

TOWN COUNCIL PROCEEDINGS

JANUARY 21-22, 2020

JACKSON, WYOMING

The Jackson Town Council met in special session for a retreat in the Alpenglow Unit at Spring Creek Ranch located at 1600 North East Butte Road at 8:13 a.m. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Pete Muldoon, Vice-Mayor Hailey Morton Levinson, Jim Stanford, Arne Jorgensen, and Jonathan Schechter.

FACILITATOR: Michael McNally with Avia Corporation

STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Carl Pelletier, Kelly Thompson, Todd Smith, Michael Palazzolo, Johnny Ziem, Paul Anthony, April Norton, Darren Brugmann, Susan Scarlata, Brady Hansen, Steve Ashworth, Floren Poliseo, and Sandy Birdyshaw

Consent Calendar. There was no public comment on the Consent Calendar. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the consent calendar including items A-B as presented with the following motions.

A. **Disbursements.** To approve the disbursements as presented. Ace Hardware \$278.12, Advanced Industrial Supply \$2904.8, Airgas \$1794.02, Alarmlogix \$290.00, Amazon \$4180.25, Antler Motel \$9920.00, Architectural Building Supply \$8270.20, AT&T \$1644.45, Big R \$150.74, BMV \$66.30, Caroline Boston \$350.00, James Bristol \$440.00, Brower Psychological \$325.00, C&A Cleaning \$7768.25, Caselle \$1800.00, CDW-Government \$1068.39, Centurylink \$219.44, Charlier Associates \$11767.77, Charter Communications \$84.99, Climb Wyoming \$1250.00, Codale Electric Supply \$1908.00, Community Safety Network \$700.00, Convergeone \$5767.00, Core & Main \$7602.56, Custom Electronic Consulting \$155.00, David Stubbs \$250.00, Tyler Davis \$63.00, Division of Victim Services \$300.00, ER Office Express \$953.92, Electrical Wholesale \$550.40, Energy 1 \$105.00, Evans Construction \$18475.00, Freedom Mailing \$1776.24, Galls \$647.51, Greenwood Mapping \$720.00, Headwater Construction \$290.00, High Country Linen \$206.55, Hirst Applegate \$4103.64, Vickie Howell \$90.00, Jackson Hole Community Housing \$1250000.00, Jackson Hole Historical Society \$6250.00, Jackson Hole Law \$1505.10, Jackson Hole News & Guide \$5160.39, Jackson Lumber \$10.00, Johnson Roberts & Assoc \$980.0, LN Curtis \$2114.40, Lawngevity \$706.99, Lepco \$707.48, Lexbe \$525.00, LGLP \$1000.00, Logansimpson \$15693.62, Long Building \$2834.00, LVPL \$2364.88, Miller Sanitation \$315.00, One 22 \$454.98, OPS Strategies \$5573.75, Outpost \$189.00, Portis Group \$255.00, Proforce Law Enforcement \$6675.10, Proterra \$265750.00, Thomas Quinn \$26.80, Rafter J \$146.43, Renee Raudman \$12.70, Respond First Aid \$49.82, Rich Broadcasting \$4116.00, Robert Davidson Construction \$31.00, Roxanne Robinson \$95.50, Silverstar \$231393, Christian Smith \$100.00, Snake River Roasting \$342.65, Snow King Hotel \$1384.70, Spectrum \$84.49, St John's Hospital \$260.00, Swagit \$1775.00, TH Carpentry \$25.00, Teton County Housing Authority \$146160.00, Teton County School \$139413.60, Teton County Jail \$1224.00, Teton Trash Removal \$45.50, The Children's Learning Center \$25350.00, Thompson Palmer \$32000.00, Thomson West \$938.85, T-Mobile \$121.66, Toolson Telephone \$7469.88, Trefonas Law \$269.14, Angie Uhl \$780.21, Upper Case Printing \$2966.48, Vazquez-Flores \$740.00, Verizon Wireless \$7535.11, Virginian Village Condo \$1080.00, WAM \$460.00, Westbank Sanitation \$682.95, White Glove Cleaning \$2261.36, Winter & Company \$12815.00, Wyoming Financial Insurance \$36.00, Wyoming Law Enforcement \$175.00, Wyoming Taxpayers Assoc \$195.00, Wyoming.com \$5.00, Yellow Iron Excavation \$414.00.

B. **Malt Beverage Permit.** To approve the issuance of two (2) malt beverage permits to the Jackson Hole Women's Hockey for the women's hockey tournament on January 31, 2020 from 6:00 p.m. to 10:00 p.m. and on February 1, 2020 from Noon to 10:00 p.m., subject to the following conditions: 1. The applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises. 2. Only 16oz or smaller plastic cups will be used. 3. Every sale will include an age verification by checking IDs. 4. No more than 2 beers may be sold to any one person in a transaction. 5. There will be no serving of alcohol to obviously intoxicated people. 6. Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331. 7. Beer sales will cease within thirty (30) minutes of the end of the last hockey game, or at 10:00 p.m., whichever occurs first.

Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Agenda Overview. Larry Pardee made introductory remarks.

One Word Exercise. Michael McNally facilitated discussion.

Council Working Agreements. McNally reviewed the working agreements.

Department Directors Looking Forward. Each Department Director was given a few minutes to express the opportunities, concerns, and challenges they see during the next five years so Council could gain a better understanding of the Town's organization.

The meeting recessed at 9:55 a.m. and reconvened at 10:13 a.m.

McNally facilitated the Council's response and discussion on staff presentations.

Future Funding of Local Government. Step 1: Expenditures. Sinclair made comment on the four-step process of today's discussion. Pardee made comment on how Jackson's general fund budget compared with general fund budgets of other mountain towns. Sinclair made comment on the Vision and Philosophy of the Comprehensive Plan.

The Council completed an exercise identifying areas or programs to decrease, increase, or add new areas to engage in. And then, to place that program in a Core Services, Programs, or Potential category.

The meeting recessed at 11:56 a.m. and reconvened at 12:53 p.m.

Future Funding of Local Government. Step 2: Revenues. Sinclair facilitated discussion on identifying the desired mix of revenues to support the desired expenditures listed in Step 1. Three frameworks were identified: funding currently allowed and utilized, funding currently allowed but not utilized, and funding not currently allowed nor utilized. Pardee provided an overview of current revenues and potential revenue sources. Sinclair led discussion on possible increases of revenue using the current sources, including fee structures, and housing, parks, and school exactions. In the potential sources category an additional one cent, a property tax, a seventh cent, lodging tax, and bonding were listed.

The meeting recessed at 3:00 p.m. and reconvened at 3:25 p.m.

Future Funding of Local Government. Step 3: Identification / Matching Funding Sources with Expenditures. Pardee and Sinclair recapped the core services, programs, and potential services identified this morning. The Council refined their descriptions and attached an estimate for future expenditure amounts.

Sinclair commented that tomorrow's exercise would be matching funding sources to the identified expenses.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to recess the special meeting at 4:25 P.M. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

The Jackson Town Council continued in special session on January 22, 2020 at 8:08 a.m. for a retreat in the Alpenglow Unit at Spring Creek Ranch located at 1600 North East Butte Road. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Pete Muldoon, Vice-Mayor Hailey Morton Levinson, Arne Jorgensen, and Jonathan Schechter. Jim Stanford arrived at 8:33 a.m.

FACILITATOR: Michael McNally with Avia Corporation

STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Kelly Thompson, Todd Smith, Brady Hansen, Michael Palazzolo, Johnny Ziem, Paul Anthony, April Norton, Darren Brugmann, Susan Scarlata, Kristi Malone, Steve Ashworth, and Sandy Birdyshaw

Mayor Muldoon made opening remarks including what he hoped would be takeaways from the retreat for Council.

Review, Clarify, and/or Complete Work from Day 1. Pardee facilitated discussion on the services and programs identified yesterday. Staff was given opportunity to suggest additional services or programs.

Future Funding of Local Government. Step 4: Implementation Action Steps. Sinclair recapped the funding sources identified yesterday and facilitated discussion on potentially implementing a seventh cent and crafting a thoughtful letter to the County Commissioners pointing out the needs of the Town and community, notifying the County Clerk by July 16th in order to place the question on the ballot, framing the reasoning for projects to better identify how the community will benefit, keeping in mind who needs to know what and when.

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to direct staff to work with the Mayor to draft a letter to the County regarding the seventh cent and send it to the County. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Discussion continued on funding through property tax and waiting on this source, the lodging tax and waiting to see what happens in the upcoming legislation session, fees and exactions, bonding as a main source of funding for housing and transportation, and a real estate transfer tax, collecting additional sales tax via professional services, and messaging to the delegates and WAM.

The meeting recessed at 9:27 a.m. and reconvened at 9:50 a.m.

Status of 2019 Council Priorities. 2020 and 2023 Council Priorities and Work Plan. Sinclair facilitated discussion on the council priorities that were named last year and presented the work plan that the priorities generated. The Council named their priorities going forward for 2020 through 2023.

Pardee reviewed tasks that had been completed in 2019 in working toward the Council's 2019 priorities.

Discussion was held on generating a newsletter or some kind of community education reporting and that the frequency of those releases would be determined, also on staff capacity and how to work in the newly listed priorities. Sinclair stepped through the Council's 2020 work plan. McNally discussed self-management, positive intent, trust, and learning to see the opportunity in change. Sinclair stated the new priorities identified today would be combined with those named last year and staff would add their work load capacity with a goal of accomplishing the work plan. Lea Colasuonno gave an update on a town's lodging tax.

The meeting recessed at 11:28 a.m. and reconvened at 12:23 p.m.

Effective Governance and Leadership. McNally facilitated the Council's discussion on the roles and responsibilities of the council and staff, meeting schedules, breaks between meetings, length of meetings, knowing what agenda items are upcoming, striving for efficient meetings, trying to hold executive sessions at the beginning of workshops instead of the end, an interactive landing page for Swagit, shifting planning items to the end of agenda, researching if the planning commission could increase the amount of decisions they make to reduce time needed from the Council, adding a workshop on the second Monday each month to provide more time for the pressing matters, and to have staff review council salaries which were set in 2005. Council Liaison roles and roles of joint powers boards were discussed.

A motion was made by Pete Muldoon and seconded by Hailey Morton Levinson to direct staff to prepare a draft ordinance to update the mayor and council salaries based on inflation/CPI. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to set a special meeting on the second Monday each month. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to direct staff to review with Department Directors and research what would be helpful to Council, and bring back information on either disbanding boards, provide it with more power, or leave it status quo. Mayor Muldoon called for the vote. The vote showed 5-1 in favor with Schechter opposed due to clarity. The motion carried.

Further discussion was held on the governance roles of the Mayor, Town Council, and staff, interaction with public comment, a council request to staff versus a single council member making a request, working agreements, a new disclosure before public comment that council would not immediately respond to questions but may direct staff to do so, and communication styles.

The meeting recessed at 2:56 p.m. and reconvened at 3:12 p.m.

Retreat Summary, Closing Remarks, and Next Steps. McNally called the retreat finished. Pardee recapped the retreat discussion. McNally recapped the things that worked during the retreat – taking a strategic approach, being open and honest, trusting each other, making policy decisions, and aiming high. Things to change next time included a comfortable temperature, include dessert, and continuing to build relationships.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to continue the discussion on housing mitigation and text amendment to the next available meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned on January 22, 2020 at 3:27 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

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