MINUTES FROM TOWN COUNCIL MEETING
July 14, 2026
AFTON TOWN HALL

1. CALL TO ORDER

Mayor Jeff Jensen called the regular meeting of the Afton Town Council to order at 5:30 p.m. and welcomed those in attendance.

Council Members Dirk Hillyard, Will Wilkes, Scott Griffith, and Brock Brown were present. Others present were Town Attorney Dale Cottam, Town Administrator Violet Sanderson, Town Clerk Tina McGarvey, Public Works Director JR Nield, Utility Director Josh Peavler, Lexi Weber, and Marlow Scherbel.

2. PLEDGE OF ALLEGIANCE

Mayor Jensen led those present in the Pledge of Allegiance.

3. AGENDA

A. Adopt the July 14, 2026, Afton Town Council Agenda

a. Motion to Approve the Agenda for the Afton Town Council Meeting on July 14, 2026.

At the Mayor's call, Council Member Wilkes moved to approve the agenda. Council Member Hillyard seconded the motion, which was carried out unanimously.

4. CONSENT AGENDA

A. Approve Minutes from the Regular Afton Town Council Meeting held June 9, 2026

B. Approve Town of Afton Bills for the Period ending June 30, 2026

Dry Creek Enterprises, Inc. - Services $295.00
Valley Auto- Supplies $404.96
Energy Laboratories, Inc.- Services $417.00
Lincoln County Sheriff's Office- Services $1,948.00
Lower Valley Energy- Services $12,402.57
Afton Point S- Services $342.00
Petty Cash- Supplies $41.00
Silver Star Telephone Services $3,840.92
Sunrise Engineering, Inc.- Services $10,059.75

Turf Equipment & Irrigation- Equipment & Supplies $37,910.01
Wyoming Association of Municipalities- Services $270.00
Wyoming Workers' Compensation- Services $230.42
Valley Sanitation Inc.- Services $790.00
Town of Afton- Services $39.00
ODP Business Solutions, LLC- Supplies $640.92
High Country Linen- Services $1,289.43
Freedom Mailing Services- Services $463.48
Upper Case Printing, Ink.- Services $60.48
Kilroy Construction, LLC- Services $4,975.00
R & R Products, Inc. Supplies $887.40
Napa All Star Auto Parts- Supplies $11.33
Riverside Greenhouse & Graphic- Services $2,414.50
One-Call of Wyoming- Services $92.40
Dorsett Controls, Inc.- Subscription $240.00
Desktop Design- Services $856.25
Bailey, Stock, Harmon, Cottam- Services $1,160.00
Wex Bank- Fuel $6,552.13
Sportsites, Inc.- Subscription $3,000.00
Miles Beverage- Supplies $1,118.46
Yost Pacific Office Automation- Services $87.53
U.S. Bank Equipment Financing- Services $166.66
Hireright, LLC- Services $87.40
Zion Bankcard Center- Supplies $24,353.45
Cash- Prize Money $1,000.00
Hags with Rags, LLC- Services $1,340.94
Lexipol- Services $620.88
Outlaw T's, LLC- Services $820.00
Conrad & Bischoff- Supplies $4,179.20
Bridgestone Hosepower, LLC- Supplies $228.80
Core & Main LP- Parts $1,128.094
AT&T Mobility- Cellular Services $277.86
Star Valley Lawn Care, Inc.- Services $0
Verizon Connect Fleet- Services $151.60
You Jump I Jump, LLC- Rooms 250th Celebration $447.00
Emblem Enterprises, Inc. - Supplies $549.41
Grime Stoppers Housekeeping Services $1,800.00
Pocket Press, LLC- Supplies $89.42
Burton Rental- Rental $408.41
Beartooth Hatchery, LLC- Supplies $3,150.00
Earthcam, Inc. - Services $3,000.00
Adams, Julie- Reimbursement $120.00
T-Mobile Use, Inc- Services $63.00
Civic Plus- Services $3,155.09
EASTIDMC- Services $1,350.00
Heidi Martin- Services $0
Paige Alise, LLC- Services $1,300.00
John Phillip Gandy- Entertainment for 250th Celebration $7,500.00

Wyoming Department of Revenue - Services $122.20
Callaway Golf Sales Company- Supplies $569.40
Parson Behle & Latimer- Legal Services $8,739.00
Town of Wheatland- Convention $1,570.00
Wyoming State Golf Association Membership $1,935.00
Martini Golf Tees, Inc.- Supplies $154.19
Stampers Legacy Land, LLC- Reimbursement $200.00
McFarlane, Connor- Services $600.00
Crystal Fedrickson- Reimbursement $150.00
Great-West Trust Company- Deferred Comp 1,035.00
Payroll $128,268.49

a. Motion to Approve the Consent Agenda

At the mayor's call, Council Member Hillyard moved to approve the consent agenda. Council Member Griffith seconded the motion. The motion carried unanimously.

5. DEPARTMENT REPORTS

A. Utility Board

The Chair was not present; therefore, no report was given.

B. Planning & Zoning Board

The Chair was not present; therefore, no report was given.

C. Utility Department

Mr. Josh Peavler, the Utility Director, provided the Council with an update on water supply and demand, the publication of the CCR report, a project walkthrough with Skyview Ranches, and clarification regarding Swift Creek.

D. Tourism Board

The Chair was not present; therefore, no report was given.

6. DELEGATIONS

Delegation decorum: There is a 5-minute Limit per delegation subject. The mayor must recognize the speaker, who must approach the podium. Only one speaker may speak at a time.

A. Lexi Weber - Star Valley Arts Council
https://usa.muralmosaic.com/product/america-250-patriots-flag-mural-mosaic-kit/

Lexi Weber from the Star Valley Arts Council proposed the installation of a patriotic community mural on the north side of the town hall building. The mural will feature squares painted by community participants, with installation scheduled for July 2027. At the request of the Mayor, Council Member Wilkes made a motion to approve the north side of the town hall building as the location for the mural. Council Member Hillyard seconded the motion, which passed

unanimously.

B. JR Nield - Park Culvert

Mr. Jr. Nield, the Public Works Director, is following up on a recent work session in which he was tasked with coordinating with the ditch company on the costs of replacing and repairing the culverts. He presented estimates for the material costs and labor donations required for this work. The estimate includes the addition of flared ends and trash racks, as well as the encasement of a shallow culvert in concrete to ensure its structural integrity.

At the request of the Mayor, Council Member Hillyard motioned to allocate unrestricted funds, not to exceed $18,590.40, for the repair and replacement of culverts, which is to be completed by December 31, 2026. This motion was seconded by Council Member Brown and was approved unanimously.

7. EXECUTIVE SESSION

Motion to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation to which the Town is a party, or to which the Town may be a party.

A. Motion to go into Executive Session

At 6:04 p.m., upon the mayor's request, Council Member Wilkes moved to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation to which the Town is a party, or to which the Town may be a party. Council Member Griffith seconded the motion, and it was carried out unanimously.

At the mayor's call, Council Member Griffith moved to return to regular session at 6:42 p.m., and the motion was seconded by Council Member Brown. No action was taken. The motion carried unanimously.

8. TOWN ADMINISTRATOR REPORT

A. Financial Statements for June 2026

Mrs. Violet Sanderson presented the June 2026 financial statement.

B. Planning & Zoning

a. GPS, Inc. - Variance Application for Sign Permit

1 Motion to Approve or Deny Variance Application for Sign Permit

Mrs. Sanderson presented the Afton Planning and Zoning Board's recommendation and conditions, which recommended approval.

At the mayor's call, Council Member Griffith moved to approve the Variance Application for the sign permit with conditions. Council Member Brown seconded the motion. The motion carried

unanimously.

b. Rockbridge, LLC - Major Subdivision

Marlow presented. Violet read the recommendations and conditions from PNZ.

1 Motion to Approve or Deny Major Subdivision for Rockbridge, LLC

Mrs. Sanderson presented the Afton Planning and Zoning Board's recommendation and conditions, which recommended approval. At the mayor's call, Council Member Wilkes moved to approve the Major Subdivision application for Rockbridge 3rd Addition, LLC, with the conditions recommended by the Planning and Zoning Board. Council Member Hillyard seconded the motion. The motion carried unanimously.

C. Consultant Proposals – Comprehensive Master Plan

The Council reviewed proposals from four consulting firms to develop the town's comprehensive master plan. After evaluating the proposals, J-U-B Engineering and Harmony Design & Engineering emerged as the top two candidates based on the Planning & Zoning scoring matrix. At the Mayor's request, Council Member Wilkes motioned to accept the bid from J-U-B Engineering for the comprehensive master plan based on the cost-effectiveness of their proposal. Council Member Hillyard seconded the motion, which was approved unanimously.

9. NEW BUSINESS

A. Discussion and Appointment of a Board Member for the Afton Main Street Alliance Board.

a. Motion to Approve or Deny Jack Swensen

Mayor Jensen requested that the Council consider appointing Mr. Jack Swensen to the Afton Main Street Alliance Board. At the Mayor's call, Council Member Hillyard moved to appoint Mr. Jack Swensen to the Afton Main Street Alliance Board. Council Member Brown seconded the motion. The motion passed unanimously.

B. Ordinance 711 - Regulation for Bikes, Electric Motorcycles and Motorized Vehicles in Parks

a. Motion to pass or deny Ordinance 711 on First Reading

At the call of the Mayor, Council Member Griffith made a motion to pass Ordinance 711 on first reading. Council Member Wilkes seconded the motion. The motion carried unanimously.

C. Ordinance 712 - Wireless Telecommunication Towers

a. Motion to pass or deny Ordinance 712 on First Reading

Mayor Jensen recused himself from the meeting due to a potential conflict of interest related to the telecommunications topic. At the request of Council Member Wilkes, Council Member

Hillyard made a motion to pass Ordinance 712 on its first reading and to seek legal and expert opinions on certain aspects of the ordinance. Council Member Brown seconded the motion, which was approved unanimously. Mayor Jensen was not present for the vote.

D. Resolution 2026-07 - Adopting Replacement Policy & Procedures Manual

The Council reviewed updates to the employee policy manual, which included two new sections: one formalizing alternative work schedules and another governing department heads' attendance at council meetings. At the Mayor's request, Council Member Wilkes motioned to table Resolution 2026-07 for further revisions, and the motion was seconded by Council Member Hillyard. The motion passed unanimously.

E. Review of Bids for West Alley

a. Motion to approve bid and authorize the Town Administrator to issue Notice of Award

Mr. Jr Nield presented three bids for the West Alley Pavement Replacement Project. Kilroy Construction, LLC submitted the winning bid for $187,129.00. At the Mayor's request, Council Member Griffith made a motion to award the West Alley Pavement Replacement Project to Kilroy Construction for $187,129.00, which Council Member Hillyard seconded. The motion was approved unanimously.

F. Review Bids for 2026 Street Improvement Maintenance Project

a. Motion to approve bid and authorize Town Administrator to issue Notice of Award

Mr. Jr Nield presented three bids for the 2026 Street Improvement Project. DNS Excavation, LLC submitted the winning bid of $121,615.00. At the Mayor's request, Council Member Hillyard made a motion to award the 2026 Street Improvement Project to DNS Excavation for $121,615.00, which Council Member Brown seconded. The motion was approved unanimously.

10. CONTINUING BUSINESS

A. Ordinance 709- De-Annexation of Mountain Star Products, LLC

a. Motion to pass or deny Ordinance 709 on Second Reading
(Passed on First Reading)

At the call of the Mayor, Council Member Brown made a motion to pass Ordinance 709 on second reading. Council Member Griffith seconded the motion. The motion carried unanimously.

B. Ordinance 710 - Rezone 40 West 4th Ave

a. Motion to pass or deny Ordinance 710 on Second Read
(Passed on First Reading)

At the call of the Mayor, Council Member Hillyard made a motion to pass Ordinance 710 on second reading. Council Member Wilkes seconded the motion. The motion carried unanimously.

C. Discussion on Sunrise Engineerings Proposal Services for Structural Assessment of Los Cabos

a. Motion to approve and authorize the Town Administrator to execute the quote

At the Mayor's request, Council Member Wilkes motioned to approve and authorize the Town Administrator to execute the quote of $23,000.00 from Sunrise Engineering, which was seconded by Council Member Griffith. The motion passed unanimously.

11. MAYOR'S REPORT TO COUNCIL

12. TOWN ATTORNEY REPORT

13. CORRESPONDENCE

14. ONGOING ITEMS FROM PREVIOUS COUNCIL MEETINGS

15. WORKSESSION ITEMS/COUNCIL TRAINING

A. Set Agenda for the Next Work Session Scheduled for July 22, 2026.

The agenda will include a discussion of Star Valley Medical EMS.

16. EXECUTIVE SESSION

Motion to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation to which the Town is a party, or to which the Town may be a party.

A. Motion to go into Executive Sessions

At 9:55 p.m., upon the mayor's request, Council Member Hillyard moved to go into executive session for the purpose of considering the acquisition of real estate, personnel matters, matters concerning litigation to which the Town is a party, or to which the Town may be a party. Council Member Brown seconded the motion, and it was carried out unanimously.

At the mayor's call, Council Member Griffith moved to return to regular session at 10:01 p.m., and the motion was seconded by Council Member Brown. No action was taken. The motion carried unanimously.

17. ADJOURN

By the provision of Wyoming Statutes §15-1-110, All Names, Positions, and Salaries listed are base annual salaries or actual salaries, not including any benefits. Any overtime earned and paid for by the Town is included in the total base salary listed. Jason Romberg - Police Chief $86,600.85 Josh Hammill - Officer $67,842.14 Josh Peavler - Utilities Director $75,514.23 Todd Larson- Maintenance- Utility $54,948.66 Trayson Hemmert- Maintenance- Utility $51,649.16 JR Nield- Public Works Director $80,191.65 Hayden Hillyard- Maintenance - Public Works $51,702.82 Stockton Jones - Maintenance Public Works $49,016.58 Stetson Humbert- Mechanic $58,780.54 Bryce Burton- Golf Course Director $66,632.32 Violet Sanderson- Town Administrator $100,817.60 Tina McGarvey- Town Clerk $53,018.09 Sadie Phillips- Town Treasurer $49,305.10 Niki Miles- Administrative Assistant $38,498.67 Jeff Jensen – Mayor $6,000.00 Dirk Hillyard- Council Member $1,200.00 Scott Griffith - Council Member $1,200.00 Will Wilkes- Council Member $1,200.00

A. Motion to Adjourn Meeting

At the call of the Mayor, Council Member Wilkes motioned to adjourn the regular meeting of the Afton Town Council, seconded by Council Member Griffith. The motion carried unanimously. The regular meeting adjourned at 10:06 p.m.