TOWN COUNCIL MEETING AGENDA

Executive Session at 6:00 PM; Regular Meeting at 7:00 PM

November 2, 2026 / 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. **EXECUTIVE SESSION**

   a. Seeking a motion to enter into executive session on matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party.

3. **RECONVENE REGULAR SESSION**

4. **PLEDGE OF ALLEGIANCE** – Mayor Green

5. **ROLL CALL** – Town Administrator, Riley Hovorka

6. **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.*

7. **CONSENT AGENDA** – Mayor Green

   a. Town Council Minutes: October 20, 2026 Town Council Regular Meeting Minutes

   b. Planning & Zoning Commission Minutes: October 13, 2026, and September 8, 2026, Planning & Zoning Commission Meeting Minutes

   c. Bills to Pay Report: October 6, 2026 through November 2, 2026

8. **REPORTS**

   a. Mayor's Report - Eric Green
   b. Town Administrator Report - Riley Hovorka
   c. Engineering Report - Jorgensen Engineering
   d. Planning & Zoning Commission Report - Melisa Wilson
   e. Events Committee Report - Andrea Burchard
   f. Alpine Travel & Tourism Board Report - Jeremiah Larsen
   g. Economic Development Report - Jeremiah Larsen

9. ACTION ITEMS

a. **Website and Meeting Management System Migration:**

Suggested Motion: Motion to approve the website migration to CivicPlus Municipal Websites Central for an initial one-year amount not to exceed $5,374.00 and the AMM Select Pro migration for an initial two-year total not to exceed $8,354.88; and authorize the Mayor to execute updated agreements.

b. **Resolution No. 2026-038 - A Resolution Establishing a New Public Hearing Date for the Proposed Annexation submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley; Directing Public Notice; and Adopting Hearing Procedures:**

Suggested Motion #1: Motion to adopt Resolution No. 2026-038 - A Resolution Establishing a New Public Hearing Date for the Proposed Annexation submitted by Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley; Directing Public Notice; and Adopting Hearing Procedures.

Suggested Motion #2: Motion to direct Attorney Sanderson to prepare amendments to Town Ordinance No. 2024-001 assigning annexation notice duties to Town staff, authorizing deduction of documented notice costs from the annexation deposit, and allowing first-class mail to adjacent property owners and owners within 500 feet while retaining all certified-mail requirements imposed by state law, for Council's consideration.

c. **Resolution No. 2026-039 - A Resolution Approving Mayoral Appointments:**

Suggested Motion: Motion to approve Resolution No. 2026-039 - A Resolution Approving Mayoral Appointments.

d. **Minor Construction Permit Authorization and Fee Waiver Request - Ice-Skating Rink:**

Suggested Motion: Motion to authorize Town staff to apply for a Minor Construction Permit to install lighting at the Town of Alpine ice-skating rink, subject to all applicable permit reviews, approvals, and inspections; and to waive associated fees.

e. **Civic Center Backup Power Supply - Request for Proposals:**

Suggested Motion: Motion to authorize the Town of Alpine to proceed with the Request for Proposals for the purchase of a backup generator and transfer switch for the Civic Center and to direct staff to return to Council with a recommendation before awarding a contract.

10. WORK SESSION ITEMS

a. Confluence Advisory Committee Formation and Bylaws

11. **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.*

12. ADJOURNMENT

TOWN COUNCIL REGULAR MEETING MINUTES

October 20, 2026; 250 River Circle, Alpine, WY 83128

CALL TO ORDER

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

EXECUTIVE SESSION

Councilmember Larsen made a motion to enter into executive session on matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. Councilmember Wierda seconded the motion.

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

Motion carried.

The Council entered executive session at 6:00 p.m. Present were Mayor Green, Councilmember Larsen, Councilmember Burchard, Councilmember Wierda, legal counsel, Town Administrator Riley Hovorka, and Town Clerk/Treasurer Monica Chenault. Councilmember Scaffide was absent.

Councilmember Wierda made a motion to exit executive session and return to the regular meeting. Councilmember Larsen seconded the motion.

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

The regular meeting resumed at 7:15 p.m. Mayor Green reported that the executive session concluded with no findings.

PLEDGE OF ALLEGIANCE

Mayor Green led the attendees in the Pledge of Allegiance.

ROLL CALL

Town Administrator Riley Hovorka conducted roll call. Present were Mayor Eric Green, Councilmember Jeremiah Larsen, Councilmember Andrea Burchard, and Councilmember Amy Wierda. Councilmember Shay Scaffide was absent and excused. A quorum was established.

ADOPTION OF AGENDA

Councilmember Burchard made a motion to adopt the agenda with the addition of Action Item F, direction to the Town Administrator regarding waiver of permit fees discussed during executive session. Councilmember Larsen seconded the motion.

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

APPROVAL OF CONSENT AGENDA: *Items listed on the consent agenda are considered routine and are enacted by one motion unless a Council member or citizen requests separate consideration.*

October 6, 2026, Town Council Meeting Minutes: Councilmember Larsen made a motion to approve the October 6, 2026, Town Council Meeting Minutes. Councilmember Burchard seconded the motion.

Bills to Pay Report for September 15, 2026, through October 20, 2026: Councilmember Larsen made a motion to approve the Bills to Pay Report for September 15, 2026, through October 20, 2026. Councilmember Burchard seconded the motion.

250th Celebration Charitable Distribution: Councilmember Larsen made a motion to approve the 250th Celebration Charitable Distribution. Councilmember Burchard seconded the motion

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

REPORTS

Report from Mayor Eric Green

Mayor Green reminded residents of the candidate forum scheduled for October 21 at 7:00 p.m. at the Civic Center and noted that the event would also be livestreamed. He thanked residents for their patience during the temporary roundabout study and encouraged participation in the online survey.

Report from Clerk / Treasurer Monica Chenault

The report was submitted in writing.

Events Committee Report

Councilmember Burchard reported on the upcoming boutique craft fair at the Civic Center, an October 24 fundraiser in Afton for a local youth and his family, and the ongoing coat drive. She announced Halloween activities at the library, the Town's Trunk or Treat on October 31 at 5:00 p.m., and Wyoming Classical Academy's Fall Festival from 4:00 to 7:00 p.m. The school parking lot would be available for attendees. Additional information about the annual Thanksgiving dinner would be provided as the event approached.

Economic Development Report

Councilmember Larsen had nothing to report.

Alpine Travel and Tourism Board Report

Councilmember Larsen reported that the Board received updates from previous grant recipients and approved out-of-cycle grants for the following summer's music events, Civic Center audiovisual equipment, and welcome-sign reinforcement. He noted that the next grant application period would run from January 1 through March 15.

Public Works Director Report

The report was submitted in writing. Additional discussion addressed training the Public Works crew for winter snow removal. Mayor Green noted that most of the crew would be new to the Town's plowing operations and expressed confidence in their ability to learn the routes and procedures.

Code Enforcement Officer Report

The report was submitted in writing.

Lincoln County Sheriff Report

The report was submitted in writing.

ACTION ITEMS

Ratification of the Wastewater Treatment Facility Fee Agreement Addendum

Councilmember Larsen made a motion to approve and ratify Addendum No. 1 to the Wastewater Treatment Facility Fee Agreement, as executed by the Mayor. Councilmember Burchard seconded the motion.

Town Attorney Jim Sanderson explained that the Mayor executed Addendum No. 1 because the existing agreement was expiring. The extension would maintain the $12,000 monthly charge through the end of June while the Town evaluated appropriate wastewater charges. Town Administrator Hovorka discussed development of the Industrial User Program and an appropriate rate structure. Discussion also addressed the agreement being with the lessee responsible for utility charges rather than the property owner.

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

Wellhouse Emergency Generator Purchase Award

Councilmember Wierda made a motion to approve the purchase of one 300 kW emergency generator and 600-amp automatic transfer switch for the Town wellhouse from Western States Equipment Company in the amount of $95,410, as described in Quote 31729986 dated September 24, 2026, and authorize staff to issue the purchase order. Councilmember Burchard seconded the motion.

Council discussed the $140,000 overall project budget, the two bids received, and the estimated generator lead time of 25 to 27 weeks. Final design and additional quotes would be needed for the electrical work, excavation, and concrete pad. Installation work could be bid together or in separate components and would return to Council for consideration.

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

Travel and Tourism Grant for South Entrance Welcome Sign Repairs

Councilmember Burchard made a motion to support the Town of Alpine's out-of-cycle Travel and Tourism grant application requesting $3,950 for repair of the south entrance welcome sign and authorize staff to pursue the funding. Councilmember Wierda seconded the motion.

Discussion addressed reinforcing the south entrance welcome sign to reduce the risk of future snowplowing damage and adding a message to the back of the sign. The proposed work applied to the south sign only; similar work on the other signs could be considered later. Mayor Green noted that the earlier damage had been repaired at no cost to the Town.

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

Councilmember Larsen recused himself due to his membership on the Travel and Tourism Board. Motion carried.

Proposed Jorgensen Engineering Contract for Design Standards

Councilmember Larsen made a motion to contract with Jorgensen Engineering to develop Hillside, Roadway (Slope), Roadway (Non-Slope), Lift Station, and Storm Water standards in an amount not to exceed $43,900. Councilmember Burchard seconded the motion.

Council discussed available engineering funds, the timing of the Land Use and Development Code update, and whether additional standards should be identified before seeking bids. Town Administrator Hovorka explained that the proposed standards could be incorporated during or after the code update. Dan Schou of the Planning and Zoning Commission encouraged consideration of broader hillside wastewater needs and standards for septic systems and leach fields. Discussion favored revisiting the scope and costs during a future budget process.

Following discussion, Councilmember Larsen made a motion to rescind his pending motion to contract with Jorgensen Engineering. Councilmember Burchard seconded the motion.

The motion to rescind carried by voice vote, with no opposition recorded. No contract was approved.

Wyoming Business Council Revenue Recapture Funds

By Council agreement, this item was moved to the work session for discussion. No motion was made under Action Items.

Permit Fee Waivers

Councilmember Burchard made a motion to direct the Town Administrator to waive permit fees per direction provided during executive session. Councilmember Larsen seconded the motion.

Town Administrator Hovorka explained that two permits have been issued in error and that the applicants need different permit types. Council discussed the potential differences in fees and limiting the waiver amount while staff worked with the applicants on the available options.

Councilmember Burchard made a motion to amend the motion to direct the Town Administrator to waive permit fees up to $500 per direction provided during executive session. Councilmember Larsen seconded the amendment.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The amendment carried.

The Council then voted on the motion, as amended, to direct the Town Administrator to waive permit fees up to $500 per direction provided during executive session.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The motion, as amended, carried.

WORK SESSION ITEMS

Liquor Ordinance Review

Council discussed updating Liquor Ordinance No. 2021-05 to clarify procedures for new applicants and review licensing fees. Town Administrator Hovorka discussed current fees and the maximum amounts described in state law.

Council requested that staff prepare draft revisions and fee recommendations, seek input from existing license holders, and return during 2027 with sufficient time for ordinance readings and advance notice before a future renewal period.

Wyoming Business Council Revenue Recapture Funds

Council reviewed options for applying the recapture funds to existing wastewater debt, economic development, or future infrastructure improvements. Discussion focused on Option A, repayment of existing debt, and whether the funds could be used for water and sewer enterprise obligations. Other potential uses discussed included grant matching funds and critical replacement parts for wastewater operations.

Clerk/Treasurer Chenault discussed the Town's outstanding utility obligations and reported plans to separate the committed recapture funds from operating funds and transfer them to Wyoming CLASS.

Staff and the Town Attorney were asked to seek clarification from the Wyoming Business Council regarding allowable uses, including repayment of existing utility debt and the treatment of transfers to enterprise funds, and return with additional information. No expenditure allocation was approved.

TABLED ITEMS

Used Service Pickup with Crane

Councilmember Burchard made a motion to remove from the table the 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 the purchase. Councilmember Larsen seconded the motion.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The motion carried.

Public Works Director, Craig Leseberg, explained that the crane is needed to service lift-station pumps and that repairing the existing crane would cost more than $10,000. The existing truck was approximately 21 years old. He reported identifying used pickups equipped with cranes for less than $45,000.

Clerk/Treasurer Chenault discussed the previously budgeted $45,000 for a vehicle and the distinction between vehicle purchases and specialized equipment. Council discussed available funds, vehicle needs, and additional acquisition expenses such as travel.

Councilmember Burchard made a motion to amend the motion to authorize staff to purchase a used service pickup equipped with a crane in an amount not to exceed $50,000. The amendment removed the proposed $30,000 Water Fund budget amendment. Councilmember Larsen seconded the amendment.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The amendment carried.

The Council then voted on the motion, as amended, to authorize staff to purchase a used service pickup equipped with a crane in an amount not to exceed $50,000.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The motion, as amended, carried.

PUBLIC COMMENT

Mayor Green opened public comment, limited to 20 minutes total and 3 minutes per speaker, and stated that Council would not take action on items raised during public comment.

Dan Schou, Planning and Zoning Commission, requested an update on the County's consideration of the gravel-pit property. Mayor Green reported that he and Town Administrator Hovorka attended the

County meeting and presented the Town's concerns. He stated that the matter had been tabled for a future meeting and that staff would submit additional questions. Interested residents were invited to provide questions to the Town Administrator.

Calvin Rawe responded to comments made at previous meetings and discussed a neighborhood property dispute, code-enforcement complaints, and the upcoming election.

Mike McElroy expressed concerns about public-comment time limits and the lack of responses to public questions. He suggested including an open discussion period at one meeting each month and encouraged timely responses to residents.

ADJOURNMENT

Councilmember Larsen made a motion to adjourn the meeting. Councilmember Burchard seconded the motion.

Voting Yea: Mayor Green, Councilmember Burchard, and Councilmember Wierda. The meeting adjourned at 8:29 p.m.

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MINUTES ARE A SUMMARY OF THE MEETING

Transcribed By:

_____ _____

Sarah Greenwald, Town Deputy Clerk Date

Attest:

_____ _____

Monica Chenault, Town Clerk Date

Minutes approved in a legally advertised meeting on November 2, 2026

Signed: Attest:

_____ _____

Eric Green, Mayor Monica Chenault, Town Clerk

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PLANNING & ZONING MEETING MINUTES

September 08, 2026, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:02 PM.

2. ROLL CALL & ESTABLISH QUORUM

Administrator Corson conducted roll call.

Commission Members Present:

- Dan Schou
- Melisa Wilson
- Rachel Stewart

A quorum was established.

Staff Present: Gina Corson, Planning & Zoning Administrator

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) RB26-000026- Murdoch, Kendall, and Katheryn- 211 Aster Loop, Lot #19 of Alpine Meadows- Single-family Home Site Plan Review:

Updated plan to include snow storage. All looked good to the Commission.

Member Stewart made a motion to approve the single-family home site plan for 211 Aster Loop, Lot #19 of Alpine Meadows. Member Schou seconded.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson. Motion carried unanimously.

b) 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 driveway has been relocated to allow for the septic system. The updated plans show two retaining walls for the SE corner of the lot where there were concerns raised by the Commission. Retaining walls are under the 4-foot height that requires engineered plans for the walls. Snow storage has been located and identified. The

Commission confirm the septic and leach-field design and setbacks were in compliance with the DEQ standards. They wanted confirmation of the approval of the design, but the applicant told them the DEQ would not give approval until the Town of Alpine gave permit approval.

Member Stewart made a motion to approve RB26-000025, contingent upon receiving approval for the septic from DEQ. Member Schou seconded.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson. Motion carried unanimously.

APPROVAL OF MINUTES:

a) Approval of Minutes for August 25, 2026, Meeting

Member Stewart made a motion to approve the August 25, 2026, meeting minutes. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairwoman Wilson. Motion carried unanimously.

4. DISCUSSION:

Chairwoman Wilson let member Stewart know that the Town has had some old cottonwood trees fall down and was looking for someone to help them decide the most appropriate replacement. Chairwoman Wilson felt that Member Stewart could add to that conversation.

Member Schou asked if we had a count of the number of lots in Town that do not have access to the sewer system that are no built out or connected. Administrator Corson did not have a count. Member Schou also mentioned that may be something we want to take into consideration since we are redoing the LUDC. He suggested adding language that all of those lots will be approved contingent to the DEQ Septic approval and to require confirmation of that approval with their permit records.

Member Schou raised concerns about the basement wall height and eventually about the height of walls or stories of homes being constructed. He stated that we still do not have a mechanism to ensure that they are building the heights to plan as that is not a normal inspection that the Building Inspector would conduct. The agreed upon course of action was to have Administrator Corson discuss with the Building Inspector if those are inspection or steps of other inspections that can be added. If not, then we can further address the appropriate steps of who should be conducting those inspections. Member Schou also asked if Administrator Corson could discuss an addition to the Certificate of Placement or an additional step taken my a surveyor to shoo the top of the foundation wall heights to ensure they are in compliance with their plans.

Administrator Corson pointed out that as a Town we have the authority to adopt any inspection schedule we would like and even if these additional ones are outside the normal scope of the Building Inspector's inspections that having that schedule is what dictates what inspections the Inspector does. If they refuse, then a new Inspector should be hired.

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In addition to this, Member Schou asked what if any enforcement or punishment for non-compliance for such things are in existence. Chairwoman Wilson and Administrator Corson both felt that the fact that the foundation or basement walls would need to be brought into compliance and withholding a Certificate of Occupancy would suffice. Member Schou then raised concerns that the LUDC does not have any provision that allow us to issue a Stop Work or withhold a Certificate of Occupancy. The remaining members and Administrator Corson all felt that language was in the LUDC and directed Administrator Corson to locate and ensure it is sufficient.

5. TOWN COUNCIL ASSIGNMENT:

Town Council Meeting on September 15, 2026- Melisa Wilson

6. ADJOURNMENT:

Member Stewart made a motion to adjourn the meeting. Member Schou seconded the motion.

Voting Yea: Member Schou, Member Stewart, and Chairman Wilson. Motion carried unanimously.

The meeting adjourned at 7:32 PM.

Minutes are a summary of the meeting.

CORRECTION TO PREVIOUSLY APPROVED MINUTES:

Item 3(a) of the September 8, 2026, Planning & Zoning Commission Meeting Minutes was corrected to accurately reflect the motion approving the single-family home site plan for 211 Aster Loop, Lot #19 of Alpine Meadows. The incorrect permit reference and DEQ septic approval condition were removed from the recorded motion under Item 3(a).

The correction was approved by the Planning & Zoning Commission on October 13, 2026.

The original approved and signed minutes are retained with the Town's records.

Melisa Wilson, Commission Chair — Date: 10.27.26

Riley Hovorka, Town Administrator — Date: 10/27/26

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PLANNING & ZONING MEETING MINUTES

October 13, 2026, at 7:00 PM

CALL TO ORDER

Chairwoman Wilson called the meeting to order at 7:06 PM.

ROLL CALL & ESTABLISH QUORUM

Town Administrator Hovorka conducted roll call.

Present: Chair Commissioner Melisa Wilson and Commissioner Dan Schou. **Absent**: Rachel Stewart. A quorum was established.

Staff Present: Riley Hovorka, Town Administrator and Monica Chenault, Clerk/Treasurer.

TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) **ADD26-000001 – Schenk Custom Builders – 525 Three Rivers Drive – Garage Addition**

The applicant was not present when the item was called. Member Schou noted that a site plan had not been provided. The item was held until later in the meeting and was subsequently tabled with Items 3(b) and 3(c).

b) **RB26-000031 – Trujillo, Eleana and Poland, Nicholas – 776 Lodge Lane – Single-family Home**

The applicant's representative was not initially present, and the item was tabled with Items 3(a) and 3(c). After the representative arrived, the Commission returned to the item following the Palisades Heights discussion.

Member Schou made a motion to remove RB26-000031 from the table and return it to the action items. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

The Commission reviewed the site plan, including setbacks, snow storage, utilities, and the power line. The representative confirmed that the existing home had been demolished under a demolition permit and discussed the proposed foundation and delivery of the new home. Member Schou reminded the representative that a Certificate of Placement would be required.

Member Schou made a motion to approve RB26-000031. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

c) RB26-000032 – SRSC Lots, LLC – 718 Sunset Drive – Single-family Home

The applicant was not present. Dave Gustafson, an Alpine resident, expressed concern about the proposed six-bedroom, five-bathroom home in an R-1 zone. He asked that the applicant clarify the intended use, including whether it would be employee housing, and cited the R-1 restriction on occupancy by more than three unrelated persons. The Commission did not make a determination on the proposed use.

d) Correction to Item 3(a) of the Previously Approved September 8, 2026, Planning & Zoning Commission Meeting Minutes

Administrator Hovorka explained that a motion had been copied and pasted incorrectly in the previously approved minutes. Staff reviewed the original discussion and corrected the motion.

Member Schou made a motion to approve the correction to Item 3(a) of the previously approved September 8, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

Member Schou made a motion to table tonight's appointments/new business Items 3(a), 3(b), and 3(c) to the next meeting. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

Items 3(a) and 3(c) remained tabled. Item 3(b) was later removed from the table and approved as recorded above.

TABLED ITEMS:

a) RB26-0000029 – Courser, Gloria – 198 West Mills Circle – Single-family Home

The applicant was not present. The item remained tabled.

b) RB26-0000030 – SRSC Lots, LLC – 676 Sunset Drive – Single-family Home

The applicant was not present. The item remained tabled.

c) RB26-000027 – Corona, Cynthia – 142 Columbine Street, Lot #1 of Alpine Meadows – Single-family Home

The Commission reviewed the revised site plan, including snow storage. Administrator Hovorka stated that the Town had not received a letter of approval from the homeowners association. The applicant's representative stated that revised plans had been submitted to the association.

Patricia McQuade, representing the Alpine Meadows Architectural Review Committee, stated that the committee had received the revised site plan on Friday and had 30 days to respond. She explained that the initial response could require further changes and would not necessarily constitute approval.

The Commission discussed conditional approval but elected to leave the item tabled pending homeowners association approval. No motion to approve was made.

DISCUSSION ITEMS:

a) R2-05-24 – Palisades Heights – Lot 12, Highway 89 – Site Plan Revision

Brett Bennett and Dave Jenkins presented a revised site plan to improve access and parking circulation. Parking would be relocated, and the water services had been installed in a different location with assistance from Town staff. The proposed commercial building sizes were unchanged. The presenters stated that 16 parking spaces would be provided.

The Commission discussed the shared entrance with the neighboring property and the need for an easement. The presenters requested approval of the revised site plan so the project could proceed through the final plat process with Town Council. Member Schou emphasized the need for a recorded access easement.

Member Schou made a motion to approve the revised site plan for R2-05-24, Palisades Heights, Lot 12, pending a signed easement agreement with the neighboring property owner for the adjoining entrance into the property. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

b) 2027 Planning and Zoning Commission Meeting Schedule

The Commission discussed holding two meetings per month throughout the year, with the option to cancel meetings when there is no business. Members noted that winter activity may decrease but that the upcoming Land Use and Development Code review would require additional meeting time.

Administrator Hovorka recommended retaining two scheduled meetings per month because it is easier to cancel a meeting than to schedule an additional meeting. The members expressed agreement with that approach. No formal motion adopting a 2027 meeting schedule was made.

Administrator Hovorka reported that staff were reviewing the first LUDC work product and anticipated bringing it to the Commission at the first meeting in November.

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ADDITIONAL DISCUSSION:

Roadway Activity on Property Proposed for Annexation

A member of the public presented concerns about roadway clearing on the hillside property proposed for annexation, including potential avalanche hazards, stormwater runoff, and effects on nearby homes. The speaker referred to drone photographs and a map showing hazard and drainage information. Dave Gustafson also raised concerns about the clearing and stated that County planning staff had told him the development was being treated as subject to Town regulations while annexation was pending.

Clerk/Treasurer Chenault stated that she had twice contacted the County planning director to ask whether road installation required a permit and had not received an answer to that question. Administrator Hovorka stated that the Town's position was that the property remained in County jurisdiction until annexation was completed. Staff discussed following up with the County regarding permitting and jurisdiction.

Member Schou referenced the LUDC stormwater management provisions and expressed concern about changes to drainage. Members discussed whether the work affected the pending annexation. Member Schou stated his personal opinion that the activity had voided the annexation; the Commission took no action to change its recommendation or determine the status of the annexation. Administrator Hovorka reiterated that the Town's code was not enforceable on property remaining in the County.

Administrator Hovorka stated that the Town could have the code enforcement officer document activity and enforce any applicable Town requirements within its authority. She also reported that Jorgensen was preparing a cost proposal for slope and road standards addressing drainage, grading, and steepness, which she planned to present to Town Council at its next meeting. The public was encouraged to email the map to Town staff.

Alpine Meadows Architectural Review

Patricia McQuade reiterated that the Architectural Review Committee has 30 days to provide an initial response and may require revisions before approval. She suggested that the Town require an association approval letter before accepting an application. Chairwoman Wilson explained that keeping a pending application on the agenda could allow it to be considered once the association's approval was received. No action was taken.

APPROVAL OF MINUTES:

a) Approval of Minutes for September 22, 2026, Meeting

Member Schou made a motion to approve the September 22, 2026, Planning & Zoning Commission meeting minutes. Chairwoman Wilson seconded the motion.

Voting Yea: Member Schou and Chairwoman Wilson. Motion carried.

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TOWN COUNCIL ASSIGNMENT:

Town Council Meeting on October 20, 2026 – Melisa Wilson. Member Schou offered to attend if Chairwoman Wilson was unavailable.

ADJOURNMENT:

Commissioner Schou made a motion to adjourn the meeting. Commissioner Wilson seconded the motion. **Voting Yea:** Member Schou and Chairwoman Wilson. Motion carried.

** Minutes are a summary of the meeting **

Melisa Wilson, Chairwoman — 10-27-26 Date

Riley Hovorka, Town Administrator — 10/27/26 Date

Prepared and Transcribed By:

Sarah Greenwald, Deputy Clerk — 10/28/2026 Date

Town of Alpine

Check Register - Town of Alpine
Check Issue Dates: 10/6/2026 - 11/2/2026

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
10/26	10/23/2026	4748	1780	REIC Rentals	10-20100	100.00	M
10/26	10/16/2026	21006	1940	Silver Star Communications	10-20100	236.24	M
10/26	10/16/2026	21007	1940	Silver Star Communications	52-20100	323.57	M
10/26	10/16/2026	21008	1940	Silver Star Communications	10-20100	669.15	M
10/26	10/10/2026	21012	3780	The Bancorp	10-20100	8,053.61	M
10/26	10/06/2026	21013	2880	Xpress Bill Pay	52-20100	699.83	M
10/26	10/16/2026	21014	710	Core & Main LP	51-20100	11,552.63-	M
10/26	10/16/2026	21015	710	Core & Main LP	51-20100	30,740.07-	M
10/26	10/16/2026	21016	710	Core & Main LP	51-20100	42,292.70	M
10/26	10/16/2026	21017	450	Bank of Star Valley	52-20100	7,000.00	M
10/26	10/23/2026	21018	960	First Bank Card	52-20100	4,796.76	M
11/26	11/02/2026	21019	1560	Lower Valley Energy	10-20100	255.44	M
11/26	11/02/2026	21020	1560	Lower Valley Energy	10-20100	22.35	M
11/26	11/02/2026	21021	1560	Lower Valley Energy	52-20100	20.10	M
11/26	11/02/2026	21022	1560	Lower Valley Energy	51-20100	2,532.93	M
11/26	11/02/2026	21023	1560	Lower Valley Energy	10-20100	51.26	M
11/26	11/02/2026	21024	1560	Lower Valley Energy	10-20100	34.36	M
11/26	11/02/2026	21025	1560	Lower Valley Energy	10-20100	34.24	M
11/26	11/02/2026	21026	1560	Lower Valley Energy	10-20100	35.54	M
11/26	11/02/2026	21027	1560	Lower Valley Energy	52-20100	5,296.03	M
11/26	11/02/2026	21028	1560	Lower Valley Energy	10-20100	20.31	M
11/26	11/02/2026	21029	1560	Lower Valley Energy	52-20100	99.17	M
11/26	11/02/2026	21030	1560	Lower Valley Energy	52-20100	72.82	M
11/26	11/02/2026	21031	1560	Lower Valley Energy	51-20100	24.72	M
11/26	11/02/2026	21032	1560	Lower Valley Energy	52-20100	20.21	M
11/26	11/02/2026	21033	1560	Lower Valley Energy	52-20100	48.62	M
11/26	11/02/2026	21034	1560	Lower Valley Energy	52-20100	237.47	M
11/26	11/02/2026	21035	1560	Lower Valley Energy	51-20100	54.32	M
11/26	11/02/2026	21036	1560	Lower Valley Energy	51-20100	21.99	M
11/26	11/02/2026	21037	1560	Lower Valley Energy	10-20100	82.66	M
11/26	11/02/2026	21038	1560	Lower Valley Energy	51-20100	73.79	M
11/26	11/02/2026	21039	1560	Lower Valley Energy	51-20100	532.84	M
11/26	11/02/2026	21040	1560	Lower Valley Energy	52-20100	33.32	M
11/26	11/02/2026	21041	1560	Lower Valley Energy	52-20100	56.09	M
11/26	11/02/2026	21042	1560	Lower Valley Energy	52-20100	54.26	M
11/26	11/02/2026	21043	1560	Lower Valley Energy	10-20100	20.55	M
11/26	11/02/2026	21044	1560	Lower Valley Energy	52-20100	1,451.21	M
11/26	11/02/2026	21045	1560	Lower Valley Energy	10-20100	20.68	M
11/26	11/02/2026	21046	1560	Lower Valley Energy	52-20100	23.29	M
10/26	10/06/2026	21453	200	Alarmlogix, LLC	10-20100	35.00	
10/26	10/06/2026	21454	290	Alpine Excavation LLC	52-20100	4,630.92	
10/26	10/06/2026	21455	4350	Awnna B. Olguin	52-20100	411.00	
10/26	10/06/2026	21456	140	Big Bear Plumbing LLC	51-20100	215.00	
10/26	10/06/2026	21457	650	CNA Surety	10-20100	1,250.00	
10/26	10/06/2026	21458	710	Core & Main LP	51-20100	9,632.10	
10/26	10/06/2026	21459	3920	Cushing Terrell	10-20100	5,524.16	
10/26	10/06/2026	21460	1660	DBR, INC	52-20100	382.50	
10/26	10/06/2026	21461	860	Dry Creek Enterprises Inc	10-20100	310.00	
10/26	10/06/2026	21462	870	Energy Laboratories Inc	51-20100	1,320.00	
10/26	10/06/2026	21463	3700	Hallie Vickery	10-20100	275.00	
10/26	10/06/2026	21464	2890	High Country Linen	52-20100	128.94	
10/26	10/06/2026	21465	1650	Kimley-Horn and Associates, Inc.	10-20100	74,660.00	
10/26	10/06/2026	21466	1430	KubWater Resources, Inc.	52-20100	6,114.27	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/26	10/06/2026	21467	1450	Landia, Inc.	52-20100	14,117.00
10/26	10/06/2026	21468	1530	Lincoln County Water Quality Lab	51-20100	81.00
10/26	10/06/2026	21469	4240	Midco Diving & Marine Services Inc	51-20100	4,821.00
10/26	10/06/2026	21470	1700	One Call of Wyoming	52-20100	127.05
10/26	10/06/2026	21471	4150	Pacific Office Automation Inc.	52-20100	151.84
10/26	10/06/2026	21472	850	Rustys Tree Service, LLC	10-20100	2,550.00
10/26	10/06/2026	21473	2870	Sanderson Law Office	51-20100	3,537.50
10/26	10/06/2026	21474	2120	Sunrise Engineering	51-20100	2,998.25
10/26	10/06/2026	21475	3990	Tara Bender	10-20100	54.57
10/26	10/06/2026	21476	2190	Teton Media Works, Inc.	10-20100	328.00
10/26	10/06/2026	21477	2390	USABlueBook	52-20100	251.56
10/26	10/06/2026	21478	2480	Valley Wide Cooperative, Inc	10-20100	156.86
10/26	10/06/2026	21479	2540	Wyoming Assn of Municipalities	10-20100	1,198.00
10/26	10/06/2026	21480	150	Wyoming Title & Escrow, Inc.	51-20100	750.00
10/26	10/06/2026	21484	4370	EZ ICE, Inc.	10-20100	11,330.49
10/26	10/20/2026	21485	250	Alpine Ace Hardware	52-20100	1,692.39
10/26	10/20/2026	21486	3730	Alpine Fire District	10-20100	8,360.22
10/26	10/20/2026	21487	480	Belinda Penny	10-20100	1,140.00
10/26	10/20/2026	21488	570	Broulims-Alpine	52-20100	50.93
10/26	10/20/2026	21489	4250	Citizenserve	10-20100	19,200.00
10/26	10/20/2026	21490	670	David Burchard	10-20100	1,100.00
10/26	10/20/2026	21491	860	Dry Creek Enterprises Inc	10-20100	260.00
10/26	10/20/2026	21492	870	Energy Laboratories Inc	51-20100	472.00
10/26	10/20/2026	21493	910	Fall River Propane	52-20100	18.94
10/26	10/20/2026	21494	940	First Bank	51-20100	55,833.99
10/26	10/20/2026	21495	4210	Flow Technology Support LLC	52-20100	700.00
10/26	10/20/2026	21496	4160	Friends of the Bridger-Teton	10-20100	17,455.00
10/26	10/20/2026	21497	1080	Green Turf Lawnscapes, Inc.	10-20100	12,600.80
10/26	10/20/2026	21498	2890	High Country Linen	52-20100	250.62
10/26	10/20/2026	21499	1310	Jenkins Building Supply	10-20100	319.68
10/26	10/20/2026	21500	1340	Jorgensen Associates, Inc	52-20100	15,336.50
10/26	10/20/2026	21501	1650	Kimley-Horn and Associates, Inc.	10-20100	14,530.32
10/26	10/20/2026	21502	1510	Lincoln County Sheriff's Office	10-20100	706.50
10/26	10/20/2026	21503	1530	Lincoln County Water Quality Lab	51-20100	81.00
10/26	10/20/2026	21504	1680	Norco, Inc	10-20100	39.60
10/26	10/20/2026	21505	1700	One Call of Wyoming	52-20100	75.60
10/26	10/20/2026	21506	660	OPS Strategies, LLC	10-20100	22,343.75
10/26	10/20/2026	21507	4090	Pacific Office Automation	10-20100	220.88
10/26	10/20/2026	21508	3940	PEAC Solutions	10-20100	282.98
10/26	10/20/2026	21509	1160	RAD Curbside, LLC	52-20100	5,532.66
10/26	10/20/2026	21510	1780	REIC Rentals	51-20100	195.53
10/26	10/20/2026	21511	1880	Salt River Motors	10-20100	228.15
10/26	10/20/2026	21512	2870	Sanderson Law Office	10-20100	1,275.00
10/26	10/20/2026	21513	2920	South Park Metalworks, LLC	51-20100	62.55
10/26	10/20/2026	21514	730	SP Creative LLC	10-20100	5,000.00
10/26	10/20/2026	21515	4170	Stelting & Gross LLC	10-20100	1,400.00
10/26	10/20/2026	21516	2120	Sunrise Engineering	51-20100	11,473.25
10/26	10/20/2026	21517	2140	SVI Media	51-20100	444.15
10/26	10/20/2026	21518	4380	Teton Geological Services, LLC	10-20100	4,050.00
10/26	10/20/2026	21519	2390	USABlueBook	52-20100	24.13
10/26	10/20/2026	21520	2450	Valley Auto Supply	10-20100	106.23
10/26	10/20/2026	21521	3540	W-Cubed Inc.	52-20100	225.00
10/26	10/20/2026	21522	3530	West Bank Sanitation	52-20100	2,827.67
10/26	10/20/2026	21523	2540	Wyoming Assn of Municipalities	10-20100	150.00
10/26	10/20/2026	21524	2830	Xylem Water Solutions U.S.A., Inc.	52-20100	2,614.00
11/26	11/02/2026	21525	200	Alarmlogix, LLC	10-20100	35.00
11/26	11/02/2026	21526	4390	Bliss Cargo	10-20100	60.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/26	11/02/2026	21527	710	Core & Main LP	51-20100	2,251.43
11/26	11/02/2026	21528	3930	Design Energy Engineering, LLC	10-20100	16,493.75
11/26	11/02/2026	21529	3770	Elan City	10-20100	95.00
11/26	11/02/2026	21530	870	Energy Laboratories Inc	52-20100	491.00
11/26	11/02/2026	21531	980	FP Mailing Solutions	10-20100	149.85
11/26	11/02/2026	21532	2890	High Country Linen	52-20100	410.22
11/26	11/02/2026	21533	4200	JVA, Inc.	52-20100	3,387.60
11/26	11/02/2026	21534	1520	Lincoln County Treasurer	10-20100	64.62
11/26	11/02/2026	21535	1530	Lincoln County Water Quality Lab	51-20100	37.00
11/26	11/02/2026	21536	610	MaintainX Inc.	52-20100	6,742.00
11/26	11/02/2026	21537	4150	Pacific Office Automation Inc.	52-20100	103.93
11/26	11/02/2026	21538	1780	REIC Rentals	10-20100	69.65
11/26	11/02/2026	21539	3090	Rod's Diesel and Generator Service Inc.	52-20100	5,292.00
11/26	11/02/2026	21540	2870	Sanderson Law Office	10-20100	5,517.50
11/26	11/02/2026	21541	1910	Servant Electric PC	52-20100	5,366.30
11/26	11/02/2026	21542	4130	Snake River Mep Complete, Inc.	52-20100	23,633.75
11/26	11/02/2026	21543	790	Suncore Construction and Materials, Inc.	51-20100	5,280.50
11/26	11/02/2026	21544	3990	Tara Bender	10-20100	48.18
11/26	11/02/2026	21545	2480	Valley Wide Cooperative, Inc	10-20100	552.35
11/26	11/02/2026	21546	3140	Wade Hirschi, CPA, PC	10-20100	1,800.00
11/26	11/02/2026	21547	2590	Western States Equipment	10-20100	645.00
Grand Totals:						467,658.86

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-20100	.00	309,569.23-	309,569.23-
10-42-240	448.00	.00	448.00
10-42-315	20,335.00	.00	20,335.00
10-42-316	2,396.80	.00	2,396.80
10-42-325	503.86	.00	503.86
10-42-335	10,707.99	.00	10,707.99
10-42-340	531.75	.00	531.75
10-42-350	159.14	.00	159.14
10-42-360	1,457.00	.00	1,457.00
10-42-370	96.57	.00	96.57
10-42-381	1,250.00	.00	1,250.00
10-42-390	150.00	.00	150.00
10-42-395	1,002.22	.00	1,002.22
10-42-405	149.85	.00	149.85
10-42-410	117.32	.00	117.32
10-42-415	64.62	.00	64.62
10-48-350	5,000.00	.00	5,000.00
10-48-415	29,865.22	.00	29,865.22
10-50-315	16,493.75	.00	16,493.75
10-50-331	1,731.00	.00	1,731.00
10-50-335	4,800.00	.00	4,800.00
10-54-333	326.25	.00	326.25
10-54-445	95.00	.00	95.00
10-55-332	751.23	.00	751.23
10-55-410	4,878.00	.00	4,878.00
10-56-315	225.00	.00	225.00
10-56-319	706.50	.00	706.50

GL Account	Debit	Credit	Proof
10-56-335	2,400.99	.00	2,400.99
10-56-454	102.75	.00	102.75
10-58-330	200.00	.00	200.00
10-58-332	1,119.65	.00	1,119.65
10-58-334	44.99	.00	44.99
10-58-400	61.33	.00	61.33
10-58-402	2,895.04	.00	2,895.04
10-58-404	503.00	.00	503.00
10-58-410	653.16	.00	653.16
10-58-450	196.86	.00	196.86
10-58-452	793.74	.00	793.74
10-58-454	1,057.40	.00	1,057.40
10-65-332	14,577.77	.00	14,577.77
10-65-340	12,600.80	.00	12,600.80
10-65-452	802.66	.00	802.66
10-66-423	275.00	.00	275.00
10-66-432	60.47	.00	60.47
10-90-541	5,524.16	.00	5,524.16
10-90-545	89,661.46	.00	89,661.46
10-90-548	22,343.75	.00	22,343.75
10-95-620	40,118.78	.00	40,118.78
10-95-630	1,279.79	.00	1,279.79
10-95-640	8,053.61	.00	8,053.61
51-20100	44,200.07	109,339.52-	65,139.45-
51-42-315	650.00	.00	650.00
51-42-335	4,647.33	.00	4,647.33
51-42-370	301.63	.00	301.63
51-42-410	145.26	.00	145.26
51-80-320	1,627.96	.00	1,627.96
51-80-332	22,591.36	44,200.07-	21,608.71-
51-80-452	164.55	.00	164.55
51-80-453	3,139.56	.00	3,139.56
51-90-545	46,088.70	.00	46,088.70
51-90-547	213.75	.00	213.75
51-90-548	15,334.00	.00	15,334.00
51-95-620	13,984.43	.00	13,984.43
51-95-630	450.99	.00	450.99
52-20100	179.67	93,129.85-	92,950.18-
52-42-315	1,832.00	.00	1,832.00
52-42-335	4,672.52	.00	4,672.52
52-42-370	301.63	.00	301.63
52-42-410	205.63	.00	205.63
52-82-332	8,951.82	.00	8,951.82
52-82-454	920.30	.00	920.30
52-83-315	300.00	.00	300.00
52-83-332	23,713.35	179.67-	23,533.68
52-83-420	6,114.27	.00	6,114.27
52-83-454	1,451.21	.00	1,451.21
52-84-315	1,090.80	.00	1,090.80
52-84-319	7,569.33	.00	7,569.33
52-84-320	894.61	.00	894.61
52-84-332	21,804.88	.00	21,804.88
52-84-390	556.00	.00	556.00
52-84-420	24.74	.00	24.74
52-84-454	5,655.50	.00	5,655.50
52-90-544	71.26	.00	71.26
52-95-640	7,000.00	.00	7,000.00

GL Account	Debit	Credit	Proof
Grand Totals:	556,418.34	556,418.34-	.00

Meeting Date: _____

Mayor: _____

Treasurer: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

JORGENSEN

PO Box 9550 | 1315 HWY 89 S
Jackson, WY 83002
PH: 307.733.5150
www.jorgeng.com

Town of Alpine Monthly Engineer Report

November 2, 2026 Town Council Meeting

Summary of Work

WATER ENTERPRISE FUND:

1) Greys River Well House Generator:
    a. Musgrove Engineering reviewing CAT generator submittals prior to Town order
    b. Musgrove Engineering to provide final generator design
    c. Jorgensen to provide concrete pad demolition, construction and site design
    d. Electrical, excavation and concrete to be bid out later as a separate RFP

2) Well-4 Connection Design:
    a. Town Legal has easements and titles
    b. Sunrise Engineering working on WYDOT and DEQ permitting
    c. 90% drawing review expected soon

SEWER ENTERPRISE FUND:

1) Wastewater Treatment Plant:
    a. U.V. disinfectant light replacement RFP is going to be re-issued for public bid
    b. Cambrian MBR equipment status with Town legal counsel continues

2) Sewer Rates and Ordinances:
    a. Raftelis Consulting provided a proposal to create a new tiered classification sewer rate system. This proposal also includes a 10-year financial plan to get the sewer enterprise fund solvent
    b. Industrial Use Permit will be ready for Council review in November
    c. Macro financial study by Midwest Assistance Program is scheduled for completion in December.

FACILITIES:

1) Civic Center Generator;
    a. Musgrove Engineering provided a 50kW generator size for RFP
    b. Musgrove Engineering will provide design for generator system
    c. Electrical, excavation and concrete to be bid out later as a separate RFP

PLANNING AND ZONING:

1) LUDC Master Plan:
    a. Jorgensen and Building Official to meet with OPS Strategies next on the LUDC re-write process

STREETS:

1) Greys River Road RFP possibilities:
    a. Preliminary inventory and survey work to be done 10/30/26
    b. Existing road drawing for future RFP to be completed this winter
    c. Kimley-Horn stated the Greys River Road would be part of the Safe-Streets-for-All grant report

ALPINE
WYOMING

Date: November 2, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Website and Meeting Management System Migration

Purpose

Staff recommends Council approval of both CivicPlus proposals to migrate the Town's website to Municipal Websites Central and meeting management to AMM Select Pro, subject to updated agreements and confirmed funding.

Background

Alpine uses AMM Essential, formerly Municode Meetings, which CivicPlus has announced will reach end-of-life on June 30, 2027. The two proposals would move website services and meeting management to compatible CivicPlus platforms.

The website quote includes content and meeting-document migration, layout setup, training, hosting and security. The AMM quote includes Select Pro, premium conversion implementation and the AI Editing Assistant. Staff consulted the Town of Jackson regarding its experience. CivicPlus confirmed that Jackson uses AMM Select Standard and Alpine is proposed for AMM Select Pro. Both are part of the same platform family, but features and configuration options may differ. Jackson is not part of the Essential-to-Select migration. CivicPlus has not confirmed that the template issues Jackson demonstrated would be resolved and offered a review with its product and implementation team using Alpine's meeting types.

Staff's preferred option is to proceed with both migrations together. Coordinating the website and meeting management system is expected to create a more consistent look and easier navigation from the Town's website to agendas, packets and minutes. It should also simplify staff publishing, maintenance and support. CivicPlus describes integrated products and coordinated implementation; staff would confirm branding, publishing connections and historical record migration scope before launch.

Alternatives

A. **Approve both migrations (staff recommendation).** Provides the best opportunity for a consistent public experience and coordinated staff workflow. Requires implementation time, training and ongoing funding for both subscriptions.

B. **Approve one migration and defer the other.** Staggers implementation and initial spending but leaves part of the transition unresolved and may require interim website and meeting links.

C. **Defer approval and evaluate alternatives.** Allows comparison of other providers. Continued service and pricing must be confirmed, and any delay must allow transition from Essential before June 30, 2027.

Fiscal Impact

In an October 27, 2026, email, CivicPlus confirmed current annual charges of $5,118.25 for the website and $2,657.03 for meeting management, totaling $7,775.28. The website amount includes the web subscription ($4,196.56), an annual graphic redesign charge ($727.65) funding a redesign every 48 months, and Bids & RFPs listings ($194.04). Meeting management includes AMM Essential Premium ($2,293.20) and additional meeting bodies ($363.83).

Proposal	Year One	Later quoted charges
Website migration Initial term of one year	$5,374.00	Annual recurring: $6,221.69, subject to uplift
AMM Select Pro Initial term of two years	$2,789.88	Year Two: $5,565.00 Year Three: $5,843.25

The combined quoted first-year cost is $8,163.88, an increase of $388.60, or approximately 5.0%, over current annual website and meeting management costs. The website increases by $255.75 and meeting management by $132.85 in the first year. The proposals have different initial terms.

AMM's initial two-year total is $8,354.88, including $0 in one-time AMM implementation fees. Its quoted Year Two charge of $5,565.00 is $2,907.97 above the current annual meeting management cost. The website's quoted recurring amount of $6,221.69 is $1,103.44 above the current annual website cost and is subject to uplift. Together, these later quoted amounts total $11,786.69, or $4,011.41 above current annual costs, before any additional website uplift. This is a planning comparison; CivicPlus must confirm whether the website's 5% Year Two increase is already included before a combined renewal cost can be finalized.

The report's proposal figures include automatic annual renewals unless notice is given at least 60 days before renewal, and a 5% uplift in Year Two. CivicPlus emailed proposals on October 26, 2026; staff must verify the final agreements' pricing, validity, effective dates, renewal terms, and any proration or credits. Staff must also confirm available funding and whether the proposed subscriptions include the current website features and additional meeting bodies.

Codification is a separate contract with a January renewal date and a current annual cost of $3,193.05. It is outside the two proposed migrations. Current annual charges across all three services total $10,968.33. Website and meeting management are invoiced together; codification is billed separately.

Strategic or Community Impact

Coordinating the website and meeting platform can help residents move easily between general Town information and meeting materials. Staff would review migrated records, navigation and any AI-assisted text before publication

Key Questions

1. Does Council support coordinating both migrations as recommended by staff?
2. Can the Town fund the higher ongoing subscription costs after the first-year discounts?
3. If either project is delayed, how will service continuity and transition deadlines be met?

Suggested Motion

I move to approve the website migration to CivicPlus Municipal Websites Central for an initial one-year amount not to exceed $5,374.00 and the AMM Select Pro migration for an initial two-year total not to exceed $8,354.88; and authorize the Mayor to execute updated agreements.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-123644-1
CivicPlus Pricing Approval Date: 8/10/2026 11:32 AM
Expires On: 7/18/2026

Client:
Town of Alpine, WY

Bill To:
ALPINE TOWN, WYOMING

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ashley Hardesty		ashley.hardesty@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Website Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Municipal Websites Central: Migration Standard Implementation	All Publicly Available Non-time Sensitive Published Content Migrated While Maintaining Formatting. Spelling & Links Check Completed.
1.00	Municipal Websites Central: Meeting Migration	All Publicly Available Word / PDF Formatted Meetings and Agendas Migrated
1.00	Municipal Websites Central: Content Migration	Includes Full Setup and Configuration of Website Design Selected From 1 of 10 Layout Options
1.00	Municipal Websites Central: Blended Training	Blended system training, online learning paired with access to a trainer for questions and learning reinforcement. Migration of the current year plus two previous years of simple meeting agendas and minutes

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	Bid Postings Module Annual Fee Renewal	Bid Postings Module Annual Fee Renewal
1.00	Municipal Websites Central: Starter Premium Annual Fee Renewal	Municipal Websites Central: Premium Annual Fee Renewal
1.00	48 Month Redesign Standard Annual - Websites Central Renewal	48 Month Redesign Standard Annual - CivicEngage Central Renewal
1.00	Municipal Websites Central: Starter Hosting and Security Annual Fee	Municipal Websites Central: Module Based Hosting and Security Annual Fee
1.00	SSL Management CivicPlus Provided	SSL Management CivicPlus Provided: URL
1.00	DNS and Domain Hosting Annual Fee	DNS and Domain Hosting Annual Fee: URL
1.00	Guardian Security (Cloudflare WAF/CDN)	Guardian Security (Cloudflare WAF/CDN)

Total Investment - Initial Term	USD 5,374.00
Annual Recurring Services (Subject to Uplift)	USD 6,221.69

Initial Term	7/18/2026 - 7/17/2027, Renewal Term 7/18 each calendar year
Initial Term Invoice Schedule	100% Invoiced on Initial Term Start Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at https://www.civicplus.help/hc/en-us/p/legal-stuff (collectively, the "Binding Terms"). By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Client may issue purchase orders for its internal, administrative use only, and not to impose any contractual terms. Any terms contained in any such purchase orders issued by the Client are considered null and will not alter the Binding Terms, the Agreement or this SOW.

Acceptance of Quote # Q-123644-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
_____	_____
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:

_____
Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____
Mailing Address: (If different from above)

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Statement of Work

Quote #: Q-123800-1
CivicPlus Pricing Approval Date: 8/13/2026 11:21 AM
Expires On: 8/31/2026

Client:
Town of Alpine, WY

Bill To:
ALPINE TOWN, WYOMING

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ashley Hardesty		ashley.hardesty@civicplus.com		Net 30

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Conversion Pro Premium Implementation	AMM Select: Conversion Pro Premium Implementation

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	AMM Select: Pro Annual Fee	AMM Select: Pro Annual Fee
1.00	AMM Select: AI Editing Assistant	AMM Select: AI Editing Assistant

QTY	PRODUCT NAME	DESCRIPTION
1.00	Conversion Pro Premium Package	Conversion Pro Premium Package

Initial Term	7/18/2026 - 7/17/2028, Renewal Term 7/18 each calendar year
Initial Term Invoice Schedule	Year One Annual Total invoiced upon the signature date of this Agreement, subject to proration if the term begins at signing. Subsequent Annual Totals invoiced every 12 months starting at Renewal Term.

	Annual Subscription	One Time Fees	Annual Total
Year One	USD 2,789.88	USD 0.00	USD 2,789.88
Year Two	USD 5,565.00		USD 5,565.00
Subtotal			USD 8,354.88
Annual Recurring Services Starting Year 3			USD 5,843.25
Renewal Procedure		Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date	
Annual Uplift		5% to be applied in year 2	

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Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

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Acceptance of Quote # Q-123800-1

The undersigned acknowledges having read, understood, and agreed to be bound by the binding terms and conditions incorporated into this SOW. This SOW shall become effective as of the date of the last signature below ("Effective Date").

For CivicPlus Billing Information, please visit https://www.civicplus.com/verify/

Authorized Client Signature	CivicPlus
_____	_____
By (please sign):	By (please sign):
_____	_____
Printed Name:	Printed Name:
_____	_____
Title:	Title:
_____	_____
Date:	Date:

_____
Organization Legal Name:

_____
Billing Contact:

_____
Title:

_____
Billing Phone Number:

_____
Billing Email:

_____
Billing Address:

_____
Mailing Address: (If different from above)

_____
PO Number: (Info needed on Invoice (PO or Job#) if required)

ALPINE
WYOMING

Date: November 2, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Turley Hearing Rescheduling and Annexation Notice Procedures

Purpose

Staff recommends that Council reschedule the Turley Annexation Public Hearing for December 16, 2026, and adopt the hearing rules. Staff also requests separate direction to Attorney Jim Sanderson to prepare amendments to the Uniform Annexation Process Ordinance addressing responsibility for public notices, cost recovery, and mailing methods.

Background

Alpine Property Holdings Group, LLC, Premier Realty Investments, LLC, and Steve Turley petitioned to annex approximately 45.10 acres adjacent to the Town. The petition was filed July 29, 2026, and certified complete by the Town Clerk on July 31, 2026. Council adopted Resolution No. 2026-034 on August 18, 2026, certifying procedural sufficiency. The public hearing was subsequently scheduled for October 28, 2026.

On Friday, October 23, 2026, the Town received confirmation that the petitioners had not sent all required notices by certified mail to owners of property adjacent to or within 500 feet of the proposed annexation area. This did not meet Section 4.1 of Town Ordinance No. 2024-001. The deficiency concerned the Town's additional certified-mail requirement for surrounding property owners. State law permits first-class mail for the surrounding owners covered by its notice provision.

After receiving this confirmation, staff contacted the attorney, who advised cancelling the October 28 hearing. A subsequent review identified that the staff email transmitting the notices, annexation report, and mailing materials to the applicants did not outline the Town's requirement to send these surrounding property-owner notices by certified mail. This clerical omission did not change the ordinance's requirements, but it identified a need to clarify responsibility and improve the notice process.

W.S. § 15-1-405(a) requires the hearing to occur between 30 and 180 calendar days after the petition is certified complete. Based on the July 31 certification, the deadline is January 27, 2027, provided that certification remains operative. Counsel should confirm the petition's procedural status under Section 4.1 before Council acts on rescheduling.

Staff recommends rescheduling the hearing for Wednesday, December 16, 2026, at 7:00 p.m. at the Alpine Civic Center, 121 US Highway 89. January 6, 13, or 20, 2027, are alternative dates. Each is before January 27. Retain the prior format of 30 minutes for the applicants' presentation and Council questions and responses, followed by 75 minutes of public comment with three minutes per speaker and the speaker procedures in the draft resolution.

For December 16, certified mailings must be completed by November 16. Proposed SVI publication dates are November 18 and 25, subject to confirmation with SVI. Property posting must also be updated. These dates account for weekends and identified Town closures; any additional closure requires recalculation

Recommended Ordinance Amendments:

To strengthen the integrity and consistency of the notice process, staff recommends directing Attorney Sanderson to prepare amendments to Town Ordinance No. 2024-001 (Unform Annexation Ordinance) that:

1. Assign Town staff responsibility for completing required annexation notices, including mailing, newspaper publication, and property posting.

2. Authorize the Town to deduct documented notice costs from the applicant's annexation deposit.

3. Retain the Town's 500-foot notification area but allow first-class mailing to surrounding property owners instead of requiring certified mail, except where certified mail is required by state law (landowners and affected public utilities).

The proposed approach would replace reliance on petitioners' mailing receipts with a notice record maintained directly by staff. State-required certified mailing to landowners and affected public utilities within the annexation territory would remain. Council's direction would authorize preparation of amendments for later consideration; it would not amend the ordinance or waive current notice requirements for the rescheduled hearing.

Alternatives

A. Option A: Approve the recommended hearing date and rules, and separately direct preparation of the ordinance amendments. This provides a hearing schedule and addresses the process weakness identified during review.

B. Option B: Select another available hearing date, modify the hearing rules, or narrow the requested amendments. Revised dates must satisfy the applicable hearing and notice deadlines.

C. Option C: Reschedule the hearing but retain the current ordinance or defer either action for additional information. Deferring rescheduling reduces the time available before the hearing deadline.

Fiscal Impact

The petitioner remains responsible for applicable notice costs under the current ordinance. The proposed amendment would provide for payment of documented notice costs from the annexation deposit.

Staff coordination and attorney drafting will require time; the associated costs have not been quantified.

Strategic or Community Impact

Clear responsibility for notices and Town-maintained records would improve consistency, accountability, and public confidence in the annexation process. Rescheduling allows notice requirements to be met and the public to participate without deciding the merits of the annexation.

Key Questions

1. Does Council support December 16 and the proposed hearing rules, or prefer an alternative date or format?

2. Should staff manage annexation notices, recover costs from the deposit, and use first-class mail for surrounding owners where state law permits?

Suggested Motions:

- **Motion 1:** Motion to adopt Resolution No. 2026-038, establishing the Turley Annexation Public Hearing for December 16, 2026, at 7:00 p.m. at the Alpine Civic Center, directing public notice, and adopting the hearing procedures set forth in the resolution.

- **Motion 2:** Motion to direct Attorney Sanderson to prepare amendments to Town Ordinance No. 2024-001 assigning annexation notice duties to Town staff, authorizing deduction of documented notice costs from the annexation deposit, and allowing first-class mail to adjacent property owners and owners within 500 feet while retaining all certified-mail requirements imposed by state law, for Council's consideration.

Attachment

Resolution 2026-038 establishing the hearing date and procedures.

Date: November 2, 2026

Department: Administration

Presenter: Riley Hovorka, Town Administrator

Subject: Resolution 2026-039: A Resolution Approving Mayoral Appointments

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Purpose:

Staff request that Council consider approving a resolution that memorializes staff appointments. New employees have joined the organization, and the responsibilities of existing employees have evolved over time.

Background:

The Town of Alpine memorializes mayoral appointments by resolution. As employees, roles, and responsibilities change, the resolution must be updated to reflect those changes. A summary of recent changes is as follows:

- Inanna Reistad joined the organization as Planning and Development Coordinator in October of 2026.
- Sarah Greenwald remains in the same role. However, the updated 'Deputy' verbiage replaces the old 'Assistant' verbiage. 'Deputy' is the more common professional title observed in municipalities across the country and aligns with the Deputy Treasurer position title.
- Tara Bender absorbed Accounts Payable (AP) responsibilities in May of 2025, but that appointment has not been memorialized via resolution.
- Since joining the Town of Alpine as a member of staff, Riley Hovorka no longer serves as the Town of Alpine's representative on the Alpine Education Foundation. The Town may consider appointing a new representative.

Fiscal Impact:

No direct impact.

Suggested Motion:

I move to approve Resolution 2026-039: A Resolution Approving Mayoral Appointments.

TOWN OF ALPINE, WYOMING
RESOLUTION NO. 2026-039

A RESOLUTION APPROVING MAYORAL APPOINTMENTS FOR THE TOWN OF ALPINE, WYOMING.

WHEREAS, the Mayor has recommended the appointment of the following individuals to serve in their respective positions for the Town of Alpine:

- Inanna Reistad, Planning and Development Coordinator
- Sarah Greenwald, Deputy Clerk
- Tara Bender, Deputy Treasurer

THEREFORE; be it resolved by the Town Council of the Town of Alpine, Wyoming, that the following appointments made by the Mayor are hereby approved:

- Inanna Reistad – Planning and Development Coordinator
- Sarah Greenwald – Deputy Clerk
- Tara Bender – Deputy Treasurer

WHEREAS, the Town Council desires to amend the official appointments adopted under Resolution No. 2026-001 to remove Riley Hovorka's designation as the Town of Alpine's liaison to the Alpine Education Foundation;

BE IT FURTHER RESOLVED, that the existing appointments of Melody Leseberg as Deputy Treasurer and Tara Bender as Code Enforcement Officer shall remain in effect.

Section 4. Effective Date. This Resolution shall take effect upon passage and adoption.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 2nd day of November 2026.

VOTING RECORD:

Ayes:		*Mayor Green:*	
Nays:		*Burchard:*	
Abstentions:		*Larsen:*	
Absent:		*Wierda:*	
		Scaffide:	

Signed:

_____
Eric Green, Mayor of Alpine

ATTEST:

_____
Monica Chenault, Town Clerk/Treasurer

Date: November 2, 2026

Department: Clerk's Office

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Minor Construction Permit authorization and fee waiver request – Ice Rink

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Purpose

To request Town Council authorization for staff to apply for and obtain a Minor Construction Permit for the installation of lighting at the Town of Alpine ice-skating rink and to request a waiver of Town-assessed fees.

Background

The Town plans to install lighting at the ice skating rink to improve visibility and support use of this public recreational facility. A Minor Construction Permit is needed for the proposed work. Council authorization is requested for staff to complete the application and obtain the required reviews and approvals on behalf of the Town.

Staff requests the fee waiver because the Town is the project applicant and the improvement serves a municipal recreational facility. Required reviews, approvals, inspections, and compliance with applicable standards would still be completed.

Alternatives

A. Option A: Authorize the permit application and approve the requested Town fee waiver.

B. Option B: Authorize the permit application and pay applicable fees from the appropriate Town project budget.

C. Option C: Defer action and request additional project or fee information.

Fiscal Impact

Town Council budgeted $20,000.00 for the ice-skating rink in FY 2027. The Town will pay $5,000.00 toward installation of the rink lighting, with Lower Valley Energy covering the remaining installation cost. The Town's share is within the budgeted amount.

The minor construction permit fee for this project is $750. Plan review and inspection fees are determined case by case at $175 per hour, with a half-hour minimum. The total amount of the requested waiver will depend on the review and inspections required. Staff time and any contracted review or inspection costs

remain Town expenses even if fees are waived. Lighting equipment, installation, electrical work, and charges from outside entities remain project costs.

Strategic or Community Impact

The proposed lighting is intended to improve visibility at the rink and support winter recreation for residents and visitors.

Key Questions

1. Does Council wish to authorize the Town to pursue the permit and approve the requested waiver, subject to confirmation of the required legal action?

Suggested Motion:

Motion to authorize Town staff to apply for a Minor Construction Permit to install lighting at the Town of Alpine ice-skating rink, subject to all applicable permit reviews, approvals, and inspections; and to waive associated fees.

REQUEST FOR PROPOSAL

TOWN OF ALPINE
CIVIC CENTER GENERATOR

Request for Proposals are invited by the Town of Alpine for a 50kW diesel generator, similar to but not limited to the Cat DE50 GC generator set and outdoor service entrance rated automatic transfer switch. Funding Authority is State of Wyoming FY25 Homeland Security Grant Program. All proposals must comply with the 2025 Homeland Security Grant Program. This program is authorized by the Federal Homeland Security Act of 2002. Grant Award Agreement, typical generator and transfer switch documents are available upon request.

Including:

- Diesel Generator rated at 50kW 240V, 200A, single phase generator
- Options Include: block heater, battery charger, 24-hr fuel tank, tank heater, cam lock test plugs, sound attenuation enclosure
- Automatic Transfer switch, service entrance rated at 400A, 240V, single phase, NEMA-3 enclosure
- FOB delivery to Alpine, WY 83128
- Manufacturer's start-up and owners training

Notice is hereby given that the Town of Alpine, will receive **sealed bids prior to 2:00 PM on December 1, 2026** by email at clerk@alpineWY.gov , delivered by hand to Town Hall (250 River Circle Dr) or mailed to PO Box 3070, Alpine WY 83128. Bids to be publicly opened at 2:05pm that same day at the Town Hall. All bids are subject to Town Council approval and availability.

Interested suppliers should contact Town of Alpine at clerk@alpineWY.gov for additional information.

The Town reserves the right to reject any or all bids and to waive informalities and irregularities in the bidding.

Date: November 2, 2026

Department: Facilities

Presenter: Craig Leseberg, Public Works Director

Subject: Civic Center Backup Power Supply Request for Proposals

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Purpose:

Council is being asked to authorize the Town of Alpine to issue a Request for Proposals (RFP) for the purchase and installation of a backup power supply at the Civic Center.

Background:

The Town of Alpine received a $36,000 Homeland Security grant to assist with the purchase of a backup generator and transfer switch for the Civic Center. The project will provide backup power during electrical outages and other emergencies to support continued facility operations.

The Town has budgeted $69,000 for this project. The RFP will solicit competitive proposals from qualified suppliers for the purchase of a backup generator and transfer switch for the Civic Center. This RFP covers the generator and transfer switch only; installation is not included. The proposal deadline and public opening date will be established in the RFP.

Following the opening, staff will review the proposals for compliance with the RFP requirements, supplier qualifications, proposed equipment, delivery schedule, warranty, and total cost. Staff will return to Council with a recommendation before a contract is awarded

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Alternatives:

Option A — Authorize the Civic Center Generator and Transfer Switch RFP Process

Benefits Include:

- Allows the Town to competitively solicit qualified equipment suppliers.
- Moves the project forward toward use of the awarded Homeland Security grant.
- Improves the Civic Center's ability to maintain operations during power outages.
- Provides the Town with an opportunity to compare equipment, pricing, warranties, and delivery schedules.

Option B – Do not proceed with the RFP

Benefits Include:

- Avoids committing additional Town funds at this stage.

Challenges include:

- If the town chooses to not proceed the Town may be unable to use the $36,000.00 Homeland Security grant for this project.
- The Proposed backup power improvements at the Civic Center would not proceed.
- Power outages could interrupt facility operations.

Fiscal Impact:

The Town has budgeted $69,000 for the Civic Center backup power supply project. The project is supported by a $36,000 Homeland Security grant, resulting in a budgeted Town contribution of $33,000.

To date, the Town has paid $3,600 to Musgrove Engineering for the project design.

Financial Consideration 1: The final project cost will depend on the proposals received and the scope of the selected proposal.

Financial Consideration 2: Any proposal that would cause total project costs, including engineering, to exceed the $69,000 budget would require further Council consideration and identification of additional funding before contract award.

Strategic or Community Impact:

Installing a backup power supply at the Civic Center will support continued facility operations during power outages and emergencies. The project strengthens the reliability of a Town facility and supports community preparedness.

Key Questions:

Does the proposed RFP adequately address the Civic Center's operational and backup power needs?

Is Council comfortable proceeding with the project within the approved $69,000 budget?

Suggested Motion:

I move to authorize the Town of Alpine to proceed with the Request for Proposals for the purchase of a backup generator and transfer switch for the Civic Center and to direct staff to return to Council with a recommendation before awarding a contract

Date: November 2, 2026

Department: Administration

Presenter: Sarah Greenwald, Deputy Clerk

Subject: Confluence Advisory Committee Formation and Bylaws

Purpose

Consider a resolution establishing the Confluence Advisory Committee, adopting its bylaws, and appointing initial members. Council direction is requested on the proposed structure and procedures.

Background

The Alpine Master Plan, adopted October 6, 2026, calls for a Confluence Advisory Committee to study amenities and facilities on Town-owned land and help secure funding for planning and construction (Land Use Action 1.1.A, page 62). It does not identify members or establish committee size, eligibility, terms, or appointment procedures.

The draft combines the basic structure of the Teton County Historic Preservation Bylaws with the roles, project review process, and financial oversight in Jackson's Public Art Guidelines. The goal is practical direction with manageable administration.

Proposed structure. The following provisions are proposed for review:

- **Membership.** Five voting members nominated by the Mayor and appointed with Council approval; at least three Town residents, with other members having an Alpine connection. No specific professional credentials are required.
- **Terms and meetings.** Two-year terms, initially staggered with two one-year and three two-year appointments; a Chair and Vice Chair; initially monthly meetings; and a three-member quorum.
- **Responsibilities.** Review community needs and projects, gather input, identify funding, and make recommendations to Council. A work plan is proposed within 90 days of the first meeting, with quarterly updates while active and an annual summary.
- **Authority.** The Committee is advisory. Staff coordinates support and administers approved funds and contracts; the Committee cannot independently spend money or obligate the Town.

These are proposed choices for review. Initial member names and term dates remain to be added to the resolution.

Alternatives

A. **Option A Adopt the resolution.** Establish the Committee, adopt finalized bylaws, and appoint members. This allows work to begin once membership rules, names, and terms are confirmed.

B. **Option B Make appointments later.** Establish the Committee and adopt bylaws, with appointments to follow. This allows recruitment to continue but delays the first meeting. Revise the resolution to remove initial appointments.

C. **Option C Request revisions.** Return the documents to staff with direction. This allows further review but delays formation.

Proposed staff recommendation. Proceed with Option A once the bylaws and appointments are finalized; consider Option B if a roster is not ready.

Fiscal Impact

No appropriation or project expenditure is requested. Members would serve without compensation; meetings, records, and coordination will require staff time. Future planning, construction, consultants, grant matches, and other costs would require separate review and applicable Town budget and spending approvals.

Strategic or Community Impact

Formation advances Master Plan Action 1.1.A and supports related planning and partnership actions. The Committee would provide a forum for community input on recreation, civic spaces, and amenities, including costs, accessibility, and long-term maintenance.

Key Questions

1. Does Council support the proposed membership, residency, appointment, and term provisions?

2. Are the responsibilities, meeting frequency, and reporting expectations appropriate?

3. Who should be appointed, for what initial terms, and are appointments ready?

Attachments

Draft resolution establishing the Confluence Advisory Committee; proposed bylaws as Exhibit A.

TOWN OF ALPINE, WYOMING
RESOLUTION NO. 2026-XXX

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING, ESTABLISHING CONFLUENCE ADVISORY COMMITTEE AND ADOPTING ITS BYLAWS

WHEREAS, the Town of Alpine adopted the Alpine Master Plan on October 6, 2026; and

WHEREAS, Land Use Action 1.1.A of the Alpine Master Plan calls for a Confluence Advisory Committee responsible for studying amenities and facilities to be built on Town-owned land and securing funding for a Confluence master plan and construction; and

WHEREAS, the Town Council desires to establish the Committee and adopt bylaws governing its membership and operations;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF ALPINE, WYOMING, AS FOLLOWS:

Section 1 Establishment and Purpose:

The Confluence Advisory Committee is hereby established as an advisory committee to the Town Council. Its purpose is to study potential amenities and facilities on Town-owned land in the Confluence area, advise the Council on planning and improvement priorities, and work with Town staff to pursue funding for a Confluence master plan and construction, consistent with the Alpine Master Plan.

Section 2 Adoption of Bylaws:

The Confluence Advisory Committee Bylaws attached as Exhibit A and incorporated herein by reference are hereby approved and adopted. The Committee shall operate in accordance with applicable law, this Resolution, and the adopted bylaws. Membership requirements, terms, officers, meetings, quorum, vacancies, and operating procedures shall be governed by the adopted bylaws.

Section 3 Appointment of Initial Members:

The initial members of the Confluence Advisory Committee shall be appointed by subsequent Town Council action in accordance with the membership requirements, terms, and appointment procedures established in the adopted bylaws.

Member name	Seat or representation	Initial term

DRAFT

Member name	Seat or representation	Initial term

Section 4 Advisory Authority and Town Approval:

The Committee shall submit its recommendations to the Town Council. The Committee may research funding opportunities and assist with funding proposals, but shall not independently authorize expenditures, execute contracts, accept funding obligations, or otherwise bind the Town. Such actions require separate Town authorization in accordance with applicable law and Town procedures.

Section 5 Effective Date

This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Alpine, Wyoming, this 2nd day of November 2026.

VOTING RECORD:

Ayes:	
Nays:	
Abstentions:	
Absent:	

Mayor Green:	
Burchard:	
Larsen:	
Wierda:	
Scaffide:	

Signed:

_____

Eric Green, Mayor of Alpine

ATTEST:

_____

Monica Chenault, Town Clerk/Treasurer

TOWN OF ALPINE

Confluence Advisory Committee Bylaws

Exhibit A to Resolution No. 2026-038

a) Purpose and Authority

The Confluence Advisory Committee advises the Town Council on amenities and facilities for Town-owned land in the Confluence area. Consistent with the Alpine Master Plan, the Committee studies community needs and project options and assists the Town in securing funding for a Confluence master plan and construction. It promotes recreation, public access, community gathering, and protection of the area's natural features. Final project, budget, contract, and land-use decisions remain with the appropriate Town authorities.

b) Membership and Terms

i. **Composition and eligibility.** The Committee consists of five voting members nominated by the Mayor and appointed with Town Council approval. At least three members must reside within Alpine town limits. The remaining members may reside outside town limits if they have a demonstrated connection to the Alpine community through employment, business or property ownership, or community service.

ii. **Qualifications.** Appointments should reflect a range of community perspectives. Interest or experience in recreation, trails, conservation, planning, accessibility, business, community facilities, or fundraising is desirable. Professional credentials and membership in a particular organization are not required. Members serve without compensation.

iii. **Terms and vacancies.** Members serve two-year terms and may be reappointed. For initial appointments, two members serve one-year terms and three serve two-year terms to stagger expiration dates. The appointment resolution identifies each member and term. A vacancy is filled through the same appointment process for the remainder of the term.

iv. **Attendance.** Members notify the Chair or staff liaison when unable to attend. Three consecutive unexcused absences may be referred to the appointing authority for review. The member shall receive notice and an opportunity to explain before removal is considered. Resignations shall be submitted in writing to the Town Clerk.

v. **Liaisons.** The Council may designate one nonvoting Council liaison. The Town Administrator or a designee serves as the nonvoting staff liaison. Liaisons do not count toward quorum and do not fill voting seats.

DRAFT

c) Officers and Administrative Support

i. At its first meeting and annually thereafter, the Committee elects a Chair and Vice Chair from its voting members by open vote. The Chair works with the staff liaison on agendas, presides at meetings, and presents approved recommendations. The Vice Chair serves in the Chair's absence. Both retain their regular voting rights.

ii. The Town Administrator designates responsibility for notices, agendas, minutes, and recordkeeping. A member may assist, but official records are maintained through the Town Clerk. The Committee directs requests for staff, engineering, legal, or consultant assistance through the Town Administrator. The Committee has no separate treasurer or bank account.

d) Town responsibilities.

The Town Council establishes the Committee's scope, considers its recommendations, and approves Town priorities and resources through the applicable Town processes. The Town Administrator coordinates staff review and implementation of approved work. The Committee advises; Town officials and staff carry out their respective administrative, financial, and legal responsibilities.

e) Committee Responsibilities

The Committee shall carry out the following work within the scope and resources approved by Council:

i. **Community needs.** Review existing plans, property information, and public feedback; recommend appropriate ways to gather additional community input.

ii. **Project options.** Study potential amenities, facilities, trails, and gathering spaces. Consider access, safety, environmental effects, costs, maintenance, and consistency with the Alpine Master Plan.

iii. **Planning and priorities.** Recommend a scope and priorities for a Confluence master plan, potential project phases, and partnerships. Consultant selection and contracting follow Town procedures.

iv. **Funding.** Identify grants, donations, and partnerships and assist staff with proposals and outreach. Obtain required Town approval before submitting applications, soliciting funds in the Town's name, or making commitments.

v. **Recommendations.** Submit written recommendations identifying the proposed action, available cost information, funding options, ongoing maintenance needs, and unresolved issues.

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vi. **Additional input.** The Committee may invite residents, business owners, agency representatives, and technical advisers to provide information at its meetings. Participation does not confer membership, a vote, or authority to act for the Town. Requests for outside professional services shall go through the Town Administrator.

f) Work Plan and Reporting.

i. Within 90 days of its first meeting, the Committee shall submit a proposed work plan and priorities to Council. The work plan shall identify the questions to be studied, anticipated public input, major tasks, proposed timing, and requested Town assistance. Council direction establishes the priorities for further Committee work.

ii. The Committee shall provide brief progress updates at least quarterly while work is active and an annual summary of accomplishments, pending recommendations, and proposed next steps. Reports may build on meeting minutes and written recommendations. Council may request additional reports.

g) Project Review and Recommendations

The Committee shall use the following process for significant project recommendations. The amount of information should fit the size and stage of the proposal; early concepts may identify estimates and matters needing further study.

i. **Initial review.** Identify the community need, proposed location, intended users, relationship to the Alpine Master Plan, and reasonable alternatives. Coordinate with staff to identify known property, access, utility, and regulatory constraints.

ii. **Input and evaluation.** Review available community feedback and recommend additional outreach when useful. Seek staff input on feasibility, public access, safety, environmental effects, and operations before advancing a proposal. Record significant concerns and how they were addressed.

iii. **Recommendation.** Develop a recommendation describing the proposed scope, alternatives considered, estimated planning and construction costs, possible funding, maintenance responsibilities, and proposed timing. Identify assumptions, funding gaps, and approvals still needed.

iv. **Council consideration.** Consider the recommendation at a noticed meeting and record the vote. The Chair and staff liaison shall coordinate its presentation to Council. Council may approve further work, request changes or information, defer consideration, or decline the recommendation.

v. **Further action.** Council approval of a concept does not by itself authorize a contract, expenditure, grant commitment, or construction. Those actions follow the Town's applicable approval processes. The Committee may continue to advise on approved work when requested; material changes to scope, cost, or funding shall be referred through staff for appropriate Town review.

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h) Funding and Financial Oversight

i. The Committee may research grants, donations, partnerships, and other funding sources and assist staff with approved outreach. Funding recommendations shall identify available amounts, required matching funds, deadlines, donor conditions, and continuing Town obligations to the extent known.

ii. Town staff administers approved funds, purchasing, contracts, and grant reporting through Town accounts and procedures. The Committee may recommend expenditures and funding arrangements but may not independently spend or receive money, hire consultants, sign agreements, or obligate the Town. Applications, acceptance of gifts or awards, and financial commitments require the applicable Town approvals. Any delegated authority must be expressly approved by the Town Council and comply with applicable law.

i) Meetings and Voting

i. **Schedule and public access.** The Committee adopts a regular meeting schedule in coordination with Town staff. Special meetings may be called by the Chair with the required notice. All meetings, notices, and records shall comply with the Wyoming Public Meetings Act and applicable Town requirements.

ii. **Agendas and communications.** Agendas shall identify the business to be considered and provide an opportunity for public comment under reasonable, consistently applied rules. Members may use email or texts for scheduling and distributing materials, but not to deliberate, poll votes, or make collective decisions outside a noticed public meeting.

iii. **Quorum and action.** Three voting members constitute a quorum. Liaisons and guests do not count. A recommendation requires a majority of the members present and eligible to vote, with a quorum participating in the item. A tie vote fails. If recusals leave fewer than three eligible members, the item is deferred or referred to Council without a Committee recommendation.

iv. **Meeting records.** Votes, including officer elections, shall be taken openly and recorded by member name. Minutes shall record attendance, motions, votes, recusals, and a brief summary of discussion. Records shall be retained and made available under applicable public-records requirements. The Chair shall use a clear motion, discussion, and vote process and allow each member a reasonable opportunity to speak.

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j) Conflicts of Interest

Members shall disclose any personal, financial, or professional interest that could affect their impartiality on an item. A member with a disqualifying conflict shall not participate in discussion or voting on that item. The disclosure and recusal shall be recorded in the minutes. Questions about conflicts shall be referred through staff to the Town Attorney before action. Members shall not use their position for private benefit or represent a personal opinion as an approved Committee recommendation.

k) Amendments and Review

The Committee may recommend amendments to these bylaws by a recorded vote at a noticed meeting. Amendments take effect only upon Town Council approval. Council may review the Committee's scope, membership structure, and continued need and amend or dissolve the Committee by appropriate action. Applicable law and the establishing resolution control if a conflict arises.

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