



TOWN COUNCIL MEETING AGENDA

September 15, 2026, at 7:00 PM

250 River Circle- Alpine, WY 83128

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

1. CALL TO ORDER - Mayor Green
2. PLEDGE OF ALLEGIANCE – Mayor Green
3. ROLL CALL – Town Administrator Hovorka
4. ADOPT THE AGENDA

APPROVAL OF CONSENT AGENDA

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

5. CONSENT AGENDA – Mayor Green
 - a. Town Council Minutes: September 1, 2026, Town Council Meeting Minutes
 - b. Planning & Zoning Commission Minutes: August 11, 2026, and August 25, 2026, Planning & Zoning Commission Minutes.
 - c. Bills to Pay Report: August 18, 2026, through September 15, 2026
6. REPORTS
 - a. Mayor's Report – Eric Green
 - b. Planning & Zoning Report – Melisa Wilson
 - c. Events Committee Report – Andrea Burchard
 - d. Economic Development Report – Jeremiah Larsen
 - e. Alpine Travel & Tourism Board Report – Jeremiah Larsen

- f. Lincoln County Sheriff's Report – Submitted in writing

7. PUBLIC HEARING

- a. ABS WY LLC d.b.a. KJ's Alpine:

Public Hearing for Transfer of Ownership of County Malt Beverage Permit.

8. ACTION ITEMS

- a. ABS WY LLC Transfer of Ownership - County Malt Beverage Permit:

Suggested Motion: Motion to approve the transfer of ownership of the County Malt Beverage Permit from Parkland USA Corp. to ABS WY LLC, doing business as KJ's Alpine, for the premises located at 15 Boardwalk Drive, contingent upon final review and certification of the application as complete by the Wyoming Liquor Division.

- b. AMI Meter Project - Pay Application No. 5:

Suggested Motion: Motion to approve Pay Application No. 5 to Core & Main, LP in the amount of \$42,292.70 and authorize release of the remaining retainage associated with Pay Application No. 1 following completion of the required 41-day public notice period.

- c. Civic Center Audio/Video System Upgrade:

Suggested Motion: Motion to approve a budget of up to \$8,000 for upgrades to the Civic Center audio/video system and authorize staff to submit a funding request to the Alpine Travel and Tourism Board in the amount of \$6,000 for consideration at its October 15, 2026, meeting.

- d. Caselle Community Connect Online Payment Portal:

Suggested Motion: Motion to approve Caselle Community Connect for utility billing, accounts receivable, and other General Fund payments, including the \$1,200 setup fee and \$1,800 annual cost, with implementation by December 31, 2026.

- e. Lift Station Electrical Relocation:

Suggested Motion: Motion to direct staff to proceed with the lift station power supply relocation project and amend the FY25 wastewater fund capital outlay budget by \$20,000 to accommodate project costs.

- f. Used Service Pickup with Crane:

Suggested Motion: Motion to authorize staff to purchase a used service pickup, equipped with a crane, in an amount not to exceed \$75,000 and direct staff to amend the water fund capital outlays budget by \$30,000 to accommodate this purchase.

g. **Lift Station Mobile Generator Connection Improvements:**

Suggested Motion: Motion to move to authorize Town staff to complete the electrical and related site upgrades necessary to connect the Town's lift stations to the existing mobile generator during an extended power outage, for a total project cost not to exceed \$45,000; to prioritize locations as necessary to remain within budget; and to return to Council before proceeding if an overage is anticipated

h. **MaintainX Work Order System Subscription:**

Suggested Motion: Motion to move to select MaintainX as the Town's work order platform and authorize the Mayor to sign the order form in the amount of \$6,742.00 for implementation and an initial one-year subscription.

9. PUBLIC COMMENT

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

10. ADJOURNMENT



TOWN COUNCIL REGULAR MEETING MINUTES

September 01, 2026 / 250 River Circle- Alpine, WY 83128

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the pledge of allegiance.

ROLL CALL

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

ADOPTION OF AGENDA

Councilmember Larsen made a motion to amend the agenda by removing items (d) Temporary Roundabout Demonstration Project in Alpine, (e) Rescheduling November 3, 2026, Town Council Meeting, (f) Transfer of Peaks Investment Account to Sewer Reserve, and (g) Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing from the consent agenda and adding them as action items (f), (g), (h), and (i) in the order listed on the consent agenda. Councilmember Burchard seconded.

The motion to amend the agenda carried unanimously.

Mayor Green then called for a vote on the motion to adopt the agenda as amended. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

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

CONSENT AGENDA

Town Council Meeting Minutes – August 18, 2026: Councilmember Larsen made a motion to approve August 18, 2026, Town Council Meeting Minutes. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Planning & Zoning Commission Meeting Minutes - June 30, 2026, and July 28, 2026: Councilmember Larsen made a motion to approve June 30, 2026, and July 28, 2026, Planning & Zoning Commission Meeting Minutes. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

Bills to Pay: August 4, 2026 - September 1, 2026: Councilmember Larsen made a motion to approve Bills to Pay Report August 4, 2026 - September 1, 2026. Councilmember Scaffide seconded. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**

REPORTS

Mayor's Report – Eric Green:

Mayor Green reported that the temporary roundabout at Greys River Road and U.S. Highway 89 will be installed September 9 and remain through October 7. A QR code survey will be mailed to residents in the 83128 zip code and shared on the Town website and social media for broader participation.

Mayor Green also reported on the removal of a large tree at Marge Grover Park and the planned removal of an aging cottonwood near Chevron due to a significant crack, at an estimated cost of \$1,200. He noted the need for a long-term tree replacement plan.

Clerk/Treasurer Report – Monica Chenault:

Clerk/Treasurer Monica Chenault recommended moving staff reports to the third Tuesday of each month to allow for more current financial reporting following bank reconciliation. Councilmember Larsen agreed to move the Travel and Tourism report to accommodate the change, and the Engineering report will move to the first meeting of the month due to a recurring scheduling conflict.

Public Works Director Report- Craig Leseberg:

Public Works Director Craig Leseberg reported that water meter installations are nearly complete, with only a few remaining, and the Town is awaiting the MIU radio units to finish the system. Twin D completed sewer jetting in Area 4 and along the main line from Yankee Doodle to the treatment plant, resulting in improved system flow.

The Mega Well tie-in project is at approximately 50% design, with Sunrise Engineering coordinating with WYDOT on boring permits under Highway 26. A 90% design meeting is anticipated in early October. Staff is also obtaining additional quotes for the Greys River pavement project.

Engineering Report- Jorgensen Engineering:

Engineer Kevin reported that work is underway at the Wastewater Treatment Plant to connect the aeration and equalization tanks, which will help return operations to a normal pre-treatment schedule and reduce manual labor.

The RFP for the Greys River Wellhouse emergency generator will be issued this week, and design work continues for the Civic Center generator. Kevin is also developing updated road standards for new development, including safety requirements for fire apparatus and snowplows. Council discussed adopting the standards by resolution to allow for easier future updates.

Planning & Zoning Administrator Report- Gina Corson:

The Planning & Zoning Administrator's Report was submitted in writing.

Code Enforcement Officer Report- Tara Bender:

The Code Enforcement Officer's Report was submitted in writing.

DISCUSSION ITEMS

Town Council Deliberation on the Final Draft of the Master Plan:

Public hearings on the Draft Master Plan were held before the Planning and Zoning Commission on July 28, 2026, and the Town Council on August 4, 2026. Written comments were accepted as part of both hearings, and the consultant followed up on concerns raised during the public review process. On August 25, 2026, the Planning and Zoning Commission adopted and certified the municipal portion of the Master Plan.

The public comment period is now closed. This item is reserved for Town Council deliberation on the final draft, and no additional public comment will be taken.

Nora Bland with Cushing Terrell was in attendance to review the final draft of the Master Plan with the Town Council.

Ms. Bland reviewed proposed revisions with the Council, and each Councilmember was given an opportunity to provide feedback. Discussion included refinements to the mission statement; language regarding the Wyoming Classical Academy Alpine Campus and future educational partnerships; planning for the Confluence and other Town-owned property; annexation language

within the Alpine Planning Area; long-term development of the downtown and highway corridors; and prioritization of short-term rental policies.

Council generally supported language intended to keep the Master Plan flexible and relevant over its 20-year planning horizon. Revisions included removing references to the school campus as “temporary,” broadening potential educational partners, elevating planning for the Confluence and short-term rentals to higher priorities, and revising annexation language to focus on considering mutually beneficial opportunities within the broader planning area. Council also discussed future implementation of downtown development concepts through the Land Use Development Code.

ACTION ITEMS

Determine Location for the October 28, 2026, Annexation Public Hearing:

Councilmember Larsen made a motion to designate the Alpine Civic Center as the location for the Special Meeting for the purpose of the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing. Councilmember Burchard seconded the motion.

Mayor Green discussed holding the October 28 annexation public hearing at the Alpine Civic Center due to anticipated public attendance. Council reviewed options for maintaining live-streaming capabilities at the Civic Center, including temporarily relocating existing equipment or purchasing additional equipment for a more permanent setup.

Council discussed the benefits of equipping the Civic Center for future meetings and events, as well as the possibility of seeking Travel and Tourism grant funding. Administrator Hovorka stated that staff would obtain detailed pricing and a proposal for a complete Civic Center audiovisual system and bring the information back to Council for consideration.

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

Ordinance No. 2026-014 - An Ordinance Repealing And Replacing Ordinance No. 2025-011; Amending Certain Sections Of Part 2 – Procedures, Part 4 – Development Standards, And Part 5 – Appeals Of The Town Of Alpine Land Use And Development Code; Updating Public Notice, Subdivision, Building Permit, Inspection, And Building Code Requirements; And Amending The Table Of Contents Accordingly - 3rd Reading:

Councilmember Scaffide made a motion to approve 3rd Reading of Ordinance No. 2026-014- An Ordinance Repealing And Replacing Ordinance No. 2025-011; Amending Certain Sections Of Part 2 – Procedures, Part 4 – Development Standards, And Part 5 – Appeals Of The Town Of Alpine Land Use And Development Code; Updating Public Notice, Subdivision, Building Permit,

Inspection, And Building Code Requirements; And Amending The Table Of Contents Accordingly. Councilmember Larsen seconded the motion.

Town staff confirmed that no changes have been made between second and third reading.

Following discussion, the Council voted on Ordinance No. 2026-014 on third reading.

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

Ordinance No. 2026-012 - An Ordinance Establishing Local Exemptions, Modifications, And Amendments To The Most Currently Adopted International Code Council (ICC) Codes As Referenced In Section 4-201 And Section 4-203 Of The Town Of Alpine Land Use And Development Code - 3rd Reading:

Councilmember Larsen made a motion to approve 3rd Reading of Ordinance No. 2026-012- An Ordinance Establishing Local Exemptions, Modifications, And Amendments To The Most Currently Adopted International Code Council (ICC) Codes As Referenced In Section 4-201 And Section 4-203 Of The Town Of Alpine Land Use And Development Code. Councilmember Wierda seconded the motion.

Town staff confirmed that no changes have been made between second and third reading.

Following discussion, the Council voted on Ordinance No. 2026-012 on third reading.

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

Wellhouse Emergency Generator Request for Proposals:

Councilmember Burchard made a motion to direct staff to proceed with the Request for Proposals for the purchase and installation of an emergency generator at the Town wellhouse, and to direct staff to return to Council with a recommendation. Councilmember Wierda seconded the motion.

Town Administrator Hovorka reviewed the remaining steps needed before the Wellhouse Emergency Generator RFP is issued and noted that the process will help determine whether the project can be completed within the Town's budget. The project has a total budget of \$140,000, including an \$89,000 Homeland Security grant.

Following discussion, Mayor Green called for a vote.

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

Resolution No. 2026-035- Employee Compensation Schedule:

Councilmember Wierda made a motion to approve **Resolution No. 2026-035, adopting the Town of Alpine Employee Compensation Schedule as presented, with the schedule taking effect for the payroll period beginning Sunday, September 13, 2026.** Councilmember Larsen seconded the motion.

Councilmember Scaffide stated that, given the number of matters currently before the Council, she did not feel she had sufficient time to fully evaluate the proposed compensation schedule and expressed a preference to table the matter to allow additional time for review and research.

Councilmember Wierda stated that she had discussed the compensation schedule in detail with Town Administrator Hovorka and felt the proposed schedule would be beneficial to the Town. Mayor Green added that the compensation schedule could also assist the Town with recruitment and hiring.

Councilmember Scaffide asked whether all current staff positions were represented within the schedule. Town Administrator Hovorka confirmed that current staff positions were included and explained that the schedule also contains positions that are not currently filled but may be needed in the future, such as a Wastewater Operator III.

The Council discussed how future cost-of-living adjustments would be addressed. Town Administrator Hovorka explained that the Council could provide direction regarding a proposed adjustment, such as a three-percent increase, and staff would then prepare a resolution for Council consideration.

Councilmember Burchard asked whether concerns raised by a specific employee had been addressed. Town Administrator Hovorka recommended that the Council conduct a more comprehensive evaluation of individual employee compensation during the budget process. She stated that the immediate priority should be to bring employees whose compensation falls below the established pay range up to at least the minimum of the applicable range. She further advised that a more detailed review could identify employees whose compensation falls both below and above the established ranges, and that the Council should be prepared to consider both circumstances.

Mayor Green called for the vote.

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda

Abstain: Councilmember Scaffide, citing insufficient time to fully review and evaluate the proposed Employee Compensation Schedule. **Motion carried.**

Temporary Roundabout Demonstration Project in Alpine:

Councilmember Larsen made a motion to approve payment for the Temporary Roundabout Demonstration Project, in an amount not to exceed \$25,663.03, payable to Idaho Traffic Safety. Councilmember Burchard seconded the motion.

Town Administrator Hovorka noted that her staff report had not been included with the meeting materials and provided an overview of the project. She explained that the Town's Safe Streets for All (SS4A) Safety Action Plan consultant identified a temporary roundabout at the intersection of Highway 89 and Greys River Road as a potential demonstration project, and that the Council had previously directed the consultant to move forward with the alternative. The design had been completed and permitting was underway.

Town Administrator Hovorka explained that the Town received \$300,000 in grant funding for the SS4A project, with \$40,000 allocated to the demonstration project and \$260,000 allocated to the Town's contract with Kimley-Horn. The demonstration project was estimated to total approximately \$44,000, including approximately \$26,000 for Idaho Traffic Safety's services and \$18,000 for other materials. The Idaho Traffic Safety quote presented to the Council totaled \$25,663.03 and included traffic control equipment, labor, striping, wheel stops, installation, and removal.

Councilmember Larsen stated that the temporary roundabout was not intended to address traffic access, but rather was the option WYDOT had indicated it would consider as a means of reducing traffic speeds in the area. He explained that WYDOT had not approved simply lowering the posted speed limit and that the temporary roundabout demonstration provided an opportunity to evaluate the effectiveness of a traffic-calming measure before considering any permanent implementation. The staff report similarly noted that the temporary roundabout would allow the Town to evaluate its impact before permanent implementation and that the community would be surveyed during the demonstration period.

Mayor Green called for the vote.

Yea: Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda

Nay: Councilmember Scaffide. **Motion carried.**

Rescheduling November 3, 2026, Town Council Meeting:

Councilmember Burchard made a motion to reschedule the November 3, 2026, Town Council Meeting to November 2, 2026, at 7:00 p.m. Councilmember Larsen seconded the motion.

Mayor Green explained that the proposed change was due to the General Election and the anticipated unavailability of Town staff, who would be working at the polls.

Councilmember Scaffide asked whether the November 3 meeting could instead be canceled. Mayor Green stated that he was not in favor of canceling the meeting.

Councilmember Scaffide then made a motion to amend the original motion by canceling the November 3, 2026, Town Council Meeting. The motion to amend failed for lack of a second.

The Council returned to consideration of the original motion to reschedule the November 3, 2026, meeting to November 2, 2026, at 7:00 p.m.

Mayor Green called for the vote.

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

Transfer of Peaks Investment Account to Sewer Reserve:

Councilmember Burchard made a motion to approve the transfer of the Peaks Investment Account to the Sewer Reserve Account. Councilmember Wierda seconded the motion.

Clerk/Treasurer Monica Chenault presented the staff report and explained that the Town's Peaks Investment Management account held \$202,717.74 as of June 30, 2026, including a \$200,000 certificate of deposit issued by State Bank of India, Chicago. The certificate bears interest at 1.10 percent and is scheduled to mature on October 19, 2026.

Clerk/Treasurer Chenault explained that staff recommends allowing the certificate of deposit to mature, closing the Peaks Investment Management account, and transferring the certificate proceeds, remaining cash, and credited interest to the Town's Sewer Reserve Account at Bank of Star Valley. She noted that the transfer would consolidate the funds within the Town's Sewer Reserve Account.

The staff recommendation was to authorize staff to redeem the certificate of deposit upon its October 19, 2026, maturity, close the Peaks Investment Management account, and transfer all proceeds to the Sewer Reserve Account at Bank of Star Valley.

Mayor Green then called for a vote.

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

Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing:

Councilmember Larsen made a motion to adopt the Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing. Councilmember Scaffide seconded the motion.

Clerk/Treasurer Monica Chenault presented the proposed hearing format, which was intended to establish a clear and content-neutral process for the annexation public hearing. As presented, the format provided 30 minutes for the applicants' presentation and Council questions and answers, followed by 30 minutes for public comment, with each speaker limited to three minutes.

The Council discussed the amount of time allotted for public comment and considered an amendment to increase the public comment period from 30 minutes to 75 minutes, while retaining the three-minute limit per speaker.

Councilmember Scaffide made a motion to amend the proposed public hearing rules to provide 75 minutes for public comment rather than 30 minutes. Councilmember Larsen seconded the motion.

Mayor Green called for the vote on the amendment.

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

The amendment carried.

The Council then returned to the original motion, as amended, to adopt the Rules for the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing with a 75-minute public comment period.

Mayor Green called for the vote.

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

PUBLIC COMMENT

- **Calvin Rawe** provided comments regarding local political matters, including his opinions concerning an individual running for Mayor.
- **Dr. Alex Oliver, Headmaster of Wyoming Classical Academy – Alpine,** provided an update on the school's opening. He stated that the first two weeks had been successful and that the school had received significant positive feedback. Dr. Oliver also announced that, following a vote, the school's official mascot is the WCA Eagles.

- **Shay Scaffide** commented on the murals recently installed at the Lower Valley Energy substation. She discussed the related press release and raised concerns regarding transparency and communication with the public and the Town Council.

With no further comments, Mayor Green closed public comment.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting. Councilmember Burchard seconded the motion. **Voting Yea:** Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, and Councilmember Scaffide. **Motion carried.**
The meeting adjourned at 9:12 p.m.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

Sarah Greenwald, Town Assistant Clerk

Date

Attest:

Monica Chenault, Town Clerk

Date

Minutes approved in a legally advertised meeting on September 15, 2026.

Signed:

Attest:

Eric Green, Mayor

Monica Chenault, Town Clerk

DRAFT



PLANNING & ZONING COMMISSION REGULAR MEETING MINUTES

August 25, 2026 / 250 River Circle - Alpine, WY 83128

CALL TO ORDER:

Chair Melisa Wilson called the meeting to order on August 25, 2026.

ROLL CALL:

Planning and Zoning Administrator Gina Corson conducted roll call. Present were Chair Melisa Wilson and Commissioners Dan Schou and Rachael Stewart. A quorum was established.

CONSIDERATION OF THE 2026 MASTER PLAN:

Resolution No. 2026-001 - Adoption and Certification of the 2026 Master Plan:

The Commission considered Resolution No. 2026-001 and reviewed the consultant's final change list. Nora of Cushing Terrell participated by telephone and responded to questions.

The Commission discussed the statutory concurrence requirement for portions of the Master Plan involving territory outside the Town's corporate limits. The proposed action would adopt and certify the portion applicable within Town limits while deferring the outside-territory portion pending Lincoln County concurrence. Staff indicated that coordination with Lincoln County and legal review were ongoing.

Motion: Commissioner Dan Schou moved to approve Resolution No. 2026-001, adopting and certifying the portion of the Town of Alpine 2026 Master Plan applicable within the Town's corporate limits, deferring the outside-territory portion pending County concurrence, and designating the Alpine Planning and Zoning Administrator as secretary pro tempore for purposes of recording and certifying the Commission's action. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

TONIGHT'S APPOINTMENTS:

RB26-000027 - Cynthia Corona - 142 Columbine Street, Lot 1 of Alpine Meadows - Site Plan Review:

The Commission resumed consideration of the application, which had been tabled on August 11, 2026. The applicant presented an updated site plan showing the required snow-storage area. The applicant agreed to provide a full-size plan when available and was advised that applicable homeowners-association approval remained necessary before proceeding.

Motion: Commissioner Dan Schou moved to approve RB26-000027. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

DISCUSSION AND POSSIBLE ACTION ITEMS:

Pre-Development Zoning Grade Plan Standard:

The Commission discussed how original and finished grade should be documented and used to administer the Town's building-height limit. Discussion included grading plans, benchmarks, slope-based civil-plan requirements, early verification of foundation elevations, enforcement provisions, and coordination between planning review and building inspections.

The Commission also discussed developing a checklist to track site-plan conditions and verify planning-related improvements before a certificate of occupancy is issued.

Motion: Commissioner Dan Schou moved to direct staff and the LUDC consultant to develop regulations substantially consistent with the proposed pre-development zoning grade plan standard, using original topography or proposed finished grade, whichever is lower, as the basis for administering the Town's 35-foot building-height limit. The remaining implementation matters identified in Section 8 are to return to the Commission for further consideration. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

Exposed Foundation Wall Treatment Standard:

The Commission discussed standards for exposed foundation walls, including when decorative treatment should be required, how grade and site slope affect foundation exposure, and how grading and elevation plans could identify concerns before construction.

Motion: Commissioner Rachael Stewart moved to direct staff and the LUDC consultant to develop regulations substantially consistent with the proposed exposed foundation wall treatment standard, with the implementation details identified in Section 8 to return to the Commission for further consideration. Commissioner Dan Schou seconded the motion.

Vote: Motion carried unanimously (3-0).

LUDC Redesign Priorities:

Administrator Corson reminded commissioners to submit their individual priority issues and recommendations for the LUDC redesign. No formal action was taken.

OPEN PROJECT TRACKER:

The Commission reviewed the open-project tracker and discussed expired permits and outstanding follow-up items. Staff agreed to investigate whether prior concerns involving the Driftwood deck and stairs had been resolved. Staff also clarified that the Red Rooster sign permit had not been used because the sign was never installed. No formal action was taken.

APPROVAL OF MINUTES:

Motion: Commissioner Dan Schou moved to approve the August 11, 2026 Planning and Zoning Commission meeting minutes. Commissioner Rachael Stewart seconded the motion.

Vote: Motion carried unanimously (3-0).

COMMISSION AND STAFF BUSINESS:

The Commission discussed representation at the September 1, 2026 Town Council meeting. Chair Wilson indicated that she expected to attend, and Commissioner Stewart stated that she was also available.

The Commission briefly discussed upcoming term expirations. Commissioners were asked to provide written notice to staff if they wished to be considered for reappointment. No formal action was taken.

ADJOURNMENT:

Motion: Commissioner Rachael Stewart moved to adjourn the meeting. Commissioner Dan Schou seconded the motion.

Vote: Motion carried unanimously (3-0).

There being no further business before the Commission, the meeting was adjourned.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:


Sarah Greenwald, Assistant Town Clerk

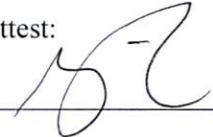
9/9/2026
Date

Signed:


Melisa Wilson, Chair

9-8-2026
Date

Attest:



Gina Corson, P&Z Administrator

9/8/2026
Date



PLANNING & ZONING COMMISSION REGULAR MEETING MINUTES

August 11, 2026 / 250 River Circle - Alpine, WY 83128

1. CALL TO ORDER:

Chair Melisa Wilson called the meeting to order on August 11, 2026.

2. ROLL CALL:

Planning and Zoning Administrator Gina Corson conducted roll call.

Present were Commissioner Melisa Wilson, Commissioner Dan Schou, and Commissioner Rachael Stewart. A quorum was established.

3. TONIGHT'S APPOINTMENTS:

a. **RB26-000025 - Three Cygnets, LLC - 674 Sunset Drive, Lot 821 of Lakeview Estates Tract A - Single-family Home Site Plan Review:**

The Commission continued its review of the single-family home site plan submitted by Three Cygnets, LLC. The Commission and applicant discussed the proposed driveway, septic and leach-field layout, retaining walls, site grading, snow storage, and the possible location and availability of a municipal sewer connection.

Before the application returns for further consideration, the applicant was directed to address the following:

- Show and clearly label the required snow-storage area on the site plan. Snow storage may not be located on the leach field.
- Revise or relocate the driveway so that it complies with the applicable setback from the leach field.
- Provide an engineered retaining-wall plan, or sufficient retaining-wall and elevation information for review by the Building Official, who will determine whether engineered plans are required.
- Confirm the septic and leach-field design and applicable requirements with the appropriate reviewing authority and investigate whether a redesign or alternative system would better fit the site.
- Coordinate with Town staff and Public Works to confirm the location of the municipal sewer line and determine whether connection is feasible.

Motion: Commissioner Dan Schou moved to table RB26-000025 pending receipt and review of the requested information. The motion was seconded by Racheal Stewart.

Vote: Motion carried unanimously (3-0).

b. RB26-000027 - Cynthia Corona - 142 Columbine Street - Site Plan Review:

The applicant was not present. The Commission briefly reviewed the submitted materials and noted that snow storage should be shown on the site plan itself rather than only on the construction-staging plan.

Motion: Commissioner Dan Schou moved to table RB26-000027 until a future Planning and Zoning Commission meeting. The motion was seconded by Rachael Stewart.

Vote: Motion carried unanimously (3-0).

4. DISCUSSION ITEMS:

a. Land Use and Development Code Rewrite:

Administrator Corson reported that the Town had selected a consultant for the Land Use and Development Code rewrite and that contract documents were being finalized. The Commission discussed ways to make the rewrite process transparent and accessible to the public, including:

- Providing a recurring, time-limited public-feedback opportunity on Commission agendas.
- Creating a dedicated webpage or online location for project updates and continuous public input.
- Using multiple outreach methods, including the Town website, social media, the newspaper, and other community locations.
- Establishing a dedicated email address or consistent email subject line for LUDC comments.

Commissioners were asked to provide staff with their priority issues, desired outcomes, and recommendations before the consultant kickoff. Desired outcomes discussed included a code that is easier to administer, more predictable, easier to read, and supported by clearer graphics.

b. Grading, Drainage, and Civil Plan Requirements:

Commissioner Schou raised concerns regarding foundation elevations, grading from the street, drainage, and the need for adequate civil information during site-plan review. The Commission discussed applicable building-code provisions and the difficulty of evaluating grading and elevation impacts without contours, benchmarks, and a civil plan.

The Commission identified grading-plan and civil-set requirements as a priority issue for the LUDC rewrite. Discussion included whether civil plans should be required for all projects or based on factors such as zoning, project type, or site slope. No formal action was taken.

c. Commissioner Terms:

The Commission briefly discussed upcoming term expirations and the process for notifying staff of an intent to seek reappointment. Administrator Corson asked them to send her an email with their notice to reup their terms. No formal action was taken.

5. APPROVAL OF MINUTES:

Motion: A motion was made to approve the minutes with an update to the signature line to reflect Dan Schou as asking Chair for the meeting and seconded by Rachael Stewart to approve the July 28, 2026, Planning and Zoning Commission meeting minutes.

Vote: Commissioners Dan Schou and Rachael Stewart voted in favor. Chair Melisa Wilson abstained because she was not present for the meeting. Motion carried (2-0, with one abstention).

ADJOURNMENT:

Meeting adjourned 7:45 PM

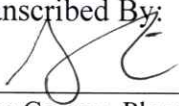
Motion: A motion was made by Rachael Stewart and seconded by Dan Schou to adjourn the meeting.

Vote: Motion carried unanimously (3-0).

There being no further business before the Commission, the meeting was adjourned.

MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:



Gina Corson, Planning and Zoning Administrator

8/13/2026
Date

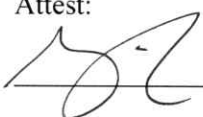
Signed:



Melisa Wilson, Chair

9-8-2026
Date

Attest:



Gina Corson, P&Z Administrator

9/8/2026
Date

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 8/18/2026 - 9/15/2026

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Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/26	08/21/2026	4698	1780	REIC Rentals	10-20100	100.00	M
08/26	08/21/2026	4755	1780	REIC Rentals	10-20100	100.00	M
08/26	08/21/2026	4763	1780	REIC Rentals	10-20100	100.00	M
08/26	08/20/2026	20927	1940	Silver Star Communications	10-20100	236.24	M
08/26	08/20/2026	20928	1940	Silver Star Communications	52-20100	322.01	M
08/26	08/20/2026	20929	1940	Silver Star Communications	10-20100	644.90	M
08/26	08/22/2026	20939	960	First Bank Card	10-20100	6,185.01	M
09/26	09/01/2026	20940	1560	Lower Valley Energy	10-20100	278.24	M
09/26	09/01/2026	20941	1560	Lower Valley Energy	10-20100	19.91	M
09/26	09/01/2026	20942	1560	Lower Valley Energy	52-20100	18.00	M
09/26	09/01/2026	20943	1560	Lower Valley Energy	51-20100	3,760.56	M
09/26	09/01/2026	20944	1560	Lower Valley Energy	10-20100	74.85	M
09/26	09/01/2026	20945	1560	Lower Valley Energy	10-20100	29.35	M
09/26	09/01/2026	20946	1560	Lower Valley Energy	10-20100	29.02	M
09/26	09/01/2026	20947	1560	Lower Valley Energy	10-20100	28.85	M
09/26	09/01/2026	20948	1560	Lower Valley Energy	52-20100	3,881.72	M
09/26	09/01/2026	20949	1560	Lower Valley Energy	10-20100	18.73	M
09/26	09/01/2026	20950	1560	Lower Valley Energy	52-20100	79.09	M
09/26	09/01/2026	20951	1560	Lower Valley Energy	52-20100	52.91	M
09/26	09/01/2026	20952	1560	Lower Valley Energy	51-20100	20.51	M
09/26	09/01/2026	20953	1560	Lower Valley Energy	52-20100	18.07	M
09/26	09/01/2026	20954	1560	Lower Valley Energy	52-20100	41.89	M
09/26	09/01/2026	20955	1560	Lower Valley Energy	52-20100	181.68	M
09/26	09/01/2026	20956	1560	Lower Valley Energy	51-20100	42.80	M
09/26	09/01/2026	20957	1560	Lower Valley Energy	51-20100	19.72	M
09/26	09/01/2026	20958	1560	Lower Valley Energy	10-20100	47.37	M
09/26	09/01/2026	20959	1560	Lower Valley Energy	51-20100	65.52	M
09/26	09/01/2026	20960	1560	Lower Valley Energy	51-20100	473.60	M
09/26	09/01/2026	20961	1560	Lower Valley Energy	52-20100	29.02	M
09/26	09/01/2026	20962	1560	Lower Valley Energy	52-20100	45.46	M
09/26	09/01/2026	20963	1560	Lower Valley Energy	52-20100	48.89	M
09/26	09/01/2026	20964	1560	Lower Valley Energy	10-20100	23.74	M
09/26	09/01/2026	20965	1560	Lower Valley Energy	52-20100	431.53	M
09/26	09/01/2026	20966	1560	Lower Valley Energy	10-20100	18.66	M
09/26	09/01/2026	20967	1560	Lower Valley Energy	52-20100	19.01	M
09/26	09/05/2026	20968	410	AT&T MOBILITY	52-20100	707.34	M
09/26	09/10/2026	20972	3780	The Bancorp	10-20100	8,053.61	M
09/26	09/03/2026	20973	3670	Teton Technology Partners, LLC	52-20100	3,433.27	M
09/26	09/05/2026	20975	2880	Xpress Bill Pay	52-20100	698.90	M
08/26	08/18/2026	21331	130	WyoCMA	10-20100	150.00	V
08/26	08/18/2026	21334	480	Belinda Penny	10-20100	820.00	
08/26	08/18/2026	21335	570	Broulims-Alpine	10-20100	165.63	
08/26	08/18/2026	21336	3760	Chemwest LLC	51-20100	1,390.00	
08/26	08/18/2026	21337	3360	Cobblestone Hotel & Suites - Alpine	10-20100	1,438.00	
08/26	08/18/2026	21338	700	Control Engineers, PA	52-20100	550.00	
08/26	08/18/2026	21339	710	Core & Main LP	51-20100	47,424.18	
08/26	08/18/2026	21340	670	David Burchard	10-20100	700.00	
08/26	08/18/2026	21341	860	Dry Creek Enterprises Inc	10-20100	5,728.75	
08/26	08/18/2026	21342	870	Energy Laboratories Inc	51-20100	438.00	
08/26	08/18/2026	21343	900	Falcon Enviromental Corp	52-20100	706.15	
08/26	08/18/2026	21344	910	Fall River Propane	52-20100	12.00	
08/26	08/18/2026	21345	980	FP Mailing Solutions	10-20100	149.85	
08/26	08/18/2026	21346	1050	GCHB Ventures	10-20100	932.40	

M = Manual Check, V = Void Check

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 8/18/2026 - 9/15/2026

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/26	08/18/2026	21347	2890	High Country Linen	52-20100	133.56
08/26	08/18/2026	21348	1150	ICMA	10-20100	582.40
08/26	08/18/2026	21349	1130	International Inst. of Municipal Clerks	10-20100	195.00
08/26	08/18/2026	21350	1140	Jayce Peavler	10-20100	500.00
08/26	08/18/2026	21351	1310	Jenkins Building Supply	10-20100	1,802.55
08/26	08/18/2026	21352	1340	Jorgensen Associates, Inc	52-20100	6,695.00
08/26	08/18/2026	21353	1480	Lincoln County Clerk	51-20100	60.00
08/26	08/18/2026	21354	1510	Lincoln County Sheriff's Office	10-20100	65,706.50
08/26	08/18/2026	21355	990	Melinda Dorion	10-20100	382.52
08/26	08/18/2026	21356	1610	Mission Communications, LLC	51-20100	776.81
08/26	08/18/2026	21357	1680	Norco, Inc	10-20100	40.92
08/26	08/18/2026	21358	1700	One Call of Wyoming	52-20100	106.05
08/26	08/18/2026	21359	4090	Pacific Office Automation	10-20100	220.88
08/26	08/18/2026	21360	3940	PEAC Solutions	10-20100	282.98
08/26	08/18/2026	21361	3900	Peak Water Services, LLC	52-20100	1,433.64
08/26	08/18/2026	21362	1160	RAD Curbside, LLC	52-20100	744.55
08/26	08/18/2026	21363	1020	Rams Head Escrow Solutions	10-20100	92,255.00
08/26	08/18/2026	21364	4010	Star Valley Trout Unlimited	10-20100	3,326.19
08/26	08/18/2026	21365	4170	Stelling & Gross LLC	52-20100	1,040.00
08/26	08/18/2026	21366	2140	SVI Media	10-20100	475.00
08/26	08/18/2026	21367	3530	West Bank Sanitation	10-20100	7,397.94
08/26	08/18/2026	21368	2690	Wyoming Department of Revenue	51-20100	78.65
08/26	08/18/2026	21369	4150	Yost	52-20100	168.18
08/26	08/20/2026	21371	710	Core & Main LP	51-20100	.00 V
08/26	08/20/2026	21372	710	Core & Main LP	51-20100	380,956.90
09/26	09/01/2026	21374	250	Alpine Ace Hardware	10-20100	1,847.14
09/26	09/01/2026	21375	4360	Alpine Education Foundation	10-20100	16,654.00
09/26	09/01/2026	21376	290	Alpine Excavation LLC	51-20100	525.00
09/26	09/01/2026	21377	140	Big Bear Plumbing LLC	51-20100	589.00
09/26	09/01/2026	21378	620	Caselle, LLC	10-20100	37,614.24
09/26	09/01/2026	21379	3760	Chemwest LLC	51-20100	1,390.00
09/26	09/01/2026	21380	710	Core & Main LP	51-20100	10,153.18
09/26	09/01/2026	21381	1180	Daniel Jed Frumkin	10-20100	3,500.00
09/26	09/01/2026	21382	860	Dry Creek Enterprises Inc	52-20100	5,375.00
09/26	09/01/2026	21383	3870	Frontier Precision, Inc.	52-20100	4,180.00
09/26	09/01/2026	21384	1070	Gray Bear Productions	10-20100	700.00
09/26	09/01/2026	21385	2890	High Country Linen	52-20100	160.16
09/26	09/01/2026	21386	1240	IDAWY Solid Waste District	10-20100	56.00
09/26	09/01/2026	21387	4200	JVA, Inc.	52-20100	12,123.00
09/26	09/01/2026	21388	1480	Lincoln County Clerk	10-20100	75.00
09/26	09/01/2026	21389	1530	Lincoln County Water Quality Lab	51-20100	81.00
09/26	09/01/2026	21390	3110	No Tengo Rancho, LLC	51-20100	2,960.36
09/26	09/01/2026	21391	4150	Pacific Office Automation Inc.	52-20100	236.65
09/26	09/01/2026	21392	3390	Peter Scott Chandler	10-20100	600.00
09/26	09/01/2026	21393	1780	REIC Rentals	10-20100	80.25
09/26	09/01/2026	21394	2870	Sanderson Law Office	10-20100	3,125.00
09/26	09/01/2026	21395	1910	Servant Electric PC	10-20100	758.63
09/26	09/01/2026	21396	2010	Star Valley Chamber of Commerce	10-20100	1,500.00
09/26	09/01/2026	21397	2120	Sunrise Engineering	51-20100	12,853.25
09/26	09/01/2026	21398	3990	Tara Bender	10-20100	58.75
09/26	09/01/2026	21399	2480	Valley Wide Cooperative, Inc	10-20100	453.29
09/26	09/01/2026	21400	2540	Wyoming Assn of Municipalities	10-20100	150.00
09/26	09/01/2026	21401	550	Wyoming Classical Academy-Alpine	10-20100	430.00
09/26	09/01/2026	21402	2730	Wyoming Local Liability Pool	51-20100	2,000.00
09/26	09/15/2026	21406	3340	Ahren Schultheis	52-20100	1,000.00
09/26	09/15/2026	21407	200	Alarmlogix, LLC	10-20100	35.00
09/26	09/15/2026	21408	250	Alpine Ace Hardware	10-20100	973.62

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/26	09/15/2026	21409	480	Belinda Penny	10-20100	980.00
09/26	09/15/2026	21410	140	Big Bear Plumbing LLC	51-20100	439.00
09/26	09/15/2026	21411	3110	Brittani Egbert	10-20100	185.73
09/26	09/15/2026	21412	570	Broulims-Alpine	10-20100	95.59
09/26	09/15/2026	21413	3110	Cinthya Corona	52-20100	4,000.00
09/26	09/15/2026	21414	640	CivicPlus	10-20100	4,500.00
09/26	09/15/2026	21415	710	Core & Main LP	51-20100	43,253.75
09/26	09/15/2026	21416	3110	Daniel Reynolds	52-20100	238.84
09/26	09/15/2026	21417	870	Energy Laboratories Inc	52-20100	2,533.00
09/26	09/15/2026	21418	3080	Eric Green	10-20100	42.47
09/26	09/15/2026	21419	910	Fall River Propane	52-20100	118.96
09/26	09/15/2026	21420	4160	Friends of the Bridger-Teton	10-20100	6,118.31
09/26	09/15/2026	21421	1070	Gray Bear Productions	10-20100	1,000.00
09/26	09/15/2026	21422	2890	High Country Linen	52-20100	116.30
09/26	09/15/2026	21423	1240	IDAWY Solid Waste District	10-20100	46.00
09/26	09/15/2026	21424	2630	Ingersoll-Rand Industrial U.S., Inc.	52-20100	2,172.63
09/26	09/15/2026	21425	1310	Jenkins Building Supply	10-20100	334.97
09/26	09/15/2026	21426	1340	Jorgensen Associates, Inc	10-20100	14,056.96
09/26	09/15/2026	21427	4200	JVA, Inc.	52-20100	3,951.00
09/26	09/15/2026	21428	1430	KubWater Resources, Inc.	52-20100	4,256.91
09/26	09/15/2026	21429	1510	Lincoln County Sheriff's Office	10-20100	706.50
09/26	09/15/2026	21430	1610	Mission Communications, LLC	51-20100	366.28
09/26	09/15/2026	21431	1680	Norco, Inc	10-20100	40.92
09/26	09/15/2026	21432	4090	Pacific Office Automation	10-20100	220.88
09/26	09/15/2026	21433	1810	Parkland USA Corporation	10-20100	2,376.50
09/26	09/15/2026	21434	3940	PEAC Solutions	10-20100	282.98
09/26	09/15/2026	21435	1160	RAD Curbside, LLC	10-20100	791.00
09/26	09/15/2026	21436	930	RubberForm	10-20100	19,537.05
09/26	09/15/2026	21437	2870	Sanderson Law Office	52-20100	2,287.50
09/26	09/15/2026	21438	730	SP Creative LLC	10-20100	2,000.00
09/26	09/15/2026	21439	2000	Star Valley Arts Council	10-20100	3,500.00
09/26	09/15/2026	21440	4170	Stelling & Gross LLC	10-20100	2,765.00
09/26	09/15/2026	21441	2190	Teton Media Works, Inc.	10-20100	492.00
09/26	09/15/2026	21442	1390	Twin D, Inc.	52-20100	20,166.72
09/26	09/15/2026	21443	2390	USABlueBook	52-20100	158.15
09/26	09/15/2026	21444	2480	Valley Wide Cooperative, Inc	10-20100	1.00
09/26	09/15/2026	21445	4290	W.W. Grainger, Inc.	52-20100	162.16
09/26	09/15/2026	21446	3530	West Bank Sanitation	52-20100	10,711.24
Grand Totals:						933,289.98

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	2,672.88	298,792.07-	296,119.19-
10-33-135	185.73	.00	185.73
10-42-240	1,045.00	.00	1,045.00
10-42-315	17,685.46	.00	17,685.46
10-42-316	3,874.40	.00	3,874.40
10-42-325	1,007.72	.00	1,007.72
10-42-335	17,589.60	2,522.88-	15,066.72
10-42-340	508.28	.00	508.28
10-42-350	95.00	.00	95.00
10-42-360	2,661.19	150.00-	2,511.19

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GL Account	Debit	Credit	Proof
10-42-370	94.72	.00	94.72
10-42-405	149.85	.00	149.85
10-42-410	801.14	.00	801.14
10-45-335	2,553.12	.00	2,553.12
10-48-410	47.50	.00	47.50
10-48-415	12,944.50	.00	12,944.50
10-50-331	1,257.00	.00	1,257.00
10-50-335	240.33	.00	240.33
10-50-350	332.50	.00	332.50
10-50-395	104.00	.00	104.00
10-54-333	174.78	.00	174.78
10-54-455	170.00	.00	170.00
10-56-319	66,413.00	.00	66,413.00
10-56-335	241.32	.00	241.32
10-56-452	45.85	.00	45.85
10-56-454	58.75	.00	58.75
10-58-330	1,596.39	.00	1,596.39
10-58-332	2,207.16	.00	2,207.16
10-58-334	44.98	.00	44.98
10-58-404	2,876.50	.00	2,876.50
10-58-410	1,370.26	.00	1,370.26
10-58-411	1,529.17	.00	1,529.17
10-58-450	338.27	.00	338.27
10-58-452	1,478.42	.00	1,478.42
10-58-454	1,228.75	.00	1,228.75
10-65-332	785.16	.00	785.16
10-65-452	1,819.60	.00	1,819.60
10-65-454	125.00	.00	125.00
10-66-430	826.11	.00	826.11
10-66-431	6,520.00	.00	6,520.00
10-66-432	23,822.42	.00	23,822.42
10-70-315	1,441.24	.00	1,441.24
10-90-545	20,193.29	.00	20,193.29
10-95-620	92,255.00	.00	92,255.00
10-95-640	8,053.61	.00	8,053.61
51-20100	954,406.72	1,481,944.44-	527,537.72-
51-33-100	2,960.36	.00	2,960.36
51-42-315	1,060.00	.00	1,060.00
51-42-335	13,773.67	.00	13,773.67
51-42-370	302.09	.00	302.09
51-42-380	2,000.00	.00	2,000.00
51-42-410	333.59	.00	333.59
51-80-320	2,775.30	.00	2,775.30
51-80-332	47,924.24	1,227.80-	46,696.44
51-80-335	1,143.09	.00	1,143.09
51-80-400	26.96	.00	26.96
51-80-430	2,780.00	.00	2,780.00
51-80-452	302.22	.00	302.22
51-80-453	4,299.68	.00	4,299.68
51-90-545	1,389,409.99	953,178.92-	436,231.07
51-90-548	12,853.25	.00	12,853.25
52-20100	63.00	109,696.07-	109,633.07-
52-33-200	4,238.84	.00	4,238.84
52-42-315	1,272.50	.00	1,272.50
52-42-335	22,156.83	.00	22,156.83
52-42-370	302.09	.00	302.09
52-42-410	150.69	.00	150.69

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GL Account	Debit	Credit	Proof
52-82-315	100.00	.00	100.00
52-82-332	21,881.61	.00	21,881.61
52-82-454	1,128.31	.00	1,128.31
52-83-315	2,789.24	.00	2,789.24
52-83-332	12,965.87	63.00-	12,902.87
52-83-454	431.53	.00	431.53
52-84-110	1,000.00	.00	1,000.00
52-84-315	1,580.00	.00	1,580.00
52-84-318	5,375.00	.00	5,375.00
52-84-319	15,543.43	.00	15,543.43
52-84-320	557.63	.00	557.63
52-84-332	496.28	.00	496.28
52-84-335	480.65	.00	480.65
52-84-400	69.98	.00	69.98
52-84-454	4,386.99	.00	4,386.99
52-90-541	1,040.00	.00	1,040.00
52-90-544	11,748.60	.00	11,748.60
Grand Totals:	2,847,575.18	2,847,575.18-	.00

Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



Sheriff's Office
Lincoln County
 State of Wyoming

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



ALPINE STATS 08/01/26-08/31/26

CITATIONS	15
WARNINGS	17
CFS/LAW INCIDENTS	290
SPECIAL PATROL	37

ABANDONED VEHICLE	1	ACCIDENT / ACCIDENT FATAL	8 / 0
AGENCY ASSIST / PRISONER TRANSPORT	5 / 1	ALARMS	8
ALCOHOL PROBLEM / INTOXICATION	0 / 1	ANIMAL PROBLEM	4
ASSAULT	1	SECURITY CHECK	1
TEST	2	CITIZEN ASSIST	11
CITIZEN DISPUTE	4	CIVIL STANDBY	
CONTROLLED BURN	6	FIRE	1
DISTURBANCE	3	DOMESTIC VIOLENCE	2
DRUGS / CONTROLLED SUBSTANCE	1 / 0	E911	21
FOREST PATROL	1	SMOKE INVESTIGATION / FIREWORKS	4 / 4
FRAUD	2	GAME & FISH	2
HARASSMENT	1	INFORMATION	3
JUVENILE PROBLEM		LIVESTOCK	2
LOST/FOUND ANIMAL	3	LOST/FOUND PROPERTY	1
MEDICAL	12	SUICIDAL SUBJECT	1
MISSING PERSON	1	MOTOR ASSIST	3
NOISE	1	SCHOOL ZONE	
PARKING PROBLEM		PROBATION VIOLATION	2
PROPERTY DAMAGE	2	PUBLIC RELATIONS	1
RECKLESS DRIVING	14	REDDI	8
SEARCH & RESCUE	1	SUSPICIOUS	10
THEFT / VEHICLE THEFT	2 / 2	TRAFFIC HAZARD	1
TRAFFIC OFFENSE	1	TRANSFER PATIENT	23
TRESPASSING	3	THREATENING	4
VANDALISM	2	VIN INSPECTIONS	8
WELFARE CHECK	11	WEAPONS OFFENSE	3

NEW OR RENEWAL LIQUOR LICENSE OR PERMIT APPLICATION

(State of Wyoming-County and Municipal Jurisdictions)

FOR LIQUOR DIVISION USE ONLY

Customer #:			
Transf. from:			
1 st Reviewer:		/	/
2 nd Reviewer:		/	/

Section 7, Itema.

CLERK SECTION: Completed by City / Town / County Clerk		Local License #	
Filing In Jurisdiction: ☐ CITY or TOWN OF: <u>ALPINE</u> ☐ COUNTY OF: _____		Date filed with clerk: <u>08 / 24 / 26</u> Advertising Dates: (Minimum 2 Consecutive Weeks Prior to Hearing) <u>09 / 02 / 26</u> & <u>09 / 09 / 26</u> Public Hearing Date: <u>09 / 15 / 26</u> Publishing Fee: \$ _____ Publishing Fee Direct Billed to Applicant: ☐	
Fees Annual License Fee: \$ _____ Prorated License Fee: \$ _____ Transfer Fee: \$ <u>100</u> <u>00</u>		License Term: <u>10</u> / <u>01</u> / <u>2026</u> Through <u>12</u> / <u>31</u> / <u>26</u> Month Day Year Month Day Year	
LICENSING AUTHORITY CLERK: BEGIN ADVERTISING PROMPTLY! PER W.S. 12-4-104(d): IMMEDIATELY FORWARD A COPY OF THE APPLICATION AND ALL ATTACHEMENTS TO THE DIVISION. NO LICENSING AUTHORITY SHALL APPROVE OR DENY AN APPLICATION UNTIL THE LIQUOR DIVISION HAS CERTIFIED THE APPLICATION IS COMPLETE.			
SECTION 1: APPLICANT & LOCATION INFORMATION			
Applicant (Business Name): <u>ABS WY LLC</u> Doing Business As (DBA) / Trade Name: <u>KJ's Alpine</u> Building to be licensed / Building Address: <u>15 Boardwalk Dr</u> (Address Number, and Suite or Unit Number, and Street or Road Name) <u>Alpine</u> <u>WY</u> <u>83128</u> <u>Lincoln</u> City State Zip County Local Mailing Address: _____ (Address Number or PO Box, and Suite or Unit Number, and Street or Road Name) _____ City State Zip County Business Telephone Number: <u>307-654-9982</u> Fax Number: _____ Business E-Mail Address: <u>absllc.wy@gmail.com, shred_9@yahoo.com</u> Business Primary Contact: <u>Sreedhar</u> <u>Dangatia</u> First Name Last Name			
SECTION 2: FILING AS (CHOOSE ONLY ONE)			
☐ INDIVIDUAL ☐ GENERAL PARTNERSHIP ☐ LP ☐ LLP ☐ LLLP ☒ LLC ☐ LC ☐ CORPORATION (INC) ☐ NON-PROFIT CORPORATION (NCORP) ☐ POLITICAL SUBDIVISION ☐ ORGANIZATION ☐ OTHER _____			
SECTION 3: FILING FOR (CHOOSE ONLY ONE)			
☐ NEW LICENSE OR PERMIT ☐ RENEWAL OF LICENSE OR PERMIT ☐ TRANSFER OF LOCATION ☒ TRANSFER OF OWNERSHIP* ☐ TRANSFER OF OWNERSHIP* and LOCATION *For a Transfer of Ownership: Attach a Form of Assignment Formerly Held by: <u>PARKLAND USA CORP</u>			
SECTION 4: TYPE OF LICENSE OR PERMIT (CHOOSE ONLY ONE)			
(a) Licenses and Permits Authorized for On-Premise Sales and Off-Premise Package Sales ☐ RETAIL LIQUOR LICENSE ☒ COUNTY MALT BEVERAGE PERMIT ☐ MICROBREWERY PERMIT ☐ WINERY PERMIT ☐ WINERY SATELLITE PERMIT ☐ MANUFACTURER SATELLITE PERMIT (i) Primary Business Type (CHOOSE ONLY ONE) (W.S. 12-6-101(c)(vi)) ☐ ON-PREMISE: BAR ☒ OFF-PREMISE: PACKAGE STORE ☐ ON & OFF PREMISE: BAR & PACKAGE STORE (b) Licenses and Permits Authorized for ONLY On-Premise Sales ☐ RESTAURANT LIQUOR LICENSE ☐ BAR AND GRILL LIQUOR LICENSE ☐ SPECIAL MALT BEVERAGE PERMIT ☐ RESORT LIQUOR LICENSE ☐ RESORT HOTEL LIQUOR LICENSE ☐ RESORT LIQUOR LICENSE-SKI RESORT LIMITED RETAIL LIQUOR LICENSE (CLUB) ☐ GOLF CLUB ☐ VETERANS CLUB ☐ FRATERNAL CLUB ☐ SOCIAL CLUB			
SECTION 5: SPECIAL STATUTORY DESIGNATIONS-ONLY COMPLETE IF APPLICABLE (CHOOSE ONLY ONE)			
☐ COMMERCIAL AIRPORT (W.S. 12-4-201(d)(iv)) ☐ GOLF CLUB (W.S. 12-5-201(f)) ☐ GUEST RANCH (W.S. 12-5-201(f)) ☐ Other: _____			
SECTION 6: OPERATIONAL STATUS (W.S. 12-4-101(a)(cc) / 12-2-301(c) / 12-4-103(a)(iv)) and to assist the Liquor Division with Scheduling Inspections)			
☐ SEASONAL MONTHS OF OPERATION: from _____ to _____ ☒ All Year (Jan-Dec) ☐ NON-OPERATIONAL / PARKED DAYS OF WEEK OF OPERATION: from _____ to _____ ☒ Every Day (Mon-Sun) HOURS OF OPERATION: from <u>5:00 AM</u> to <u>10:00 PM</u> ☐ 24 Hours a Day			

ALL APPLICANTS MUST COMPLETE QUESTIONS 1-3

1. BUILDING OWNERSHIP: W.S. 12-4-103(a)(iii)

Does the Applicant own or lease the licensed building?

- (a) The Applicant **OWNS** the licensed building. ☐ YES (own)
- (b) The Applicant **LEASES** the licensed building. ☒ YES (lease)

If the building is leased, attach a copy of the lease agreement and complete (i) through (iii) below:

- (i) The lease term expiration date is: Jun / 03 / 2031; or, ☐ Does not expire / Automatically Renews.

Note: The lease term **MUST** continue at least through the term of the liquor license or permit.

- (ii) The lease term information is located on page(s) 1 paragraph(s) 1.
- (iii) Sales provision for alcoholic or malt beverages: located, on page(s) 11 paragraph(s) b.

Note: The lease **MUST** contain a provision specifically allowing the **SALE OF ALCOHOLIC or MALT BEVERAGES**.

- (c) **RENEWAL ONLY:** The lease is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (i) If NO to (c), attach a copy of the current lease agreement and complete 1.(b), (i) through (iii)

2. LIQUOR BUSINESS CONTROL: W.S. 12-4-601(b)

- (a) To operate the liquor business, has the business or license/permit been assigned, leased, transferred or contracted with any other person (entity) to operate and assert total or partial control of the license or permit or the licensed building? ☐ YES ☒ NO
- (b) If the answer was YES to 2(a) above, attach a written explanation and copies of any documents in connection there within.

3. INTEREST IN LICENSE OR PERMIT: W.S. 12-4-401, 12-4-402, 12-4-403

Does any alcohol manufacturer, brewer, rectifier, wholesaler, or through a subsidiary affiliate, officer, director or member of any such firm:

- (a) Hold any interest in the license/permit applied for? ☐ YES ☒ NO
- (b) Furnish by way of loan or any other money or financial assistance for purposes hereof in the business? ☐ YES ☒ NO
- (c) Furnish, give, rent or loan any equipment, fixtures, interior decorations or signs other than standard brewery or manufacturer's signs? ☐ YES ☒ NO
- (d) If the answer was YES to any of the above questions, attach a written explanation and copies of any documents in connection there within.

QUESTIONS 4-16 AND SIGNATURE PAGE: COMPLETED BY THE APPLICANT AS APPLICABLE**4. RETAIL LIQUOR LICENSE, COMMERCIAL SERVICE AIRPORTS ONLY: W.S. 12-4-201(m)**

- (a) Will food and beverage services be contracted or subcontracted? ☐ YES ☐ NO
- (i) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (a) (ii), attach a copy of the current contract or subcontract.

5. BAR AND GRILL LICENSE OR RESTAURANT LIQUOR LICENSE ONLY: 12-4-413(a) / W.S. 12-4-407(b)Is a copy of the valid food service permit or the approved permit application attached? ☐ YES ☐ NO**6. RESTAURANT LIQUOR LICENSE RENEWAL ONLY: W.S. 12-4-407(c) / W.S. 12-4-408**

- (a) Gross sales figures and percentages of income derived from:
- | | | |
|------------------------|----------|---------|
| (Line 1) Liquor Sales: | \$ _____ | (____%) |
| (Line 2) Food Sales: | \$ _____ | (____%) |
| (Line 3) Gross Sales: | \$ _____ | (____%) |
- (Line 1 + Line 2 must = Line 3)

7. BAR AND GRILL LICENSE LIQUOR LICENSE, RENEWAL ONLY: W.S. 12-4-413(a) / W.S. 12-4-413(h), (i), (j)

- (a) Gross sales figures and percentages of income derived from:
- | | | |
|-------------------------------|----------|---------|
| (Line 1) Liquor Sales: | \$ _____ | (____%) |
| (Line 2) Food Sales: | \$ _____ | (____%) |
| (Line 3) Entertainment Sales: | \$ _____ | (____%) |
| (Line 4) Gross Sales: | \$ _____ | (____%) |
- (Line 1 + Line 2 + Line 3 must = Line 4)

8. RESORT LIQUOR LICENSE: W.S. 12-4-401 through W.S. 12-4-405**Does the resort complex:**

- (a) Have an actual valuation of at least one million dollars, or have committed or expended not less than one million dollars (\$1,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-401(b)(i) ☐ YES ☐ NO
- (b) Include a restaurant and a convention facility; a convention facility that will seat at least one hundred (100) persons? W.S. 12-4-401(b)(ii) ☐ YES ☐ NO
- (c) Include motel, hotel or privately owned condominium, town house or home accommodations approved for short term occupancy with at least one hundred (100) sleeping rooms? W.S. 12-4-401(b)(iii) ☐ YES ☐ NO
- (d) If no on question (c), have a ski resort facility open to the general public in which has been committed or expended not less than 10 million dollars (\$10,000,000.00) on the facility? W.S. 12-4-401(b)(iv) ☐ YES ☐ NO
- (e) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) ☐ YES ☐ NO
- (i) If YES to (e), attach a copy of the contract or subcontract.
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (e) (ii), attach a copy of the current contract or subcontract.

9. RESORT HOTEL LIQUOR LICENSE: W.S. 12-4-416 / W.S. 12-4-403 through W.S. 12-4-405**Does the resort hotel:**

- (a) Have an actual valuation of at least five million dollars, or have committed or expended at least five million dollars (\$5,000,000.00) on the complex, excluding the value of the land? W.S. 12-4-416(b)(i) ☐ YES ☐ NO
- (b) Include a full-service restaurant? W.S. 12-4-416(b)(ii) ☐ YES ☐ NO
- (c) Include not less than twenty (20) sleeping rooms for short-term occupancy? W.S. 12-4-416(b)(iii) ☐ YES ☐ NO
- (d) Provide dining services to guest rooms for not less than twelve (12) hours each day? W.S. 12-4-416(b)(iv) ☐ YES ☐ NO
- (e) Provide facilities to accommodate business meetings for not less than fifty (50) participants? W.S. 12-4-416(b)(v) ☐ YES ☐ NO
- (f) Will food and beverage services be contracted or subcontracted? W.S. 12-4-403(b) ☐ YES ☐ NO
- (i) If YES to (f), attach a copy of the contract or subcontract.
- (ii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iii) If NO to (f) (ii), attach a copy of the current contract or subcontract.

10. MICROBREWERY PERMIT**WHOLESALE DISTRIBUTION: W.S. 12-2-201(a)**

- (a) Will or does the microbrewery at this location self-distribute its products or distribute through a licensed wholesaler? ☐ YES ☐ NO
- If YES to (a); contact the Wyoming Liquor Division for further information.
- RENEWAL ONLY: PRODUCTION REQUIREMENTS: W.S. 12-1-101(a)(xix)**
- (b) **Malt Beverage Production**
- Minimum barrel production required for the current license term: **50.00**
- (i) Barrels produced to date for the current license term: _____
- (ii) Variance: _____
- (c) Will the microbrewery at this location have produced at least 50 barrels (1,550 gallons) but less than 50,000 barrels (1,550,000 gallons) by the end of the current license term as required by law? ☐ YES ☐ NO
- (i) If NO to (c), attach a written explanation.

11. LIMITED RETAIL (CLUB) LIQUOR LICENSE: FRATERNAL CLUBS W.S. 12-1-101(a)(iii)(B)

- (a) Has the fraternal organization been actively operating in at least thirty-six (36) states? ☐ YES ☐ NO
- (b) Has the fraternal organization been actively in existence for at least twenty (20) years? ☐ YES ☐ NO

12. LIMITED RETAIL (CLUB) LIQUOR LICENSE: VETERANS CLUBS W.S. 12-1-101(a)(iii)(A)

- (a) Does the Veteran's organization hold a charter by the Congress of the United States? ☐ YES ☐ NO
- (b) Is the membership of the Veteran's organization comprised only of Veterans and its duly organized auxiliary? ☐ YES ☐ NO

13. LIMITED RETAIL (CLUB) LIQUOR LICENSE: GOLF CLUBS W.S. 12-1-101(a)(iii)(D) / W.S. 12-4-301(e)

- (a) Does the golf club have more than fifty (50) bona fide members? ☐ YES ☐ NO
- (b) Does the Applicant, maintain, or operate a bona fide golf course together with a clubhouse? ☐ YES ☐ NO
- (c) Is the Applicant a Political Subdivision of the state that owns, maintains, or operates this golf course? ☐ YES ☐ NO
- (i) Will food and beverage services be contracted or subcontracted? W.S. 12-4-301(e) ☐ YES ☐ NO
- (ii) If YES, is a copy of the food and beverage contract or lease attached? ☐ YES ☐ NO
- (iii) **RENEWAL ONLY:** The contract or subcontract is current and on file with the Licensing Authority. ☐ YES ☐ NO
- (iv) If NO to (c) (iii), attach a copy of the current contract or subcontract.

(May 2025)

14. LIMITED RETAIL (CLUB) LIQUOR LICENSE: SOCIAL CLUBS W.S. 12-1-101(a)(iii)(E) / W.S. 12-4-301(b)		
(a)	Does the club have more than one hundred (100) bona fide members who are residents of the county in which the club is located?	☐ YES ☐ NO
(b)	Is the club incorporated and operating solely as a nonprofit organization under the laws of this state?	☐ YES ☐ NO
(c)	Is the club qualified as a tax-exempt organization under the Internal Revenue Service?	☐ YES ☐ NO
(d)	Has the club been in continuous operation for a period of not less than one (1) year?	☐ YES ☐ NO
(e)	Has the club received twenty-five dollars (\$25.00) from each bona fide member as recorded by the secretary of the club and are club members at the time of this application in good standing by having paid at least one (1) full year in dues?	☐ YES ☐ NO
(f)	Does the club hold quarterly meetings and have an actively engaged membership carrying out the objectives of the club?	☐ YES ☐ NO
(g)	Is a true copy of the club bylaws attached to this application?	☐ YES ☐ NO
(h)	Has at least fifty one percent (51%) of the membership signed a petition indicating a desire to secure a Limited Retail Liquor License? (Petition(s) Attached)	☐ YES ☐ NO
(i) If YES to (h), attach a copy of the Petition(s).		

15. For Applicants Filing As: Individual, General Partnership, Political Subdivision, Organization or Other: W.S. 12-4-102(a)(ii) & (iii)
Each individual, partner or officer (as applicable) listed below must complete all of the information below. (If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	Have you been a DOMICILED resident for at least 1 year and not claimed residence in any other state in the last year?	Have you been convicted within the previous 10 years of:	
					Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐
				YES ☐ NO ☐	YES ☐ NO ☐	YES ☐ NO ☐

16. For Applicants Filing As: Corporation (INC), Limited Company (LC), Limited Liability Company (LLC), Limited Liability Partnership (LLLP) or Limited Partnership (LP): W.S. 12-4-102(a)(iv) & (v)	
(a) Is the Applicant Registered and Active with the Wyoming Secretary of State as required per W.S. 12-4-103(a)(x) or as otherwise required by Wyoming state laws?	☐ YES ☐ NO ☐ NOT APPLICABLE

List below: Each Officer, Director, stockholder, legal entity or member holding, either jointly or severally, ten percent (10%) or more of the outstanding and issued capital stock or ownership of the corporation, limited liability company, limited liability partnership, or limited partnership.

Each Officer, Director or LLC member listed below must complete all of the information below.

(If more information is required, list on a separate piece of paper and attach to this application.)

True and Correct Name	Date of Birth	Residence Address No. & Street City, State & Zip DO NOT LIST PO BOXES	Residence Phone Number	No. of Years in Corp or LLC	% of Corporate Stock or Ownership Held	Have you been convicted within the previous 10 years of:	
						Any Felony under Wyoming law?	Any Violation under Wyoming law relating to the sale or manufacture of Alcoholic Liquor or Malt Beverages?
Sreedhar Dangatla	06/06/1975	23391 Kernisdale Way, Sterling VA 20166	703-868-5315		50	YES ☐ NO ☒	YES ☐ NO ☒
Ather Chaudhry	02/02/1975	2412 Pebblebrook Ct Davidsonville MD-21035	301-980-2576		49 50	YES ☐ NO ☒	YES ☐ NO ☒
PARKLAND USA CORP					1	YES ☐ NO ☒	YES ☐ NO ☒
						YES ☐ NO ☐	YES ☐ NO ☐

FILING FOR: NEW, OR ANY TYPE OF TRANSFER

- FILING FOR: RENEWAL**

- OATH OR VERIFICATION W.S. 12-4-102(b)**

COUNTY OF Fairfax

31

06/04/2026

Town of Alpine
Office of the Town Clerk
250 Arrowhead Dr. (PO Box 3070)
Alpine, WY 83128

RE: Assignment and Authorization to Transfer Liquor License

License Type: County Malt Beverage Permit
Current Licensee: Parkland USA Corporation
Current Establishment Name (DBA): KJ's Alpine
Proposed Establishment Name (DBA): KJ's Alpine
Premises Address: 15 Boardwalk Dr, Alpine, WY 83128

Dear Town Clerk and Members of the Town Council:

We, Parkland USA Corporation, are the current and lawful holders of the aforementioned liquor license, issued by the Town of Alpine, Wyoming.

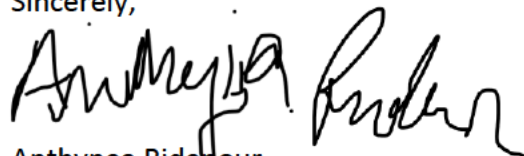
This letter serves as formal authorization under Wyoming Statute § 12-4-601(b) that we are in the process of finalizing the sale/transfer of the business and its operating assets to ABS WY LLC.

Please accept this letter as confirmation that ABS WY LLC has our full authorization and consent to apply for the transfer of ownership of this liquor license. We will execute any necessary documents and cooperate with the Town of Alpine to ensure a seamless transfer process pending final approval by the Town Council.

The actual closing of the sale and assignment of the license will occur on or about 06/10/2026.

Should you need any additional information or have any questions regarding this transfer, please do not hesitate to contact me at 305-335-7151 or email USRetailLicenses.Mailbox@sunoco.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anthynea Rider', is written over the printed name.

Anthynea Rider
Manager,
Parkland USA Corporation

LICENSE EFFECTIVE:

1/1/2026

LICENSE EXPIRES:

12/31/2026



PARKLAND USA CORPORATION

KJ'S ALPINE

COUNTY MALT BEVERAGE PERMIT

With this license or permit, the licensing authority of TOWN OF ALPINE hereby acknowledges the fee of \$500.00 has been paid and authorizes the licensee PARKLAND USA CORPORATION to sell MALT BEVERAGES ONLY under this COUNTY MALT BEVERAGE PERMIT in accordance with all laws prescribed under Title 12 within the licensed building described as follows:

15 BOARDWALK DR

ALPINE, WY 83128

Special Statutory Provisions (none if blank):

Town Clerk of Alpine, Wyoming

Mayor of Alpine, Wyoming



June 4th, 2026

Abs Wy LLC

15 Boardwalk Dr

Alpine WY 83128

RE: United Bank Verification Letter

To Whom It May Concern,

Please accept this letter as verification of the following United Bank Checking account number as well as Routing/Transit number (ABA) for electronic transfers (EFT) transactions ACH credits/debits and wires.

All debits up to the account available balance and credits will be allowed from this entity.

Checking Account Number: [REDACTED]

Routing/Transit Number: [REDACTED]

If you have any questions, please feel free to contact our branch at 410-721-7330.

Sincerely,

A handwritten signature in black ink, appearing to read 'Coumba Sow', written over a horizontal line.



Coumba Sow

NMLS# 2519876

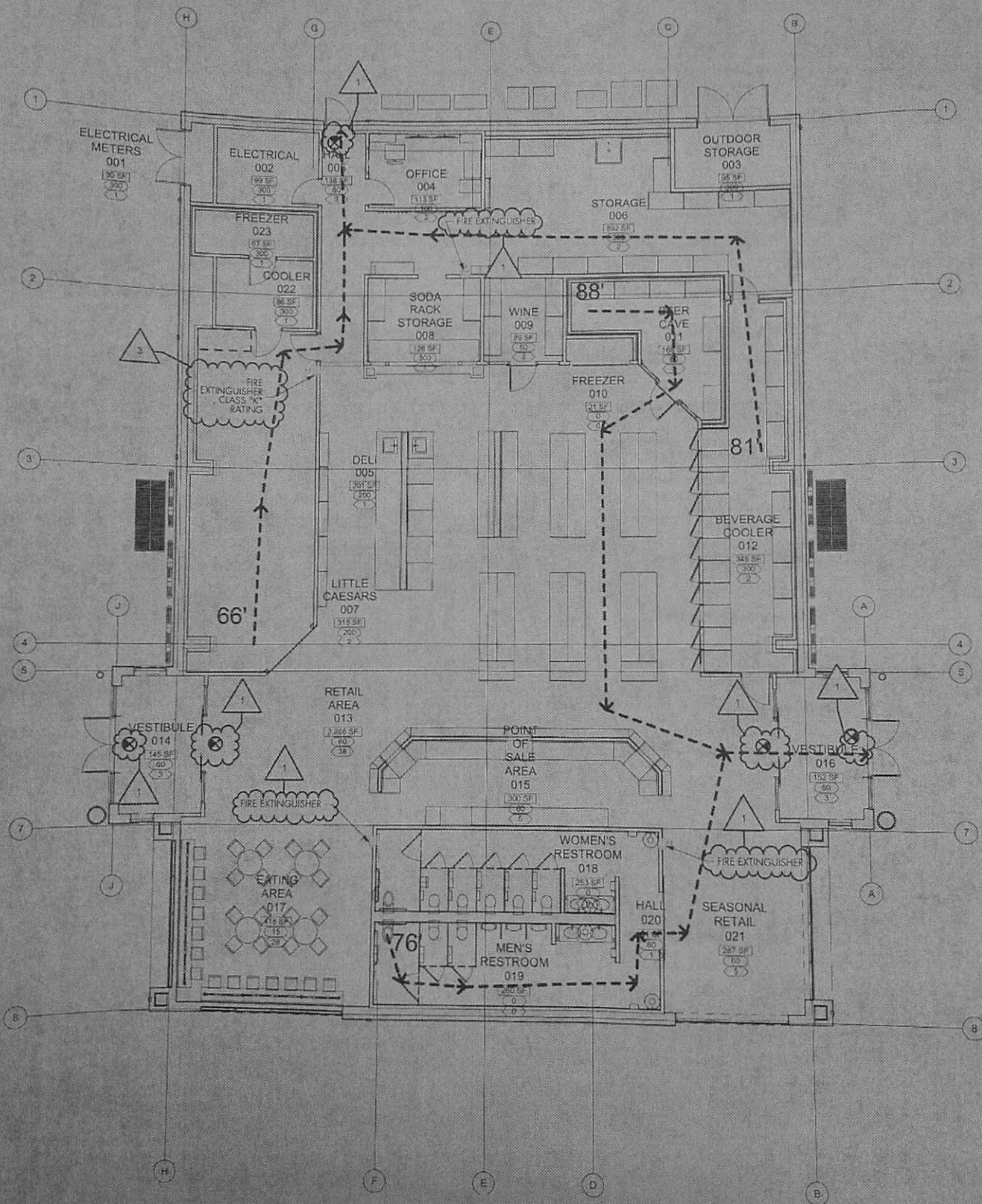
Branch Manager

2120 Baldwin Ave

Crofton, MD 21114

Direct (410) 721-7330

BankWithUnited.com



1 LIFE SAFETY
 SCALE: 1/8" = 1'-0"
 0 5 10'

06/28/2026

Mayor and Town Council
Town of Alpine
250 River Circle
PO Box 3070
Alpine, WY 83128

Re: Application for Transfer of Ownership — County Malt Beverage Permit
Current Permit Holder: Parkland USA Corporation
Applicant: ABS WY LLC
Premise Address: 15 Boardwalk Drive, Alpine, WY 83128

Dear Mayor and Members of the Town Council,

ABS WY LLC respectfully submits this letter in support of its application for the transfer of ownership of the County Malt Beverage Permit currently held by Parkland USA Corporation at 15 Boardwalk Drive, Alpine, Wyoming.

ABS WY LLC is acquiring the operations of a gas station and convenience store located at 15 Boardwalk Drive, Alpine, Wyoming. The business will continue to operate as a fuel and convenience retail facility serving residents and travelers in the Alpine area. ABS WY LLC intends to maintain the off-premise retail sale of malt beverages in a manner consistent with the current permit operations and in full compliance with Wyoming State Statutes Title 12 and all applicable Town of Alpine ordinances.

The proposed business operations are as follows:

- Business Type: Gas station and convenience store
- Permit Type: County Malt Beverage Permit — off-premise retail sales
- Hours of Operation: 5:00 a.m. – 10:00 p.m., daily
- Licensed Premises: Store interior

ABS WY LLC is committed to responsible retail operations. All employees involved in the sale of malt beverages will complete a Wyoming Liquor Division-approved alcohol server training program prior to serving in that capacity. The company will maintain all required training records on the licensed premises and make them available for inspection upon request.

We respectfully request the Town Council's approval of this transfer of ownership application. ABS WY LLC is committed to being a responsible permit holder and a positive contributor to the Alpine business community.

Should you have any questions or require additional information, please do not hesitate to contact us.

Respectfully submitted,



Sreedhar Dangatla

ABS WY LLC

2200 Defence Hwy, STE 300

Crofton MD 21114

703-868-5315

Absllc.wy@gmail.com

NOTICE OF APPLICATION FOR TRANSFER OF COUNTY MALT BEVERAGE PERMIT

Notice is hereby given that on August 24, 2026, ABS WY LLC d.b.a. KJ's Alpine filed an application with the Clerk of the Town of Alpine for the transfer of ownership of the County Malt Beverage Permit currently held by Parkland USA Corporation d.b.a. KJ's Alpine for the premises located at 15 Boardwalk Drive, Alpine, Wyoming.

Protests, if any, against the transfer will be heard by the Alpine Town Council at 7:00 p.m. on September 15, 2026, at Alpine Town Hall, 250 River Circle, Alpine, Wyoming.

Town of Alpine

Sarah Greenwald, Assistant Clerk – office@alpinewy.gov

Please publish 09/2/26 and 09/9/26



Date: September 15, 2026

Department: Clerk

Presenter: Sarah Greenwald, Deputy Clerk

Subject: ABS WY LLC Transfer of Ownership - County Malt Beverage Permit

Purpose

Council is being asked to conduct a public hearing and consider the transfer of ownership of the County Malt Beverage Permit currently owned by Parkland USA Corporation to ABS WY LLC. Staff recommends approval contingent upon final review and certification by the Wyoming Liquor Division.

Background

ABS WY LLC, doing business as KJ's Alpine, filed its transfer application. The application requests transfer of ownership of a County Malt Beverage Permit for an off-premises package store at 15 Boardwalk Drive, Alpine, Wyoming. The license term is through December 31, 2026. The public hearing was advertised for September 2 and September 9, 2026.

Staff is awaiting final review by the Wyoming Liquor Division. The Division identified discrepancies in the submitted lease, and the applicant is working to provide corrected or additional lease documentation. Wyoming Statute 12-4-104(d), as noted on the application, requires the Division to certify an application as complete before the licensing authority approves or denies it. Staff therefore recommend that Council approval be contingent upon the Division's final review and certification of completeness.

Alternatives

Option A — Approve the transfer contingent upon final review and certification by the Wyoming Liquor Division and resolution of the lease discrepancies.

Option B — Continue the item until the Wyoming Liquor Division completes its final review.

Option C — Deny the transfer.

Fiscal Impact

No material fiscal impact to the Town is anticipated beyond routine administrative processing.

Strategic or Community Impact

Conditioning approval on the Wyoming Liquor Division's final review and certification supports consistent licensing administration and ensures that the transfer is completed only after the lease documentation satisfies applicable requirements.

Key Questions

1. Does Council wish to approve the transfer subject to the Wyoming Liquor Division's final review, certification of completeness, and resolution of the lease discrepancies?
2. Does Council require any additional information or conditions before acting on the transfer?

Suggested Motion

I move to approve the transfer of ownership of the County Malt Beverage Permit from Parkland USA Corp. to ABS WY LLC, doing business as KJ's Alpine, for the premises located at 15 Boardwalk Drive, contingent upon final review and certification of the application as complete by the Wyoming Liquor Division.



Date: September 15, 2026
Department: Clerk/Treasurer
Presenter: Monica Chenault, Clerk/Treasurer
Subject: AMI Meter Project- Pay Application No. 5

Purpose:

Council is being asked to approve Pay Application No. 5 for additional AMI meter and antenna materials and authorize release of the remaining retainage associated with Pay Application No. 1.

Background:

The AMI Radio Read Project has previously been presented to Council through Pay Applications 1-4. Pay Application No. 5 identifies the final Core & Main material costs for 78 additional meters and antennas for Targhee Village. The supporting project-related invoices are Core & Main invoice V000053180 for \$11,552.63 and invoice V000056371 for \$30,740.07, totaling \$42,292.70. Both invoices have already been paid from Repairs and Maintenance and are not new amounts due to Core & Main. Town installation labor and miscellaneous plumbing materials are separate project costs and are not included in Pay Application No. 5.

Approval of Pay Application No. 5 will authorize the Treasurer to transfer \$42,292.70 from the AMI Meter Project budget to reimburse Repairs and Maintenance. The remaining retainage associated with Pay Application No. 1 may also be released because the required 41-day public notice period is complete.

Alternatives:

Option A — Identify the two previously paid Core & Main invoices as Pay Application No. 5 project costs, authorize the Treasurer to transfer \$42,292.70 to reimburse Repairs and Maintenance, and release the remaining retainage associated with Pay Application No. 1.

- Benefits Include: Accurately assigns the previously paid Core & Main invoices to the AMI Meter Project, reimburses Repairs and Maintenance, and allows the Town to continue project closeout.

Option B — Postpone action pending additional information

- Benefits Include: Allows additional review of the pay application and supporting invoices.

- Challenges Include: Delays the budget transfer, release of retainage, and project closeout.

Fiscal Impact:

Pay Application No. 5 identifies \$42,292.70 in project-related Core & Main materials: invoice V000053180 for \$11,552.63 and invoice V000056371 for \$30,740.07. Both invoices have already been paid from Repairs and Maintenance; no additional payment to Core & Main is requested.

The Town budgeted \$100,000.00 in the FY 2027 budget for this project. Approval authorizes the Treasurer to transfer \$42,292.70 from the AMI Meter Project budget to reimburse Repairs and Maintenance for the two previously paid project invoices and to release the remaining retainage associated with Pay Application No. 1.

Strategic or Community Impact:

Completion of the AMI Radio Read Project improves meter-reading efficiency and accuracy and supports more efficient utility billing operations.

Key Questions:

1. Does Council wish to approve Pay Application No. 5 in the amount of \$42,292.70?
2. Does Council wish to authorize release of the remaining retainage associated with Pay App 1 now that the 41-day public notice period is complete?

Suggested Motion:

I move to approve Pay Application No. 5 to Core & Main, LP in the amount of \$42,292.70 and authorize release of the remaining retainage associated with Pay Application No. 1 following completion of the required 41-day public notice period.



Contractor's Application for Payment No. 5	
Application Period: 06/31/2025 - 08/24/2026	Application Date: August 24, 2026
To (Owner): Town of Alpine, Wyoming	Via (Engineer): Jorgensen Associates, Inc.
Project: Town of Alpine AMI	
Owner's Contract No.: XXXX	Engineer's Project No.: 23001

Application For Payment
Change Order Summary

Approved Change Orders	Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE	2. Net change by Change Orders	3. Current Contract Price (Line 1 ± 2)	4. TOTAL COMPLETED AND STORED TO DATE	5. RETAINAGE	6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	8. GROSS AMOUNT DUE THIS APPLICATION	9. BALANCE TO FINISH, PLUS RETAINAGE
	1			\$	\$	\$	\$	\$	\$	\$	\$	\$
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
TOTALS												
NET CHANGE BY												
CHANGE ORDERS												

Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.	
Contractor Signature By: Drew Truscott	Date: 8/24/26

Payment of: \$	42,292.70	(Line 8 - 9 - 10 or other - attach explanation of the other amount)
is recommended by:		(Engineer) 9/1/2026 (Date)
Payment of: \$	42,292.70	(Line 8 - 9 - 10 or other - attach explanation of the other amount)
is approved by:		(Owner) (Date)
Approved by:		Funding or Financing Entity (if applicable) (Date)



Invoice

Section 8, Itemb.

Remit To:
Core & Main LP
PO Box 28330
Saint Louis, MO 63146
USA

Invoice # V000053180
Invoice Date 7/16/2026
Branch # 1314 Idaho Falls ID
Branch Phone 208-523-3335
Terms NET 30 DAYS
Total Amount Due 0.00

Account # C00113184
TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE, WY 83128 0070
USA

Shipped On 7/16/2026
Shipped Via CNM-Flatbed
To: 289 BUFFALO DRIVE
ALPINE, WY 83128
USA

Customer Reference: meters
Ordered By: craig
Purchase Order # meters
SO1000087181

Item	Description	Quantity	Unit Price	UM	Extended
10093720	R900-V4 MIU PIT 6' 13442-200 Load ID: LD1000103700	25.00	202.88	EA	5,072.00
10098072	3/4X1/8 MTR GASKET,NEOPRENE Load ID: LD1000103700	200.00	0.22	EA	44.00
10094121	3/4 MACH10 GAL STAND ALONE EU1C1G1P CHEYENE PAR Load ID: LD1000103700	19.00	338.77	EA	6,436.63
Subtotal					11,552.63

Subtotal	Freight	Handling	Restocking	Delivery	Tax	Total
11,552.63	0.00	0.00	0.00	0.00	0.00	11,552.63

Pre Payment: 11,552.63

Proof of Delivery

Carrier: CNM
Tracking:
Delivered: 7/16/2026 11:06:44 AM



Invoice

Section 8, Itemb.

Remit To:
Core & Main LP
PO Box 28330
Saint Louis, MO 63146
USA

Invoice # V000056371
Invoice Date 7/30/2026
Branch # 1314 Idaho Falls ID
Branch Phone 208-523-3335
Terms NET 30 DAYS
Total Amount Due 30,740.07

Account # C00113184
TOWN OF ALPINE
ACCOUNTS PAYABLE
PO BOX 3070
ALPINE, WY 83128 0070
USA

Shipped On 7/30/2026
Shipped Via CNM-Flatbed
To: 289 BUFFALO DRIVE
ALPINE, WY 83128
USA

Customer Reference: meters
Ordered By: craig
Purchase Order # meters
SO1000087181

Item	Description	Quantity	Unit Price	UM	Extended
10093720	R900-V4 MIU PIT 6' 13442-200 Load ID: LD1000103700	53.00	202.88	EA	10,752.64
10094121	3/4 MACH10 GAL STAND ALONE EU1C1G1P CHEYENE PAR Load ID: LD1000103700	59.00	338.77	EA	19,987.43
Subtotal					30,740.07

Subtotal	Freight	Handling	Restocking	Delivery	Tax	Total
30,740.07	0.00	0.00	0.00	0.00	0.00	30,740.07

Pre Payment: 0.00

Proof of Delivery

Carrier: CNM
Tracking:
Delivered: 7/16/2026 11:06:44 AM

DTT



Date: September 15, 2026

Department: Clerk/Treasurer

Presenter: Sarah Greenwald, Assistant Clerk

Subject: Civic Center Audio/Video System Upgrade

Purpose:

Council is being asked to approve a total budget of up to \$8,000 for upgrades to the Civic Center audio/video system and authorize staff to submit a \$6,000 funding request to the Alpine Travel and Tourism Board at its October 15, 2026 meeting.

Background:

The need for a more permanent audio/video setup at the Civic Center became apparent as the Town prepares to hold the Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley Annexation Public Hearing at the Civic Center due to the anticipated attendance and need for additional public meeting space.

The Civic Center does not currently have a permanent audio/video setup comparable to the system used for Town meetings at Town Hall. When meetings are held at the Civic Center, equipment must be moved, configured, and returned to Town Hall afterward, resulting in additional labor and scheduling limitations. The proposed upgrade would provide a more permanent and flexible setup, including a PTZOptics Move 4K camera and eight microphone discussion units. The Civic Center's existing wireless microphones can also be incorporated into the system.

Staff intends to request \$6,000 from the Alpine Travel and Tourism Board at its October 15 meeting to assist with the equipment costs.

Alternatives:

Option A — Approve the Civic Center audio/video system upgrade and authorize the Travel and Tourism funding request.

- **Benefits Include:** Improves the Civic Center for Town meetings, conferences, conventions, trainings, presentations, and other events while reducing the need to move equipment between facilities.

Option B — Continue using the existing system and move equipment between Town Hall and the Civic Center as needed.

- Benefits Include: Avoids purchasing additional equipment at this time.
- Challenges Include: Requires additional technician time for setup and reinstallation and limits the Civic Center’s ability to efficiently host larger meetings and events.

Fiscal Impact:

Council is being asked to authorize a total project budget of up to \$8,000. Staff would submit a \$6,000 funding request to the Alpine Travel and Tourism Board, with the Town responsible for project costs not covered by the grant.

Strategic or Community Impact:

A permanent audio/video system would allow the Civic Center to better accommodate large public hearings and Town meetings while also expanding its usefulness for conferences, conventions, trainings, presentations, organizational meetings, and other community or visitor-oriented events.

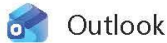
Improving the Civic Center’s meeting technology would make the facility more versatile and better equipped to serve residents, businesses, organizations, and visitors while reducing the need to relocate equipment from Town Hall for larger gatherings.

Key Questions:

1. Does Council wish to authorize up to \$8,000 for the Civic Center audio/video system upgrade?
2. Does Council wish to authorize staff to submit a \$6,000 funding request to the Alpine Travel and Tourism Board at its October 15, 2026, meeting?

Suggested Motion:

I move to approve a budget of up to \$8,000 for upgrades to the Civic Center audio/video system and authorize staff to submit a funding request to the Alpine Travel and Tourism Board in the amount of \$6,000 for consideration at its October 15, 2026, meeting.



Audio Technica equipment for Civic Center

From David Burchard <comtech.dave@gmail.com>

Date Tue 9/1/2026 1:59 PM

To Monica Chenault <clerk@alpinewy.gov>; Sarah Greenwald <sgreenwald@alpinewy.gov>

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

In order to host meetings in the Civic Center the town has two options that I can provide.

1) Remove the equipment that is installed in your rack and install it in the rack at the civic center along with some cabling and configuration changes. Then after the meeting I can restore it all back at the town offices and test. The last time we did this it cost 18 hours to move, configure and then restore at the town office. I could likely accomplish it in 12 hours this time however I'm not sure I can have it ready for back to back meetings the day after. **10 x 100=\$1200**

2) The two devices that could be purchased and permanently installed at the civic center would take about 4 hours to install. Then we would only need to move the existing microphones off of the table and one camera off the wall. There is already a camera mount and wiring at the civic center from last time.

ATDM-0604 6 channel mixer= \$1,399

ATUC-50 Discussion Unit Controller= \$1,949

4 hours labor to install those items on the network at Civic Center. \$400

2 hours to move camera and microphones =\$200

2 hours to move everything back to civic center and verify working. \$200

\$3,948 This is only an estimate (I will only bill for actual hours used)

Once this duality is completed the meetings could happen at either location for about \$400 or less if your staff learns the setup and moves it themselves.

The recommended camera for the civic center is the PTZOPTICS Move 4K.

\$2400 unless I can find a wholesale distributor.

The microphone discussion units with 18" goosenecks are \$681 each.

The existing wireless microphones at CC can be connected to this system.



Date: September 15, 2026

Department: Public Works – Wastewater

Presenter: Craig Leseberg Public Works Director

Subject: Lift Station Power Supply

Purpose:

To authorize staff to work with Lower Valley Energy to relocate the existing three-phase electrical service and establish a dedicated power connection adjacent to the lift station near Melvin Brewing. This project will require an amendment in the amount of \$20,000 to the wastewater fund capital outlay budget.

Background:

The lift station located near Melvin Brewing has historically received three-phase electrical power through the Melvin Brewing building. Although this arrangement sufficiently supplies power to the lift station, the Town's critical wastewater infrastructure remains dependent on electrical equipment and service located on private property.

Staff recommend working with Lower Valley Energy to relocate the three-phase power service to a location next to the lift station, on Town-owned property. A dedicated service at the lift station would provide the Town with direct access to its electrical connection, simplify future maintenance and emergency response, and provide a clearer separation between the Town's utility infrastructure and the private building's electrical system.

Alternatives:

Option A - Authorize Staff to Proceed with Relocating the Three-Phase Service

- Benefits include: Establishes a dedicated electrical service adjacent to the lift station; gives the Town direct access and control; improves reliability, maintenance access, and emergency response; and separates public infrastructure from the private building's electrical system.
- Challenges include: This project will cost \$15,000-\$20,000 more than originally anticipated.

Option B - Continue Using the Existing Electrical Arrangement

- Benefits include: Avoids immediate relocation costs.
- Challenges include: Continues the Town's dependence on a private building for power to critical wastewater infrastructure and may complicate access, maintenance, emergency response, future property changes, or modifications.

Fiscal Impact:

The Town budgeted \$25,000 from the wastewater fund’s capital outlay budget for this project. Actual costs are expected to exceed \$40,000.

- Lower Valley Energy's cost to relocate the three-phase service is \$22,325.82
- Excavation and concrete for the pad are estimated to cost \$8,000
- Electrician's costs are currently unknown but are estimated to cost \$10,000

Based on these amounts, the projected project cost is approximately \$40,325.82, which is approximately \$15,325.82 over the budgeted amount. The final cost may change once the electrician's actual cost and any other required expenses are confirmed.

Fiscal Impact Item	Amount
Budgeted amount	\$25,000.00
Lower Valley Energy	\$22,325.82
Excavation and concrete for pad (estimated)	\$8,000.00
Electrician cost (currently unknown; estimated)	\$10,000.00
Projected total cost (estimated)	\$40,325.82
Projected amount over budget (estimated)	\$15,325.82

Strategic or Community Impact:

- Providing a dedicated electrical service for the lift station supports the reliable operation of the Town's wastewater collection system.
- Direct Town access and control will improve the Town's ability to perform maintenance and respond to outages or emergencies, helping protect public health, the environment, and the welfare of Alpine residents and businesses.

Key Questions:

1. Does Council want to amend the FY27 budget to accommodate increased expenses for this project?

Suggested Motion:

I move to direct staff to proceed with the lift station power supply relocation project and amend the FY25 wastewater fund capital outlay budget by \$20,000 to accommodate project costs.



Date: September 15, 2026

Department: Public Works Department

Presenter: Craig Leseberg, Public Works Director

Subject: Used Service Pickup with Crane

Purpose:

To authorize staff to begin actively searching for a used service pickup equipped with a crane, within a revised budget of up to \$75,000, and authorize travel expenses to retrieve the vehicle.

Background:

There are currently 5 vehicles in the Town's fleet. Specifications of the fleet are as follows:

Vehicle Year	Make	Model	Description
1997	Ford	F-250	Service Body
2004	Ford	F-350	Service Body with Crane
2012	Ford	F-550	Dump Truck/Sander Truck
2016	Ford	F-150	WWTP
2019	Ford	F-150	Service Body

Adding a vehicle to the Town's fleet will reduce the use of personal vehicles for Town operations by ensuring a vehicle is available for every member of the Field Operations team. Existing vehicles are aging and will be due for replacement in future fiscal years.

Staff would like to purchase a used pickup with a service body and crane. A service body would provide essential tools and parts storage, while a crane would allow staff to more easily remove, install, and service lift-station pumps. Council budgeted \$45,000 in FY27 for a used service pickup but did not budget for the pickup to come equipped with a crane. Council would need to add \$30,000 to the water fund capital outlays budget for staff to secure the requested vehicle *with* a crane. The total \$75,000 expense for the vehicle would then be split: up to \$45,000 for the used service body pickup billed to the general fund capital outlays and up to \$30,000 for the crane billed to the water fund capital outlays.

Used service pickups, especially those with a crane, may be difficult to find in Western Wyoming and often sell quickly once listed. Staff request pre-authorization to purchase a used service

pickup equipped with a crane, in an amount not to exceed \$75,000, and travel for inspection/retrieval in the event that a vehicle meeting staff's desired specifications becomes available.

Alternatives:

Option A - Authorize staff to purchase the best available used service pickup with a crane

- Benefits include: Adds needed fleet capacity; reduces reliance on personal vehicles and the Town's more-than-20-year-old crane truck; improves lift-station pump maintenance; and may obtain a service body and crane at a lower cost than purchasing and installing them separately.
- Challenges include: Used-vehicle availability, mileage, condition, specifications, and pricing can vary. The Town may also incur costs for inspection, delivery, registration, immediate repairs, tires, or additional equipment.

Option B - Authorize staff to purchase the best available used service pickup without a crane

- Benefits include: Adds needed fleet capacity and reduces reliance on personal vehicles
- Challenges include: The Town would need to continue to rely on its existing 20-year-old crane truck for lift-station pump work.

Option C - Defer the Purchase

- Benefits include: Avoids an immediate expenditure and allows more time to review inventory.
- Challenges include: Continues the fleet shortage and reliance on personal vehicles and the aging crane truck, including for lift-station pump work.

Fiscal Impact:

Council budgeted \$45,000 in FY27 for a used service pickup but did not budget for the pickup to come equipped with a crane. Council would need to add \$30,000 to the water fund capital outlays budget for staff to secure the requested vehicle *with* a crane. The total \$75,000 expense for the vehicle would then be split: up to \$45,000 for the used service body pickup billed to the general fund capital outlays and up to \$30,000 for the crane billed to the water fund capital outlays. Increasing the overall budget for the vehicle to \$75,000 may allow staff to find a vehicle with lower mileage, resulting in overall lower maintenance costs for this vehicle long-term.

Strategic or Community Impact:

An additional service pickup will improve infrastructure maintenance and emergency response. A crane-equipped unit would make lift-station pump work easier and safer while reducing reliance

on the Town's more-than-20-year-old crane truck. The additional pickup would also reduce the need for employees to use personal vehicles for Town business. The purchase supports reliable services, employee safety, and responsible equipment management.

Key Questions:

Is Council supportive of adding a vehicle to Public Works' service fleet in FY27, and amending the budget to do so?

Suggested Motion:

I move to authorize staff to purchase a used service pickup, equipped with a crane, in an amount not to exceed \$75,000 and direct staff to amend the water fund capital outlays budget by \$30,000 to accommodate this purchase.



Date: September 15, 2026

Department: Public Works- Wastewater

Presenter: Craig Leseberg, Public Works Director

Subject: Lift Station Mobile Generator Connection Improvements

Purpose:

To authorize staff to proceed with electrical and related site upgrades to the Town's lift stations so they can be connected to and operated by the Town's existing mobile generator in the event of an extended power outage.

Background:

The Town's wastewater collection system depends on lift stations where gravity flow is not available. During a power outage, an inoperable lift station may lose storage capacity and create the risk of sewage backups, sanitary sewer overflows, property damage, and environmental impacts.

The Town owns a mobile generator that can be moved between locations during an emergency. The lift stations must have compatible electrical connections and transfer equipment before the generator can be connected and operated safely. This project would evaluate the applicable lift stations and complete the necessary electrical and site work.

Work may include connection receptacles, approved transfer equipment, disconnects, conduit, wiring, protective devices, mounting improvements, labeling, and testing. Requirements will depend on each station's electrical service and compatibility with the generator. Qualified contractors will complete the work in accordance with applicable requirements. Staff will also establish deployment procedures and priorities for rotating the generator among lift stations during an extended outage.

Alternatives:

Option A - Authorize Staff to Proceed with Lift Station Generator-Connection Upgrades

- Benefits include: Allows the existing mobile generator to support lift-station operations during extended outages; reduces the risk of sewage backups or overflows; improves emergency response; and uses equipment the Town already owns.

- Challenges include: Requires electrical and possible site modifications at multiple locations. Final costs may vary based on existing electrical conditions, generator compatibility, and contractor findings.

Option B - Complete Upgrades in Phases

- Benefits include: Allows the Town to prioritize the most critical lift stations and complete additional locations as funding permits.
- Challenges include: Some lift stations would remain unable to connect to the mobile generator until later phases are completed, leaving continued outage risk at those locations.

Option C – No Action

- Benefits include: Avoids the immediate project expenditure.
- Challenges include: Lift stations may remain without a practical backup-power connection during an extended outage, increasing the risk of service interruption, sewage backups, sanitary sewer overflows, emergency pumping costs, and environmental impacts.

Fiscal Impact:

Project costs may include generator connection equipment, transfer devices, wiring, protective devices, mounting, contractor labor, permitting, labeling, and testing. Updated pricing will be obtained before work proceeds.

- The Town budgeted \$45,000 for this project. A quote received from a qualified electrician last fall was within the approved budget; however, updated pricing will be required because electrical material and labor costs can change rapidly.
- Staff will prioritize the lift station upgrades to keep the project within the approved \$45,000 budget. If updated pricing indicates the project will exceed that amount, staff will return to Council for further direction before proceeding with the overage.

Proposed Upgrade	Estimated Cost
Generator Modifications	\$4,880
On the Run Lift Station	\$2,680
RV Park Lift Station	\$13,400
Green Turf Lift Station	\$1,915
Flying Saddle Lift Station	\$10,065
Targhee Village Lift Station	\$2,760
Melvins Lift Station	\$4,400
Total Estimated Project Cost	\$40,100
Approved Project Budget	\$45,000

Estimated Remaining Budget	\$4,900
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Costs are approximate and subject to updated electrical material and labor pricing.

Strategic or Community Impact:

Connecting the Town's existing mobile generator to the lift stations will strengthen wastewater-system resilience and reduce the risk of backups or sanitary sewer overflows during an extended outage. Standardized connection points and operating procedures will also improve staff safety and emergency-response efficiency.

Key Questions:

Does Council support upgrading the lift stations so they can connect to the Town's existing mobile generator?

Should staff be authorized to prioritize the most critical lift stations within the \$45,000 budget and return to Council if an overage is anticipated?

Suggested Motion:

I move to authorize Town staff to complete the electrical and related site upgrades necessary to connect the Town's lift stations to the existing mobile generator during an extended power outage, for a total project cost not to exceed \$45,000; to prioritize locations as necessary to remain within budget; and to return to Council before proceeding if an overage is anticipated.

Order Form

PREPARED FOR: Town of Alpine, Wyoming
, , , US,

NAME	TERM START DATE	EXP.DATE	TERM END DATE	QUOTE NUMBER
Town of Alpine, Wyoming	09/16/2026	09/22/2026	09/15/2027	00042229

Subscription Type: Premium Subscription

Product Name	Charge Type	QTY	Unit Price	Discount (%)	Net Price	SUB-TOTAL
Admin/Full User - Annual Users (Full Users + Admin Users)	Recurring	8	\$780.00	20	\$624.00	\$4,992.00
Expert-Led Implementation	OneTime	1	\$2,500.00	30	\$1,750.00	\$1,750.00

Total USD:	\$6,742.00
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You may have to pay sales tax on your MaintainX subscription and professional services, depending on the billing zip code or country associated with your account. If you're within a jurisdiction where you're required to pay sales taxes, you'll see the sales tax as a line item on your billing invoices and receipts.



THIS QUOTE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

- 1. Any additional Users added to your account must be paid for within 30 days or risk deactivation. Pricing listed in this quote will be honored for additional Users during the initial Subscription Term and can be prorated based upon outstanding length of your initial payment.
- 2. MaintainX’s Terms of Service located at www.getmaintainx.com/terms-of-service as well as the MaintainX Privacy Policy located at <https://www.getmaintainx.com/privacy-policy/> are incorporated herein and apply to this quote. Upon acceptance, this quote will be deemed an Order Form as defined in the Terms of Service. Capitalized terms not defined in this quote will be as defined in the Terms of Service.
- 3. Subject to your agreement to the terms and conditions of this quote, you may accept this quote by paying with any of the following options:
 - a. Via credit card through your billing page at app.getmaintainx.com/settings/billing.
 - b. Via ACH or wire transfer to the bank account detailed on your invoice.
- 4. If you have purchased Professional Services set forth in this quote, the following terms and conditions apply to the provision and use of the Professional Services:
 - a. For Guided Implementation, Expert-Led Implementation, QuickBooks Integration, Motive Integration, Samsara Integration, and/or Asset Manual Sourcing Service, MaintainX will provide the Service for the applicable plan described at <https://www.getmaintainx.com/terms-of-service/professional-services-products>
 - b. For Custom Implementation, Custom Integration, Gold Standard Upgrade or Enterprise Upgrade Services: MaintainX will provide the Service specified and as described in the Statement of Work entered into between You and MaintainX referencing this quote. In the event of any conflict between the terms of this quote and the Statement of Work, the Statement of Work shall control, solely with respect to the applicable Service.

Upon acceptance of this quote, the Terms of Service and Privacy Policy listed above, including any MaintainX ordering document, supersede the terms in any purchase order or other non-MaintainX document and no terms included in any such purchase order or other non-MaintainX document apply to the services ordered. If you do not agree to the foregoing, this quote is withdrawn.

The Parties have caused this Agreement to be executed by their duly authorized officers or representatives with intent to be bound as of the Effective Date.

Town of Alpine, Wyoming

MAINTAINX, INC.

By

Signature

Name

Name

Title

Title

Date

Date



Visit [maintainx.com](https://www.getmaintainx.com)