



EXECUTIVE SESSION 6:00 PM/TOWN COUNCIL MEETING 7:00 PM AGENDA

October 21, 2025, at 6:00 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**
5. **EXECUTIVE SESSION BEGINS AT 6:00 PM**
6. **PUBLIC MEETING BEGINS AT 7:00 PM**

APPROVAL OF CONSENT AGENDA

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

7. **CONSENT AGENDA** – Mayor Green
 - [a.](#) Town Council Minutes: October 7th, 2025 Town Council Meeting Minutes
 - [b.](#) Planning & Zoning Commission Minutes: September 9th, 16th, and 30th Planning and Zoning Commission Meeting Minutes
 - [c.](#) Bills to Pay: October 4, 2025 - October 21, 2025
 - [d.](#) Financial Report: August 2025
8. **REPORTS**
 - a. Mayor's Report – Eric Green
 - [b.](#) Engineering Report – Jorgensen Engineering
 - c. Events Committee Report - Andrea Burchard

- d. Planning & Zoning Report – Melisa Wilson
- e. Economic Development Report – Jeremiah Larsen
- f. Alpine Travel & Tourism Board Report – Jeremiah Larsen
- g. Lincoln County Sheriff’s Report – Submitted in writing

9. ACTION ITEMS

- a. Lease Addendum - Get Down, LLC:

Seeking a motion to approve Lease Addendum - Get Down, LLC.

- b. Special Use Permit - Melvin Brewing Sign:

Seeking a motion to approve Get Down LLC DBA Melvin Brewing Company's Special Use Permit contingent upon a fully executed lease agreement and payment of all fees associated with the application, and a stipulation that they obtain any required permit from WYDOT for an off premise sign.

- c. Resolution 2025-047 Alpine Travel & Tourism Board Semiquincentennial Celebration Grant:

Seeking a motion to adopt Resolution 2025-047 Alpine Travel & Tourism Board Semiquincentennial Celebration Grant.

- d. FY 2025 - F-66 (WY-2) Annual City and Town Financial Report and Self Audit:

Seeking a motion to accept the FY 2025 F-66 (WY-2) Annual City and Town Financial Report and Self Audit.

10. PUBLIC COMMENT

11. ADJOURNMENT



TOWN COUNCIL MEETING MINUTES

October 07, 2025 / 250 River Circle - Alpine, WY 83128

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

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

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

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

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

CONSENT AGENDA

- (a) Town Council Minutes: September 16, 2025, Town Council Meeting Minutes, and September 30, 2025, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the Town Council Minutes: September 16, 2025, Town Council Meeting Minutes, and September 30, 2025, Town Council Meeting Minutes, Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (b) Bills to Pay Report: 09/17/2025-10/03/2025. Councilmember Larsen made a motion to approve the Bills to Pay Report: 09/17/2025-10/03/2025. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.
- (c) Snake River MEP Invoice-006: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-006. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

- (d) Snake River MEP Invoice-007: Councilmember Larsen made a motion to approve the Snake River MEP Invoice-007. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried.

REPORTS

Mayor's Report:

Mayor Green reported that new carpet has been installed in the Town Hall and that the office staff repainted the walls, including accent colors. He expressed appreciation for their efforts, noting that the updates were long overdue and greatly improved the appearance of the building.

Mayor Green provided an update on the Semiquincentennial Committee, stating that the group has met approximately four times and is currently brainstorming ideas. He noted that several concepts are taking shape and that he will provide further updates as plans develop.

Mayor Green also mentioned that the new town signs have received positive feedback, with other municipalities expressing admiration. He stated that he is proud of the improvements and humorously added that he is somewhat envious of another town's mural, suggesting Alpine may consider a similar project in the future.

Clerk/Treasurer Report – Monica Chenault:

Clerk Chenault reported that on September 23, she and Assistant Clerk Greenwald attended the *Safe Streets for All* kickoff meeting. The Town is currently in the early stages of drafting a Request for Proposals (RFP) for consultant services related to the Transportation Master Plan and Safe Streets Demonstration Project. The goal is to complete the draft RFP within the next week and present it to the Town Council for review and approval prior to advertising for proposals.

Clerk Chenault also provided an update on the revisions to the Utility Procedure and Utility Billing Fee Ordinances. She noted that staff, Mayor Green, and Amy have all reviewed and contributed to the revisions. The revised drafts incorporate feedback received during the recent work session. The updated ordinances are expected to be distributed to Council by October 13 for review, with the first reading anticipated on October 21, barring any significant changes. The Capacity Fee Ordinance has not been modified since the initial work session and will be presented as previously discussed.

Clerk Chenault further reported that Wade Hershey with RCPA recently completed the self-audit portion of the F-66 financial report. She finalized the remainder of the report and submitted it earlier in the day. In addition, she confirmed that the Fiscal Year 2023–2024 has been officially closed out, and the Town is now operating under Fiscal Year 2024–2025.

Public Works Director Report - Craig Leseberg:

Public Works Director Leseberg reported that the Level I Master Plan is nearing completion. He spoke with Lonnie earlier in the day, who indicated that the final deliverables, including the GIS system components, should be completed within approximately ten days.

Director Leseberg noted that the Level III project remains under review within the state office, where it must pass through several divisions before a recommendation is made regarding support. Regardless of the outcome, the Town will present its case before the board in Casper on November 5.

He provided an update on the Radio Read Meter Project, stating that progress continues but at a slower pace than anticipated. The antenna installation is scheduled for October 18, after which the system will be fully operational as an Advanced Metering Infrastructure (AMI) system. Approximately 60 meters remain to be installed, and Director Leseberg is working on a plan to complete the remaining installations.

Director Leseberg also reported that the Pre-Treatment Plant is operational, and the screw press is scheduled to be started on Thursday. He noted that several issues remain to be addressed as part of the startup process.

Lastly, Director Leseberg announced that the long-requested engine brake signs have been installed. He expressed satisfaction that the project was completed in compliance with all legal requirements and noted that the signs look great.

Code Enforcement Officer Report - Tara Bender – Submitted in writing

ACTION ITEMS

AEF Business Plan:

Councilmember Larsen made a motion to accept the Alpine Education Foundation business plan. Councilmember Burchard seconded.

Discussion: Mayor Green stated that this item represents the final requirement necessary for the lease to become official. He noted that the Council has reviewed similar versions of the plan over the past year and a half and that the submitted version includes financial projections and related information. He acknowledged that some details, such as enrollment numbers, remain estimates but indicated that the plan fulfills the Town's expectations. Mayor Green also commended the Foundation for its recent fundraising success at the golf tournament which raised a significant amount of money for the project.

Councilmember Scaffide expressed concern that the plan appeared to include only a construction facility budget rather than an enrollment or operational budget. She noted that while the plan lists a net income figure, it does not appear to include details such as teacher salaries or other operational expenses.

Mayor Green clarified that the document represents the Alpine Education Foundation's business plan and not the charter school's governing budget. He stated that financial questions could be directed to Luke, who manages the Foundation's financial work and is available to meet with any Councilmember for further explanation.

Councilmember Scaffide inquired about site work activity at the project location, noting that it appeared construction had begun prior to the issuance of a building permit. Clerk Chenault clarified that while no building permit has been issued, Town code does not require a permit for lot grading or dirt work that is not directly related to building construction. Excavation for a foundation, however, must be performed in conjunction with an approved building permit.

No further discussion occurred.

Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Wierda, Councilmember Burchard. Voting Abstain: Councilmember Scaffide. Motion carried, with all in favor except one abstention.

2024 Single Audit - Financial Report:

Councilmember Larsen made a motion to accept DeCoria & Company, PC 2024 Single Audit - Financial Report. Councilmember Burchard seconded.

Clerk Chenault explained that the single audit was required for Fiscal Year 2024 because the Town expended more than \$750,000 in grant funds received from the State, which originated from federal sources. She noted that entities receiving more than \$300,000 in direct federal grant funding, or \$750,000 in total federal pass-through funding, must complete a single audit.

She further explained that the Town's CPA, Wade Hirschi, does not perform single audits due to their technical complexity and the extensive review required. Only a few accounting firms in Wyoming are qualified to conduct single audits for municipalities, and DeCoria & Company, PC is one of those firms.

Councilmember Larsen added that the report identified one significant deficiency—Finding 2024-001—stating that the Town's staff size is not large enough to allow for complete segregation of duties in financial reporting. He noted that this is common among small municipalities and that the Town Council and management are aware of the condition and have made a conscious decision to accept the associated degree of risk.

No further discussion occurred.

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

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

Councilmember Burchard made a motion to approve Resolution No. 2025-043 - Appointing Gina Corson as Planning and Zoning Administrator. Councilmember Larsen seconded.

Mayor Green stated that when Ms. Corson was hired as Acting Planning and Zoning Administrator, she was placed on a 90-day probationary period. He noted that Ms. Corson has performed exceptionally well during that time and has demonstrated that she is the right person to assume the position permanently. Mayor Green commended her work and stated that many residents will have the opportunity to interact with her through various permitting processes.

No further discussion occurred.

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

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

Councilmember Burchard made a motion to Resolution No. 2025-044 - A Resolution Authorizing The Opening Of A Bank Account For Escrow Funds With First Bank of Wyoming. Councilmember Larsen seconded.

Mayor Green requested that Clerk and Treasurer Chenault provide an overview of the purpose of the new account. Clerk Chenault explained that the establishment of a separate escrow account is both an accounting best practice and a statutory requirement. Funds accepted by the Town as deposits from outside parties must be maintained separately from all other Town funds.

She noted that the account will hold security deposits from individuals renting Town property, as well as deposits collected for annexations and development-related fees. Clerk Chenault confirmed that the account will be non-interest-bearing, following guidance from both the Town Attorney and CPA, to prevent any obligation for the Town to pay interest upon refunding deposits.

No further discussion occurred.

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

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

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

Clerk Chenault provided background information on the committee, noting that it was established in December 2023 by resolution to allow three Councilmembers and the Clerk to meet as an official committee. The committee was created to facilitate discussions regarding employee policies, procedures, and related issues without creating a quorum of the full Council. She explained that the Clerk, rather than the Mayor, calls committee meetings and that the committee's role is advisory—making recommendations to the Mayor and Council but not taking official action or making spending decisions.

Mayor Green stated that Councilmember Larsen was being nominated due to his seniority on the Council and prior experience serving as the employee liaison. He noted that this appointment would fill the current vacancy through the end of the year, with all committee appointments to be re-evaluated in January.

Councilmember Scaffide questioned whether the committee remained necessary now that the employee handbook has been completed and expressed a preference for limiting the committee to two Councilmembers. She also suggested that broader management perspectives, such as from Public Works Director Leseberg, could be valuable.

Mayor Green responded that the committee continues to play an important role in addressing employee issues and serves as a forum for collaboration and guidance. He added that employee matters are discussed regularly during the Town's weekly management meetings, which include the Clerk and Councilmember Burchard, ensuring coordination on personnel-related topics.

No further discussion occurred.

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

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

Councilmember Larsen made a motion to Resolution No. 2025-045 - A Resolution Recommending The Appointment Of Riley Hovorka To The Alpine Education Foundation Board As The Representative Of The Alpine Town Council. Councilmember Burchard seconded.

Mayor Green explained that this position was established in the lease agreement for the charter school, which grants the Town Council the authority to appoint a community member to serve on the Alpine Education Foundation Board. He stated that Councilmember Wierda brought forward the recommendation of Riley Hovorka, whom he recently met and found to be highly qualified.

Mayor Green noted that Ms. Hovorka serves as the Town Clerk for the Town of Jackson and holds a master's degree in public administration. She has lived in Alpine for approximately four years and expressed a strong interest in becoming more involved in the community. Mayor Green commented that Ms. Hovorka was enthusiastic about the opportunity to serve in this

capacity and felt it would be a meaningful way to contribute to the town. The appointment would run through the end of the year, with future participation to be re-evaluated in January.

Councilmember Scaffide expressed concern that a public notice had not been issued for the position and stated that she had believed the appointment was intended to be filled by a Councilmember rather than a community member. Mayor Green clarified that the position could be filled by any community member and that no other candidates had been brought forward. He added that the Alpine Education Foundation must also ratify the appointment, which provides an additional level of review to ensure the selected representative is a good fit for the board.

No further discussion occurred.

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

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

Councilmember Larsen made a motion Resolution No. 2025-046 - A Resolution Of The Town Council Of The Town Of Alpine, Wyoming, Recommending That The Lincoln County Commission Provide Live Streaming Of Commission Meetings For The Benefit Of The Public. Councilmember Scaffide seconded.

Mayor Green provided background on the resolution, noting that the topic of encouraging the Lincoln County Commission to live stream its meetings has been discussed multiple times over the past two years. He explained that commission meetings are held in Kemmerer on the first and third Tuesdays of each month, which makes in-person attendance challenging for residents of Alpine due to the two-hour drive. While the county currently allows participation through a limited virtual option in Afton, the Mayor emphasized that a public live stream would promote transparency, accountability, and accessibility. He added that the Town of Alpine's own success with live streaming meetings demonstrates the value of this practice and expressed appreciation that the resolution had been shared with other municipalities in the county.

Councilmember Scaffide expressed strong support for the resolution, stating that it reflects modern standards of accessibility and transparency. She shared that she and other Town representatives have raised the issue with the County Commission's Chief of Staff several times without much progress. Councilmember Scaffide emphasized that providing live streams is not only feasible with today's technology but also essential for residents across the large geographic area of Lincoln County who are unable to attend meetings in person. She added that this effort should extend beyond County Commission meetings to include the County Planning and Zoning Commission, as many county-level decisions directly affect municipalities.

Mayor Green noted that copies of the resolution were sent to all eight other municipalities in Lincoln County, and several towns had expressed interest in adopting similar resolutions.

Clerk Chenault confirmed that if approved, the resolution would be signed and forwarded to the Lincoln County Commission accompanied by a formal cover letter from the Town.

No further discussion occurred.

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

GENERAL PUBLIC COMMENT

- **Patricia McQuade**, Town of Alpine resident, addressed the Council regarding the Alpine Education Foundation Business Plan. She stated that after reviewing the plan, she was hoping to see additional financial detail. Ms. McQuade referenced pledged contributions noted from the Ferst Foundation and the Daniels Fund and questioned the timing of when those funds would be received, noting that the Daniels Fund typically does not allocate funding until a school is officially open.

She expressed concern that the plan lacked itemized cost details related to preparing the school site, including expenses for relocating the modular buildings, site work, water and sewer connections, and retrofitting requirements such as overhang adjustments. Ms. McQuade reiterated her ongoing concerns about the project's financial transparency and requested further information on student enrollment commitments, noting that a minimum of 100 students is required for operation and that enrollment projections remain uncertain.

- **Councilmember Burchard** recognized and congratulated Mr. Dan Dockstader for his 40 years of service with the *Star Valley Independent*. She expressed appreciation for his long-standing contributions to the community and his leadership in transitioning the publication into digital media.

Mayor Green and other Councilmembers joined in congratulating Mr. Dockstader and thanked him for his continued dedication to providing local news coverage. Council members commended the *Star Valley Independent* team for their outstanding coverage of local sports, noting the value it brings to families who are unable to attend games in person. Councilmember Burchard highlighted how meaningful it is for parents to watch their children compete through the paper's live coverage of volleyball, football, and other events, especially during state tournaments.

The Council also acknowledged the paper's growth and success in broadcasting statewide athletic events across multiple divisions, as well as the professional development of its staff, including former team members who have advanced into collegiate media roles.

Mayor Green and the Council collectively thanked Mr. Dockstader for his decades of service and contributions to the Star Valley community.

- **Anessa Melnik**, Alpine resident, addressed the Council regarding concerns about potential lighting impacts associated with the proposed charter school development. She stated that the area currently maintains dark skies and expressed concern that new parking lot lighting could disrupt the visibility of the night sky and affect neighboring properties. Ms. Melnik asked whether the planned lighting would comply with dark-sky standards, including motion sensors or dimming capabilities during nighttime hours.

Mayor Green responded that the Town has consistently encouraged the project developers to consider dark-sky preservation in their lighting plans. He noted that the Town recommended they implement lighting similar to that used at the Lincoln County Library, which adjusts brightness based on motion detection—brightening when activity occurs and dimming to approximately 25% when inactive.

Councilmember Larsen added that the Town of Alpine has existing ordinances regulating exterior lighting, including downward-facing fixtures and lumen limitations, which the project must comply with.

Mayor Green encouraged Ms. Melnik to contact the Clerk's Office to share her interest and ideas for a potential Dark Sky initiative.

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter Executive Session to discuss legal matters. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. The Council entered Executive Session at 7:42 p.m.

Councilmember Larsen made a motion to exit Executive Session and reconvened the regular meeting at 8:26 p.m. Councilmember Burchard seconded. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn. Councilmember Burchard seconded the motion. Voting Yea: Mayor Green, Councilmember Larsen, Councilmember Scaffide, Councilmember Wierda, Councilmember Burchard. Motion carried. Meeting adjourned at 8:27 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica L. Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on October 21, 2025

Signed:

Attest:

Eric Green, Mayor

Monica L. Chenault, Town Clerk



PLANNING & ZONING MEETING MINUTES

September 30, 2025. at 7:00 PM

Special Meeting

1.) Call to Order

Chairman Wilson- September 30, 2025, 7:00 p.m.

2.) Roll Call and Establish a Quorum

- Melissa Wilson – Chairman, and Dan Schou – Commission Member.
 - Quorum Established

3.) Action Items

1) TOWN OF ALPINE- Minor Subdivision/Replat- Alpine West 3rd Edition, Proposed Lot #15

- Motion made by: Dan Schou
- Motion seconded by: Melissia Wilson
- Voting Yea: Commission Member Schou, Chairman Wilson.
 - None Opposed—motion passes.

4.) Adjournment

- a. Motion to adjourn the Planning & Zoning meeting.
 - i. Motion made by: Dan Schou
 - ii. Motion seconded by: Melissa Wilson
 - iii. Voting Yea: Commission Member Schou, Chairman Wilson.
 - 1. None Opposed-motion passes.
- b. Meeting adjourned 7:05 pm

Next Meeting: October 14, 2025

Melisa Wilson, Chairman

10-14-25

Date



Gina Corson, Acting Planning & Zoning Administrator Date 10/14/25

Prepared and Transcribed By:



Gina Corson, Acting Planning & Zoning Administrator Date 10/10/25

** Minutes are a summary of the meeting **



PLANNING & ZONING MEETING MINUTES

September 09, 2025 at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

PRESENT

Planning & Zoning Commission Member Dan Schou
Planning & Zoning Vice Chairman Rachael Stewart
Planning & Zoning Chairman Melisa Wilson

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Reynolds, Daniel, and Patricia-469 Greys River Loop Lot #12 Greys River Village #1- Minor Construction (MC-0825-002)- Deck repair

The existing deck currently extends beyond the minimum setback requirements established by the current Land Use Development Code (LUDC). Under the LUDC, when a structure is modified, it is generally required to be brought into full compliance with all current codes.

However, another section of the LUDC provides that “an existing nonconforming structure may be enlarged or expanded an accumulative amount of twenty (20) percent of the existing structure. However, no enlargement or expansion may encroach any further into setbacks than the existing structure encroaches.”

As a result, this project appears to fall into a conflict or overlap between two provisions:

The requirement to bring modified structures into compliance with current standards, and

The allowance for limited expansion (up to 20%) of existing nonconforming structures without increasing the degree of nonconformity.

This creates uncertainty regarding which provision governs in this specific case, and clarification or interpretation may be needed to determine whether the proposed work qualifies as a permitted expansion of a nonconforming structure or if full compliance with current setbacks is required.

Motion made by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.
 Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

- b. Hladky, Kate and Cox Jayden 57 Aster Loop Lot #9 Alpine Meadows- Single-family Residential (R1-0925-0001)

Site plan looks good.

Motion made by Planning & Zoning Vice Chairman Stewart, Seconded by Planning & Zoning Commission Member Schou.
 Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carries

- c. Alpine Education Foundation for Town of Alpine- Proposed Lot #15 of Alpine West Third Addition- Special Use Permit- Charter School Site Plan

Motion made to approve contingent on the approval of the re-plat for the lot by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.
 Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion Carries

- d. Rendezvous Custom Homes (Jeppsen, Jeff)- 194 Trail Dr. Lot #733 of Lakeview Estates- Multi-family Residential (R2-0001-25)- Site plan for 8-plex

Discussed the need for a retaining wall. Like the previous two sites, the engineer will determine the height of the additional rock retaining wall once the final backfill is completed, and can then determine the design of the retaining wall.

Motion to approve contingent on approval by Building Official made by Planning & Zoning Vice Chairman Stewart, Seconded by Planning & Zoning Commission Member Schou.
 Voting Yea: Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson
 Voting Nay: Planning & Zoning Commission Member Schou

Motion carries

5. TABLED ITEMS:

None

6. UNFINISHED/ONGOING BUSINESS:

None

7. PLANNING/ZONING CORRESPONDENCE:

None

8. PLANNING AND ZONING DISCUSSION ITEMS:

1.) The Commission discussed the Plan Review Checklist, noting that it had been brought up previously but not formally placed on an agenda. Staff clarified that the checklist is intended to be a working document to assist Planning & Zoning members in reviewing applications for compliance with Town codes. The checklist is not a finalized document or ordinance but a procedural tool to streamline plan reviews. The checklist should make it easier for reviewers to confirm that submittals are complete and compliant before meetings.

There was discussion about whether separate checklists should be developed for R-1 single-family and R-2/multifamily or commercial projects; members agreed that one checklist may suffice if non-applicable items can be marked "N/A."

Members agreed the checklist should include clear definitions, particularly for "site plan" requirements, including utilities, access, and snow storage locations.

Traffic study requirements may be listed as "if applicable" depending on project type.

The group agreed that the document is still under development and should be reviewed individually and brought back for discussion at the next meeting.

2.) Implementation of cutoff dates for application materials was recommended (approximately two and a half weeks before the meeting for residential projects and earlier for commercial projects).

3.) Additional discussion followed regarding the potential need for an ordinance requiring trash receptacles or dumpsters for active construction projects. Members noted differing opinions on whether such a requirement should apply to all building permits or only new construction. Consensus was reached to place the item on a future agenda for formal discussion and possible recommendation to Town Council.

TOWN COUNCIL ASSIGNMENT:

Melissa Wilson

9. ADJOURN MEETING:

Motion made by Planning & Zoning Commission Member Schou, Seconded by Planning & Zoning Vice Chairman Stewart.

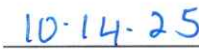
Voting Yea: Planning & Zoning Commission Member Schou, Planning & Zoning Vice Chairman Stewart, Planning & Zoning Chairman Wilson

Motion carried, Meeting adjourned 7:55 PM

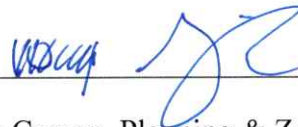
Next Meeting: November 11, 2025



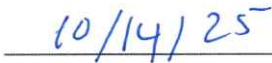
Melisa Wilson, Chairman



Date



Gina Corson, Planning & Zoning Administrator



Date

Prepared and Transcribed By:



Gina Corson, Planning & Zoning Administrator

10/10/25

Date

** Minutes are a summary of the meeting **



PLANNING & ZONING MEETING MINUTES

September 16, 2025. at 6:00 PM

Meeting Type –Regular Meeting and Public Hearing

1.) Call to Order

Chairman Wilson- September 16, 2025, 6:00 p.m.

2.) Roll Call and Establish a Quorum

- Present: Rachel Stewart – Vice Chairman, Melissa Wilson – Chairman, and Dan Schou – Commission Member.
 - Quorum Established

3.) Public Hearing-

1) TOWN OF ALPINE- Minor Subdivision/Replat- Alpine West 3rd Edition, Proposed Lot #15

a) Staff Presentation:

- i) Combine parcels into a single lot to accommodate the Alpine Education Foundation Charter School.
- ii) New lot provides access to Buffalo Drive with adjusted lot lines.
- iii) Consistent with the 2006 Master Plan (priority location for future school facilities).
- iv) Zoning remains Public and Community Facilities.
- v) No anticipated wastewater/stormwater impacts from the replat itself.
- vi) Application is complete and conforms to the Land Use Development Code.
- vii) Concerns related to utilities/stormwater will be addressed during building permit review.
- viii) Notices mailed to 40 property owners; published in Star Valley Independent, Town Hall, and Alpine Post Office. One written response was received and included in the agenda packet.

Recommendation: Approval of the minor subdivision replat application.

b) Public Comment:

- i) Brett Bennett (Alpine Architectural Studio) – Reiterated the opportunity for a school in Alpine. Submitted extensive supporting documents. Referenced surveyor’s replat and site plan.
 - ii) Members of the Alpine Education Foundation and surveyor Marlow Sherbel are present.
 - iii) Discussion of site plan: proposed four buildings, connectors, sidewalks, parking, utilities.
 - iv) Traffic Study: Submitted September [date]. No mitigations recommended. One minor accident in recent history; no injuries.
 - c) Written Comment: Melinda Pavcek
 - i) Opposed to the replat and Special Use Permit.
 - ii) Concerns:
 - (1) Safety (traffic, children crossing private property).
 - (2) Validity of supporting survey (lack of transparency in responses).
 - (3) Impact on public school resources.
 - (4) Requested a pause until the updated Master Plan is completed.
 - d) Additional Resident Comments:
 - i) Concerns from Sue Kolbus and Anessa Melnik regarding lack of notice (staff clarified notices were mailed based on Lincoln County records).
 - e) Commission Discussion:
 - i) Questions regarding survey validity, safety, and traffic study timing.
 - ii) Staff confirmed traffic study submitted; based on WYDOT records and adjusted for seasonal use.
 - o Motion: Recommend Approval of the minor subdivision replat application.
 - Motion made by: Rachael Stewart
 - Motion seconded by: Dan Schou
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed—motion passes.
- 2) ALPINE EDUCATION FOUNDATION- Special Use Permit- non-conforming structure
- a) Staff Presentation
 - i) Four modular classrooms, connected units for a temporary charter school site.
 - ii) Required under Section 3207 (relocation of used buildings prohibited) and Section 45507 (overhang requirements).
 - iii) Property zoned Public & Community Facilities – use is consistent.
 - iv) Procedural requirements met: fees paid, notices mailed, application complete.
 - v) One written response received (same as replat hearing).
 - vi) Supporting materials submitted: site plan, utility plan, landscaping, lighting, fire marshal plan review.

- vii) Subject to the Town of Alpine building permit process for safety/utility design.
- viii) Traffic study required per lease agreement.
- ix) Consistent with the 2006 Master Plan (priority location for school facilities).

b) Public Comment

- i) Brett Bennett (Alpine Architectural Studio) – Reiterated the opportunity for a school in Alpine. Submitted extensive supporting documents. Referenced surveyor's replat and site plan.
- ii) Members of the Alpine Education Foundation and surveyor Marlo Sherbel are present.
- iii) Discussion of site plan: proposed four buildings, connectors, sidewalks, parking, utilities.
- iv) Traffic Study: Submitted September [date]. No mitigations recommended. One minor accident reported in recent history; no injuries.

c) Written Comment; Melinda Pavek

- i) Opposed to the replat and Special Use Permit.
- ii) Concerns:
 - (1) Safety (traffic, children crossing private property).
 - (2) Validity of supporting survey (lack of transparency in responses).
 - (3) Impact on public school resources.
 - (4) Requested a pause until the updated Master Plan is completed.

d) Additional Resident Comments:

- i) Concerns from Sue Kolbas and Anessa Melnik regarding lack of notice (staff clarified notices were mailed based on Lincoln County records).

e) Commission Discussion:

- i) Questions regarding survey validity, safety, and traffic study timing.
- ii) Staff confirmed traffic study submitted; based on WYDOT records and adjusted for seasonal use.
- o Motion: Recommend Approval of the minor subdivision replat application.
 - Motion made by: Dan Schou
 - Motion seconded by: Rachael Stewert
 - Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - None Opposed-motion passes.

• Close Public Hearing

4.) Regular Meeting-Action Items

- a. Minor Subdivision Replat (Lot 15):
 - i. Motion to adopt the replat.

- 1. Motion made by: Dan Schou
- 2. Motion seconded by: Rachael Stewert
- 3. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - a. None Opposed-motion passes.
- b. Special Use Permit (Charter School):
 - i. Motion to approve the Special Use Permit.
 - 1. Motion made by: Rachal Stewert
 - 2. Motion seconded by: Dan Schou
 - 3. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - a. None Opposed-motion passes.

5.) Adjournment

- a. Motion to adjourn the Planning & Zoning meeting.
 - i. Motion made by: Dan Schou
 - ii. Motion seconded by: Rachael Stewert
 - iii. Voting Yea: Commission Member Schou, Vice Chairman Stewart, & Chairman Wilson.
 - 1. None Opposed-motion passes.
- b. Meeting adjourned.

Next Meeting: October 14, 2025



10-14-25

Melisa Wilson, ChairmanDate



10/14/25

Gina Corson, Acting Planning & Zoning AdministratorDate

Prepared and Transcribed By:



10/10/25

Gina Corson, Acting Planning & Zoning AdministratorDate

** Minutes are a summary of the meeting **

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 10/4/2025 - 10/21/2025

Page: 1
Oct 16, 2025 12:30PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/25	10/21/2025	0	1610	Mission Communications, LLC	51-20100	195.25
10/25	10/21/2025	0	1700	One Call of Wyoming	52-20100	144.90
10/25	10/21/2025	0	1910	Servant Electric, PC	52-20100	3,924.71
10/25	10/21/2025	0	250	Alpine Ace Hardware	10-20100	1,498.95
10/25	10/21/2025	0	570	Broulims-Alpine	10-20100	786.03
10/25	10/21/2025	0	670	Comtech Digital Solutions	10-20100	1,823.49
10/25	10/21/2025	0	860	Dry Creek Enterprises, Inc	52-20100	8,985.00
10/25	10/21/2025	0	2150	Mike Lamere	10-20100	1,260.00
10/25	10/21/2025	0	1510	Lincoln County Sheriff's Office	10-20100	706.50
10/25	10/21/2025	0	1780	RE Investment Company	51-20100	376.74
10/25	10/21/2025	0	1880	Salt River Motors	51-20100	2,798.89
10/25	10/21/2025	0	2140	SVI Media	10-20100	3,724.51
10/25	10/21/2025	0	2450	Valley Auto Supply	52-20100	461.76
10/25	10/21/2025	0	700	Control Engineers, PA	52-20100	3,225.00
10/25	10/21/2025	0	2310	Town of Pinedale	52-20100	1,530.19
10/25	10/21/2025	0	2890	High Country Linen	10-20100	352.56
10/25	10/21/2025	0	3140	Wade Hirschi, CPA, PC	10-20100	3,675.00
10/25	10/21/2025	0	3530	Westbank Sanitation	52-20100	1,152.65
10/25	10/21/2025	0	3600	Black Top Pros	10-20100	2,040.00
10/25	10/21/2025	0	3760	Chemwest LLC	52-20100	1,300.00
10/25	10/21/2025	0	3930	Design Energy Engineering, LLC	10-20100	27,475.00
10/25	10/21/2025	0	4090	Pacific Office Automation	10-20100	220.88
10/25	10/21/2025	0	4160	Friends of Bridger Teton	10-20100	984.00
10/25	10/21/2025	0	4240	Midco Diving & Marine Services, Inc.	51-20100	9,722.00
10/25	10/21/2025	0	4250	Citizenserve	52-20100	43,700.00
10/25	10/21/2025	0	4260	Carpets Plus Colortile	10-20100	14,288.05
10/25	10/21/2025	0	4270	DeCoria & Company, P.C.	52-20100	28,000.00
10/25	10/05/2025	20551	410	AT&T MOBILITY	52-20100	588.68 M
10/25	10/10/2025	20552	3780	The Bancorp	10-20100	8,053.61 M
10/25	10/20/2025	20554	1940	Silver Star Communications	10-20100	236.24 M
10/25	10/20/2025	20555	1940	Silver Star Communications	52-20100	321.36 M
10/25	10/20/2025	20556	1940	Silver Star Communications	10-20100	586.67 M
Grand Totals:						174,138.62

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	794.01	106,910.41-	106,116.40-
10-42-315	9,333.33	.00	9,333.33
10-42-325	220.88	.00	220.88
10-42-335	12,631.83	250.00-	12,381.83
10-42-340	466.37	10.00-	456.37
10-42-410	18.99	.00	18.99
10-45-335	7,283.33	.00	7,283.33
10-48-415	4,224.00	.00	4,224.00
10-50-331	27,475.00	.00	27,475.00
10-50-335	7,283.34	.00	7,283.34
10-50-350	484.51	.00	484.51
10-54-333	2,177.71	.00	2,177.71

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 10/4/2025 - 10/21/2025

Page: 2
Oct 16, 2025 12:30PM

GL Account	Debit	Credit	Proof
10-54-445	70.07	.00	70.07
10-56-319	706.50	.00	706.50
10-56-335	7,283.33	.00	7,283.33
10-56-452	44.08	.00	44.08
10-58-330	237.15	.00	237.15
10-58-332	25.09	.00	25.09
10-58-334	12.16	.00	12.16
10-58-335	150.00	.00	150.00
10-58-410	1,345.48	534.01-	811.47
10-58-452	282.52	.00	282.52
10-58-454	33.99	.00	33.99
10-65-332	314.81	.00	314.81
10-65-340	1,260.00	.00	1,260.00
10-65-452	310.00	.00	310.00
10-65-454	125.00	.00	125.00
10-66-423	769.28	.00	769.28
10-90-546	14,288.05	.00	14,288.05
10-95-640	8,053.61	.00	8,053.61
51-20100	.00	33,127.69-	33,127.69-
51-42-315	9,333.33	.00	9,333.33
51-42-335	7,433.33	.00	7,433.33
51-42-410	2.58	.00	2.58
51-80-332	12,199.63	.00	12,199.63
51-80-430	975.00	.00	975.00
51-80-452	240.69	.00	240.69
51-80-454	60.00	.00	60.00
51-80-500	2,798.89	.00	2,798.89
51-90-545	84.24	.00	84.24
52-20100	37.68	34,932.21-	34,894.53-
52-42-315	9,333.34	.00	9,333.34
52-42-335	7,383.33	.00	7,383.33
52-82-332	47.40	.00	47.40
52-82-454	477.78	.00	477.78
52-82-455	85.80	2.00-	83.80
52-83-315	600.00	.00	600.00
52-83-332	248.58	35.68-	212.90
52-83-454	1,152.65	.00	1,152.65
52-84-315	2,625.00	.00	2,625.00
52-84-318	10,020.19	.00	10,020.19
52-84-320	7.98	.00	7.98
52-84-332	2,418.12	.00	2,418.12
52-84-454	262.34	.00	262.34
52-84-500	84.70	.00	84.70
52-90-541	185.00	.00	185.00
Grand Totals:	175,802.00	175,802.00-	.00

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 10/4/2025 - 10/21/2025

Page: 3
Oct 16, 2025 12:30PM

Dated: _____

Mayor: _____

Council: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
10-31-100	PROPERTY TAX	1,310.73	1,310.73	135,000.00	133,689.27	1.0
10-31-110	MOTOR VEHICLE TAX	.00	.00	66,000.00	66,000.00	.0
10-31-200	BASIC SALES & USE TAX	57,957.70	90,144.20	585,000.00	494,855.80	15.4
10-31-210	LOCAL OPTIONS SALES & USE TAX	48,379.95	86,694.47	390,000.00	303,305.53	22.2
10-31-220	GAS TAX	4,789.40	10,232.48	45,000.00	34,767.52	22.7
10-31-225	SPECIAL FUELS TAX	1,234.77	2,359.77	12,000.00	9,640.23	19.7
10-31-230	CIG. TAX	829.91	1,656.45	8,000.00	6,343.55	20.7
10-31-235	LODGING TAX	34,936.94	50,888.26	200,000.00	149,111.74	25.4
10-31-240	FRANCHISE TAX	.00	10,206.49	16,500.00	6,293.51	61.9
10-31-250	SEVERANCE TAX	.00	.00	23,000.00	23,000.00	.0
10-31-260	MINERAL ROYALTIES	.00	.00	106,000.00	106,000.00	.0
10-31-270	DIRECT DISTRIBUTION	67,079.95	67,079.95	145,000.00	77,920.05	46.3
	TOTAL TAX REVENUE	216,519.35	320,572.80	1,731,500.00	1,410,927.20	18.5
<u>LICENSES AND PERMITS</u>						
10-32-100	BUSINESS LICENSE	575.00	1,600.00	20,000.00	18,400.00	8.0
10-32-110	LIQUOR LICENSE	25.00	25.00	11,000.00	10,975.00	.2
10-32-120	BUILDING PERMITS	6,275.00	6,275.00	140,000.00	133,725.00	4.5
10-32-130	DOG & CAT LICENSE	20.00	70.00	800.00	730.00	8.8
	TOTAL LICENSES AND PERMITS	6,895.00	7,970.00	171,800.00	163,830.00	4.6
<u>CHARGES FOR SERVICES</u>						
10-33-100	RENTS	4,313.00	1,073.00	255,000.00	253,927.00	.4
10-33-120	UTILITIES	.00	.00	1,500.00	1,500.00	.0
10-33-130	EVENTS REVENUE	.00	.00	7,500.00	7,500.00	.0
10-33-135	MOUTAIN DAYS REVENUE	190.00	400.00	16,500.00	16,100.00	2.4
10-33-140	RECAPTURE REVENUE	15,183.22	30,366.44	.00	(30,366.44)	.0
	TOTAL CHARGES FOR SERVICES	19,686.22	31,839.44	280,500.00	248,660.56	11.4
<u>INTERGOVERNMENTAL REVENUE</u>						
10-34-100	LOTTERY	1,646.14	1,646.14	18,000.00	16,353.86	9.2
10-34-200	GRANT INCOME	.00	.00	426,000.00	426,000.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	1,646.14	1,646.14	444,000.00	442,353.86	.4
<u>FINES & PENALTIES</u>						
10-35-100	CITATIONS	315.00	620.00	5,000.00	4,380.00	12.4
	TOTAL FINES & PENALTIES	315.00	620.00	5,000.00	4,380.00	12.4

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>OTHER REVENUE</u>					
10-38-100	INTEREST INCOME	3,316.78	6,668.31	36,000.00	29,331.69	18.5
10-38-800	OTHER INCOME	75.00	75.00	.00	(75.00)	.0
10-38-900	PROCEEDS FROM ASSET SALES	.00	.00	5,000.00	5,000.00	.0
	TOTAL OTHER REVENUE	3,391.78	6,743.31	41,000.00	34,256.69	16.5
	TOTAL FUND REVENUE	248,453.49	369,391.69	2,673,800.00	2,304,408.31	13.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAYOR & COUNCIL</u>						
10-41-110	ELECTED OFFICER SALARIES	3,219.24	5,440.40	33,000.00	27,559.60	16.5
10-41-210	PAYROLL TAXES	198.15	336.71	2,500.00	2,163.29	13.5
10-41-220	HEALTH INSURANCE	2,725.76	3,918.95	18,500.00	14,581.05	21.2
10-41-397	MILEAGE	.00	.00	1,000.00	1,000.00	.0
	TOTAL MAYOR & COUNCIL	6,143.15	9,696.06	55,000.00	45,303.94	17.6
<u>ADMINISTRATION</u>						
10-42-110	ADMIN SALAIRES	22,553.13	37,334.29	200,000.00	162,665.71	18.7
10-42-210	ADMIN PAYROLL TAXES	1,841.19	3,057.09	20,000.00	16,942.91	15.3
10-42-220	ADMIN MEDICAL BENEFITS	1,201.68	1,421.96	36,000.00	34,578.04	4.0
10-42-230	ADMIN RETIREMENT	1,568.62	1,918.68	36,000.00	34,081.32	5.3
10-42-240	ADMIN HUMAN RESOURCES	(1,204.34)	(1,204.34)	3,000.00	4,204.34	(40.1)
10-42-314	WEBSITE	(1,138.66)	(1,138.66)	10,000.00	11,138.66	(11.4)
10-42-315	PROFESSIONAL SERVICES	5,928.52	8,963.52	90,000.00	81,036.48	10.0
10-42-325	OFFICE EQUIPMENT LEASE/RENT	220.88	441.76	4,000.00	3,558.24	11.0
10-42-335	SOFTWARE AND IT	4,013.39	8,355.06	35,000.00	26,644.94	23.9
10-42-340	TELEPHONE/FAX	458.74	966.90	7,000.00	6,033.10	13.8
10-42-345	NEW OFFICE EQUIPMENT	282.98	282.98	1,000.00	717.02	28.3
10-42-350	ADVERTISING	185.38	185.38	5,000.00	4,814.62	3.7
10-42-360	DUES & MEMBERSHIPS	68.75	2,743.75	7,500.00	4,756.25	36.6
10-42-370	MERCHANT FEES/BANK CHARGES	172.19	1,458.40	5,000.00	3,541.60	29.2
10-42-380	LIABILITY POOL INSURANCE	.00	.00	2,750.00	2,750.00	.0
10-42-381	OTHER INSURANCE	.00	382.64	2,500.00	2,117.36	15.3
10-42-390	ADMIN EDUCATION & TRAINING	315.00	315.00	4,000.00	3,685.00	7.9
10-42-395	ADMIN TRAVEL	.00	.00	4,000.00	4,000.00	.0
10-42-405	ADMIN POSTAGE	292.35	359.85	3,000.00	2,640.15	12.0
10-42-410	ADMIN OFFICE SUPPLIES	(679.96)	94.79	6,000.00	5,905.21	1.6
10-42-415	OTHER EXPENSES	(1,436.40)	(1,436.40)	.00	1,436.40	.0
	TOTAL ADMINISTRATION	34,643.44	64,502.65	481,750.00	417,247.35	13.4
<u>COURT</u>						
10-45-100	JUDGE SALARY	730.77	1,230.77	6,000.00	4,769.23	20.5
10-45-110	COURT CLERK SALARY	.00	.00	3,300.00	3,300.00	.0
10-45-210	COURT PAYROLL TAXES	55.91	94.16	750.00	655.84	12.6
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	.00	.00	5,000.00	5,000.00	.0
10-45-395	COUT RTRAINING & TRAVEL EXP	.00	.00	500.00	500.00	.0
10-45-410	COURT OFFICE SUPPLIES - POST	.00	.00	500.00	500.00	.0
10-45-411	COURT SOFTWARE	197.00	394.00	3,000.00	2,606.00	13.1
	TOTAL COURT	983.68	1,718.93	25,300.00	23,581.07	6.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TRAVEL & TOURISM					
10-48-100 TRAVEL & TOURISM WAGES	.00	.00	3,400.00	3,400.00	.0
10-48-210 TRAVEL & TOURISM PAYROLL TAXES	.00	.00	300.00	300.00	.0
10-48-220 TOURISM BOARD MEDICAL BENEFIT	.00	.00	600.00	600.00	.0
10-48-230 TOURISM BOARD RETIREMENT	.00	.00	700.00	700.00	.0
10-48-315 TRAVEL & TOURSIM PROFESSIONAL	.00	.00	1,000.00	1,000.00	.0
10-48-410 TRAVEL & TOURISM SUPPLIES	57.00	57.00	100.00	43.00	57.0
10-48-415 TRAVEL & TOURISM GRANT AWARDS	24,946.23	46,546.23	205,106.00	158,559.77	22.7
TOTAL TRAVEL & TOURISM	25,003.23	46,603.23	211,206.00	164,602.77	22.1
BUILDING & DEVELOPMENT					
10-50-110 P & Z WAGES	11,175.35	18,892.52	75,000.00	56,107.48	25.2
10-50-210 P & Z PAYROLL TAXES	1,040.64	1,772.41	5,500.00	3,727.59	32.2
10-50-220 P & Z MEDICAL BENEFITS	2,725.76	3,918.95	20,000.00	16,081.05	19.6
10-50-230 P & Z RETIREMENT	223.14	223.14	12,000.00	11,776.86	1.9
10-50-315 BUILDING INSPECTION SERVICES	.00	.00	84,000.00	84,000.00	.0
10-50-331 P & Z LEGAL & PROFESSIONAL	.00	512.50	24,000.00	23,487.50	2.1
10-50-335 P & Z IT	600.18	1,056.80	15,000.00	13,943.20	7.1
10-50-350 P & Z ADVERTISING	475.01	475.01	1,500.00	1,024.99	31.7
10-50-395 P & Z TRAINING & TRAVEL	.00	.00	1,500.00	1,500.00	.0
10-50-397 P & Z MILEAGE	.00	.00	500.00	500.00	.0
10-50-410 P & Z OFFICE SUPPLIES & STAMPS	292.69	360.19	7,500.00	7,139.81	4.8
10-50-411 P & Z SOFTWARE	.00	.00	7,500.00	7,500.00	.0
TOTAL BUILDING & DEVELOPMENT	16,532.77	27,211.52	254,000.00	226,788.48	10.7
STREETS					
10-54-110 STREETS SALARY & WAGES	8,122.57	11,235.26	210,000.00	198,764.74	5.4
10-54-210 STREETS PAYROLL TAXES	1,262.27	2,076.69	25,000.00	22,923.31	8.3
10-54-220 STREETS MEDICAL BENIFITS	6.60	477.23	50,000.00	49,522.77	1.0
10-54-230 STREETS RETIREMENT	(484.37)	(424.58)	41,000.00	41,424.58	(1.0)
10-54-315 STREETS PROFESSIONAL SERVICES	.00	(3.29)	500.00	503.29	(.7)
10-54-333 REPAIRS & MAINT. - STREETS	15,342.43	17,561.18	80,000.00	62,438.82	22.0
10-54-334 REPAIRS & MAINT. - SNOW REMOVA	.00	.00	30,000.00	30,000.00	.0
10-54-350 STREETS EQUIPMENT R & M	.00	.00	15,000.00	15,000.00	.0
10-54-351 SNOW REMOVAL EQUIPMENT R & M	.00	(649.90)	35,000.00	35,649.90	(1.9)
10-54-400 STREETS - TOOLS & EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
10-54-445 STREETS SIGNS	630.64	630.64	10,000.00	9,369.36	6.3
10-54-454 FUEL - STREETS	713.41	1,352.85	5,000.00	3,647.15	27.1
10-54-455 FUEL - SNOW REMOVAL	.00	.00	25,000.00	25,000.00	.0
TOTAL STREETS	25,593.55	32,256.08	529,500.00	497,243.92	6.1

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LAW ENFORCEMENT</u>						
10-56-110	CODE ENFORCEMENT SALARY	2,775.76	4,655.69	21,000.00	16,344.31	22.2
10-56-210	CODES PAYROLL TAXES	329.53	555.87	2,500.00	1,944.13	22.2
10-56-220	CODES MEDICAL BENEFITS	427.98	427.98	5,500.00	5,072.02	7.8
10-56-230	CODES RETIREMENT	516.84	866.87	4,000.00	3,133.13	21.7
10-56-319	COUNTY OFFICER CONTRACT & COMM	65,706.50	65,706.50	145,000.00	79,293.50	45.3
10-56-410	CODES OFFICE SUPPLIES	215.40	411.10	1,000.00	588.90	41.1
10-56-415	CODES OTHER EXPENSES	.00	.00	5,000.00	5,000.00	.0
10-56-452	CODES UTILITIES	44.08	44.08	750.00	705.92	5.9
10-56-454	CODES FUEL & MILEAGE	32.63	59.97	2,000.00	1,940.03	3.0
TOTAL LAW ENFORCEMENT		70,048.72	72,728.06	186,750.00	114,021.94	38.9
<u>FACILITIES</u>						
10-58-110	FACILITIES SALARY & WAGES	.00	.00	100,000.00	100,000.00	.0
10-58-210	FACILITIES - PAYROLL TAX	.00	.00	12,000.00	12,000.00	.0
10-58-220	FACILITIES - MEDICAL BENEFITS	.00	.00	18,000.00	18,000.00	.0
10-58-230	FACILITIES - RETIREMENT	.00	.00	22,000.00	22,000.00	.0
10-58-330	FACILITIES - TOWN HALL R & M	9,407.64	9,407.64	17,500.00	8,092.36	53.8
10-58-332	FACILITIES - C.C. R & M	2,564.75	2,604.75	17,500.00	14,895.25	14.9
10-58-334	FACILITIES - SHOP R & M	81.26	3,531.26	7,500.00	3,968.74	47.1
10-58-335	FACILITIES SOFTWARE AND IT	163.08	528.16	4,000.00	3,471.84	13.2
10-58-336	FACILITIES - MC BLDG R & M	.00	.00	2,500.00	2,500.00	.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	.00	2,500.00	2,500.00	.0
10-58-400	FACILITIES TOOLS & EQUIPMENT	1,725.15	1,725.15	10,000.00	8,274.85	17.3
10-58-410	SHOP SUPPLIES	2,878.07	2,977.44	10,000.00	7,022.56	29.8
10-58-411	CIVIC CENTER SUPPLIES	.00	(1,925.68)	2,500.00	4,425.68	(77.0)
10-58-450	FACILITIES - T.H. UTILITIES	164.55	164.55	3,000.00	2,835.45	5.5
10-58-452	FACILITIES - C.C. UTILITIES	(457.97)	(76.46)	20,000.00	20,076.46	(.4)
10-58-454	FACILITIES - SHOP UTILITIES	439.50	654.91	20,000.00	19,345.09	3.3
10-58-456	FACILITIES - MC UTILITIES	.00	.00	250.00	250.00	.0
10-58-540	FACILITIES - TOWN INSURANCE	.00	.00	3,000.00	3,000.00	.0
10-58-542	FACILITIES - SHOP INSURANCE	.00	.00	2,500.00	2,500.00	.0
10-58-544	FACILITIES - C.C. INSURANCE	.00	.00	4,000.00	4,000.00	.0
10-58-546	FACILITIES - M.C. INSURANCE	.00	.00	2,500.00	2,500.00	.0
TOTAL FACILITIES		16,966.03	19,591.72	282,250.00	262,658.28	6.9

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-65-110 PARKS SALARIES & WAGES	5,738.37	9,266.28	100,000.00	90,733.72	9.3
10-65-210 PARKS PAYROLL TAXES	649.56	1,117.79	12,000.00	10,882.21	9.3
10-65-220 PARKS MEDICAL BENEFITS	1,327.12	2,451.87	18,000.00	15,548.13	13.6
10-65-230 PARKS RETIREMENT	1,068.49	1,851.74	22,000.00	20,148.26	8.4
10-65-315 PARKS PROFESSIONAL SERVICES	.00	1,710.00	500.00	(1,210.00)	342.0
10-65-332 PARKS REPAIRS & MAINT.	2,065.14	4,616.08	45,000.00	40,383.92	10.3
10-65-340 PARKS OUTSIDE SERVICES/SUB CON	1,417.50	1,417.50	25,000.00	23,582.50	5.7
10-65-450 PARKS - VEHICLES, TOOLS, & EQU	1,154.85	1,257.89	2,000.00	742.11	62.9
10-65-452 PARKS UTILITIES	905.39	2,080.03	15,500.00	13,419.97	13.4
10-65-454 PARKS FUEL	321.36	321.36	2,500.00	2,178.64	12.9
TOTAL PARKS	14,647.78	26,090.54	242,500.00	216,409.46	10.8
<u>EVENTS</u>					
10-66-110 EVENTS SALARIES & WAGES	.00	.00	3,500.00	3,500.00	.0
10-66-210 EVENTS PAYROLL TAXES	.00	.00	750.00	750.00	.0
10-66-220 EVENTS MEDICAL BENEFITS	.00	.00	1,000.00	1,000.00	.0
10-66-230 EVENTS RETIREMENT	.00	.00	1,500.00	1,500.00	.0
10-66-421 4TH OF JULY EXPENSES	.00	15,000.00	15,600.00	600.00	96.2
10-66-422 CHRISTMAS LIGHT EXPENSES	(29.98)	(29.98)	4,500.00	4,529.98	(.7)
10-66-423 PUMPKIN PATCH EXPENSES	.00	.00	1,800.00	1,800.00	.0
10-66-424 TRUNK OR TREAT EXPENSES	.00	.00	350.00	350.00	.0
10-66-425 SANTA EXPENSES	(31.44)	(31.44)	1,975.00	2,006.44	(1.6)
10-66-426 WINTER JUBILEE EXPENSES	.00	.00	12,200.00	12,200.00	.0
10-66-428 EASTER EGG HUNT EXPENSES	.00	.00	2,150.00	2,150.00	.0
10-66-429 SPRING CLEANUP EXPENSES	.00	.00	750.00	750.00	.0
10-66-430 MOUNTAIN DAYS EXPENSES	.00	384.79	20,000.00	19,615.21	1.9
10-66-431 MUSIC SERIES EXPENSES	.00	15,750.00	20,000.00	4,250.00	78.8
10-66-450 OTHER EVENTS EXPENSES	(89.16)	(89.16)	.00	89.16	.0
TOTAL EVENTS	(150.58)	30,984.21	86,075.00	55,090.79	36.0
<u>BUSINESS & COMMUNITY DEV</u>					
10-70-315 BUSINESS & COMMUNITY DEVELOPME	112.51	5,387.51	10,000.00	4,612.49	53.9
TOTAL BUSINESS & COMMUNITY DEV	112.51	5,387.51	10,000.00	4,612.49	53.9
<u>CAPITAL OUTLAY</u>					
10-90-541 MASTER PLAN	13,656.20	38,656.17	145,000.00	106,343.83	26.7
10-90-545 SS4A PROJECT EXPENSES	.00	.00	300,000.00	300,000.00	.0
10-90-546 FY 2026 CAPITAL PROJECTS	630.00	10,630.00	62,000.00	51,370.00	17.2
10-90-547 USED SERVICE BODY PICK-UP	228.00	335.60	45,000.00	44,664.40	.8
TOTAL CAPITAL OUTLAY	14,514.20	49,621.77	552,000.00	502,378.23	9.0

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEBT SERVICE</u>					
10-95-620	DEBT SERVICE LOAN PRINCIPAL	.00	.00	134,000.00	134,000.00	.0
10-95-640	CAPITAL LEASE PAYMENTS	8,053.61	16,107.22	205,000.00	188,892.78	7.9
	TOTAL DEBT SERVICE	8,053.61	16,107.22	339,000.00	322,892.78	4.8
	TOTAL FUND EXPENDITURES	233,092.09	402,499.50	3,255,331.00	2,852,831.50	12.4
	NET REVENUE OVER EXPENDITURES	15,361.40	(33,107.81)	(581,531.00)	(548,423.19)	(5.7)

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING REVENUE</u>					
51-33-100	WATER USAGE FEES	47,040.83	95,628.30	665,000.00	569,371.70	14.4
51-33-120	TRANSFER FEES	1,508.62	4,070.49	7,500.00	3,429.51	54.3
51-33-400	CONNECTION FEES	.00	30,240.00	100,000.00	69,760.00	30.2
	<u>TOTAL OPERATING REVENUE</u>	<u>48,549.45</u>	<u>129,938.79</u>	<u>772,500.00</u>	<u>642,561.21</u>	<u>16.8</u>
	<u>GRANT INCOME</u>					
51-34-100	GRANT REVENUE	117,357.60	117,357.60	877,000.00	759,642.40	13.4
	<u>TOTAL GRANT INCOME</u>	<u>117,357.60</u>	<u>117,357.60</u>	<u>877,000.00</u>	<u>759,642.40</u>	<u>13.4</u>
	<u>OTHER INCOME</u>					
51-38-310	INTEREST INCOME	5,774.59	11,583.20	36,000.00	24,416.80	32.2
	<u>TOTAL OTHER INCOME</u>	<u>5,774.59</u>	<u>11,583.20</u>	<u>36,000.00</u>	<u>24,416.80</u>	<u>32.2</u>
	<u>TOTAL FUND REVENUE</u>	<u>171,681.64</u>	<u>258,879.59</u>	<u>1,685,500.00</u>	<u>1,426,620.41</u>	<u>15.4</u>

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>						
51-42-110	ADMIN SALARIES & WAGES	11,966.70	17,394.68	30,000.00	12,605.32	58.0
51-42-210	ADMIN PAYROLL TAXES	947.44	1,371.65	2,500.00	1,128.35	54.9
51-42-220	ADMIN MEDICAL BENEFITS	1,503.96	2,200.24	5,000.00	2,799.76	44.0
51-42-230	ADMIN RETIREMENT	445.34	445.34	6,000.00	5,554.66	7.4
51-42-315	ADMIN PROFESSIONAL SERVICES	.00	3,989.85	50,000.00	46,010.15	8.0
51-42-335	SOFTWARE & IT	1,179.99	4,066.07	8,500.00	4,433.93	47.8
51-42-360	DUES & MEMBERSHIPS	(883.32)	(883.32)	3,000.00	3,883.32	(29.4)
51-42-370	BANK CHARGES	683.37	1,072.09	6,000.00	4,927.91	17.9
51-42-380	INSURANCE	2,832.40	2,832.40	4,500.00	1,667.60	62.9
51-42-395	TRAVEL & EDUCATION	.00	.00	2,000.00	2,000.00	.0
51-42-405	POSTAGE	257.50	440.00	5,000.00	4,560.00	8.8
51-42-410	OFFICE & MISCELLANEOUS	421.40	680.16	8,000.00	7,319.84	8.5
TOTAL ADMINISTRATION		19,354.78	33,609.16	130,500.00	96,890.84	25.8
<u>FIELD OPS</u>						
51-80-110	FO SALARIES & WAGES	15,055.18	19,862.72	140,000.00	120,137.28	14.2
51-80-210	FO PAYROLL TAXES	2,234.97	3,274.11	22,000.00	18,725.89	14.9
51-80-220	FO MEDICAL BENEFITS	3,791.25	4,321.84	56,000.00	51,678.16	7.7
51-80-230	FO RETIREMENT	804.62	804.62	35,000.00	34,195.38	2.3
51-80-315	PROFESSIONAL SERVICES	.00	.00	3,000.00	3,000.00	.0
51-80-320	TESTING	131.00	411.00	10,000.00	9,589.00	4.1
51-80-325	RENT	.00	.00	25,000.00	25,000.00	.0
51-80-332	REPAIRS & MAINTENANCE	49,063.67	69,027.25	105,000.00	35,972.75	65.7
51-80-335	SOFTWARE AND IT	.00	.00	7,000.00	7,000.00	.0
51-80-395	TRAVEL & EDUCATION	91.56	91.56	2,000.00	1,908.44	4.6
51-80-400	TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
51-80-430	CHEMICALS	1,300.00	2,600.00	7,500.00	4,900.00	34.7
51-80-452	UTILITIES (DISTRIBUTION)	311.59	311.59	7,500.00	7,188.41	4.2
51-80-453	UTILITIES WELLS (GENERATION)	4,339.12	4,339.12	30,000.00	25,660.88	14.5
51-80-454	FUEL	(210.98)	(210.98)	7,500.00	7,710.98	(2.8)
51-80-500	VEHICLE REPAIRS & MAINT	1,152.50	1,152.50	.00	(1,152.50)	.0
51-80-800	DEPRECIATION EXPENSE	(120,000.00)	(120,000.00)	175,000.00	295,000.00	(68.6)
TOTAL FIELD OPS		(41,935.52)	(14,014.67)	637,500.00	651,514.67	(2.2)
<u>CAPITAL OUTLAY</u>						
51-90-540	CAPITAL OUTLAY	.00	.00	65,000.00	65,000.00	.0
51-90-545	RADIO READ PROJECT	8,587.01	35,873.52	1,100,000.00	1,064,126.48	3.3
51-90-546	CAPACITY FEE STUDY - WATER	1,761.48	1,761.48	5,000.00	3,238.52	35.2
TOTAL CAPITAL OUTLAY		10,348.49	37,635.00	1,170,000.00	1,132,365.00	3.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

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	2,458.01	1,000.00	(1,458.01)	245.8
	<u>TOTAL DEBT SERVICE</u>	<u>.00</u>	<u>13,956.59</u>	<u>29,000.00</u>	<u>15,043.41</u>	<u>48.1</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>(12,232.25)</u>	<u>71,186.08</u>	<u>1,967,000.00</u>	<u>1,895,813.92</u>	<u>3.6</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>183,913.89</u>	<u>187,693.51</u>	<u>(281,500.00)</u>	<u>(469,193.51)</u>	<u>66.7</u>

TOWN OF ALPINE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>OPERATING REVENUE</u>					
52-33-100	MONTHLY SERVICE FEES	55,126.29	105,796.63	750,000.00	644,203.37	14.1
52-33-200	CONNECTION FEES	593.57	1,203.04	200,000.00	198,796.96	.6
	TOTAL OPERATING REVENUE	55,719.86	106,999.67	950,000.00	843,000.33	11.3
	<u>OTHER INCOME</u>					
52-38-100	INTEREST INCOME	3,608.32	7,260.86	36,000.00	28,739.14	20.2
52-38-200	MISC INCOME	1,178.00	2,340.50	.00	(2,340.50)	.0
	TOTAL OTHER INCOME	4,786.32	9,601.36	36,000.00	26,398.64	26.7
	TOTAL FUND REVENUE	60,506.18	116,601.03	986,000.00	869,398.97	11.8

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
52-42-110 ADMIN SALARIES & WAGES	.00	.00	30,000.00	30,000.00	.0
52-42-210 ADMIN PAYROLL TAXES	.00	.00	2,500.00	2,500.00	.0
52-42-220 ADMIN MEDICAL BENEFITS	.00	.00	5,000.00	5,000.00	.0
52-42-230 ADMIN RETIRMENT	.00	.00	6,000.00	6,000.00	.0
52-42-315 PROFESSIONAL SERVICES	.00	72.60	12,000.00	11,927.40	.6
52-42-335 SOFTWARE & IT	1,669.23	5,044.53	.00	(5,044.53)	.0
52-42-370 BANK CHARGES	683.37	1,072.09	20,000.00	18,927.91	5.4
52-42-380 INSURANCE	.00	.00	31,000.00	31,000.00	.0
52-42-405 POSTAGE	257.50	440.00	5,000.00	4,560.00	8.8
52-42-410 OFFICE & MISCELLANEOUS	150.53	409.26	5,000.00	4,590.74	8.2
TOTAL ADMINISTRATION	2,760.63	7,038.48	116,500.00	109,461.52	6.0
<u>COLLECTIONS</u>					
52-82-110 COLLECTIONS SALARIES & WAGES	4,029.00	6,706.50	45,000.00	38,293.50	14.9
52-82-210 COLLECTIONS PAYROLL TAXES	447.08	745.81	7,000.00	6,254.19	10.7
52-82-220 COLLECTIONS MEDICAL BENEFITS	2,153.84	2,992.80	17,000.00	14,007.20	17.6
52-82-230 COLLECTIONS RETIREMENT	243.73	243.73	13,000.00	12,756.27	1.9
52-82-315 PROFESSIONAL SERVICES	.00	.00	12,000.00	12,000.00	.0
52-82-320 TESTING	.00	.00	100.00	100.00	.0
52-82-325 RENT	.00	.00	25,000.00	25,000.00	.0
52-82-332 REPAIRS & MAINTENANCE	610.40	2,584.86	75,000.00	72,415.14	3.5
52-82-335 SOFTWARE & IT	.00	.00	10,000.00	10,000.00	.0
52-82-390 TRAVEL/EDUC./TRAINING	.00	.00	5,000.00	5,000.00	.0
52-82-400 TOOLS & EQUIPMENT	.00	.00	5,000.00	5,000.00	.0
52-82-454 UTILITIES	912.09	1,105.09	15,000.00	13,894.91	7.4
52-82-455 FUEL	.00	.00	7,500.00	7,500.00	.0
52-82-500 VEHICLE REPAIRS & MAINT	.00	.00	10,000.00	10,000.00	.0
52-82-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL COLLECTIONS	8,396.14	14,378.79	366,600.00	352,221.21	3.9
<u>PRE-TREATMENT</u>					
52-83-110 PRE- TREATMENT S & W	.00	.00	45,000.00	45,000.00	.0
52-83-210 PRE- TREATMENT PAYROLL TAXES	.00	.00	7,000.00	7,000.00	.0
52-83-220 PRE-TREATMENT MEDICAL BENEFITS	.00	.00	17,000.00	17,000.00	.0
52-83-230 PRE- TREATMENT RETIREMENT	.00	.00	13,000.00	13,000.00	.0
52-83-315 PROFESSIONAL SERVICES	.00	.00	24,000.00	24,000.00	.0
52-83-320 TESTING	.00	.00	10,000.00	10,000.00	.0
52-83-332 REPAIRS & MAINTENANCE	.00	.00	25,000.00	25,000.00	.0
52-83-335 SOFTWARE AND IT	.00	.00	5,000.00	5,000.00	.0
52-83-454 UTILITIES	523.78	523.78	50,000.00	49,476.22	1.1
52-83-800 DEPRECIATION EXPENSE	.00	.00	120,000.00	120,000.00	.0
TOTAL PRE-TREATMENT	523.78	523.78	316,000.00	315,476.22	.2

TOWN OF ALPINE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING AUGUST 31, 2025

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WWTP</u>					
52-84-110 WWTP SALARIES & WAGES	4,896.51	6,655.76	45,000.00	38,344.24	14.8
52-84-210 WWTP PAYROLL TAXES	2,104.52	3,596.07	7,000.00	3,403.93	51.4
52-84-220 WWTP MEDICAL BENEFITS	10,800.00	19,004.64	17,000.00	(2,004.64)	111.8
52-84-230 WWTP RETIREMENT	669.35	669.35	13,000.00	12,330.65	5.2
52-84-315 PROFESSIONAL SERVICES	.00	.00	60,000.00	60,000.00	.0
52-84-318 SLUDGE HAULING/DISPOSAL	1,820.04	(18,630.69)	60,000.00	78,630.69	(31.1)
52-84-320 TESTING	603.09	925.09	5,000.00	4,074.91	18.5
52-84-332 REPAIRS & MAINTENANCE	16,258.15	23,521.92	90,000.00	66,478.08	26.1
52-84-335 SOFTWARE AND IT	.00	.00	12,000.00	12,000.00	.0
52-84-390 TRAVEL/EDUC./TRAINING	.00	921.92	5,000.00	4,078.08	18.4
52-84-400 TOOLS & EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
52-84-454 UTILITIES	3,635.95	3,943.22	60,000.00	56,056.78	6.6
TOTAL WWTP	40,787.61	40,607.28	384,000.00	343,392.72	10.6
<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	5,440.30	119,885.55	250,000.00	130,114.45	48.0
52-90-542 CAPACITY FEE STUDY -WW	1,761.48	1,761.48	5,000.00	3,238.52	35.2
52-90-543 FY 2026 CAPITAL PROJECTS	.00	8,930.65	50,000.00	41,069.35	17.9
52-90-544 ULTRAVIOLET LIGHT PROJECT	.00	.00	140,000.00	140,000.00	.0
TOTAL CAPITAL OUTLAY	7,201.78	130,577.68	470,000.00	339,422.32	27.8
<u>DEBT SERVICE</u>					
52-95-620 DEBT SERVICE PRINCIPAL	116,021.88	130,163.83	205,000.00	74,836.17	63.5
52-95-630 DEBT SERVICE INTEREST	63,174.94	71,582.57	60,000.00	(11,582.57)	119.3
TOTAL DEBT SERVICE	179,196.82	201,746.40	265,000.00	63,253.60	76.1
TOTAL FUND EXPENDITURES	238,866.76	394,872.41	1,918,100.00	1,523,227.59	20.6
NET REVENUE OVER EXPENDITURES	(178,360.58)	(278,271.38)	(932,100.00)	(653,828.62)	(29.9)

Town of Alpine Monthly Engineer's Report

Council Meeting: October 21, 2025
Submitted By: Kevin Meagher
Engineering Owner Representative
Prepared On: October 16, 2025

Summary of Tasks

Water Fund:

1. AMI Radio Read Project:

- Targhee Village 8" water meter concrete vault was finalized. The Town ordered this vault directly from Old Castle to expedite. Wyoming DEQ is requiring a permit for this meter addition. This is part of Change Order-2
- The antenna poles and associated controls are scheduled to be set and commissioned October 30th
- Fully operational system is anticipated for the end of October
- Core and Main is working on billing that the Town can review for payment next month

2. Nelson Lane & Overlook Circle DEQ Design:

- Design package to be submitted to Wyoming DEQ this week

3. Water Permitting:

- DEQ permitting for AWD-4 Well to commence upon final recommendation from Sunrise Engineering water study master plan.

4. Water Rates:

- Jorgensen has been working with Town staff on proposed water rates and water well ordinance changes

Sewer Fund:

1. Pre-Treatment Plant Update:

- Plant is operational but is having multiple control alarms that operators are having to deal with until Cambrian adjusts controls and sensors.
- Discussions with Melvin Brewing on operational costs is ongoing
- Jorgensen has been sharing information with performance bond mechanical/electrical/plumbing consultant and the Town's lawyer

2. Industrial User Permit & Impact Fees:

- JVA Consulting is working directly with WWTP operator on Melvin effluent to work up a base line for the user permit and future impact fees

3. Development Reviews:

- Dead Horse Lot-1 sewer lift station has been reviewed and approved

4. Sewer Rates:

- Jorgensen has been working with Town staff on proposed sewer rate changes

Town of Alpine

Section 8, Itemg.

9/1/25 to 9/30/25

Citations	2 Citations 0 Warnings
CFS/Law Incidents	152
Special Patrol	45

Animal Problem	4	Abandoned Vehicle	3
Agency Assist	2	Auto Accident	2
Aircraft	1	Civil papers/execution	
Alarms	3	Citizen Dispute	
Assault	1	Civil Standby	3
Burglary		Custodial interference	
Citizen Assist	4	Domestic Violence	2
Alcohol problems	2	Child abuse	
Controlled Burn		Disturbance	
Controlled Substance		Game & Fish	
Drugs		Harassing	
E911	11	Fire / Fireworks	
Fraud	2	Field contact	1
Information	3	Patient transport	
Property damage	2	Lost/Found Property	3
Lost/Found Animal	5	Parking problem	
Livestock/lock out		Juvenile problem	1
Mental subject	2	Medical/Dead body	7 /
Littering		Missing person	1
Noise	2	REDDI	2
Reckless driving	6	Motorist assist	
Smoke Investigation	1	Prisoner transport	
Robbery		Security check / Text	
Sex offense/Stalking		Suspicious	6
Search/LE/PR	1 /	Vehicle theft /Repo	1 /
Suicidal Subject	1	Threatening	1
Traffic stop		Weapon offence	
Traffic hazard	3	Trespassing	1
Theft		Vandalism	
Traffic offense	28	Utility problem	
Transfer patient	21	Welfare Check	1
Vin Inspection	11	Warrant	1
VIN Stamp		Utility problem	

ADDENDUM TO LEASE AGREEMENT

This Addendum ("Addendum") is made and entered into this ___ day of _____, 2025, by and between the TOWN OF ALPINE, a Wyoming municipality ("Landlord"), and GET DOWN LLC, d/b/a Melvin Brewing Company, a Wyoming limited liability company ("Tenant").

This Addendum modifies that certain Lease Agreement dated October 6, 2025 (the "Lease") by and between Landlord and Tenant, concerning the property described in the Lease. Except as specifically modified herein, all other terms and conditions of the Lease shall remain in full force and effect.

1. Commencement of Rent Payments

Notwithstanding anything to the contrary in the Lease, the Commencement Date for rent payments shall begin upon completion of construction of the Melvin Branded sign and related improvements ("Construction Completion Date"), as determined by issuance of a final inspection approval or other written confirmation by the Town of Alpine.

Tenant shall not be required to make monthly rent payments until the Construction Completion Date. Thereafter, Tenant shall begin paying rent in accordance with the terms of the section titled "RENT" of the Lease, beginning on the first day of the month following the Construction Completion Date.

2. Renewal Term

Section titled "EXTENSION OF TERM OF LEASE" is hereby replaced in its entirety with the following:

EXTENSION OF TERM OF LEASE:

Upon expiration of the initial five (5) year term, Tenant shall have the option to renew this Lease for one (1) additional term of five (5) years (the "Renewal Term"), upon the same terms and conditions set forth in the Lease, except that rent may be renegotiated by mutual agreement between Landlord and Tenant prior to commencement of the Renewal Term.

Tenant shall provide written notice of its intent to exercise this renewal option to Landlord no later than ninety (90) days prior to the expiration of the initial term.

3. Effect of Addendum

All other provisions of the Lease not expressly amended by this Addendum shall remain in full force and effect. In the event of a conflict between this Addendum and the Lease, the provisions of this Addendum shall control.

IN WITNESS WHEREOF, the Parties have executed this Addendum as of the date first

written above.

LANDLORD:	TENANT:
TOWN OF ALPINE, a Wyoming municipality	GET DOWN LLC, d/b/a MELVIN BREWING COMPANY
By: _____	By: _____
ERIC GREEN, Mayor	Name: _____
Date: _____	Title: _____
	Date: _____



Town of Alpine

SPECIAL USE PERMIT APPLICATION

All applicants seeking a Special Use Permit from the Town of Alpine, Wyoming, shall submit a complete application to the Town Planning Commission in accordance with the procedures set forth in Ordinance No. 2025-004, including all required documentation demonstrating compliance with applicable zoning regulations and the Town’s Comprehensive Plan.

Property Owner Information:

Please fill out the information below for the legal property owner. If the applicant is not the property owner, written authorization from the property owner must be attached to this application.

Full Name:	Town of Alpine		
	Last	First	M.I.
Mailing Address:	Get Down LLC DBA Melvin Brewing Company (Tenant)		
	PO BOX 3314	Alpine	WY 83128
		City	State Zip
Email Address:	jody@puremadnessgroup.com	Phone Number:	720-299-2856
Authorized Representative:	Jody Valenta		

Project Description:

Legal Description:	Melvin Brewing Company, 624 Co Rd 101, Alpine, WY 83128
(Lot #, Block, Tract, & Subdivision)	NW 1/4 of Section 30, T37N, R118W, Lincoln County, Wyoming

Please provide a detailed description of the proposed use for the property. Include information about the type of activity, operating hours (if applicable), and any structures, improvements, or modifications being proposed.

Please indicate below whether the proposed Special Use is **Temporary** or **Permanent**:

TEMPORARY SPECIAL USE: A Temporary Special Use Permit applies to short-term activities or events that are limited in duration, such as seasonal events, temporary structures, or short-term commercial operations. The permit may include specific start and end dates and will require removal or cessation of the use upon expiration.

PERMANENT SPECIAL USE: A Permanent Special Use Permit applies to ongoing land uses or developments that are intended to be continuous or long-term in nature, subject to all applicable conditions and ongoing compliance with the Town's zoning and land use regulations.

The application fee for a Special Use Permit is \$1,500.00. This fee must be submitted at the time of application and is non-refundable, regardless of the outcome of the review process.

Criteria for Approval:

The Town Council or Planning Commission will evaluate your application based on the criteria outlined below. Please provide a written response for each criterion, explaining how your proposed use meets these standards.

Compatibility with Zoning:

Describe how the proposed use is compatible with the surrounding area and consistent with the Town's Comprehensive Plan and zoning regulations.

This project is compatible with Town of Alpine zoning and allowable by the lease amendment agreement developed between Melvin Brewing Company and the Town of Alpine.

Impact on Public Health and Safety:

Explain how the proposed use will avoid adverse impacts on public health, safety, or welfare. Include information on water, sewer, transportation, and emergency service provisions.

There are no negative impacts to public health and safety perceived.

Environmental Impact:

Describe any potential environmental impacts and how they will be addressed. Consider air quality, water quality, noise, and wildlife habitat.

There are no negative environmental impacts perceived.

Traffic and Access:

Explain how the proposed use will manage traffic, provide safe access, and include adequate parking.

These signs will greatly improve traffic patterns by keeping brewery traffic (including semis and taproom visitors) from getting lost in the neighboring community.

Mitigation of Negative Effects:

Identify any possible negative effects (e.g., noise, lighting, traffic) and explain the measures you will take to minimize them.

There will be additional lighting on the street through sign illumination. However, given the location of the signs we do not anticipate any impact to the surrounding community.

Consistency with Community Character:

Explain how the proposed use fits with the character and aesthetics of the surrounding neighborhood or district.

The signs are designed to fit into the Town of Alpine's image and allow for additional businesses to incorporate their directional signage onto the larger, directional sign.

SITE PLAN & SUPPORTING DOCUMENTS:

Applicants must submit a site plan and all supporting documentation relevant to the proposed special use. The level of detail required may vary depending on whether the proposed use is temporary or permanent.

SITE PLAN:

PURPOSE:

The site plan provides the Town with a clear visual and written understanding of the proposed land use and any physical changes to the property. It ensures the project can be reviewed for consistency with zoning regulations, the Town's Comprehensive Plan, and potential impacts on surrounding properties.

HELPFUL TIPS:

Your application will be reviewed by the Planning & Zoning Commission and ultimately decided upon by the Town Council. When preparing your site plan and narrative, please include:

- **Description of existing site conditions** (lot size, structures, topography, vegetation, etc.)
- **Details on proposed changes** (new buildings, modifications, setbacks, access, parking, lighting, landscaping)
- **How the project complies** with applicable zoning standards and how it mitigates potential impacts (traffic, noise, lighting, etc.)

The more detail you provide, the more complete your application will be for Planning & Zoning review.

ADDITIONAL REQUIRED DOCUMENTS (IF APPLICABLE):

Depending on the nature of your proposed use, you may also be required to submit:

- Architectural drawings or renderings
- Traffic impact analysis
- Environmental assessment
- Drainage plan or grading information
- Utility service plans
- Development schedule (for larger or phased projects)

Person or Company Responsible for Preparation (If Different From Applicant):

Name	Jody Valenta, President, Melvin Brewing Company
Address:	1225 Gregory Lane Jackson WY 83001
Telephone Number:	720-299-2856
Email Address:	jody@puremadnessgroup.com

Following Submission, the Process Is as Follows:

- The Zoning Administrator, or their designated representative, will conduct a thorough review of your application to ensure completeness and compliance with applicable zoning regulations, the Town's Comprehensive Plan, and the criteria outlined in Ordinance No. 2025-004. A written staff report summarizing findings, potential impacts, and a recommendation will be prepared for the Planning and Zoning Commission.
- As soon as practical, a public hearing will be scheduled before the Alpine Planning and Zoning Commission. Notice of the hearing will be provided to all property owners within 500 feet of the proposed site, as required by ordinance.
- The applicant or their legal representative is required to attend the hearing. It is the applicant's responsibility to present accurate, fact-based information in support of the proposed use. All claims, exhibits, and statements should be substantiated with clear and relevant documentation or analysis—not promotional or speculative in nature.
- After reviewing the staff report and considering public comments, the Planning and Zoning Commission will issue a written recommendation to the Alpine Town Council. The recommendation will include a rationale for approval, approval with conditions, or denial. Conditions may be recommended to mitigate impacts on surrounding properties or public infrastructure.
- The Town Council will review the staff report, the Planning and Zoning Commission's recommendation, and any additional public input before making a final decision. The Council may vote to approve, approve with conditions, or deny the Special Use Permit application.
- If approved, the Special Use Permit will be issued with any applicable conditions outlined in the Council's decision. The applicant must adhere to these conditions at all times. Failure to comply may result in penalties or revocation of the permit, as outlined in Ordinance No. 2025-004.
- If the Special Use Permit is denied, the applicant or an aggrieved party may file a written appeal with the Town's Board of Adjustment within thirty (30) days of the final decision.

Special Use Permit Public Hearing Notification Requirement:

Following confirmation that your application is complete and a hearing has been scheduled, **you will be provided with a Notice of Public Hearing** prepared by the Town Clerk.

It is **your responsibility** to complete the following notification tasks **no less than twenty (20) business days prior to the scheduled Planning and Zoning Commission Public Hearing**:

- Distribute the Notice of Public Hearing via certified mail to all utility providers that serve or may be impacted by the proposed special use.
- Distribute Notice of Public Hearing to any person owning property that is adjacent to or within five hundred (500) feet of the proposed special use.

Legal Advertising:

It will be your responsibility to give notice of the public hearing at least twice in the local newspaper. The first notice shall be given at least fifteen (15) business days prior to the date of the public hearing. The notice shall contain a location map which includes identifiable landmarks and boundaries of the property.

Local Newspaper: Star Valley Independent
Email: amandan@svinews.com Phone Number: 307-885-5727

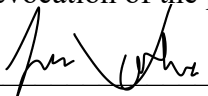
It will be your responsibility to post notice on the territory proposed to be annexed. Notice shall be no less than 18" x 24" and posted on material that is visible from the property line. Costs of production of the notice and posting the notice shall be borne by the applicant.

PLEASE NOTE:

You must submit proof of all mailings, legal advertisements, and property posting to the Town Clerk prior to the public hearing. Failure to meet these requirements may delay or reschedule your hearing.

Certification

By signing below as the Property Owner or an Authorized Representative, I hereby certify that all information provided in this Special Use Permit application is true, accurate, and complete to the best of my knowledge. I acknowledge that any false or misleading information may result in delays, denial, or revocation of the permit.

Signature:  _____

Printed Name: _____ Jody Valenta _____

Title/Relationship to Property (if applicable): _____ Owner _____

Date: _____ 6-20-25 _____



Town of Alpine LEGAL NOTICE

PUBLIC NOTICE-SPECIAL USE PERMIT

UPDATED DATES

Notice is hereby given that on July 2, 2025, Melvin Brewing, in coordination with the Town of Alpine, submitted a **Special Use Permit (SUP) application** to place **off-premise signage on Town-owned property** located near **Town Hall and along U.S. Highway 89** in Alpine, Wyoming. The signage is intended to promote Melvin Brewing and direct traffic to the business.

The subject property is zoned **Public and Community Facilities**, and per the Alpine Land Use and Development Code (LUDC), off-premise signs are only allowed on commercial lots that adjoin a public road unless a Special Use Permit is granted. Therefore, a Special Use Permit is required in order to place the signs on Town property.

On behalf of the applicant, **Melvin Brewing**, the **Town of Alpine Planning and Zoning Commission** will hold a **public hearing** to receive public comment and consider the proposed signage and Special Use Permit. The public hearing is scheduled for:

Date: October 14, 2025

Time: 7:00 PM

Location: Town Council Chambers, 250 River Circle, Alpine, Wyoming

During the hearing, the applicant or their representative(s) will present an overview of the proposed signage, its design, and placement. Following the public hearing, the Planning and Zoning Commission will recommend approval, approval with conditions/modifications, or denial of the Special Use Permit to the Alpine Town Council.

A second public hearing will be held by the Alpine Town Council following the Planning and Zoning Commission hearing. The Town Council public hearing is scheduled for:

Date: October 21, 2025

Time: 7:00 PM

Location: Town Council Chambers, 250 River Circle, Alpine, Wyoming

Supporting documentation, including site maps and sign renderings, will be available for public review at the Town Hall Office.



Town of Alpine

LEGAL NOTICE

Written public comments, support letters, or protest letters may be submitted to the Town of Alpine Planning and Zoning Administrator by mail or email at **planning@alpinewy.gov**. Submissions by August 6th 2025, are encouraged to ensure inclusion in the public record. All written correspondence will be read into the record during the public hearing. Public attendance and participation are welcome and encouraged.

Contact Information:

Gina Corson
Acting Planning and Zoning Administrator- Town of Alpine
250 River Circle, P.O. Box 3070
Alpine, WY 83128
Phone: (307) 654-7757
Email: planning@alpinewy.gov

Property Owners within 500 feet - SUP

Section 9, Itemb.

- Town Of Alpine – Po Box 3070, Alpine, Wy 83128
- Lancaster, Thomas & Loretta - 4014 Beaver, Casper, Wy 82604
- Lopez, Mauricio & Annel Hernandez - Po Box 9468, Jackson, Wy 83002
- Kurt-Mason, Jordan M & Abigail - 313 Snake River Drive, , Alpine, Wy 83128
- Cooke, Kevin & Nina - 3681 Wave Ct, Sparks, Nv 89436
- Farney, Derek W & Kirsten - Po Box 5550, Etna, Wy 83118
- Staehr, Amy M Trustee - Po Box 3036, Jackson, Wy 83001
- Davies, Benjamin Etal - Po Box 13893, Jackson, Wy 83002
- Asbell R&P, LLC - Po Box 2846, Jackson, Wy 83001
- Allen, Tevor C - Po Box 1772, Jackson, Wy 83001
- Rashidi, Kyanoosh - 1747 Clary Way, , Petaluma, Ca 94954
- Taylor, Jacob R & Alexis J - 62 E 200 N, , Santa Quin, Ut 84655
- Weyos, LLC - Po Box 3393, Jackson, Wy 83001
- Donovan Ryan Properties, LLC - 3795 S Meadow Dr, Jackson, Wy 83002
- Tye, Scott M & Nicole M Yox, Trustees - 3845 N Raleigh Street, , Denver, Co 80212
- Nelson, Donna J & Joel R - 2409 Harris Ave, Key West, Fl 33040
- Herrschaft, Nicholas - Po Box 145, Silverton, Co 81433
- Donovan Ryan Properties, LLC - 3795 S Meadow Dr, , Jackson, Wy 83002
- Lutz, Rita - Po Box 3285, Alpine, Wy 83127
- Kolbas, Susan H Trustee - Po Box 3141, Alpine, Wy 83128
- Heinz, Haley Jo & David L Cranford - Po Box 3569, Alpine, Wy 83128
- River Circle LLC - Po Box 43, Wilson, Wy 83014
- Coin, Tasso H Jr & Marnie L Peterson, Trustees - 9775 N Sleeping Indian Dr, , Jackson, Wy 83001
- Surdu, Vitalie Etal - Po Box 1255, Jackson, Wy 83001
- Karns, Peter B & Rachel M - Po Box 6820, Jackson, Wy 83002
- Defty Land Holdings, LLC - Box 8608, Woodland, Ca 95776
- Garcia, Erickson V & Amelia G - 18 Lilac Drive, , Star Valley Ranch, Wy 83127
- Floyd, Joshua D & Amy Jo - P O Box 3375, Alpine, Wy 83128
- Livingston, Trent - 2567 N Hillfield Rd Trailer 73, Layton, Ut 84041
- Rorke, Chris J & Rose Marie - 7700 Robertson Lane, Jackson, Wy 83001
- Espejel, Nicolas T & Liliana Andraca - Po Box 7078, Jackson, Wy 83002

Melvin signage

Section 9, Itemb.



Scott Tye <scott.tye@gmail.com>

To: Gina Corson



Reply



Reply all



Forward



Sat 7/26/2025 9:31 PM

Retention: Email 10 Year (10 years) Expires: Tue 7/24/2035 9:31 PM

Town of Alpine,

I received the letter about Melvin's request for signage. I fully support businesses wanting to improve access to their business and drive more traffic. And, I love Melvin and that it is in Alpine.

Secondly, I want to say, why do you need to have a Town Hall about this? I understand you like to have the residents informed, but in any other town, they would gladly support local businesses wanting to improve their bottom line. Alpine is already severely struggling with lack of restaurants and services for residents.

I would hate to see Melvin decide its time to move to another town that appreciates them.

Regards,
Scott

Sent from my TyePad



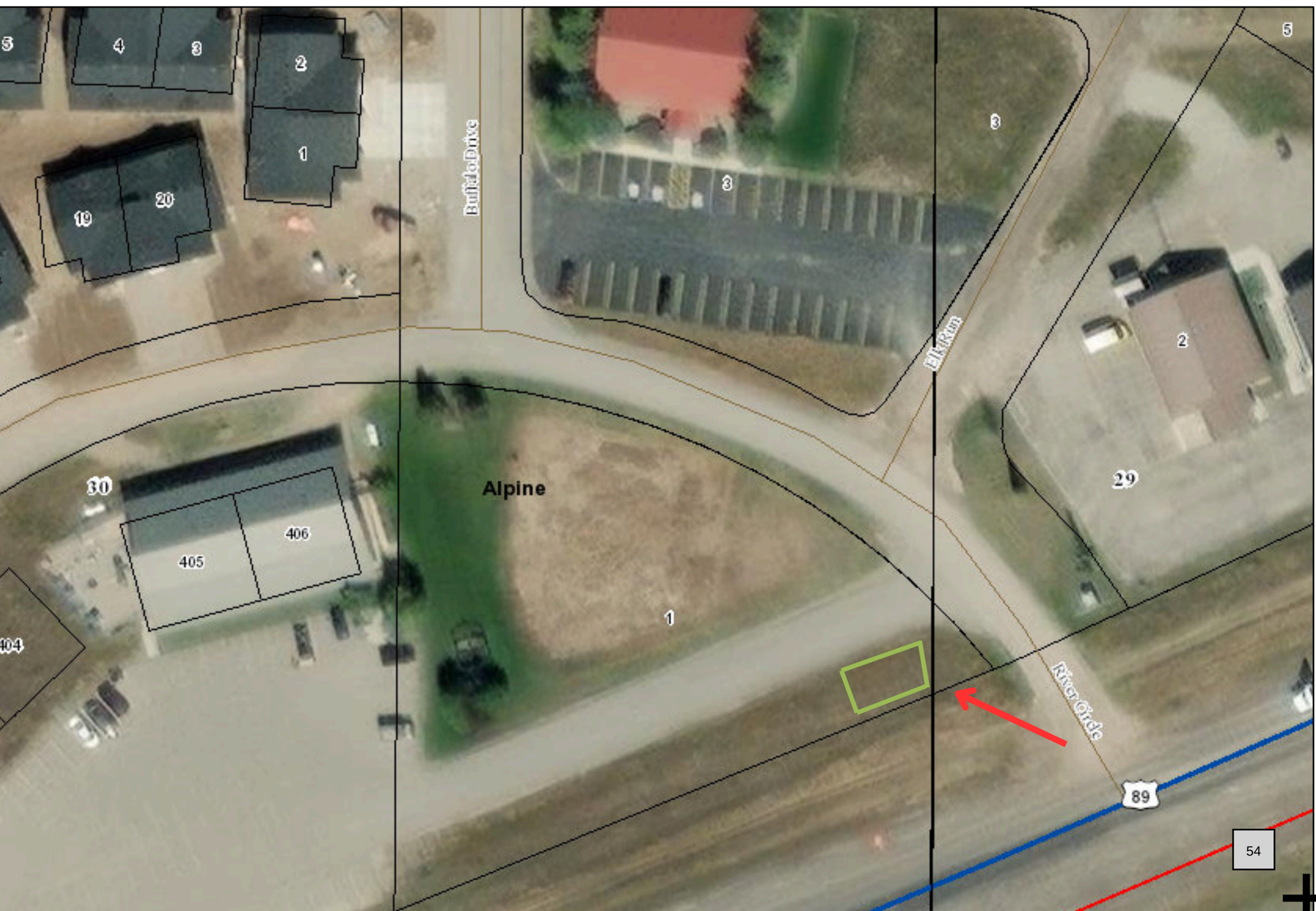
Reply



Forward

Exhibit A: Melvin Sign Lease Area

Section 9, Itemb.



LEASE AGREEMENT

THIS LEASE AGREEMENT (this “Lease”) is made and entered into effective as of the 6th day of October 2025, by and between the **TOWN OF ALPINE**, a Wyoming municipality, P.O. Box 3070, Alpine, Wyoming 83128 (“Landlord”), and the **GET DOWN LLC, DBA MELVIN BREWING COMPANY**, a Wyoming corporation, 624 County Rd 101, Alpine, Wyoming 83128 (“Tenant”); (Landlord and Tenant are sometimes individually referred to as a “Party” and collectively referred to as the “Parties”).

WITNESSETH, that Landlord does by these presents lease to Tenant, and Tenant does by these Property Lease and accept from Landlord, the following described property, consisting of space on the Town of Alpine’s land, adjacent to the highway, for the installation of a Melvin Branded sign with opportunity to expand the sign to include future businesses at the Town of Alpine’s benefit.

That real property depicted in ‘Exhibit A: Melvin Sign Lease Area,’ attached hereto, which includes approximately 793.4 square feet of land located on the Town of Alpine’s property.

Subject to all covenants, conditions, restrictions, easements, reservations, and rights-of-way, whether of record or by sight. An encroachment permit from the Town of Alpine will be required for extending power to the sign, which will be handled under a separate agreement.

Lease of the Property is subject to the following terms and conditions, to-wit:

1. **LEASE TERM:** This Lease is for the term of five (5) years, commencing on the effective date of the Signage Permit issued by the Town of Alpine, Wyoming (the “Commencement Date”), and ending five (5) years from the date of the Building Permit (the “Expiration Date”), both dates inclusive, unless sooner terminated as herein provided (the “Lease Term”).
2. **RENT:** This Lease is made for and in consideration of, and Tenant agrees to pay to Landlord rent as follows: Rent in the amount of Four Thousand Two Hundred dollars (\$4,200) per year is payable in lawful money of the United States, payments to be made monthly at the rate of Three Hundred and Fifty Dollars (\$350) per month. The first such payment shall be due on the execution of this Lease, and subsequent payments shall be due on the 1st day of each month following. All rental payments shall be payable to and mailed to Landlord at the address provided herein, or such other place as Landlord may designate. in writing.
3. **SECURITY DEPOSIT:** No security deposit is required from the Tenant for this Lease.
4. **CONDITION OF PROPERTY:** At the Commencement Date, Tenant shall accept the Property AS IS, in its existing condition. No representation, statement, or warranty, expressed or implied, has been made by or on behalf of Landlord as to such condition, or as to the use that may

be made of such property. In no event shall Landlord be liable for any defect in such property or for any limitation on its use.

5. **LEGAL FEES AND EXPENSES:** Tenant shall pay and indemnify Landlord against all legal costs and charges, including legal fees lawfully and reasonably incurred, in obtaining possession of the Property after a default of Tenant, or after Tenant's default in surrendering possession upon the expiration or earlier termination of the term of this lease, or by Landlord's enforcement of any covenants contained in this Lease.

6. **TENANT'S USES:** Tenant may only use and occupy the Property for its branding sign placement and for no other purpose or purposes unless written consent has been approved by Landlord prior to the commencement of any other use.

Tenant shall not commit, nor suffer to be committed, any nuisance or other act or thing against public policy, or which may disturb the quiet enjoyment of anyone adjacent to the Property. Tenant agrees not to deface or damage the Property in any manner.

7. **COVENANT OF QUIET ENJOYMENT:** Tenant, upon payment of the rent herein reserved and upon performance of all the covenants of this Lease, shall at all times during this Lease term peaceably and quietly enjoy the Property without disturbance from Landlord or from any other person claiming through Landlord.

8. **COMPLIANCE WITH LAWS AND REGULATIONS:** In connection with its use and improvement of the Property pursuant to the terms of this Lease, Tenant, at Tenant's sole expense, shall comply with all applicable laws, orders, and regulation of Federal, State, and Municipal authorities, and with any direction of any public officer pursuant to the law.

9. **SURRENDER UPON TERMINATION:** On or before the Expiration Date, Tenant shall surrender the Property in as good condition as it was at the beginning of the term, reasonable wear and tear and damages by the elements excepted.

No later than one hundred twenty (120) days after Termination of the Lease, Tenant, at its cost, shall remove all building and/or structures from the Property.

10. **ALTERATIONS AND IMPROVEMENTS:** Tenant shall not commence any alterations, additions, or improvements to the Property until the plans therefore have been reviewed and approved in writing by Landlord.

Any such alterations, additions, or improvements made by Tenant shall become the property of Landlord upon the Expiration Date or other sooner termination of this Lease.

Tenant shall keep the Property free and clear of all liens arising out of or claimed by reason of any work performed, materials furnished, or obligations incurred by or at the instance of Tenant, and shall indemnify and save Landlord and the Property harmless of all such liens or claims of lien and all attorney's fees and other costs and expenses incurred by reason thereof.

11. **UTILITIES:** Tenant shall pay all charges for the installation and / or connection of utility services that may be required for Tenant's use of the Property. Tenant shall be responsible for all utility charges in connection with Tenant's use of the Property, including electricity charges and telephone charges, water and sewer fees, and trash removal fees.

12. **REPAIRS AND MAINTENANCE:** Tenant shall, at Tenant's sole expense, keep the Property in at least as good order and repair as it is at the time of the commencement of this Lease, reasonable wear and tear and damage by accidental fire or other casualty excepted. Tenant shall be responsible for ordinary and routine repair and maintenance of the Property, including but not limited to any and all alterations, improvements, and additions placed or installed by Tenant in or on the Property with the consent of the Landlord.

Tenant shall give Landlord prompt written notice of any accident to, or any defects in, the Property that may come to Tenant's notice, and shall first obtain the written consent of Landlord prior to making any substantial repairs or alterations to the Property.

Tenant shall be solely responsible for all costs associated with construction, operation, repair, and maintenance of the Property and all improvements located thereon for the duration of the Lease. Landlord shall have no obligation whatsoever for costs related to construction, repair, upkeep, or operation of the charter school or any related activities.

13. **TERMINATION UPON DEFAULT:** If any one or more events of default occurs, then Landlord has the right, at Landlord's election: (i) to give Tenant written notice of Landlord's intention to terminate this Lease on the earliest date permitted by law or on any later date specified in such notice, in which case Tenant's right to possession of the Property will cease and this Lease will be terminated, except as to Tenant's liability, as if the expiration of the term fixed in such notice were the end of the term; (ii) without further demand or notice, to reenter and take possession of the Property or any part of the Property, repossess the same, expel Tenant and those claiming through or under Tenant, and remove the effects of both or either, using such force for such purposes as may be necessary, without being liable for prosecution, without being deemed guilty of any manner of trespass, and without prejudice to any remedies for arrears of rent or other amounts payable under this Lease or as a result of any preceding breach of covenants or conditions; or (iii) without further demand or notice to cure any event of default and to charge Tenant for the cost of effecting such cure, including without limitation reasonable attorneys' fees, provided that Landlord will have no obligation to cure any such event of default of Tenant.

If this Lease is terminated on account of the occurrence of an event of default, Tenant will remain liable to Landlord for damages in an amount equal to rent and other amounts that would have been owing by Tenant for the balance of the term, had this Lease not been terminated, less the net proceeds, if any, of any re-letting of the Property by Landlord subsequent to such termination, after deducting all of Landlord's expenses in connection with such re-letting.

Each of the following shall be deemed an “event of default” under this Lease: (i) Tenant defaults in the due and punctual payment of rent, and such default continues for fifteen (15) days after written notice from Landlord; however, Tenant will not be entitled to more than one (1) written notice for monetary default, and if after such written notice any rent is not paid when due, an event of default will be considered to have occurred without further notice; (ii) Tenant permanently vacates or abandons the Property; (iii) this Lease or the Property or any part of the Property are taken upon execution or by other process of law directed against Tenant, or are taken upon or subject to any attachment by any creditor of Tenant or claimant against Tenant, and said attachment is not discharged or disposed of within sixty (60) days after its levy; (iv) Tenant files a petition in bankruptcy or insolvency or for reorganization or arrangement under the bankruptcy laws of the United States or under any insolvency act of any state, or admits the material allegations of any such petition by answer or otherwise, or is dissolved or makes an assignment for the benefit of creditors; (v) involuntary proceedings under any such bankruptcy law or insolvency act or for the dissolution of Tenant are instituted against Tenant, or a receiver or trustee is appointed for all or substantially all of the property of Tenant, and such proceeding is not dismissed or such receivership or trusteeship vacated within sixty (60) days after such institution or appointment; or (vi) Tenant breaches any of the other agreements, terms, covenants, and such breach continues for a period of thirty (30) days after written notice from Landlord to Tenant or, if such breach cannot be cured reasonably within such 30-day period, if Tenant fails to diligently commence to cure such breach within thirty (30) days after written notice from Landlord and to complete such cure within a reasonable time thereafter.

Upon termination for default, as contained in this Paragraph, the Tenant shall remove from the Property all buildings and/or structures within one hundred twenty (120) days of the issuance of a *Notice of Termination Upon Default*. Tenant, or in the event of insolvency of the Tenant, any creditor or bankruptcy trustee, or assignee of any obligation due by the Tenant, shall pay all costs associated with removal of all building and/or structures.

14. **INSURANCE:** Tenant shall maintain general liability insurance on the Property with limits of coverage as defined in the Wyoming Governmental Claims Act.

Tenant agrees that Tenant shall immediately notify and thereafter cause a full and complete report to be made to, Landlord of any and all injuries and accidents that occur in or the Property.

Each Party agrees to waive subrogation rights against the other Party to the extent of insurance coverage.

15. **INDEMNIFICATION:** Tenant shall indemnify and hold harmless Landlord from any and all claims, damages, liabilities, or expenses arising out of any injury to persons or damage to property occurring on or about the Property or in connection with Tenant's use thereof, except to the extent caused by Landlord's willful misconduct.

16. **WAIVER OF BREACH:** No waiver of any breach of any term of this Lease shall be effective unless in writing, and any such waiver shall not bar the rights of Landlord or Tenant to declare a default under this Lease for any subsequent breach of any such term at any time thereafter.

17. **NEGATIVE COVENANTS OF THE TENANT:** Tenant covenants that Tenant will not do any of the following:

A. Fail to observe a standard of reasonable care with regard to the repair, operation, and maintenance of the Property so as to create or fail to abate any situation which possesses a risk of injury to any person reasonably expected to come upon the Property, or to do or suffer to be done, anything objectionable to fire or other insurance companies which would cause those policies to be voided or suspended, or to cause the Property to be rated as a more hazardous risk than at the date when Tenant receives possession of the Property.

B. Commit, or suffer to be committed by any person, any waste or nuisance upon the Property.

18. **ASSIGNMENT:** Landlord hereby agrees that Tenant may lease the Property to Get Down LLC DBA Melvin Brewing Company, a Wyoming corporation, for sign installation and operation. Tenant shall not otherwise assign, mortgage, hypothecate, or otherwise encumber this Lease or any interest therein, nor sublet or permit the Property or any part thereof to be used by any other person or persons other than Tenant without the written consent of Landlord in each instance. Landlord shall have discretion as to approval of any proposed transferees or assignees. If this Lease is assigned, or if the Property or any part thereof is sublet or occupied by anyone other than Tenant, Landlord may, after a default by Tenant, collect rent from the assignee, subtenant, or occupant, and apply the net amount collected to the rent herein specified. No such assignment, sublet, occupancy, or collection shall be deemed a waiver of this covenant, or the acceptance of the assignees, subtenant, or occupant as tenant, or a release of Tenant from the further performance by Tenant of the covenants of this Lease. Upon any such assignment, subletting, or occupancy without Landlord's written consent, Landlord may elect to consider this Lease void and terminated. The consent by Landlord to an assignment or subletting shall not be construed as releasing Tenant from obtaining Landlord's consent in writing to any further assignment or subletting.

19. **NOTICES:** All notices, demands, or other writings provided to be given, made, or sent in this Agreement by either Party hereto to the other shall be deemed to have been fully given, made, or sent when made in writing and deposited in the United States mail, certified or registered mail, postage prepaid, and addressed to the addresses specified above or as may be designated by either Party from time to time in writing in the same manner as provided herein.

21. **BINDING EFFECT:** This Lease shall extend to and be binding upon heirs, executors, administrators, successors, and assigns of Landlord and Tenant, and wherever reference is made to either Landlord or Tenant, it shall be held to include and apply also to the heirs, successors, executors, administrators and assigns of such Party.

22. GOVERNING LAW AND VENUE.

This Lease shall be governed by and construed in accordance with the laws of the State of Wyoming. Any legal action or proceeding brought by either Party arising out of or relating to this Lease shall be brought exclusively in the Third Judicial District Court in Lincoln County, Wyoming.

23. ENTIRE AGREEMENT: This Lease contains the entire agreement between the Parties with respect to the subject matter hereof and cannot be changed or terminated orally, but only by an agreement in writing, signed by the Party against whom enforcement of any waiver, change, modification, or discharge is sought.

24. CONSTRUCTION OF THIS LEASE. The language in all parts of this Lease shall in all cases be construed as a whole according to its fair market meaning and not strictly for nor against either Landlord or Tenant. Paragraph headings in this Lease are for convenience only and are not to be construed as a part of this Lease or in any way defining, limiting, or amplifying the provisions hereof. The words “Landlord” and “Tenant” as used herein shall include the plural as well as the singular, as appropriate. Landlord and Tenant hereby agree that in the event any term, covenant, or condition herein is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, or condition shall in no way affect any other term, covenant, or condition herein.

25. TIME OF ESSENCE: Time is of the essence in this Lease.

26. SOVEREIGN IMMUNITY APPLICABLE. Both Parties reserve all sovereign immunity applicable specifically retain immunity and all defenses available pursuant to Wyo. Stat. Ann. § 1-39-104 and all other applicable Wyoming laws.

27. REASONABLE CONSENT. Landlord agrees not to unreasonably withhold Landlord’s approval or consent to any act of Tenant where such approval or consent is required by the terms of this Lease.

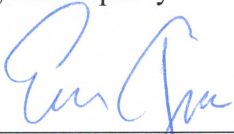
28. THIRD-PARTY BENEFICIARY RIGHTS. The Parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Lease shall not be construed so as to create such status. The rights, duties and obligations contained in this Lease shall operate only between the Parties to this Lease, and shall inure solely to the benefit of the Parties to this Lease. The provisions of this Lease are intended only to assist the Parties in determining and performing their obligations under this Lease. The Parties to this Lease intend and expressly agree that only Parties signatory to this Lease shall have any legal or equitable right to seek to enforce this Lease, to seek any remedy arising out of a Party’s performance or failure to perform any term or condition of this Lease, or to bring an action for the breach of this Lease.

29. EXTENTION OF TERM OF LEASE: This Lease will automatically be extended for a period of five (5) calendar years.

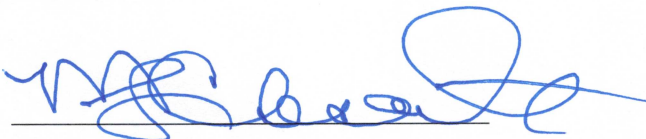
IN WITNESS WHEREOF, Landlord and Tenant have hereunto set their hands to be effective on the day and year first above written.

LANDLORD: TOWN OF ALPINE,

a Wyoming municipality

BY: 

ERIC GREEN, MAYOR

ATTEST: 

MONICA CHENAULT, TOWN CLERK

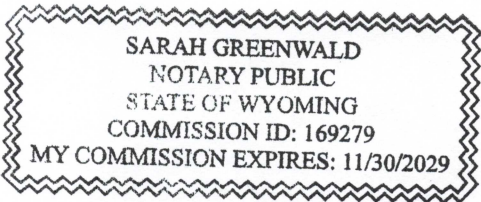
STATE OF WYOMING)
) SS.
COUNTY OF LINCOLN)

ON THIS, the 6th day of October 2025, before me, the undersigned, a Notary Public for the State of Wyoming, personally appeared **ERIC GREEN, MAYOR** of the **TOWN OF ALPINE**, a Wyoming municipality, who acknowledged that he executed the foregoing instrument on behalf of said Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day, and year first above written.



NOTARY PUBLIC



My Commission expires: 11/30/2029

TENANT:

GET DOWN LLC, DBA MELVIN BREWING COMPANY

a Wyoming Corporation

BY: _____

_____, **CEO**

STATE OF WYOMING)

) SS.

COUNTY OF LINCOLN)

ON THIS, the ____ day of _____, 2025, before me, the undersigned, a Notary Public for the State of Wyoming, personally appeared _____, **CEO** of the **ALPINE Melvin Brewing Company** a Wyoming Corporation, who acknowledged that he executed the foregoing instrument on behalf of said Company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.

NOTARY PUBLIC

My Commission expires: _____

**TOWN OF ALPINE, WYOMING****PROPERTY OWNER AUTHORIZATION FORM***Authorization to Act on Behalf of Property Owner***Property Owner Information****Owner Name(s):** Town of Alpine**Mailing Address:** PO Box 3070 Alpine, WY 83128**Phone Number:** 307-654-7757**Email Address:** planning@AlpineWy.gov**Authorized Agent/Representative Information**

I hereby authorize the individual or company listed below to act on my behalf in all matters related to the submission, processing, and management of building permit applications with the Town of Alpine, including responding to plan review comments, requesting inspections, and paying fees on my behalf.

Authorized Individual/Company Name: Melvin Brewing Company**Representative's Name (if different):** Jody Valenta**Mailing Address:** 624 CO Rd 101 Alpine, WY 83001**Phone Number:** 720-299-2856**Email Address:** jody@puremadnessgroup.com**Project Information page****Project Address/Location:** SW Corner of Lot 29**Legal Description (if known):** SW Corner of Lot 29, off River Circle Road**Type of Project:** Melvin Branded Sign Installation

**Authorization and Acknowledgement**

I certify that I am the legal owner of the property listed above and that I grant permission for the above-named representative to act as my agent in all matters relating to building permit applications and related processes for the project listed.

This authorization remains in effect until the completion of the project or until revoked in writing by the property owner.

Owner Signature: _____**Printed Name:** _____

Eric Green

Date: _____

7/29/25

For Office Use Only**Received by:** _____

DC

Date Received: _____

7/29/2025

Permit/Application #: _____

unknown



Town of Alpine – Staff Compliance Review Report

Project: Get Down LLC DBA Melvins Brewing Company – Special Use Permit

Location: 624 County Road 101

Zoning District: Public and Community Facilities (PCF)

Reference Ordinance: Ordinance No. 2025-004 – Special Use Permits

1. Purpose of Review

This report evaluates the compliance of Get Down LLC DBA Melvin Brewing Company, Special Use Permit (SUP) application and application materials with the criteria for approval outlined in Section 6 of Ordinance No. 2025-004. The analysis is based on the submitted application package (dated June 20, 2025), the accompanying project narrative and conceptual exhibits, and the adopted land-use and zoning framework for the PFC District.

2. Compliance with Section 6 Criteria

a. Compatibility with Zoning

The site lies within the Public and Community Facilities (PCF) zoning district. Off-premise commercial signage is not ordinarily permitted in this zone; however, LUDC §4-803(h)(5) allows such signage under an approved Special Use Permit when consistent with Town policy and surrounding land uses. The Town’s executed lease agreement and authorization letter provide the necessary legal and policy basis for this installation
Finding: Complies.

b. Impact on Public Health and Safety

The directional sign will improve safety and traffic flow by preventing brewery-bound traffic—including delivery trucks and visitors—from entering residential streets. WYDOT review confirmed that the sign’s proposed height, placement, and lighting meet visibility and highway-safety standards. No adverse effects on water, sewer, or emergency services are anticipated.
Finding: Complies.

c. Environmental Impact



The leased area is within previously disturbed right-of-way land and poses **no significant environmental risks**. There are no wetlands or sensitive features within the vicinity. The applicant reported no adverse effects on air or water quality, noise, or wildlife habitat. Finding: Complies.

d. Traffic and Access

The purpose of the signage is to **reduce unintended traffic circulation** in residential neighborhoods by clearly directing commercial and customer vehicles to appropriate routes. Access to the leased parcel will be limited to installation and maintenance; no new driveways or parking areas are proposed. WYDOT coordination ensures sight distances and access along U.S. 89 remain safe.

Finding: Complies, subject to WYDOT review.

e. Mitigation of Negative Effects

The sign's illumination is internally contained, minimizing light spillover. Landscaping will be installed and maintained at the sign base, as required by **LUDC §4-803(c)(5)**, to soften visual impact and integrate the sign into the corridor environment. The proposed design avoids visual clutter and aligns with Town design guidelines.

Finding: Complies

f. Consistency with Community Character

The design incorporates materials and aesthetics consistent with Alpine's branding and the U.S. 89 commercial corridor. The Town's 2006 Comprehensive Plan emphasizes wayfinding and coordinated signage; this proposal advances those goals by improving orientation for visitors and supporting local tourism.

Finding: Complies.

3. Summary of Findings



Approval Criterion (§6, Ordinance 2025-004)	Compliance Status	Notes / Conditions
Compatibility with Zoning	✓ Complies	Consistent with PCF intent and LUDC §4-803(h)(5)
Public Health & Safety	✓ Complies	Improves traffic safety
Environmental Impact	✓ Complies	Minimal; previously disturbed site
Traffic & Access	✓ Complies	Directs commercial traffic to correct routes
Mitigation of Negative Effects	✓ Complies	Landscaping and contained illumination
Community Character	✓ Complies	Supports corridor aesthetics and branding

4. Conclusion

Based on the submitted application, supporting documentation, and the evaluation against Ordinance No. 2025-004 §6 criteria, staff finds the Get Down LLC DBA Melvins Brewing Company proposal to be in substantial compliance with the Town’s standards for Special Use Permits.

Prepared by: Gina Corson
Planning and Zoning Administrator
Town of Alpine, Wyoming

Date: 09/10/2025

Citations:

- Ordinance No. 2025-004 §§5–7
- 2025-004 - Special Use Permits
- Special Use Permit Application (Get Down LLC DBA Melvins Brewing Company June 20, 2025)
- Design Proposal of the sign





MELVIN BREWING COMPANY SIGN PROPOSAL FOR: ALPINE TOWN COUNCIL

PURPOSE STATEMENT

To ensure clear and effective traffic flow, this guidance is intended to:

1. Enhance Public Safety and Reduce Residential Traffic Impact

Directional signage will help patrons navigate efficiently to Melvin Brewing Company, significantly reducing unintended traffic through adjacent residential neighborhoods.

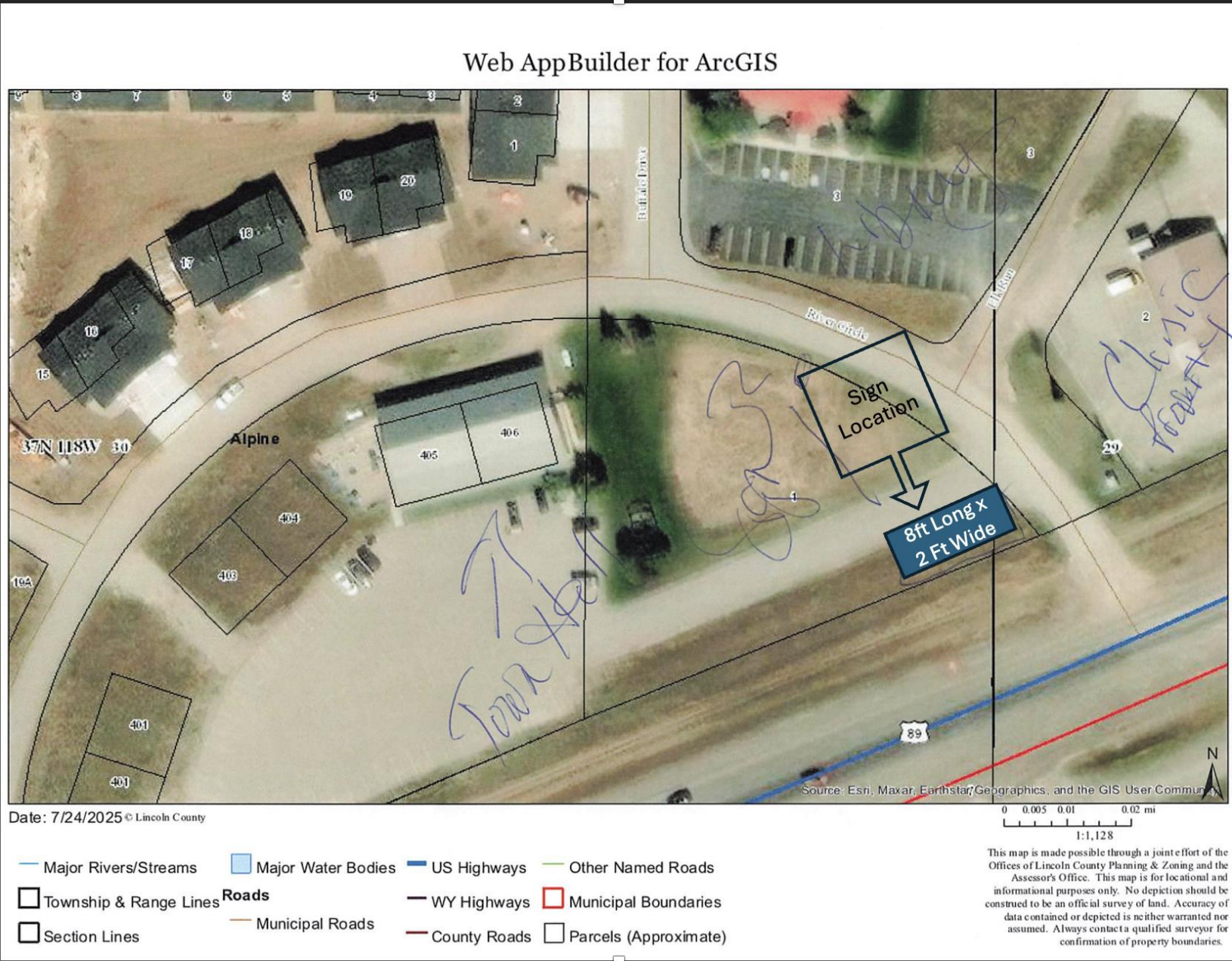
2. Streamline Commercial Traffic and Protect Neighborhood Streets

Signage will direct delivery drivers and logistics partners to use designated commercial routes, minimizing the presence of semi-trucks and trailers in residential areas.

3. Support Local Economic Development and Tourism

By increasing visibility and accessibility to Melvin Brewing Company, signage will contribute to broader tourism in Alpine. Visitors drawn to the brewery are likely to spend additional dollars at other local businesses, thereby stimulating economic growth in the community beyond the brewpub itself.

Sign Location



Marketing Sign Design



Pylon sign with illumination





THANK YOU FOR YOUR CONSIDERATION

Wyoming Department of Transportation
Traffic Program

Outdoor Advertising

Rules and Regulations



Revised August 2010

RESOLUTION

WHEREAS, the Wyoming Department of Transportation with the approval of the Transportation Commission of Wyoming, pursuant to authority of W.S. 24-10-105, is authorized to promulgate rules and regulations as described in the following; and

WHEREAS, the Wyoming Department of Transportation through the Transportation Commission of Wyoming desires to adopt General Section, Chapter 16, Outdoor Advertising, to administer outdoor advertising along interstate and certain other highways; and

WHEREAS, a forty-five day public comment period was held to solicit comments concerning revisions to these rules; and

WHEREAS, the comments received during the comment period were considered by the Transportation Commission of Wyoming;

NOW THEREFORE BE IT RESOLVED that the Transportation Commission of Wyoming officially approves General Section Chapter 16, Outdoor Advertising.

Dated this 22nd day of July, 2010



Chairman, Transportation Commission of Wyoming

ATTEST:



Secretary, Transportation Commission of Wyoming

Table of Contents

Outdoor Advertising

Chapter 16

Section 1	Authority and Purpose	16-1
Section 2	Definitions	16-1
Section 3	Outdoor Advertising Permitted	16-7
Section 4	Digital Billboards	16-7
Section 5	Limits on Size, Form, Lighting, Locations, Spacing, and Overall Height	16-8
Section 6	Directional Signs	16-10
Section 7	Official Signs	16-14
Section 8	On-premises Signs	16-14
Section 9	Political Signs	16-16
Section 10	Permits	16-16
Section 11	Application for Permit and Fees	16-17
Section 12	Repair, Maintenance, and Relocation	16-18
Section 13	Unlawful Signs and Revocation of Permits	16-18
Section 14	Sign Removal Procedures	16-20
Section 15	Local Ordinances	16-20
Section 16	Violations	16-20
Section 17	Federal Law	16-20
Figure 1	Back-to-back and Double-faced Signs	16-21
Figure 2	V-type Sign	16-22
Figure 3	Type I Directional Signs	16-23
Figure 4	Type II Directional Signs	16-24
Figure 5	Type III Directional Signs	16-25
Figure 6	Type I Official Signs	16-26
Figure 7	Type II Official Signs	16-27
Figure 8	Unzoned Commercial and Industrial Area	16-28
Figure 9	Railroad and Highway Right-of-Way	16-29
Figure 10	Overall Height Illustrations	16-30

Wyoming Department of Transportation
Outdoor Advertising

CHAPTER 16

Section 1. Authority and Purpose.

The Wyoming Department of Transportation, pursuant to W.S. 24-10-105 is authorized to promulgate rules governing outdoor advertising along the interstate, national, and former primary highway systems.

Section 2. Definitions.

The following words or terms when used shall have the following meanings, unless the context clearly indicates otherwise:

(a) **“Abandoned sign”** means a sign that is obliterated, displays an obsolete advertising message, or is in need of repair for 9 continuous months.

(b) **“Back-to-back sign”** means a sign with 2 display surfaces mounted on a single structure with the display surfaces visible to traffic from opposite directions of travel. (See Figure 1.)

(c) **“Blank sign”** means a sign structure having no panel or face, or whose panel or face is not covered at least 50 percent in area by an advertising message for 9 continuous months. If the sign structure has multiple display surfaces, a blank sign means a sign with either surface having an advertising message covering less than 50 percent of its area.

(d) **“Blinking”** means a form of flashing in which the pattern of sudden illumination changes occurs with more than 2 on-off cycles per second.

(e) **“Commercial or industrial activities”** means those activities generally recognized as commercial or industrial by zoning authorities in this state, except that none of the following shall be considered commercial or industrial activities:

- (i) Outdoor advertising structures;
- (ii) Agricultural, forestry, grazing, farming, and related activities including wayside fresh produce stands;
- (iii) Seasonal activities, or activities not conducted an average of at least 30 hours per week or at least 5 days a week;

- (iv) Activities not visible from the main-traveled way;
- (v) Activities conducted in a building principally used as a residence;
- (vi) Railroad tracks and minor sidings unless abutting land on at least one side of the tracks is classified as a zoned or an unzoned commercial or industrial area;
- (vii) Mineral extraction in the form of oil wells, pumping stations, transfer stations, storage tanks, and so forth;
- (viii) Activities located more than 660 feet from the highway right-of-way;
- (ix) Mobile home parks consisting primarily of blocked and skirted mobile homes;
- (x) Activities that violate state or local law, ordinances, or covenants.

(f) **“Commercial or industrial zone”** means those areas reserved for business, commerce, or trade pursuant to comprehensive local zoning ordinances or regulations, or enabling state legislation, including highway service areas in which the primary use of the land is reserved for commercial and roadside services other than outdoor advertising. To be accepted, any commercial or industrial zone shall be adopted in accordance with the planning and zoning provisions of W. S. 18-5-201 through W.S. 18-5-208.

(g) **“Conforming sign”** means a sign that is lawfully in place and complies with size, lighting, or spacing requirements and all other pertinent lawful regulations.

(h) **“Department”** means the Wyoming Department of Transportation.

(i) **“Digital billboard”** means a billboard displaying static images controlled by electronic communications.

(j) **“Directional sign”** means a sign identifying and containing directional information to public places and

(i) owned or operated by federal, state, or local governments or one of their agencies;

(ii) a sign identifying and containing directional information to publicly or privately owned natural phenomena or historic, cultural, scientific, educational, and religious sites; or

*How does
relating fit
this?*

(iii) a sign identifying and containing directional information to ranches, oil fields, missile sites, and so forth, located off highways where the side road is not signed by the Department. (See Figures 3, 4, and 5.)

(k) **“Dissolve”** means a transition between digital messages that is achieved with varying light intensity and in which the first message gradually appears to dissipate and loses legibility simultaneous to the gradual appearance legibility of the subsequent message.

(l) **“Double-faced sign”** means a sign with 2 display surfaces with multiple messages visible to traffic from one direction of travel. (See Figure 1.)

(m) **“Erect”** means to construct, build, raise, assemble, place, affix, attach, create, paint, draw, or in any other way bring into being or establish; but it shall not include any of the foregoing activities when performed as an incident to the change of advertising message or normal maintenance or repair of a sign structure.

(n) **“Facing”** means the total advertising surface of an outdoor advertising sign, display, or device visible from the main-traveled way of the highway.

(o) **“Fade”** means a transition between static message displays achieved with varying light intensity and in which the first message gradually loses light intensity to the point of not being legible and the subsequent message gradually increases intensity to the point of legibility.

(p) **“Flashing”** means a pattern of changing light illumination in which the sign illumination alternates suddenly between fully illuminated and fully non-illuminated in less than 4 seconds.

(q) **“Foot candle”** means a unit of illuminance equal to one lumen, uniformly incident upon an area of one square foot.

(r) **“Unlawful sign”** means a sign erected or maintained in violation of the state law, the outdoor advertising rules and regulations, or local law ordinance.

(s) **“Immediate”** means a transition between static message displays achieved in 2 seconds or less.

(t) **“Intermittent”** means a pattern of changing light intensity, other than that achieved with immediate, fade, or dissolve transitions, in which any message remains static for over 4 seconds.

(u) **“Interstate system”** means that portion of the national system of interstate and defense highways located within this state, as officially designated, or as may be so designed by the Department and approved by the secretary of transportation pursuant to the provisions of Title 23, United States Code, “Highways.”

(v) **“Maintain”** means to allow to exist.

(w) **“Main-traveled way”** means the traveled way of a state highway on which through traffic is carried. In the case of a divided highway, the traveled way of each of the separated roadways for traffic in opposite directions is a main-traveled way. It does not include such facilities as frontage roads, turning roadways, or parking areas.

(x) **“Moving light”** means the physical change in position of any visible illumination source while lighted or the simulation of movement achieved with a pattern of sequentially illuminating visible illumination sources within close proximity to each other.

(y) **“National highway system”** means that portion of connected main highways, including interstate and defense highways, as officially designated by the Department and approved by the secretary of transportation pursuant to the provisions of Title 23, United States Code, “Highways.”

(z) **“Nonconforming sign”** means a sign that was lawfully erected but does not comply with the provisions of the state law or regulations passed later or that later fails to comply with state law or regulations because of changed conditions.

(aa) **“Official signs”** means signs maintained by public agencies, public utilities, or nonprofit organizations. (See Figures 6 and 7.)

(bb) **“Off-premises sign”** means an outdoor advertising sign that advertises an activity, service, or product and located in an area other than the premises at which such activity or service occurs or the product is sold or manufactured.

(cc) **“On-premises sign”** means a sign consisting solely of the name of the establishment or identifying the establishment’s principal or accessory products or services offered on the property on which they are located.

(dd) **“Outdoor advertising”** means any permanent or portable outdoor sign, display, light, device, figure, painting, drawing, plaque, poster, billboard, or other object designed, intended, or used to advertise or inform, and which is visible from any place on the main-traveled way of the interstate or national highway systems.

(ee) **“Primary system”** means the federal-aid primary system in existence June 1, 1991, and any highway not on this system but included on the National Highway System.

(ff) **“Poor state of repair”** means an outdoor advertising unit that has been damaged or allowed to deteriorate to the extent that the message or symbols or both are incomplete, the structure has been weakened, or parts of the face or structure have been detached and are free to be moved by the wind.

(gg) **“Safety rest area”** means an area or site established and maintained within or adjacent to the right-of-way by or under public supervision or control for the convenience of the traveling public.

(hh) **“Static”** means having no motion within a particular message or copy displayed on a digital billboard.

(ii) **“Unzoned Commercial or Industrial Area”** means those areas within 660 feet of the nearest edge of the highway right-of-way that are not zoned by state or local law, regulation, or ordinance and

(i) on which is located one or more permanent structures devoted to a business or industrial activity and not predominantly used for residential purposes, or

(ii) on which a commercial or industrial activity is conducted whether or not a permanent structure is located there.

(iii) These areas shall extend along the highway for 600 feet on either side of the activity and those lands on the direct opposite side of the highway to the extent of the same dimensions, as long as the Department has not deemed those lands on the opposite side as scenic or as having aesthetic value.

(iv) In determining such an area, measurements shall be made from the furthest or outermost edges of the regularly used area of the commercial or industrial activity, structures, normal points of ingress and egress, parking lots, storage, and processing area constituting an integral part of the commercial or industrial activity.

(v) All signs located within an unzoned area shall become nonconforming if the commercial or industrial activity used to define the area ceases for 6 months. (See Figure 8.)

(vi) To be defined as an unzoned commercial or industrial area, the commercial or industrial activity shall be a business that is presently active and easily recognizable as a commercial or industrial activity. The business shall not qualify if:

(A) The majority of the business activity is not actually conducted on the premises during normal business hours.

(B) It is not connected to one or more utilities.

(C) It is not reasonably accessible to the public.

(D) It is located either partially or totally within an area zoned other than as commercial or industrial by local government zoning authority.

(E) The business activity is conducted in a building principally used as a residence.

(F) The commercial or industrial activity is established primarily to qualify an area for displaying outdoor advertising.

(G) The business activity and land use is not characteristic of that generally permitted in areas actually zoned commercial or industrial under the authority of state or local law, regulations, or ordinances.

(vii) Following are typical non-qualifying business activities:

(A) Local, county, state, or federal governmental offices or entities.

(B) Enterprises such as nursing homes, child care centers, hospitals, retirement centers, airports, golf courses, rodeo grounds, and fairgrounds.

(C) Non-profit organizations, service clubs, membership organizations, or any other private or semi-private organization, association, or entities not established for commercial profit, such as country clubs, trap clubs, and veterans clubs.

(jj) **“V-type sign”** means 2 signs erected independently of each other or attached to each other with multiple display surfaces having messages visible to traffic from opposite directions, with an interior angle between the 2 signs of not more than 120 degrees and with the signs separated by not more than 10 feet at the nearest point. (See Figure 2.)

(kk) **“Visible”** means capable of being seen, whether or not legibly, without visual aid by a person of normal visual acuity.

Section 3. **Outdoor Advertising Permitted.**

(a) No outdoor advertising visible from the main-traveled way of the interstate or primary highways may be erected or maintained except:

(i) Signs maintained by public agencies and public utilities and directional or other official signs or notices required or authorized by law, including but not limited to, signs pertaining to natural wonders and scenic and historic attractions.

(ii) On-premises signs including signs, displays, and devices advertising the sale or lease of property upon which they are located; and signs, displays, and devices advertising activities conducted on the property upon which they are located.

(iii) Off-premises signs including signs, displays, and devices located in areas adjacent to and within 660 feet of the nearest edge of the highway right-of-way and zoned industrial or commercial areas under the authority of law.

(iv) Off-premises signs including signs, displays, and devices located in areas that are adjacent to and within 660 feet of the nearest edge of the highway right-of-way and are unzoned industrial or commercial areas under the authority of law. Actual land use shall determine the unzoned industrial or commercial areas.

(v) All off-premises outdoor advertising signs located beyond 660 feet of the highway right-of-way within urban boundaries as defined by the Department are not controlled by state outdoor advertising law.

Section 4. **Digital Billboards.**

(a) The message, messages, or copy displayed on a digital billboard:

(i) Shall not be displayed through blinking, intermittent, flashing, or moving lights;

(ii) Shall remain fixed for at least 8 seconds;

(iii) Shall not increase the ambient lighting level by more than 0.3 foot candles when measured by a foot candle meter at:

(A) 150 feet for a digital billboard with a surface area of not more than 242 square feet;

(B) 200 feet for a digital billboard with a surface area greater than 242 square feet but not more than 378 square feet;

(C) 250 feet for a digital billboard with a surface area greater than 378 square feet but not more than 672 square feet; and

(D) 350 feet for a digital billboard with a surface area greater than 672 square feet.

(b) In no case shall a digital billboard increase the ambient lighting level by more than 0.3 foot candles at the property line of a single family dwelling located in a zoned district in which billboards are prohibited.

(c) Each digital billboard shall have a light sensing device to adjust the brightness as ambient light conditions change to conform to the requirements of this section.

(d) Transitions between messages shall be accomplished in 2 seconds or less by employing an immediate, dissolve, or fade method.

Section 5. Limits on Size, Form, Lighting, Locations, Spacing, and Overall Height.

(a) The following limits apply to size.

(i) A single-face outdoor advertising sign shall not exceed a length of 60 feet, a height of 25 feet, or an area of 1,200 square feet.

(ii) A double-face outdoor advertising sign shall not exceed a total of 650 square feet. Neither face shall exceed 325 square feet.

(b) The following limits apply to form.

(i) No more than 2 facings visible and readable from the same direction on the main-traveled way may be erected on any one sign structure defined as a double-faced sign.

(ii) Double-faced, back-to-back, and V-type signs shall be considered one structure and require one permit.

(c) The following limits apply to lighting.

(i) Unshielded lighting or signs with flashing, intermittent, or moving light or lights are prohibited.

(d) The following limits apply to location.

(i) Signs may not be erected to obscure or otherwise interfere with an official traffic sign, signal, or device, or obstruct or interfere with the driver's view of approaching, merging, or intersecting traffic.

(ii) Signs may not be located within 500 feet of any public park, forest, playground, cemetery, or scenic area designated by the Department or other state agency and adjacent to the highway unless the signs are in an incorporated area.

(iii) No signs may be located on railroad right-of-way in areas where the railroad right-of-way intersects the highway right-of-way. (See Figure 9.)

(iv) Outside incorporated villages and cities, signs may not be located within 500 feet of the following, measured from the point of pavement widening, for the longest *on* or *off* interchange ramp in both directions:

- (A) An interchange,
- (B) An at-grade intersection, or
- (C) A safety rest area.

(e) The following limits apply to spacing.

(i) The spacing requirements for outdoor advertising in zoned or unzoned commercial or industrial areas adjacent to the interstate and primary highway systems are as follows:

(A) Interstate highways—No new off-premises sign shall be erected closer than 500 feet to an existing off-premises sign either inside or outside incorporated villages and cities.

(B) Primary highways—No off-premises sign shall be erected closer than 100 feet from an existing off-premises sign within incorporated villages and cities. Outside incorporated villages and cities, no off-premises sign shall be erected closer than 300 feet from an existing off-premises sign.

(C) The preceding spacing requirements do not apply to structures separated by buildings or other obstructions if only one sign facing located within the preceding spacing distance is visible from the highway at any one time. The minimum distance between structures shall be measured along the nearest edge of the pavement between points directly opposite the nearest sign support along each side of the highway and shall apply only to structures located on the same side of the highway.

(D) The spacing requirements of this section do not apply to on-premises, directional, or official signs, nor shall measurements be made from such signs.

(f) The following limits apply to overall height.

(i) An outdoor advertising sign generally shall not exceed an overall height of 40 feet measured from the sign's highest point to the grade level of the highway from which the sign is to be viewed. If the ground level at the sign location is higher than the highway grade level, the 40-foot overall height criteria may be increased only as needed for sign visibility. Department approval is required to exceed the 40-foot overall height. (See Figure 10.)

Section 6. **Directional Signs.**

(a) The message on a directional sign shall be limited to identifying the site and directional information useful in locating the site, such as mileage, route number, or exit number. Descriptive words, phrases, pictorial representations, and logos are prohibited.

(i) The following directional signs prohibited.

(A) Signs advertising any unlawful activity.

(B) Signs that obscure any official traffic control device or interfere with a driver's view of approaching, merging, or intersecting traffic.

(C) Signs erected or maintained upon trees or drawn upon rocks or other natural features.

(D) Signs whose directional messages refer to sites that no longer exist.

(E) Signs that are structurally unsafe or in disrepair.

(F) Signs with unshielded lighting or signs with flashing, intermittent, or moving light or lights.

- (G) Signs located in rest areas, parklands, or scenic areas.
- (H) Signs with a commercial advertising legend or symbol.

(b) Directional signs **Types I and II**—**Type I** directional signs contain directional information to public places owned or operated by federal, state, or local governments or areas the Department deems of interest to the traveling public. **Type II** directional signs contain directional information to privately owned natural phenomena; historical, cultural, scientific, religious, or educational sites; areas suited for outdoor recreation; or areas the Department deems of interest to the traveling public. (See Figures 3 and 4.)

(c) All **Type I and Type II** directional signs shall be permitted.

(i) The following size limits shall apply to **Type I and Type II** signs:

(A) **Types I and II** directional signs shall not exceed an area of 150 square feet, a height of 20 feet, or a length of 20 feet.

(ii) The following shall apply to the location and spacing of **Types I and II** signs.

(A) Signs shall not be located closer than 2,000 feet to a rest area, parkland, or scenic area or to an interchange or intersection at grade, measured from the point of widening at the entrance or exit from the main-traveled way.

(B) Directional signs facing the same direction of travel shall be spaced more than one mile apart.

(C) No more than 3 **Type I** directional signs relating to the same activity may be erected along a single route approaching the activity.

(D) No directional signs located adjacent to the interstate highway shall be located more than 75 air miles from the attraction or activity. Signs adjacent to primary highways shall be within 50 air miles of the attraction or activity.

(iii) Following are eligibility criteria for **Types I and II** signs.

(A) A site shall be regionally or nationally known. To qualify as regionally known, the site shall be known within the entire state of Wyoming and any state contiguous to Wyoming.

(B) The site shall be of outstanding interest to the traveling public and have a substantial number of tourist visitors. The dominant attraction shall benefit and enlighten the traveling public and not be a tourist-oriented roadside business. ?

(C) The site shall be within 10 miles of the state highway access on an adequate all-weather road. If the activity is clearly visible from the highway access, "on-premises" signs shall suffice.

(D) Attractions or activities having official highway signs on the right-of-way shall not qualify for directional signs on private property along that respective route.

(E) Historical sites, in addition to complying with preceding subsections (A) through (D), shall be listed in the national register of historic places.

(F) Educational or cultural sites, in addition to meeting preceding subsections (A) through (D), shall comply with one of the following by being:

(I) a site where intellectual faculties are developed; or

(II) a site where characteristic features of a particular stage in the advancement of civilization took place; or

(III) a site where education is advanced; or

(IV) a site containing a structure significant to education. The structure shall either have architectural value or be the surviving structure most associated with a historically significant person or event.

(G) Scientific sites, in addition to complying with preceding subsections (A) through (D), shall be sites or institutions for the systematic study of scientific principals where hypotheses are formulated and tested.

(H) Religious sites, in addition to meeting preceding subsections (A) through (D), shall comply with one of the following:

(I) The site shall be related to religious activities of a particular culture; or

(II) The site shall be the location of religious activity of historical or cultural significance, but it cannot currently be used for worship.

(I) Natural phenomena sites, in addition to complying with preceding subsections (A) through (D), shall be naturally occurring (such as caves, unusual rock formations, water falls, and so forth) as distinguished from man-made sites.

(J) Outdoor recreation sites, in addition to meeting subsections (A) through (D), shall comply with one of the following:

(I) The site shall have a minimum of 5 acres, 50 percent of which shall be unoccupied open space accessible to the public; or

(II) The site shall have a picnic area, tables, benches, litter barrels, drinking water, and sanitary facilities; or

(III) The site shall have adequate maintenance staff to keep facilities in a clean and sanitary condition; or

(IV) The site shall have one or more of these facilities: a public boat landing, a supervised swimming area, public fishing access, a campground, a golf course, a tennis court, or a playground.

(iv) The following shall apply to **Type III** directional signs. These signs contain directional information to ranches, oil fields, missile sites, and so forth, located off highways where the side road is not signed by the Department. (See Figure 5.)

(v) **Type III** eligibility criteria include the following.

(A) **Type III** directional signs shall not exceed an area of 32 square feet.

(B) The sign shall be within 500 feet of the approach road.

(C) Only one sign is permitted per activity and may be placed on a back-to-back installation.

(D) The sign shall be on the same side of the highway as the activity.

(E) The Department shall approve the location of all **Type III** directional signs before erection.

(F) A permit is not required for a **Type III** directional sign.

Section 7. **Official Signs.**

(a) **Type I Official Signs** are signs and notices erected and maintained by public officers or public agencies within their territorial or zoning jurisdiction to carry out an official duty or responsibility. These signs shall not be any larger than necessary to adequately inform the traveling public. The Department shall approve the location of official **Type I** signs before erection, but these signs do not require an advertising permit. (See Figure 6.)

(b) **Type II Official Signs** are signs and notices relating to meetings of nonprofit service clubs or charitable associations or to religious services. The size of these signs shall not exceed an area of 8 square feet. The message content is limited to the organization's name and the meeting times. No more than one such sign may be erected in each approach direction of traffic. The Department shall approve the location of official **Type II** signs before erection, but these signs do not require an advertising permit. (See Figure 7.)

Section 8. **On-premises Signs.**

(a) On-premises signs are signs advertising on-premises activities only. On-premises signs are further defined as follows:

(i) Signs that advertise the sale or lease of the property on which the sign is located;

(ii) Signs advertising a principal product sold, a service rendered, or an activity conducted on the specific property on which the sign is located; and

(iii) Signs that identify the goods produced on the property; the name of the business; or the name of the person, firm, corporation, or agency occupying the property.

(b) "On-premises" qualifying criteria include the following.

(i) The premises on which any activity is conducted is determined by the physical facts rather than by property lines. The premises consist of the land occupied by the buildings or other physical uses that are necessary or customarily incident to the activity, including such open spaces arranged to be used in connection with such buildings.

(ii) Generally, the property may be defined as a parcel of land on which is a regularly used building or a service, repair, processing, storage or parking area, or some combination of these facilities, used in conjunction with the on-premises activity.

(c) The following land uses shall not be considered part of the premises on which the activity is conducted, and any signs located on such land shall be considered “off-premises” outdoor advertising and subject to permit regulations.

(i) Any land that cannot be reasonably used as an integral part of the business. This includes, but is not limited to, land separated from the activity by a roadway, highway, or other obstruction and not used as an integral part of the business. The same restriction applies to undeveloped highway frontage adjacent to the land actually used by the advertised activity.

(ii) Any vacant land or land used for a purpose unrelated to the advertised activity (for example, land adjacent to or adjoining a service station but devoted to farming or ranching, residence, or other commercial or industrial uses having no relationship to the service station activity).

(iii) Any land occupied solely by structures or uses that are only incidental to the principal activity and serving no purpose other than to attempt to qualify the land for signing purposes.

(iv) Where the sign site is located at or near the end of a narrow strip adjacent to the advertising activity, the sign site shall not be considered part of the premises. A narrow strip shall include any configuration of land that cannot be put to any reasonable use related to the activity other than signing.

(d) Examples of prohibited “on-premises” displays include the following.

(i) A sign advertising a product or service provided on the property but incidental to the business’s principal purpose (such as a sign located on top a service station advertising cigarettes).

(ii) A sign that advertises products, activities, or services conducted on the property but also advertising activities not performed on the property (for example, a sign advertising a motel not located on the property with an additional message stating “rock shop here” to advertise an on-premises rock shop).

(iii) A sale or lease sign advertising a product or service not located on the property and unrelated to the business of selling or leasing the property on which the sign is located (for example, a sign advertising an off-premises restaurant with the message “this property for lease—apply at . . .”).

Section 9. Political Signs.

(a) Written campaign advertising shall not be placed on or attached to any real or personal property of the state or its political subdivisions, **except**:

(i) The Department of Transportation shall allow campaign materials to be placed on state rights-of-way within municipalities subject to rules and regulations adopted by the municipality.

(b) Written campaign advertising shall not be placed within the right-of-way of any interstate highway.

Section 10. Permits.

(a) A permit shall be obtained for each advertising structure before construction of any sign. If a structure or sign has been erected before a permit is issued, the structure or sign shall be deemed unlawful. Signs exempt from permits are on-premises, official, and **Type III** directional signs, although official and **Type III** directional signs require written permission from the Department before erection.

(b) Each permit issued shall be assigned a separate identification number on a permanent tag provided by the Department. The permit tag shall be affixed to the lower corner of the sign face nearest the right-of-way line or to the face of the upright, leg, or pole of the structure nearest the right-of-way line. The permit tag shall be visible from the nearest point of the highway. A sign that fails to have the permit tag affixed is subject to revocation and removal by the Department.

(c) If the original permit tag becomes lost, damaged, or unreadable, the permit holder shall request a replacement tag. The Department shall provide replacement tags bearing the original permitted number for \$25 each.

(d) Outdoor advertising signs may have the sign owner's name, address, logo, or trade name affixed on a separate name panel of wood or metal construction fastened to the sign or sign structure. A commercial sign company shall limit its name plate to its logo or trade name only, provided that the logo or trade name is as indicated on all the company's outdoor advertising permit applications.

(e) Sign structures bearing permit tags for signs other than the one for which they were issued shall be in violation.

(f) Permit holders shall notify the Department in writing when the sign structure has been erected.

(g) Sign permits may be transferred from the current sign owner to a new owner upon written notification to the Department from the current sign owner.

Section 11. **Application for Permit and Fees.**

(a) A separate application for a permit shall be made for each separate outdoor advertising structure, sign, or display, on an application form furnished by the Department and containing all information the Department requires. Each application shall be accompanied by the following:

- (i) A nonrefundable application fee specified by **W.S. 24-10-107**.
- (ii) Written consent of the owner or occupant of the real property upon which the structure, sign, or display is to be erected or maintained.
- (iii) A statement from the appropriate zoning authority verifying the zoning classification of the proposed sign site in each city or county where zoning laws are enforced if the sign is located in an area zoned commercial or industrial.
- (iv) A zoning map or a diagram of the sign location showing the highway route number and such physical features and other stationary landmarks necessary to describe the location adequately. The zoning map or sketch shall also indicate the distance in feet from the sign location to the nearest milepost marker and the spacing between the sign location and any existing off-premises sign or commercial or industrial activity used to define the area.

(b) Location—Before submitting an application, the applicant shall stake the proposed sign location and attach to the stake the applicant's name and address. The stake shall be located at the proposed location of the sign support closest to the highway right-of-way and shall be visible from the highway. Each pending application location may be field checked for compliance with state law and Department regulations before application approval. After approval, the applicant shall in some manner display the permit number, excluding the permit tag, on the location stake.

(c) Fees—Each permit shall be valid for 3 years and then renewed annually. Permits for **Type I** directional signs shall be renewed at no cost to the owner agency. Permit renewal fees shall become delinquent 30 days after the annual renewal date. On becoming delinquent, such sign structures are unlawful and shall be removed.

Section 12. Repair, Maintenance, and Relocation.

(a) All signs, including official and directional signs, shall be maintained in a safe condition and in sound repair. The Department shall remove signs in an unsafe condition or poor state of repair if they are not repaired upon notice. Relocation of advertising signs shall not be permitted since outdoor advertising permits are issued for specific locations. The Department shall consider written requests to improve conforming signs and structures and shall grant approval if appropriate.

(b) For nonconforming signs and structures, advertising messages may be changed and structures may be repaired, but they shall not be improved in a manner that increases the structure's value. Some examples of improvements not approved for nonconforming signs are the following:

(i) Adding lighting.

(ii) Revising the structure from wood to steel posts.

(iii) Increasing the size of the original sign face by attaching additional signs, or increasing the size of the existing sign face.

(c) Such improvement of a structure shall cause its permit to be revoked.

(d) A nonconforming sign or structure may be replaced if destroyed by vandals. Prior approval of the Department shall be obtained before replacing an entire structure.

Section 13. Unlawful Signs and Revocation of Permits.

(a) Any of the following can cause a sign to be unlawful and the permits or renewals to be revoked or denied. Upon the revocation of any permit, the sign for which it was issued constitutes unlawful advertising and shall be removed.

(i) Outdoor advertising maintained without a permit or Department approval.

(ii) Outdoor advertising in an unsafe condition or in poor repair.

(iii) Outdoor advertising erected after March 5, 1971, contrary to the terms of the Outdoor Advertising Act (W.S. 24-10-101 through W.S. 24-10-115).

(iv) Outdoor advertising not complying with size or spacing limits.

(v) Outdoor advertising maintained under a permit issued pursuant to an applicant's false and misleading statement.

(vi) Outdoor advertising hindering the clear, unobstructed view of approaching or merging traffic, obstructing the view of any traffic sign or other official sign, or signs imitating a traffic sign.

(vii) Outdoor advertising with unshielded lighting or signs with flashing, intermittent, or moving light or lights.

(viii) Directional signs **Type I, Type II, or Type III** with a commercial advertising legend or symbol.

(ix) Outdoor advertising that is erected or repaired from within the highway right-of-way.

(x) A sign that is blank or abandoned for 9 continuous months.

(xi) A nonconforming sign once removed from a permitted location becomes unlawful to replace.

(xii) Outdoor advertising painted or affixed to any natural feature.

(xiii) Permitted outdoor advertising not displaying the assigned permit number tag.

(xiv) Failure to renew a permit within 30 days after the expiration of the permit period.

(xv) Failure to erect advertising signs within one year of the date a permit is issued.

(xvi) To otherwise violate state law or Department regulations.

(b) When the Department determines that a violation of outdoor advertising has occurred, the Department shall give written notice of the violation by certified mail to the permit holder and specify that remedial action has to be taken within 30 days, or the permit shall be revoked and action for removal of the sign commenced.

Section 14. Sign Removal Procedures.

(a) The procedures for sign removal are set forth in W. S. 24-10-109 and include the following:

(i) Removal notice shall be given by certified mail to the sign owner and owner or occupant of the land. If the owner of the sign is unknown, notice shall be posted on the structure in a conspicuous place.

(ii) The land or the structure owner may make written request no later than 15 days after receiving the removal notice for a hearing pursuant to General Section, Chapter 3, Appeals and Hearings, of the Wyoming Department of Transportation's rules and regulations. Upon receiving the written hearing request, the Office of Administrative Hearings shall set a date for a hearing within 30 days.

(iii) If a hearing is not requested, or if no appeal is taken from the hearing examiner's decision at such hearing, or if the hearing examiner's decision is affirmed on appeal, the Department shall immediately remove the offending outdoor advertising at its own expense with no compensation to the owner.

Section 15. Local Ordinances.

Local ordinances, regulations, or resolutions more restrictive than the provisions of the Outdoor Advertising Act are not affected by these rules.

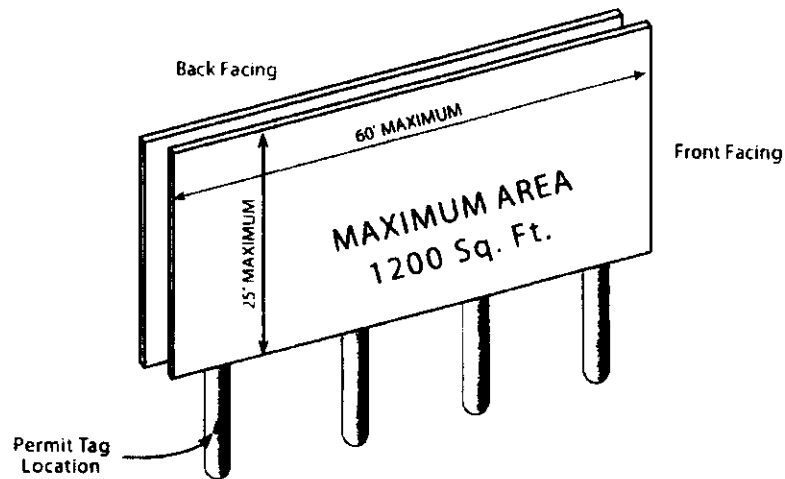
Section 16. Violations.

All outdoor advertising not conforming to the requirements of the Outdoor Advertising Act are declared in violation of the act and are also declared public nuisances. Individuals observing violations of the Outdoor Advertising Act are urged to report their complaints immediately to the nearest Department office. Any person violating this act shall be guilty of a misdemeanor.

Section 17. Federal Law.

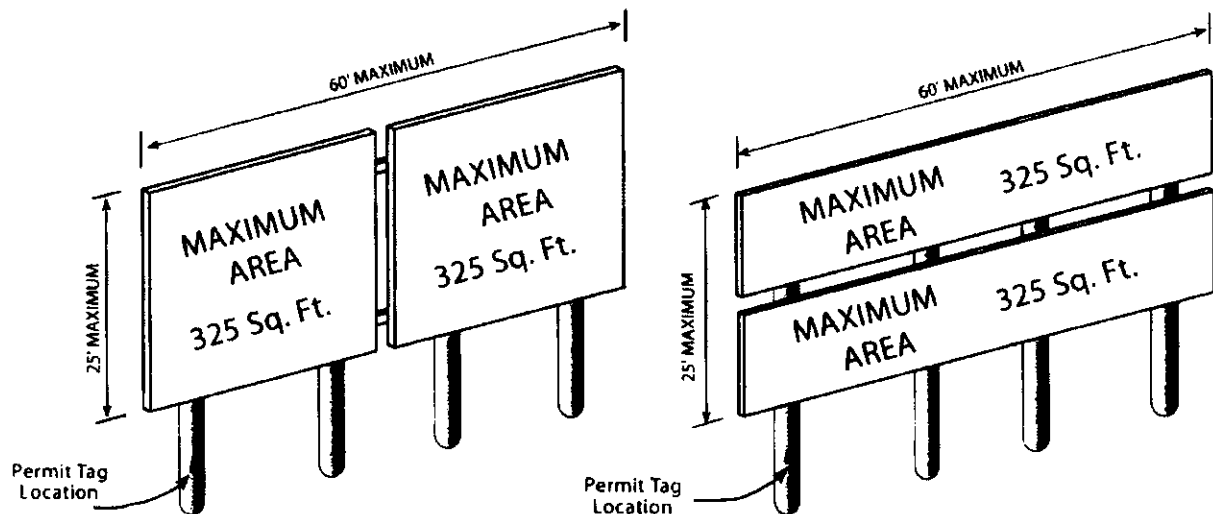
Rules and regulations promulgated by the Federal Highway Administration pursuant to 23 United States Code, Section 131, as amended, shall supersede these rules and regulations when the federal rules conflict or are more restrictive.

FIGURE 1



BACK - TO - BACK SIGN

(One Permit Required)



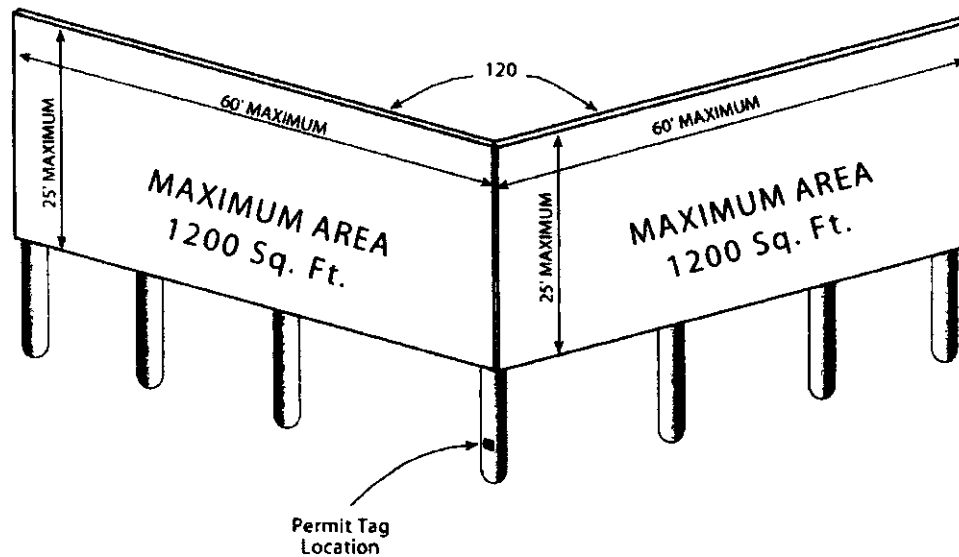
DOUBLE-FACED SIGN

(One Permit Required)

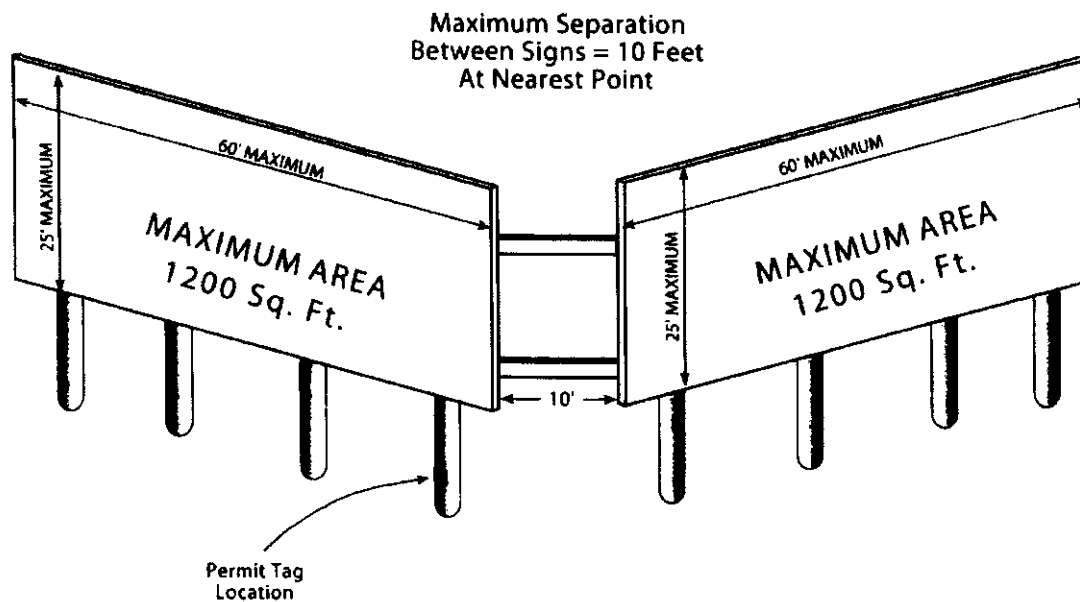
16-21

Rev. 08/10

FIGURE 2



Maximum Interior Angle
Between Signs = 120 Degrees



V-TYPE SIGN
(One Permit Required)

16-22

Rev. 08/10

FIGURE 3

TYPE I DIRECTIONAL SIGNS

Maximum Height: 20 Feet
Maximum Length: 20 Feet
Maximum Area: 150 Sq. Ft.
Permit Required

CHAMBERS COUNTY
PUBLIC LAKE
NEXT RIGHT

SILVER FALLS
WATERFALL
LEFT 3 MILES

Examples Only
See Section 5: Directional Signs
Type I and Type II Eligibility Criteria

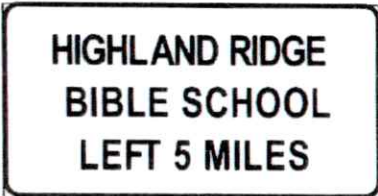
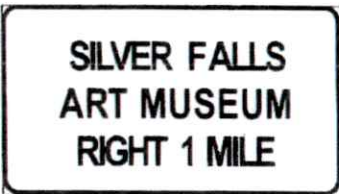
CANYON NATIONAL
WILDLIFE REFUGE
EXIT 333
TURN RIGHT - 10 MILES

ROLLING HILLS
CIVIC CENTER
LEFT 1 MILE

FIGURE 4

TYPE II DIRECTIONAL SIGNS

Maximum Height: 20 Feet
Maximum Length: 20 Feet
Maximum Area: 150 Sq. Ft.
Permit Required



Examples Only
See Section 5: Directional Signs
Type I and Type II Eligibility Criteria

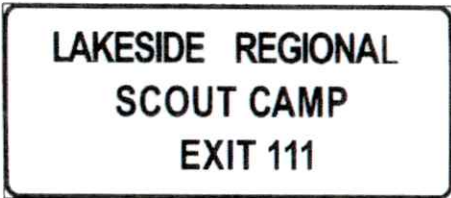
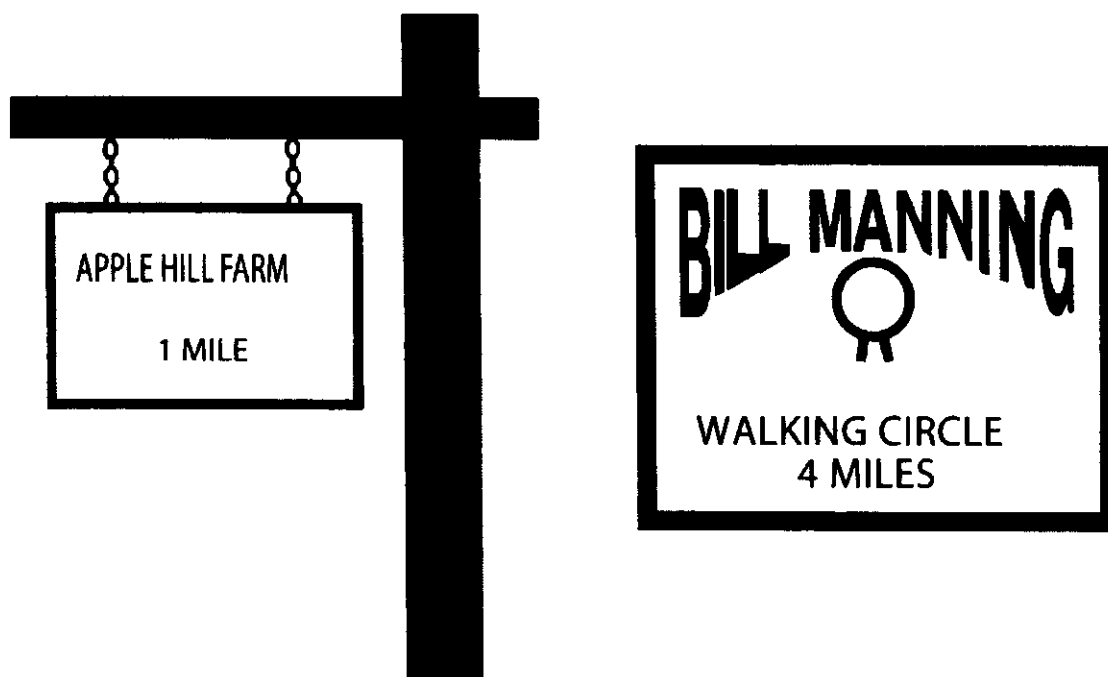


FIGURE 5

TYPE III DIRECTIONAL SIGNS

Maximum Area: 32 Sq. Feet
Location Must Be Approved
No Permit Required

WIND BASIN COAL MINE
RIGHT 2 MILES



16-25

Rev. 08/10

FIGURE 6

TYPE I OFFICIAL SIGNS

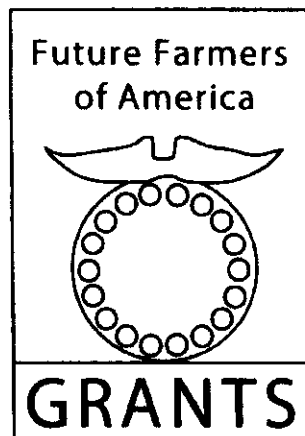
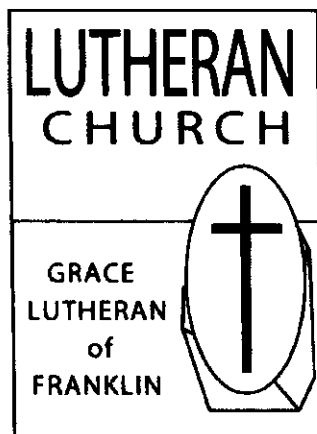
Size: No Larger Than Necessary
Location Must Be Approved
No Permit Required



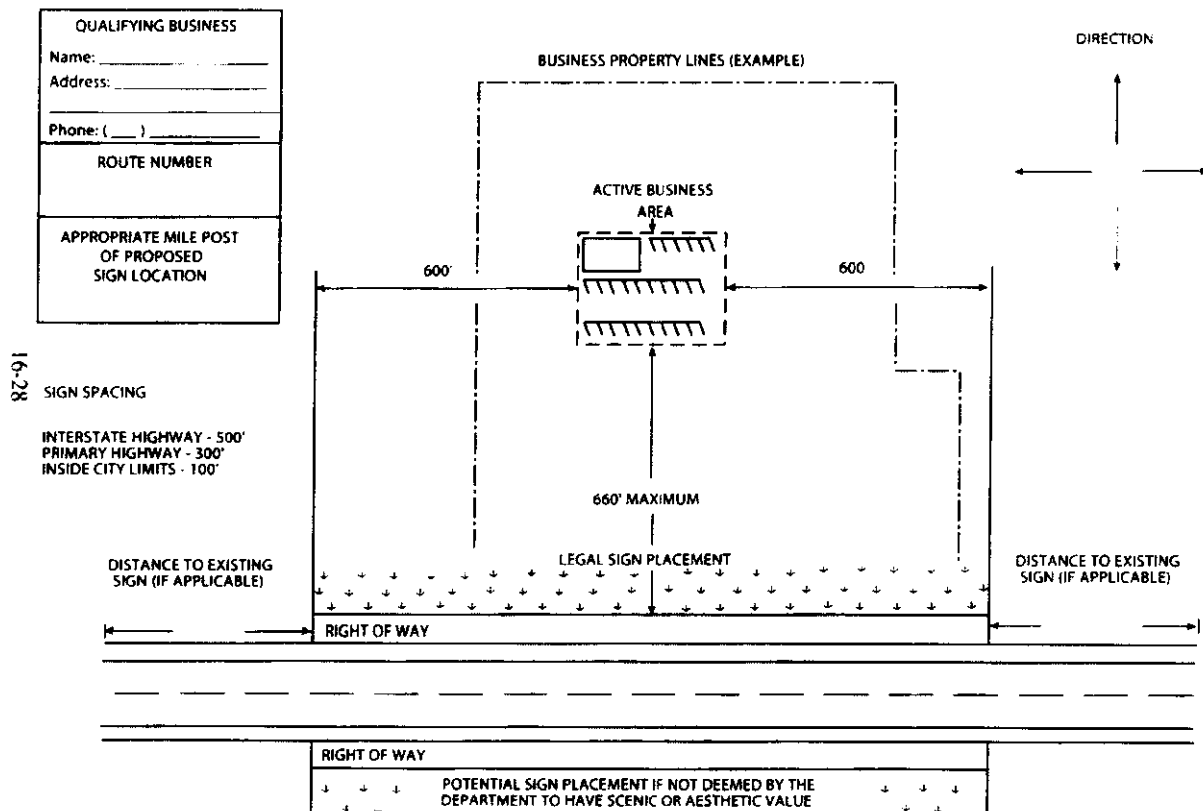
FIGURE 7

TYPE II OFFICIAL SIGNS

Maximum Area: 8 Sq. Ft.
Location Must Be Approved
No Permit Required



UNZONED COMMERCIAL & INDUSTRIAL AREA



Rev. 08/10

FIGURE 9

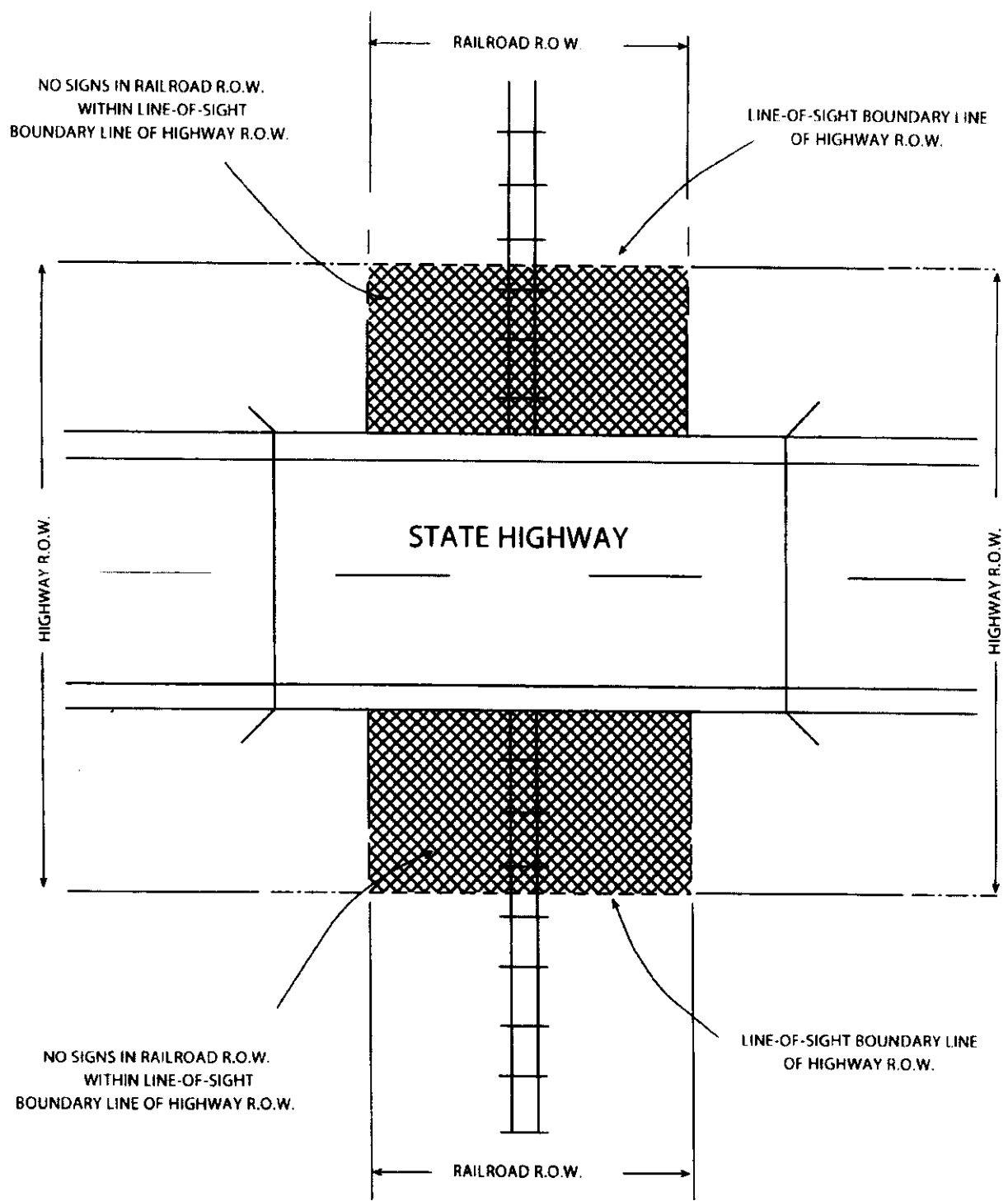
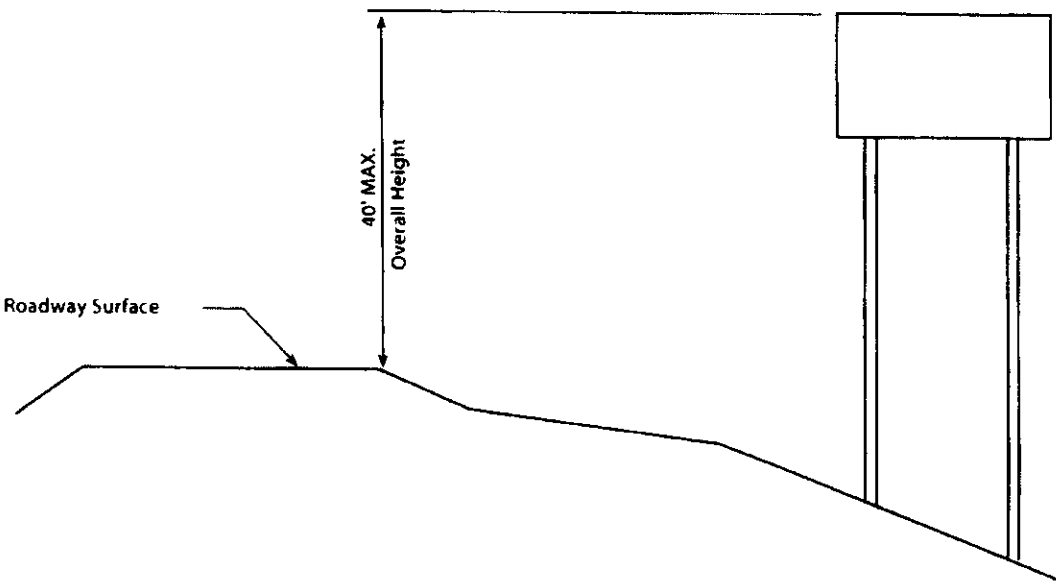
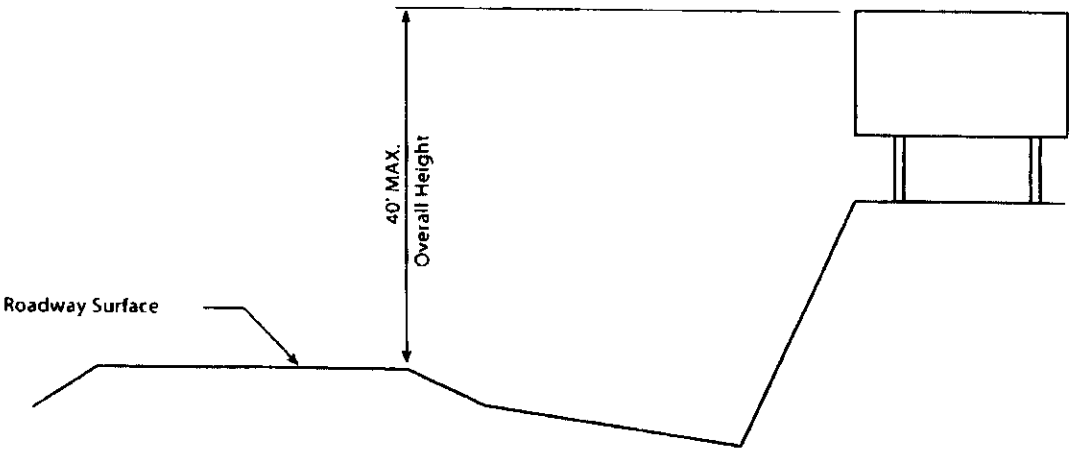


FIGURE 10



OVERALL HEIGHT ILLUSTRATION

16-30

Rev. 08/10



**Town of Alpine
Planning and Zoning Commission
Recommendation to Town Council**

TO: Mayor and Town Council

PREPARED BY: Gina Corson, Planning & Zoning Administrator

DATE: October 16, 2025

SUBJECT: Get Down LLC DBA Melvin Brewing Company- Special Use Permit Application

MEETING DATE: October 21, 2025

PLANNING AND ZONING COMMISSION RECOMMENDATION

The Planning and Zoning Commission met on Tuesday, October 14, 2025, and reviewed a Special Use Permit Application from Get Down LLC DBA Melvin Brewing Company, 624 County Road 101, Alpine, WY.

Upon review of the Town's Rights of Special Use Permit Ordinance (Ordinance No. 2025-004) and review of the proposed sign design and proposed sign location, the Commission would like to recommend that the Town Council consider approval of the Special Use Permit.

NEXT STEPS

- Place the issue on the Town Council agenda for review.
-

Mr. Dan Schou moved to send a recommendation to the Town Council for the Town to approve the Special Use Permit for Get Down LLC DBA Melvin Brewing Company, 624 County Road 101, contingent on a fully executed lease agreement and payment of all fees associated with the application, and a stipulation that once the final sign is in place, it is approved by WYDOT. Mrs. Rachael Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.



Gina Corson, Acting Planning & Zoning Administrator

10/16/2025

Date



STAFF REPORT

TO: Mayor, Town Council, and Planning and Zoning Commission Members

FROM: Gina Corson, Planning & Zoning Administrator

DATE: 06/26/2025

SUBJECT: Get Down, LLC dba Melvin Brewing Company Special Use Permit Application

MEETING DATE: 10/14/2025

PURPOSE

To provide background information, review the application for completeness and conformance to the procedural requirements associated with the Special Use Permit application process in Town ordinance No. 2025-004, and make recommendations to the Planning and Zoning Commission and Town Council to aid in their decision-making process.

BACKGROUND

1. Special Use Permit Application and Supplemental Information were submitted on June 20, 2025; All related filing fees have been submitted; the Application was reviewed and evaluated by the Zoning Administrator. "Attachment #1"
2. Required advertising was submitted to Star Valley Independent for consecutive advertising from September 17th through September 24th, 2025, in anticipation of an October 14th, 2025, public hearing. "Attachment #2"
3. As required, all property Owners within a five-hundred-foot (500) radius of the proposed property were notified via supplied information of the project, with ample opportunity to provide comment and/or to give a response to the mailing, either in person or in writing. A response deadline of August 6th, 2025, was given. "Attachment #3"
4. Approximately thirty-one (31) mailings were sent out.
5. To date, the Town has received one written response. (Attachment #4)
6. A copy of the Plat map of the land to be leased from the Town of Alpine for the sign is attached, further referred to as "Attachment #5".
7. A lease agreement for the land to place the proposed sign has been approved by the Town Council. Melvins is waiting to sign the lease agreement to verify the start date of their payments based on the time of the year and the fact that they will not be able to place the sign until spring.(attachment #6)

NEED FOR SPECIAL USE APPLICATION



The subject property is zoned **Public and Community Facilities**, and per the Alpine Land Use and Development Code (LUDC), off-premise signs are only allowed on commercial lots that adjoin a public road unless a Special Use Permit is granted. Therefore, a Special Use Permit is required in order to place the signs on Town property.

APPLICATION SUMMARY

Property Location: Approximately 793.4 square feet of land located on the SE corner of Lot #3 of Alpine Third West Subdivision, within the incorporated boundaries of the Town of Alpine, Lincoln County, Wyoming.

Parcels Involved: Alpine Third West Addition, also known as Lot #1

Proposal: The lease holder is requesting a **Special Use Permit** to allow flexibility in placement location for a directional sign.

Project Overview:

Get Down, LLC dba Melvin Brewing Company submitted a Special Use Permit (SUP) application to allow placement of off-premise directional signage on Town-owned property adjacent to U.S. Highway 89. The signage will direct traffic—specifically delivery trucks and taproom patrons—to Melvin Brewing’s facility at 624 County Road 101, Alpine, Wyoming.

The request was filed using the Town’s official SUP Application and includes all required criteria responses. The applicant states that the signage will:

- Improve traffic patterns by directing brewery and truck traffic away from residential neighborhoods;
- Provide clearer navigation for visitors and delivery drivers; and
- Maintain aesthetic consistency with Alpine’s design standards and branding

Special Use Permit Application

The applicant has indicated that there are no anticipated negative effects on public health, safety, or the environment and that lighting and design will be consistent with the Town’s codes.



A Master Authorization to Act on Behalf of the Property Owner, signed by Mayor Eric Green, was submitted, formally authorizing Melvin Brewing to represent the Town for the purpose of this signage request (Attachment #7)

Zoning District(s): Public Community Facilities (PCF).

PROCEDURAL HISTORY

- ☐ **Application Filed:** Special Use Permit application and supplemental information submitted June 2, 2025. All filing fees have been paid in full. Application reviewed by the Zoning Administrator. (Attachment #1)
- ☐ **Public Notice:** Advertising submitted to *Star Valley Independent* for consecutive publications September 17th and September 24th, 2025, for the October 14th, 2025, hearing. (Attachment #2)
- ☐ **Mailings:** Approximately thirty-one (31) notices mailed to property owners within 500 feet; ~18 owners hold multiple parcels. The applicant also owns property within the radius. Deadline for responses was August 6th, 2025. To date, no written responses have been received. (Attachment #3)
- ☐ **Plat Submission:** Proposed Lot to lease, placement location of proposed sign, and executed lease agreement (Attachment #5)

REQUIRED SUBMITTALS

Checklist per Section Ordinance No. 2025-004 Special Use Permits Sections 5 and 6:

- ☒ Special Use Permit Application signed by applicant
 - ☒ Legal description
 - ☒ Site plan and plat map showing placement of leased land and sign on the leased land
 - ☒ Public notification document
 - ☒ Fees: Need to verify payment of advertising reimbursement to the town
 - ☒ Written Report addressing how the proposed use complies with the Criteria in Section 6 (Attachment #8)
-



STAFF REVIEW AND FINDINGS (references to WYDOT Outdoor Advertising, attachment #8, and currently adopted Land Use Development code.)

1. Applicable Zoning and Code Compliance

The subject parcel is zoned Public and Community Facilities (PCF).

Signs permitted within this zone are typically limited to governmental, civic, and institutional identification signs. However, under LUDC §4-803(h)(5), a Special Use Permit may authorize off-premise signage for a private business on non-commercial property when consistent with Town policy and surrounding land uses

2. Design Standards

All sign dimensions, height, illumination, and materials must conform to PCF District sign regulations under Section 4-803. Any deviation from these standards would require redesign or reduction prior to Town Council approval. Landscaping is required at the base of freestanding signs in accordance with Section 4-803(c)(5), ensuring year-round aesthetic integration

3. Off-Premise Sign Requirements

The LUDC restricts off-premise signs to commercial and industrial zones adjoining public streets, unless an approved contract exists between the property owner (Town of Alpine) and the business owner (Melvin Brewing) as reviewed by the Planning and Zoning Commission

This authorization has been provided through the Town's executed agreement and ownership consent.

4. AGENCY AND DEPARTMENT REVIEW

- WYDOT: Provided written coordination confirming the proposed sign meets directional standards and does not interfere with highway visibility or safety .
- Public Works Department: No objection, provided final design allows adequate sight distance and does not interfere with municipal signage.
- Planning Staff: Recommends ensuring illumination and size conform to PCF sign limitations and that base landscaping be maintained year-round.



5 Findings: (see attachment # 9 for proposed sign design)

- The application complies with the **procedural requirements** of Ordinance No. 2025-004 for Special Use Permits.
- The proposed use is **consistent with the intent** of the PCF Zone and **Section 4-803(h)(5)** of the LUDC.
- The project supports **public safety** by directing vehicular and delivery traffic more efficiently to the Melvin Brewing facility.
- The proposed design is **compatible with surrounding Town facilities** and highway corridor aesthetics.
- The **property owner authorization** and **WYDOT review** demonstrate adequate interagency coordination and legal authority.
- Landscaping and design requirements under **Section 4-803(c)(5)** will ensure visual compatibility and compliance with Town standards.

6. Implications for Current Interpretation

Given the 2006 policy framework and the 2025 regulatory structure, the **Special Use Permit request** to allow subdivision and individual ownership of units:

- **Directly aligns** with the **original policy vision** of the MRC Zone;
- **Maintains** the required design cohesion and infrastructure adequacy; and
- **Fulfills** both the **intent and practical application** of the Town's mixed-use development policies.

7. Overall Finding

The proposed off-premise directional sign for **Get Down, LLC dba Melvin Brewing Company** complies with the **Town of Alpine Land Use Development Code (LUDC)** and aligns with the **intent of the Public and Community Facilities (PCF) zoning district**. While signage within the PCF zone is typically limited to governmental or institutional identification, **LUDC §4-803(h)(5)** allows off-premise signage by **Special Use Permit** when consistent with Town policy



and surrounding land uses. The applicant has obtained formal authorization from the Town of Alpine, meeting this key requirement.

The proposed signage design meets all applicable **PCF District standards** under **Section 4-803**, including conformance with prescribed limits for size, height, materials, and illumination. Landscaping at the base, required under **Section 4-803(c)(5)**, ensures visual cohesion and year-round aesthetic integration. Any future deviation from these standards would require redesign or Town Council reapproval.

Agency reviews confirmed regulatory compliance and safety. **WYDOT** verified that the proposed sign location and dimensions meet highway visibility and directional standards. The **Public Works Department** raised no objection, contingent on maintaining sight distance and avoiding conflicts with municipal signage. **Planning Staff** found the proposal consistent with Town design expectations and recommended continued adherence to PCF design and maintenance requirements.

Staff finds the application procedurally complete and substantively compliant with **Ordinance No. 2025-004**. The project enhances **public safety and traffic circulation** by clearly directing delivery and visitor traffic to the Melvin Brewing facility. The sign's design and placement are **compatible with the surrounding public uses** along the U.S. 89 corridor and align with **the 2006 Master Plan's goals** for coordinated signage, wayfinding, and community branding. The application demonstrates appropriate interagency coordination and legal authority through property owner consent and WYDOT approval. Landscaping and design features ensure long-term compliance and visual quality consistent with Town standards.

PUBLIC NOTIFICATION

- Certified mailings sent to owners within 500 feet (approx. 35 mailings).
 - Publication in Star Valley Independent on September 24 and October 1, 2025.
 - Public notices we posted at the Town of Alpine Post Office and Town Hall for 1 month before the Public hearing date
 - Comment deadline August 6th, 2025.
 - Written responses received
-

RECOMMENDATION

Staff recommends **approval** of the **Special Use Permit** for **Get Down, LLC dba Melvin Brewing Company** to install an **off-premise directional sign** on Town-owned property along U.S. Highway 89, subject to the following **conditions of approval**:



1. **Design Compliance:**

Final sign dimensions, height, lighting, and materials must conform to the PCF District design standards in **LUDC §4-803**.

2. **Landscaping:**

The base of the freestanding sign shall include landscaping consistent with **Section 4-803(c)(5)**, maintained year-round.

3. **WYDOT Coordination:**

Installation shall comply with all WYDOT directional sign regulations and approvals on file with the Town.

4. **Maintenance:**

The applicant shall maintain the sign and landscaping in good repair at all times.

5. **Future Modification:**

Any modification to design, size, or lighting shall require additional review by the Planning & Zoning Commission.

6. **Fees and Costs:**

Verify Town has been reimbursed for the public notice advertising with SVI.

7. **Execution of Lease:**

The Town Council and Melvins need to agree upon and execute a lease agreement.

ATTACHMENTS:

1. Special Use Permit Application
2. Public Notice for Required Advertising
3. Property Owners Notification List Within a five-hundred (500) foot Radius
4. Email of support from an adjacent property owner
5. Proposed location of sign on town property
6. Lease agreement
7. Master Authorization to Act on Behalf of Property Owner (Town of Alpine)
8. Written Report addressing how the proposed use complies with the Criteria in Section 6
9. Proposed sign design
10. WYDOT Outdoor Advertising



**TOWN OF ALPINE, WYOMING
ORDINANCE NO. 2025-004
SPECIAL USE PERMITS AND SPECIAL REVIEW**

**AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING ESTABLISHING A REVIEW AND
ISSUANCE PROCESS FOR SPECIAL USE PERMITS WITHIN THE TOWN OF ALPINE.**

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

SECTION 1. *PURPOSE AND INTENT:* The purpose of this Ordinance is to provide a regulatory framework for the review and issuance of Special Use Permits in the Town of Alpine, Wyoming, to ensure that land use and development activities are compatible with the goals and objectives of the Town's Comprehensive Plan. The Special Use Permit process allows for the review of certain uses that are deemed to be compatible with the zoning district but may require special conditions for approval due to their impact on surrounding properties, public services, or infrastructure.

SECTION 2. *AUTHORITY:* This Ordinance is adopted pursuant to the authority granted by Wyoming Statutes §15-1-601 through §15-1-604 and any other applicable provisions of state law. This Ordinance provides for the regulation of special uses to ensure the public health, safety, and general welfare of the citizens of the Town of Alpine.

SECTION 3. *DEFINITIONS:*

- i. **Special Use Permit (SUP)** – A permit granted by the Town Council or Planning Commission for land uses or activities that are not otherwise permitted by right within a zoning district but may be approved with specific conditions to mitigate potential impacts.
- ii. **Special Review** – A formal process through which a proposed use or development is reviewed for compliance with the Town's land use regulations, zoning laws, and other applicable standards, including public hearings and the evaluation of potential environmental, economic, and social impacts.

SECTION 4. *APPLICABILITY:*

The provisions of this Ordinance apply to all land uses within the Town of Alpine that may require a Special Use Permit or Special Review as defined herein. Special Use Permits may be required for uses such as, but not limited to:

- i. Commercial establishments in residential zones
- ii. Mobile home parks
- iii. Wireless communication towers
- iv. Industrial uses in mixed-use districts
- v. Event venues
- vi. Public utility structures

SECTION 5. *APPLICATION PROCESS:*

1. Application Submission

- An applicant seeking a Special Use Permit must submit a completed application to the Alpine Town Planning Commission. The application shall include:
 - A description of the proposed use

- Site plans, architectural drawings, or other relevant documents required by the Planning and Zoning Staff and/or Commission
- A traffic impact analysis (if applicable)
- Environmental assessment (if applicable)
- Written explanation addressing how the proposed use complies with the criteria in Section 6

2. **Planning and Zoning Review**

- Upon receipt of the application, the Planning Commission or designated staff shall review the proposal to ensure it meets the minimum requirements for review, including conformance with zoning, the Town's Comprehensive Plan, and other applicable regulations.

3. **Public Hearing**

- A public hearing shall be scheduled, and the applicant shall provide written notice to all owners of property within five hundred (500) feet of the property and other interested parties as prescribed by the Town's notification requirements.

4. **Review by Planning Commission**

- The Planning Commission shall conduct a public hearing to review the application, considering all relevant factors and public input. The Planning Commission may recommend approval, approval with conditions, or denial of the Special Use Permit to the Town Council.

5. **Final Decision**

- The Town Council shall make the final decision to approve, approve with conditions, or deny the Special Use Permit based on the Planning Commission's recommendation and findings made during the public hearing.

SECTION 6. CRITERIA FOR APPROVAL:

The Town Council or Planning Commission shall base its decision on the following criteria:

1. **Compatibility with Zoning** – The proposed use shall be compatible with the surrounding area and consistent with the Town's Comprehensive Plan and zoning district regulations.
2. **Impact on Public Health and Safety** – The proposed use shall not result in undue adverse impacts on public health, safety, or welfare, including adequate provisions for water, sewer, transportation, and emergency services.
3. **Environmental Impact** – The proposed use shall not result in significant negative impacts on the environment, including air quality, water quality, noise levels, or wildlife habitats.
4. **Traffic and Access** – The proposed use shall not generate excessive traffic or create unsafe conditions for pedestrians or vehicles. Adequate access and parking must be provided.
5. **Mitigation of Negative Effects** – The applicant must demonstrate that any negative effects (such as noise, light, traffic, etc.) will be minimized through appropriate mitigation measures.
6. **Consistency with Community Character** – The proposed use shall be consistent with the aesthetic and character of the surrounding neighborhood or district.

SECTION 7. CONDITIONS OF APPROVAL:

The Town Council may impose conditions on the issuance of a Special Use Permit, including but not limited to:

1. Limits on hours of operation
2. Restrictions on signage and lighting
3. Requirements for landscaping, buffering, or screening
4. Compliance with building and fire safety codes
5. Traffic control measures, including the construction of additional access points or improvements to roadways
6. Other conditions deemed necessary to mitigate potential impacts

SECTION 8. APPEALS:

Any applicant or aggrieved party who is dissatisfied with the decision of the Town Council may appeal the decision to the Town's Board of Adjustment. The appeal must be filed in writing within 30 days of the decision, stating the grounds for the appeal

SECTION 9. SPECIAL REVIEW FOR SPECIFIC USES:

1. **Review Process** – Certain land uses, such as industrial or commercial developments, may undergo additional special review procedures to assess their broader impacts on the community. The Town Council, upon recommendation from the Planning Commission, may require special reviews that go beyond the regular Special Use Permit process.
2. **Factors for Review** – The Town may consider, but is not limited to, the following factors in its special review:
 - Compatibility with existing infrastructure
 - Impact on neighboring properties
 - Environmental sustainability
 - Economic impact on the Town

SECTION 10. ENFORCEMENT AND VIOLATIONS:

Failure to comply with the conditions of a Special Use Permit may result in the revocation of the permit or other penalties as provided by the Town's zoning and land use regulations. Violations of this Ordinance may be subject to fines, penalties, or legal action as deemed appropriate by the Town.

SECTION 11. SEVERABILITY:

If any provision of this Ordinance is found to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Ordinance shall remain in full force and effect.

SECTION 12. EFFECTIVE DATE:

This Ordinance shall take effect immediately upon adoption by the Town Council.

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

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

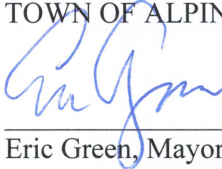
Passed Second Reading on the 9th day of April 2025.

VOTE: 3 YES, 0 NO, 0 ABSTAIN, 2 ABSENT

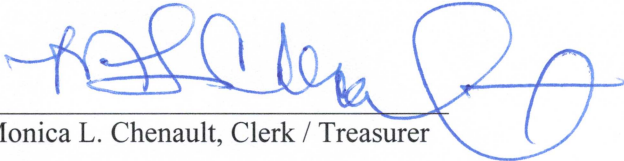
Passed on Third and Final Reading 15th day of April 2025.

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



TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:


Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

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

I hereby certify that the forgoing Ordinance No. 2025-004 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
RESOLUTION NO. 2025-047
A RESOLUTION AUTHORIZING THE TOWN OF ALPINE TO APPLY FOR A
GRANT FROM THE ALPINE TRAVEL & TOURISM BOARD FOR THE
SEMIQUINCENTENNIAL CELEBRATION**

WHEREAS, the Town of Alpine, Wyoming, recognizes the historic significance of the United States Semiquincentennial Celebration (250th Anniversary) in 2026; and

WHEREAS, the Town of Alpine wishes to host community activities and events commemorating this national milestone, promoting civic pride, historical education, and community engagement; and

WHEREAS, the Alpine Travel & Tourism Board provides grant opportunities to support community projects and events that enhance tourism, economic vitality, and cultural enrichment within Alpine; and

WHEREAS, the Town of Alpine finds it to be in the best interest of the community to apply for such grant funding to assist with the planning, marketing, and execution of the Semiquincentennial Celebration; and

WHEREAS, the Town Council of the Town of Alpine supports the submission of a phased grant application to the Alpine Travel & Tourism Board, requesting an initial amount of \$25,000.00, with no matching funds required from the Town, and with future phases to include additional funding requests outlining the full event budget and identifying projected sources of income and/or donations.

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

The Town of Alpine is hereby authorized to apply for a phased grant from the Alpine Travel & Tourism Board for the Semiquincentennial Celebration, with an initial funding request of \$25,000.00 to cover the cost of a band and no match required from the Town, and to utilize awarded funds for eligible event expenses in accordance with grant requirements.

The Mayor or their designee is authorized to sign and submit all related documents, applications, and agreements necessary to secure and administer said grant.

This Resolution shall take effect immediately upon passage and approval.



**TOWN OF ALPINE
RESOLUTION NO. 2025-047
A RESOLUTION AUTHORIZING THE TOWN OF ALPINE TO APPLY FOR A
GRANT FROM THE ALPINE TRAVEL & TOURISM BOARD FOR THE
SEMIQUINCENTENNIAL CELEBRATION**

PASSED, APPROVED AND ADOPTED this 21st day of October, 2025.

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

SIGNED:

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Town Clerk/Treasurer

Census:**ENTITY: Town of Alpine****COUNTY: LINCOLN****CURRENT PRIMARY MAILING ADDRESS:**

P.O. Box 3070

Alpine

WY

83128-3070

REPORT YEAR: 2025**PART I: TAXES - ALL FUNDS**

F-66 (WY-2) Annual City and Town Financial Report	
	Omit Cents
A. Property Tax - Assessed at Local Level	
1. Current and Delinquent Tax	207,546
2. County Auto Tax (your government's share)	66,386
3. Other	
B. LICENSES, PERMITS AND OTHER TAXES	
1. Franchise Fees - Utilities	16,807
2. Building permits	169,792
3. Lodging Tax - Local option	189,848
4. Animal licenses	430
5. Business licenses and permits	20,735
6. Other	9,293
TOTAL - TAXES - ALL FUNDS	680,837

PART II: CHANGES AND MISCELLANEOUS REVENUE - ALL FUNDS

	Omit Cents
1. Water utility charges	774,798
2. Wastewater (Sewer) charges	1,034,927
3. Garbage charges (collection & recycling)	
4. Solid waste charges (landfill)	
5. Electric Utility Charges	
6. Housing and urban renewal charges	
7. Parks and recreation charges	
8. Airport Charges	
9. Municipal Court	2,650
10. Highway charges	
11. Cemetery charges	
12. Other charges - specify	
a.	
b.	
13. Special assessments	
14. Receipts from sale of property	122,126
15. Interest Earnings	201,807
16. Miscellaneous other revenue	
a. Rents	248,210

b. Visitor Center Revenue	17,881
c. Events Revenue	19,333
d. Mountain Days Revenue	18,339
e. Misc Income - All Funds	-7,360
f.	
g.	
Total miscellaneous other revenue	296,403
TOTAL - CHARGES AND MISCELLANEOUS REVENUE - ALL FUNDS	2,432,711

PART III: INTERGOVERNMENTAL REVENUE**A. REVENUE FROM THE FEDERAL GOVERNMENT
(direct or pass through)**

	Omit Cents
1. PILT Grants - Federal Direct	
2. Federal housing and urban renewal grants	
3. Water grants	
4. Wastewater (sewer) grants	
5. Garbage grants	
6. Landfill grants	
7. Electric grants	
8. Other Federal Grants	
a.	
b.	
c.	
d.	
e.	
f.	
g.	
Total: Other Federal Grants	
9. TOTAL FEDERAL REVENUE	

B. REVENUE FROM THE STATE OF WYOMING

1. Veteran's Exemption	
2. Municipal share of State sales tax	597,348
3. Municipal share of State cigarette tax	8,962
4. Municipal share of State mineral royalties	140,470
5. Severance tax	11,904
6. Street and highways State gas tax	49,842
7. Special fuels tax	13,120
8. State health and mental health grants	
9. State aid for housing to urban renewal	
10. State water grants	
11. Wastewater treatment (sewer) grants	
12. Garbage grants	
13. Landfill grants	

14. State electric grants	
15. Other State Aid	
a. Airport grants	
b. Aircraft fuel sales tax	
c. Parks and recreation grants	
d. Law enforcement assistance grants	
e. JTPA and SYEP	
f. Economic development	
g. Highway and safety grants	
h. State PILT	
i. State lands and investments	
j. Legislative supplemental appropriation	145,064
k. Other State Grants	
l. Lottery and Pari-Mutuel Funds	17,191
C. REVENUE FROM OTHER LOCAL GOVERNMENTS	
1. Specific purpose option tax "6th penny"	
2. Local general option tax "5th penny"	407,662
3. Health and hospitals	
4. Highways	
5. Water grants	
6. Wastewater (sewer) grants	
7. Garbage grants	
8. Landfill grants	
9. Electric grants	
10. Weed and pest	40,000
11. All other purposes	43,006
TOTAL INTERGOVERNMENTAL REVENUE - ALL FUNDS	1,474,569

PART IV: EXPENDITURES - ALL FUNDS

		Omit Cents				
Purpose of expenditure	Chart of accounts reference (a)	FTE full- time positions (see note) (b)	FTE part- time positions (see note) (c)	Salaries, Benefits, and other current expenses (d)	Construction (e)	Purchase of equipment, land and buildings (f)
1. Financial administration	5007-5017	1.5		452,789		
2. Judicial and legal	5001 & 5018			9,939		
3. General public buildings	5021-2024	1		163,065	33,780	
4. Central administration	5002-5006 & 5019	3		52,620	76,620	
5. Libraries	5570-5579					
6. Public welfare	2310-5327					
7. Payments to hospitals	5360					
8. Health other than hospitals	5301-5307, 5330, 5340, & 6350-6355					

9. Highways, streets and alleys	5201-5211	3		289,886	48,856	Section 9, Itemd.
10. Municipal airports	5230-5235					
11. Parking facilities	5240					
12. Police	5101-5119	.5		153,788		
13. Fire department	5120-5129					
14. Correction including jail	5130-5136					
15. Protective inspection	5140-5145					
16. Parks/Recreation/Museums	5401-5463	1		162,329	6,500	
17. Housing and community development	5501-5503			241,943		
18. Water Utility Expenditures	5701	2		621,091	377,377	
19. Wastewater (sewer expenditures)	5710	2		858,921	1,210,025	
20. Garbage Collection and recycling	5720					
21. Landfill expenses	5730					
22. Electric utility expenses	5740					
23. Interest - water utility debt	6410			1,238		
24. Interest - electric utility debt	6410					
25. Interest - all other debt	6410			93,525		
26. Animal control / Other protection	5150-5152 & 5160					
27. Weed and pest control	5220-5224					9,500
28. Cemetery	5250-5253					
29. Economic development	5510-5513 & 5520			80,175		
30. Other expenditures						
a. Travel & Tourism				153,245		
b. Events				95,831		
c.						
d.						
e.						
f.						
g.						
Total - Other Expenditures				249,076		
GRAND TOTAL EXPENDITURES (Lines 1 through 30)				3,430,385	1,753,158	9,500
TOTAL EXPENDITURES - ALL FUNDS (Sum of columns (d), (e), and (f))						5,193,043

PART V: DEBT OUTSTANDING, ISSUED, AND RETIRED

	Omit Cents					
	Sewer utility (a)	Water utility (b)	Electric utility (c)	Industrial revenue (d)	All other purposes (e)	Total
A. LONG-TERM DEBT						
1. Outstanding beginning of this fiscal year	2,326,876	153,503			1,601,111	4,081,490
2. Long-term loans received or bonds issued during this fiscal year (add)						

3. Long-term loans repaid or bonds retired during this fiscal (subtract)	207,423	27,174			326,701	Section 9, Itemd.
4. Outstanding at the end of this fiscal year	2,119,453	126,329			1,274,410	3,520,192
5. Revenue debt outstanding						
6. General obligation debt outstanding						
B. SHORT-TERM DEBT						
1. Outstanding at the beginning of this fiscal year						
2. Outstanding at the end of this fiscal year						

PART VI: CASH AND INVESTMENT ASSETS AT THE END OF THE FISCAL YEAR

DEFINITIONS:				
Non-Spendable Fund Balance – Cannot be spent because it is not in spendable form or is legally/ contractually required to remain intact.				
Restricted Fund Balance – Constraints externally imposed or constrained by enabling legislation which has legal enforceability.				
Committed Fund Balance – Amounts only allowed for a specific purpose pursuant to constraints of formal action by highest level of entity authority. Such purpose cannot be changed except by the same type of action (i.e. legislation, resolution, and ordinance).				
Assigned Fund Balance – Amounts constrained by government's intent to be used for specific purpose, but not restricted or committed.				
	Omit Cents			
	Cash/Checking	CD	Other	Total
Sinking & Debt Service Funds – reserves for redemption of long term debt				
a. Non-spendable				
b. Restricted	516,802	84,008		600,810
c. Committed				
d. Assigned				
Reserves – set aside for future use				
a. Non-spendable				
b. Restricted				
c. Committed				
d. Assigned				
Bond Funds - unexpended proceeds from sale of bond issues held pending disbursement				
a. Non-spendable				
b. Restricted				
c. Committed				
d. Assigned				
All Other Funds (except for employee retirement funds) Do not list reserves in this section. List these reserves in the appropriate categories above (i.e. Sinking and Debt Service Funds, Reserves, or Bond Funds)				
General Fund	2,278,429		122	2,278,551
Special Revenue Fund				
Fiduciary (trust and agency) Fund				
Special Assessment Fund				
Enterprise Fund	1,371,719	212,597	677,884	2,262,200
Capital Projects Fund				
Retirement				
TOTAL CASH AND INVESTMENTS	4,166,950	296,605	678,006	5,141,561

PART VII: RECONCILIATION

1. Grand total cash and investments on hand at the beginning of the fiscal year.	6,534,374
2. Total revenues (Page 2)(add)	4,588,117
3. Proceed from the sale of bonds or long-term loans received (Part 3, line 2 [d])	
4. Grand total expenditures (Page 3, part 2)	5,193,043
5. Bonded indebtedness or long-term loans retired or paid during the fiscal year (Part 3, line 3 [d])	561,298
SUBTOTAL(L1+L2+L3-L4-L5)	5,368,150
6. Grand total cash and investments on hand at the end of the fiscal year (should agree with Part 6)	5,141,561
7. Differences (line 6 less Subtotal lines 1 - 5)	-226,589

Reconciliation balances

a. Results from PY audit adjustments and changes in accruals	-226,589
b.	
c.	
d.	
e.	
f.	
g.	

VIII: MILL LEVIES & AND OTHER TAXING AUTHORITY

1. Indicate how much of the municipal 8 mill levy your city or town currently assesses.	5
2. What is the separately assessed by the fire district mill levy?	3
3. What is your total mill levy for debt service and other purposes, including the 8 mill operating levy in question 1?	5
4. What is the local option tax available for assessment?	
5. What is the local option tax assessed at June 30?	0

IX: OTHER INFORMATION

1. Enterprise Fund Subsidies - List the amount of the subsidy paid by the city or town into any of the enterprise funds it has. The subsidy is the amount paid to balance the fund because expenses exceeded revenues. The subsidy therefore pays the shortfall. Enter a 0 with a line through it on any line for which no subsidy is needed.	
a. Water System	
b. Wastewater (sewer) system	
c. Sanitation	
d. Landfill	
e. Electric System	
Other (describe)	
f.	
g.	
h.	
i.	
j.	
k.	
l.	

ADDITIONAL MANAGEMENT INFORMATION

As requested by WAM beginning with 2008 reporting. Required for First Class Cities and Towns over 4000 population.
CAPITAL ASSET STATISTICS

Miles of Paved Streets	
Miles of Unpaved Streets and Alleys	
Number of Vehicles (cars, trucks, and larger equipment)	
Miles of Water Lines (transmission and distribution)	
Daily Capacity of Water Treatment Facility (1000's of gallons)	
Miles of Sewer Lines	
Daily Capacity of Sewage Treatment Facility (1000's of gallons)	
OPERATING INDICATORS	
Calls for Service - Police	
Calls for Service - Fire/Other Emergency	
Miles of Streets Reconstructed or Resurfaced - structured	
Number of Building Permits	
Number of New Water Connections	
Average Daily Water Demand (1000's of gallons)	
Peak Water Demand (1000's of gallons)	
Average Daily Sewer Treatment (1000's of gallons)	
Tons of Solid Waste Collected	
Tons of Solid Waste Disposed of at landfill	

DATA SUPPLIED BY**Name of Official:** Monica Chenault**Title:** Treasurer**Phone:** 307-654-7758**Fax:****Email:** clerk@alpinewy.gov

Local Government Annual Report Summary FYE 06/30/2025

For Towns under 4,000 population

Due Date for Filing: September 30, 2025

Return to:

Town Name:

Town of Alpine

County: Lincoln

Department of Audit, Public Funds

Email: doa-pfd-web@wyo.gov

Address: Hathaway Building, 2nd Floor

2300 Capitol Avenue

Cheyenne, WY 82002

For additional information on this report, see Administrative Rules on file for Department of Audit, Public Funds Division, at the office of the Wyoming Secretary of State (<https://rules.wyo.gov>)

If the Town is engaging a CPA firm to provide an audit or review for FYE 06/30/2025, list the firm name below. The completed audit report is due for submission to the Department of Audit, Public Funds Division, by December 31, 2025:

Enter name of CPA firm _____

CPA Contact _____

Date Engaged _____

(STOP! Skip sections A & B and complete section C only)

Section A – Internal Control Evaluation and Self Audit: Required to be completed by all Level A towns (total revenues received or total expenditures made are \$100,000 or more) unless the Town is engaging a CPA firm as indicated above.

Documentation is required to be submitted with this report.

Section B – Proof of Cash: Required to be completed by all towns unless the Town is engaging a CPA firm as indicated above.

*Documentation is required to be submitted with this report. This includes a proof of cash for **all** cash and investment bank accounts (including certificates of deposit, Wyo-Star accounts, etc.) for the entire fiscal year. A **separate** proof of cash is required for each bank account.*

Section C – Certification of Officials: To be completed by **all** towns.

I certify to the best of my knowledge that the information presented in the Annual City and Town Financial Report (Census Report).

Official Signatures

(reports missing any information listed below will not be accepted as submitted)

Town Treasurer signature:

Treasurer print name:

Monica Chenault

Date:

Email: clerk@alpinewy.gov

Telephone: 307.354.7757

Town Mayor signature:

Mayor print name:

Eric Green

Date:

Email: mayor@alpinewy.gov

Telephone: 307.654.7757

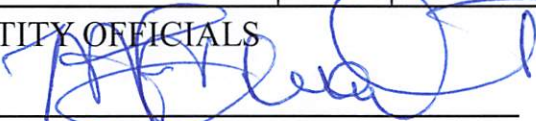
INTERNAL CONTROL EVALUATION WORKSHEET 2025

FOR FISCAL YEAR ENDED JUNE 30, 2025

City/Town: Town of AlpineCounty: Lincoln*Please submit a copy of this to the Dept. of Audit and retain the original in your entity's files.*

- This form may be used in satisfaction of the Internal Control Evaluation requirement for all Cities and Towns, whose revenues or expenses exceed \$100,000 and who are not having a CPA audit or review for the fiscal year for which financial reporting is being completed.
- Officials of each City and Town must certify as to the preparation of the document.
- This procedure is in compliance with the Department of Audit, Public Funds Rules on file at the Secretary of State's Office.

	YES	NO
<u>EVALUATION OF CONTROLS OVER GENERAL OPERATIONS</u>		
1. Do you have a written schedule which details all of the property owned by your city/town, generally called a Fixed Asset Inventory?	✓	
2. Is all property marked so that it can be readily identified?	✓	
3. Did your entity provide: a. Gifts or donations, (except for "necessary support of the poor")? b. Support for <u>any political activity</u> by use of public funds? (State Constitution, Article 16-Sec 6 and W.S. 22-25-102(a))		✓
4. Does anyone <u>ever</u> sign blank checks?		✓
<u>EVALUATION OF CONTROLS OVER CASH AND INVESTMENTS</u>		
1. Has any member of the board or council reviewed an <u>unopened</u> bank statement (for each bank account) at least once this year? (Check for unauthorized vendors, unauthorized transfers and authorized payer signatures.)	✓	
2. Does any official from your entity use a facsimile stamp when issuing checks? a. If so, is the facsimile stamp registered with the Secretary of State's Office as required by W.S. 16-2-102? b. Do you have physical controls over the stamp?		✓
3. Do you have an official investment policy as required by W.S. 9- 4-831(h)?	✓	
4. Have all council members signed a statement indicating that they have read the investment policy and agree to abide by applicable state law with respect to advice they give and the transactions they undertake on behalf of the political subdivision?	✓	
5. Does anyone (other than the bookkeeper) review, authorize or approve the journal entries?	✓	

	YES	NO
<u>EVALUATION OF CONTROLS OVER COMPLIANCE WITH LAWS & REGULATIONS</u>		
(SEE COPY OF STATUTES ATTACHED)		
1. Does your city/town prohibit <u>any</u> travel loans for officials and employees per the Wyoming Constitution, Article 16 Section 6?	✓	
2. Are all investments for your entity in compliance with the types listed in W.S. 9-4-831?	✓	
3. Has your entity sent the Department of Audit a copy of the publication of hearing notice for your annual budget per W.S. 16-4-109(b)?	✓	
4. Is your entity paying claims only after "the claim is certified under penalty of perjury by the vendor or by an authorized person employed by the city/town receiving the items or for whom the services were rendered" per W.S. 15-1-125?	✓	
<u>EVALUATION OF INTERNAL CONTROLS OVER GRANTS AND LOANS</u>		
1. If your city/town has received \$750,000 or more annually from the Federal Government, have you arranged to have that funding audited by a CPA?	✓	
2. If you have purchased equipment or other assets with federal money, is it separately identified in your accounting records and physically marked on the asset as to having been purchased with federal funds?	✓	
3. Do you keep all accounting for the grants and loans in a separate fund so that matching money and other grant requirements can be easily met and identified?	✓	
SIGNATURES OF ENTITY OFFICIALS		
 _____ Mayor	 _____ Treasurer	
Date: <u>10/7/25</u>	Date: <u>10/7/2025</u>	
Email: <u>mayor@alpinewy.gov</u>	Email: <u>clerk@alpinewy.gov</u>	
Telephone: <u>307.654.7757</u>	Telephone: <u>307.654.7757</u>	

Constitution. 16-006. Loan of credit; donations prohibited; works of internal improvement. Neither the state nor any county, city, township, town, school district, or any other political subdivision, shall loan or give its credit or make donations to or in aid of any individual, association or corporation, except for necessary support of the poor, nor subscribe to or become the owner of the capital stock of any association or corporation, except that funds of public employee retirement systems may be invested in such stock under conditions the legislature prescribes. The state shall not engage in any work of internal improvement unless authorized by a two-thirds vote of the people.

Constitution. 16-007. Payments of public money. No money shall be paid out of the state treasury except upon appropriation by law and on warrant drawn by the proper officer, and no bills, claims, accounts or demands against the state, or any county or political subdivision, shall be audited, allowed or paid until a **full itemized statement in writing**, certified to under penalty of perjury, shall be filed with the officer or officers whose duty it may be to audit the same.

W.S. 9-4-831 (h). Investment of public funds. Every political subdivision shall have on file a "Statement of Investment Policy..." This policy shall be at least as restrictive with respect to the types of investments authorized as those listed under subsection (a) of this section.

W.S. 15-1-125. Presentation and payment of claims:

(a) All claims and demands against any city or town shall be presented to the governing body by itemized invoice or other document from the vendor with a full account of the quantity and total cost for each item or for the services rendered. No payment shall be approved by the governing body unless the claim is certified under penalty of perjury by the vendor or by an authorized person employed by the city or town receiving the items or for whom the services were rendered. No claim or demand may be...instituted against a city or town for any claim unless it has been first presented to the governing body and a reasonable time given to act upon the claim.

W.S. 16-2-102. Facsimile signature; authorized use; legal effect.

(a) After filing with the secretary of state his manual signature certified by him under oath, any authorized officer may execute or cause to be executed with a facsimile signature in lieu of his manual signature:

- (i) Any public security, provided that at least one (1) signature required or permitted to be placed thereon shall be manually subscribed; and
- (ii) Any instrument of payment.

W.S. 22-25-102. Contribution of funds or election assistance restricted; limitation on contributions; right to communicate; civil penalty.

(a) Except as otherwise provided in this section, no organization of any kind including a corporation, partnership, trade union, professional association or civic, fraternal or religious group...except a political party, political action committee or candidate's campaign committee organized under W.S. 22-25-101, directly or indirectly through any officer, member, director or employee, shall contribute funds, other items of value or election assistance directly to any candidate or group of candidates. No person shall solicit or receive a payment or contribution from an organization prohibited from making contributions under this subsection.

SUGGESTED PROCEDURES FOR A SELF-AUDIT, 2025

- *These procedures can be completed a board or council member with understanding of the system, a clerk or treasurer from another special district or town (our recommendation is to exchange this service with another district or town), a local citizen who may be an active or retired bookkeeper and would volunteer to assist your entity, or by a paid independent third party, if desired.*
- *The treasurer/bookkeeper may assist in locating records, but the person doing the self-audit should independently select the transactions to be traced and verified.*
- *If your revenues or expenses are over \$100,000 and you do not have a CPA audit or review, this process is required.*

The following steps are designed to provide evidence that the accounting work is done, that the entity's transactions are accurately and completely recorded, and that the officials have had access to the accounting records. These are tests commonly used by CPAs to assist them in forming an opinion on an entity's financial statements.

RECEIPTS TEST:

1. Randomly *select* 10 receipts from the receipt book.
2. *Trace* each one to the Receipts Journal (this is the first entry to the books).
3. *Verify* the amount, name, date, and the correct accounting category (taxes, water billing, grant or loan, etc.).
4. *Add the total* of the column in which it was entered.
5. *Trace* this total to the *Financial Statement* (or the next summary document), same category, for the month or quarter, whichever is used.
6. *Trace* the payment to the *bank deposit slip*; all the detail should agree, including the name, date and amount.
7. *Trace* the deposit slip to the *reconciled bank statement*.

EXPENDITURE TEST:

1. Randomly *select* 10 check numbers from complete list of all check numbers.
2. Pull the related disbursement voucher, with invoice attached, from file.
3. Locate the canceled check from the bank.
4. *Compare* the canceled check, the entry to the disbursement journal, the voucher and the vendor invoice for agreement for the following items: a. *payee name*
b. *amount* c. *date agreement* d. *correct account classification in books.*
5. *Review* the canceled check for any changes, erasures, white-outs.
6. *If possible, review* the canceled check for endorsements. (Should agree to payee name.)
7. If not known to you as a vendor, look in telephone book or online to see *if payee is a legitimate business*.

PAYROLL TEST:

Review one month (in the fiscal year) of each bank's statements, for the following:

1. Verify that every *debit and credit on the bank statement* has either a canceled check, a deposit ticket, or a written bank record of a transaction.
2. Review every *check for the month* to make sure there are no unauthorized checks to employees or officials of the entity. Watch for any duplicate payroll amounts.
3. For each check, make sure that there are no whiteouts or other alterations.
4. *Trace* the month's payroll checks to the recording entries in the journals.
5. *Review the* payroll records for one quarter and agree to the IRS Form 941. Verify that the information on the form agrees to the actual liability shown on the records.
6. *Agree* the year end IRS form W-2 to the entity payroll records.

FINANCIAL STATEMENTS:

Trace the monthly column totals from the detailed postings of the General Ledger to the Financial Statement report and make sure they agree.

GRANT AND LOAN ACCOUNTING (if applicable):

Review the request for payment reimbursement file. Make sure that all requests have the supporting vendor charges (copies) in the file. Review the grant agreement for your entity's compliance with all of the terms of the grant.

If you find any exceptions to the testing, ask the treasurer/bookkeeper for an explanation. If you still have some questions, please call the Department of Audit at (307) 777-7799.

- *Attached are forms to use in recording the testing procedures, keep a copy for your records.*

Record of Testing for Self Audit

Entity name:Town of AlpineDate 10/07/25

Form completed by:Wade HirschiTitle CPA

Receipts			Receipts Journal					Bank Records	
Receipt Number	Date	Amount	See Attachment 1					Deposited to Ticket	Bank Statement

Expenditures			Disbursement Journal					Bank Records	
Check #	Date	Amount	See Attachment 2					Financial Statement	Canceled Check OK

Explain any exceptions found: See notes on testing.

In most cases the boxes in the forms above can be completed with ‘yes’ or ‘no’ or a ‘coded checkmark’. “No” answers should be explained and / or researched.

Payroll **See Attachment 3 for Payroll Testing and 4 for 941/W2 Testing.**

Was bank statement _____ n: _____
Record the number _____ Other: _____

Payroll Expenses				Payroll Disbursement Journal				Bank Records	
Check #	Date	Amount	Name	Acct type or code	Agrees to Journal	Column Total OK	Financial Statement	Canceled Check OK	Traced to Bank Stmt

- IRS form 941 reconciled for which quarter: Q4 Exceptions? Yes
Explain if any: Data for wrong quarter reported. Town will file amended.
- W-2 year-end reports agree with payroll records: Yes Explain (if "no") _____

Financial Statements: If the tracing procedure for Receipts and Expenditures was not done in conjunction with individual receipts and checks, one month should be selected and the totals for each account classification for the month should be traced *from the journals* to the *financial statements*. All account totals for the month of n/a were traced to the Financial Statements.

Grant and Loan Audit Procedures (when applicable):

- Payment request file or files were reviewed: n/a
- All requests for reimbursement had sufficient invoice documentation: _____
- Amount of disbursements for this fiscal year were?
Grant name & # _____ \$ _____
Grant name & # _____ \$ _____
- Is an audit required for any or all of these amounts? _____
- Review grant and loan agreements for any unique grant or loan compliance requirements. Is there evidence that these requirements are being complied with? _____
Explain: _____

Other audit procedures as deemed necessary: None

Conclusion: See testwork for notes.

Town of Alpine
Attachment 1 - Test of Receipts
For the Year Ended June 30, 2025

WEH
10/7/2025

This testing completed per the Self Audit requirements of the Department of Audit. Testing completed by Wade Hirschi, CPA.

Transaction Number ¹	Date	Amount	Batch Total	Name	Acct Type	Journal Agrees	Total OK	Traced to FS	Deposit Ticket	Bank Statement	Deposits Date	Deposit Amount	Bank Account	Comment
99.00000451	7/3/2024	174.00	2,398.40	Janice Frazier	Utility Payment	Yes	Yes	Yes	B	Yes	07/03/24	2,398.40	Xpress Bill Pay	
99.00000536	08/13/24	92.00	2,177.57	Isaac fillerup	Utility Payment	Yes	Yes	Yes	B	Yes	08/13/24	2,177.57	Xpress Bill Pay	
99.00000058	08/25/24	119.25	16,972.46	LISA KING	Utility Payment	Yes	Yes	Yes	B	Yes	08/25/24	16,972.46	Xpress Bill Pay	
99.00000756	11/12/24	42.03	1,615.57	LEON KATHY KJELLGREN	Utility Payment	Yes	Yes	Yes	B	Yes	11/12/24	1,615.57	Xpress Bill Pay	
99.00000829	12/13/24	282.51	2,056.80	Linda Sandner	Utility Payment	Yes	Yes	Yes	B	Yes	12/13/24	2,076.80	Xpress Bill Pay	
1.000008216	02/14/25	102.03	1,323.87	Rorke, Rosie	Utility Payment	Yes	Yes	Yes	A	Yes	02/17/25	1,323.87	Operating	
1.000008805	04/25/25	2,106.00	5,074.78	Flying Saddle Lodge	Utility Payment	Yes	Yes	Yes	A	Yes	04/28/25	5,704.78	Operating	
99.00001202	05/20/25	37.00	6,031.80	Maurene Gustafson	Online Payment	Yes	Yes	Yes	B	Yes	05/20/25	6,031.80	Xpress Bill Pay	
99.00001248	05/31/25	88.33	869.16	Sereena Gervais	Online Payment	Yes	Yes	Yes	B	Yes	05/31/25	869.46	Xpress Bill Pay	
99.00001276	06/18/25	75.00	3,255.63	Mark Severson	Online Payment	Yes	Yes	Yes	B	Yes	06/18/25	3,255.63	Xpress Bill Pay	

¹The Town does not use a preprinted receipt book. I obtained the Receipts Register report out of Caselle for the year and haphazardly selected 10 transactions from that for testing.

Comments:

- A Checks are scanned and deposited electronically. There is no deposit slip. But, the deposit report shows a scanned copy of each check and totals the deposit.
- B Paid online through Xpress Bill Pay. There is no deposit slip, but the report from Xpress details and shows a total of all transactions for the day.

Town of Alpine
Attachment 2 - Expenditure Testing
June 30, 2025

WEH
10/6/2025

Invoice Matching

Check #	Bank Account	Date	Amount	Name	Acct Type	Payee	Amount	Date	Classification	Cancelled Check Details Match	Known Vendor	Agrees to Journal	Column Totals	Traces to Financial Statement	Traced to Bank Stmt
19617	Operating	7/2/2024	15,000.00	Fireworks West Internationale	10-66-421	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
19699	Operating	7/25/2024	1,250.00	Tasha Ghozall	10-66-431	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
19727	Operating	8/19/2025	197.06	Falcon Environmental	52-82-332	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
20240907	Operating	8/21/2024	77.03	Lower Valley Energy	51-80-453	Yes	Yes	Yes	Yes	A	Yes	Yes	Yes	Yes	Yes
19915	Operating	10/31/2024	214.19	Lincoln County Customs	10-65-332	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
20057	Operating	12/17/2024	35.00	AlarmLogix	10-58-332	Yes	Yes	Yes	Yes	B	Yes	Yes	Yes	Yes	B
20250318	Operating	2/26/2025	3,089.86	Teton Technology	Split	Yes	Yes	Yes	Yes	A	Yes	Yes	Yes	Yes	Yes
20251	Operating	5/5/2025	1,983.30	Alpine Excavation LLC	10-54-334	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
20381	Operating	6/12/2025	2,500.00	Nick Shidner	10-66-431	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
20419	Operating	6/30/2025	241.60	Depatco	51-80-332	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

A ACH payment - no cleared check, but bank details match.

B Check number is off. The actual check number is 19987. Several of the checks for other vendors in this time period have the check number out of sequence as well. All other details match.

Conclusion:

No Exceptions found, except as noted.

Town of Alpine
Attachment 3 - Payroll Testing
June 30, 2025

WEH
10/6/2025

Bank Statement Testing

December 2024	Transaction Count	All Supported (1)	No Unauthorized Checks (2)	No Alterations (3)	Trace to Recording Entries (4)
Debits	72	Yes	Yes	Yes	Yes
Credits	96	Yes	Yes	Yes	Yes
Other	-	N/A	N/A	N/A	N/A

Payroll Testing

Amounts taken from payroll register report for December 2024.

Dec-24					Paper/	Check	Acct Type	Agrees to	Column	Financial	Cancelled	Traced to
Name	Payroll Date	Gross	Taxes ER/EE	Net Payroll	Direct Deposit	Number	or Code	Journal	Totals	Statement	Check OK	Bank Statement
Chenault, Monica	12/10/2024	3,846.15	1,202.66	2,836.30	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Guffey, Dawn	12/10/2024	1,577.40	350.72	1,317.35	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Leseberg, Melody	12/10/2024	2,538.46	699.20	2,003.45	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Greenwald, Sarah	12/10/2024	2,205.00	665.56	1,708.12	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Chenault, Monica	12/27/2024	3,846.15	1,202.66	2,836.29	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Guffey, Dawn	12/27/2024	3,217.84	879.86	2,554.15	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Leseberg, Melody	12/27/2024	4,038.46	1,258.70	3,058.70	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Greenwald, Sarah	12/27/2024	2,100.00	626.40	1,634.25	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Chenault, Monica	12/31/2024	5,382.50	765.00	5,000.00	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Dwyer, Steven R	12/10/2024	336.00	51.40	310.30	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Green, Eric	12/10/2024	923.08	349.29	644.40	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Green, Eric	12/27/2024	923.08	349.29	644.40	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Halstead, Daniel	12/10/2024	2,573.00	489.82	1,780.02	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Wagner, Christine	12/10/2024	2,211.54	502.94	553.78	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Halstead, Daniel	12/27/2024	2,919.74	584.47	2,058.63	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Wagner, Christine	12/27/2024	2,211.54	502.94	553.77	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Heiner, Chantal	12/10/2024	907.00	210.98	765.40	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Heiner, Chantal	12/27/2024	1,195.00	289.62	996.80	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Kolb, Ryan	12/10/2024	2,162.04	554.12	1,737.40	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Leseberg, Craig	12/10/2024	3,269.23	961.87	2,452.19	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Naumoff, Richard	12/10/2024	1,599.47	292.36	1,429.47	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Booth, Bryan	12/10/2024	2,848.00	821.28	1,124.51	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Kolb, Ryan	12/27/2024	2,521.70	688.29	1,990.40	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Leseberg, Craig	12/27/2024	3,269.23	961.87	2,452.19	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Booth, Bryan	12/27/2024	3,035.68	891.27	1,256.55	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Booth, Kelly	12/27/2024	775.00	174.96	659.33	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Murrell, Dustin	12/10/2024	3,440.78	762.72	2,741.28	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Wagner, Robert	12/10/2024	3,160.81	749.73	1,320.35	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Murrell, Dustin	12/27/2024	3,276.67	717.91	2,609.42	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Wagner, Robert	12/27/2024	3,242.99	770.53	1,388.01	DD	N/A	Yes	Yes	Yes	Yes	N/A	C
Total		75,553.54	19,328.42	52,417.21								

Total 75,553.54 19,328.42 52,417.21

C - direct deposit amounts clear in total. See below for that testing.

Direct Deposit

Direct Deposit total 12/10/24	22,724.32	Cleared bank - all details match
Direct Deposit total 12/27/25	24,692.89	Cleared bank - all details match
Direct Deposit total 12/31/25	5,000.00	Cleared bank - all details match
Total	A 52,417.21	

Payroll Taxes

941 Payroll Taxes Total 12/10/24	8,664.65	bank - all details match
941 Payroll Taxes Total 12/27/24	9,898.77	bank - all details match
941 Payroll Taxes Total 12/31/24	765.00	
Total	B 19,328.42	

Town of Alpine
Attachment 4 - 941 Payroll Testing - Tested Quarter 4 2024 and 2024 W3 Testing
June 30, 2025

Amounts taken from payroll summary report that included all payrolls in the quarter.

941 Report Q4 2024		W2 Report 2024	
Payroll:		Payroll:	
Regular Pay	201,520.55	Regular Pay	713,436.13
Overtime	9,224.44	Overtime	49,287.50
PTO	6,713.98	PTO	25,782.98
Sick Pay	10,942.79	Sick Pay	32,461.60
Holiday Pay	6,958.07	Holiday Pay	20,170.79
Misc Pay	177.80	Misc Pay	1,963.30
Bonus Pay	1,500.00	On Call	200.00
Holiday Worked	1,616.38	Bonus	6,500.00
Total Gross Pay	238,654.01	Holiday Worked	1,616.38
Adjustments:		Adjustments:	
457B	(6,195.00)		
Health Ins	(6,824.39)	Total Gross Pay	851,418.68
AFLAC Pretax	(783.12)		
		Adjustments:	
Total Adjustments	(13,802.51)	457B	(23,010.00)
		457B Other	(61,000.00)
		Health Ins	(34,457.83)
		AFLAC Pretax	(2,837.33)
Tax:		Total Adjustments	(121,305.16)
Social Security (x2)	28,649.74		
Medicare (x2)	6,700.42	Tax:	
Federal Withholding	24,278.07	Social Security (x2)	100,331.12
		Medicare (x2)	23,464.80
Total Taxes	59,628.23	Federal Withholding	80,065.94
		Total Taxes	203,861.86

Finding
941 Totals do not match. Upon further inquiry, we discovered that Q3 data had been used to file the Q4 report. The town will amend the 941 filing.

Conclusion
W2 Totals Match without Exception

Town of Alpine
Proof of Cash
First Bank of Wyoming
Account Main Operating - 0919
For the Year Ended June 30, 2025

WEH
10/6/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	3,458,741.46	5,715,836.62	5,339,120.29	3,835,457.79
Deposits in Transit				
Beg of Year	1,006,533.57	(1,006,533.57)		
End of Year		18,517.53		18,517.53
Outstanding Checks				
Beg of Year	127,709.61		(127,709.61)	
End of Year			247,297.90	247,297.90
Adjusted Balance	4,337,565.42	4,727,820.58	5,458,708.58	3,606,677.42
Balance per Books	4,346,665.42	5,257,471.70	5,997,459.70	3,606,677.42
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	4,346,665.42	5,257,471.70	5,997,459.70	3,606,677.42
	(9,100.00)	(529,651.12)	(538,751.12)	-
	A	B	B	

A A transaction was posted to the prior year balances after the F-66 had been filed.

B The town opened a sweep account to earn interest. So, technically two different bank accounts reconcile to one balance on the General Ledger. Sweep transactions back and forth between the checking and sweep account are not always recorded because in the Town's books the balances are combined.

Town of Alpine

Bank Reconciliation Report - by Bank Number

Page: 1

Report Criteria:

Oct 06, 2025 2:50PM

Print Outstanding Checks and Deposits and Bank and Book adjustments

First Bank of Wyoming 01-10002 (General) (1)			
June 30, 2025			
Account:	0110002		
Bank Account Number:	0000000767000919		
Bank Statement Balance:	3,835,457.79	Book Balance Previous Month:	3,732,071.24
Outstanding Deposits:	18,517.53	Total Receipts:	530,166.72
Outstanding Checks:	247,297.90	Total Disbursements:	655,560.54
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	3,606,677.42	Book Balance:	3,606,677.42
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
2	14.54-	11	1,380.45	21	11,402.64	75	2,848.29
173	25.00	174	2,508.36	174	46.67-	176	35.00
1101	150.00	1150	29.00	1229	200.00		
Grand Totals:							18,517.53

Deposits cleared: 78 items

Deposits Outstanding: 11 items

Outstanding Checks Section

Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount	Check Number	Check Amount
1	567.00	4	8.12	9	1,261.26	10	5,738.74
31	29.00	31	126.16	41	100.00-	19469	875.00
19586	71.00	19685	25.00	19766	88.85	19919	25.00
19979	21.00	19983	138.52	20084	138.52	20215	484.84
20286	530.34	20320	831.15	20345	4,178.95	20363	400.00
20373	652.00	20376	606.50	20378	19,998.34	20380	2,600.00
20382	30.26	20383	761.53	20386	60.52	20387	1,963.26
20388	30.26	20389	761.53	20402	1,931.25	20403	30.93
20406	611.35	20408	2,600.00	20410	240.00	20411	679.72
20413	63.45	20416	35.00	20417	1,629.86	20418	102,780.18
20419	241.60	20420	108.75	20421	20.50	20425	4,188.00
20427	40.92	20428	118.65	20429	9,642.50	20430	10,190.41
20432	1,445.09	20434	15,000.00	20437	456.01	250605	23.81-
2012440	786.50	2012455	8,933.65	2012505	21,544.61	2012535	11,402.68
2012538	8,202.31	2505047	8,053.61	6182024	468.39	20240905	633.68
25032013	7,474.91-						
Grand Totals:							247,483.53

Checks cleared: 131 items

Checks Outstanding: 61 items

Bank Adjustments Section

Book Adjustments Section



Account Statement
Member
FDIC

Date 6/30/25
Primary Account
Page 1
3300001633362

*****AUTO**5-DIGIT 83128
145000 0.6002 AV 0.545 333 1 28

TOWN OF ALPINE
SWEEP ACCOUNT
PO BOX 3070
ALPINE WY 83128-0070

***** CHECKING ACCOUNTS *****

Account Title: TOWN OF ALPINE
SWEEP ACCOUNT

Important Deposit Notice: Effective September 8th, the term Privacy Policy in the Deposit Terms and Conditions document will be updated to Privacy Notice.

REPURCHASE CHECKING		Number of Enclosures	0
Account Number	3300001633362	Statement Dates	6/02/25 thru 6/30/25
Previous Balance	3,446,410.81	Days in the statement period	29
10 Deposits/Credits	421,200.73	Average Ledger	3,549,630.97
10 Checks/Debits	392,424.80	Average Collected	3,549,630.97
Service Charge	.00	Interest Earned	10,271.05
Interest Paid	10,271.05	Annual Percentage Yield Earned	3.70%
Ending Balance	3,485,457.79	2025 Interest Paid	64,382.02

----- Activity in Date Order -----				
Date	Description	Withdrawals	Deposits	Balance
6/02	Transfer to DDA	860.23-	.00	3,445,550.58
	Acct No. 767000919-D			
6/03	Transfer to DDA	71,336.76-	.00	3,374,213.82
	Acct No. 767000919-D			
6/04	Transfer from DDA	.00	2,691.00	3,376,904.82
	Acct No. 767000919-D			
6/05	Transfer from DDA	.00	57,331.75	3,434,236.57
	Acct No. 767000919-D			
6/06	Transfer to DDA	637.46-	.00	3,433,599.11
	Acct No. 767000919-D			
6/09	Transfer to DDA	35.83-	.00	3,433,563.28
	Acct No. 767000919-D			
6/10	Transfer from DDA	.00	51,015.53	3,484,578.81
	Acct No. 767000919-D			
6/11	Transfer from DDA	.00	75,677.04	3,560,255.85
	Acct No. 767000919-D			
6/12	Transfer to DDA	9,998.41-	.00	3,550,257.44
	Acct No. 767000919-D			

Date 6/30/25
Primary Account

Page 2
3300001633362

REPURCHASE CHECKING

3300001633362 (Continued)

----- Activity in Date Order -----					
Date	Description		Withdrawals	Deposits	Balance
6/13	Transfer from DDA		.00	6,011.88	3,556,269.32
	Acct No.	767000919-D			
6/16	Transfer from DDA		.00	186,652.40	3,742,921.72
	Acct No.	767000919-D			
6/17	Transfer to DDA		6,427.86-	.00	3,736,493.86
	Acct No.	767000919-D			
6/18	Transfer from DDA		.00	3,209.00	3,739,702.86
	Acct No.	767000919-D			
6/20	Transfer to DDA		12,980.56-	.00	3,726,722.30
	Acct No.	767000919-D			
6/23	Transfer from DDA		.00	28,760.11	3,755,482.41
	Acct No.	767000919-D			
6/24	Transfer to DDA		191,384.77-	.00	3,564,097.64
	Acct No.	767000919-D			
6/25	Transfer to DDA		58,928.00-	.00	3,505,169.64
	Acct No.	767000919-D			
6/26	Transfer to DDA		39,834.92-	.00	3,465,334.72
	Acct No.	767000919-D			
6/27	Transfer from DDA		.00	3,289.47	3,468,624.19
	Acct No.	767000919-D			
6/30	Transfer from DDA		.00	6,562.55	3,475,186.74
	Acct No.	767000919-D			
6/30	Interest Deposit		.00	10,271.05	3,485,457.79
----- Interest Rate Summary -----					
	Date		Rate		
	6/01		3.750000%		
	6/05		3.630000%		



Account Statement

Member
FDIC

Date 6/30/25
Primary Account

Page 1
767000919

*****AUTO**5-DIGIT 83128
144999 2.0411 AV 0.545 333 1 27

TOWN OF ALPINE
PO BOX 3070
ALPINE WY 83128-0070

***** CHECKING ACCOUNTS *****

Account Title: TOWN OF ALPINE

Important Deposit Notice: Effective September 8th, the term Privacy Policy in the Deposit Terms and Conditions document will be updated to Privacy Notice.

COMMERCIAL CHECKING		Number of Enclosures	87
Account Number	767000919	Statement Dates	6/02/25 thru 6/30/25
Previous Balance	350,000.00	Days in the statement period	29
86 Deposits/Credits	911,806.87	Average Ledger	350,000.00
132 Checks/Debits	911,806.87	Average Collected	350,000.00
Service Charge	.00		
Interest Paid	.00		
Ending Balance	350,000.00		

----- Activity in Date Order -----			
Date	Description	Withdrawals	Deposits Balance
6/02	Remote Deposit	.00	878.68 350,878.68
6/02	BANKCARD 1018 BTOT DEP CCD 529808020403838 091000015682652	.00	75.00 350,953.68
6/02	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000015682653	.00	139.18 351,092.86
6/02	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000015528607	.00	245.00 351,337.86
6/02	Transfer from DDA Acct No. 3300001633362-D	.00	860.23 352,198.09
6/02	BANKCARD 1018 MTOT DISC CCD 529808020403838 091000012381547	400.03-	.00 351,798.06
6/02	BANKCARD 1018 MTOT DISC CCD 529808020403846 091000012381548	593.35-	.00 351,204.71
6/02	CHECK 20275	40.92-	.00 351,163.79
6/02	CHECK 20306	39.60-	.00 351,124.19

Date 6/30/25
Primary AccountPage 2
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Activity in Date Order		Withdrawals	Deposits	Balance
Date	Description			
6/02	CHECK 20308	374.19-	.00	350,750.00
6/02	CHECK 20317	750.00-	.00	350,000.00
6/03	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000019404909	.00	31.00	350,031.00
6/03	Transfer from DDA Acct No. 3300001633362-D	.00	71,336.76	421,367.76
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040006 102300330000016	18.00-	.00	421,349.76
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040030 102300330000038	18.00-	.00	421,331.76
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040018 102300330000027	18.06-	.00	421,313.70
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040003 102300330000015	18.77-	.00	421,294.93
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040023 102300330000031	19.84-	.00	421,275.09
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040017 102300330000026	23.22-	.00	421,251.87
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040013 102300330000023	23.81-	.00	421,228.06
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040027 102300330000035	26.84-	.00	421,201.22
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040009 102300330000019	26.95-	.00	421,174.27
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040010 102300330000020	30.39-	.00	421,143.88
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040019 102300330000028	44.98-	.00	421,098.90
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040028 102300330000036	45.81-	.00	421,053.09
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040029	47.18-	.00	421,005.91

Date 6/30/25
Primary Account

Page 3
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Date	Description	Activity in Date Order	Withdrawals	Deposits	Balance
	102300330000037				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040025		63.07-	.00	420,942.84
	102300330000033				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040011		65.93-	.00	420,876.91
	102300330000021				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040008		78.10-	.00	420,798.81
	102300330000018				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040024		80.56-	.00	420,718.25
	102300330000032				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040015		101.02-	.00	420,617.23
	102300330000025				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040022		105.05-	.00	420,512.18
	102300330000030				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040014		127.22-	.00	420,384.96
	102300330000024				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040021		193.53-	.00	420,191.43
	102300330000029				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040031		227.29-	.00	419,964.14
	102300330000039				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040002		327.38-	.00	419,636.76
	102300330000014				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040026		412.26-	.00	419,224.50
	102300330000034				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040007		1,333.34-	.00	417,891.16
	102300330000017				
6/03	LOWER VALLEY ENE ELEC PMT CCD 0092040012		4,861.60-	.00	413,029.56
	102300330000022				
6/03	BCBS WYOMING EDI PYMNTS CCD 48928768		28,305.06-	.00	384,724.50
	091000015300982				
6/03	CHECK 20265		3,842.00-	.00	380,882.50
6/03	CHECK 20273		606.50-	.00	380,276.00

Date 6/30/25
Primary AccountPage 4
767000919

COMMERCIAL CHECKING

767000919 (Continued)

----- Activity in Date Order -----					
Date	Description		withdrawals	Deposits	Balance
6/03	CHECK	20305	606.50-	.00	379,669.50
6/03	CHECK	20321	29,669.50-	.00	350,000.00
6/04	BANKCARD 1018	BTOT DEP	.00	1,190.00	351,190.00
	CCD	529808020403838			
	091000016106176				
6/04	BANKCARD 1018	BTOT DEP	.00	6,043.04	357,233.04
	CCD	529808020403846			
	091000016106177				
6/04	POSTALIA	TDCPOSTAGE	500.00-	.00	356,733.04
	CCD	106000715768			
	028000084350044				
6/04	AFLAC COLUMBUS	ACHPMT	709.79-	.00	356,023.25
	CCD	99929310			
	043000097376992				
6/04	TETON TECHNOLOGY	DIRECT-PAY	2,569.65-	.00	353,453.60
	CCD	104779179			
	091000019861505				
6/04	Transfer to DDA		2,691.00-	.00	350,762.60
	Acct No.	3300001633362-D			
6/04	CHECK	20242	500.00-	.00	350,262.60
6/04	CHECK	20276	12.60-	.00	350,250.00
6/04	CHECK	20300	250.00-	.00	350,000.00
6/05	DDA Regular Deposit		.00	190.00	350,190.00
6/05	Remote Deposit		.00	22,742.50	372,932.50
6/05	BANKCARD 1018	BTOT DEP	.00	106.33	373,038.83
	CCD	529808020403846			
	091000016720749				
6/05	BANKCARD 1018	BTOT DEP	.00	175.00	373,213.83
	CCD	529808020403838			
	091000016720748				
6/05	State of Wyoming	Wyoming	.00	11,903.65	385,117.48
	CCD	202506037428436			
	091000015516771				
	TRN*1*202506037428436	*B83			
	0208667*City Mineral	Qtr4			
6/05	State of Wyoming	Wyoming	.00	22,248.72	407,366.20
	CCD	202506037428435			
	091000015516770				
	TRN*1*202506037428435	*B83			
	0208667*FMR WS	9-4-601			
6/05	Transfer to DDA		57,331.75-	.00	350,034.45
	Acct No.	3300001633362-D			
6/05	CHECK	20312	26.50-	.00	350,007.95

Date 6/30/25
Primary Account

Page 5
767000919

COMMERCIAL CHECKING

767000919 (Continued)

----- Activity in Date Order -----				
Date	Description	Withdrawals	Deposits	Balance
6/05	Previous Month Service Charge	7.95-	.00	350,000.00
6/06	BANKCARD 1018 BTOT DEP	.00	369.00	350,369.00
	CCD 529808020403846			
	091000010009330			
6/06	BANKCARD 1018 BTOT DEP	.00	750.00	351,119.00
	CCD 529808020403838			
	091000010009329			
6/06	Transfer from DDA	.00	637.46	351,756.46
	Acct No. 3300001633362-D			
6/06	ENERGYLABORATORI PURCHASE	225.00-	.00	351,531.46
	CCD TOWN OF ALPINE			
	091000017651089			
6/06	ATT Payment	637.96-	.00	350,893.50
	Town of Alpine			
6/06	Xpress Bill Pay Billing	685.71-	.00	350,207.79
	CCD 10928			
	124000057603262			
6/06	CHECK 20319	207.79-	.00	350,000.00
6/09	BANKCARD 1018 BTOT DEP	.00	150.00	350,150.00
	CCD 529808020403838			
	091000013667381			
6/09	BANKCARD 1018 BTOT DEP	.00	269.02	350,419.02
	CCD 529808020403846			
	091000013036380			
6/09	BANKCARD 1018 BTOT DEP	.00	273.82	350,692.84
	CCD 529808020403846			
	091000013036379			
6/09	BANKCARD 1018 BTOT DEP	.00	487.50	351,180.34
	CCD 529808020403838			
	091000013036377			
6/09	BANKCARD 1018 BTOT DEP	.00	887.47	352,067.81
	CCD 529808020403846			
	091000013667382			
6/09	Transfer from DDA	.00	35.83	352,103.64
	Acct No. 3300001633362-D			
6/09	BANKCARD 1018 BTOT DEP	570.00-	.00	351,533.64
	CCD 529808020403838			
	091000013036378			
6/09	EMPOWER EMPOWER	975.00-	.00	350,558.64
	CTX 708891480884			
	042000010379763			
	ISA*00* *00*			
	*ZZ*EMPOWER *ZZ*Town o			

Date 6/30/25
Primary AccountPage 6
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Date	Description	Activity	Date Order	Withdrawals	Deposits	Balance
	f Alpine *250606*1621*U*00400*					
6/09	CHECK 20325			558.64-	.00	350,000.00
6/10	Remote Deposit			.00	5,566.38	355,566.38
6/10	BANKCARD 1018 BTOT DEP			.00	158.66	355,725.04
	CCD 529808020403846					
	091000015392127					
6/10	LCT LCT DISTRI			.00	49,889.61	405,614.65
	CCD 2255					
	102306350520043					
6/10	Transfer to DDA			51,015.53-	.00	354,599.12
	Acct No. 3300001633362-D					
6/10	CHECK 20332			4,599.12-	.00	350,000.00
6/11	Remote Deposit			.00	81,774.86	431,774.86
6/11	BANKCARD 1018 BTOT DEP			.00	1,218.62	432,993.48
	CCD 529808020403846					
	091000013643139					
6/11	GET DOWN LLC ACH			.00	15,183.22	448,176.70
	TN OF ALPINE	PPD				
6/11	Town of Alpine W PAYROLL			22,458.73-	.00	425,717.97
	Town of Alpine	PPD				
6/11	Transfer to DDA			75,677.04-	.00	350,040.93
	Acct No. 3300001633362-D					
6/11	CHECK 20292			40.93-	.00	350,000.00
6/12	BANKCARD 1018 BTOT DEP			.00	190.00	350,190.00
	CCD 529808020403838					
	091000015777908					
6/12	BANKCARD 1018 BTOT DEP			.00	923.90	351,113.90
	CCD 529808020403846					
	091000015777909					
6/12	Transfer from DDA			.00	9,998.41	361,112.31
	Acct No. 3300001633362-D					
6/12	CHECK 20310			862.31-	.00	360,250.00
6/12	CHECK 20377			10,250.00-	.00	350,000.00
6/13	DDA Regular Deposit			.00	200.00	350,200.00
6/13	Remote Deposit			.00	3,096.52	353,296.52
6/13	BANKCARD 1018 BTOT DEP			.00	400.00	353,696.52
	CCD 529808020403838					
	091000013508190					
6/13	BANKCARD 1018 BTOT DEP			.00	1,034.61	354,731.13
	CCD 529808020403846					
	091000013508191					
6/13	LCT LCT LODGIN			.00	3,200.66	357,931.79
	CCD 2255					

Date 6/30/25
Primary AccountPage 7
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Date	Description	Activity	Date	Order	Withdrawals	Deposits	Balance
	102306350720043						
6/13	Transfer to DDA				6,011.88-	.00	351,919.91
	Acct No. 3300001633362-D						
6/13	CHECK 20318				1,919.91-	.00	350,000.00
6/16	DDA Regular Deposit				.00	602.78	350,602.78
6/16	DDA Regular Deposit				.00	181,500.00	532,102.78
6/16	Remote Deposit				.00	5,255.28	537,358.06
6/16	BANKCARD 1018 BTOT DEP				.00	500.00	537,858.06
	CCD 529808020403838						
	091000014917103						
6/16	BANKCARD 1018 BTOT DEP				.00	852.63	538,710.69
	CCD 529808020403846						
	091000014336558						
6/16	BANKCARD 1018 BTOT DEP				.00	937.53	539,648.22
	CCD 529808020403846						
	091000014917104						
6/16	BANKCARD 1018 BTOT DEP				.00	1,000.30	540,648.52
	CCD 529808020403846						
	091000014336559						
6/16	Transfer to DDA				186,652.40-	.00	353,996.12
	Acct No. 3300001633362-D						
6/16	CHECK 20244				3,996.12-	.00	350,000.00
6/17	BANKCARD 1018 BTOT DEP				.00	1,870.52	351,870.52
	CCD 529808020403846						
	091000015024696						
6/17	Transfer from DDA				.00	6,427.86	358,298.38
	Acct No. 3300001633362-D						
6/17	SILVER STAR TELE SPT				233.74-	.00	358,064.64
	ALPINE MUNICIPAL	PPD					
6/17	SILVER STAR TELE SPT				321.62-	.00	357,743.02
	ALPINE WWTP	PPD					
6/17	SILVER STAR TELE SPT				683.02-	.00	357,060.00
	TOWN OF ALPINE	PPD					
6/17	THE BANK OF STAR TRANS PMT				7,000.00-	.00	350,060.00
	Town of Alpine	PPD					
6/17	Stop Payment Fee				30.00-	.00	350,030.00
6/17	Stop Payment Fee				30.00-	.00	350,000.00
6/18	DDA Regular Deposit				.00	215.00	350,215.00
6/18	Remote Deposit				.00	8,228.84	358,443.84
6/18	BANKCARD 1018 BTOT DEP				.00	160.00	358,603.84
	CCD 529808020403838						

Date 6/30/25
Primary AccountPage 8
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Date	Description	Activity	Date	Order	Withdrawals	Deposits	Balance
6/18	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000016871964				.00	1,135.85	359,739.69
6/18	Transfer to DDA Acct No. 3300001633362-D				3,209.00-	.00	356,530.69
6/18	CHECK 20346				30.69-	.00	356,500.00
6/18	CHECK 20384				6,500.00-	.00	350,000.00
6/20	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000019225314				.00	522.02	350,522.02
6/20	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000017882249				.00	1,535.22	352,057.24
6/20	Transfer from DDA Acct No. 3300001633362-D				.00	12,980.56	365,037.80
6/20	CHECK 20307				79.80-	.00	364,958.00
6/20	CHECK 20337				300.00-	.00	364,658.00
6/20	CHECK 20353				14,658.00-	.00	350,000.00
6/23	DDA Regular Deposit				.00	100.00	350,100.00
6/23	DDA Regular Deposit				.00	300.00	350,400.00
6/23	DDA Regular Deposit				.00	1,512.00	351,912.00
6/23	DDA Regular Deposit				.00	1,590.00	353,502.00
6/23	Remote Deposit				.00	3,734.66	357,236.66
6/23	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000013924535				.00	370.20	357,606.86
6/23	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000013814938				.00	1,041.78	358,648.64
6/23	BANKCARD 1018 BTOT DEP CCD 529808020403838 091000013924534				.00	1,315.00	359,963.64
6/23	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000013814939				.00	3,829.82	363,793.46
6/23	BANKCARD 1018 BTOT DEP CCD 529808020403838 091000013814937				.00	32,000.00	395,793.46
6/23	Transfer to DDA Acct No. 3300001633362-D				28,760.11-	.00	367,033.35
6/23	CHECK 20365				17,033.35-	.00	350,000.00
6/24	VENMO ACCTVERIFY				.00	.29	350,000.29

PPD

Date 6/30/25
Primary AccountPage 9
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Date	Description	Activity	Date	Order	Withdrawals	Deposits	Balance
6/24	VENMO	ACCTVERIFY			.00	.33	350,000.62
	MELODY YOUNG	PPD					
6/24	VENMO	CASHOUT			.00	429.82	350,430.44
	MELODY YOUNG	PPD					
6/24	BANKCARD 1018	BTOT DEP			.00	1,437.49	351,867.93
	CCD 529808020403846						
	091000014547934						
6/24	PAYPAL	TRANSFER			.00	2,147.27	354,015.20
	ALPINE MOUNTAIN DAYS	PPD					
6/24	Transfer from DDA				.00	191,384.77	545,399.97
	Acct No. 3300001633362-D						
6/24	VENMO	ACCTVERIFY			.29-	.00	545,399.68
	MELODY YOUNG	WEB					
	1043056796717						
6/24	VENMO	ACCTVERIFY			.33-	.00	545,399.35
	MELODY YOUNG	WEB					
	1043056796659						
6/24	EMPOWER	EMPOWER			955.00-	.00	544,444.35
	CTX 270033374725						
	042000016173834						
	ISA*00* *00*						
	*ZZ*EMPOWER *ZZ*Town of						
	f Alpine *250623*1549*U*00400*						
6/24	VISA	PAYMENT			6,604.83-	.00	537,839.52
	BL ACCT TOWN OF ALPINE	WEB					
	043000097856876						
6/24	Wyoming Retirement	WEB PAY			9,767.92-	.00	528,071.60
	CCD 796						
	091000016822569						
6/24	IRS	USATAXPYMT			15,920.60-	.00	512,151.00
	CCD 270557561953817						
	061036010009845						
6/24	Town of Alpine W	PAYROLL			23,400.34-	.00	488,750.66
	Town of Alpine	PPD					
6/24	CHECK	20331			2,250.00-	.00	486,500.66
6/24	CHECK	20335			600.00-	.00	485,900.66
6/24	CHECK	20336			5,472.00-	.00	480,428.66

Date 6/30/25
Primary AccountPage 10
767000919

COMMERCIAL CHECKING

767000919 (Continued)

Activity in Date Order		Withdrawals	Deposits	Balance
Date	Description			
6/24	CHECK 20338	210.00-	.00	480,218.66
6/24	CHECK 20342	564.56-	.00	479,654.10
6/24	CHECK 20349	395.00-	.00	479,259.10
6/24	CHECK 20350	1,453.50-	.00	477,805.60
6/24	CHECK 20355	96,122.39-	.00	381,683.21
6/24	CHECK 20358	2,187.00-	.00	379,496.21
6/24	CHECK 20359	1,126.98-	.00	378,369.23
6/24	CHECK 20362	527.41-	.00	377,841.82
6/24	CHECK 20367	336.00-	.00	377,505.82
6/24	CHECK 20368	153.95-	.00	377,351.87
6/24	CHECK 20369	1,712.54-	.00	375,639.33
6/24	CHECK 20370	14,917.76-	.00	360,721.57
6/24	CHECK 20371	1,221.57-	.00	359,500.00
6/24	CHECK 20385	9,500.00-	.00	350,000.00
6/25	Remote Deposit	.00	2,333.00	352,333.00
6/25	BANKCARD 1018 BTOT DEP CCD 529808020403838 091000014149489	.00	300.00	352,633.00
6/25	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000014149490	.00	3,049.45	355,682.45
6/25	Transfer from DDA Acct No. 3300001633362-D	.00	58,928.00	414,610.45
6/25	TETON TECHNOLOGY DIRECT-PAY CCD 106450236 091000017349443	292.05-	.00	414,318.40
6/25	EMPOWER EMPPOWER CTX 704228097030 042000017550203 ISA*00* *00* *ZZ*EMPOWER *ZZ*Town o f Alpine *250624*1038*U*00400*	955.00-	.00	413,363.40
6/25	WYOMING DWS WY UI/WC PPD	16,483.44-	.00	396,879.96
6/25	TOWN OF ALPINE			
6/25	CHECK 20315	825.00-	.00	396,054.96
6/25	CHECK 20333	1,100.00-	.00	394,954.96
6/25	CHECK 20334	455.41-	.00	394,499.55
6/25	CHECK 20339	2,850.00-	.00	391,649.55
6/25	CHECK 20343	81.00-	.00	391,568.55
6/25	CHECK 20347	957.00-	.00	390,611.55
6/25	CHECK 20348	342.64-	.00	390,268.91
6/25	CHECK 20356	37,093.71-	.00	353,175.20
6/25	CHECK 20366	675.20-	.00	352,500.00
6/25	CHECK 20381	2,500.00-	.00	350,000.00

Date 6/30/25
Primary Account

Page 11
767000919

COMMERCIAL CHECKING

767000919 (Continued)

----- Activity in Date Order -----			
Date	Description	Withdrawals	Deposits Balance
6/26	BANKCARD 1018 BTOT DEP CCD 529808020403838 091000015419397	.00	200.00 350,200.00
6/26	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000015419398	.00	3,200.84 353,400.84
6/26	Transfer from DDA Acct No. 3300001633362-D	.00	39,834.92 393,235.76
6/26	CHECK 20340	32,275.00-	.00 360,960.76
6/26	CHECK 20341	169.33-	.00 360,791.43
6/26	CHECK 20351	1,425.16-	.00 359,366.27
6/26	CHECK 20357	7,423.00-	.00 351,943.27
6/26	CHECK 20361	117.30-	.00 351,825.97
6/26	CHECK 20372	661.33-	.00 351,164.64
6/26	CHECK 20379	1,164.64-	.00 350,000.00
6/27	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000019098364	.00	9,709.04 359,709.04
6/27	Transfer to DDA Acct No. 3300001633362-D	3,289.47-	.00 356,419.57
6/27	CHECK 20354	1,017.50-	.00 355,402.07
6/27	CHECK 20360	2,185.14-	.00 353,216.93
6/27	CHECK 20364	1,102.50-	.00 352,114.43
6/27	CHECK 20374	2,114.43-	.00 350,000.00
6/30	DDA Regular Deposit	.00	217.66 350,217.66
6/30	Remote Deposit	.00	234.25 350,451.91
6/30	Remote Deposit	.00	6,361.14 356,813.05
6/30	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000017914839	.00	218.16 357,031.21
6/30	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000018659425	.00	709.45 357,740.66
6/30	BANKCARD 1018 BTOT DEP CCD 529808020403838 091000018659424	.00	821.25 358,561.91
6/30	BANKCARD 1018 BTOT DEP CCD 529808020403846 091000017914840	.00	1,283.52 359,845.43
6/30	LCT LCT DISTRI CCD 2255 102306351480043	.00	4,627.73 364,473.16
6/30	WYOMING DWS WY UI/WC	6,880.61-	.00 357,592.55

PPD

Date 6/30/25
Primary Account

Page 12
767000919

COMMERCIAL CHECKING

767000919 (Continued)

----- Activity in Date Order -----			
Date	Description	Withdrawals	Deposits
TOWN OF ALPINE			
6/30	Transfer to DDA	6,562.55-	.00
	Acct No. 3300001633362-D		
6/30	CHECK 20352	150.00-	.00
6/30	CHECK 20375	880.00-	.00
			351,030.00
			350,880.00
			350,000.00

----- Summary by Check Number -----					
Date	Check No	Amount	Date	Check No	Amount
6/04	20242	500.00	6/18	20346*	30.69
6/16	20244*	3,996.12	6/25	20347	957.00
6/03	20265*	3,842.00	6/25	20348	342.64
6/03	20273*	606.50	6/24	20349	395.00
6/02	20275*	40.92	6/24	20350	1,453.50
6/04	20276	12.60	6/26	20351	1,425.16
6/11	20292*	40.93	6/30	20352	150.00
6/04	20300*	250.00	6/20	20353	14,658.00
6/03	20305*	606.50	6/27	20354	1,017.50
6/02	20306	39.60	6/24	20355	96,122.39
6/20	20307	79.80	6/25	20356	37,093.71
6/02	20308	374.19	6/26	20357	7,423.00
6/12	20310*	862.31	6/24	20358	2,187.00
6/05	20312*	26.50	6/24	20359	1,126.98
6/25	20315*	825.00	6/27	20360	2,185.14
6/02	20317*	750.00	6/26	20361	117.30
6/13	20318	1,919.91	6/24	20362	527.41
6/06	20319	207.79	6/27	20364*	1,102.50
6/03	20321*	29,669.50	6/23	20365	17,033.35
6/09	20325*	558.64	6/25	20366	675.20
6/24	20331*	2,250.00	6/24	20367	336.00
6/10	20332	4,599.12	6/24	20368	153.95
6/25	20333	1,100.00	6/24	20369	1,712.54
6/25	20334	455.41	6/24	20370	14,917.76
6/24	20335	600.00	6/24	20371	1,221.57
6/24	20336	5,472.00	6/26	20372	661.33
6/20	20337	300.00	6/27	20374*	2,114.43
6/24	20338	210.00	6/30	20375	880.00
6/25	20339	2,850.00	6/12	20377*	10,250.00
6/26	20340	32,275.00	6/26	20379*	1,164.64
6/26	20341	169.33	6/25	20381*	2,500.00
6/24	20342	564.56	6/18	20384*	6,500.00
6/25	20343	81.00	6/24	20385	9,500.00

* Denotes missing check numbers

Town of Alpine
Proof of Cash
Xpress Depoist Account
Account Xpress
For the Year Ended June 30, 2025

WEH
10/7/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	21,131.52	375,234.39	353,523.83	42,842.08
Deposits in Transit				
Beg of Year	2,676.32	(2,676.32)		
End of Year		628.98		628.98
Outstanding Checks				
Beg of Year	-		-	
End of Year			-	-
Adjusted Balance	23,807.84	373,187.05	353,523.83	43,471.06
Balance per Books	23,669.40	373,144.47	353,342.81	43,471.06
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	23,669.40	373,144.47	353,342.81	43,471.06
	138.44	42.58	181.02	-
	A	B	B	

A A transaction was posted to the prior year balances after the F-66 had been filed.

B Some in/out transactions not recorded by town.

XPRESS DEPOSIT ACCOUNT 01-10006 () (99)

June 30, 2025

Account: 0110006
Bank Account Number: 10928

Bank Statement Balance:	42,842.08	Book Balance Previous Month:	2,372.70
Outstanding Deposits:	628.98	Total Receipts:	41,098.36
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	43,471.06	Book Balance:	43,471.06
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
213	450.00	214	178.98				
Grand Totals:							628.98

Deposits cleared:	41 items	Deposits Outstanding:	2 items
Checks cleared:	0 items	Checks Outstanding:	0 items

Bank Adjustments Section

Book Adjustments Section

Town of Alpine

Bank Reconciliation Report - by Bank Number

Page: 1

Jul 09, 2025 12:41PM

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

XPRESS DEPOSIT ACCOUNT 01-10006 () (99)

June 30, 2025

Account: 0110006

Bank Account Number: 10928

Bank Statement Balance:	42,842.08	Book Balance Previous Month:	2,372.70
Outstanding Deposits:	628.98	Total Receipts:	41,098.36
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	43,471.06	Book Balance:	43,471.06
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount	Deposit Number	Deposit Amount
213	450.00	214	178.98				
Grand Totals:							628.98

Deposits cleared: 41 items Deposits Outstanding: 2 items

Checks cleared: 0 items Checks Outstanding: 0 items

Bank Adjustments SectionBook Adjustments Section

my
7/9/2025

Town of Alpine WY

Xpress Deposit Account Statement - June 2025

Funds Available Date	Description	Debit	Credit	Balance
-	Balance Forward			\$1,224.26
06/02/2025	Online Resources Transactions for date: 05/29/2025	✓	\$60.00	\$1,284.26
06/03/2025	iPay Transactions for date: 05/30/2025	✓	\$163.98	\$1,448.24
06/03/2025	CheckFree Transactions for date: 05/30/2025	✓	\$55.00	\$1,503.24
06/03/2025	Online Transactions for date: 05/31/2025	✓	\$869.46	\$2,372.70
06/04/2025	CheckFree Transactions for date: 06/02/2025	✓	\$62.00	\$2,434.70
06/04/2025	Online Transactions for date: 06/02/2025	✓	\$903.00	\$3,337.70
06/05/2025	iPay Transactions for date: 06/03/2025	✓	\$62.00	\$3,399.70
06/06/2025	Online Transactions for date: 06/04/2025	✓	\$745.48	\$4,145.18
06/09/2025	CheckFree Transactions for date: 06/05/2025	✓	\$108.29	\$4,253.47
06/09/2025	Online Transactions for date: 06/05/2025	✓	\$213.00	\$4,466.47
06/10/2025	Online Transactions for date: 06/06/2025	✓	\$423.02	\$4,889.49
06/10/2025	Online Transactions for date: 06/07/2025	✓	\$401.22	\$5,290.71
06/10/2025	Online Transactions for date: 06/08/2025	✓	\$574.96	\$5,865.67
06/11/2025	iPay Transactions for date: 06/09/2025	✓	\$407.23	\$6,272.90
06/11/2025	CheckFree Transactions for date: 06/09/2025	✓	\$24.00	\$6,296.90
06/11/2025	Online Transactions for date: 06/09/2025	✓	\$333.98	\$6,630.88
06/12/2025	iPay Transactions for date: 06/10/2025	✓	\$136.00	\$6,766.88
06/12/2025	CheckFree Transactions for date: 06/10/2025	✓	\$73.94	\$6,840.82
06/12/2025	Online Transactions for date: 06/10/2025	✓	\$236.34	\$7,077.16
06/13/2025	iPay Transactions for date: 06/11/2025	✓	\$621.33	\$7,698.49
06/13/2025	CheckFree Transactions for date: 06/11/2025	✓	\$169.83	\$7,868.32
06/13/2025	Online Transactions for date: 06/11/2025	✓	\$52.21	\$7,920.53
06/16/2025	iPay Transactions for date: 06/12/2025	✓	\$251.34	\$8,171.87
06/16/2025	Online Transactions for date: 06/12/2025	✓	\$9,630.94	\$17,802.81
06/17/2025	Online Resources Transactions for date: 06/13/2025	✓	\$29.00	\$17,831.81
06/17/2025	iPay Transactions for date: 06/13/2025	✓	\$196.19	\$18,028.00
06/17/2025	CheckFree Transactions for date: 06/13/2025	✓	\$253.37	\$18,281.37
06/17/2025	Online Transactions for date: 06/13/2025	✓	\$1,027.53	\$19,308.90
06/17/2025	Online Transactions for date: 06/15/2025	✓	\$992.22	\$20,301.12
06/18/2025	iPay Transactions for date: 06/16/2025	✓	\$85.00	\$20,386.12
06/18/2025	CheckFree Transactions for date: 06/16/2025	✓	\$109.73	\$20,495.85
06/18/2025	Online Transactions for date: 06/16/2025	✓	\$1,383.20	\$21,879.05
06/20/2025	iPay Transactions for date: 06/17/2025	✓	\$92.00	\$21,971.05
06/23/2025	Metavante Transactions for date: 06/18/2025	✓	\$100.00	\$22,071.05
06/23/2025	iPay Transactions for date: 06/18/2025	✓	\$181.41	\$22,252.46
06/23/2025	CheckFree Transactions for date: 06/18/2025	✓	\$31.00	\$22,283.46
06/23/2025	Online Transactions for date: 06/18/2025	✓	\$93.00	\$22,376.46
06/23/2025	Online Transactions for date: 06/19/2025	✓	\$102.37	\$22,478.83
06/24/2025	iPay Transactions for date: 06/20/2025	✓	\$31.00	\$22,509.83
06/24/2025	CheckFree Transactions for date: 06/20/2025	✓	\$62.00	\$22,571.83
06/24/2025	Online Transactions for date: 06/20/2025	✓	\$1,582.47	\$24,154.30
06/24/2025	Online Transactions for date: 06/21/2025	✓	\$493.25	\$24,647.55
06/24/2025	Online Transactions for date: 06/22/2025	✓	\$1,978.64	\$26,626.19
06/25/2025	Metavante Transactions for date: 06/23/2025	✓	\$385.42	\$27,011.61

06/25/2025 iPay Transactions for date: 06/22/2025	✓	\$124.85	\$27,136.46
06/25/2025 CheckFree Transactions for date: 06/23/2025		\$40.58	\$27,177.04
06/25/2025 Online Transactions for date: 06/23/2025	✓	\$1,506.77	\$28,683.81
06/26/2025 Online Resources Transactions for date: 06/24/2025	✓	\$99.15	\$28,782.96
06/26/2025 iPay Transactions for date: 06/24/2025	✓	\$39.66	\$28,822.62
06/26/2025 CheckFree Transactions for date: 06/24/2025	✓	\$294.24	\$29,116.86
06/26/2025 Online Transactions for date: 06/24/2025		\$4,089.30	\$33,206.16
06/26/2025 Online Returned Transaction for date: 06/26/2025 View		\$-49.99	\$33,156.17
06/27/2025 Online Transactions for date: 06/25/2025		\$9,526.91	\$42,683.08
06/30/2025 Online Transactions for date: 06/26/2025		\$159.00	\$42,842.08

Monthly Totals \$-49.99 \$41,667.81

Ending Balance: \$42,842.08

Town of Alpine
 Proof of Cash
 Bank of Star Valley
 Account Water Reserves XXX2706
 For the Year Ended June 30, 2025

WEH
 10/7/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	162,228.56	7,831.49	7,747.34	162,312.71
Deposits in Transit				
Beg of Year	-	-		
End of Year		-		-
Outstanding Checks				
Beg of Year	-		-	
End of Year			-	-
Adjusted Balance	162,228.56	7,831.49	7,747.34	162,312.71
Balance per Books	162,228.56	7,831.49	7,747.34	162,312.71
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	162,228.56	7,831.49	7,747.34	162,312.71
	-	-	-	-

Report Criteria:
Print Outstanding Checks and Deposits and Bank and Book adjustments

2 Water Dept Reserves 01-10101 (Water Dept Reserves 10101) (2)			
June 30, 2025			
Account: 0110101			
Bank Account Number:			
Bank Statement Balance:	162,312.71	Book Balance Previous Month:	162,306.04
Outstanding Deposits:	.00	Total Receipts:	6.67
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	162,312.71	Book Balance:	162,312.71
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared:	1 items	Deposits Outstanding:	0 items
Checks cleared:	0 items	Checks Outstanding:	0 items

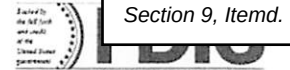
Bank Adjustments Section

Book Adjustments Section

my
7/9/2025

BANK OF STAR VALLEY
P.O. BOX 8007
AFTON, WY 83110

AFTON 307-885-0000
384 Washington Street, Afton, WY
THAYNE 307-883-0000
113 Petersen Parkway, Thayne, WY
ALPINE 307-654-0100
102 Greys River Road, Alpine, WY



www.bosv.com

TOWN OF ALPINE
WATER DEPT RESERVES
PO BOX 3070
ALPINE WY 83128

1702

Statement Date	Page
June 30, 2025	1 of 1

XX XXX270 6 Checking-Water Reserves Summary							6/1/2025 - 6/30/2025
---	--	--	--	--	--	--	----------------------

Previous Balance	Deposits No.	Amount	Checks No.	Amount	Withdrawals No.	Amount	Ending Balance
162,306.04	1	6.67	0	0.00	0	0.00	162,312.71

Daily Balance Summary for Checking-Water Reserves				
---	--	--	--	--

Date	Description	Deposits	Withdrawals	Balance
	Previous Balance			162,306.04
06-30	INTEREST POSTING	6.67		162,312.71
	Ending Balance			162,312.71

Withdrawals and Other Debits to Checking-Water Reserves	
---	--

No withdrawal activity during period

Deposits and Other Credits to Checking-Water Reserves	
---	--

Date	Description	Amount
06-30	INTEREST POSTING	6.67
		1 deposit for 6.67

Balances and Fees			
-------------------	--	--	--

Low Balance (06-01-2025)	162,306.04	Average Balance	162,306.26
Interest Paid This Year:	41.52	Annual Percentage Yield Earned:	0.05%
Number of Days in Interest Period:	30	Current Interest Rate:	0.05%
Average Collected Balance:	162,306.26		

Total Assessed This Cycle:		Total Assessed This Year:	
Total Returned Item Fees	0.00	Total Returned Item Fees	0.00
Total Overdraft Fees	0.00	Total Overdraft Fees	0.00

Funds Availability Update: Due to an increase in fraud, mobile deposits will need to be approved by the Bank during regular business hours. This new process may delay your ability to withdraw funds deposited by mobile deposit for one (1) business day. However, considering weekends it may take up to three (3) calendar days.

Town of Alpine
 Proof of Cash
 Bank of Star Valley
 Account Wastewater Reserves XXX4942
 For the Year Ended June 30, 2025

WEH
 10/7/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	358,679.46	3,556.28	7,746.34	354,489.40
Deposits in Transit				
Beg of Year	-	-		
End of Year		-		-
Outstanding Checks				
Beg of Year	-		-	
End of Year			-	-
Adjusted Balance	358,679.46	3,556.28	7,746.34	354,489.40
Balance per Books	358,679.46	3,556.28	7,746.34	354,489.40
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	358,679.46	3,556.28	7,746.34	354,489.40
	-	0.00	-	-

Town of Alpine

Bank Reconciliation Report - by Bank Number

Page: 1

Jul 09, 2025 2:46PM

Report Criteria:

Print Outstanding Checks and Deposits and Bank and Book adjustments

3 Wastewater Dept Reserves 01-10201 (Wasterwater Dept Reserves) (3)
June 30, 2025

Account: 0110201

Bank Account Number:

Bank Statement Balance:	354,489.40	Book Balance Previous Month:	354,198.16
Outstanding Deposits:	.00	Total Receipts:	291.24
Outstanding Checks:	.00	Total Disbursements:	.00
Bank Adjustments:	.00	Book Adjustments:	.00
Bank Balance:	354,489.40	Book Balance:	354,489.40
		Proof (Bank balance less book balance):	.00

Outstanding Deposits Section

Deposits cleared:	1 items	Deposits Outstanding:	0 items
-------------------	---------	-----------------------	---------

Checks cleared:	0 items	Checks Outstanding:	0 items
-----------------	---------	---------------------	---------

Bank Adjustments SectionBook Adjustments Section

7/9/2025

BANK OF STAR VALLEY
P.O. BOX 8007
AFTON, WY 83110

AFTON 307-885-0000
384 Washington Street, Afton, WY
AYNE 307-883-0000
113 Petersen Parkway, Thayne, WY
ALPINE 307-654-0100
102 Greys River Road, Alpine, WY



TOWN OF ALPINE
SEWER DEPT RESERVES
PO BOX 3070
ALPINE WY 83128

1580

Statement Date	Page
June 30, 2025	1 of 1

XX XXX494 2 Checking-Sewer Reserves Summary 6/1/2025 - 6/30/2025

Previous Balance	Deposits No.	Amount	Checks No.	Amount	Withdrawals No.	Amount	Ending Balance
354,198.16	1	291.24	0	0.00	0	0.00	354,489.40

Daily Balance Summary for Checking-Sewer Reserves

Date	Description	Deposits	Withdrawals	Balance
	Previous Balance			354,198.16
06-30	INTEREST POSTING	291.24		354,489.40
	Ending Balance			354,489.40

Withdrawals and Other Debits to Checking-Sewer Reserves

No withdrawal activity during period

Deposits and Other Credits to Checking-Sewer Reserves

Date	Description	Amount
06-30	INTEREST POSTING	291.24
		1 deposit for 291.24

Balances and Fees

Low Balance (06-01-2025)	354,198.16	Average Balance	354,207.87
Interest Paid This Year:	1,753.50	Annual Percentage Yield Earned:	1.00%
Number of Days in Interest Period:	30	Current Interest Rate:	1.00%
Average Collected Balance:	354,207.87		

Total Assessed This Cycle:		Total Assessed This Year:	
Total Returned Item Fees	0.00	Total Returned Item Fees	0.00
Total Overdraft Fees	0.00	Total Overdraft Fees	0.00

Funds Availability Update: Due to an increase in fraud, mobile deposits will need to be approved by the Bank during regular business hours. This new process may delay your ability to withdraw funds deposited by mobile deposit for one (1) business day. However, considering weekends it may take up to three (3) calendar days.

Town of Alpine
Proof of Cash
Wyoming CLASS
Account WY-01-0027-0002
For the Year Ended June 30, 2025

WEH
10/7/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	647,115.57	30,768.26	-	677,883.83
Deposits in Transit				
Beg of Year	-	-		
End of Year		-		-
Outstanding Checks				
Beg of Year	-		-	
End of Year			-	-
Adjusted Balance	647,115.57	30,768.26	-	677,883.83
Balance per Books	647,115.57	39,324.16	8,555.90	677,883.83
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	647,115.57	39,324.16	8,555.90	677,883.83
	-	(8,555.90)	(8,555.90)	-

A

A The town posted interest in error and had to reverse it out with a separate entry.

Town of Alpine
Proof of Cash
Wyoming CLASS
Account WY-01-0027-0004
For the Year Ended June 30, 2025

WEH
10/7/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	117.22	5.41	-	122.63
Deposits in Transit				
Beg of Year	-	-		
End of Year		-		-
Outstanding Checks				
Beg of Year	-		-	
End of Year			-	-
Adjusted Balance	117.22	5.41	-	122.63
Balance per Books	117.22	7.09	1.68	122.63
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	117.22	7.09	1.68	122.63
	-	(1.68)	(1.68)	-
		A	A	

A The town posted interest in error and had to reverse it out with another entry.



0000027-0000167 PDF 797049

Town of Alpine
PO Box 3070
Alpine, WY 83128

Section 9, Itemd.

Summary Statement

June 30, 2025

Page 1 of 4

Investor ID: WY-01-0027

No reconciling items.

Wyoming CLASS

WYCLASS

Average Monthly Yield: 4.2537%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
WY-01-0027-0002	Town of Alpine Water Department	675,518.25	0.00	0.00	2,365.58	14,367.58	676,772.44	677,883.83
WY-01-0027-0004	Town of Alpine General Fund	122.28	0.00	0.00	0.35	2.12	122.46	122.63
TOTAL		675,640.53	0.00	0.00	2,365.93	14,369.70	676,894.90	678,006.46

Tel: (866) 987-4445

www.wyomingclass.com



Account Statement

June 30, 2025

Page 2 of 4

Account Number: WY-01-0027-0002

Town of Alpine Water Department

Account Summary

Average Monthly Yield: 4.2637%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
WYCLASS	675,518.25	0.00	0.00	2,365.58	14,367.58	676,772.44	677,883.83

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2025	Beginning Balance			675,518.25	
06/30/2025	Income Dividend Reinvestment	2,365.58			
06/30/2025	Ending Balance			677,883.83	



Account Statement

June 30, 2025

Page 3 of 4

Account Number: WY-01-0027-0004

Town of Alpine General Fund

Account Summary

Average Monthly Yield: 4.2637%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
WYCLASS	122.28	0.00	0.00	0.35	2.12	122.46	122.63

Transaction Activity

Transaction Date	Transaction Description	Contributions	Withdrawals	Balance	Transaction Number
06/01/2025	Beginning Balance			122.28	
06/30/2025	Income Dividend Reinvestment	0.35			
06/30/2025	Ending Balance			122.63	



Daily Rates

June 30, 2025

Page 4 of 4

Wyoming CLASS

WYCLASS		
Date	Dividend Rate	Daily Yield
06/01/2025	0.000000000	4.2541%
06/02/2025	0.000116667	4.2584%
06/03/2025	0.000116608	4.2562%
06/04/2025	0.000116482	4.2516%
06/05/2025	0.000116118	4.2383%
06/06/2025	0.000348618	4.2415%
06/07/2025	0.000000000	4.2415%
06/08/2025	0.000000000	4.2415%
06/09/2025	0.000116171	4.2402%
06/10/2025	0.000116135	4.2389%
06/11/2025	0.000116140	4.2391%
06/12/2025	0.000116135	4.2389%
06/13/2025	0.000348252	4.2371%
06/14/2025	0.000000000	4.2371%
06/15/2025	0.000000000	4.2371%
06/16/2025	0.000116129	4.2387%
06/17/2025	0.000116705	4.2598%
06/18/2025	0.000233782	4.2665%
06/19/2025	0.000000000	4.2665%
06/20/2025	0.000349908	4.2572%
06/21/2025	0.000000000	4.2572%
06/22/2025	0.000000000	4.2572%
06/23/2025	0.000116666	4.2584%
06/24/2025	0.000116483	4.2516%
06/25/2025	0.000116480	4.2515%
06/26/2025	0.000117165	4.2765%
06/27/2025	0.000351663	4.2786%
06/28/2025	0.000000000	4.2786%
06/29/2025	0.000000000	4.2786%
06/30/2025	0.000117314	4.2820%

Performance results are shown net of all fees and expenses and reflect the reinvestment of dividends and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.

Tel: (866) 987-4445

www.wyomingclass.com

Town of Alpine
Proof of Cash
PEAKS
Account 7208-8255
For the Year Ended June 30, 2025

WEH
10/7/2025

	Beginning of Year	Fiscal Year Receipts	Fiscal Year Disbursements	End of Year
Balance per Bank	431,961.81	14,236.75	251,735.68	194,462.88
Deposits in Transit				
Beg of Year	-	-		
End of Year		-		-
Outstanding Checks				
Beg of Year	-		-	
End of Year			-	-
Adjusted Balance	431,961.81	14,236.75	251,735.68	194,462.88
Balance per Books	431,959.12	41,788.75	279,284.99	194,462.88
June Service Charge				
NSF Checks Returned				
Bank Transfers, Errors or Other Adjustments		-	-	-
Interest Posted by Bank				-
Adjusted Balance	431,959.12	41,788.75	279,284.99	194,462.88
	2.69	(27,552.00)	(27,549.31)	-
	A	B	B	

A A transaction was posted after the PY F-66 had been filed.

B The town had posted interest incorrectly and had to reverse it out with a separate entry.



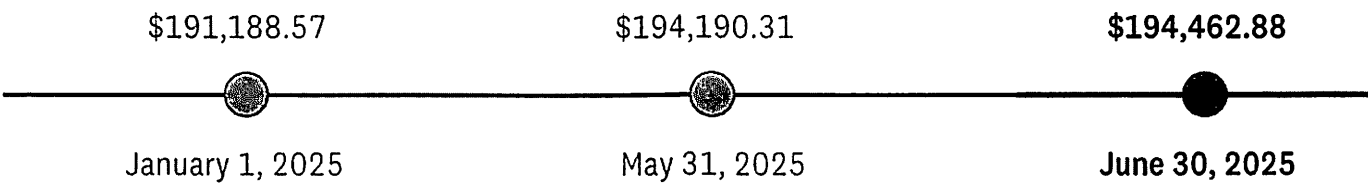
Account Statement Q2 2025

Page 1 of 8

TOWN OF ALPINE
A CORPORATION
PO BOX 3070
ALPINE WY 83128

Your Account Executive :
CASACELI/HUNSUCKER
82 PERSIMMON DRIVE
OXFORD, MI 48731
(586) 246-7208

 **INVESTMENT OBJECTIVE**
Income with Capital Preservation



Account Summary

Investment Account (7208-8255)	Current Month 06/01 - 06/30	Quarter to Date 04/01 - 06/30	Year to Date 01/01 - 06/30
Starting Value	\$194,190.31	\$192,370.63	\$191,188.57
Inflows	\$0.00	\$0.00	\$0.00
Outflows	\$0.00	\$0.00	\$0.00
Change in Market Value	\$272.57	\$2,092.25	\$3,274.31
Total Ending Value	\$194,462.88	\$194,462.88	\$194,462.88

Purchasing Power

	Available Cash	Available Margin Balance
Total	\$2,232.48	\$0.00

Account Statement Q2 2025

April 01, 2025-June 30, 2025

Account Ending in (8255)

Page 2 of 8

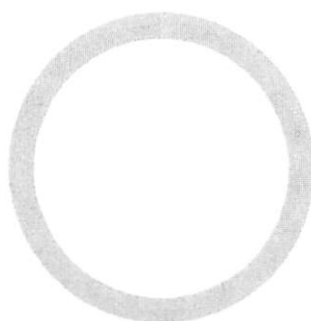
Asset Allocation

Asset Allocation data reflects the breakdown of assets in your accounts, including the assets held within any mutual funds and ETFs. The amounts may differ from asset values shown elsewhere in the statement.

EXPLORE MORE



Sign in to Account View
by scanning the code
above.



Asset Type	Asset Value	%
Cash*	\$2,232.43	1.15%
Fixed Income	\$192,230.25	98.85%
Undefined	\$0.19	0.00%
Total	\$194,462.88	100.00%

*\$2,232.48 held as liquid cash and equivalents; any remainder is embedded in investment products such as mutual funds and ETFs.

Gain/Loss Summary

Visit our digital client experience to see more details on realized gains and losses.

	Realized Q2	Realized YTD	Unrealized
Short Term Gain	\$0.00	\$0.00	\$0.00
Short Term Loss	\$0.00	\$0.00	\$0.00
Net Short Term Gain or Loss	\$0.00	\$0.00	\$0.00
Long Term Gain	\$0.00	\$0.00	\$0.00
Long Term Loss	\$0.00	\$0.00	(\$7,770.93)
Net Long Term Gain or Loss	\$0.00	\$0.00	(\$7,770.93)
Unknown Purchase Date	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	(\$7,770.93)

Account Statement Q2 2025

April 01, 2025-June 30, 2025

Account Ending in (8255)

Page 3 of 8

Account Holdings**Cash and Cash Equivalents**

Description	Interest/Dividend Paid 06/01 - 06/30	Interest/Dividend Rate ²	Current Balance
INSURED CASH ACCOUNT ³			
Truist Bank			\$2,232.48
TOTAL INSURED CASH ACCOUNT	\$0.17	0.10%	\$2,232.48
Total Cash and Cash Equivalents			\$2,232.48

Certificates of Deposit

Security ID / Description	Quantity	Market Value	Cost Basis	Unrealized Gain/Loss	Est Annual Income ^a
	Price			Accrued Interest	Est 30-Day Yield ^a
856283U87 STATE BANK OF INDIA CHICAGO IL CD FDIC #33664 CPN 1.100% DUE 10/19/26 DTD 10/19/21 FC 04/19/22	200,000.000 \$96.1152	\$192,230.40	\$200,001.33	(\$7,770.93) \$440.00	\$2,200.00 1.14%
Total		\$192,230.40	\$200,001.33	(\$7,770.93) \$440.00	\$2,200.00

Total Account Holdings

Market Value	Cost Basis	Est Annual Income
	Unrealized G/L	
\$194,462.88	\$202,233.81 (\$7,770.93)	\$2,200.00

² Bank Deposit Sweep Interest is the current rate. Money Market Sweep dividend is a 30-day yield.³ Bank Deposit Sweep Accounts are FDIC insured, are not obligations of LPL Financial or SIPC, and are not available for margin purposes. See message section for further information.^a Refer to the statement message titled ESTIMATED ANNUAL INCOME (EAI) AND ESTIMATED YIELD (EY) for information on how this figure is calculated.

Account Statement Q2 2025

April 01, 2025-June 30, 2025
Account Ending in (8255)

Activity Summary

	Current Month 06/01 - 06/30	Quarter to Date 04/01 - 06/30	Year to Date 01/01 - 06/30
Additions			
Securities Sold or Redeemed	\$0.00	\$0.00	\$0.00
Cash Inflows	\$0.00	\$0.00	\$0.00
Dividends	\$0.00	\$0.00	\$0.00
Interest	\$0.17	\$1,097.45	\$1,097.71
Capital Gains and Other Distributions	\$0.00	\$0.00	\$0.00
Other Activity	\$0.00	\$0.00	\$0.00
Total Additions	\$0.17	\$1,097.45	\$1,097.71
Subtractions			
Securities Purchased	\$0.00	\$0.00	\$0.00
Cash Outflows	\$0.00	\$0.00	\$0.00
Reinvestments	\$0.00	\$0.00	\$0.00
Fees/Expenses	\$0.00	\$0.00	\$0.00
Other Activity	\$0.00	\$0.00	\$0.00
Total Subtractions	\$0.00	\$0.00	\$0.00

Activity Details

Income and Distributions and Reinvestments

Date	Security ID / Description	Transaction	Amount
04/21	856283U87 STATE BANK OF INDIA CHICAGO IL CD FDIC #33664 CPN 1.100% DUE 10/19/26 DTD 10/19/21 FC 04/19/22 041925 200,000 AS OF 04/19/25	Interest	\$1,096.99
04/21	09999227 INSURED CASH ACCOUNT 042125 1,135	Interest	\$0.06
04/30	09999227 INSURED CASH ACCOUNT 043025 2,232	Interest	\$0.05
05/14	09999227 INSURED CASH ACCOUNT 051425 2,232	Interest	\$0.07
05/30	09999227 INSURED CASH ACCOUNT 053025 2,232	Interest	\$0.11
06/11	09999227 INSURED CASH ACCOUNT 061125 2,232	Interest	\$0.05
06/30	09999227 INSURED CASH ACCOUNT 063025 2,232	Interest	\$0.12

Account Statement Q2 2025

April 01, 2025-June 30, 2025

Account Ending In (8255)

Cash Sweep Activity

Our Cash Sweep program allows you to earn a return on the cash balances in your account by automatically investing such balances into or out of your cash sweep option. These sweep transactions represent a net amount either being transferred into or out of cash. The following section displays those transactions. These transaction amounts are not included in your activity summary as they simply convey transfers between your sweep balance and cash balance.

Date	Description	Transaction	Amount
04/21	INSURED CASH ACCOUNT	Sweep (Interest Deposit)	\$0.06
04/22	INSURED CASH ACCOUNT	Sweep (Deposit)	\$1,096.99
04/30	INSURED CASH ACCOUNT	Sweep (Interest Deposit)	\$0.05
05/14	INSURED CASH ACCOUNT	Sweep (Interest Deposit)	\$0.07
05/30	INSURED CASH ACCOUNT	Sweep (Interest Deposit)	\$0.11
06/11	INSURED CASH ACCOUNT	Sweep (Interest Deposit)	\$0.05
06/30	INSURED CASH ACCOUNT	Sweep (Interest Deposit)	\$0.12

4 Bank Deposit and Money Market Sweep transactions reflect the net of all transfers of free cash balance to and from your sweep on the date referenced.