



# TOWN COUNCIL MEETING AGENDA

May 06, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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

1. **CALL TO ORDER** - Mayor Green
2. **PLEDGE OF ALLEGIANCE** – Mayor Green
3. **ROLL CALL** – Monica Chenault
4. **ADOPT THE AGENDA**

## **APPROVAL OF CONSENT AGENDA**

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

5. **CONSENT AGENDA** – Mayor Green
  - a. Bills to Pay
  - b. Town Council Minutes: April 9th, 2025, Special Meeting Minutes and April 15th, 2025, Regular Meeting Minutes
6. **BID OPENING**
  - a. SignPro Proposal
  - b. IF Signs Proposal
  - c. Exposure Signs Proposal
7. **WORK SESSION TOPICS**
  - a. Property Tax Information - Jerry Greenfield, Lincoln County Treasurer
8. **PUBLIC COMMENT ON AGENDA ITEMS**

*Public comment is limited to a total of 20 minutes, with each speaker allowed up to 3 minutes. This is an opportunity to comment on items listed on the agenda. 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.*

  - a. Ruth Peerzichilli - Speed Limit Signs on Alpine Drive

## 9. ACTION ITEMS

a. 2025 Amended Travel & Tourism Bylaws:

Seeking a motion to approve and adopt the 2025 Amended Travel & Tourism Bylaws.

b. Ordinance No. 2025-003 - Snake River Junction Annexation - 3rd Reading:

Seeking a motion to approve the 3rd Reading of Ordinance No. 2025-003 - Snake River Junction Annexation.

c. Ordinance No. 2025-006 - Design Review Committee Guidelines - 3rd Reading:

Seeking a motion to approve 3rd Reading of Ordinance No. 2025-006 - Design Review Committee Guidelines.

d. Consideration to authorize Mayor Green to send a formal letter to the Lincoln County Commission confirming the Town of Alpine's agreement to assume ownership and maintenance responsibilities for County Roads 100 and 101:

Seeking a motion to authorize Mayor Green to send letter to Lincoln County Commission, formally confirming the Town of Alpine's agreement to assume ownership and maintenance responsibilities for County Roads 100 and 101.

e. Ordinance No. 2025-008 - Speed Limit Ordinance - 1st Reading:

Seeking a motion to approve the 1st Reading of Ordinance No. 2025-008 - Speed Limit Ordinance.

f. Award of Town of Alpine Sign Bids:

Seeking a motion to award the Town of Alpine Sign bid.

g. Town of Alpine Independent Contractor Agreement

Seeking a motion to approve the Town of Alpine Independent Contractor Agreement, and authorize Mayor Green to sign.

h. Resolution No. 2025-016 - A Resolution Appointing A Code Enforcement Officer For The Town Of Alpine, Wyoming:

Seeking a motion to approve Resolution No. 2025-016 - A Resolution Appointing A Code Enforcement Officer For The Town Of Alpine, Wyoming

i. Review and Award Proposal for Painting the Interior of Town Hall/ Staining the Exterior:

Seeking a motion to review the proposals submitted for painting/staining the Town Hall, and award.

## **10. GENERAL PUBLIC COMMENT**

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

## **11. EXECUTIVE SESSION**

## **12. ADJOURNMENT**



## TOWN COUNCIL SPECIAL MEETING MINUTES

April 09, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

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### CALL TO ORDER

Mayor Green called the Town Council Special Meeting to order at 7:00 PM.

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

**ROLL CALL:** Clerk Chenault conducted roll call. **Present:** Mayor Green, Councilman Larsen, Councilman Burchard. **Absent:** Councilman Scaffide, Councilman Castillo. A quorum was established.

### ADOPT THE AGENDA

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

### ACTION ITEMS

#### **Ordinance No. 2025-002 - Building and Development Fee Schedule - 2nd Reading**

Councilmember Burchard moved to approve the second reading of Ordinance No. 2025-002. Councilmember Larsen seconded. Motion carried.

Discussion: Clarifications were made since the last meeting regarding building inspection fees. The contract with the Building Official was adjusted to \$175 per hour with a half-hour minimum, removing the previous two-hour minimum requirement. Final fee structure review to be completed before third reading.

#### **Ordinance No. 2025-007 International Code Council Building Valuation Data - 2nd Reading**

Councilmember Larsen moved to approve the second reading of Ordinance No. 2025-007. Councilmember Burchard seconded. Motion carried.

Discussion: No changes since first reading. This ordinance incorporates the International Building Code valuation data to align with building permit fees.

#### **Ordinance No. 2025-001 - Prohibiting the Extension of Water and Sewer Services to Property Located Outside Incorporated Boundaries - 3rd Reading**



Councilmember Burchard moved to approve the third reading of Ordinance No. 2025-001. Councilmember Larsen seconded. Motion carried.

Discussion: Clarifications were made to ensure references included both "water and sewer services." Ordinance maintains flexibility, allowing exceptions by a 3/4 affirmative Council vote under specific conditions.

**Resolution No. 2025-010 - Planning & Zoning Meeting Schedule: Repealing and Replacing Resolution No. 2024-037**

Councilmember Larsen moved to approve Resolution No. 2025-010. Councilmember Burchard seconded. Motion carried.

Discussion: Resolution reduces Planning and Zoning Commission meetings to once per month. Planning and Zoning Vice-Chair Dan Schou raised concern about involvement in the Master Plan update as mandated by the LUDC. Council agreed to suspend LUDC Section 1-104(B)(7) temporarily via future resolution.

**Resolution No. 2025-011 - Town Council Meeting Schedule: Repealing And Replacing Resolution No. 2025-038 And Resolution No. 2024-039**

Councilmember Burchard moved to approve Resolution No. 2025-011. Councilmember Larsen seconded. Motion carried.

Discussion: Council will begin holding two meetings per month to address the frequency of required actions. The adjustment was found necessary due to workload. Clarification was made regarding attendance expectations under state statute.

**Resolution No. 2025-012 - Establishing Design and Construction Standards for Sewer Lines, and Water Lines within the Town of Alpine**

Councilmember Larsen moved to approve Resolution No. 2025-012. Councilmember Burchard seconded. Motion carried.

Discussion: Standards developed by Jorgensen Engineering and Public Works Director Craig Leseberg to ensure consistent and high-quality installation of infrastructure. Dan Schou explained the standards are consistent with surrounding municipalities.

**Ordinance No. 2025-005 Design Review Committee - 2nd Reading**

Councilmember Burchard moved to approve the second reading of Ordinance No. 2025-005. Councilmember Larsen seconded. Motion carried.

Discussion: Updated responsibilities of the Design Review Committee to clarify their role is to evaluate compliance with the Design Guidelines and provide recommendations to the Building Official. Meetings to be scheduled the fourth Tuesday of each month, with special meetings allowed if needed.

**Ordinance No. 2025-006 - Design Review Committee Guidelines - 1st Reading**

Councilmember Larsen moved to approve the first reading of Ordinance No. 2025-006. Councilmember Burchard seconded. Motion carried.

Discussion: First reading of guidelines governing the Design Review Committee's evaluations. Language excludes R-1 residential properties. Suggestion made to add language about renovation projects for second reading.

**Resolution No. 2025-013 - Repealing and Replacing Resolution No. 2025-003 Official Appointments**

Councilmember Burchard moved to approve Resolution No. 2025-013. Councilmember Larsen seconded. Motion carried.

Discussion: Updates include appointment of Gina Courson as Assistant Planning & Zoning Administrator and updates to Public Works and Travel and Tourism Board roles. A motion was made and approved to amend the resolution to correct the Public Works substitute listing to Dustin Murrell.

**Approval of Town of Alpine Sign Design**

Discussion: Council reviewed a proposed new Town of Alpine welcome sign design using composite material with faux log supports and a concrete base. Bids are being solicited for final approval in May. Councilmembers favored the black background color scheme for better visibility.

**PUBLIC COMMENT:** No public comments were made.

**ADJOURNMENT**

Councilman Larsen made a motion to adjourn. Councilman Scaffide seconded the motion. Voting Yea: Mayor Green, Councilman Larsen, Councilman Scaffide. Motion carried. Meeting adjourned at 8:06 PM.


**MINUTES ARE A SUMMARY OF THE MEETING**

Transcribed By:

\_\_\_\_\_  
Sarah Greenwald, Town Assistant Clerk

\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_  
Monica L. Chenault, Town Clerk

April 29, 2025  
Date

Minutes approved in a legally advertised meeting on 05, 06, 2025.

Signed:

\_\_\_\_\_  
Eric Green, Mayor

Attest:

\_\_\_\_\_  
Monica L. Chenault, Town Clerk

DRAFT



# TOWN COUNCIL MEETING MINUTES

April 15, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128

**CALL TO ORDER:** Mayor Eric Green called the April 15, 2025, Town Council Regular Meeting to order at 7:00 p.m.

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

**ROLL CALL:** Clerk Chenault conducted roll call. Present in person: Mayor Eric Green and Councilmember Shay Scaffide. Present via conference call: Councilmembers Jeremy Larsen, Andrea Burchard, and Emily Castillo. A quorum was established.

**ADOPT THE AGENDA:** The Council reviewed the agenda prior to the meeting. Councilmember Scaffide made a motion to approve the agenda. Councilmember Castillo seconded the motion. Voting Yea: Councilmember Emily Castillo, Councilmember Andrea Burchard, Councilmember Scaffide, Councilmember Jerney Larsen, Mayor Eric Green.

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

## CONSENT AGENDA

- a. **Approval of Town Council Minutes:** March 4th, 2025, Work Session Minutes, March 4th, 2025, Special Meeting Minutes, and March 18<sup>th</sup>, 2025, Regular Meeting Minutes.  
Councilmember Scaffide made a motion to approve the listed Town Council meeting minutes. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.
- b. **Approval of Planning & Zoning Commission Meeting Minutes:** February 11th, 2025, Planning and Zoning Commission Meeting Minutes and March 11th, 2025, Planning and Zoning Commission Meeting Minutes.  
Councilmember Scaffide made a motion to approve the listed Planning and Zoning Commission meeting minutes. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.
- c. **Bills to Pay Report: 03/14/2025-04/11/2025:** Councilmember Scaffide made a motion to approve the Bills to Pay Report for the period March 14, 2025, through February 11, 2025. Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.
- d. **Financial Report: (Draft- Pending Fiscal Year 2024 Single Audit):** Councilmember Larsen made a motion to approve the Financial Report: (Draft- Pending Fiscal Year 2024 Single Audit). Councilmember Castillo seconded. Voting Yea: Councilmember Castillo, Councilmember Burchard, Councilmember Scaffide, Councilmember Larsen, Mayor Green.



## REPORTS

- a. **Mayor's Report:** Mayor Green provided updates regarding planning a grand opening event for the new Pretreatment Plant. An open house is proposed for June 14, 2025, with equipment on display for the community. Staff will prepare an event flyer.
  - b. **Clerk/Treasurer Report:** Clerk Chenault reported that budget sessions will be held on April 23, April 30, and May 7 at 3:00 p.m. following receipt of the state's income information. She also noted the budget preparation is underway.
  - c. **Engineering Report:** Kevin Meagher of Jorgensen Engineering provided updates regarding ongoing infrastructure projects. Kevin Meagher from Jorgensen Associates reported:
    - Continuing support for the budget and Capital Improvement Plan.
    - Radio Read Water Meter Project: submittals reviewed; town to order approximately 400 meters.
    - Weekly project meetings beginning April 16, 2025.
    - Pretreatment Plant: roof leaks repaired, insulation replaced, and snow bars installed. Sludge press commissioning targeted for May 19, 2025, to reduce costs associated with hauling sludge to Pinedale.
    - Development Projects: Dead Horse project and 192 Trail Drive (8-plex) water permitting progressing. Final permit for water system north of town expected soon.
    - Discussed the gravel pit expansion and upcoming air quality monitoring.
  - d. **Planning & Zoning Report:** Chair Melisa Wilson and Member Dan Schou reported:
    - Recent meeting discussions focused on thorough review processes and documentation, particularly concerning power line clearance for new multi-family developments.
    - Builders expressed concerns about only having one meeting per month given the short construction season.
    - Planning & Zoning is prioritizing complete applications to avoid conditional approvals.
    - Updates on the Architectural Design Review process: Planning & Zoning refrained from approving the preliminary document, preferring to wait for a final draft.
  - e. **Events Committee Report – Councilmember Andrea Burchard:** Councilmember Burchard reported on upcoming events: Alpine's Annual Easter Event on April 19<sup>th</sup>, Town Spring Clean-Up Day on May 3<sup>rd</sup>, and Mountain Days scheduled for June 20<sup>th</sup>-22<sup>nd</sup>.
  - f. **Economic Development, Report and Utility Easement Update:** Councilmember Larsen reported:
    - No new updates from economic development.
    - Still awaiting the snow to melt to complete utility easement work with Silver Star.
  - g. **Alpine Travel & Tourism Board Report:** Councilmember Larsen noted:
    - Next meeting scheduled for April 24, 2025, at 6:00 p.m.
    - Will review grant applications and approve a new logo.
- Lincoln County Sheriff's Report:** was submitted in writing and can be viewed in the meeting packet on our website [alpinewy.gov](http://alpinewy.gov).



## ACTION ITEMS

**a. Resolution No. 2025-015 - A Resolution Repealing Resolution No. 2025-002 Regarding The Acceptance Of A Personal Gift From Andrew Brooks And His Family For The Town Of Alpine Comprehensive Master Plan:**

Councilmember Castillo made a motion to approve Resolution No. 2025-015 - A Resolution Repealing Resolution No. 2025-002 Regarding The Acceptance Of A Personal Gift From Andrew Brooks And His Family For The Town Of Alpine Comprehensive Master Plan. Councilmember Scaffide seconded the motion. Motion passed unanimously.

**b. Resolution No. 2025-014 – Temporarily Suspending Section 1-104(B)(7) Of The LUDC:**

Following a brief discussion highlighting the need for the Planning and Zoning Commission to focus on current project reviews and avoid duplication of efforts during the comprehensive master plan update, Councilmember Larsen moved to approve Resolution No. 2025-014, suspending the Planning and Zoning Commission's responsibility for master plan updates during the comprehensive master plan process. Councilmember Scaffide seconded. Motion carried.

**c. Ordinance No. 2025-003 - Snake River Junction Annexation - 2nd Reading:**

Bud Chatham was present representing the applicant. Councilmember Larsen moved to approve Ordinance No. 2025-003 on second reading. Councilmember Castillo seconded. Motion carried. Clerk Chenault noted corrections to include previously omitted road lots and lots from the Flying Saddle Subdivision in the annexation ordinance to ensure legal descriptions are accurate.

**d. Ordinance No. 2025-005 Design Review Committee - 3rd Reading:**

Councilmember Scaffide moved to approve Ordinance No. 2025-005 on third reading. Council discussed clarifications regarding the composition of the Design Review Committee, initial appointments, and staggered terms to promote continuity. Councilmember Larsen seconded. Motion carried.

**e. Ordinance No. 2025-006 - Design Review Committee Guidelines - 2nd Reading:**

Councilmember Scaffide moved to approve Ordinance No. 2025-006 on second reading. Council briefly discussed the integration of architectural guidelines intended to preserve Alpine's community character while allowing for new development. Councilmember Burchard seconded. Councilmember Larsen abstained due to not being able to view the edits made to the ordinance. Motion carried.

**f. Ordinance No. 2025-007 International Code Council Building Valuation Data - 3rd Reading:**

Councilmember Castillo moved to approve Ordinance No. 2025-007 on third reading. Council noted that adopting updated ICC Building Valuation Data aligns Alpine's standards with regional norms and helps ensure appropriate permit fees are assessed based on construction value. Councilmember Scaffide seconded. Motion carried.

**g. Ordinance No. 2025-002 - Building and Development Fee Schedule - 3rd Reading:**

There was considerable discussion among the Council regarding the updated fee schedule, including the need to adjust fees to reflect actual administrative and inspection costs incurred by the Town, comparisons with neighboring communities, and concerns about ensuring that fees remain fair and competitive to encourage continued development while maintaining town infrastructure. Councilmember Castillo moved to approve Ordinance No. 2025-002 on third reading. Councilmember Scaffide seconded. Councilmember Larsen abstained due to not being able to view the edits made to the ordinance. Motion carried.

#### **h. Ordinance No. 2025-004 - Special Use Permit - 3rd Reading:**

Councilmember Castillo moved to approve Ordinance No. 2025-004 on third reading. Discussion centered on clarifying the purpose of the Special Use Permit process, which allows for case-by-case evaluation of unique projects that may not fit traditional zoning categories but could benefit the Town if appropriately conditioned. Councilmember Larsen seconded. Motion carried.

### **WORK SESSION ITEMS**

#### **a. Lincoln County Sheriff's Deputy Housing:**

Mayor Green introduced a discussion regarding the shortage of affordable housing options for law enforcement officers in Alpine. Council members discussed several possible solutions. Staff was directed to continue exploring modular housing possibilities, reach out to Lincoln County for collaborative options, and report back with a proposal at a future meeting.

### **PUBLIC COMMENT:**

Mayor Green opened the floor for public comment.

- **Hailey Heinz, Alpine Resident:** Expressed concerns regarding Resolution No. 2025-009, stating that her previously submitted public comment was not included in the record. She voiced concerns about the lack of new data presented by the Alpine Education Foundation regarding traffic studies, enrollment projections, and community interest before the Council approved negotiations for a charter school lease. She also raised concerns about the use of modular buildings and potential conflicts with the Town's Land Use and Development Code (LUDC). Ms. Heinz mentioned submitting a letter to the Attorney General and offered QR codes with additional information for attendees.
- **Heather Goodrich, Alpine Resident:** Asked questions regarding the impact of suspending the Planning and Zoning Commission's role on decisions about the charter school and mentioned concerns about a lawsuit involving the founder of APS, expressing worry about the town's potential contractual exposure. Mayor Green advised Ms. Goodrich to email her questions and concerns to the Town Council.
- **Justin Scott, Alpine Resident:** Raised questions regarding easements and setbacks in Riverview Meadows. Mayor Green recommended contacting town staff directly for clarification. Mr. Scott also humorously commented about law enforcement hiding behind snowbanks.
- **Unnamed Speaker:** Thanked the Town for improvements in communication, specifically mentioning the new government text notification system and newsletter.
- **Patricia McQuade, Alpine Resident:** Voiced concerns about limiting public comment to after votes are taken and urged the Council to allow public comment before taking action on items.

Additional discussion among Councilmembers, the Mayor, and Town Attorney Jim Sanderson addressed:

- Clarifications on how public comments are accepted and included in official records.

- Acknowledgment of the need for a clear, consistent process for handling public comments and submissions.
- Review of the Town’s established three-minute time limit for public comments under Resolution 285 (adopted in 2008).
- Councilmember Castillo expressed support for exploring longer comment periods to allow broader community input.
- Town Attorney Sanderson confirmed the Mayor’s authority to set rules for conducting meetings until a revised policy is adopted.


Mayor Green emphasized efforts to maintain orderly meetings and reiterated the Town’s ongoing commitment to transparency and improved communication.

**EXECUTIVE SESSION:** Councilmember Larsen made a motion to enter into Executive Session, seconded by Councilmember Castillo. Motion carried unanimously. The meeting was entered executive session at 9:08 PM.

**ADJOURNMENT:** There was no action taken in executive session. Meeting was adjourned at 9:48 PM.

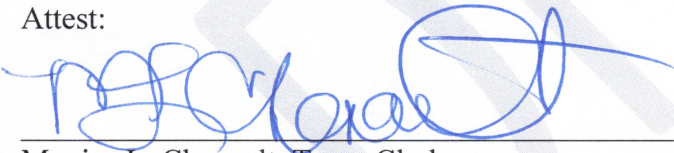
MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

  
\_\_\_\_\_  
Sarah Greenwald, Town Assistant Clerk

April 29, 2025  
\_\_\_\_\_  
Date

Attest:

  
\_\_\_\_\_  
Monica L. Chenault, Town Clerk

\_\_\_\_\_  
Date

Minutes approved in a legally advertised meeting on 05, 06, 2025.

Signed:

Attest:

\_\_\_\_\_  
Eric Green, Mayor

\_\_\_\_\_  
Monica L. Chenault, Town Clerk



Town of Alpine

## Payment Approval Report - Bills to Pay Report

Report dates: 3/14/2025-4/11/2025

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Apr 11, 2025 12:16PM

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
<b>Ahren Schultheis</b>									
3340	Ahren Schultheis	FEBURARY 20	Back up WWTP Operator	02/07/2025	1,242.86	1,242.86	04/10/2025		52-84-110 WWTP Salaries & Wages
<b>Alarmlogix</b>									
200	Alarmlogix	12532	Monthly Monitoring	04/01/2025	35.00	35.00	04/10/2025		10-58-452 Facilities - C.C. Utilities
<b>Alpine Wyoming Auxiliary</b>									
3820	Alpine Wyoming Auxiliary	0000	Charitable Donation- Alpine Wyom	03/14/2025	30,000.00	30,000.00	03/19/2025		10-70-315 Business & Community Devel
<b>AT&amp;T MOBILITY</b>									
410	AT&T MOBILITY	287316049352	P&Z ipad	03/12/2025	40.04	40.04	04/10/2025		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287316049352	Ipad - Maintenance Module Use -	03/12/2025	40.04	40.04	04/10/2025		51-80-420 Operation Parts & Supplies
410	AT&T MOBILITY	287316049352	Scada - Communications	03/12/2025	172.12	172.12	04/10/2025		52-82-454 Utilities
410	AT&T MOBILITY	287316049352	Mayor Green Phone Line	03/12/2025	49.16	49.16	04/10/2025		10-42-340 Telephone/Fax
410	AT&T MOBILITY	287316049352	Code Enforcement Phone	03/12/2025	44.11	44.11	04/10/2025		10-56-452 Codes Utilities
410	AT&T MOBILITY	287316049352	P&Z ipad	03/12/2025	40.04	40.04	04/10/2025		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287316049352	Parks phone	03/12/2025	40.04	40.04	04/10/2025		10-65-450 Parks - Vehicles, Tools, & Eq
410	AT&T MOBILITY	287316049352	Facilities ipad	03/12/2025	40.04	40.04	04/10/2025		10-58-400 Facilities Tools & Equipment
410	AT&T MOBILITY	287316049352	Ops ipad	03/12/2025	40.04	40.04	04/10/2025		52-84-420 Ops Parts & Supplies
410	AT&T MOBILITY	287316049352	P&Z Phone	03/12/2025	44.11	44.11	04/10/2025		10-50-410 P & Z Office Supplies & Stam
410	AT&T MOBILITY	287316049352	Utilities phone	03/12/2025	44.11	44.11	04/10/2025		51-80-452 Utilities (Distribution)
410	AT&T MOBILITY	287316049352	Utilities phone	03/12/2025	44.11	44.11	04/10/2025		52-82-454 Utilities
<b>Broulims-Alpine</b>									
570	Broulims-Alpine	01-734135	WaterTesting- Supplies	02/03/2025	15.16	15.16	04/10/2025		51-80-320 Testing
570	Broulims-Alpine	01-757407	Shop Supplies	02/25/2025	23.96	23.96	04/10/2025		51-80-420 Operation Parts & Supplies
570	Broulims-Alpine	02-578841	Town Hall Supplies	02/01/2025	14.57	14.57	04/10/2025		10-58-330 Facilities - Town Hall R & M
570	Broulims-Alpine	03-556786	Town Hall Supplies	02/19/2025	61.43	61.43	04/10/2025		10-58-330 Facilities - Town Hall R & M
570	Broulims-Alpine	05-403070	WWTP Supplies	02/25/2025	31.99	31.99	04/10/2025		52-84-420 Ops Parts & Supplies
<b>Dustin Murrell</b>									
3160	Dustin Murrell	MARCH 2025	Testing	03/26/2025	48.24	48.24	04/10/2025		52-84-320 Testing
<b>Fall River Propane</b>									
910	Fall River Propane	2684905	Propane	02/24/2025	1.00	1.00	04/10/2025		52-82-454 Utilities
910	Fall River Propane	2686409	Lift Station Propane - Alpine Mead	03/01/2025	9.00	9.00	04/10/2025		52-82-454 Utilities
<b>First Bank Card</b>									
960	First Bank Card	Jan. 25 - Credit	Apple-Bill Subscription	01/28/2025	.99	.99	02/26/2025		51-42-360 Dues & Memberships
960	First Bank Card	Jan. 25 - Credit	Chevron - Gas	01/28/2025	20.94	20.94	02/26/2025		51-80-454 Fuel
960	First Bank Card	Jan. 25 - Credit	Sendpulse.com	01/28/2025	144.00	144.00	02/26/2025		10-42-360 Dues & Memberships
960	First Bank Card	Jan. 25 - Credit	Staples	01/28/2025	96.55	96.55	02/26/2025		10-50-410 P & Z Office Supplies & Stam



Town of Alpine

## Payment Approval Report - Bills to Pay Report

Report dates: 3/14/2025-4/11/2025

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Apr 11, 2025 12:16PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
960	First Bank Card	Jan. 25 - Credit	Go Daddy	01/28/2025	59.91	59.91	02/26/2025		10-58-330 Facilities - Town Hall R & M
960	First Bank Card	Jan. 25 - Credit	Indeed Jobs-HR	01/28/2025	163.51	163.51	02/26/2025		10-42-240 Admin Human Resources
960	First Bank Card	Jan. 25 - Credit	Staples	01/28/2025	26.23	26.23	02/26/2025		10-50-410 P & Z Office Supplies & Stam
960	First Bank Card	Jan. 25 - Credit	Indeed Jobs-HR	01/28/2025	120.00	120.00	02/26/2025		10-42-240 Admin Human Resources
960	First Bank Card	Jan. 25 - Credit	GoDaddy Website Hosting	01/28/2025	85.91	85.91	02/26/2025		10-42-314 Website
960	First Bank Card	Jan. 25 - Credit	Family Dollar	01/28/2025	6.62	6.62	02/26/2025		10-50-410 P & Z Office Supplies & Stam
960	First Bank Card	Jan. 25 - Credit	Staples	01/28/2025	34.09	34.09	02/26/2025		10-50-410 P & Z Office Supplies & Stam
960	First Bank Card	Jan. 25 - Credit	Indeed Jobs-HR	01/28/2025	519.18	519.18	02/26/2025		10-42-240 Admin Human Resources
960	First Bank Card	Jan. 25 - Credit	Adobe Subscription	01/28/2025	20.99	20.99	02/26/2025		10-66-450 Other Events Expenses
960	First Bank Card	Jan. 25 - Credit	broulims	01/28/2025	16.05	16.05	02/26/2025		10-42-240 Admin Human Resources
960	First Bank Card	Jan. 25 - Credit	Staples	01/28/2025	25.69	25.69	02/26/2025		10-50-410 P & Z Office Supplies & Stam
960	First Bank Card	Jan. 25 - Credit	Staples	01/28/2025	39.34	39.34	02/26/2025		10-50-410 P & Z Office Supplies & Stam
960	First Bank Card	Jan. 25 - Credit	At&T	01/28/2025	35.00	35.00	02/26/2025		10-42-314 Website
960	First Bank Card	Jan. 25 - Credit	AT&T	01/28/2025	.99	.99	02/26/2025		10-42-360 Dues & Memberships
960	First Bank Card	Jan. 25 - Credit	Staples- Paper	01/28/2025	82.28	82.28	02/26/2025		10-50-410 P & Z Office Supplies & Stam
960	First Bank Card	Jan. 25 - Credit	Staples - Paper	01/28/2025	82.28	82.28	02/26/2025		10-42-410 Admin Office Supplies
960	First Bank Card	Jan. 25 - Credit	Indeed Jobs-HR	01/28/2025	501.86	501.86	02/26/2025		10-42-240 Admin Human Resources
960	First Bank Card	Jan. 25 - Credit	Go Daddy	01/28/2025	197.82	197.82	02/26/2025		10-42-314 Website
960	First Bank Card	Jan. 25 - Credit	Rubberstamps	01/28/2025	15.11	15.11	02/26/2025		10-42-410 Admin Office Supplies
960	First Bank Card	Jan. 25 - Credit	Go Daddy	01/28/2025	197.82-	197.82-	02/26/2025		10-42-314 Website
960	First Bank Card	Jan. 25 - Credit	Rubberstamps	01/28/2025	42.74	42.74	02/26/2025		10-42-410 Admin Office Supplies
960	First Bank Card	Jan. 25 - Credit	Indeed Jobs-HR	01/28/2025	503.42	503.42	02/26/2025		10-42-240 Admin Human Resources
960	First Bank Card	Jan. 25 - Credit	Amazon	01/28/2025	127.77	127.77	02/26/2025		10-42-415 Other Expenses
960	First Bank Card	Jan. 25 - Credit	ICC	01/28/2025	170.00	170.00	02/26/2025		52-84-335 Software and IT
960	First Bank Card	Jan. 25 - Credit	Amazon Prime	01/28/2025	14.99	14.99	02/26/2025		52-84-420 Ops Parts & Supplies
960	First Bank Card	Jan. 25 - Credit	Dollar General	01/28/2025	37.80	37.80	02/26/2025		52-84-420 Ops Parts & Supplies
960	First Bank Card	Jan. 25 - Credit	Office of Water Programs	01/28/2025	226.00	226.00	02/26/2025		52-84-390 Travel/Educ./Training
<b>Friends of The Alpine Library</b>									
1000	Friends of The Alpine Library	0000	Charitable Donation- Friends of th	03/14/2025	4,865.00	4,865.00	03/19/2025		10-70-315 Business & Community Devel
<b>H.D. Fowler Company</b>									
1120	H.D. Fowler Company	08469053	WWTP R&M	03/19/2025	601.67	601.67	04/10/2025		52-84-332 Repairs & Maintenance
<b>International Rocky Mountian Stage Stop</b>									
3830	International Rocky Mountian Sta	DOG SLED RA	Dog Sled Race	03/26/2025	4,421.17	4,421.17	04/10/2025		10-22101 Dog Sled Race
<b>Kubwater Resources, Inc.</b>									
1430	Kubwater Resources, Inc.	13014	WWPT Parts and Supplies- See a	03/17/2025	2,008.50	2,008.50	04/10/2025		52-83-420 Ops Parts & Supplies
<b>Leseberg, Craig</b>									
3475	Leseberg, Craig	CRAIG LEESE	Pick up parts for Cat Skid Steer	03/26/2025	103.45	103.45	04/10/2025		10-54-334 Repairs & Maint. - Snow Rem
<b>Lincoln County Water Quality Lab</b>									
1530	Lincoln County Water Quality Lab	0000	Water Testing	03/31/2025	37.00	37.00	04/10/2025		51-80-320 Testing



Town of Alpine

Payment Approval Report - Bills to Pay Report  
Report dates: 3/14/2025-4/11/2025

Page: 3  
Apr 11, 2025 12:16PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
<b>Precision Electrical Services</b>									
3510	Precision Electrical Services	PAY APP 5	Pre-treatment	02/16/2025	129,295.64	129,295.64	03/19/2025		52-90-541 Pre-Treatment Project
<b>Sanderson Law Office</b>									
2870	Sanderson Law Office	5715	Monthly Retainer-Mar	03/17/2025	2,600.00	2,600.00	04/10/2025		10-42-315 Professional Services
<b>SVI Media</b>									
2140	SVI Media	25351	Advertising- See attached for deta	02/28/2025	1,026.00	1,026.00	04/10/2025		10-42-350 Advertising
<b>Teton Technology</b>									
3670	Teton Technology	42355	Craig Laptop set up and purchase	02/24/2025	1,544.93	1,544.93	02/26/2025		51-42-335 Software & IT
3670	Teton Technology	42355	Dustin Laptop Set up and PURcha	02/24/2025	1,544.93	1,544.93	02/26/2025		52-42-335 Software & IT
<b>Town of Pinedale</b>									
2310	Town of Pinedale	02/14/2025	Sludge Disposal Jan 15 - Feb 14,	02/14/2025	258.97	258.97	04/10/2025		52-84-318 Sludge Hauling/Disposal
<b>Valley Auto Supply</b>									
2450	Valley Auto Supply	15744-69589	Parks- Vehicle & Equipment	03/31/2025	205.23	205.23	04/10/2025		10-65-450 Parks - Vehicles, Tools, & Eq
<b>Wade Hirschi, CPA, PC</b>									
3140	Wade Hirschi, CPA, PC	INV-2274	Accountant Services	03/18/2025	7,175.00	7,175.00	04/10/2025		10-42-315 Professional Services
<b>Westbank Sanitation</b>									
3530	Westbank Sanitation	4747750T022-	Shop - Waste Disposal	03/01/2025	310.22	310.22	04/10/2025		10-58-454 Facilities - Shop Utilities
3530	Westbank Sanitation	4747750T022-	Town Hall Waste Disposal	03/01/2025	49.06	49.06	04/10/2025		10-58-450 Facilities - T.H. Utilities
3530	Westbank Sanitation	4747750T022-	Waste Disposal- Civic Center	03/01/2025	.50	.50	04/10/2025		10-58-452 Facilities - C.C. Utilities
Grand Totals:					<u>191,388.68</u>	<u>191,388.68</u>			

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL Account and Title
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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer: \_\_\_\_\_

Report Criteria:  
Detail report.  
Invoices with totals above \$0.00 included.  
Only paid invoices included.

## **2025 AMENDED BYLAWS**

### **Alpine Travel and Tourism Board**

#### **ARTICLE I**

1. Organization. The Alpine Travel and Tourism Board, hereinafter referred to as the Board, is organized as board pursuant to Wyoming Statute §16-1-106 and 39-15-211(a)(ii)(B)(1); and is governed by the Town of Alpine Mayor and Council.
2. Membership. The Board shall consist of three (3) members who shall be qualified electors, business owners, or business owner designees within the Town of Alpine, Wyoming. The appointment, filling of vacancies, term lengths, and removal of Board members shall be governed by the Mayor and the Alpine Town Council.

#### **ARTICLE II**

1. Mission. Alpine Travel and Tourism Board's mission is to help create positive experiences for visitors and residents by funding Lodging tax dollars to projects in Alpine.
2. Purpose. The purpose of Alpine Travel and Tourism Board is to provide for the promotion of travel and tourism within Alpine and to administer the distribution of lodging tax revenue, ideally for the benefit to local businesses and residents of Alpine.

#### **ARTICLE III**

1. Term of Office. Following the initial appointment of the Board, the term of office of members of the Board shall be three (3) years ending on December 31st of each year. In January of each year the Mayor of Alpine with approval from Alpine Town Council will fill any vacancy created by expiration of a member's term. The Mayor, with approval from the Council, shall also appoint a new member when necessary to fill a vacancy created by removal or resignation. Board members may be removed by the Mayor with Town Council approval, without notice and without cause.
2. Election of Officers. The Board shall elect from its members a Chairperson, Vice-Chairperson, said officers to serve a term of one (1) year. Election of officers shall take place at the first meeting of the calendar year and as otherwise required to fill vacancies. The initial officers shall serve until the end of the calendar year.

#### **ARTICLE IV**

1. Meetings. Meetings of the Board shall be open to the public and shall be conducted in accordance with Wyoming Statutes §§ 16-4-402 et seq. Meetings of the Board shall be held in October, March April, May and/or June. Meeting time and day shall be determined closer to month being held but will be publicly posted in accordance with Wyoming open meeting laws. Meetings will take place at Town of Alpine Council

Chambers located at 250 River Cir, Alpine, Wyoming. The chairperson of the Board or a majority of Board members may call special or emergency meetings.

2. Notice. Notice of regular, special, or emergency meetings of the Board shall be provided in accordance with Wyoming Statutes §16-4-404, specifically the notice accompanied by the proposed agenda to those that request in writing notice of future meetings and who have renewed such written request on an annual basis. Notice of regular meetings shall be sent to each member of the Board by giving verbal, electronic or written notice accompanied by the proposed agenda. Notice of special meetings shall be sent at least eight (8) hours prior to the commencement of the meeting to each member of the Board and each newspaper of general circulation, radio or television station requesting the notice by giving verbal, electronic or written notice, accompanied by a statement of special business to come before the Board. No other business shall be considered at a special meeting other than those items noticed. Notice of emergency meetings shall be provided to each member of the Board by any of the above means or by telephone. A reasonable effort shall be made to offer public notice of emergency meetings.
3. Record of Proceedings. The secretary of the Board or his/her designee shall record minutes of each regular, special, and emergency meetings of the Board, shall transcribe and distribute the minutes to the members of the Board, and shall distribute the minutes to members of the public pursuant to the Wyoming Public Records Act.
4. Attendance. Members are required to regularly attend all Board meetings. In the event that a Board member must be unavoidably absent, **he/she shall notify the chairperson or other designated officer as soon as possible prior to the meeting.** A member of the Board may attend a Board meeting remotely after notifying the Chair, so long as the member is able to participate in the full discussion of the agenda items. If a member misses three (3) regularly scheduled meetings during a fiscal year, that member may be removed from his/her post. After a member has been absent from three (3) of the regular meetings during a fiscal year, the Chair of the Board may submit a written request to the Alpine Town Council requesting a replacement Board member to fill the unexpired term of the member.
5. Voting and Quorum. Votes may not be taken without a quorum of voting members present. Two (2) members shall constitute a quorum. If participating remotely, a Board member may only vote on those items which he/she is fully able to participate in the discussion of the item or issue.
6. Compensation. Members of the Board shall serve without compensation but shall be reimbursed for travel and per diem expenses at the same rate as provided to state employees.
7. Conflicts of Interest. Any Board member who has a pecuniary interest in a matter pending before the Board, or who is likely to derive direct and tangible personal or professional benefit from particular resolution of the matter, shall declare a conflict of interest and shall not vote on any issue connected with the matter, and his/her presence at the meeting shall be disregarded for the purposes of obtaining a quorum for voting. The board member that declares a conflict shall remove themselves from the meeting room in order to not influence the vote with his or her presence.
8. Fiscal Calendar. The Fiscal Calendar for the Board will coincide with Town of Alpine's, July 1-June 30.

9. Application Schedule and Awards. All event, project, program, or general applications should follow the intent of Wyoming Statute (SS)39-15-211 (a)(ii)(I). See Exhibit A
10. The Board reserves the right to accept applications submitted outside the open application period by a majority vote

## ARTICLE V

1. Amendments. These bylaws may be amended by the Alpine Town Council and Mayor, upon a majority vote of the Council. By-law changes must be presented at a regular meeting and may not be acted upon until at least thirty (30) days have passed since the initial presentation.

IN WITNESS WHEREOF, the undersigned have executed this agreement on the day and year indicated, but to be effective as of the day and year written above.

## EXHIBIT A

Application, Schedule, and Award.

Until time there is a formal application, please make sure your application contains the following:

Introduction- Who you are? What is your project? How will your project improve Alpine and tourism within? When will your project begin and end? What do expect for a tourism impact? ...etc.

Marketing/Operations Breakdown- Who is your target market? How will you reach them for success? What will the benefit be to the Town of Alpine after you complete your project? Will you partner with Alpine businesses? ...etc.

Financials- Cost breakdown of expenses and other donors, sponsors, or current cash on hand. Where will the money go for what you are applying?

After Project Report- Summary of how it went. P and L breakdown with receipts. If possible, demographics of who attended/used/participated in your project? Did they stay in Alpine? Hotel? Airbnb? RV? Did you partner with area businesses for your project? If requirements are not met, the funding awarded may need to be refunded to the Board.

Event, project, or general application window will be from Jan 1 – Mar 15. No applications will be accepted after March 15 drop off at Alpine Town Hall and/or email to [admin@alpinewy.gov](mailto:admin@alpinewy.gov). Application Pitch will be at the first Board meeting of the calendar year. Follow up questions and/or application award announcement at the April, May, or June Board meeting. Application feedback and follow-through will be presented at the October or May Board meeting.





**TOWN OF ALPINE**  
**ORDINANCE NO. 2025-003 - TOWN BOUNDARIES**  
**AN ORDINANCE APPROVING AND AUTHORIZING THE ANNEXATION OF**  
**APPROXIMATELY 58.74 +/- ACRES OF PROPERTY LOCATED IN LINCOLN COUNTY,**  
**INTO THE BOUNDARIES OF THE TOWN OF ALPINE, WYOMING**

---

**WHEREAS**, on the 29<sup>th</sup> day of January 2025, a Petition for Annexation of eligible territory has been filed with the Town Clerk of the Town of Alpine, Wyoming. The petition was submitted by Hugh (Bud) Chatham III, representative for Snake River Junction property owners depicted herein on the map “Exhibit A” and described herein as “Exhibit B” filed with the Town of Alpine a petition for Annexation into the Town of Alpine, Lincoln County, Wyoming pursuant to W.S. § 15-1-403.

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE:**

**Section 1.** That the foregoing recitals are incorporated in and made part of this Ordinance by this reference.

**Section 2.** That the Town of Alpine hereby finds as follows:

- (a) That the notice of a public hearing was given in compliance with W.S. 15-1-405, and
- (b) That a public hearing was held on March 18, 2024, at 6:30 p.m. and
- (c) That the annexation of the area hereinafter described is for the protection of health, safety, and welfare of the persons residing in the area and the Town of Alpine; and
- (d) That the area sought to be annexed will constitute a natural, geographical, economic, and social part of the Town of Alpine; and
- (e) That the area is a logical and feasible addition to the Town and that the extension of basic services continually available in the Town of Alpine can be furnished to the area sought to be annexed; and
- (f) The area sought to be annexed is contiguous with or adjacent to the annexing city or town, or the area is owned by the city; and
- (g) That the Governing Body is prepared to issue such franchises as are necessary to public electric utilities to serve the annexed area pursuant to W.S. § 15-1-410, and to authorize the designated utility to serve the entire annexed area.

**Section 3:** That all real property as described herein shall be, and the same hereby is, annexed into the Town of Alpine, Lincoln County, Wyoming, and the boundaries of the Town of Alpine corporate municipal limits are hereby extended and changed to include said tract of land described in Exhibits A and B, attached, and incorporated herein. Upon adoption of this Ordinance, said real property shall be zoned as follows and such designation shall be shown upon the official zoning map of the Town of Alpine, Wyoming:

**Snake River Junction**  
**Commercial Properties:**  
Lots #2 - #4 = MRC

Lots #11 - #22 = MRC

Lot #34 = MRC

Lot #37 = MRC

**Residential/Townhome Properties:**

Lots #1 - #15 = R2

Lot #28 & #39 = R2

Lot #38 = R2

Lots A,B & C = RC

**Road Lots:**

Lot #6 = RC

Lot #10 = RC

**Flying Saddle Subdivision**

Lots #1 - #5 = MRC

**Section 4:** In accordance with the requirements of W.S. § 15-1-406, the Alpine Town Clerk shall file with the Lincoln County Clerk a map of the area annexed hereunder together with a copy of this Ordinance approved by the Governing Body of the Town of Alpine so that the corporate municipal boundaries of the Town of Alpine can be extended and changed to include said land and the same shall be reflected in the official real property records of Lincoln County, Wyoming.

**Section 5:** Annexation of the real property as described herein shall not terminate any covenants, conditions, or restrictions of record. The real property within the annexed area is still subject to any homeowners or property owners' association fees levied by the homeowners or property owner associations or entities of record.

**Section 6:** Sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable. If any phrase, clause, sentence, paragraph, or section of this ordinance is declared illegal or unconstitutional, such illegality or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections.

**Section 7:** The annexation of any territory is effective upon publication of the ordinance.

**Section 8:** This ordinance passed and approved on the following dates:

**Passed First Reading on the 18<sup>th</sup> day of March 2025.**

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

**Passed Second Reading on the 15<sup>th</sup> day of April 2025.**

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

**Passed on Third and Final Reading 6<sup>th</sup> day of May 2025.**

VOTE:        YES,        NO,        ABSTAIN,        ABSENT

TOWN OF ALPINE

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

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

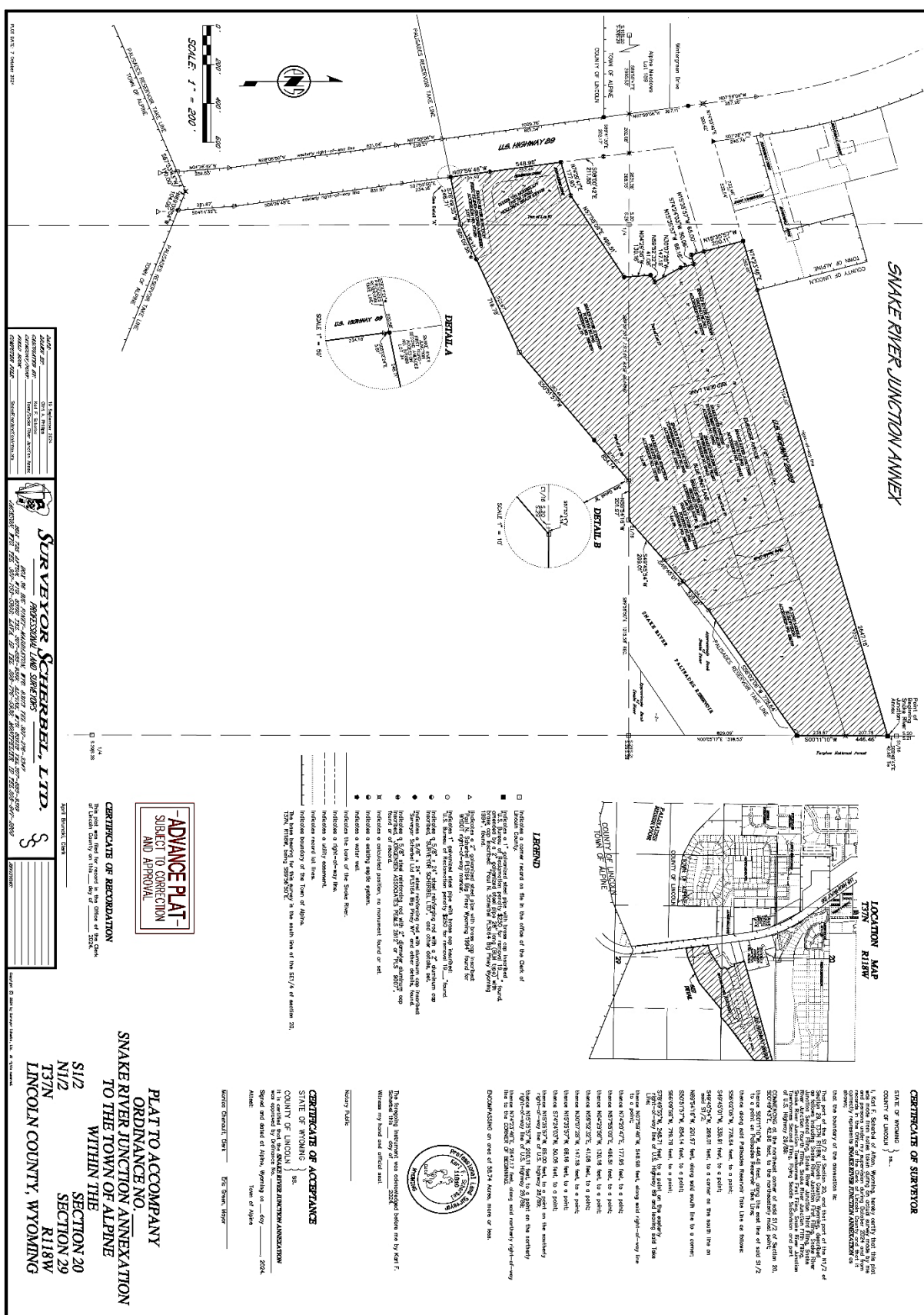
I hereby certify that the forgoing Ordinance No. 2025-003 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer.



That part of the S1/2 of Section 20, and that part of the N1/2 of Section 29, T37N R 118W, Lincoln County, Wyoming, described as follows including Snake River Junction First Filing, Snake River Junction Second Filing, Snake River Junction Third Filing, Snake River Junction Fourth Filing, Snake River Junction Fifth Filing, Snake River Junction Townhomes First Filing, Snake River Junction Townhomes Second Filing, Flying Saddle Subdivision and part of U.S. Highway 26/89:

COMMENCING at the northeast corner of said S1/2 of Section 20, S00°49'43"E, 42.98 feet, to the northeasterly most point;

thence S00°11'10"W, 446.46 feet, along the east line of said S1/2 to a point on Palisades Reservoir Take Line;

thence along said Palisades Reservoir Take Line as follows:

S56°02'06"W, 778.64 feet, to a point;

S49°45'01"W, 339.91 feet, to a point;

S49°45'54"W, 269.01 feet, to a corner on the south line on said S1/2;

N89°54'16"W, 201.97 feet, along said south line to a corner;

S50°51'57"W, 854.14 feet, to a point;

S66°09'58"W, 719.78 feet, to a point;

S78°49'55"W, 248.71 feet, to a point on the easterly right-of-way line of U.S. Highway 89 and leaving said Take Line;

thence N07°59'46"W, 548.98 feet, along said right-of-way line to a point;

thence N74°20'47"E, 177.95 feet, to a point;

thence N57°55'09"E, 496.51 feet, to a point;

thence N04°29'56"W, 130.16 feet, to a point;

thence N59°52'32"E, 41.08 feet, to a point;

thence N30°07'28"W, 147.18 feet, to a point;

thence N15°35'57"W, 68.16 feet, to a point;

thence S74°24'03"W, 50.06 feet, to a point;

thence N15°35'57"W, 65.00 feet, to a point on the southerly right-of-way line of U.S. highway 26/89;

thence N15°35'57"W, 200.11 feet, to a point on the northerly right-of-way line of U.S. Highway 26/89;

thence N74°23'46"E, 2647.17 feet, along said northerly right-of-way line to the CORNER OF BEGINNING.

ENCOMPASSING an area of 58.74 Acres, more or less.





**TOWN OF ALPINE, WYOMING  
ORDINANCE NO. 2025-006  
AN ORDINANCE ADOPTING THE ALPINE DESIGN REVIEW COMMITTEE  
GUIDELINES FOR THE TOWN OF ALPINE, WYOMING**

---

**WHEREAS**, the Town of Alpine seeks to promote thoughtful and consistent design standards that enhance the town's character and support sustainable development; and

**WHEREAS**, the Design Review Committee has developed the Alpine Design Review Committee Guidelines to establish clear expectations for the design of all buildings within the Town, excluding those in the Residential (R1) zone; and

**WHEREAS**, the Town Council has reviewed and finds it necessary to formally adopt these guidelines to ensure orderly development and alignment with the Town of Alpine's Land Use and Development Code.

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

**Section 1. ADOPTION OF THE DESIGN REVIEW COMMITTEE GUIDELINES**

The Alpine Design Review Committee Guidelines, as presented and recommended by the Design Review Committee, are hereby adopted by the Town of Alpine Town Council.

**Section 2. APPLICABILITY**

The Alpine Design Review Committee Guidelines apply to all properties within the Town of Alpine, excluding Residential (R1) buildings, and will be used by the Committee to evaluate development and building applications for compliance.

**Section 3. IMPLEMENTATION**

The Design Review Committee, in coordination with the Zoning Administrator and Planning & Zoning Commission, shall oversee the application and enforcement of the Design Review Committee Guidelines.

**Section 4. EFFECTIVE DATE**

This ordinance shall take effect upon passage and approval as required by law.

This Ordinance shall become effective from the date of its passage.

**Passed First Reading this 9<sup>th</sup> day of April 2025**

VOTE: 3 YES, 0 NO, 2 ABSENT, AND 0 ABSTAIN.  
(Absent: Councilmember Castillo and Councilmember Scaffide)

**Passed Second Reading 15<sup>th</sup> Day of April 2025**

VOTE: 4 YES, 0 NO, 0 ABSENT, 1 ABSTAIN  
(Abstain: Councilmember Larsen)

**Passed on Third and Final Reading 6<sup>th</sup> Day of May 2025**

VOTE:    YES,    NO,    ABSENT,    ABSTAIN

TOWN OF ALPINE

BY: \_\_\_\_\_  
Eric Green

ATTEST:

BY: \_\_\_\_\_  
Monica Chenault, Clerk

**ATTESTATION OF THE TOWN CLERK**

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

I hereby certify that the forgoing Ordinance No. 2025-006 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:  
\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer

April 2025

# Design Guidelines

Town of Alpine, Wyoming



Section 9, Itemc.

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## Vision Statement

Alpine's proximity to rivers and public land along with its economic role in the region are defining characteristics. The town's location is shaped by the Grey's River, Snake River, and Salt River in conjunction with public land. Alpine, WY was incorporated in 1988 making it one of the younger towns in the region. As a result, Design Guidelines in Alpine are more about shaping future growth. The preservation and improvements of public land access can help Alpine develop its unique location. Long-term planning from within the Town of Alpine that prioritizes a positive pedestrian experience and considers the regional vernacular of the Intermountain West helps Alpine improve the quality of the Town.





## Intent

The design guidelines were created to realize the Town's vision statement. The intent of the guidelines is to direct the physical development of the Town through building design and land planning. These guidelines will act as a tool to coordinate various public and private development proposals and measure how they will further advance the Town's vision. The focus of these guidelines will be on the relationships between private and public spaces, composition, massing, future street walls, and building materials.



## Scope

The purpose of the following guidelines is not to solve the continuous debate over architectural style, but instead to qualify fundamental design principles essential to creating a vibrant Town. Individual architectural style and approach should not be prescribed but rather encouraged within the fundamental principles described in the following design guidelines. The proposed design guidelines are presented as an aid to property owners, business leaders and designers who wish to make improvements to property in the Town.



## Applicability

All development applications are required to follow the currently adopted version of The Town of Alpine Land Use and Development Code and are required to comply with the following guidelines.

Only development applications considered R2 and above need to submit to the Design Review Committee. R1, or Single-Family Residential, applications are exempt from DRC Guidelines.

A Design Review Committee has been established to evaluate development applications and to advise and provide technical assistance to the Planning Director, Planning and Zoning Commission/Board of Adjustment and Town Council regarding compliance with these design guidelines. The Design Review Committee was established with Ord. 2025-005





# 1. Public Space

## Introduction

Public Space is a critical component in the future growth and development of the Town of Alpine. As the Town becomes a more densely built environment, there is a greater need for a symbiotic relationship between buildings and open space.

Public space should be usable and diverse in size and function.

Development of these spaces should strive to enhance the experience of existing natural resources.

Effective public space will create a more diverse and enjoyable pedestrian experience throughout the Town, ultimately benefiting both residents and visitors.



# 1. Public Space Cont.

Public space shall be usable. Public space should be considered as a vital component of every development. It is important to treat the un-built portion of a site as designed, functioning space. Consider all appropriate uses for public space as it relates to:

- A. Human scale - develop public space that is desirable and comfortable to inhabit. Use trees, canopies or other building elements to break the perceived height of adjacent façades to create a more human scale.
- B. Relationships - public space should engage the interior of a building and relate to the adjacent building's function and use.
- C. Detail - details of lighting, signage, benches, paving, planting, canopies, etc. should relate to the overall function of the space.



## 2. Composition

This guideline addresses the elemental design tools of composition, proportion, and rhythm. These are important tools for achieving a balance between unity and complexity in design.

Definitions:

**Composition** is defined as the organization of parts of a project to achieve a unified whole.

**Proportion** is the relation of one part to another or to the whole.

**Rhythm** is a vocabulary of regular and repetitive elements or the relative variation of such elements.

- A. Consider composition, proportion and rhythm of the materials, surfaces and massing of all building elevations to promote visual interest at the scale of both the automobile and the pedestrian
- B. Use composition, proportion and rhythm of the materials, surfaces and massing to create a sense of entry and a sense of place.
- C. To the degree possible, utilize composition, proportion and rhythm to address adjacent buildings.

### 3. Massing

Massing: A building's mass is defined by its component parts, including the size of its footprint and number of stories. Building mass is also determined by building form, roof shape, and orientation. A building's form can be a simple rectangular box or a more complex combination of volumes.

Massing refers to the size of buildings and how they meet the street. Consequently, massing affects the experience of pedestrians. The way in which a particular building 'meets the street' can produce an exciting and vital experience for the person on the street: it is not overbearing, rather it is engaging and stimulating. To ensure this experience, building massing should address the relationship between the size of the proposed building and the scale.

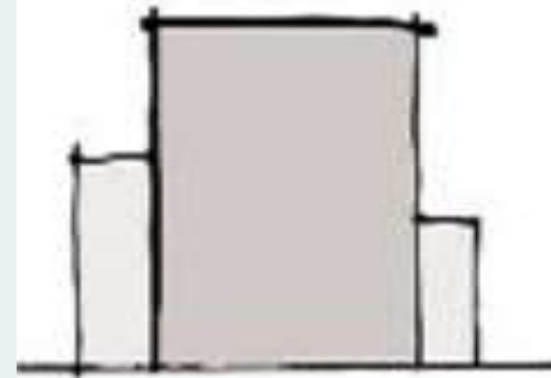




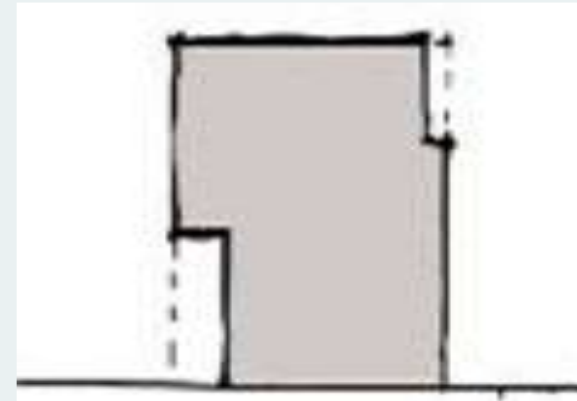
### 3. Massing Cont.

- A. Mass & Height: The architectural form of development should have a human-scale, pedestrian orientation. The height of buildings should not overwhelm people walking in the vicinity of the buildings.
- B. Canopies: Canopies should be utilized over sidewalks or property lines to give buildings a human scale. (This should work in concert with guideline 3. C, Additive & Subtractive Massing.)
- C. Additive and subtractive Massing: Both additive and subtractive massing approaches are encouraged to reduce the visual impact of large building masses. The additive massing approach increases the size of the building by linking smaller, compatible elements in a way that allows them to remain visible as separate pieces after they are put together. A simple building with additions is an example. The subtractive massing approach is to take a building as a large mass and then reduce it by taking parts of it away, in a logical manner. This approach is especially useful when buildings are built on the property line.

#### Examples of Additive and Subtractive Massing



ADDITIVE



SUBTRACTIVE

## 4. Materials

Exterior materials function as the outer layer of the building envelope and may also serve a structural function. Issues such as weather protection, durability, and maintenance affect the functional aspect of visible exterior materials. These, in turn, affect the long-term performance of the building.

- A. **Application of Materials:** These guidelines strongly encourage applicants to consider the inherent nature of materials and their appropriate application.
- B. Application of materials is at least as important as the materials themselves. Lack of attention to how materials are used can lead to concerns, including, but not limited to, how a material or a surface begins and ends (termination), how a switch from one material to another occurs (transition), and viewing the building as a whole or from many angles (continuity).



## 4. Materials Cont.

Paying attention to which materials and their structural application are selected for vertical supporting elements (compressive), spanning over openings (tensile), or creating building planes such as walls (infilling) will lead to appropriate materials used in believable situations.

To support the continued development of unique architecture, these guidelines do not specifically restrict the use of any materials. Review of proposed materials will consider the positive and negative impacts on the surrounding buildings, natural environment and culture. Proposed materials will be evaluated on this basis.





## 5. Landscaping

At a minimum, applicants for Design Review shall address the following criteria. The Planning Commission or Design Review Committee may impose additional requirements or conditions of approval to ensure a project's conformance with these guiding principles.





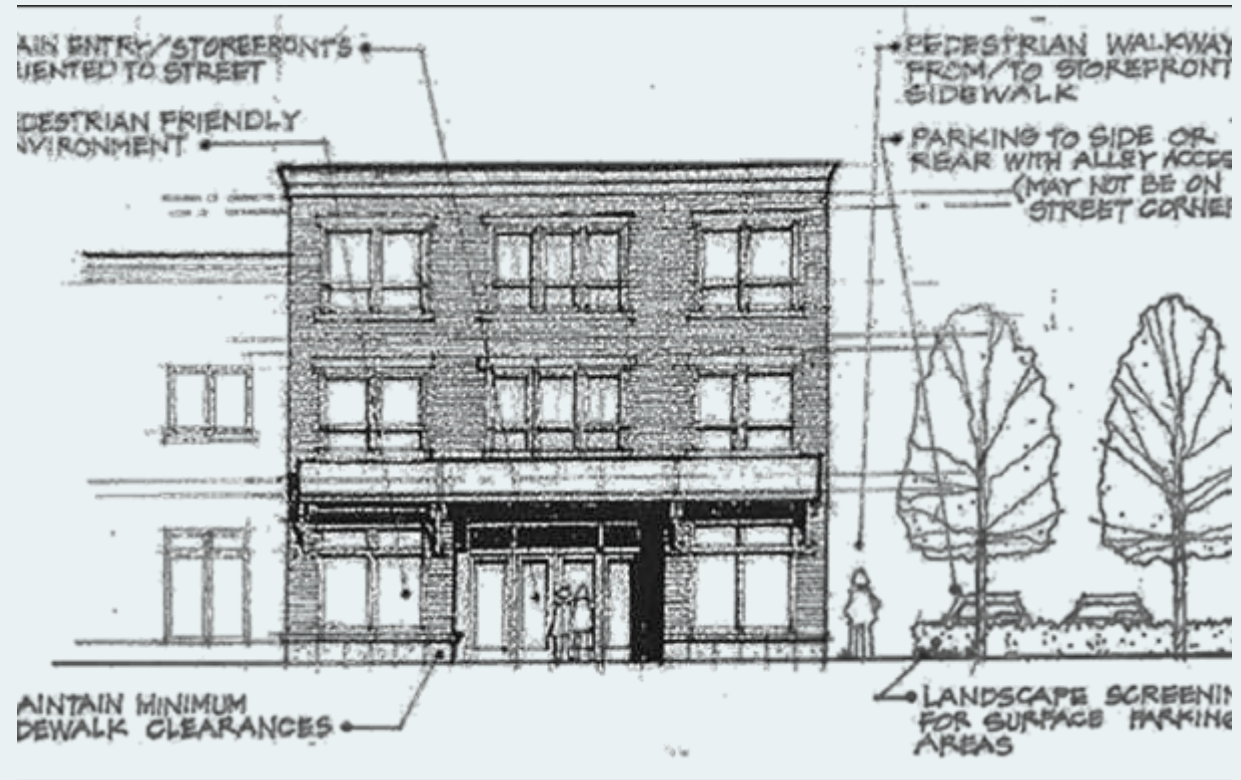
## 5. Landscaping Cont.

- A. Mature Landscaping: Incorporate any existing, mature vegetation into project designs.
- B. Volume Landscaping and Screening: Large trees and/or shrub planting may be required to mitigate the appearance of large blank walls.
- C. All off-street parking and vehicular use areas (including driveways and loading docks) shall have perimeter landscaping.
- D. All plant material shall be either vegetation native to Star Valley or species suitable for the Star Valley climate.



## 5. Landscaping Cont.

Example of Screening of  
Parking Area



## 6. Franchise and Repetitive Corporate Designs

### Guidelines

The Design Review Committee will discourage generic or formulaic designs that are transplanted from other communities without regard for local context. Our ordinances are intentionally crafted to discourage uncoordinated growth and sprawl as to enhance the pedestrian experience. Each development project must contribute meaningfully to the overall vision, character, and long-term well-being of our community.



## 6. Franchise and Repetitive Corporate Designs

- A. Promote original high-quality design
- B. Enhance the character and function of the Town
- C. Promote sustainable design principles





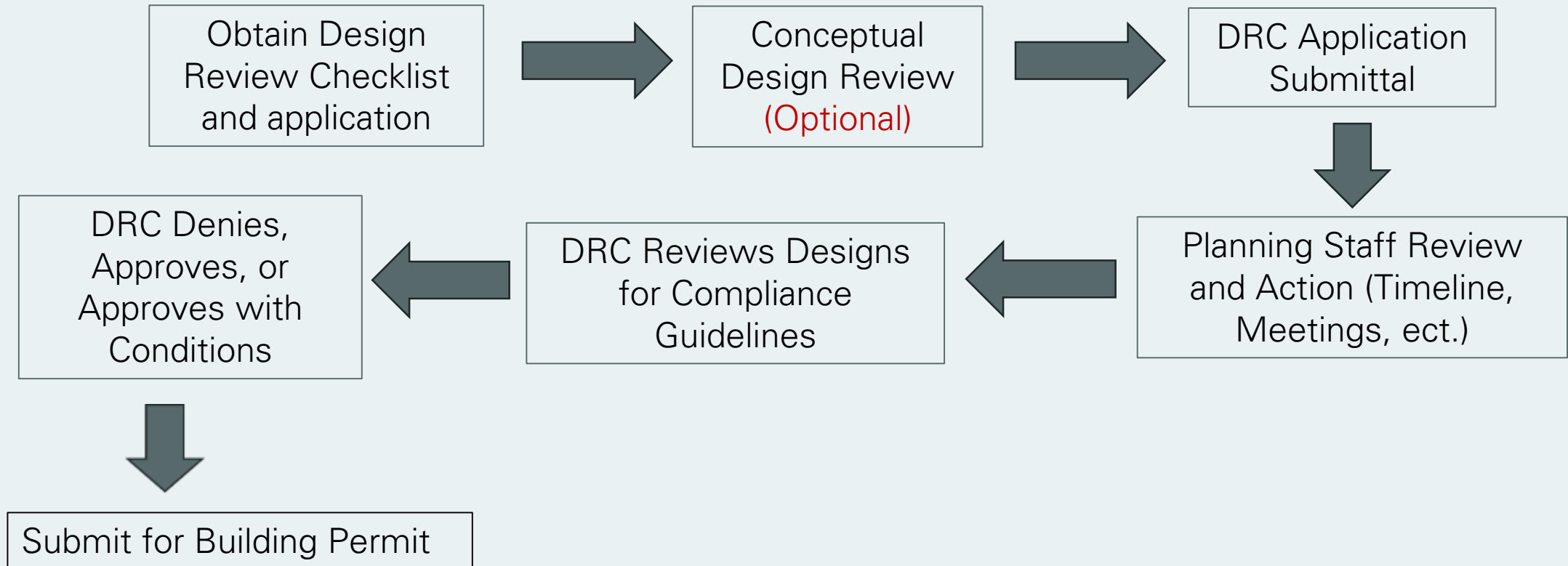
# Submission Review Requirements and Process

## Design Review Elements

- A. Building Location and Orientation
- B. Internal Circulation
- C. Site Design Elements
- D. Building Design
- E. Landscaping / Screening



# Design Review Procedure







## TOWN OF ALPINE

Eric Green  
Mayor

Andrea Burchard  
Councilmember

Emily Castillo  
Councilmember

Jermey Larsen  
Councilman

Shay Scaffide  
Councilmember

### **Town of Alpine**

P.O. Box 3070  
Alpine, WY 83128  
(307) 654-7757

May 6<sup>th</sup>, 2025

Lincoln County Commission  
Attn: Stephen Allen  
925 Sage Ave, Suite 302  
Kemmerer, WY 83101

Dear Commissioners,

On behalf of the Alpine Town Council, I am writing to formally confirm the Town of Alpine's agreement to assume ownership and maintenance responsibilities for County Roads 100 and 101.

We are fully prepared to take over these roads and their associated maintenance obligations. However, prior to the transfer, the Town respectfully requests the following conditions:

- That County Road 100 be chip sealed within three (3) years of the execution of the agreement between Lincoln County and the Town of Alpine; and
- That Lincoln County agrees to work with Town of Alpine to reinstate the original easement for County Road 101 and restore the easement agreement with Douglas and Jacquelyn Naef, in order to allow for adequate maintenance of the roadway.

With these conditions addressed, the Town of Alpine agrees to move forward with the assumption of ownership and maintenance responsibilities for County Roads 100 and 101.

Thank you for your attention to this matter. We look forward to working together to finalize the details of this transition.

Eric Green  
Mayor, Town of Alpine  
On behalf of the Alpine Town Council



## ORDINANCE NO. 2025-008

**AN ORDINANCE OF THE TOWN OF ALPINE, WYOMING ESTABLISHING MAXIMUM SPEED LIMITS FOR VEHICLE TRAVEL WITHIN THE INCORPORATED BOUNDARIES OF THE TOWN OF ALPINE, WYOMING AND DESIGNATING THE MAXIMUM SPEED LIMITS FOR VEHICLE TRAVEL ON SPECIFIC ROADWAYS DESIGNATED HEREIN, AND PROVIDING PENALTIES FOR THE VIOLATION OF THE MAXIMUM SPEED LIMITS.**

---

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

Section 1. PURPOSE AND INTENT: The purpose of this ordinance is to establish maximum speed limits for vehicle travel within the incorporated boundaries of the Town of Alpine, Wyoming and designating the maximum speed limits for vehicle travel on specific roadways designated herein, and providing penalties for the violation of the maximum speed limits as allowed by Wyoming Statutes § 31-5-303.

Section 2. SPEED LIMITS.

(a) No person shall drive a vehicle on a street at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing.

(b) Except when a special hazard exists that requires lower speed for compliance with subsection (a) of this Section, the limits specified in this Section, Section 3 or Section 4 as authorized shall be maximum lawful speeds, and no person shall drive a vehicle on a highway or any street or road within the Town of Alpine, Wyoming at a speed in excess of such maximum limits.

(1) Twenty-five (25) miles per hour unless otherwise posted.

(2) Twenty (20) miles per hour when passing a school building or the grounds thereof, or a school crossing, during school hours, or while children are going to or leaving school during opening or closing hours; provided, that the presence of such school building, ground thereof, or school crossing is indicated plainly by signs or signals conforming to the provisions hereof.

(3) Thirty (30) miles per hour on U.S. Highway 89.

Section 3. SPEED LIMITS ON ROADWAYS NAMED HEREIN

- (a) Major Collector = 25 m.p.h.
  - i. Jordan Canyon Drive
  - ii. Greys River Road
  - iii. Elkhorn Drive
  - iv. Buffalo Drive

- (b) Major Local = 15 m.p.h.
- i. Nelson Lane
  - ii. Lodge Lane
  - iii. River Bench
  - iv. Canyon View
  - v. Aster Loop
  - vi. Columbine Street
  - vii. Sweet Grass Trail
  - viii. Sagebrush Lane
  - ix. Bridger
  - x. Terrace Drive
  - xi. Grandview Drive
  - xii. Alpine Drive
  - xiii. Morning Star Drive
  - xiv. Star Lane
  - xv. Twin Pines Circle
- (c) Minor Collector = 20 m.p.h.
- i. Three Rivers Drive
  - ii. Meadows Drive
  - iii. East Mill
  - iv. Boardwalk Drive
  - v. Sawmill Road
  - vi. Wooden Spur
  - vii. Sunset Drive
  - viii. Terrace Drive
  - ix. Trail Drive Road
  - x. West Mill Circle
  - xi. Wintergreen Drive
  - xii. Foxtail Street
- (d) Minor Local = 15 m.p.h.
- i. Parkway Drive
  - ii. Center Street
  - iii. Short Street
  - iv. Stoor Drive
  - v. West Loop Drive
  - vi. Arnica Trail
  - vii. Primrose Court
  - viii. Targhee Place Parkway
  - ix. Greys River Loop
  - x. Meadows Court
  - xi. Meadows Court
  - xii. Terrace Lane
  - xiii. Targhee Loop
  - xiv. Targhee Avenue

- xv. Targhee Avenue
- xvi. Forest Circle Drive
- xvii. Pinecrest Circle
- xviii. Overlook Circle
- xix. Mountain Drive
- xx. Pine Court
- xxi. Alpine Circle
- xxii. Lakeview Drive
- xxiii. Bugling Elk Drive
- xxiv. Snake River Drive
- xxv. Riverview Drive
- xxvi. River Circle
- xxvii. Deer Lane

#### Section 4. MINIMUM SPEEDS.

(a) No person shall drive a motor vehicle at such a slow speed as to impede the normal and reasonable movement of traffic except when reduced speed is necessary for safe operation or in compliance with the law.

#### Section 4. ENFORCEMENT AND PENALTIES:

(a) Any person traveling in excess of the posted maximum speed limit shall be guilty of a misdemeanor and shall pay a fine not to exceed \$500.00 for violations of Section 3 herein, and not to exceed \$250.00 for violations of Section 2 (b) 3. Persons may forfeit bond as set by the Bond Schedule set forth in W.S. § \_\_\_\_\_.

Section 5. SEVERABILITY. If any section, paragraph, clause, or provision of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of the remaining portions of this ordinance.

Section 6. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its passage, approval, approval by the superintendent as provided by W.S. § 31-5-303 (d) and publication as required by law.

**Passed First Reading on the 6<sup>th</sup> day of May 2025.**

VOTE: \_\_\_\_ YES, \_\_\_\_ NO, \_\_\_\_ ABSTAIN, \_\_\_\_ ABSENT

**Passed Second Reading on the 20<sup>th</sup> day of May 2025.**

VOTE: \_\_\_\_ YES, \_\_\_\_ NO, \_\_\_\_ ABSTAIN, \_\_\_\_ ABSENT

**Passed on Third and Final Reading 3<sup>rd</sup> day of June 2025.**

VOTE: \_\_\_\_ YES, \_\_\_\_ NO, \_\_\_\_ ABSTAIN, \_\_\_\_ ABSENT

TOWN OF ALPINE

\_\_\_\_\_  
Eric Green, Mayor of Alpine

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer

**ATTESTATION OF THE TOWN CLERK**

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

I hereby certify that the forgoing Ordinance No. 2025-008 shall be duly posted for ten (10) days in the Town Office.

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

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

ATTEST:

\_\_\_\_\_  
Monica L. Chenault, Clerk / Treasurer



## INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is entered into this 6<sup>th</sup> day of May 2025, by and between the Town of Alpine, a Wyoming municipal corporation (hereinafter "Town"), and Dee J. Rammell an independent contractor (hereinafter "Contractor"), for services in connection with the Town of Alpine's residential and commercial building inspections.

### RECITALS

WHEREAS, the Town desires to engage the services of an independent contractor to conduct residential and commercial building inspections within the Town of Alpine; and

WHEREAS, the Contractor is duly qualified and willing to perform such services as an independent contractor;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

#### 1. Scope of Services

- a) The Contractor shall perform all necessary residential and commercial building inspections for the Town of Alpine as required by applicable laws, ordinances, and regulations.
- b) The Contractor shall be responsible for arranging and scheduling inspections directly with the building permit holder or owner of the construction project.
- c) The Contractor shall provide all necessary tools, equipment, and resources required to conduct the inspections.

#### 2. Independent Contractor Relationship

- a) The Contractor shall perform services as an independent contractor and not as an employee of the Town.
- b) The Contractor shall be solely responsible for the payment of all taxes, including federal and state income taxes, self-employment taxes, and any other taxes related to the Contractor's services under this Agreement.

- c) The Contractor shall not be entitled to any benefits, insurance, retirement, or other employment-related benefits from the Town.

### **3. Insurance Requirements**

- a) The Contractor agrees to procure and maintain liability and errors and omissions insurance, naming the Town of Alpine as an additional insured, with policy limits of no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate.
- b) Proof of insurance shall be provided to the Town prior to the commencement of services and shall be maintained throughout the term of this Agreement.

### **4. Compensation**

- a) Payment terms for the Contractor's services shall be determined separately and specified in addendum A of this agreement.
- b) The Contractor shall submit invoices to the Town, and payment shall be made within thirty (30) days of the date of the inspection or re-inspection, as applicable.

### **5. Term and Renewal**

- a) The initial term of this Agreement shall continue through December 31, 2025.
- b) After the initial term, the Agreement may be renewed for successive one (1) year terms upon thirty (30) days' written notice by the Town to the Contractor.
- c) If neither party provides notice of non-renewal, the Agreement shall automatically renew for successive one (1) year terms under the same conditions.

### **6. Indemnification**

- a) The Contractor agrees to indemnify, defend, and hold harmless the Town of Alpine, its officers, agents, and employees from any and all claims, damages,

liabilities, or expenses arising from the Contractor's failure to perform inspections properly or any negligent acts or omissions.

#### **7. Termination**

- a) The Town reserves the right to terminate this Agreement at any time, with or without notice, for any reason or no reason at all.
- b) Upon termination, the Contractor shall submit any outstanding invoices for completed inspections for payment in accordance with the terms of this Agreement.

#### **8. Attorney's fees**

- a) In the event of a dispute arising from this Agreement, or any act or omission on the part of the parties to this Agreement, or any act or omission on the part of the Contractor involving his inspection of a building or structure, each party shall be responsible for their own attorney's fees.

#### **9. Governing Law and Venue**

- a) This Agreement shall be governed by the laws of the State of Wyoming.
- b) Any disputes arising under this Agreement shall be resolved in the Third District Court, in and for Lincoln County, Wyoming.

#### **10. Entire Agreement**

- a) This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions and agreements, whether written or oral.
- b) No modification of this Agreement shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

TOWN OF ALPINE, WYOMING:

By: Eric Green

Title: Mayor

Date: May 6<sup>th</sup>, 2025

CONTRACTOR:

By: Dee J. Rammell, PE

Title: Building Official

Date:



## Addendum to Contractor Agreement

This Addendum serves to amend the existing Contractor Agreement between the Town of Alpine and the Building Official ("Contractor") by establishing terms for hourly rate billing specific to Building Official support services.

### 1. Hourly Billing Rate:

- a) \$175.00 per hour, rounded up to the nearest half-hour increment.

### 2. Scope of Services: The hourly rate outlined herein is comprehensive and covers all aspects associated with the Contractor's role as Building Official, including but not limited to:

- a) Participation in requested meetings
- b) Conducting plan reviews
- c) Performing inspections
- d) Travel time between the Contractor's office and Town locations
- e) All necessary coordination, communication, and administrative responsibilities

### 3. Payment Terms: The Town agrees to guarantee full payment to the Contractor for all billable hours accrued under this Addendum, regardless of whether fees are collected from permit applicants or if permit applications proceed to completion.

### 4. Insurance Policy Adjustment Costs:

The Town of Alpine agrees to pay an additional amount of \$705.00 to the Contractor to cover the cost incurred by Dee J. Rammell, Building Official, for adjusting insurance policy limits to no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate.

IN WITNESS WHEREOF, the parties have executed this Addendum as of the date first above written.

TOWN OF ALPINE, WYOMING:

By: Eric Green

Title: Mayor

Date: May 6<sup>th</sup>, 2025

CONTRACTOR:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**TOWN OF ALPINE, WYOMING  
RESOLUTION 2025-016**

**A RESOLUTION APPOINTING A CODE ENFORCEMENT OFFICER FOR THE TOWN OF  
ALPINE, WYOMING**

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**WHEREAS**, the Town of Alpine recognizes the need to enforce municipal codes to ensure the health, safety, and welfare of its residents; and;

**WHEREAS**, the Town Council finds it necessary to appoint a Code Enforcement Officer to carry out these duties in accordance with the Town's ordinances and applicable state laws; and;

**WHEREAS**, Ms. Tara Bender has demonstrated the qualifications and experience necessary to fulfill the responsibilities of this position;

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

**Section 1. Appointment**

Tara Bender is hereby appointed to serve as the Code Enforcement Officer for the Town of Alpine, Wyoming, effective immediately upon adoption of this resolution.

**Section 2. Duties**

The Code Enforcement Officer shall be responsible for the enforcement of the Town of Alpine's municipal code, ordinances, and regulations as assigned, and shall perform such duties in a professional, consistent, and impartial manner.

**Section 3. Term**

This appointment shall remain in effect until such time as modified or rescinded by official action of the Town Council

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**PASSED, APPROVED AND ADOPTED** this 6<sup>th</sup> day of May 2025

**VOTE: \_\_\_ YES, \_\_\_ NO, \_\_\_ ABSTAIN, \_\_\_ ABSENT**

**SIGNED:**

\_\_\_\_\_  
Eric Green, Mayor of Alpine

**ATTEST:**

\_\_\_\_\_  
Monica L. Chenault, Town Clerk/Treasurer

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