



Town of Alpine

Mayor:
Eric Green

Town Council:
Andrea Burchard
Emily Castillo
Frank Dickerson
Jeremiah Larsen

MINUTES

TOWN COUNCIL MEETING – FEBRUARY 21, 2023

Call to Order:

Mayor Green called the meeting to order at 7:04 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: Councilman Larsen, Councilman Dickerson, Mayor Green, Councilman Castillo (by phone), Councilman Burchard. A quorum of the Town Council was established. Mayor Green noted that Councilman Castillo was attending the meeting by phone and congratulated her on the birth of her son.

Announcements:

Clerk Chenault announced the 34th birthday of the Town of Alpine was on February 20th, reminded residents to keep an eye on our calendar of events, Bingo is on March 3rd and 17th at 7:00 p.m. at the Civic Center, Alpine Library has events for the children on Tuesdays and Thursdays in March – Details on our Calendar of Events, the Alpine Winter Jubilee Light Parade and Fireworks was rescheduled due to weather for March 17th, 2023. Parade begins at 7:30 p.m., fireworks are scheduled for 8:15 p.m., and the Easter Egg Hunt is scheduled for April 8 at 10:00 a.m.

Consent Agenda:

Mayor Green asked Ms. Chenault to read into the record the following:

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 so requests, in which case the item will be removed from the Consent Agenda and will be considered on the Regular Agenda.

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Councilman Larsen made a motion to approve the Town Council Meeting Minutes for January 17, 2023, Councilman Dickerson seconded the motion. There was no discussion. The motion passed unanimously.

Councilman Larsen made a motion to approve the Town bills for the General Fund, Water Department, and Sewer Department for the period of December 21, 2022, to January 16, 2023. Councilman Dickerson seconded the motion. There was no discussion. The motion passed unanimously.

Councilman Larsen made a motion to approve the Financial Report dated January 31, 2023, Councilman Dickerson seconded the motion. There was no discussion. The motion passed unanimously.

Action Items:

Councilman Larsen made a motion to approve the attorney retainer fee to increase to \$2,600.00 per month. Councilman Dickerson seconded the motion. Discussion: Councilman Castillo commented that Mr. Sanderson was welcome to attend virtually if the weather is bad. Mr. Sanderson appreciated the offer. The Council thanked Mr. Sanderson for what he does for the Town of Alpine. The motion carried unanimously.

Councilman Larsen made a motion to hire Wade Hirschi, CPA, PC for 2023. Councilman Dickerson seconded the motion. Discussion: The council inquired as to when Mr. Hirschi would begin. Clerk Chenault said some of the work would begin soon and some would be at our fiscal year end. The motion carried unanimously.

Clerk Chenault read into the record 300 ordinance No. 2022-18. 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 on the 3rd reading. Councilman Dickerson seconded the motion. Discussion: Ms. Chenault noted that Ms. Wagner received a letter about the annexation, and it is in the council packet. Mayor Green reported that he spoke with the Airpark Manager about their concerns due to the flight path. Alpine Airport Manager Lynn Ferguson addressed the council. Councilman Castillo confirmed that height restrictions are a concern of many. The representatives responded to the concerns and requested contact

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information from anyone who wanted to speak to them directly. The motion was approved unanimously.

Councilman Larsen made a motion to approve the Jorgensen Master Services Agreement and grant the Mayor the authorization to sign it on behalf of the Town of Alpine. Councilman Dickerson seconded the motion. Dominique Brough, PG Project Manager for Jorgensen Engineering addressed the Council to express their excitement to work with the Town of Alpine. Hearing no further discussion, the Council approved the motion unanimously.

Councilman Larsen made a motion to purchase an Ingersoll Rand compressor (bid price \$13,016.42) with a price not to exceed \$20,000.00 and allow Mayor Green to sign on behalf of the Town of Alpine. Councilman Dickerson seconded the motion. Dominique Brough answered questions that the council had about the purchase. When discussion ended, Mayor Green called for a vote. The motion passed unanimously.

Clerk Chenault read into the record 503 Resolution No. 02-21-2023 – A Resolution to Designate Official Liaison Assignments of the Town of Alpine, Wyoming for the Calendar Year 2023 with the correction of Planning & Zoning appointment to be change to Emily Castillo. Councilman Larsen made a motion to approve 503 Resolution No. 02-21-2023. Councilman Dickerson seconded the motion. No discussion. The motion carried unanimously.

Ms. Chenault noted that the resolution 504 before the town council is invalid as Mr. Sanderson has informed her that all zoning changes need to be adopted by Ordinance by law. The Council discussed that they wanted to do it correctly. Councilman Larsen made a motion to table 504 Resolution No. 02-21-2023 – Rezoning Lot 12 of the Palisades Heights Subdivision from Commercial Zoning to Mixed Residential Commercial Zoning. The motion was seconded by Councilman Dickerson. Discussion: Brett Bennett of Alpine Architectural Studio representing Creative Properties addressed the Council with questions about how this impacts the zoning change. The council and the Town attorney answered his questions. The motion passed unanimously.

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Councilman Larsen made a motion to approve Alpine Pretreatment and Sludge Handling Facility – Request No. 4 and authorize the Mayor to sign on behalf of the Town. Councilman Dickerson seconded the motion. The motion carried unanimously.

Councilman Larsen made a motion for Ratification & Authority for the Mayor's Signature Office of State Lands and Investments – Local Government Project ARPA Grants Certification Statement. Councilman Dickerson seconded the motion. Motion passed unanimously without discussion.

Councilman Larsen made a motion to ratify Mayor Green authority to sign off for any local government project ARPA grants resolution. Councilman Dickerson seconded the motion. Upon hearing no discussion, the council voted unanimously to approve the motion.

Councilman Larsen made a motion ratification to give Mayor Green authorities for signing off on Alpine pretreatment and sludge handling facility request #3. Councilman Dickerson seconded the motion. The motion carried unanimously with no discussion.

Mr. Brian Campbell of Melvin Brewing addressed the Council about expansion of the Brewery Tap Room. The Council asked a few questions and received answers from Mr. Campbell. Councilman Jeremy Larsen made a motion to give Melvin permission for proposed expansion at the brewery tap room. Councilman Larsen amended his motion to instead be for the approval of beginning the permitting process and the design process of the expansion of the tap room. Councilman Dickerson seconded the amended motion. Not hearing any discussion, the motion carried unanimously.

Councilman Larsen made a motion to close the Clinger Money Market upon all checks clearing the account. Councilman Larsen then amended his motion to include to return the funds in the account to the Alpine Airpark Refuge. Councilman Dickerson seconded the motion. No discussion. The motion carried unanimously.

Councilman Larsen made a motion to approve the Town of Alpine policy and Procedure update after the removal of the Discipline Policy to update the payroll dates and the ability to provide

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direct deposit. The motion was seconded by Councilman Dickerson. No discussion. The motion carried unanimously.

Verbal Reports –

Mayor Eric Green reported on the Master Plan Update, the 2007 Dump Truck, the Web site Redesign, and the Ice-Skating Rink

Clerk Chenault updated the Council on the status of the Sewer Fund and recommended that we close the 2 CD's that will renew on 3/4/2023. Councilman Larsen made a motion to close both CD's at renewal and place the funds in the sewer savings account and reevaluate in Budget Meetings if some of the monies can be placed back in a CD. Councilman Dickerson seconded the motion. Discussion: It was noted that the budget passed for the current fiscal year showed the use of \$731,000.00 in reserve monies being used. This is an issue that will need to be discussed in the budget meetings. The council voted and it was noted that Councilman Castillo was no longer on the phone. The motion passed with 4 yes votes.

Ms. Chenault updated the board on the proposal received to move to Caselle Accounting Software (hosted – or online). The training costs are a one-time cost of \$11,775.00 start up and the annual ongoing cost will be \$10,800.00 annually split between the 3 funds. Councilman Larsen made a motion to purchase the Caselle software. Councilman Larsen then amended his motion to include the set up and training packages. Councilman Dickerson seconded the motion. The motion carried 4 yes, 0 no.

Councilman Jeremiah Larsen reported that there wasn't much to report on Economic Development. The board is reorganizing.

Councilman Jeremiah Larsen reported on the Easement Project that they have about 65 to 70% of the easements completed.

Melisa Wilson gave the Planning and Zoning report. The big item on their agenda was the zoning change.

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Councilman Jeremiah Larsen gave the Tourism Board update. They have meetings in March, April, and May. Collection of the tax begins in April 2023.

Dominique Brough of Jorgensen Engineering update the Council on Engineering issues. A comprehensive written report was provided.

Cathy Mitkovska updated the Council on the Parks & Recreation Board. The board requested a town email. They are planning to complete a survey to find out what the residents would like to see the board focus on.

Written Reports

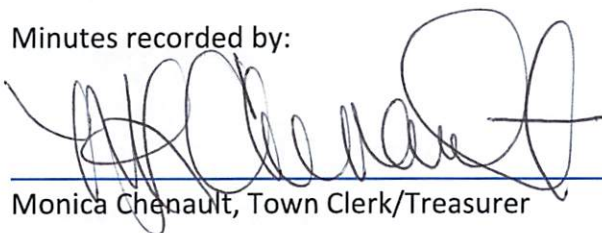
The following submitted written reports to the council: Public Works – Craig Leseberg, Facilities Update – Dan Halstead, Wastewater Treatment – Robert Wagner Lincoln County Sheriff's Department – January 2023

Adjournment –

Councilman Larsen made a motion to adjourn, the motion was seconded by Councilman Dickerson. The meeting was adjourned by Mayor Green.

Note: Wyoming State Statute requires all governing bodies to record (but not necessarily to publish) minutes of all meetings, including those where no action is taken. Minutes reflect all official acts. If an action is taken, the minutes are to be published. The minutes are public records. There is no requirement for recording discussions and commentary among the council members with regard to the various agenda items. While all official acts must be recorded, how much additional discussion is to be included in governing body minutes is left to the discretion of the governing body.

Minutes recorded by:



Monica Chenault, Town Clerk/Treasurer



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Minutes approved at legally advertised Town Council Meeting:



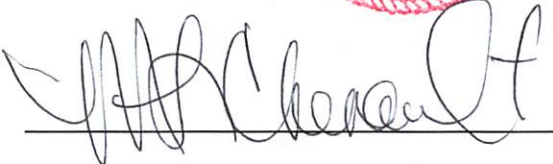
Mayor Eric Green



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Attest:





Monica Chenault, Town Clerk/Treasurer



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