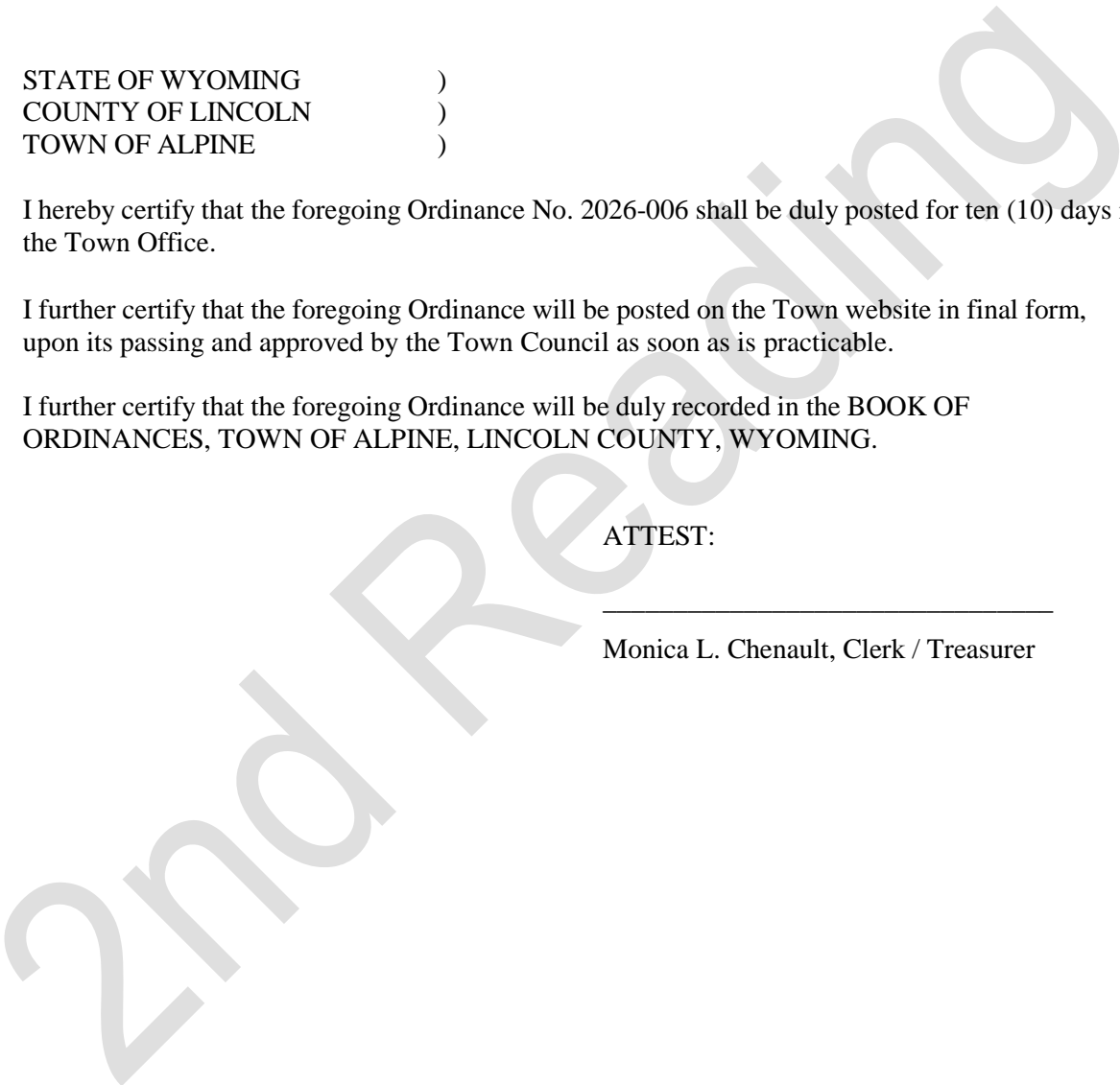
I hereby certify that the foregoing Ordinance No. 2026-006 shall be duly posted for ten (10) days in the Town Office.

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 foregoing Ordinance will be duly recorded in the BOOK OF ORDINANCES, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault, Clerk / Treasurer



Town of Alpine

Accident Prevention & Safety Manual

Origination Date:	January 23, 2019	Revision Date:	February 10, 2026
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Town of Alpine Accident Prevention & Safety Manual

1. General Safety Program Administration

2. Employee Safety Handbook

◆ *Handbook = expectations, not procedures*

3. Disciplinary Action Program (STAND-ALONE AUTHORITY)

4. Accident Reporting & Investigation Program

5. OSHA / WYOSH Injury Illness Recordkeeping (29 CFR 1904)

7. Hazard Communication Program (29 CFR 1910.1200)

8. Personal Protective Equipment (PPE) Program (29 CFR 1910 Subpart I)

9. Bloodborne Pathogens Program (29 CFR 1910.1030)

10. Respiratory Protection Program (29 CFR 1910.134)

11. Confined Space Program – Integration Section

(Full Permit Program maintained separately)

12. Excavation & Trenching Safety Program (29 CFR 1926 Subpart P)

13. Lockout / Tagout Program (29 CFR 1910.147)

14. Electrical Safety & Ground-Fault Protection Program

15. Machinery & Machine Guarding Safety Program (29 CFR 1910 Subpart O)

16. Housekeeping Program

17. Material Storage Program

18. Fire Prevention Plan (29 CFR 1910.39)

19. Emergency Action Plan (29 CFR 1910.38)

20. First Aid Program (29 CFR 1910.151)

21. Substance Abuse Program

22. OSHA / WYOSH Inspection Management

Appendices

- A. Safety Hazard Citation Form
- B. Training Record Forms
- C. Accident Investigation Forms
- D. PPE Hazard Assessments
- E. Confined Space Permits
- F. Equipment Inspection Checklists

1. Town of Alpine Safety Policies and Procedures

This Accident Prevention & Safety Manual applies to all Town of Alpine employees, elected officials when performing operational duties, temporary employees, and volunteers performing work on behalf of the Town where exposure to workplace hazards may exist.

This manual is intended to meet the requirements of applicable federal Occupational Safety and Health Administration (OSHA) standards as adopted and enforced by Wyoming Occupational Safety and Health (WYOSH). Where specific operations require additional task-specific procedures or permits, those documents shall supplement—but not replace—this manual.

Nothing in this manual is intended to create a contractual obligation or guarantee of employment. Safety rules and procedures are conditions of employment and may be updated as regulations, operations, or hazards change.

Town of Alpine Safety Policy Statement

The Town of Alpine is committed to providing a workplace that is free from recognized hazards that may cause injury, illness, or death. Safety is a core value of the Town and is considered equally important with service delivery, quality of work, and fiscal responsibility.

The Town will comply with all applicable federal, state, and local safety and health regulations, including but not limited to:

- Occupational Safety and Health Administration (OSHA) standards as adopted by WYOSH
- Environmental Protection Agency (EPA) regulations
- Department of Transportation (DOT) regulations
- Applicable Wyoming statutes and administrative rules

All injuries, illnesses, and incidents are considered preventable through effective planning, training, supervision, and employee participation. Safety is the responsibility of every employee at every level.

Types of Written Safety Plans in Place

Because the Town cares about employee safety and strives to provide a safe workplace, multiple written safety plans are in place. These plans provide guidance and direction for the safety issues they address and are incorporated throughout this Accident Prevention & Safety Manual.

Employer Responsibilities

The Town of Alpine shall:

- Provide a workplace reasonably free from recognized hazards
- Establish, implement, and maintain an effective safety and health program
- Provide required safety training and documentation
- Ensure equipment, facilities, and property are maintained in a safe condition
- Investigate incidents and implement corrective actions

- Enforce safety rules consistently and fairly

Department supervisors and management are responsible for ensuring employees under their supervision understand and follow all applicable safety rules and procedures.

Employee Responsibilities

All Town employees are required to:

- Comply with all applicable safety rules, policies, and procedures
- Perform work in a safe manner and avoid unsafe acts
- Use required personal protective equipment (PPE)
- Report on unsafe conditions, hazards, near-misses, injuries, and illnesses immediately
- Participating in required safety training
- Maintain clean and orderly work areas

Failure to comply with safety requirements may result in disciplinary action.

Designated Safety Officer

The Public Works Director is designated as the Town of Alpine Safety Officer.

The Safety Officer has the authority and responsibility to administer and enforce the Town’s safety and health program, including:

- Program implementation and updates
- Incident investigation and reporting
- Safety inspections and audits
- Regulatory compliance monitoring
- Employee safety training coordination

The Safety Officer reports directly to Town Council regarding safety and health matters.

Training Policy

The Town of Alpine will provide safety training to employees as required by regulation and as necessary to perform assigned duties safely.

Training includes:

- New employee orientation
- Job-specific safety training
- Refresher and periodic training
- Training related to new equipment, materials, or procedures

All training shall be documented and retained in accordance with regulatory requirements.

Policy Statement

Employees need to know the Town's position on safety and health and what we expect of them. They need a clear understanding of the rules and the consequences of breaking those rules. This is true in all areas of work, but it is especially important for workers' safety and health. As part of the policy statement, and in the employee safety handbook, the Town has a written statement setting forth its disciplinary policy. Company managers and supervisors will always be on the lookout for safety violations and will conscientiously and vigorously enforce the Town's commitment to safety.

2. Employee Safety Handbook

General Health & Safety Policies

The Town of Alpine is committed to providing all employees with a safe and healthy workplace. Hazards may be identified during planning and design, routine workplace inspections, job hazard analyses, or through employee reports.

All recognized safety and health hazards shall be eliminated or controlled as promptly as feasible, with priority given based on the level of risk posed. Engineering controls and substitution of less hazardous processes or materials are the preferred methods of hazard abatement. Personal protective equipment (PPE) shall be used when other control measures are not feasible or as an additional protective measure.

Safety rules have been developed with input from supervisors and employees. These rules address behaviors and work practices that can lead to accidents and injuries. All employees are expected to become familiar with and follow applicable safety rules. Supervisors are responsible for enforcing safe work practices.

Most accidents are preventable when employees follow safety rules and use required protective equipment.

THINK SAFE — WORK SAFE — BE SAFE

Why Work Safely?

- Your safety protects the people who matter most—your family.
- A work-related injury can impact your ability to work, participate in daily activities, and enjoy life outside of work.
- Working safely protects you, your coworkers, and the community.

What Does Working Safely Mean?

- Wearing required personal protective equipment.
- Performing tasks correctly and avoiding unsafe shortcuts.
- Staying alert and focused on the task at hand.
- Asking your supervisor for instructions before performing unfamiliar tasks.

Your Safety Rights

Employees have the following rights under federal and state law:

- The right to a workplace is free from recognized hazards.
- The right to receive information about workplace hazards and how to protect yourself.
- The right to know about chemical hazards and access Safety Data Sheets (SDS).
- The right to question instructions that may place you or others in danger.
- The right to access your medical and exposure records.

- The right to report safety concerns without fear of retaliation.

Your Safety Responsibilities

Employees are responsible for:

- Reporting all work-related injuries, illnesses, and near misses immediately.
- Following safety rules and safe work practices.
- Reporting unsafe conditions or hazards.
- Helping coworkers recognize unsafe conditions or behaviors.
- Asking questions when safety requirements are unclear.

Employee Safety Rules

Not all safety rules can be listed in one document. Employees must follow all general and department-specific safety rules and ask their supervisor for guidance when assigned unfamiliar tasks.

Access to Employee Exposure & Medical Records

Employees or their designated representatives may request access to medical or exposure records. Access will be provided within a reasonable time, not to exceed fifteen (15) working days. Requests may be made through the **Safety Officer**.

General Safety Rules

- Read and follow posted safety notices and instructions.
- Obey all warning signs and operating procedures.
- Assist coworkers when necessary to perform work safely.
- Horseplay, pranks, or unsafe behavior are strictly prohibited.
- Clean up spills immediately or report them.
- Report unsafe conditions or damaged equipment immediately.
- Wear required PPE at all times.
- Use ladders or step stools—never furniture.
- Do not report to work under the influence of alcohol or illegal drugs.

Hazard Communication

- All hazardous chemicals must be properly labeled.
- Safety Data Sheets (SDS) are available through supervisors or the Safety Officer.
- Use required PPE when handling chemicals.

Lockout/Tagout

- Never operate equipment with a lock or tag.
- Never remove locks or tags.
- Only authorized employees may perform lockout/tagout.

Electrical Safety

- Only trained personnel may perform electrical work.
- Do not use damaged cords or equipment.
- Do not use electrical equipment in wet conditions.

Machine Safety & Guarding

- Never operate equipment without training.
- Never remove or bypass guards.
- Report missing or damaged guards immediately.

Lifting & Material Handling

- Assess weight before lifting.
- Use assistance or equipment when needed.
- Lift with legs, not back.
- Avoid twisting while carrying loads.

Fire Safety

- Attempt to extinguish only very small fires if trained.
- For larger fires: activate alarm and evacuate.
- Assemble designated areas and report missing personnel.

Fire Extinguisher Use (PASS)

- Pull the pin
- Aim at the base
- Squeeze the handle
- Sweep side to side

Horseplay

Horseplay, pranks, scuffling, or throwing objects is prohibited and may result in disciplinary action.

Personal Protective Equipment (PPE)

Supervisors will identify required PPE for each task. Employees must:

- Inspect PPE before use
- Replace damaged PPE
- Store PPE properly

Bloodborne Pathogens

Employees who have not received bloodborne pathogen training or been offered the Hepatitis B

vaccination **must not** handle blood or bodily fluids.

If exposure occurs:

- Notify your supervisor immediately.
- Seek medical evaluation as directed.

Housekeeping Expectations

- Keep work areas clean and orderly.
- Clean spills immediately.
- Report trip and slip hazards.

Injuries & Accidents

- All injuries, illnesses, near misses, and accidents must be reported immediately.
- First aid incidents must be documented.
- Incidents requiring medical treatment must be investigated and documented.
- Failure to report injuries promptly may affect workers' compensation eligibility.

Workers' Compensation Fraud

The Town supports employees with legitimate work-related injuries or illnesses. Suspected fraud will be referred to the Town's workers' compensation carrier and appropriate authorities.

Drug & Alcohol Policy

The Town prohibits the use, possession, or influence of illegal drugs or alcohol during work hours or on Town property.

Testing may be required:

- Upon reasonable suspicion
- After workplace accidents involving injury or damage
- As a condition of employment

Refusal to submit to testing may result in disciplinary action.

Return-to-Work Policy

- Employees returning to work with medical restrictions may be assigned modified duties consistent with medical limitations whenever possible.

Failure to follow safety rules or procedures may result in disciplinary action in accordance with the Town of Alpine Disciplinary Action Program.

TOWN OF ALPINE

Employee Name: _____

Date.: _____

Training Topics Covered in The Employee Safety Handbook:

- GENERAL HEALTH & SAFETY POLICIES
- THE IMPORTANCE OF WORKING SAFELY & WHAT IT INVOLVES
- YOUR SAFETY RIGHTS
- EMPLOYEE RESPONSIBILITIES
- EMPLOYEE SAFETY RULES
- EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS
- BLOODBORNE PATHOGENS – GENERAL AWARENESS
- REPORTING OF INJURIES AND ACCIDENTS
- SEEKING MEDICAL TREATMENT FOR WORK RELATED INJURIES
- WORKERS’ COMPENSATION FRAUD
- HORSE PLAY
- DISCIPLINARY ACTION
- RETURN TO WORK POLICY
- DRUG & ALCOHOL TESTING POLICY
- OSHA’S HAZARD COMMUNICATION STANDARD
- PERSONAL PROTECTIVE EQUIPMENT (PPE): JOB REQUIREMENTS, CARE & LIMITATIONS OF PPE.
- EYE SAFETY
- LOCKOUT/TAGOUT: CONTROL OF HAZARDOUS ENERGY
- ELECTRICAL SAFETY
- FORKLIFT OPERATION
- MACHINE SAFETY & GUARDING
- LIFTING & MOVING MATERIAL HOUSE KEEPING
- FIRE PROCEDURES & USE OF FIRE EXTINGUISHERS

I have read and understand all of the information covered in the Employee Safety Handbook. The topics covered in the handbook are listed above. In addition, I have read and understand the Town’s Accident Prevention and Safety Plan.

Employee Signature: _____

Witness Signature: _____

Date: _____

3. Disciplinary Action Program

Purpose

The purpose of the Disciplinary Action Program is to ensure consistent enforcement of safety rules and safe work practices across all Town of Alpine operations. Compliance with safety policies and procedures is a condition of employment. This program establishes a clear, fair, and documented process for addressing violations of safety rules in order to prevent injuries, illnesses, property damage, and regulatory violations.

This program supports and applies to **all safety-related policies, procedures, and programs** contained within the Town of Alpine Safety & Health Manual.

Policy Statement

The Town of Alpine is committed to providing a safe and healthy workplace for all employees. Employees are expected to comply with all safety rules, procedures, training requirements, and lawful supervisory instructions related to workplace safety.

Failure to comply with safety requirements, whether through unsafe acts, unsafe conditions, or failure to follow established procedures, will result in disciplinary action. Discipline is intended to be corrective, not punitive, and is designed to prevent recurrence through accountability and retraining.

Scope and Applicability

This Disciplinary Action Program applies to:

- All Town of Alpine employees
- All departments, job classifications, and work locations
- All safety-related programs, including but not limited to:
 - Employee Safety Handbook
 - Hazard Communication
 - Bloodborne Pathogens
 - Respiratory Protection
 - Confined Space
 - Lockout/Tagout
 - Electrical Safety
 - Machinery & Machine Guarding
 - Material Storage & Handling
 - Fire Prevention
 - Emergency Action
 - First Aid
 - Substance Abuse
 - OSHA / WYOSH compliance requirements

Contractors and temporary workers are expected to follow equivalent safety rules while on Town property

and may be removed from the worksite for safety violations.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Ensuring this program is implemented consistently
- Reviewing safety violations and disciplinary documentation
- Verifying retraining requirements are met
- Maintaining disciplinary records related to safety violations

Supervisors

Supervisors are responsible for:

- Enforcing safety rules consistently
- Correcting unsafe acts or conditions immediately
- Documenting safety violations and corrective actions
- Assigning retraining when required
- Preventing employees from returning to work when unsafe conditions exist

Employees

Employees are responsible for:

- Following all safety rules and procedures
- Using required personal protective equipment
- Reporting hazards, injuries, and unsafe conditions
- Participating in required training and retraining
- Complying with corrective actions related to safety violations

Types of Safety Violations

Safety violations may include, but are not limited to:

- Failure to wear required PPE
- Failure to report injuries, near-misses, or hazards
- Removing, bypassing, or disabling safety guards
- Operating equipment without authorization or training
- Failure to follow Lockout/Tagout procedures
- Unsafe operation of vehicles, machinery, or tools
- Horseplay or reckless behavior
- Substance abuse violations
- Failure to follow emergency procedures

- Repeated unsafe acts or disregard for safety rules

Progressive Disciplinary Actions

Disciplinary action will be based on the severity of the violation, the employee's work history, and the potential or actual risk created.

Disciplinary actions may include one or more of the following:

- **Verbal Warning**
 1. Documented by the supervisor
 2. Includes coaching and clarification of expectations
- **Written Warning**
 1. Formal documentation placed in the employee file
 2. Includes required retraining
- **Suspension**
 1. Temporary removal from duties
 2. May require retraining and demonstration of competency before return
- **Termination of Employment**
 1. For serious violations or repeated noncompliance

Nothing in this program limits the Town's authority to bypass progressive steps when a violation presents **immediate danger**, involves **willful misconduct**, or results in **serious injury, fatality, or major property damage**.

Immediate Disciplinary Action

Certain violations may result in immediate suspension or termination, including but not limited to:

- Willful disregard of safety procedures
- Operating equipment after being instructed not to
- Removing safety guards without authorization
- Lockout/Tagout violations
- Substance abuse violations
- Falsification or omission of accident or injury information
- Failure to report injuries or accidents

Retraining Requirements

Unsafe acts require **documented retraining** before the employee resumes affected job duties.

Retraining shall:

- Address the specific violation
- Reinforce applicable safety procedures
- Be documented by the supervisor or Safety Officer

- Be completed prior to return to full duty when required

Documentation and Recordkeeping

All disciplinary actions related to safety shall be documented and maintained by the Town.

Documentation may include:

- Supervisor notes
- Written warnings
- Retraining records
- Incident or accident investigation reports
- Safety Officer review and sign-off

These records may be reviewed during internal audits, OSHA/WYOSH inspections, or incident investigations.

Non-Retaliation

Employees will not be retaliated against for:

- Reporting injuries, near-misses, or hazards
- Participating in accident investigations
- Exercising their safety rights under OSHA/WYOSH

False reporting, however, may result in disciplinary action.

Program Evaluation

The Safety Officer will periodically review this program to ensure effectiveness, consistency, and compliance with applicable regulations. Updates may be made as necessary to improve enforcement and workplace safety.

4. Accident Reporting & Investigation

Purpose

The purpose of accident reporting and investigation is to identify causes of incidents and implement corrective actions to prevent recurrence. All incidents are considered preventable.

Employee Involvement and Training

This plan guides employee actions related to accident reporting and investigation. At the time of hire, the Safety Officer explains the purpose of the Accident Reporting and Investigation Plan and how employees may be affected by it.

Employees are instructed on:

- How and when to report work-related injuries or illnesses; and
- Their role in accident and incident reporting.

The Town does not discriminate against employees for reporting injuries, requesting records, or exercising rights under the Occupational Safety and Health Act.

Reporting Requirements

Employees shall immediately report:

- Work-related injuries or illnesses
- Near-miss incidents
- Property damage
- Unsafe conditions or hazards

Delays in reporting may hinder investigation and corrective action.

Investigation

All incidents shall be investigated promptly to determine:

- What occurred
- How it occurred
- Why it occurred
- Corrective actions needed

Investigations are conducted to improve safety, not assign blame.

Failure to comply with accident reporting and investigation requirements may result in disciplinary action

in accordance with the Town of Alpine Disciplinary Action Program.

Employee Information and Training

It is important that employees understand the system and have a reference to turn to if they have any questions. Therefore, in addition to issuing a written statement of the Town's disciplinary policy, the Town has established a Disciplinary Action Program that clearly identifies unacceptable conduct, outlines examples of major and minor safety violations, and explains the corrective actions that may be taken for first, second, or repeated offenses. This program is intended to ensure consistent, fair, and documented enforcement of safety rules and safe work practices.

Supervisors and management are responsible for enforcing safety rules and disciplinary actions in a consistent and impartial manner. Disciplinary action is intended to be corrective rather than punitive and may include retraining, reassignment, suspension, or termination, depending on the severity of the violation and the employee's work history.

Employee Involvement and Training

This plan is an internal document intended to guide employee actions and behaviors related to accident reporting and investigation. At the time of hire, the Safety Officer explains to employees the purpose of the Accident Reporting and Investigation Plan and how employees may be affected by it.

Employees are instructed on:

- How and when to report work-related injuries or illnesses; and
- Their role in accident and incident reporting.

The Town does not discriminate against employees for:

- Reporting a work-related fatality, injury, or illness;
- Filing a safety or health complaint;
- Requesting access to injury and illness records; or
- Exercising any rights afforded under the Occupational Safety and Health Act.

Documentation

Incident investigations shall be documented and retained in accordance with recordkeeping requirements.

Corrective Action

Hazards identified shall be corrected promptly through engineering controls, administrative changes, training, or procedural updates.

5. OSHA / WYOSH Injury & Illness Recording and Reporting

(UPDATED – 29 CFR 1904)

Purpose

This section establishes requirements for recording and reporting occupational injuries and illnesses in accordance with **OSHA 29 CFR 1904**, as adopted and enforced by **WYOSH**.

Recordkeeping

The Town of Alpine shall maintain required injury and illness records, including:

- OSHA Form 300 (Log of Work-Related Injuries and Illnesses)
- OSHA Form 300A (Summary of Work-Related Injuries and Illnesses)
- OSHA Form 301 (Injury and Illness Incident Report)

Records shall be maintained for **five (5) years** following the end of the calendar year they cover.

Annual Summary

(UPDATED – 29 CFR 1904)

At the end of each calendar year, the Safety Officer performs the following steps:

- Reviews the OSHA 300 Log of Work-Related Injuries and Illnesses to verify that entries are complete and accurate;
- Corrects any deficiencies identified in the entries;
- Prepares an Annual Summary of Work-Related Injuries and Illnesses (OSHA Form 300A);
- Ensures that the Safety Officer certifies that he or she reasonably believes, based on knowledge of the process by which the information was recorded, that the annual summary is correct and complete; and
- Posts the OSHA 300A Summary of Work-Related Injuries and Illnesses on the Main Office bulletin board from February 1 through April 30 of the year following the year covered by the records.

Employee Access to Report Forms

All employees, former employees, their personal representatives, and authorized employee representatives have the right to access required injury and illness records, subject to the following provisions:

- A copy of the OSHA 300 Log of Work-Related Injuries and Illnesses shall be provided by the end of the next business day following a request.

- The Town may omit employee names from the OSHA 300 Log in cases involving privacy concern cases, as permitted by 29 CFR 1904.
- A copy of the OSHA Form 301 Injury and Illness Incident Report shall be provided to an employee, former employee, or personal representative by the end of the next business day following a request.

A personal representative is:

- Any individual designated in writing by the employee or former employee; or
- The legal representative of a deceased or legally incapacitated employee or former employee.
- Authorized employee representatives (such as collective bargaining agents) shall be provided the “Tell Us About the Case” section of OSHA Form 301 within seven (7) calendar days. All other personally identifiable information shall be removed prior to release.
- The first copy of any requested record shall be provided at no cost. The Town may charge a reasonable fee for additional copies.

Employees also have access to the OSHA 300A Annual Summary, which is posted from February 1 through April 30.

The Town does not discriminate against employees who request access to records required by 29 CFR 1904 or who otherwise exercise rights afforded by the Occupational Safety and Health Act.

Record Retention

The Safety Officer shall retain the following records for five (5) years following the end of the calendar year to which they relate:

- OSHA 300 Log of Work-Related Injuries and Illnesses (including any privacy case list);
- OSHA 300A Annual Summary; and
- OSHA Form 301 Injury and Illness Incident Reports.

During the retention period, the OSHA 300 Log shall be updated to reflect:

- Newly discovered recordable injuries or illnesses; and
- Any changes in classification of previously recorded cases.

If the Town undergoes a change in ownership or legal status, responsibility for maintaining OSHA 29 CFR 1904 records shall be transferred to the successor entity, as required by regulation.

Reporting Fatalities and Hospitalizations

The Safety Officer shall report the following work-related incidents to OSHA/WYOSH:

- Work-related fatalities within eight (8) hours; and
- In-patient hospitalizations, amputations, or loss of an eye within twenty-four (24) hours.

Reports shall be made by telephone or electronically to OSHA/WYOSH using the OSHA toll-free

number:

1-800-321-OSHA (1-800-321-6742)

The following information shall be provided:

- Establishment name;
- Location of the incident;
- Time of the incident;
- Type of reportable event;
- Number of affected employees;
- Names of injured employees, if available;
- Contact person and phone number; and
- Brief description of the incident.

Motor vehicle accidents occurring on public roadways or incidents involving commercial or public transportation systems are not required to be reported to OSHA/WYOSH but must be recorded on injury and illness records if otherwise recordable.

Variances

If the Town seeks to maintain injury and illness records in a manner different from that prescribed by OSHA 29 CFR 1904, a variance petition may be submitted to the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, Washington, DC 20210.

Alternative recordkeeping systems may be approved if they collect equivalent information, comply with the Occupational Safety and Health Act, and do not interfere with enforcement or administration. Refer to 29 CFR 1904 for variance procedures.

Other Reporting Requirements

When an authorized government representative requests records required under 29 CFR 1904, the Safety Officer shall provide copies within four (4) business hours.

If the Town receives an OSHA injury and illness survey, the Safety Officer shall complete and submit the survey within thirty (30) calendar days, or by the date specified on the survey, whichever is later.

If the Town receives a Survey of Occupational Injuries and Illnesses from the Bureau of Labor Statistics (BLS), the Safety Officer shall complete and return the survey in accordance with the instructions provided.

Workers' Compensation Fraud

The Town is committed to supporting employees who sustain legitimate, work-related injuries or illnesses. Suspected Workers' Compensation fraud shall be referred to the Town's Workers' Compensation insurer and the appropriate state authorities for investigation.

Workers' Compensation fraud is a serious offense and may result in criminal prosecution. Employees are encouraged to report suspected fraud to their supervisor. Reports will be handled confidentially to the extent permitted by law.

Recordable Injuries and Illnesses

Work-related injuries and illnesses shall be recorded when they result in:

- Death
- Days away from work
- Restricted work or job transfer
- Medical treatment beyond first aid
- Loss of consciousness
- Diagnosis of a significant injury or illness

Reporting to WYOSH

The Town shall report the following to WYOSH:

- **Work-related fatalities within 8 hours**
- **In-patient hospitalizations, amputations, or loss of an eye within 24 hours**

Employee Access

Employees and their representatives may review injury and illness records in accordance with OSHA/WYOSH access requirements.

Retaliation Prohibited

Employees shall not be retaliated against for reporting injuries, illnesses, or safety concerns.

6. Safety Inspections, Audits & Accident Investigations

Purpose

Accident prevention and hazard control are the result of a well-designed and effectively implemented safety and health program. Regular inspections, audits, and accident investigations are essential tools for identifying unsafe conditions, evaluating program effectiveness, and preventing future incidents.

The Town of Alpine is committed to identifying hazards, correcting deficiencies, and investigating incidents to reduce the risk of injury, illness, or property damage.

Policy

The Town does **not maintain a formal safety committee**. Responsibility for safety inspections, audits, and accident investigations rests with the **Safety Officer** and designated supervisors or managers.

These activities are conducted to:

- Identify unsafe conditions and practices;
- Evaluate compliance with safety procedures and regulatory requirements; and
- Implement corrective actions to prevent recurrence.

Safety inspections, audits, and investigations are **preventive and corrective in nature** and are not intended to assign blame.

Safety Inspections & Audits

Safety inspections and audits are conducted to identify hazards before they result in accidents or injuries and to evaluate the effectiveness of safety program administration.

Types of Inspections

Supervisor and Management Walk-Through Inspections

Supervisors and managers conduct routine walk-through inspections of work areas and equipment to ensure conditions are safe prior to work activities. Identified hazards shall be corrected as soon as practicable.

Periodic Safety Inspections

The Safety Officer may conduct periodic inspections of job sites, facilities, and operations to identify hazards, assess compliance, and recommend corrective actions. Findings shall be documented as appropriate.

Equipment Inspections

Equipment inspections are conducted on a routine basis to ensure safety equipment and machinery are in proper working order and will function as intended.

Program Audits

Safety and health program audits may be conducted periodically to evaluate compliance with applicable regulations and Town safety programs. Program audit records shall be retained in accordance with recordkeeping requirements.

Records of inspections, audits, and corrective actions shall be maintained for the periods required by regulation or Town policy.

Accident Investigations

It is the policy of the Town that all work-related accidents, injuries, illnesses, and significant near-miss incidents are investigated in a timely and professional manner to determine contributing factors and identify corrective actions.

Accident investigations are conducted to:

- Determine what occurred and why;
- Identify contributing conditions or practices; and
- Develop corrective measures to prevent recurrence.

The **Safety Officer**, or a designated supervisor or manager, is responsible for conducting or overseeing accident investigations.

Investigations shall be initiated as soon as practicable following the incident and documented using the Town's Accident Investigation Report form. Corrective actions identified during investigations shall be implemented and tracked to completion.

Reporting to Town Council

Summary information regarding accidents, trends, and corrective actions may be provided to Town Council for informational purposes. Town Council does not conduct accident investigations or participate in investigative activities.

7. Hazard Communication Program

(Updated – 29 CFR 1910.1200, WYOSH)

Purpose

The purpose of this Hazard Communication Program is to ensure that employees are informed of the hazardous chemicals present in the workplace, understand the associated hazards, and know the protective measures required to work safely.

This program is intended to comply with the requirements of **OSHA 29 CFR 1910.1200**, as adopted and enforced by the **Wyoming Occupational Safety and Health Administration (WYOSH)**.

Scope and Applicability

This program applies to all Town of Alpine employees who may be exposed to hazardous chemicals during the course of their work, including but not limited to operations involving maintenance, public works, water and wastewater systems, parks, and facilities.

This program does not apply to:

- Hazardous waste operations covered by other regulatory programs;
- Consumer products used in the same manner and frequency as typical consumer use; or
- Articles that do not release hazardous chemicals under normal conditions of use.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining the Hazard Communication Program;
- Ensuring hazardous chemical inventories are current;
- Ensuring Safety Data Sheets (SDS) are obtained and accessible;
- Coordinating employee training; and
- Monitoring compliance with applicable regulations.

Supervisors

Supervisors are responsible for:

- Ensuring chemicals in their areas are properly labeled;
- Informing employees of chemical hazards present in their work areas; and

- Ensuring employees follow safe work practices.

Employees

Employees are responsible for:

- Following safe handling procedures;
- Using required personal protective equipment (PPE);
- Reading container labels and SDSs; and
- Reporting missing labels, SDSs, or unsafe conditions.

Hazardous Chemical Inventory

The Town maintains a written inventory of hazardous chemicals present in the workplace. The inventory includes chemicals used, stored, or handled by employees.

The chemical inventory should be reviewed and updated as necessary when new chemicals are introduced or existing chemicals are removed.

Labels and Other Forms of Warning

All hazardous chemical containers shall be labeled in accordance with the Hazard Communication Standard. Labels shall include:

- Product identifier;
- Signal word;
- Hazard statement(s);
- Precautionary statement(s); and
- Pictogram(s), where required.

Portable containers intended for immediate use by the employee who transfers the chemical are not required to be labeled.

Employees shall not remove or deface labels on hazardous chemical containers.

Safety Data Sheets (SDS)

Safety Data Sheets are maintained for all hazardous chemicals and are readily accessible to employees during all work shifts.

SDSs may be maintained electronically or in hard copy form, provided employees have unrestricted access without barriers.

Employees are trained on how to read and interpret SDS information.

Employee Information and Training

Employees receive Hazard Communication training:

- At the time of initial assignment;
- When new hazardous chemicals are introduced; and
- When changes in hazards occur.

Training includes:

- An overview of the Hazard Communication Standard;
- Identification of hazardous chemicals in the workplace;
- Explanation of labels and pictograms;
- How to access and interpret SDSs; and
- Measures employees can take to protect themselves, including PPE and safe work practices.

Training shall be documented and retained in accordance with recordkeeping requirements.

Non-Routine Tasks

When employees are required to perform non-routine tasks involving hazardous chemicals, they should be informed of:

- The hazards associated with the task; and
- Protective measures required prior to performing the work.

Contractors and Outside Employers

Contractors performing work for the Town shall be informed of:

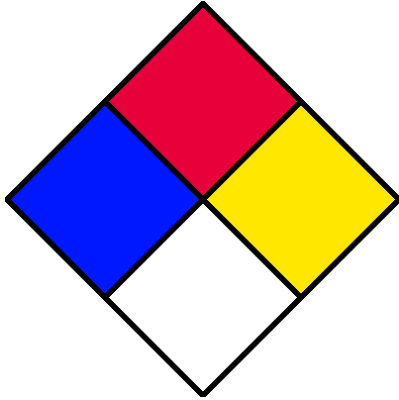
- Hazardous chemicals they may be exposed to; and
- Required precautionary measures.




Contractors are responsible for informing their employees of hazards associated with chemicals they bring onto Town property.

Program Availability

This Hazard Communication Program is available to employees, their representatives, and regulatory agencies upon request.

Uniform Labeling Systems



Chemical Name & No.
__ Health
__ Flammability
__ Reactivity
Personal Protection
  
Additional Information
<small>For additional hazard information and instructions, consult the specific chemical Material Safety Data Sheet</small>

FLAMMABLE		
HEALTH 4 Too dangerous to enter vapor or Liquid 3 Extremely dangerous use full protective clothing 2 Hazardous - Use breathing apparatus 1 Slightly hazardous 0 Like ordinary material	4 3 W	REACTIVITY 4 May detonate - Vacate area if materials are exposed to fire 3 Strong shock or heat may detonate - Use monitors from behind explosive resistant barriers 2 Violent chemical change possible - Use hose streams from distance 1 Unstable if heated - Use normal precautions 0 Normally stable
4 Extremely flammable 3 Ignites at normal temperatures		2 Ignites when moderately heated 1 Must be preheated to burn 0 Will not burn

8. Personal Protective Equipment (PPE) Program

(Updated – OSHA 29 CFR 1910 Subpart I, WYOSH)

Purpose

The Town of Alpine provides required Personal Protective Equipment (PPE) to employees to protect against workplace hazards. This program establishes requirements for hazard assessment, PPE selection, training, use, care, and maintenance.

This program applies to PPE requirements **excluding hearing conservation, respiratory protection, and hazardous materials response**, which are addressed under separate programs.

Program Administration

The Safety Officer is responsible for administering and maintaining the PPE Program, including:

- Conducting hazard assessments
- Determining required PPE
- Coordinating training and certification
- Reviewing and updating the program

This written program is maintained by the Safety Officer and is available to employees upon request.

General Policy

Engineering and administrative controls shall be the primary means of hazard control. When such controls are not feasible or sufficient, PPE shall be provided, used, and maintained to reduce employee exposure to hazards.

PPE required by regulation shall be provided **at no cost to employees**.

Responsibilities

Safety Officer

- Conducts workplace hazard assessments
- Determines required PPE
- Coordinates PPE training and certification

Supervisors

- Ensure employees are trained on required PPE
- Enforce PPE use
- Monitor PPE condition and proper use

Employees

- Wear PPE as required
- Properly care for assigned PPE
- Report damaged, defective, or missing PPE

Hazard Assessment

The Town shall conduct workplace hazard assessments to identify potential hazards, including but not limited to:

- Impact and penetration hazards
- Chemical exposures
- Harmful dusts
- Heat and light radiation
- Electrical hazards

When hazards are identified, appropriate PPE shall be selected, fitted, and assigned.

PPE Selection and Fit

PPE shall be selected based on the type and severity of the hazard and shall meet or exceed applicable regulatory and consensus standards.

Proper fit is essential to PPE effectiveness and employee acceptance. Adjustable PPE shall be individually fitted where applicable.

Defective or Damaged PPE

Defective, damaged, or improperly functioning PPE shall **not** be used and shall be removed from service immediately. Replacement PPE shall be provided as necessary.

Training and Certification

Employees required to use PPE shall receive training covering:

- When PPE is required
- What PPE is required
- Proper donning, doffing, adjustment, and wear
- PPE limitations
- Care, maintenance, and disposal

Employees must demonstrate understanding of the training before performing work requiring PPE. Training certification shall be documented in accordance with OSHA requirements.

Eye and Face Protection

Approved eye and face protection shall be worn where there is a reasonable possibility of injury from:

- Flying particles
- Molten metal
- Chemical splashes
- Harmful dusts or vapors
- Injurious light radiation

Eye and face protection shall:

- Meet applicable ANSI standards
- Provide side protection where required
- Accommodate prescription lenses when necessary
- Be clearly marked to identify the manufacturer

Visitors, contractors, and others entering eye hazard areas shall also wear appropriate eye protection.

Head, Foot, and Hand Protection

(Updated – OSHA 29 CFR 1910 Subpart I, WYOSH)

Head Protection

Protective headgear is required to protect employees from impact, penetration, electrical, heat, and fire hazards.

Protective helmets should be worn when working in areas where head injury hazards exist, including construction and maintenance activities.

Protective helmets shall meet **ANSI Z89.1** requirements and be selected based on hazard exposure:

- Type I or Type II (impact protection)
- Class G (General – low voltage)
- Class E (Electrical – high voltage)
- Class C (Conductive – not permitted where electrical hazards exist)

Bump caps may be used only for minor scalp protection and should not replace protective helmets where impact or falling-object hazards exist.

Foot Protection

Protective footwear shall be worn when employees are exposed to hazards such as:

- Falling or rolling objects
- Puncture hazards
- Electrical hazards

- Compression hazards

Footwear shall meet applicable **ASTM standards** and be selected based on task and hazard exposure, including impact resistance, puncture resistance, metatarsal protection, and electrical hazard ratings.

Hand Protection

Hand protection is required when employees are exposed to hazards including:

- Chemical exposure or skin absorption
- Cuts, lacerations, abrasions, or punctures
- Thermal burns or temperature extremes

No single glove protects against all hazards. Gloves shall be selected based on the specific task and exposure.

Glove Restrictions

- Gloves shall **not** be worn around moving machinery where entanglement hazards exist
- Lockout/tagout procedures shall be followed prior to servicing or repair

Chemical Use

Before working with chemicals, employees shall:

- Review labels and Safety Data Sheets (SDS)
- Select gloves compatible with the chemical
- Consider permeation and exposure duration

Contaminated gloves shall be removed, cleaned if appropriate, or disposed of according to manufacturer guidance.

Program Review

The Safety Officer shall periodically review the PPE Program to ensure effectiveness and compliance with OSHA and WYOSH requirements. Updates shall be made as necessary.

9. Bloodborne Pathogens Program

Policy Statement

It is the policy of the Town to provide a safe and healthful workplace for all employees. This Bloodborne Pathogens Program establishes procedures to protect employees from occupational exposure to blood and other potentially infectious materials (OPIM) that may occur during first aid, emergency response, and cleanup activities.

This program is intended to comply with **29 CFR 1910.1030 – Bloodborne Pathogens**.

Scope

This program applies to employees who, during emergency response or assigned duties, may reasonably anticipate contact with blood or other potentially infectious materials. This includes:

- Employees providing first aid or emergency assistance in response to workplace injuries
- Janitorial or custodial personnel responsible for cleanup of accident scenes or contaminated areas

This program applies only to occupational exposure that may occur as a result of workplace incidents.

Responsible Persons

The following groups share responsibility for effective implementation of the Bloodborne Pathogens Program:

- Safety Officer
- Department Supervisors and Foremen
- Employees

Safety Officer Responsibilities

The Safety Officer is responsible for the overall administration and effectiveness of the Bloodborne Pathogens Program. Duties include, but are not limited to:

- Implementing and maintaining the Exposure Control Plan for all applicable work areas
- Coordinating with management and employees to develop and enforce bloodborne pathogen policies and procedures
- Reviewing and updating the Exposure Control Plan as required
- Maintaining applicable reference materials
- Acting as the facility liaison during OSHA inspections
- Conducting periodic audits to ensure program effectiveness
- Maintaining records of employees requiring training
- Developing and coordinating required education and training programs

Department Supervisors and Foremen Responsibilities

Department Supervisors and Foremen are responsible for implementing exposure control measures within their respective areas. They work directly with the Safety Officer and employees to ensure:

- Safe work practices are followed
- Required protective equipment is available and used
- Exposure incidents are reported promptly

Employee Responsibilities

Employees play a critical role in the success of the Bloodborne Pathogens Program. Employees are responsible for:

- Knowing which tasks may result in occupational exposure
- Attending required Bloodborne Pathogens training
- Following established work practice and engineering controls
- Using required personal protective equipment
- Practicing good personal hygiene

Availability of the Exposure Control Plan

The Town’s Exposure Control Plan is available to all employees for review during normal working hours. Employees are informed of its availability during training sessions. Copies of the plan are maintained in the Safety Officer’s office.

Plan Review and Update

The Exposure Control Plan shall be reviewed and updated:

- At least annually
- Whenever changes in tasks, procedures, or job classifications affect occupational exposure
- Whenever new positions or work processes introduce potential exposure risks
- When new engineering or work practice controls are implemented

Exposure Determination

An exposure determination has been conducted to identify job classifications in which employees may reasonably anticipate occupational exposure to blood or OPIM. This determination is made **without regard to the use of personal protective equipment**.

The following job classifications may have occupational exposure:

- **Janitorial Personnel**
Tasks include cleaning restrooms, first aid stations, or accident scenes.
- **Foremen (First Aid Trained Only)**
Tasks include responding to work-related injuries.
- **Designated First Aid Personnel**

Tasks include providing first aid or emergency care for injured employees.

The Safety Officer, in coordination with Supervisors, will review and update this list as job duties or procedures change.

Methods of Compliance

To minimize or eliminate exposure to bloodborne pathogens, the Town implements the following controls:

- Universal Precautions
- Engineering Controls
- Work Practice Controls
- Personal Protective Equipment (PPE)
- Housekeeping Procedures

Universal Precautions

Universal Precautions are observed at all times. All blood and OPIM are treated as infectious regardless of the perceived status of the source individual.

- Gloves must be worn when contact with blood, OPIM, mucous membranes, or non-intact skin is anticipated.
- Eye and face protection (goggles or face shields) must be worn when splashes or sprays are reasonably anticipated.
- Hands and skin surfaces must be washed immediately after contact with blood or OPIM and after glove removal.
- Contaminated sharps (razors, blades, broken glass) must be disposed of in puncture-resistant, leak-proof, labeled containers.
- CPR barrier devices must be used whenever feasible.
- Contaminated clothing must be removed as soon as possible.
- Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in areas where exposure may occur.

Engineering Controls

Engineering controls are used to reduce employee exposure and include:

- Sharps disposal containers
- Biohazard-labeled waste containers and bags
- Accessible handwashing facilities located in restrooms and designated first aid areas

Personal Protective Equipment

PPE requirements are governed by the Town's Personal Protective Equipment (PPE) Program

Housekeeping and Decontamination

Maintaining a clean and sanitary workplace is essential. The following procedures apply:

- Surfaces contaminated with blood or OPIM must be cleaned as soon as possible
- Visible contamination is removed using disposable materials
- Surfaces are disinfected using a **10:1 water-to-bleach solution**
- Contaminated cleanup materials are placed in red biohazard-labeled bags
- Regulated waste (bandages, feminine hygiene products, etc.) is disposed of according to applicable regulations

The Safety Officer is responsible for establishing and monitoring decontamination schedules to ensure effectiveness.

Hepatitis B Vaccination, Post-Exposure Evaluation, and Follow-Up

Hepatitis B Vaccination Program

To reduce the risk of Hepatitis B virus (HBV) infection, the Town provides a Hepatitis B vaccination program to employees who have been identified as having occupational exposure to blood or other potentially infectious materials (OPIM).

The Hepatitis B vaccination series is made available **at no cost to the employee** and is offered:

- Within **10 working days of initial job assignment** involving occupational exposure; or
- As soon as possible following an exposure incident, if the employee is not previously vaccinated.

Vaccinations are administered under the supervision of a **licensed physician or other licensed healthcare professional**.

Employees who decline the Hepatitis B vaccination must sign a written declination statement using the language required by **29 CFR 1910.1030, Appendix A**. Employees who initially decline the vaccine but later choose to receive it may request the vaccination at any time, and it will be provided within ten (10) working days at no cost.

The Safety Officer is responsible for coordinating vaccination scheduling and maintaining employee consent and declination records (see Appendices A and B).

Post-Exposure Evaluation and Follow-Up

An exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or OPIM resulting from the performance of an employee's duties.

When an exposure incident occurs, the Town immediately focuses on:

1. Investigating the circumstances surrounding the exposure incident; and

2. Ensuring the exposed employee receives prompt medical evaluation and follow-up care.

Exposure Incident Investigation

The Safety Officer investigates all exposure incidents as soon as practicable, and no later than **24 hours** following notification. The investigation includes documentation of:

- Date, time, and location of the incident
- Description of how exposure occurred
- Identification of the material involved
- Identification of the source individual, if known
- Personal protective equipment in use at the time of exposure
- Immediate actions taken following the incident

This information is documented using the **Exposure Incident Investigation Form** (Appendix C), or an equivalent form containing the same information.

Medical Evaluation and Follow-Up Procedures

Following an exposure incident, the Town ensures the following steps are completed (see Appendix D):

- The exposed employee receives documentation of:
 - The routes of exposure
 - The circumstances under which the exposure occurred
- When feasible and permitted by law, the source of an individual's blood is tested for **HBV and HIV** infectivity. Results are made available to the exposed employee, and the employee is informed of applicable laws regarding disclosure.
- The exposed employee's blood is collected and tested for HBV and HIV serological status as soon as possible after exposure, following employee consent.
- A confidential medical evaluation is conducted by a licensed healthcare professional to determine:
 - Need for post-exposure prophylaxis
 - Recommended medical treatment
 - Counseling and follow-up testing, if required

All medical evaluations and follow-up care are provided at no cost to the employee and conducted in accordance with current medical guidelines.

Confidentiality

All medical information related to exposure incidents is treated as confidential. The Town protects employee privacy and discloses medical information only as required by law or with the employee's written consent.

Information Provided to the Healthcare Professional

The Town provides the evaluating healthcare professional with the following information:

- A copy of **29 CFR 1910.1030 – Bloodborne Pathogens**

- A description of the employees’ duties as they relate to the exposure incident
- Documentation of the exposure incident, including the Incident Investigation Form
- Relevant employee medical records
- Any additional information required to complete the evaluation

Healthcare Professional’s Written Opinion

Within **15 days** of completion of the medical evaluation, the healthcare professional provides a written opinion to the Town. The written opinion is limited to:

- Whether the Hepatitis B vaccine is indicated and whether the employee has received the vaccine
- Confirmation that the employee has been informed of the evaluation results
- Confirmation that the employee has been informed of any medical conditions requiring further evaluation or treatment

No confidential medical information or test results are included in the written opinion.

The Town provides a copy of the written opinion to the exposed employee.

Medical Records

The Town maintains confidential medical records for employees with occupational exposure in accordance with **29 CFR 1910.1020**. Records include:

- Employee name and identification number
- Hepatitis B vaccination status
- Results of medical evaluations, testing, and follow-up procedures
- Copies of healthcare professional written opinions
- Documentation provided to healthcare professionals

Medical records are maintained for the duration of employment plus **30 years** and are not disclosed without written employee consent, except as required by law.

Training Requirements

Employees with occupational exposure receive Bloodborne Pathogens training:

- At the time of initial assignment
- At least annually thereafter
- Whenever job duties or exposure risks change

Training includes, at a minimum:

- Access to **29 CFR 1910.1030** and the Town’s Exposure Control Plan
- Epidemiology, symptoms, and transmission of bloodborne diseases (HBV, HIV)
- Identification of exposure-related tasks
- Use and limitations of engineering controls, work practices, and PPE

- Proper selection, use, removal, and disposal of PPE
- Information on the Hepatitis B vaccine and vaccination program
- Procedures to follow after an exposure incident
- Explanation of biohazard labels, signs, and color-coded containers
- Opportunity for employees to ask questions

Training Methods

Training is conducted through instructor-led sessions with employee participation and instructional materials. Time is provided for discussion and questions.

Recordkeeping

Training records are maintained and include:

- Dates of training sessions
- Summary of training content
- Name and qualifications of instructors
- Names and job titles of attendees

Training records are maintained by the Safety Officer and made available to employees, their representatives, and OSHA upon request.

Labels and Signs

The Town uses biohazard labels and red color-coded containers to warn employees of potential exposure hazards. The Safety Officer oversees labeling compliance.

Items requiring labeling include:

- Regulated waste containers
- Sharps disposal containers
- Containers used to store or transport blood or OPIM
- Laundry containers holding contaminated items
- Contaminated equipment or equipment components

Respiratory Protection Integration -

- Respirator use inside confined spaces shall comply with the **Respiratory Protection Program**.
- IDLH conditions require:
 - Supplied-air respirators or SCBA
 - Trained attendants and rescue capability
- Medical clearance and fit testing requirements apply to confined space respirator use.

Excavation & Confined Space Overlap

When excavations meet confined space criteria:

- Both **Excavation & Trenching Safety** and **Permit-Required Confined Space** requirements apply.
- Protective systems, access/egress, and atmospheric testing shall be coordinated by the Competent Person and Entry Supervisor.

Rescue & Emergency Response

- Rescue procedures shall be documented on the confined space permit.
- Non-entry rescue shall be used whenever feasible.
- Emergency response procedures in this manual apply to confined space incidents.

Training

Employees involved in confined space entry shall receive:

- Confined space training
- Hazard recognition training
- Emergency and rescue procedures
- Respiratory protection training where applicable

Training shall be documented and reviewed annually.

Enforcement

Failure to follow confined space procedures or permit requirements may result in disciplinary action.

10. Respiratory Protection Program

(FINAL – 29 CFR 1910.134, WYOSH-compliant)

Purpose

The purpose of this Respiratory Protection Program is to protect Town of Alpine employees from exposure to airborne contaminants that may cause illness or injury and to ensure compliance with **OSHA 29 CFR 1910.134**, as adopted and enforced by **Wyoming Occupational Safety and Health (WYOSH)**.

Respiratory protection shall be used when engineering and administrative controls are not feasible or do not adequately reduce exposure.

Scope

This program applies to all Town of Alpine employees who may be required to wear respiratory protection during routine operations or emergency conditions, including but not limited to:

- Water and wastewater treatment operations
- Confined space entry
- Excavation and trenching
- Chemical handling
- Maintenance and repair activities
- Emergency response

Program Administration

The **Public Works Director**, acting as the Town Safety Officer, is designated as the **Respiratory Protection Program Administrator**.

The Program Administrator is responsible for:

- Implementing and maintaining this program
- Conducting or coordinating hazard evaluations
- Selecting appropriate respirators
- Ensuring medical evaluations and fit testing
- Providing training
- Maintaining required records
- Reviewing the program annually

Supervisors ensure employees comply with program requirements.

Employees are responsible for proper use and care of assigned respirators.

Hazard Evaluation

A hazard evaluation shall be conducted to identify:

- Airborne contaminants present
- Exposure levels
- Oxygen-deficient atmospheres
- IDLH (Immediately Dangerous to Life or Health) conditions

Hazard evaluations shall be updated when conditions, tasks, or materials change.

Respirator Selection

Respirators should be selected based on:

- Type and concentration of contaminants
- Applicable OSHA exposure limits
- Assigned Protection Factors (APFs)
- Work conditions and task duration

Only **NIOSH-approved respirators** shall be used.

Medical Evaluation

Employees required to wear respirators shall receive a medical evaluation prior to use to determine their ability to safely wear a respirator.

- Medical evaluations shall be provided at no cost to the employee
- Evaluations shall be conducted by a licensed healthcare professional
- Follow-up evaluations shall be provided as required

Fit Testing

Employees using tight-fitting respirators shall receive fit testing:

- Prior to initial use
- Annually thereafter
- Whenever a different respirator is used
- When facial changes occur that could affect fit

Fit testing shall be documented.

Respirator Use

Employees shall:

- Use respirators in accordance with training
- Perform user seal checks each time a respirator is donned
- Leave the area if respirator malfunction occurs
- Not alter or modify respirators

Respirators shall not be worn in atmospheres exceeding their approved limitations.

Maintenance and Care

Respirators shall be:

- Cleaned and disinfected after use
- Inspected before each use
- Stored to prevent damage, contamination, or deformation
- Repaired only by trained personnel using manufacturer-approved parts

IDLH Atmospheres

In IDLH conditions:

- Atmosphere-supplying respirators (SAR or SCBA) shall be used
- At least one additional trained employee shall be present
- Emergency rescue procedures shall be in place

Training

Employees required to use respirators shall receive training on:

- Respiratory hazards
- Proper use and limitations of respirators
- Donning, doffing, and seal checks
- Maintenance and storage
- Emergency procedures

Training shall be conducted prior to use and at least annually thereafter and documented.

Program Evaluation

The Respiratory Protection Program should be evaluated periodically to ensure effectiveness and compliance. Deficiencies shall be corrected promptly.

Recordkeeping

The Town shall maintain:

- Medical evaluation records
- Fit testing records
- Training records
- Hazard evaluation documentation

Records shall be retained in accordance with OSHA and WYOSH requirements.

Enforcement

Failure to comply with this program may result in disciplinary action.

11. Confined Space Program – Alignment & Integration Section

(FINAL – 29 CFR 1910.146, WYOSH-compliant)

Note: This section intentionally **does not duplicate** the Town’s full Permit-Required Confined Space Program. It **integrates and cross-references** confined space requirements across this manual to eliminate gaps and conflicts.

Purpose

This section ensures that confined space hazards and controls are consistently addressed throughout Town of Alpine operations and aligned with excavation, atmospheric testing, respiratory protection, emergency response, and training requirements.

Scope

This section applies to all Town of Alpine employees and contractors involved in or supporting confined space entry, including but not limited to:

- Lift stations
- Vaults
- Tanks
- Manholes
- Wet wells
- Pits
- Any space meeting the definition of a permit-required confined space

Program Authority

The **Permit-Required Confined Space Program** governs all confined space entry activities. This manual section serves to align related programs and ensure consistent implementation.

Atmospheric Testing Coordination

- Atmospheric testing requirements in **Excavation & Trenching Safety and Respiratory Protection** apply equally to confined space entry.
- Testing shall be conducted:
 - Before entry
 - Continuously or periodically during entry
 - After any condition change
- Oxygen-deficient atmospheres (<19.5%), flammable gases, and toxic vapors shall be addressed in accordance with the confined space permit.

Excavation & Trenching Overlap

When an excavation meets the definition of a confined space:

- **Both** the Excavation & Trenching Safety Program **and** the Permit-Required Confined Space Program apply.
- Protective systems, access/egress, atmospheric testing, and hazard controls shall be coordinated by:
 - The designated **Competent Person**; and
 - The **Entry Supervisor**
- Conflicting requirements shall be resolved using the **more protective standard**.

Respiratory Protection Integration

- Respirator use inside confined spaces shall comply with the **Respiratory Protection Program**.
- IDLH (Immediately Dangerous to Life or Health) conditions require:
 - Supplied-air respirators or SCBA
 - Trained attendants
 - Rescue capability on standby
- Medical clearance and fit testing requirements apply to all respirator use in confined spaces.

Rescue and Emergency Response

- Rescue procedures shall be documented on the confined space entry permit.
- **Non-entry rescue** shall be used whenever feasible.
- Emergency response procedures contained in this manual apply to confined space incidents unless superseded by permit-specific requirements.

Training Requirements

Employees involved in confined space entry shall receive training covering:

- Confined space hazard recognition
- Permit procedures
- Atmospheric monitoring
- Emergency and rescue procedures
- Respiratory protection requirements, where applicable

Training shall be documented and reviewed at least annually.

Enforcement

Failure to follow confined space procedures, permit requirements, or associated safety programs may result in disciplinary action in accordance with the Town’s Disciplinary Action Program.

Program Availability

The full **Permit-Required Confined Space Program** is maintained separately and is available to employees, their representatives, and regulatory agencies upon request.

12. Excavation & Trenching Safety Program

Purpose

The purpose of this section is to establish minimum safety requirements for excavation and trenching activities performed by Town of Alpine employees to prevent cave-ins, struck-by incidents, falls, hazardous atmospheres, and other excavation-related hazards.

This program complies with **OSHA 29 CFR 1926 Subpart P**, as adopted and enforced by **Wyoming Occupational Safety and Health (WYOSH)**.

Scope

This program applies to all Town of Alpine employees and contractors performing or working near excavations, trenches, or earth-disturbing activities, including but not limited to:

- Utility installation and repair
- Sewer and water line work
- Roadway, drainage, and infrastructure projects
- Emergency repairs

Definitions

- **Excavation:** Any man-made cut, cavity, trench, or depression formed by earth removal.
- **Trench:** A narrow excavation where the depth is greater than the width and the width does not exceed 15 feet.
- **Competent Person:** An individual designated by the Town who is capable of identifying existing and predictable excavation hazards and has the authority to take prompt corrective measures, including stopping work.

Competent Person Designation

The Town of Alpine shall designate a **Competent Person** for each excavation project.

The Competent Person must:

- Have training and experience in soil analysis and protective systems
- Be knowledgeable in WYOSH excavation standards
- Conduct and document required inspections
- Have authority to stop work immediately if unsafe conditions exist

Pre-Excavation Requirements

Before excavation begins:

- All surface encumbrances that could create hazards shall be removed or supported.
- Underground utilities shall be located prior to digging.

- **Wyoming One Call: 1-800-849-2476**
- Exact utility locations shall be determined as excavation progresses.
- Adjacent structures, sidewalks, pavements, and roadways shall be evaluated for stability and supported as necessary.

Access and Egress

- A stairway, ladder, ramp, or other safe means of egress shall be provided in excavations **4 feet or deeper**.
- Employees shall not travel more than **25 feet laterally** to reach a means of egress.

Protective Systems

Employees shall be protected from cave-ins unless:

- The excavation is entirely in stable rock, or
- The excavation is less than **5 feet deep**, and the Competent Person determines no cave-in hazard exists.

Acceptable protective systems include:

- Sloping and benching
- Shoring systems
- Shield systems (trench boxes)

Protective systems should be selected and installed according to:

- OSHA/WYOSH standards
- Manufacturer's tabulated data
- Engineer-approved designs when required

Employees shall **never** be inside a trench box or shield while it is being installed, removed, or moved vertically.

Spoil Piles and Equipment

- Excavated material, equipment, and spoil piles shall be kept at least **2 feet** from the edge of the excavation.
- Employees are prohibited from working beneath suspended loads.

Atmospheric Hazards

- Excavations **greater than 4 feet deep** shall be tested for:
 - Oxygen deficiency (<19.5%)
 - Flammable gases
 - Toxic atmospheres
- Testing shall be conducted before entry and as conditions change.

- Emergency rescue equipment shall be readily available when hazardous atmospheres may exist.

Water Accumulation

Employees shall not work in excavations where water is present or accumulating unless adequate protective measures are in place, such as:

- Pumps
- Special support systems
- Safety harnesses and lifelines

Inspections

- Excavations, adjacent areas, and protective systems shall be inspected:
 - Daily before the start of work
 - As conditions change
 - After rainstorms or hazard-increasing events
- If a hazardous condition is identified, employees shall be removed immediately until corrective actions are taken.

Traffic and Public Protection

- Employees exposed to vehicular traffic should wear high-visibility garments.
- Walkways or bridges shall be provided where employees or equipment cross excavations.
- Guard rails should be installed when walkways are **6 feet or higher**.

Prohibited Activities

- Employees shall not work underloads handled by lifting or digging equipment.
- Employees shall not work on excavation faces above others unless falling material hazards are controlled.

Training

All employees involved in excavation activities shall receive training on:

- Excavation hazards
- Protective systems
- Emergency procedures
- Competent Person authority

Training shall be documented.

Enforcement

Failure to comply with excavation safety requirements may result in disciplinary action up to and

including termination.

13. Lockout / Tagout Program (Control of Hazardous Energy)

(Updated – OSHA 29 CFR 1910.147, WYOSH)

Purpose

The purpose of this Lockout/Tagout (LOTO) Program is to prevent injury to employees by controlling hazardous energy during servicing, maintenance, repair, or inspection of machines and equipment.

This program is intended to comply with **OSHA 29 CFR 1910.147**, as adopted and enforced by **Wyoming Occupational Safety and Health (WYOSH)**.

Scope and Applicability

This program applies to all Town of Alpine employees who perform servicing or maintenance activities where the unexpected energization, startup, or release of stored energy could cause injury.

This program applies to energy sources including, but not limited to:

- Electrical
- Mechanical
- Hydraulic
- Pneumatic
- Thermal
- Chemical
- Gravitational

This program does **not** apply to:

- Normal production operations where servicing is not required; or
- Cord-and-plug connected equipment where unplugging completely controls the hazard and the plug remains under the exclusive control of the employee performing the work.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining the Lockout/Tagout Program;
- Ensuring required procedures are developed when necessary;
- Coordinating training; and
- Conducting periodic inspections of energy control procedures.

Supervisors

Supervisors are responsible for:

- Ensuring employees follow energy control procedures;
- Ensuring lockout/tagout devices are available and used properly; and
- Assisting with investigations involving hazardous energy incidents.

Employees

Employees are responsible for:

- Following lockout/tagout procedures;
- Using only authorized lockout/tagout devices;
- Not attempting to remove or bypass lockout/tagout devices; and
- Reporting unsafe conditions or failures of energy control.

Authorized and Affected Employees

- **Authorized employees** are those who perform lockout/tagout and servicing or maintenance.
- **Affected employees** are those whose job requires them to operate or use equipment on which servicing or maintenance is being performed.

Energy Control Procedures

Where required, written energy control procedures shall be developed for machines or equipment with multiple energy sources or complex shutdown requirements.

Energy control procedures include:

1. Preparation for shutdown;
2. Equipment shutdown;
3. Isolation of energy sources;
4. Application of lockout/tagout devices;
5. Release or restraint of stored energy;
6. Verification of isolation; and
7. Safe removal of lockout/tagout devices.

Lockout/Tagout Devices

Lockout/tagout devices shall:

- Be durable;
- Be standardized where feasible;
- Identify the employee applying the device; and
- Be used exclusively for energy control.

Tags alone shall not be used unless lockout is not feasible and equivalent protection is provided.

Group Lockout / Tagout

When servicing is performed by more than one employee, a group lockout procedure shall be used to ensure equivalent protection. Each authorized employee shall apply their own lockout device or personal lock to a group lockout device.

Shift or Personnel Changes

Specific procedures shall be utilized during shift or personnel changes to ensure continuity of lockout/tagout protection and orderly transfer of energy control responsibility.

Training and Communication

Training shall be provided to:

- Authorized employees on energy control procedures;
- Affected employees on the purpose and use of lockout/tagout; and
- Other employees whose work may be affected.

Retraining shall be provided when:

- Job assignments change;
- Equipment or processes change; or
- Inspections indicate deficiencies.

Training shall be documented and retained in accordance with recordkeeping requirements.

Periodic Inspections

The Safety Officer shall ensure that periodic inspections of energy control procedures are conducted at least annually to ensure effectiveness and compliance.

Inspections shall:

- Be conducted by an authorized employee other than the one using the procedure;
- Include a review of employee responsibilities; and
- Be documented.

Outside Contractors

When outside contractors perform servicing or maintenance activities involving hazardous energy:

- The Town shall inform contractors of its lockout/tagout procedures; and
- Contractors should inform the Town of their energy control procedures.

Program Review and Availability

This Lockout/Tagout Program shall be reviewed periodically and updated as necessary. The program is available to employees, their representatives, and regulatory agencies upon request.

14. Electrical Safety & Ground-Fault Protection Program

(Updated – OSHA 29 CFR 1910 Subpart S & 29 CFR 1926.404, WYOSH)

Purpose

The purpose of this Electrical Safety and Ground-Fault Protection Program is to protect employees from electrical hazards such as electric shock, burns, arc flash, and electrocution.

This program establishes requirements for the safe use of electrical equipment, tools, and installations and complies with applicable **OSHA electrical standards as adopted and enforced by WYOSH.**

Scope and Applicability

This program applies to all Town of Alpine employees who work with or around electrical equipment, power tools, extension cords, temporary wiring, or electrical installations.

This program applies to:

- Permanent electrical installations
- Temporary wiring and power sources
- Portable electrical tools and equipment
- Outdoor and wet-location electrical use
- Ground-fault protection systems

This program does **not** authorize employees to perform electrical work beyond their training or qualifications.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining the Electrical Safety Program;
- Ensuring inspections and corrective actions are conducted;
- Coordinating training; and
- Monitoring compliance with applicable electrical safety standards.

Supervisors

Supervisors are responsible for:

- Ensuring electrical equipment is used safely;
- Removing damaged or unsafe electrical equipment from service; and
- Ensuring employees follow safe electrical work practices.

Employees

Employees are responsible for:

- Using electrical equipment in a safe manner;
- Inspecting electrical tools, cords, and equipment prior to use;
- Using required ground-fault protection;
- Reporting damaged equipment or unsafe conditions; and
- Not modifying electrical equipment or bypassing safety features.

General Electrical Safety Requirements

- Only qualified people may perform electrical repairs or modifications.
- Electrical panels, disconnects, and breaker boxes shall remain accessible and unobstructed.
- Electrical cords shall not be used as permanent wiring.
- Damaged cords, plugs, or tools shall be removed from service immediately.
- Electrical equipment shall be used in accordance with manufacturer instructions.
- Employees shall not work on energized electrical systems unless de-energization is infeasible and appropriate safeguards are in place.

Portable Electrical Tools and Extension Cords

- Portable electrical tools shall be grounded or double-insulated.
- Extension cords shall be rated for the intended use and environment.
- Extension cords shall not be repaired with tape or splices.
- Cords shall be protected from damage and shall not be run through doors, windows, or across traffic areas unless protected.

Ground-Fault Circuit Interrupter (GFCI) Protection

Ground-fault protection should be used where employees may be exposed to electrical hazards, including:

- Outdoor work locations;
- Wet or damp locations;
- Construction, maintenance, or repair activities; and
- Temporary power installations.

GFCI Requirements

- All 120-volt, single-phase, 15- and 20-amp receptacles used for temporary power shall be protected by GFCIs.
- GFCIs may be provided through:
 - GFCI-protected receptacles;
 - GFCI circuit breakers; or
 - Portable GFCI devices.

Inspection and Testing

- GFCI devices shall be tested prior to use or in accordance with manufacturer instructions.
- Defective GFCI devices shall be removed from service until repaired or replaced.

Temporary Wiring

Temporary wiring shall:

- Be approved for the intended use;
- Be protected from physical damage;
- Be removed immediately upon completion of the project or when no longer needed; and
- Comply with applicable OSHA and National Electrical Code (NEC) requirements.

Lockout/Tagout and Electrical Energy Control

Electrical energy sources shall be controlled in accordance with the Town’s **Lockout/Tagout (Control of Hazardous Energy) Program** when servicing or maintaining electrical equipment.

Training

Employees who work with or around electrical equipment shall receive training on:

- Recognition of electrical hazards;
- Safe use of electrical tools and equipment;
- GFCI protection requirements; and
- Reporting unsafe electrical conditions.

Training shall be provided at the time of assignment and as conditions or equipment change.

Inspections and Corrective Action

Electrical equipment, tools, and installations shall be inspected periodically. Identified hazards shall be corrected promptly. Equipment that cannot be safely repaired shall be removed from service.

Program Availability

This Electrical Safety and Ground-Fault Protection Program is available to employees, their representatives, and regulatory agencies upon request.

Training for Non-Qualified Employees

Training for Non-Qualified Employees is general electrical safety precautions to provide an awareness and understanding of electrical hazards.

Electrical Safety Rules for Non-Qualified Workers

1. Do not conduct any repairs to electrical equipment
2. Report on all electrical deficiencies to your supervisor

3. Do not operate equipment if you suspect an electrical problem
4. Water and electricity do not mix.
5. Even low voltages can kill or injure you
6. Do not use cords or plugs if the ground prong is missing
7. Do not overload electrical receptacles

Training for Qualified Employees

Training for Qualified Employees includes specific equipment procedures and requirements for:

Electrical Safety, 29 CFR 1910.331 to 1910.339

Standard Operating Procedure

Working on or Near Exposed Energized Circuits

In the rare situation when energized equipment (or working in near proximity to energized equipment) cannot be de-energized, the following work practices must be used to provide protection:

- Caution: Unqualified Employees are prohibited from working on or near exposed energized circuits.
- Obtain permission from Manager to work on or near energized electrical circuits
- Lockout and Tagout all circuits possible
- Treat all circuits as energized.
- Remove all conductive clothing and jewelry (rings, watches, wrist/neck chains, metal buttons, metal writing instruments, etc.).
- Use proper personal protective equipment, shields and/or barriers to provide effective electrical insulation from energized circuits. This may include electrically rated insulated gloves, aprons, rubber soled shoes, insulated shields, insulated tools, etc.
- Provide adequate lighting. Do not enter areas with exposed energized parts unless illumination (lighting) is provided so that Employee may work safely. Do not reach around obstructions of view or lighting (blindly) into areas where exposed energized parts are located.
- Employees entering a Confined Space with exposed energized parts must use protective barriers, shields, or equipment or insulated materials rated at or above the present voltage to avoid contact.

- Doors or other hinged panels shall be constructed and secured to prevent them from swinging into an Employee and causing contact with exposed energized parts.
- Housekeeping in areas of exposed energized parts may not be completed in areas with close contact unless adequate safeguards (insulation equipment or barriers) are present. Conductive cleaning material (Steel Wool, Silicon Carbide, etc.) or liquids may not be used unless procedures (Lock and Tag Out, etc.) are in place and followed.
- Station is a safety observer outside work area. The sole function of this person is to quickly deenergize all sources of power or pull workers free from electrical work area with a non-conductive safety rope if contact is made with an energized electrical circuit.

Standard Operating Procedures

Electrical work practices and equipment-specific procedures are addressed through training, manufacturer instructions, and task-specific guidance. Where written procedures are required by regulation, they are maintained separately and referenced within this manual.

15. Machinery & Machine Guarding Safety Program

(OSHA 29 CFR 1910 Subpart O – WYOSH)

Purpose

The purpose of this Machinery and Machine Guarding Safety Program is to protect Town employees from injuries associated with moving machinery parts, points of operation, in-running nip points, rotating components, and mechanical power transmission hazards.

This program establishes minimum requirements for the **safe operation, guarding, inspection, maintenance, and training** associated with machinery and complies with applicable OSHA standards adopted and enforced by WYOSH, including **29 CFR 1910 Subpart O**.

Scope and Applicability

This program applies to **all Town of Alpine employees** who operate, service, maintain, inspect, or work near machinery or mechanical equipment, including but not limited to:

- Public Works equipment
- Water and wastewater equipment
- Parks and facilities maintenance equipment
- Shop machinery and tools

Covered hazards include:

- Points of operation
- In-running nip points
- Rotating parts
- Flying chips or sparks
- Mechanical power transmission components

Nothing in this program authorizes an employee to operate machinery for which they have not been trained or approved.

Responsibilities

Safety Officer

The Safety Officer is responsible for:

- Implementing and maintaining this program;
- Ensuring machine guarding requirements are met;
- Coordinating inspections and corrective actions;
- Ensuring employee training is completed and documented; and

- Monitoring compliance with OSHA/WYOSH standards.

Supervisors

Supervisors are responsible for:

- Ensuring machinery is operated safely;
- Verifying guards are in place and functional;
- Removing unsafe machinery from service;
- Ensuring Lockout/Tagout procedures are followed during servicing; and
- Ensuring employees comply with safe work practices.

Employees

Employees are responsible for:

- Operating machinery only if trained and authorized;
- Using required guards and safety devices;
- Never removing, bypassing, or defeating machine guards;
- Following Lockout/Tagout procedures when required;
- Reporting missing guards, damaged equipment, or unsafe conditions immediately.

Machinery & Equipment Safety – Administrative Duties and Safe Work Practices

(Updated – Aligned with OSHA 29 CFR 1910 Subpart O, WYOSH)

Administrative Duties

The Safety Officer is responsible for developing, implementing, and maintaining the Town's Machinery and Equipment Safety and Guarding Program and has authority to make decisions necessary to ensure its effectiveness.

The Safety Officer is qualified by training and experience commensurate with the complexity of the machinery and equipment operated by the Town and is responsible for oversight of evaluations, inspections, and training related to machine safety.

This written program is maintained by the Safety Officer and is available to employees upon request. Employees are encouraged to report hazards or suggest improvements to the Safety Officer to support continuous improvement of machine safety practices.

Policy

All mechanical motion is potentially hazardous. Employees working in areas where machinery or equipment is operated may be exposed to hazards such as rotating components, cutting or shearing blades, in-running nip points, reciprocating parts, belts and pulleys, gears, and uncontrolled movement of failing parts.

Employees must remain alert to these hazards and follow all required safety practices and guarding requirements.

Training Requirements

Employees shall be trained to:

1. Safely operate each machine they are required to use;
2. Recognize potential accident-producing situations; and
3. Take appropriate action when hazards are identified.

Only employees who have received required training, or who are undergoing supervised on-the-job training, are permitted to operate machinery.

General Machinery Safety Requirements

- Machinery should be guarded to protect employees from exposure to moving parts and mechanical hazards.
- Guards remain in place during operation.
- Guards shall only be removed for servicing or maintenance when equipment is locked out.
- Machinery shall be operated according to manufacturer instructions.
- Loose clothing, jewelry, gloves (where prohibited), or unsecured hair that could become entangled is prohibited during machine operation.
- Only authorized employees may operate machinery.

Machine Guarding Requirements

Machine guarding shall be provided wherever employees may be exposed to hazards. Acceptable guarding methods include:

- Fixed guards
- Interlocked guards
- Adjustable guards
- Self-adjusting guards

All guards shall:

- Prevent contact with hazardous moving parts;
- Be securely fastened and durable;
- Not create additional hazards;
- Allow safe operation and maintenance.

Guarded Areas

Machine guarding should protect employees from exposure to:

- **Point-of-operation hazards** (blades, cutters, rotating tools)

- **Power transmission hazards** (belts, chains, gears, shafts, pulleys)
- **Top, bottom, and rear exposures**
- **Unusual operations**, where jigs or fixtures provide equivalent protection

Guards removed for servicing or adjustment **must be replaced immediately** before the equipment is returned to service.

Mechanical Power Transmission Apparatus

All belts, pulleys, chains, gears, shafts, couplings, and other transmission components shall be guarded in accordance with **29 CFR 1910.219**.

- Fan blades less than **7 feet** above floor or work level shall be guarded with openings no larger than **½ inch**.
- Revolving drums, barrels, or containers shall be enclosed or guarded.
- Fixed-location machinery shall be anchored to prevent movement or “walking.”

Lockout/Tagout Integration

Whenever guards are removed or machinery is serviced, maintained, or adjusted, energy sources shall be controlled in accordance with the Town’s **Lockout/Tagout (Control of Hazardous Energy) Program**.

No servicing or maintenance shall occur without proper energy isolation.

Inspections and Maintenance

- Machinery and guards shall be inspected at intervals appropriate to the equipment and work environment.
- Defective or damaged machinery or guards shall be removed from service immediately.
- Repairs shall only be performed by authorized personnel.
- Inspection records shall be maintained using the approved **Machinery & Machine Guarding Safety Inspection Checklist**.

New Equipment and Modifications

Machine guarding requirements shall be reviewed:

- During installation of new equipment;
- During modification or relocation of machinery; and
- Before equipment is placed into service.

Supervisors shall ensure guarding and safety requirements are met prior to operation.

Training

Employees who operate or work near machinery shall receive training on:

- Machine hazards;
- Guarding requirements;
- Safe operating procedures;
- Lockout/Tagout awareness;
- Reporting unsafe conditions.

Training shall occur:

- Prior to initial assignment;
- When new equipment is introduced; and
- When hazards or procedures change.

Contractors and Outside Personnel

Contractors performing work involving machinery on Town property shall:

- Comply with applicable machine guarding requirements; and
- Follow their own safety programs.

The Town will coordinate safety responsibilities as needed.

Disciplinary Action

Compliance with this program is the conditions of employment. Failure to follow machinery safety or guarding requirements may result in disciplinary action, up to and including termination, in accordance with Town policy.

Program Evaluation

The Safety Officer shall periodically evaluate the effectiveness of this program, including:

- Review of incidents and near-misses;
- Workplace inspections; and
- Employee feedback.

Updates should be made as necessary to improve safety.

Program Availability

This program is available to employees, their representatives, and regulatory agencies upon request.

Appendices (Maintained Separately)

- Machinery & Machine Guarding Safety Inspection Checklist
- Machine-Specific SOPs (where applicable)

16. Housekeeping & Material Storage

(Updated – OSHA / WYOSH Compliance)

Housekeeping Program

Purpose

Good housekeeping is essential to maintaining a safe and efficient workplace. Clean, orderly work areas reduce hazards such as slips, trips, falls, fires, and equipment damage while improving productivity and employee morale.

This section establishes standardized housekeeping expectations for all Town of Alpine facilities, worksites, and grounds in accordance with applicable OSHA/WYOSH requirements.

Program Administration

The Safety Officer is responsible for administering and maintaining the Housekeeping Program. Supervisors are responsible for enforcing housekeeping requirements within their assigned areas. This written program is maintained by the Safety Officer and is available to employees upon request.

General Policy

Housekeeping is a shared responsibility. All employees shall maintain clean, orderly, and hazard-free areas throughout the workday. Housekeeping is a continuous process and is not limited to end-of-shift cleanup.

Routine Walk-Around Assessments

Supervisors and/or the Safety Officer shall periodically conduct walk-around assessments to identify housekeeping deficiencies, including:

- Spills or leaks
- Obstructed aisles or exits
- Trip or fire hazards

Employees are encouraged to report housekeeping hazards or recommend improvements.

Responsibilities

Safety Officer

- Oversees the housekeeping program
- Monitors trends and corrective actions
- Updates the program as needed

Supervisors

- Enforce housekeeping standards
- Initiate corrective actions
- Ensure work areas remain safe

Employees

- Maintain cleanliness in assigned areas
- Promptly report unsafe conditions
- Clean up after completing tasks when safe to do so

Failure to comply may result in disciplinary action in accordance with Town policy.

Smoking Policy

Smoking is prohibited inside Town buildings and within fifty (50) feet of material storage areas. Smoking is permitted only in designated outdoor areas. Smoking materials shall be disposed of in approved receptacles.

Office and Administrative Areas

- Aisles, exits, and fire protection equipment shall remain clear (minimum three-foot clearance)
- Supplies shall be stored in designated locations
- Spills shall be cleaned immediately
- Waste receptacles shall be properly lined
- File drawers shall remain closed when unattended
- Office equipment and space heaters shall be turned off and unplugged at the end of the day

Work Areas

- Aisles, exits, fire extinguishers, and eyewash stations shall remain unobstructed
- Spills and leaks shall be cleaned immediately and reported if repairs are required
- Refuse shall be placed in designated containers
- Floors and walking surfaces shall be kept free of excessive debris

Break Areas and Restrooms

- Employees shall clean up after themselves
- Hazardous or flammable materials are prohibited
- Personal food shall not be stored overnight unless refrigeration is provided
- Waste shall be disposed of properly

Maintenance and Storage Areas

- Aisles, exits, and fire equipment shall remain unobstructed
- Materials shall be stored neatly and securely
- Spills shall be cleaned immediately

- Waste materials shall be disposed of properly

Grounds and Outdoor Areas

- Walkways, entrances, and docks shall remain clear
- Snow and ice shall be removed prior to operations
- Materials shall be stored only in designated areas
- Landscaping shall not create trip hazards or obstruct access

The Maintenance Department is responsible for grounds upkeep.

Housekeeping Program Review

The Safety Officer shall periodically review housekeeping practices and update this program as necessary.

Note: Detailed requirements for flammable materials, compressed gas cylinders, and material storage configurations are addressed in the *Material Storage* section below.

17. Material Storage Program

(Updated – OSHA / WYOSH Compliance)

Purpose

Proper material storage prevents fires, maintains clear exits and aisles, and reduces the risk of injuries. This section establishes requirements for the safe storage of general materials, flammable substances, and compressed gas cylinders.

General Material Storage Requirements

1. Materials shall not be stored within 18 inches of sprinkler heads or ceilings
2. A minimum three-foot clearance shall be maintained around exits and doors
3. Aisles shall remain clear and appropriately marked
4. Materials and equipment shall not be stored in aisles or exits
5. Platforms, shelves, and racks shall not be overloaded and shall have load limits posted

Flammable and Combustible Material Storage

1. Flammable liquids shall be stored in approved flammable storage cabinets or approved outdoor locations
2. Safety containers with flame arresters shall be used when required
3. Open containers are prohibited except during active use
4. Storage areas shall be ventilated and free from ignition sources
5. Flammable materials shall not be stored in electrical rooms

Compressed Gas Cylinder Safety

Receiving

- Inspect cylinders for damage and labeling
- Verify hydrostatic test dates
- Ensure SDS availability

Storage

- Cylinders shall be stored upright and secured
- Caps shall be in place when not in use
- Incompatible gases shall be stored separately
- Cylinders shall be protected from heat, impact, and damage

Movement

- Cylinders shall be transported using approved carts
- Caps shall remain in place during transport

Use

- Inspect regulators and hoses before use
- Secure cylinders during use
- Close valves when not in use

Responsibilities**Safety Officer**

- Oversees compliance and program implementation

Supervisors

- Enforce storage requirements and correct deficiencies

Employees

- Follow storage procedures and report unsafe conditions

Material Storage Program Review

Material storage practices shall be periodically reviewed by the Safety Officer to ensure continued effectiveness and compliance.

18. Fire Prevention Plan (FPP)

(Updated – OSHA 29 CFR 1910.39, WYOSH)

Purpose

The purpose of the Fire Prevention Plan (FPP) is to prevent the occurrence of fires by identifying fire hazards, controlling ignition sources, and managing combustible materials. This plan works in conjunction with the Town's Emergency Action Plan (EAP) and other safety programs.

Fire prevention measures reduce the risk of fires by eliminating or controlling fuel sources, ignition sources, and unsafe work practices.

Scope and Coordination

This Fire Prevention Plan addresses:

- Major workplace fire hazards and their handling and storage;
- Potential ignition sources and control procedures;
- Fire protection equipment provided for incipient-stage fires;
- Responsibilities for maintaining fire prevention systems and controls.

Emergency evacuation procedures, alarm systems, employee accountability, rescue, and medical response are addressed in the **Emergency Action Plan**.

Program Administration

The Safety Officer is responsible for administering and maintaining the Fire Prevention Plan, coordinating compliance with applicable fire codes, and reviewing the plan as necessary.

This written plan is maintained by the Safety Officer and is available to employees, their representatives, and regulatory officials upon request.

Responsibilities

Safety Officer

The Safety Officer shall:

1. Develop and maintain the Fire Prevention Plan for normal and after-hours operations;
2. Coordinate fire prevention efforts with local fire authorities when appropriate;
3. Ensure fire prevention measures are integrated with other safety programs;
4. Ensure employees receive training on fire hazards and prevention practices;
5. Ensure fire protection equipment is maintained and inspected as required.

Supervisors

Supervisors shall:

- Enforce fire prevention and housekeeping requirements;
- Ensure flammable materials are properly stored;
- Correct fire hazards promptly.

Employees

Employees shall:

- Follow fire prevention procedures;
- Report fire hazards immediately;
- Use flammable materials only as authorized and instructed.

Workplace Fire Hazards

The Town shall control hazardous accumulations of combustible materials to prevent rapid fire spread, smoke generation, or explosions.

Examples of workplace fire hazards include:

- Improper storage of flammable or combustible materials;
- Accumulation of wastepaper, rags, or debris;
- Oil-soaked or solvent-soaked materials;
- Heat-producing equipment without proper safeguards.

Employees shall be informed of fire hazards in their work areas and trained in prevention measures applicable to their duties.

Control of Fuel Sources

Flammable and combustible materials shall be:

- Stored in approved containers and cabinets;
- Kept away from ignition sources;
- Managed in quantities consistent with operational needs.

Waste materials capable of spontaneous combustion or rapid ignition shall be disposed of promptly in approved containers.

Control of Ignition Sources

Potential ignition sources shall be controlled, including:

- Open flames;
- Hot work activities;
- Sparks from tools or equipment;

- Electrical equipment and wiring.

Heat-producing equipment should be maintained in accordance with manufacturer recommendations. Safety devices such as temperature limit switches, flame failure controls, and similar systems should be inspected and maintained to ensure proper operation.

General housekeeping requirements are addressed in the Housekeeping Program.

Maintenance of Fire Protection Equipment

(Updated – OSHA 29 CFR 1910.39 & 1910.157, WYOSH)

Purpose

Fire protection equipment must be properly maintained to ensure it functions as intended during an emergency. This section establishes responsibilities for inspection, maintenance, and monitoring of fire protection equipment installed to prevent or control fires.

Responsibilities

The Safety Officer is responsible for ensuring fire protection equipment is inspected, maintained, and serviced in accordance with applicable standards and manufacturer recommendations.

Fire Protection Equipment Maintenance

1. Fire extinguishers shall be:
 - Visually inspected **monthly**;
 - Maintained in operable condition at all times; and
 - Subject to periodic servicing and hydrostatic testing in accordance with **NFPA and manufacturer requirements**.
2. Fire extinguishers shall be:
 - Readily accessible;
 - Clearly visible and properly mounted; and
 - Fully charged and unobstructed.
3. Defective or discharged fire extinguishers should be removed from service immediately and repaired or replaced.
4. Records of inspections and maintenance shall be maintained by the Safety Officer or designee.

Housekeeping for Fire Prevention

The Town shall control accumulations of flammable and combustible waste materials to reduce fire risk.

The following fire-prevention housekeeping practices shall be maintained:

1. Aisles, exits, fire extinguishers, and emergency equipment shall remain unobstructed with a minimum **three (3) foot clearance**.
2. Storage areas shall be kept orderly, and materials stored properly upon receipt.

3. Process leaks shall be reported promptly for repair and cleanup.
4. Combustible waste shall be removed regularly. Oily rags shall be stored in approved containers, and flammable materials shall be stored in approved fire cabinets when not in use.
5. At the end of the business day, office equipment and space heaters shall be turned off and unplugged as appropriate to reduce fire risk.

Training

Employees shall receive training on:

- Fire hazards present in their work areas;
- Fire prevention practices;
- Proper handling and storage of flammable and combustible materials; and
- The purpose and location of fire protection equipment.

Employees are **not required** to fight fires. Use of fire extinguishers is voluntary and limited to incipient-stage fires only.

Emergency evacuation procedures, alarm systems, drills, headcounts, and return-to-work authorization are addressed in the **Emergency Action Plan (EAP)**.

Fire Extinguisher Awareness

Employees who may choose to use fire extinguishers shall receive basic instruction covering:

- Types of fires;
- Appropriate extinguisher selection;
- Limitations of extinguishers; and
- When evacuation is required instead of attempting fire control.

No employee shall be required or expected to use fire extinguishers without appropriate training.

Disciplinary Action

Failure to comply with fire prevention and housekeeping requirements may result in disciplinary action in accordance with Town policy.

Program Review

The Safety Officer shall periodically review fire prevention practices, equipment maintenance records, and training effectiveness to ensure continued compliance and effectiveness.

Fire Extinguishers and Fire Classification Awareness

Fire extinguishers are provided for use on incipient-stage fires only. Employees are **not required** to fight fires and shall evacuate in accordance with the Emergency Action Plan if conditions are unsafe.

Employees shall receive basic instruction on fire classifications and extinguisher types:

- **Class A** – Ordinary combustibles (wood, paper, cloth)
 - Extinguishers: Water or ABC dry chemical
- **Class B** – Flammable liquids, gases, greases
 - Extinguishers: Foam, CO₂, or ABC dry chemical
- **Class C** – Energized electrical equipment
 - Extinguishers: CO₂ or ABC dry chemical
- **Class D** – Combustible metals
 - Extinguishers: Specialized agents; fire department response required

Fire extinguishers should be clearly labeled, inspected, and maintained in accordance with applicable standards.

Training

Employees shall be trained on:

- Fire hazards specific to their work areas;
- Safe handling and storage of flammable materials;
- Proper response to fire emergencies;
- Location and purpose of fire extinguishers.

Program Review

The Safety Officer shall periodically review the Fire Prevention Plan to ensure effectiveness and compliance with regulatory requirements. Updates shall be made as necessary.

19. Emergency Action Plan (EAP)

(Updated – OSHA 29 CFR 1910.38, WYOSH)

Purpose

The Town of Alpine Emergency Action Plan (EAP) is designed to protect employees during emergencies that may reasonably be expected to occur at Town facilities or worksites, including after-hours operations.

This plan establishes procedures for reporting emergencies, employee evacuation, and coordination with emergency responders to ensure employee safety.

Scope

This Emergency Action Plan addresses emergencies including, but not limited to:

- Fires
- Severe weather events (tornadoes, winter storms)
- Hazardous material releases or spills
- Utility failures
- Bomb threats or civil disturbances
- Medical emergencies

Emergency response activities such as firefighting, spill containment, or rescue operations are **not** required of employees and are addressed by emergency responders.

Program Administration

The Safety Officer (or designee) is responsible for administering and maintaining the Emergency Action Plan. Responsibilities include:

- Maintaining the written plan;
- Ensuring emergency procedures are communicated to employees;
- Coordinating with local emergency responders when appropriate; and
- Reviewing and updating the plan as needed.

This plan is maintained by the Safety Officer and is available to employees upon request.

Emergency Reporting Procedures

Employees shall immediately report emergencies by:

- Activating the nearest alarm system, where available; and/or
- Call **911** or local emergency services.

Emergency contact numbers shall be posted in conspicuous locations at Town facilities and worksites.

Employee Alarm Systems

The Town maintains employee alarm systems in accordance with **29 CFR 1910.165**. Alarm systems are designed to:

- Alert employees to emergencies;
- Be distinctive and recognizable; and
- Be audible or visible as necessary to ensure employee awareness.

Specific alarms may be designated for certain emergencies, such as tornado warnings.

Evacuation Procedures

When evacuation is required:

- Employees shall exit the facility immediately using the nearest safe exit;
- Elevators shall not be used during evacuation unless directed by emergency responders;
- Employees shall proceed to designated assembly areas as identified for their location.

Evacuation routes and assembly areas shall be communicated to employees and posted where applicable.

Accounting for Employees

After evacuation, supervisors shall account for employees using attendance rosters or other reasonable means and report missing employees to emergency responders.

Employees Requiring Assistance

Procedures should be established to assist employees with disabilities or those requiring additional assistance during evacuations. Supervisors shall ensure these procedures are communicated and practiced as appropriate.

Critical Operations

Employees assigned to shut down critical operations before evacuation shall do so **only if it can be performed safely** and without delaying evacuation.

Training and Drills

Employees shall receive training on:

- Emergency reporting procedures;
- Alarm recognition;
- Evacuation routes and assembly areas;
- Their roles during emergencies.

Training shall be provided:

- Upon initial assignment; and
- When the plan is updated or procedures change.

Periodic drills may be conducted to evaluate plan effectiveness.

Plan Review and Maintenance

The Safety Officer shall review the Emergency Action Plan periodically and update it as necessary to reflect changes in facilities, operations, or regulations.

Availability

The Emergency Action Plan shall be kept in the workplace and made available to employees, their representatives, and regulatory officials upon request.

20. First Aid Program

Purpose

The Town is committed to protecting employees from occupational injuries and illnesses. While prevention remains the primary goal, the Town is prepared to respond promptly and appropriately when injuries or illnesses occur.

This written First Aid Program establishes procedures to ensure immediate and effective first aid response and compliance with **29 CFR 1910.151 – Medical Services and First Aid**.

Administrative Duties

The Safety Officer is designated as the First Aid Program Administrator and is responsible for establishing, implementing, and maintaining this written First Aid Program. The Safety Officer has full authority to make decisions necessary to ensure the effectiveness of the program.

A copy of this written program is maintained in the Safety Officer's office and is available for employee review upon request.

Employees are encouraged to provide suggestions for improvement. The Town is committed to continuous improvement and maintaining a safe and responsive workplace.

Town Policy

In the absence of an infirmary, clinic, or hospital in close proximity to the workplace, the Town ensures that:

- Adequately trained personnel are available to render first aid, and
- Properly stocked first aid supplies are readily accessible at all work locations.

First aid kits are provided for the treatment of minor injuries such as cuts, burns, headaches, nausea, and similar non-emergency conditions. All employees must know the location of first aid kits and notify their supervisor when a kit is used.

Employees who sustain work-related injuries or illnesses requiring professional medical treatment must notify their supervisor **before** seeking treatment whenever possible. Failure to notify supervision may affect the benefit of eligibility for Workers' Compensation benefits.

The Safety Officer is responsible for inspecting first aid kits prior to deployment and **at least weekly** thereafter to ensure supplies are complete and serviceable.

In all cases requiring emergency medical treatment, emergency services shall be contacted immediately.

Minor First Aid Treatment

First aid kits are located in the main office building and in each Town vehicle.

If an employee sustains a minor injury requiring first aid:

- Notify the supervisor.
- Administer appropriate first aid.
- Document kit usage on the Accident Investigation Report.
- Understand that first aid kits are **not** a substitute for professional medical care when needed.
- Provide required information for accident documentation.

Non-Emergency Medical Treatment

For non-emergency, work-related injuries requiring professional medical care:

- Notify the supervisor immediately.
- Obtain authorization from management prior to treatment.
- Proceed to the designated medical facility.
- Transportation assistance will be provided if necessary.
- Complete all required accident investigation documentation.

Portable eyewash stations shall be used immediately if hazardous substances contact the eyes or body. Supervisors must be notified whenever an eyewash station is used.

Emergency Medical Treatment

If an employee sustains a serious or life-threatening injury:

- Call for help immediately.
- Contact emergency medical services using posted emergency numbers.
- Do not move the injured employee unless necessary to prevent further harm.
- Provide all relevant details for accident investigation documentation.

Where emergency medical facilities are not within **3–4 minutes** of the workplace, the Town ensures trained First Aid and CPR responders are available.

First Aid Supplies and Equipment

The Safety Officer ensures first aid supplies meet the specific hazards and operational needs of the workplace. First aid kits include, at a minimum:

- Bandages, compresses, and gauze pads
- Antiseptic swabs
- Burn treatments
- Adhesive tape
- Disposable gloves
- Eye dressings and eyewash solution
- Instant cold packs
- Antibiotic ointment

- Ammonia inhalation (where appropriate)

All first aid supplies are stored in weather-resistant containers with individually sealed items.

Kits are inspected before job deployment and **at least weekly** thereafter. Expended or expired items are replaced promptly.

Program Evaluation

The First Aid Program is evaluated annually by the Safety Officer to ensure effectiveness and regulatory compliance. Program updates are made as necessary based on incidents, inspections, or changes in operations.

21. Substance Abuse Program

Purpose

The Town is committed to maintaining a safe, healthy, and productive workplace. Substance abuse can adversely affect employee safety, job performance, morale, and the Town’s ability to serve the public effectively.

This Substance Abuse Program is intended to:

- Promote a safe and healthy work environment
- Reduce accidents, injuries, absenteeism, and property damage
- Protect the public, Town employees, and Town property
- Support compliance with applicable laws and regulations

This program also encourages employees to seek assistance for substance abuse issues before those issues impact workplace safety or job performance.

Program Administration

The **Human Resource Director** serves as the Substance Abuse Program Administrator and is responsible for developing, implementing, and maintaining this written program. The Program Administrator has the authority to make necessary decisions to ensure effective administration and compliance.

The Human Resource Director is qualified by training and experience to oversee this program and conduct periodic evaluations of its effectiveness.

Town Policy

The Town is committed to a **drug- and alcohol-free workplace** due to concerns regarding:

- Workplace safety
- Employee health and well-being
- Productivity and performance
- Public trust and liability
- Regulatory compliance

Prohibited Conduct

The possession, use, sale, distribution, or manufacture of illegal drugs is strictly prohibited during working hours or on Town property.

Employees shall not report to work or remain at work while under the influence of alcohol, illegal drugs, or misused prescription medications that impair their ability to perform job duties safely and effectively.

The lawful use of prescribed medications is permitted when taken in accordance with a physician’s instructions, provided the medication does not impair the employee’s ability to safely perform job

responsibilities. Employees are responsible for notifying their supervisor if prescribed medication may affect job performance or safety.

Violations of this policy may result in disciplinary action **up to and including termination of employment**, in accordance with Town policy and applicable law.

Each employee will be provided a copy of this Substance Abuse Policy.

Employee Responsibility and Assistance

Employees are encouraged to seek help if they believe they may have a substance abuse problem. Seeking assistance voluntarily will not, by itself, subject an employee to disciplinary action.

Employees who are concerned about a coworker's behavior are encouraged to express concern and recommend that the individual seek professional help. Substance abuse can affect not only the individual involved, but coworkers, families, and the Town as a whole.

Drug and Alcohol Testing

The Town reserves the right to conduct drug and alcohol testing under the following circumstances, in accordance with applicable laws and regulations:

- Pre-employment testing
- Following a work-related injury requiring medical treatment
- Following an accident involving property damage
- Reasonable suspicion based on observable behavior or performance indicators

A confirmed positive test result may result in disciplinary action **up to and including termination of employment**.

Detailed testing procedures, including collection, confidentiality, and employee rights, are addressed in the Drug and Alcohol Testing section of this program.

Town-Sponsored Activities

The use of alcohol or illegal drugs is prohibited during **Town-sponsored activities**, including events held on or off Town property.

Supervisor Responsibilities and Training

Supervisors play a critical role in enforcing this program. Their responsibilities include:

1. Observing and documenting job performance and workplace behavior
2. Addressing performance issues in a professional, objective manner
3. Referring employees to appropriate assistance resources when needed
4. Initiating testing or disciplinary procedures when warranted

Supervisors are **not responsible for diagnosing substance abuse**, but are trained to recognize potential warning signs, including:

- Physical indicators (e.g., coordination problems, frequent illness)
- Mood changes
- Increased absenteeism
- Aggressive or erratic behavior
- Increased accident rates
- Deterioration in workplace relationships

Supervisor training includes:

- Overview of the Substance Abuse Policy
- Recognition of signs and symptoms of substance abuse
- Proper documentation practices
- Drug and alcohol testing procedures
- Available treatment and assistance resources

Supervisor training is provided by the Human Resources Department, with assistance from the Safety Officer as needed.

Employee Education and Awareness

All employees participate in substance abuse education and awareness training upon hire and periodically thereafter.

Training topics include:

- Dangers of drug and alcohol abuse
- Town substance abuse policy
- Available counseling and assistance resources
- Disciplinary consequences of policy violations
- Effects of substance abuse on safety, productivity, and health
- Drug and alcohol testing procedures
- Recognition of substance abuse warning signs
- Impact of substance abuse on families and the community

Training is conducted through classroom instruction, discussion, and educational materials.

Recordkeeping

The Human Resources Department maintains all records related to substance abuse training, testing, and policy enforcement in a confidential manner, consistent with applicable privacy laws.

Conviction Notification

Employees must notify the Town if they are convicted of violating a criminal drug statute occurring in the workplace. When required by law or contract, the Town will notify the appropriate contracting or funding

agency within **ten (10) days** of receiving notice of such a conviction.

Employee Sanctions

Employees convicted of violating criminal drug statutes or who violate this policy may be subject to disciplinary action or may be required to satisfactorily participate in a substance abuse assistance or rehabilitation program, as determined by the Town and consistent with applicable law.

22. OSHA / WYOSH Inspection Management

Purpose

This section establishes procedures for managing OSHA/WYOSH inspections to ensure that inspections are handled professionally, efficiently, and in compliance with applicable laws and regulations. These procedures are intended to protect the Town's rights while demonstrating good-faith cooperation with regulatory authorities.

Opening Conference

At the beginning of an OSHA/WYOSH inspection, the inspector will conduct an opening conference with Town representatives.

During the opening conference:

1. **Inspector Introduction and Purpose**
 - The inspector shall explain the purpose and reason for the inspection (e.g., employee complaint, referral, fatality, catastrophe, programmed inspection).
2. **Employee Complaint Inspections**
 - When an inspection is conducted due to an employee complaint, the Town has the right to:
 - Receive a copy of the complaint (with identifying information redacted);
 - Be informed of the subject matter and scope of the complaint.
 - The Town does **not** have the right to know the identity of the employee complaining.
3. **Scope of Inspection**
 - The Town's representative shall clearly determine the scope of the inspection and request identification of the OSHA/WYOSH standards that will apply.
 - The inspector should explain why specific areas or operations will be examined.
4. **Compliance Programs**
 - The inspector shall be informed if the Town participates in any OSHA/WYOSH compliance assistance or cooperative programs.

Walkaround Inspection

During the walkaround portion of the inspection:

1. A designated Town representative shall accompany the inspector at all times.
2. The Town should respond to questions truthfully but should not volunteer information beyond what is requested.
3. The inspector may select a non-management employee to accompany the inspection, as permitted by regulation.
4. Employee interviews shall be limited to a reasonable number and conducted in a manner that does not unnecessarily disrupt operations.
5. If the inspection appears to expand beyond the scope discussed during the opening conference, the Town representative shall respectfully question and document the change.
6. If the inspector takes photographs, videos, or samples, the Town representative should take duplicate photographs or notes for documentation purposes.

7. If a condition is identified that can be corrected immediately, the Town should correct it promptly to demonstrate good-faith compliance.
8. If the inspector becomes hostile, abusive, or exceeds the agreed scope of inspection, the Town may consult legal counsel regarding whether to request that the inspection be paused pending further discussion with the Area Director.
9. All interactions shall remain professional, cooperative, and non-confrontational.

Examination of Records

The inspector may request to review certain records, including but not limited to:

- Injury and illness records, including fatalities and hospitalizations
- OSHA Forms 300, 300A, and 301 and required postings
- OSHA Health & Safety Poster
- Employee training records
- Hazard Communication Program documentation
- Safety Data Sheets (SDSs)

Only records required by law shall be provided.

Closing Conference

At the conclusion of the inspection, the inspector will conduct a closing conference.

During the closing conference:

1. The inspector shall explain any apparent violations or deficiencies observed during the inspection.
2. The Town shall ask clarifying questions regarding:
 - Identified hazards;
 - Expected corrective actions (abatement);
 - Abatement timelines.
3. Inspectors typically do not disclose proposed penalties during the closing conference.
4. The inspector shall explain the Town's rights to contest citations, penalties, and abatement requirements.
5. The inspector shall provide or reference OSHA Publication 3000, which outlines employer rights and responsibilities following an inspection.

Post-Inspection Actions

Following the inspection:

1. The inspector submits a report to the Area Director, who determines whether citations and penalties will be issued.
2. The Town reviews any citations received and determines whether to:
 - Accept the citation and comply with abatement requirements; or
 - Exercise its right to contest the citation, penalties, or abatement period.
3. The Town shall correct identified deficiencies as required to prevent repeat violations and reduce

potential penalties.

Appendices

APPENDIX A — Disciplinary & Enforcement Forms

A-1. Safety Hazard Citation Form

(Administrative enforcement tool)

- Used by supervisors or the Safety Officer
- Documents unsafe acts or conditions
- Supports corrective action and retraining
- Placed in employee file as applicable

NOTE:

Disciplinary actions resulting from citations are governed exclusively by the **Disciplinary Action Program**.

SAFETY HAZARD CITATION FORM

Town of Alpine
Safety & Health Program

1. General Information

- **Date of Observation:** _____
- **Time:** _____
- **Location / Facility / Department:**

- **Observed By (Name & Title):**

- **Employee(s) Involved (if applicable):**

2. Hazard Description

- **Type of Hazard (check all that apply):**

- Physical
- Electrical
- Chemical
- Biological
- Ergonomic
- Confined Space
- Excavation/Trenching
- Vehicle/Equipment
- Housekeeping
- Other: _____

- **Detailed Description of Hazard:**

(Describe the unsafe condition or practice observed, including equipment involved, conditions present, and potential exposure.)

3. Risk Assessment

- **Potential Severity:**

Low Moderate High Imminent Danger

• **Likelihood of Injury or Incident:**

Unlikely Possible Likely Certain

• **Immediate Action Required?**

Yes No

If yes, describe actions taken:

4. Corrective Action Required

• **Required Corrective Action(s):**

(List specific actions required to eliminate or control the hazard.)

• **Responsible Person / Position:**

• **Target Completion Date:** _____

5. Temporary Controls (if applicable)

• **Interim Measures Implemented:**

- Area Barricaded
- Equipment Locked Out / Tagged Out
- PPE Issued
- Work Stopped
- Warning Signage Posted
- Other: _____

Details:

6. Follow-Up & Verification

• **Corrective Action Completed On:** _____

• **Verified By (Name & Title):** _____

- **Verification Notes:**

- Hazard Corrected
- Hazard Reduced
- Further Action Required

7. Acknowledgment

I acknowledge that I have been informed of the hazard identified above and understand the required corrective actions.

- **Employee Signature (if applicable):** _____
- **Date:** _____
- **Safety Officer / Supervisor Signature:** _____
- **Date:** _____

8. Recordkeeping

- **Citation Number:** _____
- **Filed In:**
 - Safety Officer Log
 - Department Safety File
 - Corrective Action Tracking System

Important Notice

This Safety Hazard Citation Form is issued for the purpose of identifying and correcting unsafe conditions or practices. It is **preventive and corrective in nature**, not disciplinary, and is intended to support compliance with applicable safety and health regulations.

APPENDIX B — Accident & Incident Reporting Forms

B-1. Employee Injury / Illness Report Form

(Initial employee report)

B-2. Supervisor Accident Investigation Report

(Root cause, corrective action, retraining)

B-3. Witness Statement Form

B-4. Near-Miss / Hazard Observation Report (Optional but Recommended)

Used in conjunction with:

- Accident Reporting & Investigation Program
- OSHA / WYOSH Injury & Illness Recordkeeping (29 CFR 1904)

TOWN OF ALPINE

Employee Report of Accident, Injury or Illness

Instructions: Please Print. Fill in all blanks. If a blank does not pertain to your accident, injury or illness write "N/A" in that blank. When completed, return this form to your supervisor.

Name: _____

Sex ___ Age _____

Address _____ Phone Number _____

Marital Status Single Married Separated Divorced Widowed
#of Dependents _____

Employment Start Date	Time in Present Job
Job Title	Supervisor's Name
Department	Date & Time of Accident
Location of Accident	Task being Performed
Name of Witness	Name of Witness
Describe how the accident happened	
What caused the Accident	
What could have prevented this accident	
Date & Time you first sought medical attention	
Name of Hospital or Doctor	
Were you using required safety equipment?	
Do you have a job at another company?	

The information I have provided either in my own writing or verbally for the purpose of this form is true and correct. I understand that providing false or misleading information or omission of information on this report or any other form relating to this claim of injury/accident may result in termination of my employment.

Signature of Employee: _____ Date: _____

Signature of Witness: _____

TOWN OF ALPINE

Supervisor Accident Investigations Report

Supervisor's Name: _____

Basic Rules for Accident Investigation

- Find the cause to prevent future accidents - Use an unbiased approach during investigation
- Interview witnesses & injured employees at the scene - conducting a walkthrough of the accident
- Conduct interviews in private - Interview one witness at a time.
- Get signed statements from all involved.
- Take photos or make a sketch of the accident scene.
- What hazards are present - what unsafe acts contributed to accident
- Ensure hazardous conditions are corrected immediately.

Date & Time		Location	
Tasks performed		Witnesses	
Resulted in	__ Injury __ Fatality __ Property Damage	Property Damage	
Injured		Injured	
Describe Accident Facts & Events			
Supervisor's Incident Cause Analysis <i>Check ALL that apply to this accident</i>			
Unsafe Acts		Unsafe Conditions	
Improper work technique		Poor Workstation design	
Safety rule violation		Unsafe Operation Method	
Improper PPE or PPE not used		Improper Maintenance	
Operating without authority		Lack of direct supervision	
Failure to warn or secure		Insufficient Training	
Operating at improper speeds		Lack of experience	
By-passing safety devices		Insufficient knowledge of job	
Protective equipment not in use		Slippery conditions	
Improper loading or placement		Excessive noise	
Improper lifting		Inadequate guarding of hazards	
Servicing machinery in motion		Defective tools/equipment	
Horseplay		Poor housekeeping	

Drug or alcohol use		Insufficient lighting	
Unsafe Acts require a written warning and re-training <u>before</u> the Employee resumes work			
Date		Date	
Re-Training Assigned		Unsafe Condition Guarded	
Re-Training Completed		Unsafe Condition Corrected	
Supervisor Signature		Supervisor Signature	

Incident Report Review

Supervisor _____ Date _____

Safety Officer _____ Date _____

Plant Manager _____ Date _____

Management Comments:

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WITNESS STATEMENT FORM

Town of Alpine – Safety & Health Program

1. Incident Information

- **Date of Incident / Observation:** _____
- **Time:** _____
- **Location / Facility:** _____
- **Type of Event (check one):**
 - Injury
 - Near Miss
 - Property Damage
 - Safety Hazard
 - Unsafe Act
 - Other: _____

2. Witness Information

- **Witness Name:** _____
 - **Job Title / Department (if applicable):** _____
-

- **Phone Number:** _____
- **Email:** _____
- **Relationship to Incident (check one):**
 - Direct Witness
 - Arrived Immediately After
 - Heard or Observed Relevant Conditions
 - Other: _____

3. Witness Statement

Please describe **only what you personally observed**.
Do not include opinions, assumptions, or conclusions.

(Attach additional pages if necessary.)

4. Additional Observations

- **Weather / Environmental Conditions (if relevant):**

- **Equipment, Tools, or Materials Observed:**

- **Any Immediate Actions Taken:**

5. Diagrams / Sketches (Optional)

Use the space below to draw or describe the scene, equipment layout, or positions of individuals.

6. Witness Certification

I certify that this statement is true and accurate to the best of my knowledge and reflects only what I personally observed.

- **Witness Signature:** _____
- **Date:** _____

7. Receipt & Review

- **Received By (Name & Title):**

- **Date Received:** _____
- **Associated Report(s):**
 - Incident Report
 - Safety Hazard Citation
 - Near Miss Report
 - Corrective Action Record

Reference Number(s): _____

Important Notice

This witness statement is collected for safety review and regulatory compliance purposes. It is intended to support fact-finding and hazard correction and does not assign fault or disciplinary action.

NEAR MISS HAZARD OBSERVATION REPORT

Town of Alpine – Safety & Health Program

1. General Information

- **Date of Observation:** _____
- **Time:** _____
- **Location / Facility / Department:**

- **Reported By (Name & Title):**
 Employee Supervisor Safety Officer Other: _____
 Name: _____
- **Was anyone injured?**
 No (Near Miss) Yes → Complete Incident/Injury Report

2. Near Miss Description

Please describe **what almost happened**, including the sequence of events and the hazard involved.
 (Do not assign blame or include opinions.)

3. Hazard Type

(Check all that apply)

- Slip / Trip / Fall
- Electrical
- Vehicle / Mobile Equipment
- Machinery / Tools
- Confined Space
- Excavation / Trenching
- Chemical / Hazardous Materials
- Biological

- Ergonomic
- Housekeeping
- Weather / Environmental
- Other: _____

4. Potential Outcome (If the Near Miss Had Become an Incident)

- **Most Likely Injury or Damage:**
 - Minor Injury
 - Serious Injury
 - Fatality
 - Property Damage
 - Environmental Impact
- **Potential Severity:**
 - Low Moderate High Catastrophic

5. Immediate Actions Taken (If Any)

- Hazard Removed
- Area Secured / Barricaded
- Equipment Shut Down
- PPE Issued or Used
- Work Stopped
- Warning Given
- None

Details:

6. Recommended Corrective Actions

(Engineering, administrative, training, or PPE controls)

- **Responsible Person / Position:**

- **Target Completion Date:** _____

7. Follow-Up & Review

- **Reviewed By (Name & Title):**

- **Review Date:** _____

- Corrective Action Implemented
- Further Action Required
- Referred to Safety Committee / Safety Officer

8. Employee Acknowledgment (Optional)

Reporting near misses is encouraged and will not result in discipline.

- **Employee Signature (optional):** _____
- **Date:** _____

9. Recordkeeping

- **Report Number:** _____
- **Filed In:**
 - Near Miss Log
 - Department Safety File
 - Corrective Action Tracking System

Important Notice

This Near Miss Hazard Observation Report is intended to identify unsafe conditions or practices **before an injury or incident occurs**. It is preventive in nature and supports continuous improvement of workplace safety. Reporting near misses is encouraged and does not assign fault or disciplinary action.

TOWN OF ALPINE

Exposure Incident Investigation Form

Date of Incident: _____ Time of Incident: _____

Location: _____

Potentially Infectious Materials Involved:

Type: _____ Source: _____

Circumstances: Work being performed, etc. _____

How Incident Was Caused: {Accident, equipment malfunction, etc.}

Personal Protective Equipment Used: _____

Actions Taken: Decontamination, clean-up, reporting, etc.

Recommendations For Avoiding Repetition: _____

TOWN OF ALPINE

Post-Exposure Evaluation and Follow-up Checklist

The following steps must be taken, and information transmitted to healthcare professionals, in the event of an employee's exposure to Bloodborne Pathogen.

<u>Activity</u>	<u>Completion Date</u>
1. Employee furnished with documentation regarding exposure incident:	_____
2. Source individual identified: _____ _____ (Source individual)	
3. Source individual's blood collected and results given to exposed employee: _____ Consent from source has not been obtained.	_____
4. Exposed employee's blood collected and tested:	_____
5. Appointment arranged for employee with healthcare professional: _____ _____ (Healthcare Professional Name)	
Documentation forwarded to healthcare professionals:	
_____ Bloodborne Pathogens Standard.	
_____ Description of exposed employees' duties.	
_____ Description of exposure incident, including exposure routes.	
_____ Results of source individual's blood testing.	
_____ Employee's medical records.	

Machinery & Machine Guarding Safety Inspection Checklist

(OSHA 29 CFR 1910 Subpart O – WYOSH)

Section 1 – Equipment Identification

- Department / Location: _____
- Machine / Equipment Name: _____
- Manufacturer / Model: _____
- Serial or Asset ID: _____
- Supervisor Responsible: _____
- Inspection Date: _____
- Inspector Name & Title: _____

Section 2 – Machine Guarding Requirements

(29 CFR 1910.212, 1910.219)

Item	Yes	No	N/A
Point-of-operation guarding present and effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power transmission components guarded (belts, chains, gears, shafts, pulleys)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards securely fastened and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards do not create additional hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards prevent accidental contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No guards removed, bypassed, or defeated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fan blades <7 ft guarded (≤½-inch openings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revolving drums/barrels guarded where required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed-location machinery properly anchored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Operational Safety

Item	Yes	No	N/A
Operator trained and authorized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machine operated by manufacturer instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency stop controls functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Yes	No	N/A
Proper PPE used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No unsafe modifications present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work practices prevent reach-in or pinch hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate lighting and visibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – Maintenance & Lockout/Tagout

(29 CFR 1910.147)

Item	Yes	No	N/A
Lockout/Tagout used for servicing/maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy sources identified and controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guards reinstalled after maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment tested before return to service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 5 – New Equipment / Modifications

Item	Yes	No	N/A
Guarding reviewed before startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment modifications reviewed for safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in new or modified equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 6 – Deficiencies & Corrective Actions

Deficiency Identified Immediate Action Taken Corrective Action Required Date Corrected

Section 7 – Certification

I certify that this inspection was conducted and that unsafe conditions were corrected or removed from service.

- Inspector Signature: _____
- Date: _____
- Supervisor Acknowledgment: _____
- Date: _____

APPENDIX C — OSHA Recordkeeping Forms & References

C-1. OSHA Form 300 — Log of Work-Related Injuries & Illnesses

C-2. OSHA Form 300A — Annual Summary

C-3. OSHA Form 301 — Injury & Illness Incident Report

Administrative Use Only

Maintained by the Safety Officer in accordance with 29 CFR 1904.

OSHA FORM 300**Town of Alpine**

Log of Work-Related Injuries and Illnesses

Year: _____

Case No.	
Employee Name	
Job Title	
Date of Injury Onset	
Location of Event	
Description of Injury or Death	
Days Away	
Job Transfer Restriction	
Other Recordable	
Days away from Work	
Days Job Transfer/Restriction	

Injury / Illness Classification (check one per case):

- Injury
 Skin Disorder
 Respiratory Condition
 Poisoning
 Hearing Loss
 Other Illness

Case No.	
Employee Name	
Job Title	
Date of Injury Onset	
Location of Event	
Description of Injury or Death	
Days Away	
Job Transfer Restriction	
Other Recordable	
Days away from Work	
Days Job Transfer/Restriction	

Injury / Illness Classification (check one per case):

- Injury
- Skin Disorder
- Respiratory Condition
- Poisoning
- Hearing Loss
- Other Illness

Instructions

- Record **each OSHA-recordable case** within **7 calendar days**
- One line per case
- Maintain for **5 years**
- Update if case status changes

OSHA FORM 300A

Summary of Work-Related Injuries and Illnesses	
Town of Alpine	
Year Covered:	
Injury and Illness Summary	
Total Number of Cases	
Total Deaths	
Total Cases with Days Away from Work	
Total Cases with Job Transfer or Restriction	
Total Other Recordable Cases	
Total Number of Days	
Days Away from Work	
Days of Job Transfer or Restriction	
Injury and Illness Types	
Injuries	
Skin Disorders	
Respiratory Conditions	
Poisoning	
Hearing Loss	
Other Illnesses	

Annual Certification

I certify that I have examined this document and believe that the entries are true, accurate, and complete.

Certifying Official Name & Title:

Signature: _____ **Date:** _____

Posting Requirement

- Must be posted February 1 – April 30
- Post where employee notices are normally displayed
- Do not post OSHA 300

OSHA FORM 301

Injury and Illness Incident Report

(One completed for each OSHA 300 entry)

1. Employee Information

Name: _____

Home Address: _____

Date of Birth: _____

Job Title: _____

2. Healthcare Information

Was employee treated in an emergency room? Yes No

Was employee hospitalized overnight? Yes No

Name of healthcare provider/facility: _____

3. Incident Information

Date of Incident: _____

Time Incident Occurred: _____

Location of Incident:

Describe what the employee was doing just before the incident:

Describe what happened:

Describe the injury or illness:

Object or substance that directly harmed employee:

4. Case Completion

Prepared By: _____

Title: _____

Date Prepared: _____

APPENDIX D — Training & Certification Records

D-1. Safety Training Attendance Record

D-2. PPE Training Certification

D-3. Respiratory Protection Training & Fit Test Record

D-4. Confined Space Training Record

D-5. Excavation & Trenching Training Record

D-6. Lockout / Tagout Authorized Employee Training Record

D-7. First Aid / CPR Training Record

Training records are retained in accordance with regulatory requirements and Town policy.

D-1. SAFETY TRAINING ATTENDANCE RECORD

Town of Alpine – Safety & Health Program

Training Topic: _____

Training Date: _____

Training Location: _____

Instructor Name & Title: _____

Description of Training Content Covered: _____

Employee Name (Print)	Job Title	Department	Signature	Date

Materials Distributed (check all that apply):

Handouts SOP Policy Update PPE Guidance Video Other: _____

Instructor Signature: _____ Date: _____

D-2. PPE TRAINING CERTIFICATION

(29 CFR 1910.132)

Employee Name: _____

Job Title / Department: _____

This certifies that the employee listed above has received training covering:

- When PPE is necessary
- What PPE is required
- How to properly don, doff, adjust, and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life, and disposal

PPE Types Covered:

- Hard Hat Eye Protection Hearing Protection
- Gloves High-Visibility Fall Protection
- Respiratory Other: _____

Training Date: _____

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-3. RESPIRATORY PROTECTION TRAINING & FIT TEST RECORD

(29 CFR 1910.134)

Employee Name: _____

Department: _____

Respirator Type: _____

Model / Size: _____

Medical Evaluation Completed?

- Yes Date: _____
- No (Not Authorized for Use)

Training Covered:

- Respirator limitations
- Proper use in emergency situations
- Inspection and seal check procedures
- Cleaning and storage
- Cartridge change schedule

Fit Test Information

- Qualitative Fit Test
- Quantitative Fit Test

Fit Test Date: _____

Result: Pass Fail

Test Conducted By: _____

Employee Signature: _____ Date: _____

Program Administrator Signature: _____ Date: _____

D-4. CONFINED SPACE TRAINING RECORD

(29 CFR 1910.146)

Employee Name: _____

Department: _____

Training Type:

- Entrant
- Attendant
- Entry Supervisor

Training Date: _____

Topics Covered:

- Hazard recognition
- Permit procedures
- Atmospheric testing
- Ventilation procedures
- Communication methods
- Rescue procedures
- Lockout / isolation methods
- PPE requirements

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-5. EXCAVATION & TRENCHING TRAINING RECORD

(29 CFR 1926 Subpart P – applicable to municipal excavation work)

Employee Name: _____

Department: _____

Is employee designated as a **Competent Person**?

Yes No

Training Date: _____

Topics Covered:

- Soil classification
- Protective systems (sloping, benching, shoring, shielding)
- Spoil pile placement
- Utility locating procedures
- Access/egress requirements
- Daily inspection requirements
- Hazard recognition

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-6. LOCKOUT / TAGOUT AUTHORIZED EMPLOYEE TRAINING RECORD

(29 CFR 1910.147)

Employee Name: _____

Department: _____

Employee Classification:

- Authorized Employee
- Affected Employee
- Other Employee

Training Date: _____

Topics Covered:

- Energy source identification
- Isolation procedures
- Lock and tag application
- Release from lockout
- Group lockout procedures
- Verification of zero energy

Equipment Covered (if applicable):

Trainer Name & Title: _____

Employee Signature: _____ Date: _____

Trainer Signature: _____ Date: _____

D-7. FIRST AID / CPR TRAINING RECORD

Employee Name: _____

Department: _____

Training Provider: _____

Certification Type:

- First Aid
- CPR
- AED
- Bloodborne Pathogen Awareness

Certification Date: _____

Expiration Date: _____

Certification Number (if applicable): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

APPENDIX E — Hazard Assessments & Checklists

E-1. PPE Hazard Assessment Certification

(OSHA 1910.132(d))

E-2. Job Hazard Analysis (JHA) Form

E-3. Housekeeping Inspection Checklist

E-4. Machinery & Machine Guarding Inspection Checklist

E-5. Electrical Safety / GFCI Inspection Checklist

E-6. Fire Extinguisher Monthly Inspection Log

E-1. PPE HAZARD ASSESSMENT CERTIFICATION

(OSHA 29 CFR 1910.132(d))

Town of Alpine – Safety & Health Program

This certifies that a workplace hazard assessment has been performed to determine the need for personal protective equipment (PPE).

Department / Work Area Assessed: _____

Location(s): _____

Assessment Date: _____

Job Tasks Evaluated:

- Water/Wastewater Operations
- Street & Snow Removal
- Equipment Maintenance
- Park Maintenance
- Shop Work
- Confined Space Entry
- Excavation
- Other: _____

Hazard Identification (Check all that apply)

- Impact (falling/flying objects)
- Penetration
- Compression
- Chemical Exposure
- Harmful Dust
- Light Radiation (welding, cutting)
- Noise
- Electrical Hazards
- Biological Hazards
- Slip/Trip/Fall
- Other: _____

PPE Required

- Hard Hat
- Safety Glasses / Face Shield
- Hearing Protection
- Cut-Resistant Gloves
- Chemical Gloves
- High-Visibility Apparel
- Steel-Toe Boots
- Respiratory Protection
- Fall Protection
- Other: _____

Certification Statement

I certify that the above hazard assessment was conducted in accordance with OSHA 1910.132(d) and that appropriate PPE has been identified.

Assessor Name & Title: _____

Signature: _____ **Date:** _____

E-2. JOB HAZARD ANALYSIS (JHA) FORM

Job/Task Title: _____

Department: _____

Date: _____

Completed By: _____

Step of Job	Potential Hazard	Severity (L/M/H)	Control Measures (Engineering, Admin, PPE)

Required PPE for Task: _____

Special Procedures Required:

- Lockout/Tagout
- Confined Space Permit
- Excavation Permit
- Traffic Control Plan
- Hot Work Permit
- Other: _____

Supervisor Signature: _____ Date: _____

E-3. HOUSEKEEPING INSPECTION CHECKLIST

Facility / Area: _____

Inspection Date: _____

Inspector: _____

Item	Yes	No	N/A	Comments / Corrective Action
Floors clean and dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walkways unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exits clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Materials properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill kits accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Corrective Action Required? Yes No

Responsible Party: _____

Completion Date: _____

E-4. MACHINERY & MACHINE GUARDING INSPECTION CHECKLIST

(29 CFR 1910 Subpart O)

Equipment Inspected: _____

Location: _____

Inspection Date: _____

Inspector: _____

Inspection Item	Yes	No	N/A	Comments
Guards securely in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No exposed rotating parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency stop functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Belts/pulleys enclosed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lockout devices available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operator trained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Deficiencies Identified: _____

Corrective Action: _____

E-5. ELECTRICAL SAFETY / GFCI INSPECTION CHECKLIST

(29 CFR 1910 Subpart S)

Location / Panel / Equipment: _____

Inspection Date: _____

Inspector: _____

Inspection Item	Yes	No	N/A	Comments
GFCI outlets tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test date labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords undamaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Panels properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No open knockouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cords not run through doors/windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No daisy-chaining power strips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

GFCI Test Results: Pass Fail

Corrective Action Required: _____

E-6. FIRE EXTINGUISHER MONTHLY INSPECTION LOG

(OSHA 1910.157)

Facility / Location: _____
 Extinguisher ID Number: _____
 Type (ABC, CO2, etc.): _____

Month	Pressure Gauge OK	Pin & Seal Intact	No Damage	Accessible	Inspector Initials
Jan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Feb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Apr	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
May	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aug	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Oct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nov	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dec	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Annual Service Tag Current? Yes No

If No, Corrective Action: _____

APPENDIX F — Permit & Authorization Forms

F-1. Permit-Required Confined Space Entry Permit

(Full confined space program maintained separately)

F-2. Excavation / Trenching Daily Inspection Log

F-3. Hot Work Permit (if applicable)

F-4. Lockout / Tagout Procedure Template

(Machine-specific when required)

F-1. PERMIT-REQUIRED CONFINED SPACE ENTRY PERMIT

(Full Confined Space Program maintained separately – 29 CFR 1910.146)

Town of Alpine – Safety & Health Program

1. General Information

Permit Number: _____

Location of Space: _____

Description of Space: _____

Purpose of Entry: _____

Date of Entry: _____

Permit Valid From: _____ **to:** _____

2. Personnel

Entry Supervisor: _____

Authorized Entrants:

1. _____

2. _____

Attendant(s): _____

Rescue Service: _____

Rescue Contact Number: _____

3. Hazard Identification

- Oxygen Deficiency/Enrichment
- Flammable Gas/Vapor
- Toxic Gas (H₂S, CO, etc.)
- Engulfment
- Mechanical Hazards
- Electrical Hazards
- Water / Flow Hazard

Other: _____

4. Atmospheric Testing (Record in Order)

Time	O ₂ %	LEL %	CO ppm	H ₂ S ppm	Tester Initials
------	------------------	-------	--------	----------------------	-----------------

Acceptable Entry Conditions:

O₂: 19.5%–23.5%

LEL: <10%

CO: <35 ppm (or site-specific)

H₂S: <10 ppm (or site-specific)

5. Isolation & Control Measures

- Lockout / Tagout Completed
- Lines Blanked / Capped
- Mechanical Disconnect
- Ventilation in Place
- Barriers / Barricades
- Traffic Control
- Other: _____

6. Required Equipment

- Gas Monitor (Calibrated)
- Ventilation Blower
- Retrieval System (Tripod / Winch)
- Harness
- Communication Equipment
- PPE: _____

7. Entry Supervisor Certification

I certify that all required precautions have been taken and entry conditions are acceptable.

Entry Supervisor Signature: _____ Date: _____

Permit Cancellation Time: _____

Reason for Cancellation: _____

F-2. EXCAVATION / TRENCHING DAILY INSPECTION LOG

(29 CFR 1926 Subpart P)

Project Location: _____

Date: _____

Competent Person: _____

Excavation Details

- **Depth:** _____
- **Soil Type:** A B C
- **Protective System:** Sloping Benching Shoring Shield

Daily Inspection Checklist

Item	Yes	No	N/A	Comments
Utilities located	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spoil pile ≥2 ft from edge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access/egress within 25 ft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No standing water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective system installed correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No signs of cave-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic control in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Weather Conditions: _____

Corrective Action Taken (if any): _____

Competent Person Signature: _____ **Date:** _____

F-3. HOT WORK PERMIT

(Welding, Cutting, Grinding – 29 CFR 1910.252)

Location of Work: _____

Description of Work: _____

Date: _____

Permit Valid From: _____ **to:** _____

Fire Prevention Checklist

- Combustibles removed (35 ft radius)
- Fire watch assigned
- Fire extinguisher available
- Sprinklers operational
- Area protected from sparks
- Floor openings covered
- Confined space evaluated

Fire Watch Name: _____

Fire Watch Required Until: _____

Authorization

Supervisor Authorizing Work: _____

Signature: _____ Date: _____

Permit Closed By: _____ Date: _____

F-4. LOCKOUT / TAGOUT PROCEDURE TEMPLATE

(29 CFR 1910.147)

Equipment Name / ID: _____

Location: _____

Prepared By: _____

Date: _____

1. Energy Sources Identified

- Electrical
- Hydraulic
- Pneumatic
- Mechanical
- Thermal
- Gravity
- Other: _____

2. Shutdown Procedure

1. Notify affected employees
2. Shut down equipment using normal procedures
3. Isolate energy sources (describe below):

3. Lockout / Tagout Steps

- Apply lock(s) at: _____
- Apply tag(s) stating: "DO NOT OPERATE"
- Release stored energy (bleed, block, discharge, etc.)

4. Verification of Isolation

Method of Verification: _____

Verified By: _____ Date: _____

5. Release from Lockout

- Inspect work area
- Remove tools
- Ensure employees are clear
- Remove locks/tags
- Notify affected employees

Authorized Employee Signature: _____

APPENDIX G — Medical & Exposure Records

G-1. Bloodborne Pathogen Exposure Incident Investigation Form

G-2. Hepatitis B Vaccination Consent / Declination Form

(29 CFR 1910.1030 Appendix A language)

Confidential medical records

Maintained in accordance with 29 CFR 1910.1020.

G-1. BLOODBORNE PATHOGEN EXPOSURE INCIDENT INVESTIGATION FORM

(29 CFR 1910.1030)

Town of Alpine – Exposure Control Program

CONFIDENTIAL MEDICAL RECORD

This form contains protected employee medical information and shall be maintained in accordance with 29 CFR 1910.1020. Access is limited.

1. Employee Information

Employee Name: _____

Job Title / Department: _____

Employee ID (if applicable): _____

Date of Birth: _____

2. Exposure Incident Information

Date of Exposure: _____

Time of Exposure: _____

Location of Incident: _____

Type of Exposure (check all that apply):

- Needlestick / Sharps Injury
- Splash to Eyes / Nose / Mouth
- Contact with Broken Skin
- Bite
- Other: _____

Body Fluid(s) Involved:

- Blood
- Saliva
- Vomit
- Other Potentially Infectious Material (OPIM): _____

3. Description of Incident

Describe the task being performed and how the exposure occurred.
(Attach additional pages if necessary.)

4. PPE & Controls in Use at Time of Exposure

- **PPE Worn (check all that apply):**
 - Gloves
 - Eye Protection
 - Face Shield
 - Gown / Protective Clothing
 - Mask / Respirator
 - None
- **Engineering / Work Practice Controls in Place:**

5. Source Individual Information (If known)

- **Source Individual Identified?** Yes No
- **Known or Suspected Infectious Status (if known):**
 - HBV HCV HIV Unknown

(Note: Testing and disclosure handled per medical provider and law.)

6. Immediate Actions Taken

- Area washed/flushed
- Incident reported immediately
- Medical evaluation offered
- post-exposure prophylaxis discussed
- Sharps container secured (if applicable)

Details:

7. Medical Follow-Up

Healthcare Provider / Facility: _____

Date Employee Sent for Evaluation: _____

Employee Accepted Medical Evaluation? Yes No

8. Investigation & Corrective Action

Investigation Conducted By: _____

Date: _____

Root Cause(s) Identified:

- **Corrective Actions Implemented or Required:**

9. Signatures

Employee Signature: _____ **Date:** _____

Supervisor / Safety Officer Signature: _____ **Date:** _____

G-2. HEPATITIS B VACCINATION

CONSENT / DECLINATION FORM

(29 CFR 1910.1030 Appendix A)

Town of Alpine – Exposure Control Program

CONFIDENTIAL MEDICAL RECORD

Maintained in accordance with 29 CFR 1910.1020.

Employee Information

Employee Name: _____

Job Title / Department: _____

- Date: _____

Hepatitis B Vaccination Status

(Check one)

CONSENT TO VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself.

I understand that the vaccination consists of a series of injections and that medical evaluation may be required.

Employee Signature: _____ Date: _____

DECLINATION OF VACCINATION

(OSHA-required language – Appendix A)

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature: _____ **Date:** _____

Employer / Program Administrator

Reviewed By: _____

Title: _____

Signature: _____ **Date:** _____

Recordkeeping Notice

- This form is a **confidential medical record**
- Maintained for **duration of employment + 30 years**
- Stored **separately from personnel and safety files**
- Access limited per **29 CFR 1910.1020**

APPENDIX H — Emergency Planning & Response Aids

H-1. Emergency Action Diagrams (Site-Specific)

- Exit routes
- Assembly areas
- Shelter locations

H-2. Emergency Contact List

Diagrams are posted at facilities and updated administratively as needed.

H-1. EMERGENCY ACTION DIAGRAMS

(Site-Specific – Posted at Facilities)

NOTE: Emergency Action Diagrams are maintained **on-site** and are not stored as controlled documents within the Safety Manual. Diagrams are reviewed and updated administratively as needed to reflect facility changes.

Required Elements on All Posted Diagrams

Each facility-specific diagram shall clearly identify:

Exit Routes

- Primary exit routes (clearly marked)
- Secondary/emergency exit routes
- Directional arrows showing travel paths
- Door locations and egress points

Assembly Areas

- Designated outdoor assembly/muster points
- Safe distance from structures, traffic, and hazards
- Clearly labeled “Assembly Area”
- Multiple areas identified if needed by facility size

Shelter Locations (if applicable)

- Severe weather shelter areas
- Interior refuge locations
- Utility-specific shelter points (e.g., control rooms)
- Clearly labeled and accessible

Diagram Posting Requirements

- Posted at main entrances
- Posted in common areas / break rooms
- Posted near time clocks (if applicable)
- Posted in high-risk work areas
- Visible and unobstructed

Administrative Tracking (Optional Record)

Facility Name: _____

Diagram Last Updated: _____

Updated By: _____

- No changes required
- Diagram updated due to layout change
- Diagram updated due to operational change

H-2. EMERGENCY CONTACT LIST

(Posted & Administrative Record)

Emergency contact lists shall be **posted at each facility** and reviewed periodically to ensure accuracy.

EMERGENCY CONTACT LIST

Town of Alpine

Emergency Services

- **Emergency (Fire / Police / EMS):** 911
- **County Dispatch (Non-Emergency):** _____

Town of Alpine Contacts

Public Works Director: _____ Phone: _____

Water / Wastewater On-Call: _____ Phone: _____

Safety Officer: _____ Phone: _____

Town Administrator / Clerk: _____ Phone: _____

Mayor (if applicable): _____ Phone: _____

Utilities & Critical Services

Electric Utility: _____ Phone: _____

Gas Utility: _____ Phone: _____

Water System Emergency: _____ Phone: _____

IT / Communications: _____ Phone: _____

Environmental / Regulatory (As Needed)

Wyoming DEQ (Spill / Incident): _____ Phone: _____

Poison Control: 1-800-222-1222

Contact List Review

Facility / Department: _____

Reviewed On: _____

Reviewed By: _____

- No updates required
- Contact information updated

Recordkeeping & Control Notes

- Emergency Action Diagrams are **visual aids**, not safety records
- Contact lists are reviewed **administratively** and updated as needed
- Posted materials must remain **current, legible, and accessible**
- Diagrams and contact lists support — but do not replace — the Emergency Action Plan

APPENDIX I — Contractor & External Coordination

I-1. Contractor Safety Acknowledgment Form

I-2. Hazard Communication Exchange Form

(Town ↔ Contractor chemical hazards)

I-1. CONTRACTOR SAFETY ACKNOWLEDGMENT FORM

Town of Alpine – Safety & Health Program

This form documents that contractors performing work for or on behalf of the Town of Alpine have been informed of applicable safety requirements.

1. Contractor Information

Contractor Company Name: _____

On-Site Supervisor / Foreman: _____

Phone Number: _____

Email: _____

Project / Work Description: _____

Work Location(s): _____

Dates of Work: _____

2. Safety Program Acknowledgment

The contractor acknowledges that they have been informed of the Town of Alpine’s applicable safety requirements and site-specific hazards.

- Contractor has reviewed applicable Town safety rules and procedures
- Contractor has its own written safety program
- Contractor agrees to comply with all applicable OSHA/WYOSH regulations
- Contractor agrees to ensure employees are properly trained and supervised

3. Site-Specific Hazards (Check all that apply)

- Traffic / Public Exposure
- Heavy Equipment
- Utilities (Water, Sewer, Electrical, Gas)
- Confined Spaces
- Excavation / Trenching
- Lockout / Tagout
- Hot Work
- Hazardous Materials

- Weather / Environmental
- Other: _____

4. Contractor Responsibilities

The contractor agrees to:

- Provide required PPE and training to their employees
- Follow Town permit requirements (confined space, hot work, excavation, etc.)
- Immediately report incidents, injuries, near misses, or hazards
- Correct unsafe conditions within their control
- Coordinate work activities with Town staff

5. Emergency & Incident Reporting

Emergency: 911

Town Point of Contact: _____ **Phone:** _____

Incident Reporting Method: _____

6. Acknowledgment

I certify that I understand and agree to comply with the Town of Alpine’s safety requirements while performing work on Town property or projects.

Contractor Representative Name: _____

Title: _____

Signature: _____ **Date:** _____

Town Representative Name: _____

Title: _____

Signature: _____

I-2. HAZARD COMMUNICATION EXCHANGE FORM

Town ↔ Contractor Chemical Hazard Exchange (29 CFR 1910.1200)

This form documents the exchange of chemical hazard information between the Town of Alpine and contractors working on Town property.

1. Project & Contractor Information

Project Name / Location: _____

Contractor Company Name: _____

Date of Exchange: _____

2. Chemicals Brought On-Site by Contractor

List all hazardous chemicals the contractor will bring onto Town property.

Chemical Name	Intended Use	Quantity	SDS Provided (Y/N)
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- Safety Data Sheets attached
- No hazardous chemicals brought on-site

3. Chemicals Present On-Site (Town Disclosure)

The Town of Alpine informs the contractor of the following hazardous chemicals present at or near the work area:

Chemical Name	Location	Hazard Type
---------------	----------	-------------

Chemical Name

Location

Hazard Type

- SDSs available upon request
- SDS access location provided to contractor

4. Hazard Communication Methods

- Labeling system explained
- SDS access method explained
- Required PPE communicated
- Emergency procedures reviewed
- Spill response procedures reviewed

5. Coordination & Controls

Special Precautions Required:

Responsible Town Contact: _____ **Phone:** _____

6. Certification of Exchange

By signing below, both parties certify that chemical hazard information has been exchanged in accordance with OSHA 29 CFR 1910.1200.

Contractor Representative: _____

Signature: _____ Date: _____

Town Representative: _____

Signature: _____ Date: _____

Recordkeeping Notes

- Maintain with project/contract files
- Not a medical record
- Supports Hazard Communication Program compliance
- Produce upon OSHA/WYOSH request

APPENDIX J — Regulatory References (Non-Mandatory)

- OSHA / WYOSH standards list applicable to Town operations
- NFPA references used for fire protection equipment
- ANSI standards referenced for PPE and machinery guarding

Provided for reference only — regulatory authority remains with OSHA/WYOSH.

APPENDIX J — REGULATORY & CONSENSUS STANDARD REFERENCES

Town of Alpine – Safety & Health Program

This appendix provides a reference list of commonly applicable OSHA/WYOSH, NFPA, and ANSI standards that may apply to Town operations.

This appendix is provided for reference only and does not create new policy or requirements. Regulatory authority remains with OSHA and WYOSH.

J-1. OSHA / WYOSH STANDARDS APPLICABLE TO TOWN OPERATIONS

The following OSHA standards (as adopted and enforced by WYOSH) are commonly applicable to municipal operations including public works, utilities, parks, streets, buildings, and administrative facilities.

General Industry — 29 CFR Part 1910

- **1910 Subpart A** – General
- **1910 Subpart C** – General Safety and Health Provisions
- **1910 Subpart D** – Walking-Working Surfaces
- **1910 Subpart E** – Exit Routes and Emergency Planning
- **1910 Subpart F** – Fire Protection
- **1910 Subpart G** – Occupational Health & Environmental Control
- **1910 Subpart H** – Hazardous Materials
- **1910 Subpart I** – Personal Protective Equipment
- **1910 Subpart J** – General Environmental Controls
- **1910 Subpart K** – Medical and First Aid
- **1910 Subpart L** – Fire Protection
- **1910 Subpart M** – Compressed Gas and Air Equipment
- **1910 Subpart O** – Machinery and Machine Guarding
- **1910 Subpart S** – Electrical
- **1910 Subpart T** – Commercial Diving (if applicable)
- **1910 Subpart Z** – Toxic and Hazardous Substances

Key Program-Specific Standards

- **1910.1200** – Hazard Communication
- **1910.132–138** – Personal Protective Equipment
- **1910.134** – Respiratory Protection
- **1910.146** – Permit-Required Confined Spaces
- **1910.147** – Control of Hazardous Energy (Lockout/Tagout)
- **1910.157** – Portable Fire Extinguishers

1910.1030 – Bloodborne Pathogens

Construction-Related Activities (As Applicable)

Certain Town activities (excavation, trenching, street work) may fall under:

- **29 CFR Part 1926 Subpart P** – Excavations
- **29 CFR Part 1926 Subpart K** – Electrical
- **29 CFR Part 1926 Subpart L** – Scaffolds

J-2. NFPA REFERENCES USED FOR FIRE PROTECTION EQUIPMENT

The Town references applicable **NFPA consensus standards** for guidance related to fire protection equipment, installation, inspection, and maintenance.

- **NFPA 10** – Standard for Portable Fire Extinguishers
- **NFPA 13** – Installation of Sprinkler Systems (if applicable)
- **NFPA 25** – Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
- **NFPA 70** – National Electrical Code (NEC)
- **NFPA 72** – National Fire Alarm and Signaling Code
- **NFPA 850** – Recommended Practice for Fire Protection for Electric Generating Plants and Substations (if applicable)

NFPA standards are referenced as **best-practice guidance** and do not supersede OSHA/WYOSH requirements.

J-3. ANSI STANDARDS REFERENCED FOR PPE & MACHINERY GUARDING

The following ANSI consensus standards are referenced as applicable for PPE selection, use, and equipment guarding.

Personal Protective Equipment

- ANSI Z87.1 – Eye and Face Protection
- ANSI Z89.1 – Industrial Head Protection
- ANSI Z535 Series – Safety Signs and Colors
- ANSI Z41 / ASTM F2413 – Protective Footwear
- ANSI S3.19 / S12.6 – Hearing Protection (Noise Reduction Ratings)

Machinery & Equipment Safety

- ANSI B11 Series – Machine Tool Safety
- ANSI A92 Series – Aerial Lifts (if applicable)
- ANSI A10 Series – Construction and Demolition Safety

ANSI standards are referenced to support equipment selection and safe work practices and **do not replace OSHA/WYOSH enforcement authority.**

J-4. Reference-Only Disclaimer

This appendix is provided **for informational and reference purposes only.**

It does not create new safety requirements, expand regulatory obligations, or replace applicable federal or state regulations.

Final authority for compliance, interpretation, and enforcement remains with **OSHA and WYOSH.**



STAFF REPORT

TO: Mayor and Town Council

FROM: Craig Leseberg

DATE: February 17, 2026

RE: Update of Accident Prevention & Safety Manual

RECOMMENDATION

Staff recommends that the Town Council adopt the updated Accident Prevention & Safety Manual by resolution, thereby formally establishing a comprehensive and operational workplace safety and health program and authorizing implementation of the program as written.

BACKGROUND

The Town of Alpine has long been subject to Occupational Safety and Health Administration (OSHA) and Wyoming Occupational Safety and Health (WYOSH) requirements applicable to public-sector employers. While the Town has historically addressed safety needs and complied with many requirements in practice, its prior Accident Prevention & Safety Manual did not fully establish or document an operational safety program consistent with current regulatory standards.

Over time, regulatory expectations have expanded to require specific written programs, documented training, hazard assessments, and equipment evaluations beyond general safety policies. In several areas, these requirements were addressed informally, combined into general policies, or not fully documented in a manner consistent with current OSHA/WYOSH expectations.

The updated Accident Prevention & Safety Manual was developed to address these gaps by:

- Establishing a formal, operational safety program, rather than a general safety reference document;
- Clearly documenting required safety programs, procedures, and responsibilities;
- Aligning written policies with current OSHA/WYOSH standards and enforcement practices; and

- Providing a clear framework for implementation, training, documentation, and ongoing compliance.

This update reflects the Town's obligation to comply with applicable safety regulations and its commitment to strengthening employee safety through a structured and defensible program.

NEED FOR ADOPTION

Although the Town was required to comply with safety regulations prior to this update, formal adoption of the updated manual is necessary to ensure the Town has a clearly authorized, enforceable, and consistently applied safety program.

Adoption by resolution:

- Establishes the manual as official Town policy;
- Provides clear authority for program administration and enforcement; and
- Supports consistent implementation across all departments.

KEY OPERATIONAL CHANGES

The updated manual clarifies that safety compliance requires active program implementation, not solely written policies. Key operational elements include:

- **Job-Specific Hazard Evaluations**
Each applicable position and task must be evaluated to identify workplace hazards.
- **Personal Protective Equipment (PPE) Hazard Assessments**
PPE assessments must be conducted, documented, and updated as conditions or job duties change.
- **Safety Equipment Identification and Use**
Required safety equipment must be identified based on hazard evaluations and made available to employees.
- **Documented Training Requirements**
Employees must receive job- and task-specific safety training, with documentation retained.
- **Formal Accident Reporting and Investigation Procedures**
Incidents, near-misses, and hazards must be reported, investigated, and documented.

- **Ongoing Inspections and Program Oversight**

Regular inspections, audits, and corrective actions are required components of the program.

These elements represent implementation requirements, not optional guidance.

IMPLEMENTATION TIMELINE AND RESPONSIBILITIES

Implementation of the Accident Prevention & Safety Manual will occur in phases to allow for orderly rollout, employee training, and identification of required equipment and resources. Adoption of the manual by resolution authorizes staff to proceed with the following timeline.

Phase 1 – Program Establishment (0–30 Days Following Adoption)

Responsible Party: Safety Officer (Public Works Director)

- Finalize and publish the adopted Accident Prevention & Safety Manual.
- Establish the manual as the Town’s governing safety document.
- Replace outdated safety reference materials with the adopted manual.
- Begin review of existing safety training materials, including the outdated safety PowerPoint, to identify gaps and required updates.
- Communicate program adoption and expectations to department supervisors and managers.

Phase 2 – Training Materials and Supervisor Orientation (30–60 Days)

Responsible Party: Safety Officer, with Department Supervisors

- Update and replace the existing safety PowerPoint presentation to align with the adopted manual, current OSHA/WYOSH standards, and Town operations.
- Develop or revise training materials for:
 - New employee safety orientation;
 - Supervisor safety responsibilities; and
 - Program-specific requirements (e.g., PPE, reporting, investigations).
- Conduct supervisor and management orientation covering:
 - Enforcement responsibilities;
 - Reporting and investigation procedures; and
 - Documentation requirements.

Phase 3 – Job Hazard and PPE Evaluations (60–120 Days)

Responsible Party: Safety Officer, with Department Supervisors

- Conduct job hazard analyses for applicable positions and tasks.
- Complete PPE hazard assessments to determine required safety equipment.
- Document findings and identify equipment, training, and procedural needs.
- Begin prioritizing safety equipment purchases based on identified hazards.

Phase 4 – Employee Training and Equipment Implementation (Ongoing After 90 Days)

Responsible Party: Safety Officer and Department Supervisors

- Deliver required employee safety training, including:
 - General safety orientation;
 - Job-specific and task-specific training; and
 - Refresher training as needed.
- Procure and distribute required safety equipment in accordance with Town purchasing policies.
- Ensure training and equipment use are documented and enforced.

Phase 5 – Program Oversight and Continuous Improvement (Ongoing)

Responsible Party: Safety Officer

- Conduct periodic inspections and audits.
- Track corrective actions and training completion.
- Update training materials and procedures as operations, equipment, or regulations change.
- Provide summary-level information to Town Council as appropriate.

FISCAL IMPACT

Adoption of the updated Accident Prevention & Safety Manual will result in fiscal impacts associated with program implementation.

Implementation requires systematic hazard evaluations, PPE assessments, and documented safety controls, which may necessitate:

- Purchase of personal protective equipment (PPE);
- Acquisition or upgrading of safety equipment and devices;
- Training costs; and
- Ongoing inspection, maintenance, and replacement expenses.

The specific costs are not yet known and will depend on the results of job hazard and PPE evaluations conducted during implementation. Staff anticipates that costs will be incremental and phased, rather than immediate or one-time.

Staff will return to Council, as appropriate, with budget requests or purchasing recommendations resulting from required safety evaluations.

CONCLUSION

Adoption of the updated Accident Prevention & Safety Manual formalizes a comprehensive and operational safety program, addresses previously undocumented regulatory requirements, and establishes a clear framework for phased implementation, oversight, and compliance. Staff recommends adoption by resolution and implementation as outlined above.