



# Town of Alpine

Mayor:  
Eric Green

Town Council:  
Andrea Burchard  
Emily Castillo  
Frank Dickerson  
Jeremiah Larsen

## MINUTES

### TOWN COUNCIL MEETING – JANUARY 17, 2023

#### **Call to Order:**

Mayor Green called the meeting to order at 7:03 p.m.

Mayor Green led the attendees in the Pledge of Allegiance

#### **Roll Call:**

Roll call was conducted by Monica Chenault Clerk/Treasurer. Council Present: Council Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo, Councilman Burchard. A quorum of the Council was established.

#### **Announcements:**

Monica Chenault announced the Winter Jubilee Events on January 27<sup>th</sup> & 28<sup>th</sup> benefiting the local youth scholarship fund.

#### **Consent Agenda:**

Councilman Larsen made a motion to approve the Town Council Meeting Minutes for the January 4, 2023, Town Council Meeting. Councilman Dickerson seconded the motion. There was no discussion. Vote: 5 Yes. Motion carried.

Councilman Larsen made a motion to approve the December 31, 2023, Financial Report. The motion was seconded by Councilman Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

Councilman Larsen made a motion to approve the VR Tavern on the Greys Catering Permit for the Mule Deer Fundraiser – April 23, 2023. The motion was seconded by Councilman Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

Councilman Larsen made a motion to approve the VR Tavern on the Greys Catering Permit for the WWSA/Snowmobile Event – March 4, 2023. Councilman Dickerson seconded the motion. There was no discussion. Vote: 5 Yes. Motion carried.



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Councilman Larsen made a motion to approve the VR Tavern on the Greys Catering Permit for the Rocky Mountain Elk Foundation – May 13, 2023. The motion was seconded by Councilman Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

Councilman Larsen made a motion to approve the VR Tavern on the Greys Catering Permit for Alpine Mountain Day June 23-25, 2023. The motion was seconded by Councilman Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

Councilman Larsen made a motion to approve the VR Tavern on the Greys Catering Permit for Alpine Winter Jubilee – January 28, 2024. December 31, 2023, Financial Report. The motion was seconded by Councilman Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

### Reports:

**Mayor's Report:** Mayor Green reported that he would like to seek RFPs (Request for Proposals) for Web site redesign and bring it back to Council. Mayor Green further reported that the Council will be holding routine work sessions to allow for more community involvement.

**Economic Update:** Councilman Larsen reported on the Economic Development Board. The Economic Development Board is a board with the three county commissioners and representatives from each incorporated town within Lincoln County. We have a new administration if you were not aware, Lincoln County Commissioners also have two out of three new members, so our last meeting was more kind of setting the road work, reviewing the bylaws, and looking to pick a new chair and picking who will be representative from each town. Not a lot of business. Zero votes are being done. They are still working on their lodging tax board. They have candidates. I don't know where they're going with that, but they do have candidates to pick from. Hopefully they'll be working out their new boards as well, but not much to report on economic development. Just because of the change in administration there.

**Utility Easements:** Councilman Larsen reported on the Utility Easement Update. The Town of Alpine is seeking utility easement for the Lakeview Estates area. In 2020 or 2020-2021 Silver star received ARPA funds a grant to put in fiber optic for rural America and they went about doing that. Alpine was first on the list for Lincoln County. What we've found is that there aren't utility easements in the Lakeview Estates Area. Easements have been sent to any property



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owner that still needs one. I think we're at 60% signed a month ago sent the town sent out certified letters to make sure that those property owners that had not signed, who it's maybe it's their second property or they're not living here but they have officially received the document knowing that that's the plan. What we found on the town side is it doesn't just affect the people that want fiber at home. The properties have town water lines and technically if something goes wrong with those water lines and the town needs to maintain them, work on them to fix them and they go onto people's property, technically they are trespassing. We have been trying to work out owner's signing the easement which is a 10-foot easement that just essentially says they can maintain whatever utilities are there right now. That would be water and fiber with the plan of burying all the power lines up there, which would be huge for fire mitigation and have an underground power. Councilman Larsen and James Sanderson, Town Attorney, discussed the legal process of obtaining the easements.

**Planning Report:** Rex Doornbos reported to the council that Planning and Zoning had a slow month it is that time of year. However, it is kind of cooling off in the construction industry. We have our last residential building permit was in September, so it's been a little while. We have some active permits. We have been working on our land use development codes going through them like we do every winter, and it gets slow. We have submitted some changes.

One of the things that we are changing is that residents are required when you when you get a house built or R1 or R2 you you're required 400 square feet of parking on there, whether it's garage or driveway. We would like to see that increase to 600 square feet as we get more and more density, we're seeing cars more and more cars. We see the snowplow operators are complaining that people are not parking on their property just because they don't have to or don't have the space for it. You have the ultimate decision on that, but it goes from 400 square feet now to 600 and that can be driveway or garage or combination of the two. But that is not required to have a garage. The other thing we're asking is that we get a little direction from a civil engineer, town engineer on percent of snow storage. Currently we have a 2 1/2% requirement for snow storage on a parking lot. Which is small. We'd like to reach out to the town engineer and get some a little bit of direction on that.



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And coming up, we do have a rezone on the 14th. The property is right on Main Street here is getting rezoned. It's an older piece of property that technically, it's a down zone. It is going from or requesting to go from commercial zone to MRC, so that's on the docket.

**Parks & Recreation Report:** Jeremiah Larsen was asked to give an update on the Sports Park Project/Ice Rink funding. Councilman Larsen reported that a year and a half ago, the Alpine REC board applied for a placemaking grant, which they were awarded for \$10,000.00 Things were lost. Now they are found. We've officially submitted and confirmed that the WBC for Placemaking Grant will be sending town of Alpine in the check for \$10,000. The grant was a reimbursement grant for money already spent by the Town of Alpine to build the ice rink and the check is in the mail.

The other update is for the sports park, the \$650,000 grant I heard from Brynn, who's the grant coordinator. Last week that they're still working on it. She emailed me and everybody else who applied. You will know something next month which did not surprise me, because when we applied for it, they said it'd be a three month to four-month process and hopefully if we hear something in February.

The Mayor reported that with Parks and Rec, we're trying to really revitalize it and we've got a couple new members, Shay Scafidi, Kim Taft, and Meta is here tonight. Meta has been on the board since the beginning. We really want to kind of build it up to what it was originally intended, and we have this great Civic Center, and we want to use it for basketball, volleyball, open gym nights, and really build up the after school programs. We're going to task the committee to basically come up with a plan of how we can utilize that space and all the other big things that we're working on and to give us a budget figure that the programs will need. They will have a public meeting every quarter at a minimum. The town appreciates their energy and excitement. The Mayor the asked if any of the board members would like to speak to council.

Meta invited anyone in the public to get involved. They are always looking for volunteers. The Mayor confirmed that we'll be putting the word out there that we have an event we need people to step up hopefully and help us out and you know the ice rink is definitely a hot topic.



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That can really be used by more people and make it more of an official ice rink where we can have hockey games or whatever. That's important and we're trying to figure out the ice rink right now and see how we can make it a better surface. The town is seeking bids on the equipment needed.

Shay Scafidi wanted to ensure all that they also want to focus on everyone in the town, so we are looking at resurfacing the basketball court for pickleball. It would be lined as basketball, but then also have pickleball. That would hopefully be less of a budget item, but we'll see what the bids come in at and we'll just start hopefully by summer. We'll start in the Community Center, but then we'll have things outdoors come summer. We are excited.

Meta Dittmer we're putting together a survey that we're going to have on social media as well as hard copies in the post office or at the town hall so we can get everybody To find out. What people want and who is willing to lead certain things. For example, fencing or a corn hole. We want to know what people want to have available at the Civic Center? Who is an expert in something? We would love for help, maybe start a little club because we're not going to be able to run every program. We will help make it happen, but we need people who are experts in different things and want to run something so you can reach out to us through that survey. Keep your eyes open for that survey.

Dominique Brough, PG – Jorgensen Engineering introduced herself and the Jorgensen Team. Detail was provided on the Engineering Professional Services Proposal and Statement of Qualifications. A Master Services Agreement is being prepared along with a budget and should be presented at the next council meeting. Jorgensen see the relationship with the Town of Alpine as an extension of the Town's staff. The relationship should allow for Alpine to be more responsive. Councilman Larsen felt that Jorgensen checked all the boxes and explained he was concerned about the cost. Councilman Castillo also expressed concerned about the cost. Dominique explained that they would work with us to budget appropriately and report on the progress in relationship to the budget to keep us within budget.

Engineering Report Bob Ablondi Rendezvous Engineering 1/12/2023 as submitted in writing:



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*Alpine Pretreatment and Sludge Handling Facility Work is progressing on the Pretreatment project with the first concrete pour completed yesterday (Wednesday, 1-11-23) for the bottom of the two process tanks, total of about 45 cubic yards. JL Concrete and Construction based in Alpine is the contractor and performing this portion of the work. The Town has authorized only the excavation and concrete work at this time for the project. The next major milestone will be a bid package for the main pretreatment building structure, total of about 1900 SF. This will include walls, roofing, garage doors, windows, mechanical ventilation, main electrical panels, power supply, lighting along with underground utilities and piping connecting the pretreatment building to the main wastewater treatment plant. This package will also be submitted to the state electrical inspector and Wyoming DEQ as well as the Alpine Planning and Zoning board. Due to the congestion of existing utilities at the site, some portions of the underground utility work may be contracted on a force account basis with local contractors familiar with the area. A later follow-up bid package is anticipated that will involve the installation and integration of the various treatment components into the facility. This will be coordinated with Cambrian Innovations who are the providers of the main treatment equipment and other related auxiliary equipment. This package will also include the necessary piping connections within the building and installation of equipment controls and power supply to the various motors associated with the process. Engineering Transition A "Teams" call was conducted with members of the Jorgensen Engineering team this past Tuesday to discuss the main ongoing engineering projects and issues that will carry over into the new year and affect their work as the incoming Alpine Town engineer. After some discussion, it was agreed that it would be helpful for me to prepare a list of ongoing and future water and sewer projects that can provide Jorgensen some ideas for future planning. This list would include a summary of the work completed to date and work left to be done, estimated costs and possible funding options where appropriate. I would also review the list with WWTP operator Rob Wagner and Water/Sewer operator Craig Leesburg to get their feedback and suggestions.*

Shay Scafidi approached the council and raised concerns about continuing to have Mr. Ablondi involved in the Pre-treatment Project.

Craig Leseberg – Director of Public Works – 2023.01.17 submitted in writing:

*Good evening, Mayor, and Council Members,*

*Just a quick update on the happenings in the public works department:*

### *Snow Removal:*

*We are knee deep in the winter season trying to keep up with the snow. So far everything is going good in that regard except for our dump truck that we use to plow a good portion of roads. The truck is in the shop more than it is plowing snow. This piece of equipment is nearing 25 years old, and it needs to be upgraded. I have done a little research and have found that new ones are about two years out and used ones are incredibly hard to find. When*



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*the next census comes around in 7 years, we also will be responsible for Hwy 89 and Hwy 26 within the town boundaries and this piece of equipment will be able to help in that regard as well.*

*I do want to mention one other thing regarding snow removal. Snow removal on public roads is the highest priority for us. We do understand this time of year berms in driveways are going to happen. We do try to get the berms removed after the roads have been cleared of snow. Sometimes we do miss a few driveway berms. But in no way was it intentional or on purpose. If anyone has any questions, they are more than welcome to reach out to me directly.*

*Ice rink:*

*We did get a quote on an ice resurfacer. To get the ice in the condition the citizens would like to see it, this piece of equipment would be needed.*

*It is approximately 13,000\$ and needs a tractor with a minimum of 23 horsepower to run this unit.*

*Water system:*

*There have been no concerns with the water system this winter and it's operating normally.*

*Collection systems:*

*All lift stations are operating efficiently at this time.*

*We have been doing some minor maintenance to the one on Forest Circle and the one behind the Greys River Saloon. Both of those units are getting mission communications installed on them hopefully by the end of the month. Mission communications is an alarm system data recording system which helps me monitor remotely.*

Lincoln County Sheriff's Department – Incident Report December 2022 – Attached to Minutes

### **Action Items:**

Town Clerk Monica Chenault administered the Oath of Office Melissa Wilson in preparation for her appointment to Alpine's Planning and Zoning Commission. Council congratulated her warmly.

Clerk Chenault presented to the Council 499 Resolution No 01-17-2023 Official Appointments 2023.

Councilman Dickerson made a motion to approve 499 Resolution No. 01-17-2023 – Official Appointments 2023. The motion was seconded by Councilman Larsen. There was no discussion. Vote: 5 Yes. Motion carried.





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Clerk Chenault presented 500 Resolution No. 01-17-2023 – Designated Authorized Signers to the Council.

Councilman Larsen made a motion to approve 500 Resolution No. 01-17-2023 – Designated Authorized Signers. Councilman Dickerson seconded the motion. There was no discussion. Vote: 5 Yes. Motion carried.

Clerk Chenault presented to the Council 501 Resolution No. 01-17-2023 – 2023 Stated Council Work Sessions. Mayor Green informed the attendees that these are the work sessions that he spoke of earlier in the meeting and will allow the council to share more information with the public. Councilman Larsen and Councilman Burchard voiced their support for these meetings that allows them to more fully explore the items that come before the council.

Councilman Burchard made a motion to approve 501 Resolution No. 01-17-2023 – 2023 Stated Council Work Sessions. The motion was seconded by Councilman Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

Clerk Chenault asked the Council to make application for WDC Grant Application Level I Study – Water Master Plan. There is a \$250.00 non-refundable application fee. This study will allow for long range planning of projects and finances within the Water Department.

Councilman Larsen made a motion to approve making application for WDC Grant Application Level I Study – Water Master Plan. The motion was seconded by Frank Dickerson. There was no discussion. Vote: 5 Yes. Motion carried.

Clerk Chenault presented 502 Resolution No. 01-17-2023 – ARPA Fund Request Radio Read Meters to the Council. This project scored well in the last round of ARPA Grant submissions but the priority project for the Town of Alpine was the Pre-treatment Project. This is a resubmission of a previous request.

Councilman Larsen made a motion to approve 502 Resolution No. 01-17-2023 – ARPA Fund Request Radio Read Meters. The motion was seconded by Councilman Larsen. When the Mayor asked if there was any discussion, Councilman Larsen inquired about the additional





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matching funds required for this round due to project cost increases. Treasurer Chenault responded that the \$100,000.00 in additional funds was available. Vote: 5 Yes. Motion carried.

Before moving on the next item, Town Attorney James Sanderson noted that Clerk Chenault had made an error on the December date in the work session resolution. Ms. Chenault thanked him for catching the error.

Councilman Larsen made a motion to amend resolution 501 Resolution No. 01-17-2023 Regular Council Work Sessions for the Calendar Year 2023 to correct the date on the December meeting from December 15<sup>th</sup>, 2023 at 7:00 p.m. to December 5<sup>th</sup>, 2023 at 7:00 p.m.

Clerk Chenault presented 300 Ordinance No. 2022-18 – Tru-Grit Land Development, LLC “Tract B” Annexation to the Town of Alpine to the Council. Justin Beckner, Engineer for the Petitioner is in attendance by phone.

Councilman Larsen made a motion to approve 300 Ordinance No. 2022-18 – Tru-Grit Land Development, LLC “Tract B” Annexation to the Town of Alpine, 2<sup>nd</sup> Reading. Councilman Dickerson seconded the motion. Mayor Green opened the floor for discussion.

Travis Ladner. I am a resident of Alpine meadows. I just had a couple of questions. First was if we don't annex the, the 8 acres, can they build whatever they want? Councilman Larsen responded that they could build up to what the county will allow. Travis asked once we annex them would allow the planning and Zoning Commission or right to be able to say we agree with this and say this is bad or this is good? Mayor Green clarified that he thinks it's the question of do we bring them in before we know what's the development's going to look like or do we let them do their thing and get a little more organized and then bring them in. Councilman Castillo responded that there haven't been site plans proposed. Those were proposed for spring 2023, so my concern was it's difficult to decide without the site plans and there's really no need to rush in my opinion. I was hoping we could get some clarification. The Mayor asked Justin, do you have some clarification on some of those? Justin responded that right now we're going through a market study to kind of figure out what we want to do with this property. We know we want it in the town of Alpine. I just think that that's the most beneficial and it gives you guys the most control in the future as we come through the site plan process of what is done there. On this property, we are leaning towards residential, zoning it in on MRC, which is a mixed



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residential and commercial, but the plan is residential. We just don't know what that's what we're going to

look like yet. There could be a little commercial mixed in. Trevor asked if it came in at commercial it can be 45 feet?

Justin Beckner responded that it can be 45 feet tall at commercial and I think 35 residential. Mayor Green noted that some of the concern that the citizens had in the adjacent neighborhood there, that there's going to be this big 45-foot building potentially blocking their view corridor and you can currently do that in the county as well. Justin Beckner responded in agreement and explained that it would be a little more challenging in the sense of sewer, but it could be done in the in the county now.

Mayor Green asked if there were additional questions? Hearing none he inquired about the need for an emergency access road and where that might go? Justin responded that it depends a little bit on the density of what we do in there and how we lay that out. If we can get two accesses out to that easement, we can provide ourselves a little bit of clarity there, but we don't have it fully resolved. He further explained that it is not ideal to put that road through Alpine Meadows. As we move forward and know a little more about what the market does, study says we need to do on this property to make it viable and what looks the best for that land based off with what's needed for Alpine. Then we're going to come forward and meet with the town and the neighbors to we do want the input of everyone involved in all the stakeholders. The Market Study is expected to be completed in February.

Rex Doornbos was asked to address a few questions on the Annexation. He stated that it's not the annexation of the land. I don't think anybody really has any problem with the land itself, it's really the zoning. What I hear you talking about is what does this look like? Planning and zoning doesn't do get too involved with annexation. We will be involved when he comes to us with a site plan. That's when the town has a lot more power is he's willing to put his land in into the town under our rules. Christine was asked for an evaluation, and she said she has taken calls regarding this annexation, I realize it currently is bare ground with the potential for future development when that development will be is kind of unknown, I guess some of the concerns that I have is that if there is a dedicated zoning that everybody is all on the same page as to that when they get to the building section, how high can they build? What is the density? Are we going to be able to provide water and sewer service to this property? As a planning, I would like



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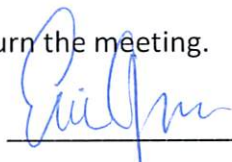
to see a little bit more information brought to the town council when they make their decisions. The annexation application process is dictated by state statutes, but I would like to see an annexation application. Mr. Sanderson can you identify if we can add an application to the process to get more specifics? Mr. Sanderson confirmed that would be helpful. James

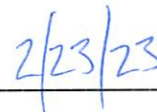
Sanderson noted that when the annexation comes into the Town, the zoning district is determined by ordinance. If the Town wants it to be residential then they need to designate it as residential so everyone is on the same page. Christine went on to explain that if it is Mixed Residential Commercial, they can add a commercial element and MRC allows for the 45-foot height.

Unidentified Individual said that there's a 60 foot the county does require 60-foot access to this. There are also two other properties to the West of this that access off that same that same Rd. I guess my question would be whose road is that going to be and who's going to maintain it and who's going to plow it? We're going to have, if we have town residents in there, they're going to want town plowing. Are we plowing it? Rex stated that there is information in the plan that they will pave the road and maintain it and at some point, they may turn it over to the Town. Christine followed up with some questions for Town Attorney on Development Agreements. Mr. Sanderson explained that until the property is annexed, we don't have any jurisdiction over it to enter into a developer's agreement. He did suggest that the Town needs to have a standardized agreement in place. The developer's agreement would have to be completed after the annexation and prior to submitting any type of site plans.

The Mayor asked for additional questions. Councilman Larsen said that since he knows it's possible in the county, he would prefer it to be under the town so we can be involved in the process. Mayor Green reminded council that there is a motion on the table. Mayor Green called for a vote. Vote: 5 Yes. Motion carried.

Mayor Green moved to adjourn the meeting.

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

  
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Date



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Minutes taken and transcribed by:

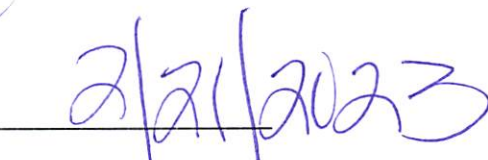
  
\_\_\_\_\_  
Monica Chenault, Town Clerk/Treasurer

  
\_\_\_\_\_  
Date



Attest:

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

  
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Date