

Jackson Town Council Regular Meeting

April 8, 2019

6:00 PM

Town Council Chambers

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED 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**

I. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations
 - 1. Special Council Workshop on April 10 at 10:00 AM for the Downtown Mobility (Parking) Study
 - 2. Employee Introductions:
 - Jeff Deal-Transit Operations Manager
 - Jeff Silliman-Associate Engineer
 - Jessica Poole-Community Service Officer for Shelter Operations
 - 3. Proclamations:
 - National Service Recognition Day
 - Sarcoidosis Awareness Month
 - National Crime Victims Rights Week
 - Spring Clean-Up and Burn Week

II. PUBLIC COMMENT

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item or send an email to Council@jacksonwy.gov.

III. CONSENT CALENDAR

All matters listed in this section are considered to be of routine nature by the governing body and will be enacted in one motion, unless it is removed from the consent calendar and considered separately by Council. Public comment may be given on any item.

- A. Minutes
 - 1. March 18, 2019 workshop
 - 2. March 18, 2019 regular meeting
- B. Disbursements
- C. Temporary Sign Permit: People's Market (P19-058)
- D. Memorandum of Understanding with Friends of Pathways for START Bike
- E. AARP Community Challenge Grant for Center Street Mobility Demonstration Projects
- F. Special Event: Elk Fest
- G. Special Event: People's Market

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

H. Special Event: Farmer's Market

IV. COUNCIL PRIORITIES

V. PUBLIC HEARINGS, DISCUSSION AND/OR POSSIBLE ACTION ITEMS

A. Administration

1. Malt Beverage Permit Application – Snake River Brewing Company (Sandy Birdyshaw, Town Clerk)

B. Planning

1. **Item P19-051:** Remove Declaration of Restrictions at 617 East Hall Avenue (Brendan Conboy, Associate Planner)

VI. RESOLUTIONS

- A. **Resolution 19-05:** A Resolution adopting Design Standards for Wireless Telecommunication Facility Development (Paul Anthony, Principle Planner)

- B. Three Resolutions Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2019 from Jackson-Teton County Animal Shelter, START, and Teton County Victim Services (Sandy Birdyshaw, Town Clerk)
Resolution 19-06, Resolution 19-07, and Resolution 19-08

VII. ORDINANCES

- A. **Ordinance T:** An Ordinance Amending and Reenacting Chapters 12.04 and 12.08 of the Town of Jackson Municipal Code related to Right-of-Way Wireless Communication Facility Development (Presented for 2nd Reading)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN

Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.



Proclamation

NATIONAL SERVICE RECOGNITION DAY

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges; and

WHEREAS, the nation's elected leaders are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities; they educate students for 21st century jobs, fight the opioid epidemic, respond to natural disasters, and support veterans and military families; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with local leaders nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, the National Association of Counties, Cities of Service, and local leaders across the country for National Service Recognition Day on April 2, 2019.

THEREFORE, BE IT RESOLVED that I, Pete Muldoon, Mayor of the Town of Jackson, do hereby proclaim April 2, 2019, as **National Service Recognition Day**, and encourage residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.

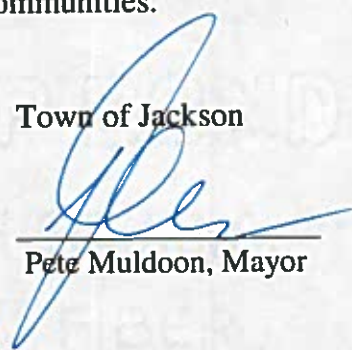
DATED THIS 8TH DAY OF APRIL 2019.

ATTEST:


Sandra P. Birdyshaw, Town Clerk



Town of Jackson


Pete Muldoon, Mayor





Proclamation

April 2019 Recognized as Sarcoidosis Awareness Month

Whereas, Sarcoidosis, once thought to be a rare inflammatory or autoimmune disease that can affect any organ in the body and causes an overreaction of the immune system, resulting in damage to the body's own tissues; and

Whereas, Sarcoidosis is known to affect people of all ages, races and genders; and

Whereas, Sarcoidosis most commonly affects the lungs and lymph nodes but can also affect the skin, eyes, liver, salivary glands, sinuses, kidneys, heart, muscles, bones, the brain and nervous system; and

Whereas, Sarcoidosis is often misdiagnosed and underdiagnosed because it is many times a diagnosis of exclusion as there are no biomarkers or specific test for Sarcoidosis, the exact cause of sarcoidosis is still not known; and

Whereas, numerous diagnostic tests and ongoing clinical observation and management lends to high economic burden of this disease, including a great cost to the patient and their family; and

Whereas, there is still much to learn about Sarcoidosis, but discovering the cause, improving treatment and finding a cure are attainable, goals with increased research, awareness, and education efforts; and

Whereas, it is important to recognize the people of the great state of Wyoming who demonstrate great courage and determination in their efforts to cope with the disease as well as their family members and caregivers who engage in efforts to promote awareness, improved treatment, and support those affected by Sarcoidosis.

NOW THEREFORE, I, Pete Muldoon, Mayor of the Town of Jackson do hereby proclaim **April as Sarcoidosis Awareness Month** and call upon the citizens, medical facilities, and businesses to increase their awareness of Sarcoidosis and consider supporting research efforts to aid in finding a cure and improving treatment for this rare disease.

DATED THIS 8TH DAY OF APRIL, 2019.

TOWN OF JACKSON



ATTEST:

Sandra P. Birdyshaw

Sandra P. Birdyshaw, Town Clerk

Pete Muldoon
Pete Muldoon, Mayor

**SEXUAL ASSAULT AWARENESS MONTH AND
NATIONAL CRIME VICTIMS RIGHTS WEEK**

WHEREAS, April is Sexual Assault Awareness Month and is intended to draw attention to the fact that sexual violence is widespread and effects many in our community; and

WHEREAS, Rape, sexual assault, and sexual harassment impacts our community as seen in statistics indicating that one in five women, and one in seventy-one men will experience rape or attempted rape at some point in their lives; and

WHEREAS, sexual violence seriously affects our youth, with one of out every four girls, and one out of every six boys being sexually abused before the age of 18; and

WHEREAS, 22% of women in Wyoming have been raped during their lifetime, and 44% of women and 29% of men in Wyoming have experienced a degree of sexual violence in their lifetime; and,

WHEREAS, almost 50% of transgender individuals will experience sexual violence in their lifetime; and,

WHEREAS, 18.3 million Americans are victims of crime each year, and of those 5.2 million are victims of violent crime including sexual assault; and

WHEREAS, National Crime Victim's Rights Week is April 7 through 13, and offers us all the opportunity to celebrate the energy, creativity, and commitment that launched the victims' rights movement, inspired its progress, and continues to advance the cause of justice for crime victims; and

WHEREAS, no one person, organization, agency or community can eliminate sexual assault on their own; we must all work together in eliminating actions of rape, sexual assault, and other violent crimes; and

WHEREAS, the Jackson Town Council joins the Community Safety Network and Teton County Victim Services to encourage all community members to be a part of the solution to end sexual assault; and to continue the dialogue in our workplaces, schools, homes and with our friends.

NOW, THEREFORE I, Pete Muldoon, Mayor of Jackson, do hereby proclaim April 2019, as **Sexual Assault Awareness Month** including the **National Crime Victims Rights Week**. We can help crime victims by interrupting the silence and providing a voice for all.

DATED THIS 8TH DAY OF APRIL, 2019.

TOWN OF JACKSON

Pete Muldoon, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

2019 SPRING CLEAN UP & SPRING BURN WEEK

WHEREAS, the Rotary Club of Jackson Hole has organized a Spring Clean Up where community volunteers help to clean up the town; and,

WHEREAS, Teton County Integrated Solid Waste and Recycling also participates in Spring Clean Up by encouraging town residents to compost their yard waste and by providing citizens free compostable yard waste bags to do so; and,

WHEREAS, the Jackson Hole Community Spring Clean-Up has been an annual tradition since 1969; and,

WHEREAS, the residential yard waste collected during the Spring Clean Up last year diverted 82 tons of organics from our waste stream; and,

WHEREAS, it is customary in the spring of each year to declare a burn week for citizens of the Town of Jackson to use controlled burns to clean up their property by burning only dry grass, leaves, twigs, small branches, and clean wood.

NOW, THEREFORE, I, Pete Muldoon, Mayor of the Town of Jackson do hereby proclaim **Community Spring Clean-Up Week** to be **Monday, May 6, 2019 through Monday, May 13, 2019**, and;

FURTHER, I declare **Spring Clean Up Volunteer Day** as **Saturday, May 11, 2019** and encourage all citizens to participate in this important rite of spring here in Jackson Hole, which is sponsored by the Rotary Club who graciously organizes volunteers to clean up our community, and in conjunction with Energy Conservation Works provides participants with lunch at the Eco Fair in Phil Baux Park, and;

FURTHER, I declare that Town of Jackson Public Works will provide curb pickup service within the Town of Jackson on **Monday, May 13, 2019** to remove residential yard waste that is on the curb by 8:00 a.m. Residents wishing to participate are urged to follow composting guidelines by only using the paper yard waste bags or reusable cans or bins, as plastic bags will not be picked up.

FURTHER, I declare **Spring Burn Week** to be **Saturday, May 4, 2019 through Sunday, May 12, 2019** and remind any residents wishing to burn yard waste, to first contact the Jackson Hole Law Enforcement Agency at 733-2331 prior to burning.

DATED THIS 8TH DAY of APRIL 2019.

TOWN OF JACKSON

Pete Muldoon, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

MARCH 18, 2019

JACKSON, WYOMING

The Jackson Town Council met in regular workshop session in the Council Chambers of the Town Hall at 150 East Pearl at 3:04 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Hailey Morton Levinson, Jim Stanford, Arne Jorgensen, and Jonathan Schechter.

STAFF: Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, Todd Smith, Floren Poliseo, Tyler Sinclair, April Norton, Kelly Sluder, Kathy Clay, Darren Brugmann, and Sandy Birdyshaw.

Council Priorities Discussion. Larry Pardee, Roxanne Robinson, and Tyler Sinclair made staff comment on the nine council priorities and how staff could assist in achieving those goals. Discussion was held on the task of implementing the comprehensive plan while maintaining a high level of core services.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to direct staff to include the staffing requests and associated budget impacts for staffing and office development for strategic development and engagement in the FY20 budget for Council consideration. Staff clarified that budget impacts would include tactic one and tactic two as presented in the staff report. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

2018 Building Code Amendments. Kelly Sluder and Kathy Clay made staff comment on 2018 International Building, Existing Building, Fire, Wildland Urban Interface, Residential, Mechanical, Plumbing, and Fuel Gas Codes, keeping the 2012 Energy Codes currently in force, and a modification to the Building Department fee schedule to include plan reviews.

Item A: A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct Staff to prepare Ordinances that provide for the adoption as currently amended or as directed by Council of the 2018 International Building, Fire, Wildland Urban Interface, Mechanical, Residential, Plumbing, and Fuel Gas Codes and to provide for a grace period until July 1, 2019 wherein either the 2015 or 2018 International Codes as amended may be accepted for construction permit review and issuance. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item B: A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct Staff to draft amendments to the Building Department fee schedule to include a Plan Review fee proportional to the estimated total Building Permit fee to cover the cost of plan review for consideration by Council at a future meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Liquor Code Updates. Sandy Birdyshaw, Roxanne Robinson, Audrey Cohen Davis, and Todd Smith made staff comment on proposed revisions to Title 6 dealing with Liquor Licenses and Permits in the Jackson Municipal Code. Proposed revisions would remove language that duplicates Wyoming State Statutes and clarify current language. Other revisions required Council discussion on responsible beverage server training, age-restricted areas in grocery stores holding a retail liquor license, events for persons under twenty-one at a retail liquor licensed establishment, open container sales, and grounds for suspension and/or revocation.

Public comment was given by Jeff Rice of Jackson Whole Grocer.

The Council discussed mandatory server training, eliminating the fee for events for persons under twenty-one, open container sales, and reviewing a stepped penalty for failing compliance check visits.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to continue Liquor Code Updates to a future Council workshop. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Hailey Morton Levinson and seconded Arne Jorgensen to adjourn to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii), and to discuss personnel matters in accordance with

Wyoming Statute 16-4-405(a)(ii). The vote showed all in favor and the motion carried. The meeting adjourned at 5:00 P.M. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Published JH News & Guide: March 27, 2019

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

MARCH 18, 2019

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall located at 150 East Pearl at 6:05 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Hailey Morton Levinson, Jim Stanford, Arne Jorgensen, and Jonathan Schechter.

STAFF: Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, Roger Schultz, Tyler Sinclair, Paul Anthony, Tyler Valentine, Floren Poliseo, Brian Lenz, Carl Pelletier, and Sandy Birdyshaw.

Public Comment. Carrie Bell of Teton County Integrated Solid Waste and Recycling made comment on plastic bag education outreach. Andrea Mazier of Cycling Without Age made comment on a new program designed to take bicycling to the elderly. Nena Lenz made comment on the lack of affordable daycare. Ed Liebrecht made comment on the need of affordable housing and the Munger Mountain project.

Consent Calendar. A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to approve the consent calendar including items A-I as presented with the following motions.

- A. **Meeting Minutes.** To approve the meeting minutes as presented for the March 4, 2019 regular meeting.
- B. **Disbursements.** To approve the disbursements as presented. CarQuest Auto Parts 109.08, CMI-TECO 25.55, Ace Hardware 412.32, Delcon 210.00, Thyssen Krupp 6335.86, Evans Construction 11070.19, High Country Linen 1984.48, Jackson Paint and Glass 340.00, Jackson Hole News and Guide 8943.57, Jorgensen Associates 25793.51, Leonard Petroleum 1926.47, Lower Valley Energy 47490.34, Teton County Fund 19 96412.47, Nelson Engineering 9192.60, Smith Power Products 3700.46, NAPA Auto Parts 282.01, Teton Motors 601.19, NCPERS Group 64.00, CDW-Government 29670.70, White Glove Cleaning 934.50, Electrical Wholesale 68.63, Century link 2131.94, Westbank Sanitation 667.16, Freedom Mailing Service 1791.69, USA Blue Book 470.95, Delta Dental 8758.10, Jackson Hole Community Housing 3750.00, Teton County Special Fire Fund 160605.03, Seaton Earthmovers 25188.90, Energy Laboratories 164.00, American Public Works 908.00, Teton County Clerk, 155526.85, One Call of Wyoming 57.75, Spring Creek Animal Hospital 463.17, Blur Spruce 175.70, Teton County Fund 10 28008.85, Western States 3135.48, CORE & Main 5781.42, Wyoming.com 10.00, Verizon Wireless 7447.68, Division of Victim Services 700.00, Xerox Corporation 968.75, LGLP 2000.00, Benefit Administrators 36.00, Teton Water Workers 300.00, Jacks Tire & Equipment 290.21, Yellow Iron Excavation \$802.00, LDA Inc. 59.61, CAST 630.00, Teton County Fund 13 879.69, Teton Trash 42.50, Alta Planning & Design 428.50, Aftermarket Parts 5221.86, Architectural Building 3141.04, Home Health for Pets 99.00, Salt River Auto Body 1536.22, Todd Fitzgerald 298.00, Thomson West 42.06, Charter 3294.05, CN Engineers 120.00, Idaho Falls Peterbilt 1800.00, Mountain X LLC 72641.25, Gillig LLC 4891.21, Warner & Associates 75.24, Meyring & Associates 12169.59, Neo fund 1000.00, Team Laboratory 1695.00, Safariland LLC 895.00, MSC Industrial Supply 888.84, Snake River Roasting 145.35, SilverStar 4657.23, Ron's Towing 150.00, Big R Ranch 49.99, Flow point Environmental Systems 795.00, Control System Tech 725.00, KOIS Brothers 3071.2, Deans Pest Control 145.00, Best & Best Krieger 547.50, Swagit Productions 3550.00, Jackson Animal Hospital 321.68, Jelly Donut 610.00, ISC Inc. 20234.97, Partsmaster 423.08, Kellerstrass 22151.20, Wrench it Plumbing 4293.40, Snake River MEP 1335.00, Transit Talent LLC 135.00, Lepco 164.00, Amazon 3806.71, Wyoming Garage Door 437.00, RUI Inc. 3642.75, Teton Tools 348.00, Teton Excavation 2137.50, Western Municipal Construction 53422.55, Carpets Plus 16365.88, Identisys Inc. 379.75, Garmin USA 56.38, Outlaw Brothers 12944.61, Intellichoice 23172.50, Jacob Normand 34.94, West Coast Code 5225.00, Glenda Harmon 1900.00, Jackson Towing Partners 4500.00, WGC-RPP 130.00, Kelly Castillo 500.00, Archivesocial 1941.80, EAS Investments 100.00, Eco connect Consultants 4425.00, Wild Things 2234.00, C & C Trucking 1600.00, William Givens 365.00.
- C. **February 2019 Municipal Court Report.** To accept the February Municipal Court report into the record.
- D. **Special Event: Art Fair Jackson Hole.** To approve the special event application for the Jackson Hole Art Association Summer 2019 Art Fair, subject to the conditions and restrictions listed in the staff report

- E. **Special Event: Octane Addictions Freestyle Show.** To approve the special event application made by OA Promotions for the Octane Addictions Freestyle Show, subject to the conditions and restrictions listed in the staff report.
- F. **Special Event: World Championship Snowmobile Hill Climb – Additional Parking.** To approve the request for additional parking made by the Jackson Hole Snow Devils for the World Championship Snowmobile Hill Climb 2019, subject to the conditions and restrictions listed in the staff report.
- G. **Temporary Sign Permit: ISWR Plastic Bag Awareness Campaign.** To approve the temporary banner in conjunction with the Teton County Solid Waste & Recycling subject to three (3) conditions of approval.
- H. **Bid 19-17: Award for Aspen Hill Cemetery Stormwater Improvements Project.** To approve a budget amendment for the 2019 General Fund, Aspen Cemetery – Erosion/Pave budget in the amount of \$136,714 for survey, design, construction, and construction administration. To approve the contract for the Aspen Hill Cemetery 2019 Stormwater Improvements Project with Westwood Curtis Construction, Inc of Jackson, Wyoming in the amount of \$317,714, and upon legal approval, authorize the Mayor to execute all necessary contract Agreements.
- I. **Bid 19-18: Award for Powderhorn Lane Stormwater Treatment Project.** To approve to approve a budget amendment for the 2019 General Fund, Stormwater – Flat Creek budget in the amount of \$63,274 for Professional Services and additional project Construction costs. To approve the contract for the Powderhorn Lane Stormwater Treatment Project with Evans Construction Company of Jackson, WY in the amount of \$267,574, and upon legal approval, authorize the Mayor to execute all necessary contract Agreements.

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

Special Event: Jackson Eco Fair and Spring Clean-Up. Pete Muldoon recused himself from this item as he works at the event. A motion was made by Jim Stanford and seconded by Arne Jorgensen to approve the special event application from the Energy Conservation Works for the Eco Fair, subject to the conditions and restrictions listed in the staff report. Vice-Mayor Morton Levinson called for the vote. The vote showed 4-0 in favor with Muldoon recused. The motion carried.

Special Event: Jackson Hole Scavenger Hunt. A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve the special event application made by Grand Dynamics International for the Jackson Hole Scavenger Hunt, subject to the conditions and restrictions listed in the staff report. Mayor Muldoon called for the vote. The vote showed 4-1 in favor with Jim Stanford opposed. The motion carried.

Council Priorities. Pete Muldoon commented that this item was discussed in today's earlier Council workshop and would also be on the April workshop.

Item P19-003: Encroachment Agreement for 437 N Glenwood. Tyler Valentine made staff comment. Tyler Davis made comment as owner of the property.

A motion was made by Hailey Morton Levinson and seconded by Jonathan Schechter to authorize staff to prepare an Encroachment Agreement between the Town of Jackson and property owner, Abilene, LLC, to allow the 2nd & 3rd floors of a new building to encroach into a Town right-of-way sewer easement, subject to final review and approval by the Town Attorney. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Item P18-208: Snow King Resort Mountain Master Plan Amendment. Item P18-208 was withdrawn by the applicant and no further action was required by Town Council.

Resolution 19-05: A Resolution adopting Design Standards for Wireless Telecommunication Facility Development. Paul Anthony and Lea Colasuonno made staff comment.

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to direct staff to incorporate changes discussed tonight and bring back a revised Resolution 19-05 adopting the Wireless Telecommunication Facility Design Standards in the Town of Jackson. Mayor Muldoon called for the vote. The vote showed 4-1 in favor, with Stanford opposed. The motion carried.

Ordinances. A motion was made by Hailey Morton Levinson and seconded by Pete Muldoon to read ordinances by short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Ordinance T: An Ordinance Amending and Reenacting Chapters 12.04 and 12.08
of the Town of Jackson Municipal Code related to Right-of-Way Wireless
Communication Facility Development.**

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NOS. 571 AND 971 OF THE TOWN OF JACKSON MUNICIPAL CODE, SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

A motion was made by Hailey Morton Levinson and seconded by Arne Jorgensen to approve Ordinance T on first reading. Mayor Muldoon called for the vote. The vote showed 4-1 in favor, with Stanford opposed. The motion carried.

Matters from Mayor and Council. Pete Muldoon made comment on extending the Snow King bike path and desire to discuss further in a workshop. Jack Kohler of Friends of Pathways made comment on the proposed plan to extend the path by two blocks. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct staff to bring this back at the next available workshop. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Jim Stanford made comment on the Travel and Tourism Board meeting, Parks and Recreation Board meeting, and the collegiate skiing and snowboard event. Arne Jorgensen made comment on the Fair Board meeting. Larry Pardee made comment on the recent START Board funding request and process for review. Jonathan Schechter made comment from the JH Air Board meeting, Integrated Solid Waste and Recycling Board meeting, and Airport Board meeting. Hailey Morton Levinson made comment on working with Commissioner Macker toward creating childcare opportunities. Pete Muldoon made comment from the Housing Supply Board meeting and the School District’s activity bus service.

Town Manager’s Report. A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to accept the Town Manager’s Report. The Town Manager’s Report contained an update on sales and lodging tax. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter 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 at 7:47 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Pete Muldoon, Mayor

Sandra P. Birdyshaw, Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2	JACKSON CURBSIDE INC.	00026642	RECYCLING COLLECTION @ T	03/10/2019	405.00	.00	
2	JACKSON CURBSIDE INC.	00026652	RECYCLING COLLECTION @ D	03/10/2019	985.00	.00	
Total 2:					1,390.00	.00	
5	CARQUEST AUTO PARTS INC.	6090-424970	BRK PAD PLAT CERAMIC	03/05/2019	45.77	.00	
5	CARQUEST AUTO PARTS INC.	6090-425449	RUBBER CASKET MAKER	03/08/2019	70.14	.00	
5	CARQUEST AUTO PARTS INC.	6090-425464	GATORBACK POLYV BELT, SHI	03/08/2019	244.03	.00	
5	CARQUEST AUTO PARTS INC.	6090-425616	BRK PAD SET CERMIC	03/11/2019	95.98	.00	
5	CARQUEST AUTO PARTS INC.	6090-426160	OIL FILTER-HD	03/15/2019	8.48	.00	
5	CARQUEST AUTO PARTS INC.	6090-426537	AIR FILTER HD, FRT	03/19/2019	32.73	.00	
5	CARQUEST AUTO PARTS INC.	6090426676	TORX BIT SET, HEX BALL SAE	03/20/2019	57.43	.00	
5	CARQUEST AUTO PARTS INC.	6090-426732	BRK PAD PLAT CERAMIC	03/20/2019	45.77	.00	
5	CARQUEST AUTO PARTS INC.	6090-427159	CREDIT: RETURN BRK PAD PL	03/24/2019	45.77-	.00	
5	CARQUEST AUTO PARTS INC.	6090-427436	SERPENTINE BELT, SERP BELT	03/27/2019	87.58	.00	
5	CARQUEST AUTO PARTS INC.	6090-427438	RELAY	03/27/2019	110.52	.00	
5	CARQUEST AUTO PARTS INC.	6090-427802	BWP FLTRUN MICRO V	03/30/2019	96.52	.00	
5	CARQUEST AUTO PARTS INC.	6090-428034	BWP FLTRUN MICRO V	04/02/2019	96.52	.00	
Total 5:					945.70	.00	
10	CASH	040419	OFFICE SUPPLIES	04/04/2019	57.60	.00	
10	CASH	040419	RECORDING & FILING FEES	04/04/2019	102.00	.00	
10	CASH	040419	CASH OVER SHORT	04/04/2019	16.34	.00	
Total 10:					175.94	.00	
13	SAFETY SUPPLY & SIGN CO., I	166543	SIGNAGE PATHWAYS	11/01/2018	740.72	.00	
Total 13:					740.72	.00	
36	IDAHO STATE TAX COMMISSIO	040219	MARCH WITHHOLDINGS	04/02/2019	3,852.00	3,852.00	04/02/2019
Total 36:					3,852.00	3,852.00	
50	CMI - TECO	42533	WLDT CHAIN, SCREW, NUT, FR	03/05/2019	1,476.33	.00	
50	CMI - TECO	42593	SPINNER MOTOR HYD	03/07/2019	505.96	.00	
Total 50:					1,982.29	.00	
51	ACE HARDWARE	642115	HITCH PIN	02/25/2019	3.44	.00	
51	ACE HARDWARE	643049	QM CLOSET KEY	03/06/2019	17.45	.00	
51	ACE HARDWARE	643836	QUARTER MASTER KEYS	03/13/2019	6.98	.00	
51	ACE HARDWARE	643868	GOLD MED DUTY ULT WALL, B	03/13/2019	11.98	.00	
51	ACE HARDWARE	643912	HX BOLTS USS Z, STOP NTS U	03/14/2019	10.80	.00	
51	ACE HARDWARE	643956	SHELF 5 TIER CHROME	03/14/2019	119.99	.00	
51	ACE HARDWARE	644070	TARP POLY BLUE 6'X8'	03/15/2019	7.99	.00	
51	ACE HARDWARE	644071	TARP POLY BLUE 6'X8'	03/15/2019	7.99	.00	
51	ACE HARDWARE	644120	WINDOW BLINDS @ BUNK HOU	03/15/2019	1,733.75	.00	
51	ACE HARDWARE	644390	KEYKRAFTER, CUT-OFF WHL 7/	03/19/2019	37.10	.00	
51	ACE HARDWARE	644977	BROOM CORN WAREHOUSE A	03/23/2019	25.98	.00	
51	ACE HARDWARE	645059	PADLOCK	03/25/2019	6.49	.00	
51	ACE HARDWARE	645066	ANTI-FREEZE RV GAL	03/25/2019	26.94	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
51	ACE HARDWARE	645241	BIT PILOT DRILL 1/4" ACE, AIR	03/26/2019	25.95	.00	
Total 51:					2,042.83	.00	
55	TETON COUNTY SHERIFF'S-JAI	532	FEBUARY INMATES	02/28/2019	1,152.00	.00	
55	TETON COUNTY SHERIFF'S-JAI	533	MARCH INMATES	04/02/2019	1,944.00	.00	
Total 55:					3,096.00	.00	
58	CURRAN-SEELEY FOUNDATIO	02052588	4TH QUARTER	04/01/2019	12,062.50	.00	
Total 58:					12,062.50	.00	
70	THYSSEN KRUPP ELEVATOR C	5001036684	GOLD- FULL MAINTENANCE SE	03/06/2019	822.00	.00	
Total 70:					822.00	.00	
81	EVANS CONSTRUCTION INC	19-01 #1 (FINA	PROJ: 2018 CHIP SEAL APPLIC	08/30/2018	13,774.00	.00	
81	EVANS CONSTRUCTION INC	194008	TICKET #: 140169714, 14016971	03/08/2019	2,798.70	.00	
81	EVANS CONSTRUCTION INC	194053	JOB NAME: 2018/2019 TOJ CHE	03/13/2019	2,823.60	.00	
Total 81:					19,396.30	.00	
88	AIRGAS INTERMOUNTAIN INC.	9085538854	HLMY DGTL INFTY RELIC	02/05/2019	303.40	.00	
88	AIRGAS INTERMOUNTAIN INC.	9960295933	RENT CYL IND LARGE ACETYL	02/28/2019	90.03	.00	
Total 88:					393.43	.00	
96	HIGH COUNTRY LINEN	0119047	MATS @ SHELTER	03/13/2019	61.93	.00	
96	HIGH COUNTRY LINEN	0119289	BUILD MAINT: PUBLIC WORKS-	03/14/2019	73.85	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: ADMIN	03/14/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: SEASONAL	03/14/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: SEWER	03/14/2019	19.40	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: WATER	03/14/2019	26.67	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: STREET	03/14/2019	55.78	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: FLEET	03/14/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0119289	UNIFORMS: WWTP	03/14/2019	14.55	.00	
96	HIGH COUNTRY LINEN	0119890	BUILDING MAINT: TOJ HOME R	03/18/2019	7.50	.00	
96	HIGH COUNTRY LINEN	0120453	BUILD MAINT: PUBLIC WORKS-	03/21/2019	34.70	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: ADMIN	03/21/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: SEWER	03/21/2019	19.40	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: WATER	03/21/2019	26.67	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: STREET	03/21/2019	55.78	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: FLEET	03/21/2019	38.80	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: WWTP	03/21/2019	14.55	.00	
96	HIGH COUNTRY LINEN	0120453	UNIFORMS: SEASONAL	03/21/2019	9.70	.00	
96	HIGH COUNTRY LINEN	0121192	MATS @ TOWN HALL	03/26/2019	215.50	.00	
96	HIGH COUNTRY LINEN	S0111034	KITCHEN TOWELS	01/24/2019	43.70	.00	
96	HIGH COUNTRY LINEN	S0113905	TOWN HALL SUPPLIES	02/11/2019	109.25	.00	
96	HIGH COUNTRY LINEN	S0115802	BUILDING MAINT: TOJ HOME R	02/21/2019	292.50	.00	
96	HIGH COUNTRY LINEN	S0119929	LINERS	03/18/2019	58.06	.00	
96	HIGH COUNTRY LINEN	S0119938	SIERRA CNTROL PULL,JUMP T	03/18/2019	177.16	.00	
96	HIGH COUNTRY LINEN	S0120585	KITCHEN TOWELS	03/21/2019	43.70	.00	
Total 96:					1,467.05	.00	
106	INTERSTATE BATTERY	22243000	(1) SRM-24	03/04/2019	101.95	.00	
106	INTERSTATE BATTERY	22243093	(2) MT-78, (1) MTP-48/H6	03/11/2019	321.85	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
106	INTERSTATE BATTERY	22243171	(1) SRM-24	03/18/2019	86.95	.00	
106	INTERSTATE BATTERY	22243261	(1) MTP-65HD, (1) SRM-24	03/25/2019	209.90	.00	
106	INTERSTATE BATTERY	22243330	(2) MTP-48/H6	04/01/2019	243.90	.00	
Total 106:					964.55	.00	
114	JACKSON LUMBER INC	00433217-001	SOLID BRAID NYLON ROPE, HE	03/15/2019	76.25	.00	
114	JACKSON LUMBER INC	00433752-001	JUG ICE MELT	03/19/2019	24.38	.00	
114	JACKSON LUMBER INC	00434017-001	BUNDLE OF LATH	03/19/2019	92.20	.00	
114	JACKSON LUMBER INC	00434126-001	ZERO ICE MELT	03/20/2019	16.68	.00	
114	JACKSON LUMBER INC	00434439-001	SM BLUE	03/21/2019	27.26	.00	
114	JACKSON LUMBER INC	00436644-001	MILW PREC CHALK N REEL, PE	03/29/2019	77.73	.00	
Total 114:					314.50	.00	
131	JACKSON HOLE NEWS & GUID	292915	AD#360790	03/06/2019	101.88	.00	
131	JACKSON HOLE NEWS & GUID	292924	AD#360775	03/06/2019	281.18	.00	
131	JACKSON HOLE NEWS & GUID	293426	AD#360512	03/20/2019	200.00	.00	
131	JACKSON HOLE NEWS & GUID	293497	AD#361524	03/27/2019	364.80	.00	
131	JACKSON HOLE NEWS & GUID	293498	AD#361526	03/27/2019	537.60	.00	
131	JACKSON HOLE NEWS & GUID	293499	AD#361527	03/27/2019	537.60	.00	
131	JACKSON HOLE NEWS & GUID	293500	AD#361629	03/27/2019	364.80	.00	
131	JACKSON HOLE NEWS & GUID	293596	AD#361545	03/27/2019	436.03	.00	
131	JACKSON HOLE NEWS & GUID	293597	AD#361544	03/27/2019	154.85	.00	
131	JACKSON HOLE NEWS & GUID	293647	AD#360972- FPN: 2018 GOC AG	03/27/2019	73.35	.00	
131	JACKSON HOLE NEWS & GUID	293647	AD#360973- FPN: 2018 UV DISI	03/27/2019	73.35	.00	
131	JACKSON HOLE NEWS & GUID	293814	AD#360502	03/29/2019	590.70	.00	
Total 131:					3,716.14	.00	
154	THE CHILDREN'S LEARNING C	032119	4TH QUARTER CONTRACT	03/21/2019	25,350.00	.00	
Total 154:					25,350.00	.00	
156	LOWER VALLEY ENERGY INC	92050-017- 03/	92050-017: INTERMED TREATM	03/29/2019	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-021- 03/	92050-021: 150 E PEARL AVE	03/29/2019	1,870.44	.00	
156	LOWER VALLEY ENERGY INC	92050-025- 03/	92050-025: SK W NEW SHOP	03/29/2019	727.23	.00	
156	LOWER VALLEY ENERGY INC	92050-047- 03/	92050-047: UV BUILDING	03/29/2019	471.95	.00	
156	LOWER VALLEY ENERGY INC	92050-049- 03/	92050-049: WASTE WATER PLA	03/29/2019	8,223.30	.00	
156	LOWER VALLEY ENERGY INC	92050-051: 03/	92050-051: WELL #5	03/29/2019	2,466.86	.00	
156	LOWER VALLEY ENERGY INC	92050-114: 03/	92050-114: HOME RANCH REST	03/29/2019	416.98	.00	
156	LOWER VALLEY ENERGY INC	92050-131: 03/	92050-131: 195 E DELONEY RE	03/29/2019	323.91	.00	
Total 156:					14,516.67	.00	
187	NELSON ENGINEERING	49032	PROJ: 17-142-03 ASPEN CEMET	02/28/2019	3,335.00	.00	
Total 187:					3,335.00	.00	
192	WEBER, MICHELLE	030419	REIMBURSE FOR TRAVEL TO I	03/04/2019	633.50	.00	
Total 192:					633.50	.00	
215	RED'S AUTO GLASS, INC.	1035796	LABOR INSTALL SIDE GLASS B	02/08/2019	142.50	.00	
Total 215:					142.50	.00	
226	O'RYAN CLEANERS	030119	DRY CLEANING	03/01/2019	153.61	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 226:					153.61	.00	
236	SMITH POWER PRODUCTS,INC	3075360	SENSOR ASSEMBLY SPEED R	03/08/2019	98.86	.00	
Total 236:					98.86	.00	
241	ST JOHN'S HOSPITAL	50000065	CHEM & LAB	02/06/2019	790.00	.00	
Total 241:					790.00	.00	
257	NAPA AUTO PARTS INC.	811902	SF BLA, BRAKLEEN 50 ST	10/24/2018	17.36	.00	
257	NAPA AUTO PARTS INC.	833094	LED TL BLB LOAD RESIS	02/20/2019	25.98	.00	
257	NAPA AUTO PARTS INC.	833739	CERAMIC LED RESISTOR	02/23/2019	30.78	.00	
257	NAPA AUTO PARTS INC.	834081	NAPAGOLD AIR FILTERS	02/26/2019	47.91	.00	
257	NAPA AUTO PARTS INC.	834110	CREDIT: RETURN NAPAGOLD A	02/26/2019	625.07-	.00	
257	NAPA AUTO PARTS INC.	834558	LED MDL 44 STROBE-GMT, FR	02/28/2019	68.26	.00	
257	NAPA AUTO PARTS INC.	834984	SOL12V17, FRT	03/04/2019	554.90	.00	
257	NAPA AUTO PARTS INC.	835508	LED MDL 44 STROBE-GMT	03/06/2019	116.58	.00	
257	NAPA AUTO PARTS INC.	835548	G M LED ROUND BLUE	03/06/2019	69.44	.00	
257	NAPA AUTO PARTS INC.	835653	24V STARTER, CORE DEPOSIT	03/07/2019	500.00	.00	
257	NAPA AUTO PARTS INC.	835808	NAPA CABIN AIR FILTER	03/07/2019	8.79	.00	
257	NAPA AUTO PARTS INC.	836024	LAMP	03/08/2019	29.92	.00	
257	NAPA AUTO PARTS INC.	836203	CERAMIC BRAKE LINE, MACS B	03/11/2019	26.29	.00	
257	NAPA AUTO PARTS INC.	836245	MASS AIR FLOW	03/11/2019	68.67	.00	
257	NAPA AUTO PARTS INC.	836349	PRIMARY WIRE	03/11/2019	39.00	.00	
257	NAPA AUTO PARTS INC.	836458	BLADE	03/12/2019	141.45	.00	
257	NAPA AUTO PARTS INC.	836475	GRYPSML	03/12/2019	79.98	.00	
257	NAPA AUTO PARTS INC.	836475	GRYPSML	03/12/2019	79.98-	.00	
257	NAPA AUTO PARTS INC.	836475	GRYPSML	03/12/2019	79.98	.00	
257	NAPA AUTO PARTS INC.	836481	14.1 OZMAP-PROCYL	03/12/2019	13.49	.00	
257	NAPA AUTO PARTS INC.	836492	TESTER	03/12/2019	49.35	.00	
257	NAPA AUTO PARTS INC.	836775	NAPAGOLD AIR FILTER	03/13/2019	22.52	.00	
257	NAPA AUTO PARTS INC.	836783	CREDIT: RETURN NAPAGOLD	03/13/2019	4.04-	.00	
257	NAPA AUTO PARTS INC.	836784	NAPAGOLD OIL FILTER	03/13/2019	4.04	.00	
257	NAPA AUTO PARTS INC.	836866	NAPAGOLD AIR FILTERS, NAPA	03/13/2019	618.58	.00	
257	NAPA AUTO PARTS INC.	836868	VISTA BEAMS, NAPAGOLD FUE	03/13/2019	120.58	.00	
257	NAPA AUTO PARTS INC.	837009	SEA FOAM SPRAY	03/14/2019	17.98	.00	
257	NAPA AUTO PARTS INC.	837220	OIL FILTER	03/15/2019	7.73	.00	
257	NAPA AUTO PARTS INC.	837285	FUEL SYS CLNR-TANK AD	03/15/2019	9.12	.00	
257	NAPA AUTO PARTS INC.	837405	TESTER	03/16/2019	49.35	.00	
257	NAPA AUTO PARTS INC.	837464	OXYGEN SENSOR	03/16/2019	44.35	.00	
257	NAPA AUTO PARTS INC.	837770	LED MDL 35 OMNI V	03/19/2019	19.98	.00	
257	NAPA AUTO PARTS INC.	837795	SLACK ADJ, FR	03/19/2019	753.18	.00	
257	NAPA AUTO PARTS INC.	838140	BRAKE PADS	03/20/2019	61.09	.00	
257	NAPA AUTO PARTS INC.	838559	MEGUIARS INTRIOR DTLN, STO	03/22/2019	16.89	.00	
257	NAPA AUTO PARTS INC.	838758	NAPAGOLD AIR FILTER	03/23/2019	13.50	.00	
257	NAPA AUTO PARTS INC.	838915	NAPAGOLD AIR FILTER	03/25/2019	117.31	.00	
257	NAPA AUTO PARTS INC.	838918	NAPAGOLD AIR FILTER	03/25/2019	82.49	.00	
257	NAPA AUTO PARTS INC.	839180	GUNK ENGINE DEGREE, HYD O	03/26/2019	50.36	.00	
257	NAPA AUTO PARTS INC.	839553	REMAN STARTER, CORE DEPO	03/28/2019	716.36	.00	
Total 257:					3,984.45	.00	
268	TETON MOTORS INC	5089488	HOSE, NOZZLE	02/25/2019	19.37	.00	
268	TETON MOTORS INC	5089702	HOSE	03/13/2019	22.07	.00	
268	TETON MOTORS INC	5089705	SENSOR	03/13/2019	55.53	.00	
268	TETON MOTORS INC	6138643	ALIGNMENT WORK ON 2013 CH	03/05/2019	97.15	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 268:					194.12	.00	
298	TETON YOUTH & FAMILY SERV	040119	3RD QUARTER PAYMENT	04/01/2019	40,500.00	.00	
Total 298:					40,500.00	.00	
309	WEBER DRILLING	6018A	THAW WATER LINE @ 900 BLK	03/12/2019	1,050.00	.00	
Total 309:					1,050.00	.00	
328	842-NCBERS GROUP WYOMIN	842042019	PAYROLL DEDUCTIONS	03/13/2019	168.00	168.00	04/02/2019
Total 328:					168.00	168.00	
329	WYOMING RETIREMENT SYST	171487	MARCH CONTRIBUTIONS	03/28/2019	45,019.25	45,019.25	04/02/2019
329	WYOMING RETIREMENT SYST	171488	MARCH CONTRIBUTIONS	03/28/2019	48,357.46	48,357.46	04/02/2019
329	WYOMING RETIREMENT SYST	171489	MARCH CONTRIBUTIONS	03/28/2019	54,587.76	54,587.76	04/02/2019
Total 329:					147,964.47	147,964.47	
401	POST REGISTER	142541	POLICE OFFICER AD	03/29/2019	339.68	.00	
Total 401:					339.68	.00	
472	WHITE GLOVE CLEANING, INC.	11036	CONSTRUCTION CLEANING, T	03/19/2019	292.50	.00	
Total 472:					292.50	.00	
552	RENDEZVOUS ENGINEERING,	21021	JOB #: 18-033- TOJ PUBLIC WO	02/28/2019	6,719.48	.00	
Total 552:					6,719.48	.00	
668	FREEDOM MAILING SERVICE I	35564	BUSINESS LAW CHANGES LET	03/14/2019	797.50	.00	
Total 668:					797.50	.00	
671	LINCOLN NATIONAL LIFE	043019	APRIL 2019 PREMIUM	03/15/2019	5,498.01	5,498.01	03/19/2019
671	LINCOLN NATIONAL LIFE	3855633610	107391 PREMIUM	03/20/2019	1,078.79	1,078.79	03/22/2019
Total 671:					6,576.80	6,576.80	
677	MACY'S SERVICES	30061	CAMERA LINES, SEWER JET, P	02/28/2019	1,299.00	.00	
Total 677:					1,299.00	.00	
706	USA BLUE BOOK	828561	FDILUTION BOTTLES POLYSUL	03/04/2019	445.67	.00	
Total 706:					445.67	.00	
708	DELTA DENTAL PLAN OF WYO	032919	MARCH CLAIMS	03/29/2019	10,618.62	10,618.62	04/02/2019
708	DELTA DENTAL PLAN OF WYO	043019	APRIL 2019 PREMIUM	03/15/2019	572.00	572.00	03/19/2019
Total 708:					11,190.62	11,190.62	
777	UPPER CASE PRINTING INK	14240	ENVELOPES and business owner	03/15/2019	324.72	.00	
777	UPPER CASE PRINTING INK	14268	REC CLOSURE INSERTS	03/25/2019	156.83	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 777:					481.55	.00	
1012	SEATON EARTHMOVER INC.	27733	FAIR GROUNDS SNOW STORA	03/01/2019	1,570.80	.00	
1012	SEATON EARTHMOVER INC.	27734	FAIR GROUNDS SNOW STORA	03/02/2019	1,570.80	.00	
1012	SEATON EARTHMOVER INC.	27735	FAIR GROUNDS SNOW STORA	03/04/2019	729.30	.00	
1012	SEATON EARTHMOVER INC.	27736	FAIR GROUNDS SNOW STORA	03/05/2019	1,570.80	.00	
1012	SEATON EARTHMOVER INC.	27743	FAIR GROUNDS SNOW STORA	03/06/2019	1,346.40	.00	
1012	SEATON EARTHMOVER INC.	27744	FAIR GROUNDS SNOW STORA	03/07/2019	1,458.60	.00	
1012	SEATON EARTHMOVER INC.	27745	FAIR GROUNDS SNOW STORA	03/08/2019	1,683.00	.00	
1012	SEATON EARTHMOVER INC.	27746	FAIR GROUNDS SNOW STORA	03/09/2019	1,795.20	.00	
1012	SEATON EARTHMOVER INC.	27747	FAIR GROUNDS SNOW STORA	03/11/2019	1,683.00	.00	
1012	SEATON EARTHMOVER INC.	27749	FAIR GROUNDS SNOW STORA	03/10/2019	897.60	.00	
1012	SEATON EARTHMOVER INC.	27756	FAIR GROUNDS SNOW STORA	03/16/2019	1,795.20	.00	
1012	SEATON EARTHMOVER INC.	27766	FAIR GROUNDS SNOW STORA	03/19/2019	1,683.00	.00	
1012	SEATON EARTHMOVER INC.	27769	FAIR GROUNDS SNOW STORA	03/20/2019	729.30	.00	
Total 1012:					18,513.00	.00	
1022	GALLS INC.	011537479	NAMEPLATE	12/18/2018	8.99	.00	
1022	GALLS INC.	011593699	NAMEPLATE	12/27/2018	17.98	.00	
1022	GALLS INC.	012176706	NAMEPLATE	03/11/2019	22.98	.00	
1022	GALLS INC.	012272779	PANTS	03/21/2019	146.45	.00	
Total 1022:					196.40	.00	
1081	JACK'S TIRE & OIL	700927-37	12R22.5 MICHELIN XDN2	03/18/2019	2,197.96	.00	
1081	JACK'S TIRE & OIL	703012-37	ERS SERVICE, TIRE CHNGE, O-	03/26/2019	320.95	.00	
Total 1081:					2,518.91	.00	
1134	ENERGY LABORATORIES INC.	216631	EFFLUENT, BEFORE THE LIGH	02/25/2019	43.00	.00	
1134	ENERGY LABORATORIES INC.	219458	INFLUENT, EFFLUENT	03/12/2019	106.00	.00	
1134	ENERGY LABORATORIES INC.	220094	CCR PREPERATION	03/18/2019	75.00	.00	
1134	ENERGY LABORATORIES INC.	222134	WELL #5- ANALYSIS PARAMET	03/26/2019	189.00	.00	
Total 1134:					413.00	.00	
1165	GRAFIX SHOPPE INC.	125725	custom REFLECTIVE GRAPHIC	01/31/2019	520.17	.00	
1165	GRAFIX SHOPPE INC.	126271	DRIVER SIDE REAR QUARTER	03/06/2019	177.70	.00	
Total 1165:					697.87	.00	
1355	TETON COUNTY TRANSFER ST	404622	CONST/DEMO	03/25/2019	167.00	.00	
Total 1355:					167.00	.00	
1443	TETON COUNTY CLERK	PROJ: HPR321	CAMBRIDGE SYSTEMATICS RE	04/01/2019	21,683.00	.00	
1443	TETON COUNTY CLERK	PROJ: HPR321	CAMBRIDGE SYSTEMATICS RE	04/01/2019	4,547.50	.00	
1443	TETON COUNTY CLERK	PROJ: HPR321	CAMBRIDGE SYSTEMATICS RE	04/01/2019	11,596.50	.00	
1443	TETON COUNTY CLERK	PROJ: HPR321	CAMBRIDGE SYSTEMATICS RE	11/26/2018	6,712.80	.00	
Total 1443:					44,539.80	.00	
1505	SPRING CREEK ANIMAL HOSPI	624959783	DOG FOOD	03/14/2019	79.98	.00	
1505	SPRING CREEK ANIMAL HOSPI	624960408	K9 EXAM	03/26/2019	107.16	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1505:					187.14	.00	
1560	BLUE SPRUCE CLEANERS,INC	040119	DRY CLEANING	04/01/2019	379.06	.00	
Total 1560:					379.06	.00	
1640	WESTERN STATES	IN000916050	MIRROR- 950 FII	03/08/2019	166.58	.00	
1640	WESTERN STATES	IN000929723	GRILL A 950 FII	03/25/2019	1,311.82	.00	
1640	WESTERN STATES	IN000929731	SHEETS- 950F11	03/25/2019	814.05	.00	
1640	WESTERN STATES	IN000929739	TUBE AS	03/25/2019	102.06	.00	
1640	WESTERN STATES	IN000935181	ADDITIVE, FRT	03/29/2019	237.65	.00	
Total 1640:					2,632.16	.00	
1691	CORE & MAIN LP	K311234	CREDIT: MACH10 R900I GAL	03/26/2019	1,201.20-	.00	
Total 1691:					1,201.20-	.00	
1783	AT&T	03162019	WIRELESS	03/08/2019	92.55	.00	
Total 1783:					92.55	.00	
1949	VERIZON WIRELESS	9826273107	690-4676	03/15/2019	36.51	.00	
1949	VERIZON WIRELESS	9826273107	690-4676	03/15/2019	36.51-	.00	
1949	VERIZON WIRELESS	9826273107	690-7868	03/15/2019	36.51	.00	
1949	VERIZON WIRELESS	9826273107	699-2277	03/15/2019	46.21	.00	
Total 1949:					82.72	.00	
2158	ZEP SALES & SERVICE	9004094885	CAR AND TRUCK TOUCH FREE	03/12/2019	895.98	.00	
Total 2158:					895.98	.00	
2269	AFLAC	020333	ACCOUNT #y9599	03/25/2019	3,481.27	3,481.27	04/02/2019
Total 2269:					3,481.27	3,481.27	
2458	AMERIGAS	3090079094	PROPANE FOR MIDDLE TANK:	03/15/2019	1,921.01	.00	
2458	AMERIGAS	3090079098	PROPANE FOR EAST TANK: 03/	03/15/2019	369.88	.00	
2458	AMERIGAS	3090079104	PROPANE FOR WEST TANK: 03	03/15/2019	1,209.85	.00	
Total 2458:					3,500.74	.00	
2485	KENWORTH SALES COMPANY	IDFCM135408	CREDIT: RETURNED CARD-AD9	03/13/2019	128.48-	.00	
2485	KENWORTH SALES COMPANY	IDFIN3249384	CART-AD9	03/04/2019	120.48	.00	
2485	KENWORTH SALES COMPANY	IDFIN3262944	KIT-AD9 REPLACEMENT	03/13/2019	463.88	.00	
Total 2485:					455.88	.00	
2601	JACK'S TRUCK & EQUIPMENT	X302015515:0	KEY, NUTS, BRNG 4 BLT, CAR	03/01/2019	2,100.01	.00	
Total 2601:					2,100.01	.00	
2669	SAFETY-KLEEN SYSTEMS, INC.	79091960	EXTENDED SERVICE AREA FE	03/06/2019	486.98	.00	
Total 2669:					486.98	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2815	COLORADO/WEST EQUIPMENT	0178247-IN	SPENDER, LOW COOLANT, NE	01/31/2019	70.34	.00	
Total 2815:					70.34	.00	
2842	YELLOW IRON EXCAVATION, L	34854	TRASH REMOVAL @ SHELTER	02/28/2019	124.00	.00	
Total 2842:					124.00	.00	
2850	LDA INC.	0453	SHIPPING- FLEET- SMITH POW	03/15/2019	44.09	.00	
2850	LDA INC.	0943	SHIPPING: WATER SAMPLES	04/02/2019	59.33	.00	
Total 2850:					103.42	.00	
3070	VALLEY WEST ENGINEERING,	1413	PROJ: HANSEN SIDEWALK- BIL	02/13/2019	6,990.00	.00	
Total 3070:					6,990.00	.00	
3148	WYO CONFERENCE OF MUNI C	032219	COURT CONFERENCE REGIST	03/22/2019	225.00	.00	
Total 3148:					225.00	.00	
3237	THE AFTERMARKET PARTS CO	81502120	WIPER BLADES	12/04/2018	26.29	.00	
3237	THE AFTERMARKET PARTS CO	81643259	BELT-FAN CRANK TO RA, FRT	03/22/2019	396.77	.00	
3237	THE AFTERMARKET PARTS CO	81644933	BELT-FAN CRANK TO RA	03/25/2019	682.82	.00	
Total 3237:					1,105.88	.00	
3408	E.R. OFFICE EXPRESS	11780	OFFICE SUPPLIES	02/07/2019	30.85	.00	
3408	E.R. OFFICE EXPRESS	11893	ENVELOPES	02/18/2019	127.64	.00	
3408	E.R. OFFICE EXPRESS	11921	CATALOG ENVELOPES	02/20/2019	29.93	.00	
3408	E.R. OFFICE EXPRESS	12162	FILE FOLDERS	03/19/2019	54.20	.00	
3408	E.R. OFFICE EXPRESS	12163	COPY PAPER	03/19/2019	236.97	.00	
3408	E.R. OFFICE EXPRESS	12210	POCKET FOLDERS	03/25/2019	314.80	.00	
3408	E.R. OFFICE EXPRESS	12220	PAPER	03/25/2019	160.56	.00	
3408	E.R. OFFICE EXPRESS	12223	DATE STAMP	03/26/2019	75.99	.00	
3408	E.R. OFFICE EXPRESS	12236	CDS AND ENVELOPES	03/27/2019	114.00	.00	
3408	E.R. OFFICE EXPRESS	12278	stool	03/31/2019	179.99	.00	
Total 3408:					1,324.93	.00	
3420	VISA	1016 022119	USPS	02/21/2019	55.00	55.00	03/18/2019
3420	VISA	1073 022119	SMITHS FOOD	02/21/2019	64.59	64.59	03/18/2019
3420	VISA	1115 022119	CONOCO CASPER	02/21/2019	46.06	46.06	03/18/2019
3420	VISA	1115 022119	TAYLOR CREEK STORE	02/21/2019	7.87	7.87	03/18/2019
3420	VISA	1115 022119	RIPLEYS VACUUM CENTER	02/21/2019	369.83	369.83	03/18/2019
3420	VISA	1123 022119	STILLWEST BREWERY AND GR	02/21/2019	51.46	51.46	03/18/2019
3420	VISA	1164 022119	STAPLES DIRECT	02/21/2019	79.99	79.99	03/18/2019
3420	VISA	1255 022119	EXXON CASPER WY	02/21/2019	38.89	38.89	03/18/2019
3420	VISA	1255 022119	HOLIDAY INN CASPER	02/21/2019	102.46	102.46	03/18/2019
3420	VISA	1255 022119	ALBERTSONS CASPER	02/21/2019	11.51	11.51	03/18/2019
3420	VISA	1255 022119	HAMSFORK STATION KEMMER	02/21/2019	42.11	42.11	03/18/2019
3420	VISA	1255 022119	CARLS JR POCATELLO ID	02/21/2019	18.00	18.00	03/18/2019
3420	VISA	1255 022119	QDOBA CASPER	02/21/2019	11.80	11.80	03/18/2019
3420	VISA	2030 022119	CUSTOM PRODUCTS	02/21/2019	327.61	327.61	03/18/2019
3420	VISA	4564 022119	USPS	02/21/2019	8.10	8.10	03/18/2019
3420	VISA	4564 022119	DAVEY COACH SALES	02/21/2019	112.41	112.41	03/18/2019
3420	VISA	4564 022119	LORMAN.COM	02/21/2019	499.00	499.00	03/18/2019
3420	VISA	4564 022119	LOAF AND JUG	02/21/2019	2.39	2.39	03/18/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420 VISA		4564 022119	ASCE PURCHASING	02/21/2019	270.00	270.00	03/18/2019
3420 VISA		5207 022119	GUN BARREL	02/21/2019	159.50	159.50	03/18/2019
3420 VISA		5207 022119	ALBERTSONS	02/21/2019	22.23	22.23	03/18/2019
3420 VISA		5207 022119	PEARL STREET BAGELS	02/21/2019	10.50	10.50	03/18/2019
3420 VISA		5207 022119	STILLWATER BREWERY AND G	02/21/2019	159.97	159.97	03/18/2019
3420 VISA		5207 022119	FEDERAL EXPRESS	02/21/2019	72.73	72.73	03/18/2019
3420 VISA		5207 022119	FEDEXPRESS OFFICE	02/21/2019	74.20	74.20	03/18/2019
3420 VISA		5207 022119	DOMINOS	02/21/2019	104.72	104.72	03/18/2019
3420 VISA		5207 022119	KINGS SUSHI JACKSON	02/21/2019	105.98	105.98	03/18/2019
3420 VISA		5207 022119	PEARL STREET BAGELS	02/21/2019	53.00	53.00	03/18/2019
3420 VISA		5207 022119	JACKSON WHOLE GROCER	02/21/2019	50.61	50.61	03/18/2019
3420 VISA		5207 022119	ALBERTSONS	02/21/2019	307.57	307.57	03/18/2019
3420 VISA		5207 022119	AM ZONA MARKET PLACE	02/21/2019	119.99	119.99	03/18/2019
3420 VISA		5207 022119	TIPS/HEALTH COMMUNICATIO	02/21/2019	55.00	55.00	03/18/2019
3420 VISA		5215 022119	SMITHS FOOD OFFICE SUPPLI	02/21/2019	27.18	27.18	03/18/2019
3420 VISA		5215 022119	COCA COLA BOTTLED WATER	02/21/2019	21.00	21.00	03/18/2019
3420 VISA		5215 022119	PHILLIPS 66 GAS IN UT	02/21/2019	35.71	35.71	03/18/2019
3420 VISA		5215 022119	MAVERICK GAS IN EVANSTON	02/21/2019	14.65	14.65	03/18/2019
3420 VISA		5215 022119	SHELL OIL GAS IN JACKSON	02/21/2019	14.06	14.06	03/18/2019
3420 VISA		5397 022119	PUBLIC RELATIONS SOCIETY	02/21/2019	949.00	949.00	03/18/2019
3420 VISA		5397 022119	COOLWORKS.COM	02/21/2019	149.00	149.00	03/18/2019
3420 VISA		5397 022119	PIZZA HUT	02/21/2019	237.64	237.64	03/18/2019
3420 VISA		5397 022119	PIZZA HUT	02/21/2019	47.19	47.19	03/18/2019
3420 VISA		5397 022119	D.O.G.	02/21/2019	175.95	175.95	03/18/2019
3420 VISA		5397 022119	AMERICAN PUBLIC WORKS	02/21/2019	325.00	325.00	03/18/2019
3420 VISA		5397 022119	COOLWORKS.COM	02/21/2019	149.00	149.00	03/18/2019
3420 VISA		5397 022119	FORUM INTERACTIVE	02/21/2019	199.00	199.00	03/18/2019
3420 VISA		5397 022119	CREDIT VOUCHER BLICK ART	02/21/2019	4.83-	4.83-	03/18/2019
3420 VISA		5397 022119	ALBERTSONS	02/21/2019	47.74	47.74	03/18/2019
3420 VISA		5397 022119	ALBERTSONS	02/21/2019	45.38	45.38	03/18/2019
3420 VISA		5397 022119	STAPLES	02/21/2019	33.99	33.99	03/18/2019
3420 VISA		6106 022119	CNA INSURANCE	02/21/2019	50.00	50.00	03/18/2019
3420 VISA		6106 022119	INTL CODE COUNCIL	02/21/2019	800.00	800.00	03/18/2019
3420 VISA		6106 022119	RIO SUITES ADVANCE	02/21/2019	61.23	61.23	03/18/2019
3420 VISA		6106 022119	STAPLES	02/21/2019	95.25	95.25	03/18/2019
3420 VISA		6106 022119	INTL CODE COUNCIL	02/21/2019	135.00	135.00	03/18/2019
3420 VISA		6106 022119	APA MEMBERSHIP	02/21/2019	595.00	595.00	03/18/2019
3420 VISA		6106 022119	INTL CODE COUNCIL	02/21/2019	258.50	258.50	03/18/2019
3420 VISA		6593 022119	CELLEBRITE	02/21/2019	3,700.00	3,700.00	03/18/2019
3420 VISA		6593 022119	PINKY G'S	02/21/2019	87.00	87.00	03/18/2019
3420 VISA		6593 022119	MOES BBQ JACKSON	02/21/2019	107.40	107.40	03/18/2019
3420 VISA		6684 022119	SU CASA CAFE	02/21/2019	74.47	74.47	03/18/2019
3420 VISA		6825 022119	STAPLES	02/21/2019	19.06	19.06	03/18/2019
3420 VISA		6825 022119	JACKSON MERCANTILE	02/21/2019	31.78	31.78	03/18/2019
3420 VISA		6825 022119	RANCH INN JACKSON WY	02/21/2019	43.20	43.20	03/18/2019
3420 VISA		6908 022119	PAYPAL OVERSTOCKCO	02/21/2019	847.99	847.99	03/18/2019
3420 VISA		6908 022119	PAYPAL BIGITAL RIVER GPS	02/21/2019	370.99	370.99	03/18/2019
3420 VISA		6908 022119	PAYPAL PAPERLIKE FOR IPAD	02/21/2019	30.52	30.52	03/18/2019
3420 VISA		6908 022119	GHOASTERY PLUS	02/21/2019	2.00	2.00	03/18/2019
3420 VISA		6908 022119	PAYPAL CLEVERBRUDGE	02/21/2019	21.15	21.15	03/18/2019
3420 VISA		6908 022119	IPHONE CITIZ PAYMENT	02/21/2019	64.50	64.50	03/18/2019
3420 VISA		6908 022119	J2 METROFAX	02/21/2019	7.95	7.95	03/18/2019
3420 VISA		6908 022119	PAYPAL-CONCRETES	02/21/2019	90.00	90.00	03/18/2019
3420 VISA		6908 022119	PAYPAL-NOMOREPAIN	02/21/2019	85.44	85.44	03/18/2019
3420 VISA		6908 022119	BUBBAS	02/21/2019	540.00	540.00	03/18/2019
3420 VISA		6908 022119	BUBBAS	02/21/2019	914.40	914.40	03/18/2019
3420 VISA		6908 022119	AMAZON WEB SERVICES	02/21/2019	78.99	78.99	03/18/2019
3420 VISA		7294 022119	SMITH FOOD	02/21/2019	47.90	47.90	03/18/2019

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420	VISA	7294 022119	STAPLES DIRECT	02/21/2019	87.86	87.86	03/18/2019
3420	VISA	7294 022119	SMITH FOOD	02/21/2019	52.38	52.38	03/18/2019
3420	VISA	7294 022119	AMAZON MARKET PLACE	02/21/2019	28.78	28.78	03/18/2019
3420	VISA	7294 022119	AMAZON MARKET PLACE	02/21/2019	316.90	316.90	03/18/2019
3420	VISA	7294 022119	AMAZON MARKET PLACE	02/21/2019	112.22	112.22	03/18/2019
3420	VISA	7294 022119	AMAZON MARKET PLACE	02/21/2019	255.00	255.00	03/18/2019
3420	VISA	8144 022119	UPS STORE	02/21/2019	15.92	15.92	03/18/2019
3420	VISA	8144 022119	AMAZON MARKET PLACE	02/21/2019	65.95	65.95	03/18/2019
3420	VISA	8144 022119	CENTRO	02/21/2019	634.68	634.68	03/18/2019
3420	VISA	8144 022119	SMITHS	02/21/2019	61.54	61.54	03/18/2019
3420	VISA	8144 022119	ALBERTSONS	02/21/2019	71.60	71.60	03/18/2019
3420	VISA	8144 022119	DAVEY COAST SALES	02/21/2019	184.80	184.80	03/18/2019
3420	VISA	8144 022119	CUTTYS BAR AND GRILL	02/21/2019	325.00	325.00	03/18/2019
3420	VISA	8144 022119	THATS GREAT NEWS	02/21/2019	199.00	199.00	03/18/2019
3420	VISA	8144 022119	1000BULBS	02/21/2019	1,184.48	1,184.48	03/18/2019
3420	VISA	8144 022119	AMAZON MARKET PLACE	02/21/2019	77.66	77.66	03/18/2019
3420	VISA	8185 022119	DOMINOS	02/21/2019	57.16	57.16	03/18/2019
3420	VISA	8185 022119	MDONALDS	02/21/2019	16.43	16.43	03/18/2019
3420	VISA	8185 022119	DOMINOS	02/21/2019	53.99	53.99	03/18/2019
3420	VISA	8185 022119	DOMINOS	02/21/2019	57.16	57.16	03/18/2019
3420	VISA	8185 022119	STAPLES	02/21/2019	27.55	27.55	03/18/2019
3420	VISA	8185 022119	STAPLES	02/21/2019	30.49	30.49	03/18/2019
3420	VISA	8185 022119	MOES BBQ JACKSON	02/21/2019	126.48	126.48	03/18/2019
3420	VISA	8185 022119	ALBERTSONS	02/21/2019	59.60	59.60	03/18/2019
Total 3420:					19,144.09	19,144.09	
3527	UPS	0000129VW40	SHIPPING CHARGE-POLICE	01/26/2019	10.17	.00	
3527	UPS	0000129VW41	SHIPPING CHARGE-POLICE	03/16/2019	31.63	.00	
3527	UPS	0000129VW41	SHIPPING CHARGE-POLICE	03/23/2019	37.22	.00	
Total 3527:					79.02	.00	
3530	AMSOIL INC	18261891 RI	SYNTHETIC 15W40 SS DIESEL	03/28/2019	8,664.97	.00	
Total 3530:					8,664.97	.00	
3594	ELK COUNTRY INN, INC.	2405IF	ROOMS	03/02/2019	128.00	.00	
Total 3594:					128.00	.00	
3596	ADVANCED GLASS TRIM, LLC	24575	WINDSHIELD #1480- 2019 FOR	03/29/2019	300.00	.00	
Total 3596:					300.00	.00	
3619	WY CHILD SUPPORT ENFORCE	032719.	case #209790 GALLEGHER	03/27/2019	146.76	146.76	03/27/2019
Total 3619:					146.76	146.76	
3754	AYLING, ALEX	032219	ROOTS RESOLE	03/22/2019	90.00	.00	
Total 3754:					90.00	.00	
3761	RAE, JOSHUA	48-03/14/19	UPGRADED MATERIAL COST-	03/14/2019	5,000.00	.00	
Total 3761:					5,000.00	.00	
3932	MILLER SANITATION	13299	CITY CAN 74 PER DAY FOR 9 D	03/16/2019	2,331.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3932	MILLER SANITATION	13300	STATT BUS ROUTE	03/16/2019	315.00	.00	
Total 3932:					2,646.00	.00	
3955	THOMSON WEST	839865961	MONTHLY CHARGES	03/01/2019	796.81	.00	
3955	THOMSON WEST	839865961	MONTHLY CHARGES	03/01/2019	398.40	.00	
3955	THOMSON WEST	839945627	LIBRARY PLAN CHANGES	03/05/2019	45.00	.00	
Total 3955:					1,240.21	.00	
3961	CHARTER	307-111-5050	307-111-5050	03/07/2019	1,886.95	.00	
Total 3961:					1,886.95	.00	
4044	IDAHO FALLS PETERBILT	501686	2XL ORANGE NITRILE	03/01/2019	30.56	.00	
4044	IDAHO FALLS PETERBILT	502101	TRUCK AUTOSOCK	03/07/2019	678.00	.00	
Total 4044:					708.56	.00	
4139	WY WORKERS' SAFETY & COM	04029	APRIL PREMIUM	04/02/2019	16,926.05	16,926.05	04/02/2019
Total 4139:					16,926.05	16,926.05	
4198	RESPOND FIRST AID SYSTEMS	137468	FIRST AID KIT SUPPLIES	03/06/2019	58.51	.00	
4198	RESPOND FIRST AID SYSTEMS	193688	FIRST AID KIT SUPPLIES	01/31/2019	51.47	.00	
Total 4198:					109.98	.00	
4212	GILLIG LLC	40557168	6X10 HEATED LOCK RING GLA	03/12/2019	55.24	.00	
4212	GILLIG LLC	40557169	KING PIN KIT	03/12/2019	310.75	.00	
4212	GILLIG LLC	40557733	16" & 8 OUT MODULE G3 HCNC,	03/13/2019	2,151.07	.00	
4212	GILLIG LLC	40558290	DUAL ELECTRIC 12V W/HORN	03/14/2019	39.88	.00	
4212	GILLIG LLC	40558291	24V 85 AMP SOLENOID, 600 AM	03/14/2019	97.60	.00	
4212	GILLIG LLC	40561529	FRT BRK CHAMBER HOSE ASM	03/25/2019	546.72	.00	
4212	GILLIG LLC	40562468	HEATER WATER VALVE ASSY	03/27/2019	671.04	.00	
4212	GILLIG LLC	40563098	DRAGLINK ASM, BRK SLACK A	03/28/2019	10,277.34	.00	
4212	GILLIG LLC	40563099	LH CAMSHAFT, RH CAMSHAFT,	03/28/2019	325.62	.00	
Total 4212:					14,475.26	.00	
4271	GRAND TARGHEE RESORT	040419	FEDERAL GRANT REIMBURSE	04/04/2019	55,493.00	.00	
Total 4271:					55,493.00	.00	
4320	WARNER TRUCK CENTER	X101260172:0	HEX FLANGE HEAD CAP SCRE	03/13/2019	74.48	.00	
4320	WARNER TRUCK CENTER	X101262481:0	VG RUT ACR SERVICE KIT, CO	03/11/2019	1,006.18	.00	
4320	WARNER TRUCK CENTER	X101262747:0	PRESSURE RELIEF VALVE	03/11/2019	270.25	.00	
4320	WARNER TRUCK CENTER	X101262771:0	EGR COOLER KIT, CORE	03/11/2019	2,246.44	.00	
4320	WARNER TRUCK CENTER	X101263607:0	PRESSURE SENSOR	03/13/2019	204.11	.00	
4320	WARNER TRUCK CENTER	X101264009:0	FUEL INJECTION DELPH PUMP	03/14/2019	1,555.92	.00	
4320	WARNER TRUCK CENTER	X101264073:0	NITROGEN OXIDE SENSRO, CO	03/14/2019	455.42	.00	
4320	WARNER TRUCK CENTER	X101264750:0	CRANKCASE VENTILATION KIT	03/18/2019	344.20	.00	
4320	WARNER TRUCK CENTER	X101265240:0	CREDIT: RETURN VG TUR ACT	03/19/2019	191.19-	.00	
4320	WARNER TRUCK CENTER	X101265569:0	INJECTOR, CORE	03/20/2019	3,772.80	.00	
4320	WARNER TRUCK CENTER	X101266138:0	INJECTOR FUEL SUPPLY TUBE	03/21/2019	102.55	.00	
4320	WARNER TRUCK CENTER	X101266404:0	INJ FUEL SUPPLY CONNECTO	03/22/2019	248.10	.00	
4320	WARNER TRUCK CENTER	X101268561:0	INJECTOR, CORE, INJ FUEL SU	03/28/2019	4,020.90	.00	
4320	WARNER TRUCK CENTER	X101268561:0	PRESSURE SWITCH	03/29/2019	12.82	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4320:					14,122.98	.00	
4338	MAILFINANCE	N7646732	POSTAGE MACHINE	03/23/2019	468.69	.00	
Total 4338:					468.69	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009674	LABOR AND MATERIAL- SECUR	03/08/2019	1,491.60	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009684	LABOR- ECIDENCE OFFICE SE	03/14/2019	192.50	.00	
4380	LONG BUILDING TECHNOLOGI	SRVCE009685	LABOR- 1ST FLOOR STAIRWEL	03/14/2019	385.00	.00	
Total 4380:					2,069.10	.00	
4485	BLISS CARGO	12704	DELIVERY OF PACKAGE- RUSH	03/01/2019	25.75	.00	
4485	BLISS CARGO	12733	DELIVERY OF PACKAGE- PETE	03/17/2019	32.25	.00	
Total 4485:					58.00	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2019-	MARCH 2019 CLEANING SERVI	03/31/2019	896.44	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2019-	MARCH 2019 CLEANING SERVI	03/31/2019	286.44	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2019-	MARCH 2019 CLEANING SERVI	03/31/2019	2,068.82	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2019-	MARCH 2019 CLEANING SERVI	03/31/2019	1,442.08	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH 2019-	MARCH 2019 CLEANING SERVI	03/31/2019	3,917.06	.00	
4614	C & A PROFESSIONAL CLEANI	MARCH2019-	MARCH 2019 CLEANING SERVI	03/31/2019	75.00	.00	
Total 4614:					8,685.84	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2831136001	BOWMALLOY FLT WSHRS, HEX	03/07/2019	230.65	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2866564001	GR 8 HEX NUT, B7 THREAD RO	03/20/2019	444.73	.00	
Total 4623:					675.38	.00	
4669	GERACI, CARRIE	032219	CONTRACT	03/22/2019	3,500.00	.00	
Total 4669:					3,500.00	.00	
4691	SCHOW'S TRUCK CENTER	C005042440:0	REMAN SHOE KIT, BRAKE REP	04/01/2019	424.24	.00	
4691	SCHOW'S TRUCK CENTER	C005042440:0	REMAN SHOE KIT, BRAKE REP	04/01/2019	167.92	.00	
Total 4691:					592.16	.00	
4699	SNAKE RIVER ROASTING	606331	COFFEE ONE BAG PW MAIN SH	02/20/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687197	COFFEE- ONE BAG MAIN SHOP	03/14/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687209	COFFEE	03/14/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687333	COFFEE- PW MAIN SHOP- 5LB	03/20/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687342	coffee	03/21/2019	53.30	.00	
4699	SNAKE RIVER ROASTING	687483	COFFEE- PW MAIN SHOP- 5LB	03/28/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687486	COFFEE	03/28/2019	101.75	.00	
4699	SNAKE RIVER ROASTING	687495	COFFEE	03/27/2019	48.45	.00	
4699	SNAKE RIVER ROASTING	687601	COFFEE	04/03/2019	53.30	.00	
Total 4699:					499.05	.00	
4705	GYM OUTFITTERS INC	WO-3355	DRIVE MOTOR,BELTS,ROLLER,	01/25/2019	1,786.17	.00	
Total 4705:					1,786.17	.00	
4709	FLEETPRIDE	21712844	TOUGH COVER HYD HOSE, PA	03/01/2019	1,016.02	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4709:					1,016.02	.00	
4774	BIG R RANCH & HOME	1371720	MUCK ARTIC SPORT STEEL TO	03/15/2019	179.95	.00	
4774	BIG R RANCH & HOME	1372019	WIRE LOCK PIN ROUND	03/18/2019	2.89	.00	
4774	BIG R RANCH & HOME	1373282	9GA GALV WIRE- WELL 5 FENC	03/29/2019	19.99	.00	
Total 4774:					202.83	.00	
4848	WAMCO LAB, INC.	13762	WO# 13069- FULL EFFLUENT A	02/12/2019	1,000.00	.00	
Total 4848:					1,000.00	.00	
4887	CONTROL SYSTEM TECHNOLO	9211	CONTROL SERVICE WWTP @ S	02/19/2019	375.00	.00	
Total 4887:					375.00	.00	
5055	STOTZ EQUIPMENT	P66928	FILTER ELEMENT, AIR FILTER,	03/18/2019	283.66	.00	
Total 5055:					283.66	.00	
5098	JACKSON ANIMAL HOSPITAL	22213	MEDS	02/28/2019	39.90	.00	
5098	JACKSON ANIMAL HOSPITAL	22455	ANIMAL CARE	03/13/2019	231.75	.00	
5098	JACKSON ANIMAL HOSPITAL	22455	BORDELTELLA	03/13/2019	23.00	.00	
5098	JACKSON ANIMAL HOSPITAL	22455	ANIMAL CARE	03/13/2019	500.30	.00	
Total 5098:					794.95	.00	
5111	SCHMILLEN, SCOTT	01801	FIXTURE CLEANING @ PARKIN	02/27/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	01802	FIXTURE CLEANING @ DELON	02/27/2019	237.50	.00	
5111	SCHMILLEN, SCOTT	01803	FIXTURE CLEANING @ MILLER	02/27/2019	190.00	.00	
5111	SCHMILLEN, SCOTT	01804	FIXTURE CLEANING @ HOME R	02/28/2019	522.50	.00	
5111	SCHMILLEN, SCOTT	01805	FIXTURE CLEANING @ ICE RIN	02/28/2019	1,045.00	.00	
Total 5111:					2,232.50	.00	
5337	FLAT CREEK WID	021119	FCWID FLOOD MITIGATION- WI	02/11/2019	5,605.63	.00	
Total 5337:					5,605.63	.00	
5473	KELLERSTRASS ENTERPRISES	1042497	DRUM DEPOSIT, DRUM RETUR	03/22/2019	136.56	.00	
5473	KELLERSTRASS ENTERPRISES	D5642	MIDGRADE 87 E-10, DF#2 DYED	03/14/2019	21,771.75	.00	
5473	KELLERSTRASS ENTERPRISES	D5952	midgrade 87 e-10, df#2 dyed ultra	03/22/2019	21,844.03	.00	
5473	KELLERSTRASS ENTERPRISES	D6234	MIDGRADE 87 E-10, DF#2 DYED	03/30/2019	21,645.50	.00	
Total 5473:					65,397.84	.00	
5546	Tayloe Piggot Gallery	031819	REFUND SEWER SURCHARGE	03/18/2019	1,563.50	1,563.50	03/18/2019
Total 5546:					1,563.50	1,563.50	
5632	SNAKE RIVER MEP COMPLETE,	3489	RELOCATE EF IN COP SHOP B	03/08/2019	933.00	.00	
Total 5632:					933.00	.00	
5637	TIGHE, JOHN	17838	FLEXZILLA 1/2"	03/07/2019	103.25	.00	
5637	TIGHE, JOHN	18017	MBTMAT, MT48830, MT48800	03/21/2019	257.50	.00	
5637	TIGHE, JOHN	18095	125" DIAL	03/28/2019	85.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5637:					446.70	.00	
5655	Wyoming Business Council	031519	LOAN PAYMENT	03/15/2019	52,552.08	.00	03/19/2019
Total 5655:					52,552.08	.00	
5810	RICH BROADCASTING (SV/JX)	MC-119021456	SHOVELING SIDEWALK ADS	02/28/2019	2,520.00	.00	
Total 5810:					2,520.00	.00	
5846	TETON TOOLS LLC	03191916440	8PC MET STD DR SET, 3/8DR 6	03/19/2019	201.24	.00	
Total 5846:					201.24	.00	
6069	RAFTELIS	11587	RATE ANALYSIS 3 CREEK	03/13/2019	880.00	.00	
6069	RAFTELIS	11587	RATE ANALYSIS 3 CREEK	03/13/2019	880.00	.00	
Total 6069:					1,760.00	.00	
6087	PROCESS TECHNOLOGY, INC	5140048	PO #: WELL 5 FLOW METER- SI	01/07/2019	1,908.00	.00	
Total 6087:					1,908.00	.00	
6092	ENERGY 1	25179	PROJ: TOJ FLEET MAINTENAN	03/14/2019	928.15	.00	
6092	ENERGY 1	25462	PROJ: TOJ PARKING GARAGE	03/22/2019	472.50	.00	
Total 6092:					1,400.65	.00	
6124	DAVID STUBBS	190315	SNOW HILL STILL AND VIDEO	03/15/2019	500.00	.00	
Total 6124:					500.00	.00	
6147	OUTLAW BROTHERS CONSTR	96	JOB: 915 SIMON LANE- LABOR	03/23/2019	165.00	.00	
6147	OUTLAW BROTHERS CONSTR	97	JOB: 149 E PEARL BUNKHOUS	03/23/2019	2,025.00	.00	
6147	OUTLAW BROTHERS CONSTR	97	JOB: 149 E PEARL SI-FERRIN B	03/23/2019	5,248.27	.00	
6147	OUTLAW BROTHERS CONSTR	98	JOB: TOWN HALL BASEMENT-	03/23/2019	140.00	.00	
Total 6147:					7,578.27	.00	
6156	BUCKRAIL, LLC	1738	ADVERTS	03/27/2019	375.00	.00	
Total 6156:					375.00	.00	
6196	WYOMING DRYWALL INC	7190	PROJ: TOWN PARKING GARAG	03/16/2019	2,695.00	.00	
Total 6196:					2,695.00	.00	
6226	WEST COAST CODE CONSULT	UT18-579-007	REMAINING BALANCE	10/10/2018	3,860.00	3,860.00	03/19/2019
6226	WEST COAST CODE CONSULT	UT18-579-008	OVERPAYMENT	11/12/2018	465.00-	465.00-	03/19/2019
6226	WEST COAST CODE CONSULT	UT19-579-002	CONSULTING	03/11/2019	900.00	900.00	03/19/2019
Total 6226:					4,295.00	4,295.00	
6321	ZUERCHER TECHNOLOGIES	PA0001573	FILDS OP SUB	02/25/2019	360.00	.00	
Total 6321:					360.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6374	SLUDER, KELLY	032119	TRAVEL REIMBURSEMENT	03/21/2019	1,334.35	.00	
	Total 6374:				1,334.35	.00	
6377	DR. DARA RAMPERSAD	021219	void and re-issue check	02/12/2019	923.70	923.70	03/15/2019
	Total 6377:				923.70	923.70	
6401	MILLER, GAIL	031919	RETURN REMAINING DEPOSIT	03/19/2019	75.00	.00	
	Total 6401:				75.00	.00	
6402	KOHLMOOS, CASSIDY	031919	DOOR REPAIR RELATED TO SE	03/19/2019	1,505.69	.00	
	Total 6402:				1,505.69	.00	
6403	MARKEE ESCROW SERVICES, I	033119	LOAN # 800009	03/31/2019	52,552.08	52,552.08	03/19/2019
	Total 6403:				52,552.08	52,552.08	
6404	SAARI, CHRISTOPHER	032019	PTO PHYSICAL REIMB	03/20/2019	100.00	.00	
	Total 6404:				100.00	.00	
6405	BUSS, SHAUN	032619	BAIL REFUND 19-03-0254	03/26/2019	350.00	350.00	04/01/2019
	Total 6405:				350.00	350.00	
6406	NORTHWORKS	1827.1	TOJ RESTROOMS DESIGN	01/25/2019	3,055.00	.00	
	Total 6406:				3,055.00	.00	
6407	GEARY, WENDY	032619	REFUND CASE #18-12-0032	03/26/2019	75.00	.00	
	Total 6407:				75.00	.00	
6408	JIMENEZ, RODOLFO	258355	REIMBURSTMENT FOR DOT PH	03/08/2019	90.00	.00	
	Total 6408:				90.00	.00	
6409	CUES	529095	NEW SEWER CAMERA VAN PE	03/15/2019	131,999.00	.00	
	Total 6409:				131,999.00	.00	
6410	VALLEY BLADES LIMITED	SV010947	POLAR FLEX WABCO 4' ASSY F	02/27/2019	2,300.00	.00	
	Total 6410:				2,300.00	.00	
	Grand Totals:				920,321.68	269,134.34	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: PLANNING & BUILDING

PRESENTER: TYLER SINCLAIR

MEETING DATE: APRIL 8, 2019

SUBJECT: TEMPORARY SIGN PERMIT – People’s Market

STATEMENT/PURPOSE

To approve or deny relief from the Town’s sign ordinance for the use of temporary signage not requiring a special event or exposition license.

BACKGROUND/ALTERNATIVES

The applicant has requested temporary a banner to be located at 10 E. Snow King Ave., Baseball Field during:
May 15, 2019 to May 29, 2019

Section 4670.I of the Town’s Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

COMPREHENSIVE PLAN ALIGNMENT

Staff finds that the proposal is consistent with Comprehensive Plan.

STAKEHOLDER ANALYSIS

None

FISCAL IMPACT

None

STAFF IMPACT

None

LEGAL REVIEW

N/A

ATTACHMENTS

Applicant Submittal

RECOMMENDATION

The Planning Director makes no recommendation for the banners to be located at 10 E. Snow King Ave., Baseball Field, subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The sign for People's Market may be installed at 10 E. Snow King Ave., during:
May 15, 2019 to May 29, 2019

SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with the Slow Food in the Tetons subject to three (3) conditions of approval.

(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)

PEOPLE'S MARKET

*A Farmer's Market
With a Happy Hour!*



Wednesdays

4-7p



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: START

PRESENTER: Darren Brugmann, Director

MEETING DATE: April 8, 2019

SUBJECT: Memorandum of Understanding with Friends of Pathways for START Bike

STATEMENT/PURPOSE

The purpose of this item is for Town Council to consider a MOU with Friends of Pathways (FOP) to continue as third party administrator (TPA) for the START Bike (Bike Share) program for the conclusion of FY19 and into FY20 (2nd Full Season of START Bike from April through October 2019).

BACKGROUND/ALTERNATIVES

Currently, the Bike Share has been included as part of the START budget and more importantly program of services. START Bike began operations in April of 2017 with a field trial of 20 bikes provided by our vendor BCycle. Friends of Pathways has been our administrator of the program with the MOU executed in September of 2016 and extended on two occasions in 2018. Council is now asked to execute a new MOU. This new MOU would continue FOP as the administrator of the program with terms outlined in the attached agreement. FOP will be responsible for the day-to-day operation of the START Bike Operation under the review of START Director. The current START FY19 budget includes operating costs for the operation of this program at a total of \$64,713 of which \$37,925 has been expended to date.

Other alternative that has been considered is bringing the administration and operation of START Bike internally by hiring additional staff person(s). Yet another option is to look to contracting out to local bike shops. This would require RFP process. It has been decided to conduct one more season of the system with FOP as the TPA before further considering these options.

COMPREHENSIVE PLAN ALIGNMENT

Continuing the START Bike program allows START to continue meeting objectives in the Comprehensive Plan and the Integrated Transportation Plan (ITP).

The Jackson/Teton County Comprehensive Plan and Jackson/Teton Integrated Transportation Plan identify a range of transportation demand management (TDM) strategies with the end goal of shifting mode share away from single occupancy vehicles and towards transit and non-motorized modes. (Principles 2.3, and Chapter 7 – Multimodal Transportation. START Bike meets many of the Policy Principles in Chapter 7) Bike Share programs in other North American cities have been effective in providing transportation options and increased mobility especially for short, in-town trips of a few miles (i.e. errands, shopping) and in first/last mile connections to transit (i.e. from a residence to the bus stop, and from the bus stop to work at the other end of the transit trip). It is as part of a TDM program that Bike Share could complement other existing and future transit options and multi-modal strategies in Jackson.

The Integrated Transportation Plan (ITP) follows through with more specific strategic objectives to meet the vision and mission of the Comprehensive Plan. START Bike was formed and implemented with the specific goal of offering alternative transportation from private motor vehicle travel. START Bike also achieves the goal of offering alternative transportation choices for persons achieving first and last mile access to our START Bus system of routes.

2018 START Bike Usage:

Actual # of Trips taken:	2,469
Miles Traveled:	5,614

Our START Bike program addresses many objectives in ITP Chapter 3 – Active Transportation including addressing lack of local connectivity by providing an alternative mode of transportation. Bicycling supports “active transportation” in that it shifts emphasis from motorized to active transportation. This supports public health, destination environment (“walkable village” and “pedestrian-friendly”), short trips (non-motorized), first and last mile connection to START Bus and parking savings.

STAKEHOLDER ANALYSIS

FOP is the main Stakeholder besides the START (TOJ and Teton County). FOP has reviewed and approves of the attached agreement.

PRICING: START Board has reviewed and approved the attached START Bike Pricing at their March 14, 2019 Board meeting. Changes have been made to the pricing structure from last season to attract more users of the season.

FOP has done a tremendous job as START Bike administrator. Not only have they worked very well with our vendor (BCycle) in implementing the summer of 2017 Field trial, FOP also successfully implemented the Shared Mobility pilot in the summer of 2015. FOP is very dedicated to the success of alternative modes of transportation as previously stated with their involvement to this point. FOP has and will be expending nearly \$25K for the promotional needs needed for the success of this program. FOP is the reason the Town of Jackson has another mobility option for locals and visitors to our Jackson Hole area.

During the summer field trial in 2017, 271 accounts were opened and more than 4,000 trips were taken. More memberships were sold to people with non-local zip codes; about 75% of the members used a non-local zip code when registering for the program. However, 60% of the logged trips were taken by members with local zip codes. This usage pattern is in line with bike share ridership in other cities, where bike share serves as an essential service for locals, while also providing access to short-term transportation options for visitors.

START Bike launched its first full season beginning on April 9, 2018 – the beginning of START’s Spring Season. START Bike wrapped up the first full season in October 2018. FOP, as the TPA for the initial season enabled a seamless transition in the administration and operation of the program. At the conclusion of the season, FOP reported out to the START Board (among other things such as usage information): lessons learned and recommendations with regards to future administration and operation of the START Bike program. It was concluded that FOP would remain as administrator for one more season, hence this MOU and staff report recommendation. Next year we can re-evaluate again to possibly consider: hiring an internal staff, contracting out to local bike shops or FOP continuing as the administrator.

FISCAL IMPACT

\$64,713 Total

\$37,925 from current FY19 START Budget Bike Share line item (as of January 31, 2019).

\$26,788 from proposed FY20 START Budget Bike Share line item.

STAFF IMPACT

Minimal. START Bike is an established program of services for START. Director will be point of contact with TPA and will require minimal meeting time throughout the season – review and completion of MOU tasks and oversight of FOP as the TPA. Hiring a TPA allows all day to day operational tasks to be conducted by the TPA.

LEGAL REVIEW

Assistant Town Attorney has reviewed and completed the MOU as presented.

ATTACHMENTS

START Bike Share MOU 2019 Draft

START Bike Pricing 2019

RECOMMENDATION

Staff recommends Council execute the MOU as prepared

SUGGESTED MOTION

If Town Council is ready to move forward with the MOU, a suggested motion:

I move to approve the Memorandum of Understanding between Friends of Pathways and the Town of Jackson and direct the Mayor to execute the MOU.

**DRAFT MEMORANDUM OF UNDERSTANDING
BETWEEN THE TOWN OF JACKSON
AND
FRIENDS OF PATHWAYS**

1. Parties.

This Memorandum of Understanding (the "MOU") is made and entered into this **1st** day of **April, 2019**, (the "Effective Date") by and between the **Town of Jackson**, a municipal corporation duly organized in Wyoming, whose address is 150 E. Pearl Avenue, P.O. Box 1687, Jackson, Wyoming 83001 ("Town"), and **Friends of Pathways**, a Non-profit Organization, whose address is 20 E. Simpson Street, P.O. Box 2062, Jackson, Wyoming 83001 ("FOP") (together "Parties").

2. Purpose of MOU.

The purpose of this MOU is to create a working agreement between the Town and FOP and to clarify the roles and responsibilities of the parties with respect to the Bike Share Program in Jackson Wyoming (hereinafter "START Bike"). START Bike was initiated between April and October of 2017 and managed as a prototype program during that time. From March 1, 2018 until November 30, 2018 FOP served as a third-party administrator of START Bike. Now the Parties seek to continue the relationship between April 1, 2019 through November 30, 2019.

3. Term of MOU.

This MOU shall commence upon the Effective Date above, and shall remain in full force and effect until November 30, 2019, after which time the MOU shall automatically expire. This MOU may only be terminated thirty (30) days after either party informs the other party in writing the reason why this MOU shall be terminated.

4. Responsibilities of FOP.

A. April 1, 2019 – System Launch

- i. Station Setup: FOP prepare the stations for placement in the field, including updating all printed sign panes with current information. FOP will coordinate the transport of the stations to the field with the Town's Public Works Department.
- ii. Bicycle Setup: FOP shall prepare all fifty-five (55) START bikes for operations, including charging batteries, connecting and registering the bikes to the system, and verify proper operation. FOP will coordinate the transport of the bikes to the field with the Town's Public Works Department.
- iii. Mechanic Shop: FOP shall reopen the mechanic workspace at the START facility.

B. System Launch Date – System Shut Down Date

- i. Rebalancing: FOP agrees to rebalance bicycles across the START Bike area and stations according to public demand.
- ii. Maintenance: Perform mechanical and physical maintenance such that the bicycles are in good working order.
- iii. Station Maintenance:

- a. FOP shall maintain in good working order the bike station locations, number of vertical posts and wayfinding signage.
 - b. FOP shall not move any posts, bike racks, or any other equipment without first having written approval from the START Director.
- iv. Customer Service:
 - a. FOP shall maintain a mobile phone, owned and paid for by the Town, to receive calls from the public regarding bicycle service needs and public questions and comment regarding START Bike.
- v. BCycle Point-of-Contact: FOP shall serve as the point-of-contact for BCycle on all technical matters, including the day-to-day functionality of the app and the electronic elements of the bicycles as well as the website administration.
- vi. Pass Sales: FOP shall sell, provide, and serve as the point-of-contact for the public for all START Bike pass sale needs, management, renewal, etc.
- vii. Promotion: FOP shall promote START Bike, including but not limited to...
 - a. Sales of passes;
 - b. Press releases;
 - c. Outreach efforts;
 - d. Advertising (hard media, social media);
 - e. Presentations at events (i.e., chamber events); and
 - f. other

This list is not to be all-encompassing. Any and all promotions must be approved by START Director and/or START Board.

- viii. Reporting: FOP shall provide the Town reports as requested that include, at minimum:
 - a. Where most bikes get checked in to and checked out of;
 - b. How many bikes FOP is rebalancing;
 - c. The number of passes sold; and
 - d. User data, such as peak times of use, the average ride distance, and any available demographic information about users.

C. System Shutdown - October 31, 2019

- i. FOP shall remove all station hardware as required by the town for snow removal operations.
- ii. FOP shall service each bike, replace worn or damaged parts, remove batteries, and prepare the bike for storage.
- iii. FOP shall provide a complete 2019 analysis including:
 - a. The number of trips, including the origin and destination each day the system is in operation;
 - b. The distance and duration of by day of the week and time of day;

- c. A rebalancing report showing the number of bikes moved from origin station to destination station by day;
 - d. The number of passes sold and pass revenue generated; and
 - e. Recommendations for changes to program.
- iv. FOP shall present the report to the START Board.
- v. FOP shall provide a suggested budget for FY 2020 for capital and operating expenses.
- D. FOP will be responsible for public education about START Bike to include how START Bike works, how to obtain a pass, the range of the service area, and bicycle pick-up locations.

5. Responsibilities of the Town.

- A. Town agrees to partner with FOP and allow FOP to operate START Bike from April 1, 2019 through October 31, 2019.
- B. For the term of this MOU, the Town agrees to pay FOP \$54,713.00 for operating START Bike. Payments will be made as follows \$7,816.00 on the last day of April, May, June, July, August, September and October 2019 (total of seven (7) months). The Town will be responsible for paying BCycle for any software connectivity fee.
- C. The Town agrees to provide FOP with all available information and knowledge to help assist FOP in administering START Bike.
- D. The Town will be responsible for all bicycles, spare parts, tools, and bike rack storage.
- E. The Town will be responsible for the fabrication and installation of concrete slabs at station locations as required.
- F. The FOP logo will appear on each bike as acknowledgement of FOP efforts to bring the START Bike program to Jackson. The logos shall remain on each bike until at least December 31, 2019.

6. Liability and Insurance.

It is understood and agreed to by both Parties that prior to proceeding with START Bike, that the Town as the owner of the bicycles, bike racks, GPS equipment and any other equipment for START Bike shall bear the cost to provide the appropriate property and/or liability insurance for such assets. The Town shall be the responsible party for the activities in connection with START Bike, unless caused by the negligence of FOP or the operator of a bicycle.

It is further understood and agreed to by both Parties that as the administrator of START Bike, FOP shall bear the cost to provide itself and its employees with adequate insurance coverage and shall list the Town as an additional insured for those activities involved with the operation of START Bike caused by the negligence of FOP.

7. **Notices.**

All notices arising out of, or from, the provisions of this MOU shall be in writing and given to the Parties at the address provided under this MOU, either by regular mail, certified mail when required for termination, or delivery in person.

TOWN OF JACKSON
Darren Brugmann, START Director
P.O. Box 1687
Jackson, WY 83001

FRIENDS OF PATHWAYS
Katherine Dowson, Executive Director
P.O. Box 2062
Jackson, WY 83001

8. **General Provisions.**

A. **Amendments.** Any changes, modifications, revisions, or amendments to this MOU which are mutually agreed upon by the Parties shall be incorporated by written instrument, executed and signed by all parties of this MOU. No verbal amendments are permitted.

B. **Applicable Law.** The laws of the State of Wyoming shall govern the construction, interpretation and enforcement of this MOU. The courts of the State of Wyoming shall have jurisdiction over any action arising out of the MOU, and over the parties, and the venue shall be the Ninth Judicial District, Teton County, Wyoming.

C. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral. Where any portion of this MOU is in conflict with state statute, state statute shall govern.

D. **Severability.** Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may re-negotiate the terms affected by the severance.

E. **Governmental/Sovereign Immunity.** The Town does not waive its governmental/sovereign immunity by entering into this MOU and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

F. **Indemnification.** Each party shall assume the risk of any liability arising from its own actions or omissions or the actions or omissions of its employees, volunteers, and agents at all times. Neither party agrees to insure, defend, or indemnify the other, subject to negligence or willful misconduct.

G. **Third Party Beneficiary Rights.** The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be constructed so as to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the Parties to this MOU and shall inure solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

[see next page for signatures]

H. **Signatures.** In witness whereof, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set forth below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

NOW THEREFORE, IT IS MUTUALLY AGREED TO AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

IN WITNESS WHEREOF, the parties hereto have executed this MOU as of the date written above.

TOWN OF JACKSON

A Wyoming Municipal Corporation

By: _____
Pete Muldoon, Mayor

ATTEST: _____
Sandra P. Birdyshaw, Town Clerk

FRIENDS OF PATHWAYS

A Non-profit Organization in Jackson Wyoming

By: _____
Katherine Dowson, Executive Director

Appendix A

START Bike Season 2019 Revenue and Expense Budget	
Revenue	
Total User Revenue	18,353
Expense	
Program Wages	33,733
Staff Benefits	9,909
Advertising & Promotion	1,527
Printing and Distribution	2,267
Supplies and Material	5,264
Transportation, Lodging	1,689
Travel Meals	185
Meeting Expense	139
Bcycle Software Fee	10,000
	64,713
Key Metric	
Total Trips Taken	3,856

Note: The Town will pay any software connectivity fee to BCycle directly.



Pricing:

SINGLE RIDE

Unlock: **\$2.00**

Unlimited Ride Time @ .10 minute

Out of Hub Fee: \$2

DAILY PASS: **\$8**

Unlimited Daily (24 Hrs) Free Ride Time: 60 Minutes

Overage Fee: 10¢/Minute

Out of Hub Fee: \$2

SEASON PASS: **\$35**

Unlimited Daily (24 Hrs) Free Ride Time: 60 Minutes

Overage Fee: 10¢/Minute

Out of Hub Fee: \$2

FOUNDER PASS:

No new Founder Pass will be issued.

START will honor those who purchased for inaugural season (2019): **\$90**

Daily Free Ride Time: 90 Minutes

Overage Fee: 10¢/Minute

Out of Hub Fee: No Out of Hub Fees

OUT OF SERVICE AREA: **\$75**

FEE if Bike is locked and left out of defined service area.



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Pathways

PRESENTER: Larry Pardee

MEETING DATE: April 8, 2019

SUBJECT: AARP Community Challenge 2019 Grant for Center St. Mobility Demonstration Projects

STATEMENT/PURPOSE

Town of Jackson may consider applying for up to \$20,000 in grant funding through the AARP Community Challenge 2019 program to implement temporary (demo) mobility and placemaking projects on Center St.

BACKGROUND/ALTERNATIVES

The AARP Community Challenge 2019 offers “quick-action” grants to help communities improve livability for people of all ages. Program funds are available to qualifying non-profits and government entities to support a) permanent physical improvements in the community; b) temporary demonstrations that lead to long-term change; or c) new, innovative programming or services in a variety of project types that provide safe, walkable streets; affordable and accessible transportation options; access to needed services; and opportunities for residents to participate in community life. AARP prioritizes projects that achieve the following outcomes:

1. Deliver a range of transportation and mobility options in the community through permanent or temporary solutions to increase connectivity, wayfinding, walkability, bikeability, and/or access to public and private transit, and access to amenities.
2. Create vibrant public places in the community through permanent or temporary solutions that improve open spaces, activate public space (parklets, seating, alleyways), art installations, activities to engage people in vibrant public places (open street events), lighting, parks and access to other amenities.

In spring 2020, the Town of Jackson will begin a major waterline construction project spanning the full length of Center St. which will require closing the street to motor vehicles for several weeks in the spring and fall. The Town intends to alleviate some of the impacts of construction by maintaining continuous pedestrian access to businesses and incentivizing visitation by actively promoting the impacted area through events and other amenities. Jackson Hole Public Art may be retained by TOJ to coordinate some aspects of this creative placemaking initiative. JHPA and TOJ may test some of the placemaking and accessibility concepts in 2019, prior to the actual construction project, in order to evaluate their effectiveness and highlight potential challenges. JHPA and the Town propose to apply for \$20,000 in AARP Community Challenge funds to help cover costs of the 2019 demonstration project. Specific efforts that would be good candidates include:

- Improving ADA access on Center Street during construction
- Tactical installations such as seating, café areas, moveable parklets and planters, temporary stages and performing areas
- Partnering with the new Cycling Without Age program to improve bike parking and mobility around the Town Square during construction, with dedicated parking for cycling trishaws
- Increased ADA parking around the Town Square
- Art/historical displays
- Activities/open street events to engage people of all ages
- Other ideas to demonstrate the long-term potential for a more walkable Center St. during the construction project

AARP applications are due April 17, 2019 and must be submitted by a qualified non-profit or government agency. Grantees must execute a Memorandum of Understanding with AARP by July 15, 2019. There is no required match for the grant, but matching funds are beneficial. Grantees are required to define project deliverables and provide post-project reports.

COMPREHENSIVE PLAN ALIGNMENT

The Comprehensive Plan speaks extensively about improving the walkability of downtown streets and public spaces and the importance of pedestrian activity and community events for the continued success of the downtown retail shopping district. From Section 4 – *Town as the Heart of the Region*:

- **Policy 4.2.c – *Create vibrant walkable mixed use subareas***: “The primary objective in downtown Jackson will be to enhance pedestrian amenities and connectivity to support a vibrant and walkable downtown core. To achieve this goal, Town will encourage public gathering places in both public and private developments in the downtown area. Public spaces within these subareas may take the form of parks, streetscape amenities and/or public/semi-public spaces provided by private property owners.”
- **Policy 4.4.a – *Maintain and improve public spaces***: “Jackson’s public spaces and civic facilities should be interesting and memorable, and should reinforce our sense of community. The integration of fine arts professionals in the design of public spaces will be encouraged to create unique and visually engaging projects.”
- **Policy 4.4.c – *Continue traditions and community events***: “The community will continue to sponsor and support community events in downtown Jackson that celebrate the character of the region and provide a strong sense of community for local residents. Year round community activities and cultural events will be encouraged to utilize the downtown to foster resident and visitor interaction.”

Please reference the April 16, 2018 Town Council Workshop staff report for a detailed discussion on the Comp Plan and relation to the vision for the Town Square.

<https://www.jacksonwy.gov/AgendaCenter/ViewFile/Agenda/04162018-329>

STAKEHOLDER ANALYSIS

Stakeholders in the grant application process include the Town of Jackson (pathways staff) and Jackson Hole Public Art, who will be responsible for preparing and submitting the application. In the event that a grant is awarded, other Town staff (legal, public works) would be involved in grant administration. For the actual project (elements of which are likely to occur with or without any AARP funding), the stakeholder group expands considerably to include downtown businesses, advocacy groups, the Chamber of Commerce, and other parties in addition to Town staff at public works, pathways, and Jackson Hole Public Art.

FISCAL IMPACT

There would be a net fiscal benefit to the Town in the event a grant is awarded. The Town is likely to implement elements of the Center St. mobility and placemaking projects whether or not AARP funds are awarded, so AARP funding would simply offset the costs of the project to the Town in the amount that is awarded (up to \$20,000). There are no additional costs to the Town associated with this request.

STAFF IMPACT

Direct impacts associated with this request are minor. Preparing the grant application will require approximately 8-16 hours of pathways staff time. In the event of an award, legal staff would be required to review the MOU (estimated at 1-2 hours).

For the outreach, planning, and implementation of the larger Center St. mobility projects, impacts to staff will be more significant and will include Public Works and Pathways staff time (and potentially others), likely exceeding 40+ hours.

LEGAL REVIEW

Town Attorney will need to review the MOU in the event that a grant is awarded, but there is no legal review required for the application.

ATTACHMENTS

None

RECOMMENDATION

Approve

SUGGESTED MOTION

I move that the Town of Jackson submit an application to the AARP Community Challenge 2019 program for up to \$20,000 to support the Center St. demonstration mobility and placemaking project.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: March 29, 2019
MEETING DATE: April 8, 2019

SUBMITTING DEPARTMENT: Town Clerk
DEPARTMENT DIRECTOR: Roxanne DeVries Robinson
PRESENTER: Carl Pelletier

SUBJECT: Special Event – ElkFest

PURPOSE/STATEMENT

The Mayor and Council approve or deny all special event applications requesting the use of Town Square including street closures, assistance from Town personnel, use of Town equipment and relief from Town Ordinances on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The applicant, the Jackson Hole Chamber of Commerce and the Elk Fest Committee, request permission to host ElkFest on the Town Square and Town streets on Saturday, May 18 and Sunday, May 19, 2019. The weekend of activities has been built around the world famous Jackson Hole Boy Scout Elk Antler Auction.

This event has been approved in previous years and there are no significant changes requested for this year. A list of all major events is attached.

Specific requests from the Town include:

- Use of George Washington Memorial Park and Center and Deloney Streets on Saturday, May 18, 2019 for the Boy Scout Expo, Elk Antler Auction, Jackson Youth Baseball food tent and Rotary Club Elk Antler Sale and the use of Center Street on Sunday, May 19, 2019 for the Chili Cook Off:
 - **Saturday, May 18, 2019 Street Closures:** Closure of Center Street from Broadway to the Mountain Trails Gallery Parking Lot and closure of Deloney from Cache to just past Center Street (down the hill past Center Street) from 5:00 A.M. – 5:00 P.M. Staff recommends that *Street Closed Ahead* signs be placed at Gill and Center Streets.
 - **Sunday, May 19, 2019 Street Closures:** Center Street closed from Broadway to the Mountain Trails Gallery Parking Lot from 7:00 A.M. to 3:00 P.M. Like last year, the Chamber is NOT requesting closure of the streets following the Elk Antler Auction until the morning of May 19th for the Chili Cook Off. Staff recommends that *Street Closed Ahead* signs be placed at Gill and Deloney Streets to alert motorists and avoid traffic confusion.
- Three parking spaces reserved on Center Street for handicap just north of Orsetto's driveway.
- The BSA are requesting all the parking spaces on Broadway on the south side of the Town Square to accommodate the Rocky Mountain Elk Foundation trailer and spaces for unloading, beginning Friday, May 17, 2019 at 4:00 P.M.
- Three parking spaces reserved on the NE corner of Broadway and Center intersection for service vehicles and unloading equipment (extending parking 3 spaces across Center Street).
- Five parking spaces reserved on the west side of Center Street in the middle of the block for the setup of the community bandstand, service trailer and tent beginning Friday, May 17,

2019 at 4:00 P.M. In the past “No Parking” signs were posted on the west side of Center Street.

- Six parking permits to allow all-day volunteer parking in any open parking space in Town Square permitting parking longer than three hours as posted.
- No requests to hang signs or banners for this event, but the applicant is aware that any signs would need Town Council approval with a sign permit application for temporary banners in conjunction with Elkfest activities. Section 9.52.050(B)(8) of the Municipal Code prohibits signs on public lands without first obtaining the permission of the Town Council.
- Bleachers for the antler auction to be delivered by the Parks and Recreation Department.
- Posting of signage (including no parking signs to be posted prior to these events) to allow for the street closures. The applicant shall be responsible for the closure of the parking lot as well as streets and the procuring, posting and removal of any signage including, but not limited no parking and handicapped parking signs associated with the event.
- Police Department services for crowd control and safety during events.
- Police Department services request to tow cars by 4:30 A.M. on Saturday, May 18.
- Permission to use Town barricade and road signs. The applicant will be responsible for the pick-up, set up, removal and return of all barricades and road signs from the Public Works Department. The applicant shall coordinate all barricade and signage needs with the Public Works Department at least three (3) business days prior to the event.
- A malt beverage permit for Sunday, May 19, 2019 from 11:00 A.M. -3:00 P.M. for the High Noon Chili Cook-Off. The applicant is requesting relief from Town of Jackson Municipal Code prohibiting open containers on Town streets and sidewalks so that individuals will be allowed to consume and carry alcoholic beverages throughout the event on Center Street. Security guards and volunteers will be posted along the perimeter of Center Street to prevent people from leaving the area with alcohol.
- A for-profit expo application from Town staff.
- Permission from Town Council for amplified sound associated with the events.
- Irrigation locates and access to electricity for both days of the event from Parks and Recreation.

This application has been forwarded to staff for review and comment.

ATTACHMENTS:

Special Event Application
Malt Beverage Application
Exposition License Application

FISCAL IMPACT:

Income from exposition business licenses and malt beverage permit totaling \$300.

Costs of the event include: The Police Department estimates its fiscal impact at \$200 for vehicle towing, crowd control and safety during events. Additional, but minimal fiscal impact includes staff time associated with the scheduling the pick up and drop off of barricades and road signs (Public Works) and the delivery and pick up of bleachers (Parks and Recreation).

STAFF IMPACT:

On-duty police officers Police will assist with the towing of cars, crowd control and safety during the events. On-duty Public Works personnel will assist with the check out and check in of Town barricades and road signs. Parks and Recreation services are requested for the delivery of bleachers, irrigation locates and power needs.

LEGAL REVIEW:

N/A

RECOMMENDATION:

Staff recommends that the ElkFest special event applications be approved, subject to the following conditions and restrictions:

1. The applicant shall be responsible for the collection and removal of all trash generated from the event, including, without limitation, leftover ties used for the elk antlers. The applicants shall provide additional trash receptacles in the food service areas.
2. The applicant shall provide recycling receptacles and provide for the removal of all recycled material.
3. Electrical power is available from Town Square. Utility and irrigation locates are required before any tents may be erected or stakes or any other items are placed in Town Square. Applicant shall coordinate all power needs, water locates and payment of fees with the Parks & Recreation Department park manager (732-5793) at least three (3) business days prior to the event.
4. The applicant is required to provide turf protection in front of and behind any table or other exhibit on Town Square where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regard to turf protection.
5. All clean up activities shall be completed by 5:00 P.M. each day.
6. The applicant shall not block walkways or otherwise obstruct pedestrian traffic.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits or booths may be secured to any live forestry.
9. The applicant shall be responsible for the pick up and return of all barricades and road signs from the Public Works Department. The applicant shall coordinate a pick up and drop off schedule for all barricade and signage needs with the Public Works Department at least three (3) business days prior to the event.
10. The applicant shall be responsible for the production, posting and removal of the no parking signage. The applicant will work with the Jackson Hole Police Department who will be responsible for removal or towing vehicles parked in designated no parking spaces.
11. The applicants shall be responsible for barricade setup and placement and disassembly. All barricades, cones, and any road closure signs must be removed and returned to Public Works immediately following the event.
12. An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
13. The applicant shall notify, in advance, all businesses affected by the street closures and shall provide advance community radio and/or newspaper announcements regarding the event, the street closures, and the promotion of free parking in area public parking lots.
14. The applicant shall not block the store fronts of businesses with service vehicles or trailers for longer than one hour without prior approval of the business owners.
15. All tenting and tarps must meet Fire Code Standards for fireproofing and location prior to the event.
16. Applicant shall coordinate all food service with Teton County Environmental Health.
17. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system shall be utilized and all ID's checked.

18. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 or brian.way@wyo.gov with any questions.
19. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
20. Fire Department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
21. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
22. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
23. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
24. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
25. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
26. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
27. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
28. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
29. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
30. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
31. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
32. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
33. There shall be no campfires or open fires during the event including at the Mountain Man Rendezvous Fest.
34. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
35. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website.
36. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.

SUGGESTED MOTION:

I move to approve the ElkFest 2019 special event applications made by the Chamber of Commerce and the ElkFest Committee, subject to the conditions and restrictions listed in the staff report.



March 11, 2019

Mayor Pete Muldoon
Jackson Town Council
PO Box 1687
Jackson, WY 83001

To the Honorable Mayor and Councilmen,

The ElkFest Committee is requesting permits for the use of the following areas during the ElkFest celebration, May 18th & 19th, 2019:

Street Closures:

Saturday, May 18th

5:00 am – 5:00 pm: Antler display, antler auction, and food vendors on Center & Deloney streets.

Sunday, May 19th

7:00 am – 3:00 pm: Jackson Hole High Noon Chili Cook Off on Center Street.

Handicap Parking: Spaces provided along east side of Town Square by the StageStop.

Auction Crew Parking: Spaces will be allotted on E. Broadway alongside The Wyoming Outfitters per the Town of Jackson's discretion for loading and unloading.

Trash Receptacles: Individual food vendors will provide trash receptacles and the Chamber will provide a dumpster to be in the alley behind The Wyoming Outfitters (see map). The JH Chamber of Commerce will oversee removal.

Toilets: 4 Port-a-pots will be provided at the corner of Deloney and Center St. (see map).

No Parking Signs: Signs will be needed for all road closures throughout the weekend around the Town Square. Signs will be put up Friday afternoon.

Fire Lanes: Provided through road closures and No Parking Signs.

Fire Extinguishers: Fire Extinguishers will be provided in the proximity of food vendors.

TC Health Permits: Food vendors will be responsible for acquiring on an individual basis.

Barricade Detail:

Saturday, May 18th

5:00 am – 3:00 pm:

Boy Scout Expo and Antler Auction:

Blocking Center St. at Broadway to Orsetto Restaurant Parking
Blocking Deloney at Cache to Center Street.

Sunday, May 19th

5:00 am – 3:00 pm:

Chili Cook Off.

Blocking Center St. at Broadway to Orsetto Restaurant Parking
Blocking Deloney St. at Center St. at intersection.

Brief Event description:

- Mountain Man Rendezvous (ongoing) reservation is in place at Teton County Fairgrounds.
- The use of Town Square and surrounding streets, except Cache and Broadway, on Saturday, May 18th from 5:00 a.m. to 3:00 p.m. for:
 - Weed & Pest, Game & Fish and NER booths for family activities
 - Boy Scout Expo and Demonstrations
 - Rotary Private Antler Sale
 - B.S.A. Antler Auction
 - Jackson Youth Baseball Food tent
- The use of Center Street on Sunday, May 19th from 7:00 AM- 3:00 PM for High Noon Chili Cook-Off

Attached is one permit that encompasses both days and three events coordinated by the Jackson Hole Rotary Lunch Club, the Boy Scouts of America, and the Jackson Hole Chamber of Commerce.

On behalf of the ElkFest Committee, thank you for considering our requests. I will be attending the appropriate Town Council Meeting when the ElkFest permit will be approved and will be happy to amend this application in any way necessary.

Sincerely,



Caitlin Colby
JHCC Special Events Manager

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)



A completed application
must be submitted at least
21 days prior to your event.

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: ElkFest
Name of Organization: Jackson Hole Chamber of Commerce
Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ For-Profit Business
Mailing Address: PO Box 550
City: Jackson State: WY Zip Code: 83001
Name of Person Completing Application: Caitlin Colby
Email Address: caitlin@jacksonholechamber.com
Work Phone: 307.201.2309 Cell Phone: 585.880.5701

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☒ Festival ☐ Biking ☐ Education
☐ Other: _____

Description & Purpose of Event (Attach additional sheets if necessary): _____

Location of Event: Town Square, Delaney Center Alternative Location: N/A

Date(s) of Event: May 18th + 19th, 2019 Event Operating Hours: _____

Event Set Up Begins Date: May 18th Time: 5:00 AM - 5:00 PM

Event Clean Up Ends Date: May 19th Time: 7:00 AM - 3:00 PM

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 1,000 Total Event: 2,000
(Spectators and Participants)

Special Considerations (check all that apply):

- | | | |
|---|---|---|
| ☒ Alcoholic Beverages | ☒ Cooking/Grilling | ☒ Electricity Requested |
| ☒ Food Sales | ☒ Merchandise Sales | ☐ Recurring Event |
| ☒ Ticketed Admission | ☒ Sound Amplification | ☐ Pets or Animals |
| ☒ Tents | ☒ Street Closure | ☐ Sidewalk Closure |
| ☐ Overnight Parking | ☐ Overnight RV Camping | ☒ Use of Town Square |

Event Co-Sponsor (s): Scouts BSA & Rotary Lunch Club
All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.

Will you be charging admission or a fee for your event? ☒ Yes ☐ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Maureen Murphy Cell Phone: 541-908-5314

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- | | |
|---|---|
| ☐ Tents (X) | ☐ Food Vendors (FV) |
| ☐ Beverage Vendors (BV) | ☐ Alcohol Vendors (A) |
| ☐ Portable Toilets (T) | ☐ Hand Washing Sink (HWS) |
| ☐ Stages or Amplified Sound (SO) | ☐ Bleachers (BL) |
| ☐ Garbage Receptacles (G) | ☐ Recycling Receptacles (RR) |
| ☐ Retail Merchants (RM) | ☐ Security (P) |
| ☐ Fire Lane (FL) | ☐ Fire Extinguishers (EX) |
| ☐ First Aid / EMS (FA) | ☐ Barricades (B) |
| ☐ Electricity / Generator (EL) | ☐ Trailers, Vehicles, Storage (TR) |

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?



Yes



No

Area of Closure Request

Date(s)

Start Time

End Time

Center Street 5/18/19 5:00 AM - 5:00 PM

Deloney Street 5/18/19 5:00 AM - 3:00 PM

Center Street 5/19/19 7:00 AM - 3:00 PM

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces?



Yes



No

If "Yes", how many parking spaces will be unavailable due to the event: _____ parking spaces

Will the event closure requests impact any START Bus routes?



Yes



No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: _____ START Bus contacted?



Yes



No

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?



Yes



No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

<u>X</u> Large Street Barricades	<u>X</u> "Road Closed" Street Signs
<u>1</u> Small Sidewalk Barricades	<u>1</u> "Local Traffic Only" Street Signs
<u>1</u> 28 Inch Street Cones	<u>1</u> "Detour" Street Signs
<u> </u> Candlestick Cones	<u> </u> 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security	☐ Mounted Horse Patrol	☐ Traffic Control
☐ Race Lead Vehicle	☐ Parade Lead Vehicle	☒ General Presence
☐ Towing / Ticketing	☐ Assistance with Parking Closures	☐ Assistance with Street Closures

Please describe in detail your request: _____

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request: _____

PARKS AND RECREATION DEPARTMENT (307) 732-5753

☒ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☒ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

**Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? ☒ Yes ☐ No

If "Yes", has the site been reserved with Parks and Recreation? ☐ Yes ☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☒ Yes

☐ No

If "Yes", please indicate times: Start Time: 7:00AM Finish Time: 2:00PM

Will your event feature any musical entertainment?

☐ Yes

☒ No

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

☐ Yes

☒ No

If "Yes", have you completed a sign permit application?

☐ Yes

☐ No

A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached:

☒ Yes

☐ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 1

If "No", please explain: _____

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: Macys

Restroom Drop off / Pick Up Date for Drop Off: 5/18 Time for Drop Off: 6:30 AM

Date for Pick Up: 5/19 Time for Pick Up: 5:00 PM

ALCOHOL

Will there be alcoholic beverages at the event?

☒ Yes

☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

If "Yes", what will be offered in addition to beer? _____

If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.

Please describe any sales activity at your event: _____

Will any food or beverages be sold at your event?

☒ Yes

☐ No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? _____

How many trash receptacles will be supplied for your event? _____

When will the trash receptacles be delivered? _____

When will the trash receptacles be picked up and removed from site? _____

Describe your plan for the collection and removal of trash during your special event: _____

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. **For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.**

Will you be using a company for your recycling plan?

☐ Yes

☒ No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? _____

When will these recycling receptacles be delivered? _____

When will recycling receptacles be picked up and removed from site? _____

Describe your plan for collection and removal of recyclable materials during your special event: _____

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

STANDARD CONDITIONS OF APPROVAL

Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.

GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: CC

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: CC

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: _____

CC

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: CC

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7).

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: _____

CC

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: Caitlin Colby
Signature

APPLICANT: Caitlin Colby
Printed Name

DATE: 3/11/2019

TITLE: Special Events
manager



MALT BEVERAGE PERMIT APPLICATION

Fee \$ _____

Date Paid _____

The fee is \$100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a \$200 fee.

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

- (a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

JMC 6.50.020. Malt Beverage Permits.

- B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.
- C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
- D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars (\$100.00) per twenty-four hour period.

All Malt Beverage Permits requests must be approved by the Jackson Town Council.
Please submit the completed application at least 21 days in advance of the date of the event.

Name of Organization Requesting Permit: Jackson Hole Chamber of Commerce

Event Contact Person and Phone Number: CARLIN COLBY 585 880 5701

Date(s) of Permit: Sunday, May 14th, 2019

Hours of Permitted Service and Consumption: 11:00 AM - 3:00 PM

Description of Premises where malt beverages are to be served (physical address):
Center Street (between Delaney + Broadway)

Purpose of Event: Chili Cook-off

I have read, understand, and will comply with the above laws governing a Malt Beverage Permit.

(Sign Here) Carlin Colby

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.
Submit application to Town Hall or fax to 739-0919.

2019 ElkFest Weekend Event Plan

Saturday May 18th, 2019

Event: ElkFest

Time: 5:00 am to 5:00 pm Setup to begin at 5:00 am with Expo and Auction beginning at 10:00 am. Expo is scheduled to end at 1:00 pm, BSA Auction ending around 1:30 pm and Private Antler Sale ending at 3:00 pm. Trailers and vendors will be moved from streets by 5:00 pm.

Location: Town Square and Center Street (from Broadway to north side of Deloney). Space is shared with other Elkfest activities.

Description:

Scout Expo: Each BSA unit in the area will be invited to set up a display or activity within the town square. Past activities have included pioneering towers, monkey bridges, inflatable toys, craft displays, etc. Each display is manned by local Scouts and their leaders. We will have a person in charge of the Expo who will coordinate with the Parks and Rec concerning use of the town square.

Antler Auction: The community bandstand will be set up on the west side of Center Street, with a service trailer parked to the south and trailers of antlers parked to the north and or south. There will also be two tents next to the south end of the service trailer for extended work area and for sale of antlers. The auction will be conducted from the bandstand with auction participants located in the street to the east of the bandstand. Antlers to be sold will be displayed prior to the auction in the street. Fire access will be maintained at all times on the east side of Center Street.

Street closure: (for all of Elkfest the day of the BSA Auction) We will need Center street closed from Broadway to the Orsetto Restaurant parking lot. We would like three parking spaces reserved for handicapped just north of that drive. Deloney will need to be closed from the Center/Deloney intersection to where it starts downhill past Center street. Fire and emergency vehicles will have access along the east side of Center street. (See Map)

Special Needs:

Parking: We would like three parking spaces on Broadway on the south side of the town square, nearest the Broadway, Cache intersection for handicap parking. Continuing east from there we would like 3 parking spaces on each side of Center street on the north side of Broadway to be blocked off for service vehicles and for loading and unloading of equipment. (See map)

Electricity: We will need the power to be turned on to the outlets in the town square. Power is to be used for the auction sound system and for computers. We will coordinate with Parks and Rec for that.

Additional Request: To facilitate set up on Saturday morning we would like to position and stabilize the bandstand and the service trailer within five parking spaces on Center Street (west side of road approx.

in the middle the block) Friday afternoon. The parking spaces are all that will be required- no extensions into the street. In the past, temporary "No Parking" signs were posted on the west side of Center Street to allow us room to pull into those spaces.

Sunday May 19th, 2019

Event: Jackson Hole High Noon Chili Cook Off

Time: 7:00 AM – 3:00 PM, events run 12:00-3:00 PM

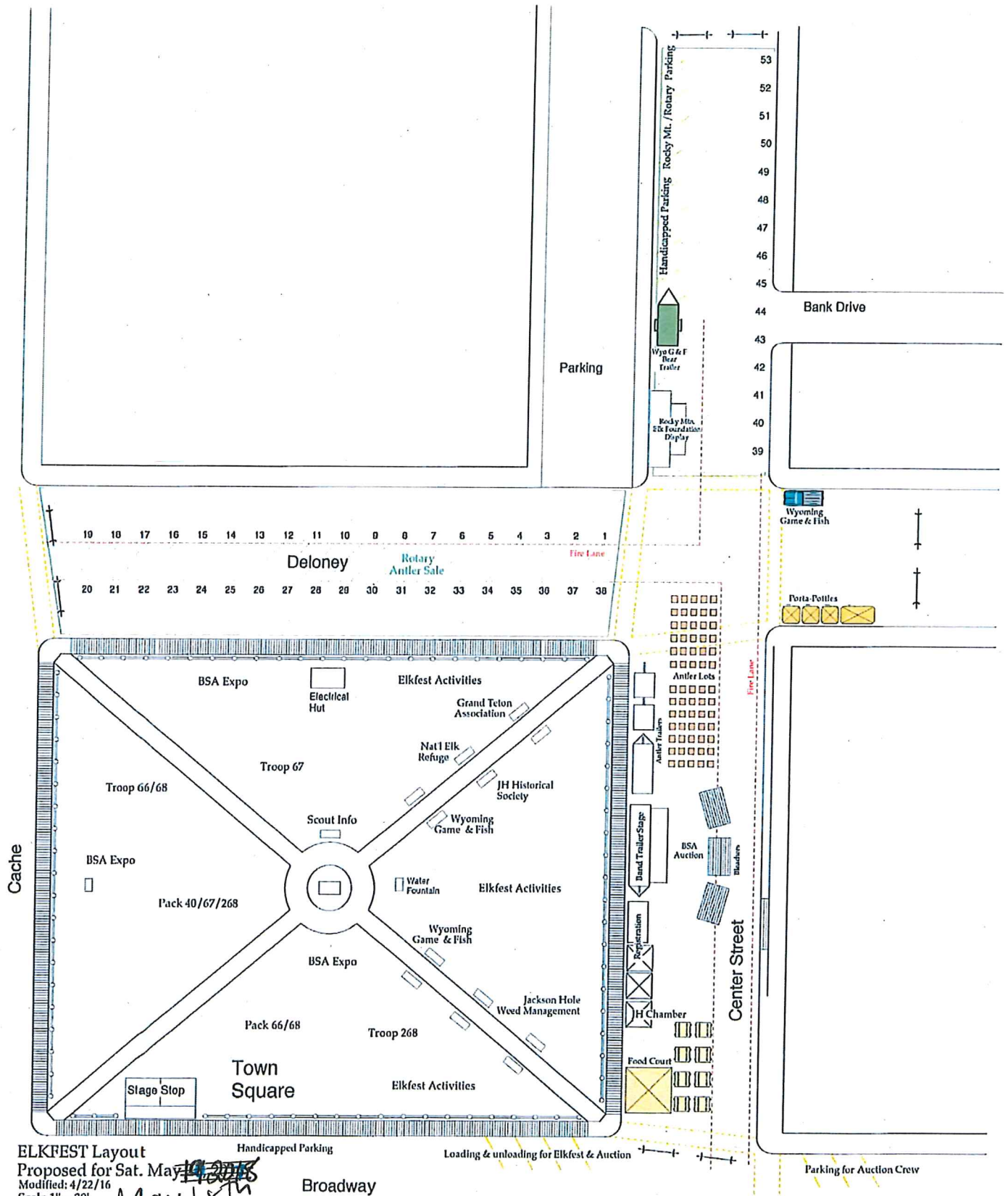
Location: Center Street, from Broadway to Deloney

Description: Chili Cook off Competition with 2 classes, Professional and Amateur. Tasters pay \$5 for a spoon and get to taste as much chili as they wish. Tasters will vote for People's Choice winners. A panel of judges will blindly taste each chili and select the winner for the Judge's Choice category.

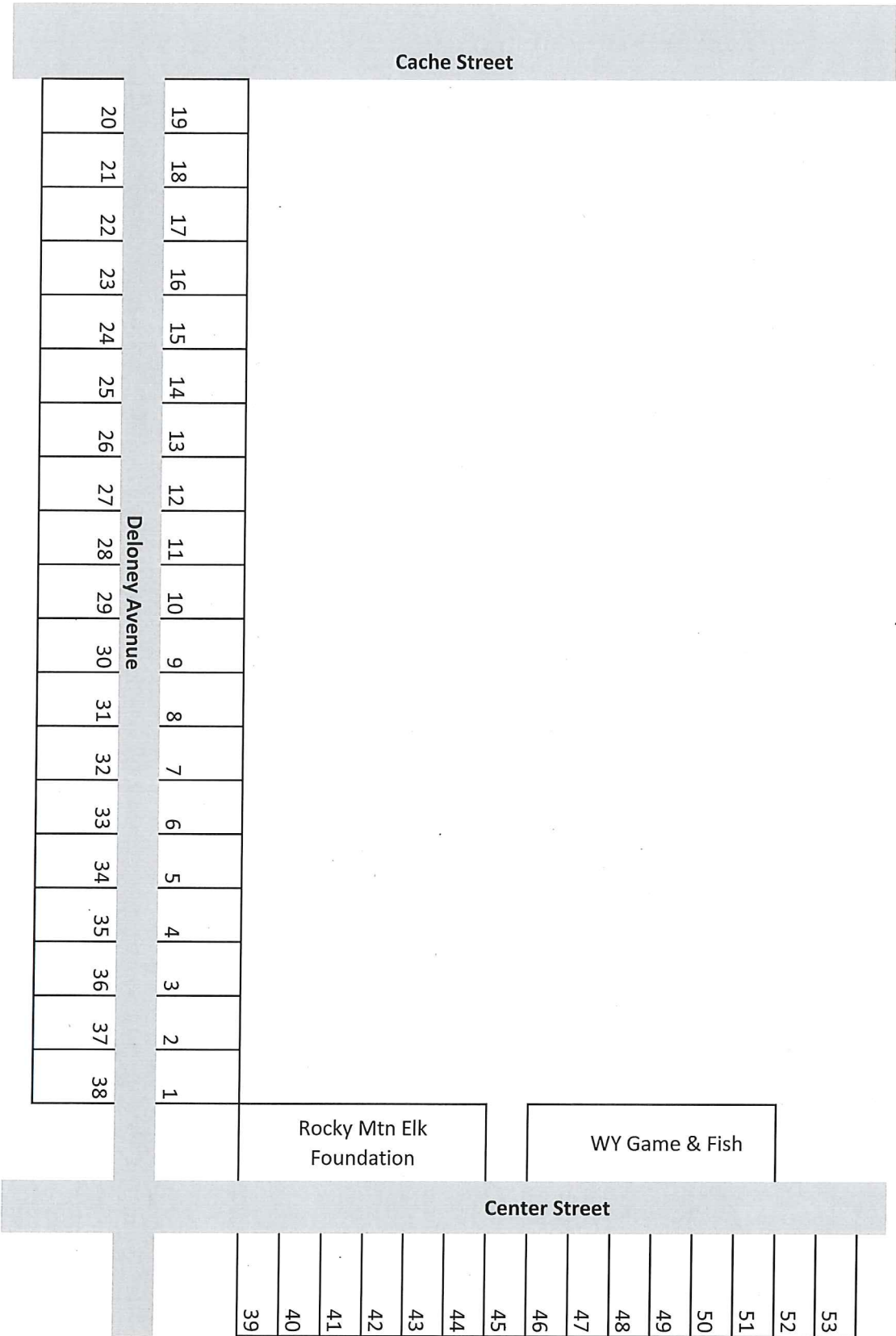
Street Closure: Center Street, from Broadway to Orsetto Italian restaurant. We will need to block the intersection of Deloney and Center where the port-o-pots will be placed.

Special Needs: Electricity for Sound System

2019 ElkFest Map



Private Elk Antler Sale
Vendor Layout



North Side of Town Square

Date: 03/07/2019**EXPOSITION LICENSE APPLICATION**

Town of Jackson
PO Box 1687, Jackson, Wyoming 83001
Phone: (307)733-3932
Fax: (307)739-0919
www.townofjackson.com

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

Business/Organization Name: Rotary Lunch Club of Jackson Hole - Elk Antler Sale

D/b/a: _____

Nature of Exposition: sale of raw antler in conjunction with BSA ElkFest on Center St & Deloney St

Is the Business/Organization a:

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship
☒ **Non-Profit Organization** *(If non-profit, please attach copy of 501(C) (3))*
☐ **Other Please explain:** _____

Physical Address of Expo:

Street: Center & Deloney **No:** _____

Building: n/a **City:** Jackson **State:** WY **Zip Code:** 83001

Date of Expo: May 18, 2019

Time of Expo: 8 am to 3 pm (set up and take down 5 am to 5 pm)

Business/Organization Physical Address: _____

Post Office Box: 3487

City: Jackson **State:** WY **Zip Code:** 83001

Business Phone Number: (307) 732-5944

Fax/email address: jason.berezay@hubinternational.com

WY Sales Tax Number: _____

Federal Employers ID Number: 83-0296341

**** List Information for all Owners/Officers/Partners *REQUIRED* *(license will be DENIED if information incomplete)**

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
Jason "JR" Berezay - volunteer	106485-535	WY	02/27/1974	307-690-2803

If property is rented/leased:

Owner's Name: _____

Owner's Mailing Address: _____

Owner's Phone Number: _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

The undersigned hereby certifies that the foregoing information is accurate and agrees to comply with all laws and ordinances of the Town of Jackson applicable to the subject matter thereof.

Signed: J Berezay

Date: 03/07/2019

Additional Information: _____

Exposition license will:

☐ be for my business/organization ONLY.

☒ include _____ number of businesses or organizations. **Attach list of ALL vendors**
(Vendor list will be finalized by May 1, 2019)

Business is:

☐ a Sales Tax Collecting Business.

☐ a Non-Sales Tax Collecting Business.

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☒ Yes ☐ No If not, please explain: _____

Will a sign or banner be posted? ☐ Yes ☒ No

*** The above questions **MUST** be completed in order for you application to be processed.

I, _____, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.	
STATE OF WYOMING) COUNTY OF TETON)	_____ signature of applicant
SUSCRIBED AND SWORN TO BEFORE ME BY this _____ day of _____ 20____	_____ Printed name of applicant
	WITNESS my hand and official seal
	_____ Notary Public

Exposition License Fees

For Profit Businesses	Not For Profit Businesses
<i>\$100.00 per day for any event with 5 or fewer vendors</i>	<i>\$50.00 per day for any event with 5 or fewer vendors</i>
<i>\$200.00 per day for any event with more than 5 vendors</i>	<i>\$100.00 per day for any event with more than 5 vendors</i>

For Official Use Only – Please Do Not Write Below This Line

Zoning: ☐ UC ☐ UC2 ☐ UR ☐ AR ☐ AC ☐ SR ☐ R
☐ BC ☐ NC ☐ NC2 ☐ OP ☐ RB ☐ BP ☐ MHP

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Administration Department			

☐ Application Approved

☐ Application Denied;

Reason: _____

License Fee	\$
Date Paid	
Receipt Number	
Employee initials	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/07/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008	CONTACT NAME: Ali Sulita PHONE (A/C, No, Ext): 1-833-3ROTARY E-MAIL: rotary@ajg.com ADDRESS:	FAX (A/C, No): 630-285-4062
INSURED All Active US Rotary Clubs & Districts ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER(S) AFFORDING COVERAGE INSURER A : Lexington Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC # 19437

COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		015375594	7/1/2018	7/1/2019	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		015375594	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☐ Y ☒ N / A	NOT APPLICABLE			PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Jackson PO Box 1687 Jackson WY 83001	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/08/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MHBT, a Marsh & McLennan Agency, LLC company 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	CONTACT NAME: Jane Passino PHONE (A/C, No, Ext): 972-770-1600 E-MAIL ADDRESS: Jane.Passino@mhbtc.com	
	FAX (A/C, No): 972-770-1699	
INSURED BSALFLCA Boy Scouts of America, National Council and All of its affiliates and subsidiaries The Grand Teton Council, 107 3910 S. Yellowstone Hwy. Idaho Falls, ID 83402	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Evanston Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC # 35378		

COVERAGES**CERTIFICATE NUMBER:** 226048252**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		MKL4V4PBC000310	3/1/2019	3/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only of the limits of liability specified in such contract for the event specified herein.

BSA Expo & Elk Antler Auction

May 17-18, 2019

Location: Jackson Town Square & Center Street

CERTIFICATE HOLDER

Town of Jackson
P.O. Box 1687
Jackson, WY 83001
Attn: Carl Pelletier - Permits
(307) 734-3488
cpelletier@ci.jackson.wy.us

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 2, 2019

MEETING DATE: April 8, 2019

SUBMITTING DEPARTMENT: Town Clerk

DEPARTMENT DIRECTOR: Roxanne DeVries Robinson

PRESENTER: Carl Pelletier

SUBJECT: Special Event- Jackson Hole People's Market

STATEMENT/PURPOSE

The Mayor and Council approve all special events, including parking closures, the use of Town equipment and services from Town Personnel.

BACKGROUND/ALTERNATIVES

The applicant, Slow Foods in the Tetons (a Wyoming non-profit), requests Council permission to host the Jackson Hole People's Market in Phil Baux / Snow King Ball Field parking lot each Wednesday from May 29th to September 18th, 2019. The market will be open to the public from 4:00 P.M. to 7:00 P.M. and will include food, beverage (alcoholic and non-alcoholic), and craft vendors, live music, a cooking class for kids, and bike parking. Set-up time will begin at 11:00 A.M. Tear down will be concluded by 8:00 P.M.

The only significant change from last year is: The applicant is requesting to start the market 1 week earlier when compared to last year's dates of operation. In previous years the People's Market has typically started the 2nd week of June. Last year the People's Market was approved for the 1st week of June. This year the applicant is requesting to start the market the last week of May. The requested ending date remains the same as previous years.

The applicant will be responsible for removing any trash generated by this event at the end of each market. The applicant provides receptacles for landfill materials at this event. The applicant covers the trash bins located within Phil Baux Park. Trash generated by the attendees of the People's Market will be removed by the applicant. Following each People's Market the applicant will remove the covers from the trash bins located in Phil Baux Park. The applicant will be responsible for assuring the trash bins do not overflow during their event.

The applicant has indicated that they will supply recycling receptacles that will be emptied following each event. The applicant covers the recycling containers in Phil Baux Park so all recyclable materials collected at the People's Market will go through the applicant's recycling system and not add to the Parks and Recreation recycling containers. The applicant will be responsible for assuring the recycling receptacle does not overflow during their event.

In the past the applicant has supplied 2 portable toilets for each event. This year the Parks and Recreation Department has agreed to allow the applicant to utilize the newly renovated bathrooms adjacent to the Phil Baux baseball field. Parks and Recreation has indicated that they would monitor use of the bathrooms and assess the use as the season progresses. The applicant will work with Parks and Recreation in regards to payment for additional cleaning necessary to handle this use. If the Parks and Recreation Department determines that the use of port-o-potties would better serve this event then the applicant would supply two port-o-potties at each event. If port-o-potties are used, the applicant has requested to keep these portable toilets on-site for the duration of the summer. They would be located in the southwest corner of the Snow King Ballfield parking lot. Macy's would clean and maintain the portable toilets throughout the summer. The portable toilets would be locked for the duration of the week and only utilized on Wednesdays for this event.

Electricity will be accessed through the Parks and Recreation Department.

The applicant expects approximately 800 to 1000 spectators to attend each market and requests the following in association with each market:

- Permission to close the Phil Baux Parking Lot from approximately Noon to 8:00 for the event including booth space located in the east parking lane facing towards the park so that purchases are made from the sidewalk. Where the sidewalk ends near the south end of Phil Baux Park, booths will be offset from the sidewalk so that purchases are made from the parking lot. The closure will also be used for bike parking, a pedestrian walkway during the event, the band, and for vendor set up and breakdown.
- Permission to use cones for the parking lot closure. The applicant will be responsible for the production, posting, and removal of the associated no parking signage. Posted signage cannot be on posts that are driven into the ground to avoid damage to the irrigation system. The Town is able to provide cones to use for posting the signage should the applicant wish to use them.
- Permission for amplified music associated with live or recorded music.
- Permission to display onsite vendor banners and/or logos on the booths. The applicant will submit temporary sign permit applications for all off-site banners they wish to erect.
- Permission for relief from the open container law so that alcohol consumption may occur within the parking lot closure and on the sidewalk along Phil Baux Park. (Alcohol consumption is currently permitted in Phil Baux Park). The applicant will post *no alcohol consumption beyond this point* signs with barricades at either end of the market.
- A catering permit from Town staff.
- An expo permit from Town staff.

Other Events: At the time of writing this report JH Live has indicated that they would not be considering a Wednesday concert for the summer of 2019.

COMPREHENSIVE PLAN ALIGNMENT

This event aligns with our Quality of Life which is important to our community. We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

STAKEHOLDER ANALYSIS

The application has been submitted for review and comment to all Town departments.

FISCAL IMPACT

Fiscal impact is negligible due to the permitting fees that will be collected in association with each market including a catering permit (\$20), an expo permit (\$200) and a Park and Recreation pavilion rental fee (\$200) for kids cooking classes.

STAFF IMPACT

Staff impact is minimal but includes processing the catering permits and expo permits and proving barricades and access to electricity.

LEGAL REVIEW

N/A

RECOMMENDATION

Should Council wish to approve this application, staff recommends that approval be subject to the following conditions and restrictions:

1. The applicant shall coordinate with the Parks and Recreation Department regarding any requests for power located near the Snow King Lifts and/or on the Snow King Ball Fields.
2. The applicant shall clean up immediately after each market and shall be responsible for the removal of recycled material generated by the event or any overflow trash. Should the trash cans overflow the applicant shall provide additional trash cans for all future markets.
3. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least ten days prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney.
4. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 or with any questions.
5. The applicant shall coordinate the use of electricity with the Parks & Recreation park manager at least three (3) business days prior to the event.
6. No exhibits, tables, chairs, or other equipment shall be placed on walkways along Snow King Avenue that will obstruct pedestrian traffic.
7. Any power cords that cross walkways or turf where event goers walk shall be taped and secured as to avoid a tripping hazard.
8. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the market.
9. The applicant shall be responsible for the closure of the parking lot and for the production, posting, and removal of no parking signage and handicapped parking signage. Signage cannot be on posts that are driven into the ground to avoid damage to the irrigation system. The Town is able to provide cones to use for posting the no parking signage should the applicant wish to use them.
10. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.
11. The applicant shall obtain the necessary food service permits from Teton County Environmental Health. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system or stamp system shall be utilized and all ID's checked.
12. The applicant may sell mugs for alcoholic beverages that are approved by the Police Department. Vendors may not sell more than 16 oz. in the mugs, regardless of mug size.
13. Only 16oz or smaller plastic cups are used for beer sales.
15. The applicant will post *no alcohol consumption beyond this point* signs with barricades at either end of the market.
16. The applicant shall apply and pay for all licenses and/or permits prior to each market.
17. Booths shall not be placed in a location such that they are on turf or purchases are made on turf, unless the applicant is permitted to utilize Phil Baux Park.
18. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)

19. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
20. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
21. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
22. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
23. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
24. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
25. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
26. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
27. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
28. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
29. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
30. The Fire Department recommends that the parking lot maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1).
31. Closure of the parking lot shall not displace any scheduled ball games and the field shall be cleaned up prior to any scheduled ball games and the event organizers shall work with Snow King Mountain Resort in regards to visitor access to the summer chairlift rides.

SUGGESTED MOTION:

I move to approve the special event application made by Slow Foods of the Tetons for the People's Markets, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001



**A completed application
must be submitted at least
21 days prior to your event.**

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: The People's Market

Name of Organization: Slow Food in the Tetons

Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ For-Profit Business

Mailing Address: PO Box 7290

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Scott Steen

Email Address: tetonslowfood@gmail.com

Work Phone: 406-579-7852 Cell Phone: 406-579-7852

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Farmer's Market

Description & Purpose of Event *(Attach additional sheets if necessary):* _____

A farmer's market that supports local farmers, food and non food producers and the

Location of Event: Snow King Parking Lot Alternative Location: _____

Date(s) of Event: Every Wed from 5/29 - 9/18 Event Operating Hours: 4pm-7pm

Event Set Up Begins Date: _____ Time: 11am

Event Clean Up Ends Date: _____ Time: 8pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 1000 Total Event: 1000

Special Considerations (check all that apply):

- | | | |
|---|---|---|
| ☒ Alcoholic Beverages | ☒ Cooking/Grilling | ☒ Electricity Requested |
| ☒ Food Sales | ☒ Merchandise Sales | ☒ Recurring Event |
| ☐ Ticketed Admission | ☒ Sound Amplification | ☐ Pets or Animals |
| ☒ Tents | ☐ Street Closure | ☐ Sidewalk Closure |
| ☐ Overnight Parking | ☐ Overnight RV Camping | ☐ Use of Town Square |

Event Co-Sponsor (s): _____

All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.

Will you be charging admission or a fee for your event? ☐ Yes ☒ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Gretchen Cherry Cell Phone: 307-690-5465

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- | | |
|--|--|
| ☒ Tents (X) | ☒ Food Vendors (FV) |
| ☒ Beverage Vendors (BV) | ☒ Alcohol Vendors (A) |
| ☒ Portable Toilets (T) | ☒ Hand Washing Sink (HWS) |
| ☒ Stages or Amplified Sound (SO) | ☐ Bleachers (BL) |
| ☒ Garbage Receptacles (G) | ☒ Recycling Receptacles (RR) |
| ☒ Retail Merchants (RM) | ☐ Security (P) |
| ☒ Fire Lane (FL) | ☐ Fire Extinguishers (EX) |
| ☐ First Aid / EMS (FA) | ☐ Barricades (B) |
| ☒ Electricity / Generator (EL) | ☒ Trailers, Vehicles, Storage (TR) |

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☒ Yes ☐ No

Area of Closure Request	Date(s)	Start Time	End Time
-------------------------	---------	------------	----------

Snow King Ballfield Parking Lot Every Wed 5/29 - 9/18 10am 8pm			

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces? ☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 30 parking spaces

Will the event closure requests impact any START Bus routes? ☐ Yes ☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: n/a START Bus contacted? ☐ Yes ☐ No

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients? ☒ Yes ☐ No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

_____ Large Street Barricades	_____ "Road Closed" Street Signs
4 _____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
35 _____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security	☐ Mounted Horse Patrol	☐ Traffic Control
☐ Race Lead Vehicle	☐ Parade Lead Vehicle	☐ General Presence
☒ Towing / Ticketing	☐ Assistance with Parking Closures	☐ Assistance with Street Closures

Please describe in detail your request: _____

We will only need help with towing if cars are not removed by the requested time. This is _____

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

PARKS AND RECREATION DEPARTMENT (307) 732-5753

☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☒ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: _____

**Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? ☒ Yes ☐ No

If "Yes", has the site been reserved with Parks and Recreation? ☒ Yes ☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: n/a _____

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: n/a

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? ☒ Yes ☐ No

If "Yes", please indicate times: Start Time: 4pm Finish Time: 7pm

Will your event feature any musical entertainment? ☒ Yes ☐ No

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? ☒ Yes ☐ No

If "Yes", have you completed a sign permit application? ☒ Yes ☐ No

A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities? ☒ Yes ☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets:² _____ Number of ADA Accessible Portable Toilets: _____

If "No", please explain:

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 5/28 Time for Drop Off: _____

Date for Pick Up: 9/19 Time for Pick Up: _____

ALCOHOL

Will there be alcoholic beverages at the event? ☒ Yes ☐ No

Will you be offering any alcoholic beverages besides beer? ☒ Yes ☐ No

If "Yes", what will be offered in addition to beer? Jackson Hole Stillworks

If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.

Please describe any sales activity at your event:

Each vendor will be selling their own items.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? _____

How many trash receptacles will be supplied for your event? 2 but we will provide them

When will the trash receptacles be delivered? We will bring them to the venue every week

When will the trash receptacles be picked up and removed from site? 8pm, same day as event

Describe your plan for the collection and removal of trash during your special event:

As part of our Zero Waste Initiative, vendors are required to use our reusable plates, bowls, cups, and utensils. We collect all food waste and give it to Haderlie Farms (vendor) to take home to feed pigs/compost. We cover all the public trash cans during our event and divert people to discard trash at our Zero Waste Station. After the event we recycle all materials that can be recycled and remove trash from the site.

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. **For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.**

Will you be using a company for your recycling plan? ☐ Yes ☒ No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? 1- we sort it later

When will these recycling receptacles be delivered? We bring them. We have old ISWR Slim Jims

When will recycling receptacles be picked up and removed from site? After each market

Describe your plan for collection and removal of recyclable materials during your special event:
We have a Zero Waste Station with four clearly marked bins (landfill, recycling, compost and reuse) and we station one person with Zero Waste knowledge in the area to talk to market attendees about both Teton County and the Market's Zero Waste efforts, as well as what can and cannot be recycled. After each market, an employee takes the bin and sorts the contents and recycles appropriately.

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

At this time we will not be using the Phil Baux Park Pavilion to teach our kids cooking classes.

STANDARD CONDITIONS OF APPROVAL

Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.

GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: SS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: SS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: SS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: SS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: SS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: _____

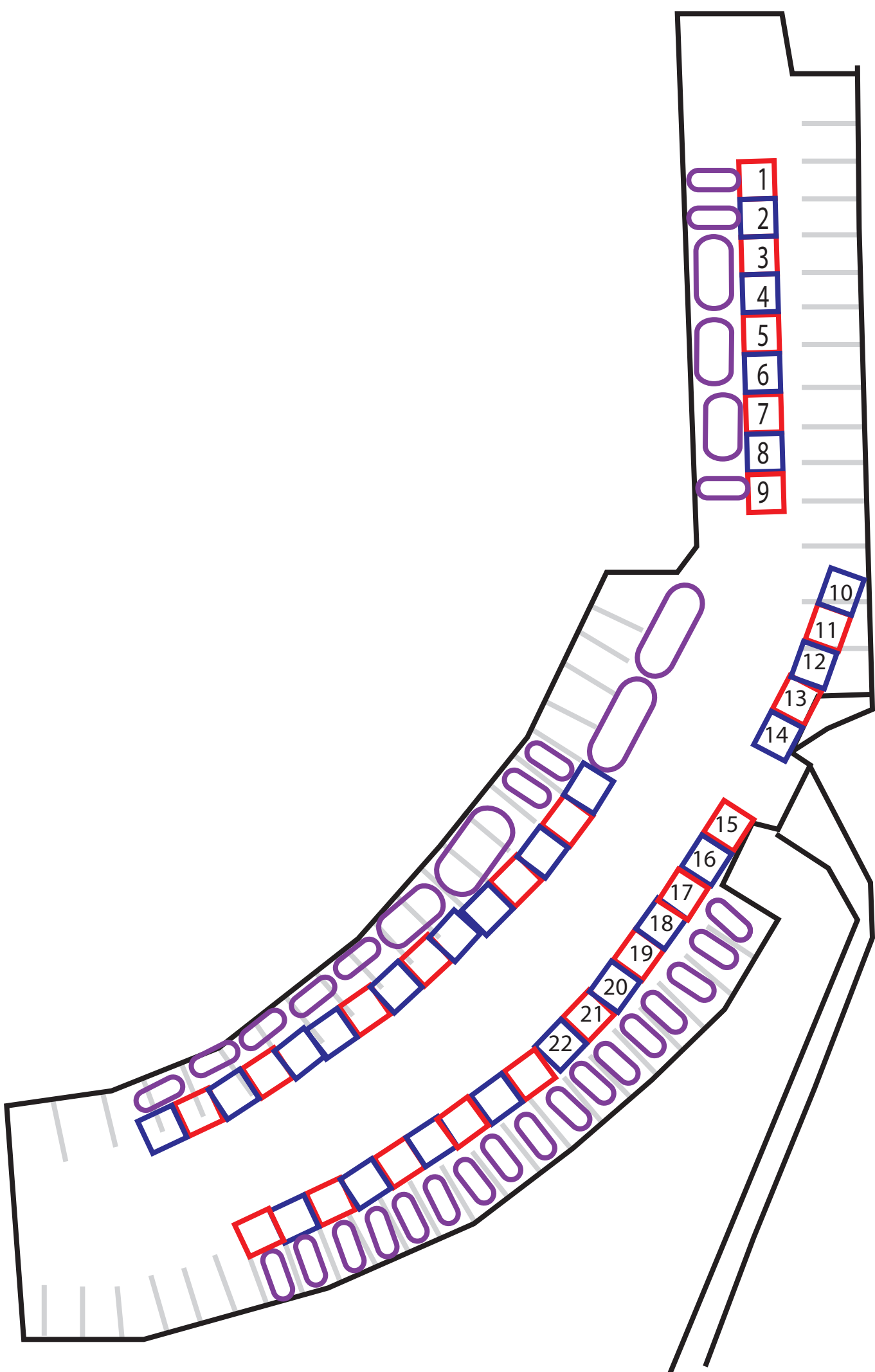
Signature

APPLICANT: Scott Steen

Printed Name

DATE: 03/13/2019

TITLE: Executive Director





TOWN OF JACKSON

TOWN COUNCIL

AGENDA DOCUMENTATION

PREPARATION DATE: April 4, 2019

MEETING DATE: April 8, 2019

SUBMITTING DEPARTMENT: Town Clerk

DEPARTMENT DIRECTOR: Roxanne DeVries Robinson

PRESENTER: Carl Pelletier

SUBJECT: Special Event – Farmers Market

STATEMENT/PURPOSE

The Mayor and Council approve special event applications requesting use of city streets and relief from Town ordinances on behalf of the Town of Jackson.

BACKGROUND/ALTERNATIVES

The applicant, Jackson Hole Farmers Market on the Town Square, requests permission to host its annual Farmers Market on Saturday mornings around Town Square with vendors located in the spaces normally reserved for parking on Broadway, Center and Deloney abutting George Washington Memorial Park. The event was initiated in 2001. This is an event allowing local farmers and local businesses to sell organic food products. The Farmers Market will contribute 10% of weekly gross proceeds to each participating non-profit of the week. The applicant anticipates approximately 40 participants and 2000 spectators each week.

Set up will begin at 6:00 A.M. and break down will end by 12:30 P.M. The market will be open from 8:00 A.M. to 12:00 P.M. The market will run from June 22, 2019 to September 21, 2019. This request includes permission to host a Community Fall Festival on the final day of the Farmers Market, September 21, 2019. The Community Fall Festival is an expanded Farmers Market on streets surrounding the Town Square which will end for the public by 4:00 P.M. with clean-up being complete by 4:30 P.M.

The only significant change in the request is to begin the Farmer's two weeks earlier in the year than they have historically requested in the past. In the past the Farmer's Market has started after the 4th of July, this year the Farmer's Market is requesting to begin operations on June 22.

Over the past couple of years the applicant has been working with the Fire Marshal and discussing potential measures to increase safety at this event. Two years ago the Town Council approved a safety measure reducing the westbound traffic from 2 lanes to 1 lane on Broadway (between Center and Cache) during the hours of the market. In the past there have been 2 westbound lanes open to traffic on Broadway (between Center and Cache) during the market hours. Vendors have occupied the parking spaces on the west side of Broadway (between Center and Cache). Several of these vendors are food vendors utilizing propane tanks to prepare food. Limiting westbound traffic to one lane on Broadway would provide a buffer of space between moving vehicles and propane tanks used in the vendor tents. This year the applicant is requesting a modified version of this plan – utilizing 2 barricades in the north lane of Broadway for westbound traffic. This would essentially encourage westbound vehicle traffic to merge into one lane providing a buffer zone between the vendors and westbound traffic.

Additional requests associated with this event include:

- Permission to close the parking lane on the south side of Deloney Street and south bound lane of Center Street along George Washington Memorial Park for each market from 7:00 A.M. to 12:30 P.M. for vendor booths and pedestrians. The applicant has requested the closure of the east bound parking lane of Deloney Street. Deloney is now a one lane street allowing for east-bound traffic only. The applicant indicated that closing the southern parking spaces on Deloney would provide enough space for vendors, visitors and traffic. This request was proposed and approved in previous years.
- The applicant utilizes its own barricades for the street closures and will also be responsible for the production, posting and removal of the associated no parking signage.
- Full closures of Broadway between Cache and King, Deloney between Cache and Center, and Center between Broadway and Deloney for the Community Fall Festival on September 21, 2019.
 - Please note that in the past as part of the Old Bill's Fun Run application, Council has approved a request to fully close Broadway between Cache and Willow for Old Bill's Fun Run. This year Old Bill's Fun Run is scheduled for September 7 from 6:00 A.M. to 2:00 P.M. and as a result, the Farmers Market moves to Broadway. Please see attached site map for Old Bill's Fun Run day. The special event application for the Old Bill's Fun Run will be submitted to the Town Council in the near future.
- Permission for a sidewalk sale by downtown merchants during the Community Fall Festival.
- Permission to display two temporary event banners per the attached sign permit applications. The applicant also requests permission to display two onsite 5'x7' banners to be displayed on tents.
- Permission to display light pole banners per the attached sign permit application.
- Access to electricity from the park.
- Permission for amplified sound associated with this event.
- Permission to utilize barricades and road signs from Public Works if necessary.
- Permission to ban dogs from within the event boundary. This ban was initially approved for the summer of 2015. The procedure worked well for the organization and they are requesting this again for the summer of 2018. In the past concerns regarding dogs at this event have been raised by the Farmers Market staff, volunteers, vendors and patrons. With this in mind, the applicant is seeking permission to ban dogs from within the boundary of this Town Council approved event. Currently there is a Town ordinance prohibiting dogs from being in the Town Square; however, this dog ban request would extend beyond the boundary of the Town Square and into the event boundary. The Police Department has indicated that since there is no ordinance prohibiting dogs in the public streets, they could enforce either trespass or breach of peace if someone brings a dog within the event boundary and refuses to leave. The Police Department has also indicated that if the Town Council determines that this issue is one worth pursuing for a long-term solution than an ordinance could be considered at some point. An ordinance would allow for enforcement. The applicant has indicated that they would make efforts to educate the public in regards about dogs at the Farmers Market. The Police Department has indicated that when they have a CSO available that they would be asked to be a presence at the Farmers Markets.
- Use of the George Washington Memorial Park from 8am – 9am on Farmer Market Saturdays for the Market's "Wellness of the Week" program. The applicant will "offer free yoga, fitness type activities to people free of charge so they can enjoy a healthier life style in Jackson Hole." This program would take place from 8:00am until 9:00am in the eastern quadrant of the George Washington Memorial Park. The applicant has indicated that would ask each instructor to provide their own Certificate of Insurance to cover the time they are donating. The applicant also indicated that they would place a sign at each market indicating that the activity was free of charge and donated by the individual and the business they work for giving them acknowledgement for their time donated.
- Use of amplified sound for the Wellness of the Week event.

As in years past, the applicant is coordinating with the Community Foundation for Old Bill's Fun Run which also occurs on September 7. Historically, when Old Bill's occurs, the Farmers Market has shifted its location to Center Street between Deloney and Gill and the entire street is closed from approximately 6:00 A.M. to 2:00 P.M.

During Old Bill's Fun Run, the Farmers Market will be relocated from North Center Street (as historically done) and moved to Broadway (behind the runner line-up zone for Old Bills Fun Run). Up to 45 Farmers Market booths can be accommodated in this space. For the Farmers Market set-up / take down traffic flow, vendors will access booths via a u-turn runner line-up zone on Cache Street between 6:00 A.M. and 8:00 A.M. The vendors must arrive by 8:00 A.M. at which point barricades will go up. The Farmers Market will be barricaded off between 8:00 A.M. and 10:10 A.M. for shopper and runner safety (the Old Bill's starting gun fires at 10:00 AM). Farmer's Market take-down will begin at 12:30 PM.

At a previous meeting the Town Council approved Old Bill's request to re-locate non-profit booths to Center Street, the location where the Farmers Market has historically been located.

This application has been submitted to various Town departments for review.

COMPREHENSIVE PLAN ALIGNMENT

This event aligns with our Quality of Life which is important to our community. We have always been a diverse community that supports a variety of lifestyles and employment opportunities, and we welcome others to share in the enjoyment of our ecosystem and western mountain lifestyle. Residents and visitors have become accustomed to high-quality social, cultural, and recreational services. Continuing to provide these services in a manner that better achieves our Vision will enhance the livability and appeal of our community.

STAKEHOLDER ANALYSIS

The application has been submitted for review and comment to all Town departments.

FISCAL IMPACT

Income from the Exposition Business License per Farmers Market

STAFF IMPACT

Staff impact is minimal but includes providing access to electricity.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends the approval of the special event permit application (with the exception of the request for trash removal), subject to the following conditions and restrictions:

1. The applicant shall clean up immediately after each day of the event and shall be responsible for the removal of all refuse and recycled material generated by the event.
2. Applicant shall encourage market users to utilize the downtown parking structure.
3. Insurance: An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.

4. The applicant shall obtain an Exposition License for the Town of Jackson covering each day of the event. Social security numbers for all vendors shall be provided to the Finance Department at least 10 days prior to each event.
5. The applicant shall coordinate the use of electric with the Parks & Recreation park superintendent at least three (3) business days prior to the event.
6. No exhibits, tables, chairs, or other equipment shall be placed on walkways as to obstruct pedestrian traffic.
7. Attaching signage of any kind to the antler arches or fences is prohibited
8. Any power cords that cross walkways shall be taped and secured as to avoid a tripping hazard.
9. The applicant shall be responsible for the production, posting and removal of the no parking signage. As such, it will be the responsibility of the applicant to remove or tow vehicles parked in spaces intended for use by vendors.
10. The applicant will work with Town personnel in accommodating other special events that may take place in the area. Specifically, the applicant will work with the Community Foundation to accommodate Old Bill's Fun Run subject to Town approval.
11. Temporary event banners may be put up the Wednesday prior to each market date and shall be removed at the closure of each market day. No items shall be stored on the Town Square (including the stage stop building) between events.
12. Any tents larger than 400 square feet will require approval through the Fire Department. A Temporary Tent Permit Form will need to be completed and approved prior to the start of the event. This Temporary Tent Permit can be found on the Jackson Hole Fire / EMS website.
13. Light post banners shall be coordinated through the Chamber of Commerce and the Town of Jackson Public Works Department.
14. The applicant will work with the Jackson Police Department in an effort to educate, report and enforce a dog ban within the event boundaries if the Town Council approves a dog ban.
15. Any additional conditions as directed by the Town Council.

SUGGESTED MOTION

I move to approve the application made by Jackson Hole Farmers Market on the Town Square for the Farmers Market on Town Square special event, subject to the conditions and restrictions listed in the staff report.

Special Event Application

Submit Completed Document To:

Town Hall
Town of Jackson - Special Events
150 East Pearl Street
P.O. Box 1687
Jackson, Wyoming 83001



**A completed application
must be submitted at least
21 days prior to your event.**

cpelletier@townofjackson.com
(307) 733-3932 ext. 1112 (phone)
(307) 739-0919 (fax)

Non-Profit Fee: \$25
For-Profit Fee: \$150

APPLICANT INFORMATION

Name of Event: Farmers Market on the Jackson Town Square

Name of Organization: Farmers Market on the Jackson Town Square

Type of Organization: ☐ Non-Profit ☐ Public Agency ☒ For-Profit Business

Mailing Address: P.O. Box 3167

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Jenny May Shervin

Email Address: jennymay333@gmail.com

Work Phone: 805-698-5489 Cell Phone: 805-698-5489

EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly
☐ Parade ☐ Festival ☐ Biking ☐ Education
☒ Other: Farmers Market

Description & Purpose of Event *(Attach additional sheets if necessary):* _____

Fresh & Organic agricultural, dairy, meat and other prepared foods sold in community

Location of Event: Town Square Alternative Location: N/A

Date(s) of Event: Every Saturday June 22-Sept 21 Event Operating Hours: 8:00AM-Noon

Event Set Up Begins Date: June 22, 2019 Time: 6:00AM

Event Clean Up Ends Date: September 21, 2019 Time: 4:00PM 9/21/19 Only

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 2,000 Total Event: 28,000 Season
(Spectators and Participants)

Special Considerations (check all that apply):

- | | | |
|--|---|---|
| ☐ Alcoholic Beverages | ☒ Cooking/Grilling | ☒ Electricity Requested |
| ☒ Food Sales | ☒ Merchandise Sales | ☒ Recurring Event |
| ☐ Ticketed Admission | ☒ Sound Amplification | ☐ Pets or Animals |
| ☒ Tents | ☐ Street Closure | ☐ Sidewalk Closure |
| ☐ Overnight Parking | ☐ Overnight RV Camping | ☐ Use of Town Square |

Event Co-Sponsor (s): Rotary of Jackson Hole, Supper Club

All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.

Will you be charging admission or a fee for your event? ☐ Yes ☒ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Sadek Darwiche Cell Phone: 307-413-6323

EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- | | |
|---|---|
| ☒ Tents (X) | ☐ Food Vendors (FV) |
| ☐ Beverage Vendors (BV) | ☐ Alcohol Vendors (A) |
| ☐ Portable Toilets (T) | ☐ Hand Washing Sink (HWS) |
| ☐ Stages or Amplified Sound (SO) | ☐ Bleachers (BL) |
| ☐ Garbage Receptacles (G) | ☐ Recycling Receptacles (RR) |
| ☐ Retail Merchants (RM) | ☐ Security (P) |
| ☐ Fire Lane (FL) | ☐ Fire Extinguishers (EX) |
| ☐ First Aid / EMS (FA) | ☐ Barricades (B) |
| ☐ Electricity / Generator (EL) | ☐ Trailers, Vehicles, Storage (TR) |

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Special Event Application

STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☒ Yes ☐ No

Area of Closure Request	Date(s)	Start Time	End Time
-------------------------	---------	------------	----------

Encompassing sections of Broadway, Center & Deloney on Town Square -9/21/19			

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces? ☒ Yes ☐ No

If "Yes", how many parking spaces will be unavailable due to the event: 30 parking spaces

Will the event closure requests impact any START Bus routes? ☐ Yes ☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: _____ START Bus contacted? ☐ Yes ☒ No

RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

☐ Yes ☒ No

Special Event Application

TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

<u>9/21 (10)</u> Large Street Barricades	<u> </u> "Road Closed" Street Signs
<u> </u> Small Sidewalk Barricades	<u> </u> "Local Traffic Only" Street Signs
<u> </u> 28 Inch Street Cones	<u>9/21 (1)</u> "Detour" Street Signs
<u> </u> Candlestick Cones	<u> </u> 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

POLICE DEPARTMENT

(307) 733-1430

☐ Event Security	☐ Mounted Horse Patrol	☐ Traffic Control
☐ Race Lead Vehicle	☐ Parade Lead Vehicle	☐ General Presence
☒ Towing / Ticketing	☐ Assistance with Parking Closures	☒ Assistance with Street Closures

Please describe in detail your request: _____

Street Closures on 9/21/19 until 4:30PM only (mainly Broadway). Every Saturday No

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.

Special Event Application

TOWN SERVICES REQUESTS (Continued)

PUBLIC WORKS DEPARTMENT (307) 733-3079

- ☒ Street Sweeping ☐ Snow Removal ☐ Street Marking

Please describe in detail your request

Only after our Fall Festival on 9/21/19. After our event is over at 4:30PM if possible.

PARKS AND RECREATION DEPARTMENT (307) 732-5753

- ☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.
- ☒ Electricity Access
- ☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.
- ☐ Additional Public Restroom Cleaning

Please describe in detail your request: Approximately 5-8 Vendors may need electrical. We will

**Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? ☐ Yes ☒ No

If "Yes", has the site been reserved with Parks and Recreation? ☐ Yes ☐ No

FIRE / EMS DEPARTMENT (307) 733-4732

- ☐ Foot Patrol ☐ Ambulance ☐ Fire Engine
- ☐ Rescue Truck ☐ Bicycle Patrol ☒ Event Site Inspection

Please describe in detail your request: Fire safety inspection of vendors preparing food on-

Special Event Application

TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: _____

VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? ☒ Yes ☐ No

If "Yes", please indicate times: Start Time: 9:00AM Finish Time: 11:30AM

Will your event feature any musical entertainment? ☒ Yes ☐ No

If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.

SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? ☒ Yes ☐ No

If "Yes", have you completed a sign permit application? ☒ Yes ☐ No

A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.

INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: ☐ Yes ☒ No

Special Event Application

PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities? ☐ Yes ☒ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: _____ Number of ADA Accessible Portable Toilets: _____

If "No", please explain: _____

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: _____

Restroom Drop off / Pick Up Date for Drop Off: _____ Time for Drop Off: _____

Date for Pick Up: _____ Time for Pick Up: _____

ALCOHOL

Will there be alcoholic beverages at the event? ☐ Yes ☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes ☒ No

If "Yes", what will be offered in addition to beer? _____

If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.

Special Event Application

VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.

Please describe any sales activity at your event:

Farmers Market organization fund raises by selling reusable tote bags and clothing. Otherwise, individual vendors are responsible to work directly with WYDR.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.

TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? _____

How many trash receptacles will be supplied for your event? 4 by FM; Vendors responsible for

When will the trash receptacles be delivered? _____

When will the trash receptacles be picked up and removed from site? 12:30PM each Saturday

Describe your plan for the collection and removal of trash during your special event:

FM organizers collect and remove all trash receptacles. Vendors are required to keep their space clean and free of any trash.

Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.

Special Event Application

SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. ***For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.***

Will you be using a company for your recycling plan? ☐ Yes ☒ No

If "Yes" which company will you be using? _____

How many recycling receptacles will they (or you) supply for your event? _____

When will these recycling receptacles be delivered? _____

When will recycling receptacles be picked up and removed from site? _____

Describe your plan for collection and removal of recyclable materials during your special event: _____

Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.

Special Event Application

SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

Approved in 2018. Farmers Market on Broadway day of Old Bills Fun Run planned in advance with OBFR coordinators.

STANDARD CONDITIONS OF APPROVAL

Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.

GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: JMS

Special Event Application

STANDARD CONDITIONS FOR ALL EVENTS (continued)

ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: _____
Signature

APPLICANT: _____
Printed Name

DATE: _____

TITLE: Market Manager _____



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department Planning Division

150 East Pearl Ave.
P.O. Box 1687
Jackson, WY 83001

ph: (307) 733-0520 or
(307) 733-0440
fax: (307) 734-3563
www.townofjackson.com

EVENT NAME:

Event Name: Farmers Market on the Town Square Physical Address of Event: Town Square
Description of Event: Farmers Market

EVENT SPONSOR/APPLICANT:

Name: Farmers market on the Town Square Phone: 805-698-5489
Mailing Address: P.O. Box 3167 Jackson, WY. ZIP: 83001
E-mail: fmyhts@gmail.com Non-Profit: ☐ For Profit: ☒

TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>Banner</u>	Business/Description: <u>Banner</u>
Physical Address: <u>Town Square</u>	Physical Address: <u>Town Square</u>
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes ☐ No ☐	Consent from Owner Obtained? Yes ☐ No ☐
Business/Description: <u>Light Pole Banners</u>	Business/Description: <u>Albertson's</u>
Physical Address: _____	Physical Address: _____
Dates of Display: <u>7/1 - 7/29</u>	Dates of Display: <u>Aug 18-24 / Sep 8-22</u>
Consent from Owner Obtained? Yes ☒ No ☐ <u>Chamber</u>	Consent from Owner Obtained? Yes ☒ No ☐

SUBMITTAL REQUIREMENTS. Attach the following:

- _____ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
- _____ Installation specifications, and any structural details or specifications required for freestanding signs.

5x7 ft: 5' high, 10' clearance, 8' set back

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Authorized Event Applicant

Applicant Name Printed

Jenny May Sherwin

Date

Title

3/13/19

Market Manager

**TOWN OF JACKSON
JACKSON POLICE DEPARTMENT**

NOISE PERMIT APPLICATION

PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.

Event Sponsor (Person responsible for event and noise if complaints are received):

Name: Farmers Market on the Town Square Date of Birth: _____

Phone number (805) 698 - 5489

PO Box: 3167

Town: Jackson State WY Zip Code 83001

Street Address: Town Square

Town: Jackson State WY Zip Code 83001

Location of Event: Town Square

Physical Address: _____

Date(s) of Event: 6/22/19 - 9/21/19 Saturday Mornings Only

Requested Starting Time of Event: 9:00am a.m./p.m.

Requested Ending Time of Event: 11:30am a.m./p.m.

Please be advised that the noise permit will not extend beyond 11 p.m.

Type of Event: Farmers Market

(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.

Live band

Band Name: variety of bands each Saturday at Farmers Market

Telephone or email address: fnjhts@gmail.com

or
First and last name of person providing music: Variety

Telephone or email address: 805-698-5489 or jfnjhts@gmail.com

Signed: Farmers Market on the Town Square 1/3/19

(Event Sponsor - Responsible)

(Date)



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Town Clerk

PRESENTER: Sandy Birdyshaw

MEETING DATE: April 8, 2019

SUBJECT: Malt Beverage Permit Request – Snake River Brewing

STATEMENT/PURPOSE

The Town Council, as the local liquor licensing authority, approves the issuance of all malt beverage permits.

BACKGROUND/ALTERNATIVES

Snake River Brewing Company has applied for a malt beverage permit to allow them to serve malt beverages on their lawn located at 265 S. Millward Street to celebrate the Brewery's 25th Birthday. The date of the permit would be Saturday, April 13, 2019 from 11:00 a.m. to 9:00 p.m.

Section 12-4-502(a) of Wyoming Statutes provides for the issuance of temporary liquor permits:

A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

The application have been reviewed by the Police Department and Town Clerk.

COMPREHENSIVE PLAN ALIGNMENT

This application was processed according to Title 12 of the state statutes, and as related to the Comprehensive Plan Policy 8.1.a. the delivery of quality levels of service to the community and the decisions related to temporary liquor permits also have a direct correlation to the health, safety, and welfare of the community as discussed in Section 8.

STAKEHOLDER ANALYSIS

Stakeholders include the Town Council as the local licensing authority regulating alcohol and malt beverages, Snake River Brewing Company as the participant, and patrons who visit Snake River Brewing.

FISCAL IMPACT

Malt beverage permit fees of \$100.00 will be deposited to the general fund.

STAFF IMPACT

Staff impact includes reviewing the applications, communicating with applicant and obtaining information to provide in the staff report, presenting to Council, and if approved, printing permits and issuing them.

LEGAL REVIEW

N/A

ATTACHMENTS

Malt Beverage Permit Application

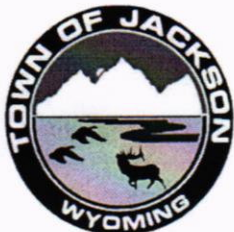
RECOMMENDATION

Staff recommends approval of the requested malt beverage permit, subject to the following conditions and restrictions:

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. Every sale will include an age verification by checking IDs.
3. Beer may only be sold in plastic cups, no more than 16 oz.
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.

SUGGESTED MOTION

I move to approve the issuance of a malt beverage permit to Snake River Brewing Company for April 13, 2019 from 11:00 A.M. to 9:00 P.M., subject to the conditions and restrictions listed in the staff report.



MALT BEVERAGE PERMIT APPLICATION

Fee \$ not paid

Date Paid _____

The fee is \$100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a \$200 fee.

W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

- (a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

JMC 6.50.020. Malt Beverage Permits.

- B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.
- C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
- D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars (\$100.00) per twenty-four hour period.

All Malt Beverage Permits requests must be approved by the Jackson Town Council.
Please submit the completed application at least 21 days in advance of the date of the event.

Name of Organization Requesting Permit: Snake River Brewing Co.

Event Contact Person and Phone Number: Ariel Koerber | (443) 250-4787

Date(s) of Permit: Saturday, April 13, 2019

Hours of Permitted Service and Consumption: 11am to 9pm

Description of Premises where malt beverages are to be served (physical address):

Snake River Brewing Co. Lawn at 265 S. Millward St Jackson, WY 83001

Purpose of Event: Snake River Brewing Co. 25th Birthday Party

I have read, understand, and will comply with the above laws governing a Malt Beverage Permit.

(Sign Here) *Ariel Koerber*

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.
Submit application to Town Hall or fax to 739-0919.



TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

PREPARATION DATE: APRIL 4, 2019
MEETING DATE: APRIL 8, 2019

SUBMITTING DEPARTMENT: PLANNING
DEPARTMENT DIRECTOR: TYLER SINCLAIR
PRESENTER: BRENDAN CONBOY

SUBJECT: **ITEM P19-051:** A REQUEST FOR RELEASE OF A DECLARATION OF RESTRICTIONS (LOT LINE SETBACK WAIVER) FOR 617 E HALL AVENUE.

APPLICANT: MR. BENJAMIN GOLDBERG

OWNER: 370 REDMOND LLC

STATEMENT/PURPOSE

The applicant is requesting a release of a Declaration of Restrictions (lot line setback waiver) which declares that Lots 12 and 13 BLK. 1, Hall 2, are considered one lot for the purposes of applying the Land Development Regulations. The applicant wishes to remove the restriction which runs with the property in order to develop the two underlying lots for which Building Permits have been issued and construction has commenced. The applicant has included a draft document for the release of the Declaration of restrictions.

APPLICABLE REGULATIONS

Sec. 8.2.14 - Public Hearings

LOCATION

The property is located at 617 E Hall and legally described as Lots 12, 13, Block 1, John D. Hall Plat No. 2 Addition to the Town of Jackson. An aerial photo of the parcel and immediate neighborhood is shown on the following page:



BACKGROUND

- The subject property is 0.34 acres (15,000 sf) and located in the Neighborhood Low Density - 5 (NL-5) zone and contains two 50' by 150' (7,500 sf) platted lots, Lot 12 and Lot 13 of Block 1 of the John D. Hall Plat No. 2, recorded in 1948. The property is surrounded by NL-5 zoned properties in every direction. To the west directly across Redmond Street is the recently constructed Redmond Street Rentals, a Planned Unit Development.
- In 1954, a 672 sf one bedroom, single-story detached single family home was constructed in the center of the property which straddled the interior common lot line of Lots 12 and 13. In 1966, a 2,340 sf three bedroom ranch style home with a basement was constructed to the south of the existing one bedroom home which also straddled the interior common lot line of Lots 12 and 13.
- In May of 1990, the Board of Adjustment denied a variance request from the then property owners Charlie and Ada Petersen to allow a 16' setback where 25' was required and a 3' side yard setback where 10' was required as part of a request to build a detached garage with access from the alley at the north of the property

- On May 2, 2001 the Board of Adjustment denied a request from the Petersens for a variance from the dimensional standards to allow an 896 sf Accessory Residential Unit due to the then Auto Urban Residential zone limitation of a maximum floor area of 800 sf for ARUs.
- The Town of Jackson seemingly provided guidance to the Petersens to instead submit a building permit for the structure as a detached single family home rather than an ARU in order to avoid the habitable floor limitations of ARUs. On July 24, 2001 the Petersens received approval for Building Permit #10312 for an 896 sf detached single family home on top of a 28' by 32' garage on the northern portion of the two lots with access from the alley off of Redmond Street.
- Approval of Building Permit #10312 was contingent on the applicant recording a Declaration of Restrictions (Lot Line Setback Waiver) with the County Clerk in order to locate the structure across the common lot lines of Lots 12 and 13. The declaration specifies that the property shall be considered one lot for the purposes of applying the Land Development Regulations, that the setback requirements that pertain to the common lot line separating Lot 12 and 13 are waived, and that conveyance of the property would require that Lots 12 and 13 be held in single ownership. Lastly, the declaration states that the restrictions established in the instrument cannot be varied, released or amended without written consent of the Town Council.
- The property was sold in February 2018 by trustees of the Petersen family to 370 Redmond Z LLC / 370 Redmond DZ LLC. On May 29, 2018 the Town of Jackson approved a Demolition Permit B18-0314 to remove the three residential units from the property. On November 15, 2018 the Town of Jackson approved Building Permits, B18-0618/0619 for Lot 13, and on November 29th and 30th, 2018 approved Building Permits B18-0612/0613 for Lot 12. The nearly identical developments on Lot 12 and Lot 13 each contain a 2,210 sf detached single family home with a 798 sf basement ARU and a detached garage with a 432 sf ARU on the second story off the alley. The permits were approved by the Planning Department since each met the dimensional standards as separate lots (including interior lot line setbacks of the NL-5 zone).
- Approval of the building permits was made without knowledge of the Declaration of Restrictions (Lot Line Setback Waiver) which considers the property one lot and requires that the lots be held in single ownership. Therefore, the applicant is requesting that Town Council release the Declaration of Restrictions (Lot Line Setback Waiver) so that Lots 12 and 13 are recognized as two separate lots and are thereby in conformance with the LDRs.

STAFF ANALYSIS

Staff has reviewed the request for consistency with the LDRs. As noted above, the Declaration of Restrictions which considers Lots 12 and 13 one lot was a solution to a previous problem of a building crossing a lot line and therefore violating setback requirements. The current owner has since demolished all of the buildings that were previously on the lot and received Building Permits for development on Lots 12 and 13 that conform to the current LDRs. The Declaration of Restrictions is therefore no longer necessary and it is in the best interest of both the applicant and the Town to remove the Declaration of Restrictions so that the resulting development is in conformance with the LDRs.

ATTACHMENTS

Applicant Submittal (Draft Release of Restrictions included)
Departmental Reviews

FISCAL IMPACT

None identified.

STAFF IMPACT

This request required a typical amount of staff time including meetings to determine the necessary process to remedy the lot restriction.

LEGAL REVIEW

Complete.

STAFF RECOMMENDATION/ CONDITIONS OF APPROVAL

The Planning Director recommends that Town Council release the Declaration of Restrictions (Lot Line Waiver) to release the restrictions on Lots 12 and 13, Block 1, John D. Hall Plat No. 2.

SUGGESTED MOTION

I move to **approve** the applicant's request to release the Declaration of Restrictions associated with Lots 12 and 13, Block 1, John D. Hall Plat No. 2, and hereby direct Staff to prepare a final document consistent with this approval to be executed by the Town Council and the owner(s) of the property which shall thereafter be recorded with the County Clerk.



PLANNING PERMIT APPLICATION
Planning & Building Department

150 E Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

For Office Use Only

Fees Paid _____ Date & Time Received _____
Application #s _____

Please note: Applications received after 3 PM will be processed the next business day.

PROJECT.

Name/Description: 370 Redmond - Removal of Restrictive Covenants
Physical Address: 605, 607, 615 and 617 E Hall Avenue
Lot, Subdivision: Lots 12, 13, BLK. 1, Hall 2 PIDN: 22-41-16-34-1-26-009

PROPERTY OWNER.

Name: 370 Redmond Z LLC Phone: 718-344-5164
Mailing Address: PO Box 7944, Jackson, WY ZIP: 83002
E-mail: Zach@Brooklynhomecompany.com

APPLICANT/AGENT.

Name: Benjamin Goldberg Phone: 781-608-9183
Mailing Address: PO Box 4477, Jackson, WY ZIP: 83001
E-mail: Ben.Goldberg85@gmail.com

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Subdivision/Development Option

_____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Amendments to the LDRs

_____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

☒ **Other:** _____
_____ Environmental Analysis

PRE-SUBMITTAL STEPS. To see if pre-submittal steps apply to you, go to www.townofjackson.com/200/Planning and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: N/A Environmental Analysis #: N/A
Original Permit #: N/A Date of Neighborhood Meeting: N/A

SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type for submittal requirements.

Have you attached the following?

- ☒ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.
- ☐ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at www.townofjackson.com/DocumentCenter/View/102/Town-Fee-Schedule-PDF.
- ☐ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning under the relevant application type.

Note: Information provided by the applicant or other review agencies during the planning process may identify other requirements that were not evident at the time of application submittal or a Pre-Application Conference, if held. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of Teton County to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Property Owner or Authorized Applicant/Agent

Name Printed

Date

Title

MISCELLANEOUS APPLICATION

370 Redmond Z LLC
605, 607, 615, 617 E Hall Avenue, Jackson, WY
(PIDN: 22-41-16-34-1-26-009)

Submitted to: Town of Jackson Planning Department

Applicant: 370 Redmond Z LLC
PO Box 7944
Jackson, WY 83002

Benjamin A. Goldberg - Attorney at Law
PO Box 4477
Jackson, WY 83001

Statement of Request:

The Applicant requests that the Declaration of Restrictions that burden the Property be released, and that the Property henceforth be considered and treated as two separate and distinct lots for all purposes including under the Town of Jackson's Land Development Regulations.

Background:

The Property consists of Lot 12 and Lot 13 of Block 1 of the John D. Hall Plat No. 2, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 8, 1948 as Plat No. 135. In 2001, the prior owners of the Property, Charlie M. Petersen, Jr. and Ada L. Petersen, wanted to construct a building that would lie across the common lot line of the two lots which comprise the Property. In order to do so, the Petersens needed Town Council to waive a lot line setback contained in the Town's Land Development Regulations. On July 24, 2001, the Petersens and Town Council executed a Declaration of Restrictions which was recorded on the same day as Document #0547947 in the Office of the Teton County Clerk. The Declaration of Restrictions permitted the Petersens to construct a building across the common lot line in exchange for placing the following restrictions on the Property: (1) the two lots were to remain under single ownership; and (2) the two lots were to be considered a single lot for all purposes under the Town's Land Development Regulations.

By its own terms, the Declaration of Restrictions can only be released with the prior written consent of the Town Council. Any release of the Declaration of Restrictions must be filed in the Office of the Teton County Clerk.

Reason for Request:

The Applicant purchased the Property on February 12, 2018 and has plans to demolish all structures on the Property and redevelop the Property as two separate and distinct lots (Lot 12 and Lot 13). The Applicant has no need for and will not benefit from the lot line setback waiver provided in the Declaration of Restrictions. Therefore, the Applicant is seeking a release of the Declaration of Restrictions so that it can proceed with its redevelopment plans. Please note that if the release is granted, the Applicant will develop each lot so as to conform with the applicable provisions of the Town's Land Development Regulations or seek the necessary relief.

For the foregoing reasons, the Applicant respectfully requests that the Declaration of Restrictions be released and that the Release of Declaration of Restrictions attached hereto as Exhibit A be executed and recorded in the Office of the Teton County Clerk.

Release of Declaration of Restrictions

This Release of Declaration of Restrictions (the "Release") is made by and between 370 Redmond Z LLC, a Delaware limited liability company (the "Owner") and the Town of Jackson, a municipal subdivision of the State of Wyoming (the "Town"), and is effective as of the date of recordation in the land records of the Office of the Teton County Clerk (the "Effective Date").

- Owner is the record owner of that certain real property located in the Town of Jackson, Wyoming and more particularly described as follows:
Lots 12 and 13 of Block 1 of the John D. Hall Plat No. 2, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 8, 1948 as Plat No. 135
PIDN: 22-41-16-34-1-26-009 (the "Property")
- The Property is burdened by a Declaration of Restrictions recorded on July 24, 2001 as Document #0547947 in the land records of the Office of the Teton County Clerk (the "Restrictions").
- The Restrictions were placed on the Property in consideration of the Town waiving a lot line setback requirement in the Town's Land Development Regulations.
- Owner desires to redevelop the Property and no longer needs a waiver from any of the applicable Land Development Regulations to do so.
- Town desires to release the Restrictions on the terms and conditions provided in this Release.

Now, therefore, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Release of Restrictions. Town hereby releases the Restrictions which shall no longer be of any force or effect. Each lot that comprises the Property shall henceforth be considered two separate and distinct lots for all legal purposes including in relation to the Town's Land Development Regulations.
2. Release of Lot Line Setback Waiver. Owner shall no longer benefit from the Lot Line Setback Waiver granted in the Restrictions. All future development on the Property shall comply with the Town's applicable Land Development Regulations or be granted relief pursuant to the mechanisms available in the Land Development Regulations.
3. Recordation. The parties agree and warrant that this Release shall be recorded in the land records of the Office of the Teton County Clerk.
4. Binding Effect. The terms of this Release shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.
5. Counterparts. This Release may be executed in multiple counterparts and as executed shall constitute one agreement binding on all parties hereto.
6. Entire Agreement. This Release contains the entire agreement of the parties on the subject matter dealt with herein and supersedes all prior and contemporaneous understandings of the parties in connection herewith.

IN WITNESS WHEREOF, the parties hereto have executed this Release of Declaration of Restrictions to be effective as of the Effective Date.

OWNER

370 Redmond Z LLC

By:

Its:

Date: _____

STATE OF WYOMING)
) ss
COUNTY OF TETON)

On this __ day of _____, 2019, before me, the undersigned Notary Public, personally appeared _____ for 370 Redmond Z LLC, a Delaware limited liability company, and known to me, or proven by satisfactory evidence, to be the _____ of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of statute, its articles of organization or its operating agreement, and on oath stated that he is authorized to execute said instrument on behalf of the limited liability company.

Notary Public

**Town of Jackson
Town Council**

By: Pete Muldoon
Its: Mayor
Date: _____

Attested to by the Town Clerk for the Town of Jackson, Wyoming:

Sandy Birdyshaw

STATE OF WYOMING)
) ss
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Pete Muldoon, as Mayor of the Town of Jackson, Wyoming, on this __ day of _____, 2019.

Notary Public

DECLARATION OF RESTRICTIONS
(Lot Line Setback Waiver)

This Declaration of Restrictions is made and executed the 24 day of July, 2001 by Charlie M. Petersen, Jr. and Ada L. Petersen, husband and wife, (hereinafter referred to collectively as "Petersen") and the Jackson, Wyoming Town Council (hereinafter referred to as the "Town Council") to become effective on the date of recordation in the Office of the Clerk of Teton County, Wyoming.

RECITALS/DECLARATION

1. Petersen is the owner of certain real property located in the Town of Jackson, County of Teton, State of Wyoming, and more particularly described as follows:

Lots 12 & 13 Block 1 John D. Hall Plat No. 2, aka John D. Hall 2nd Filing, Teton County, Wyoming, according to that Plat No. 135 recorded in the Office of the Teton County Clerk, P.I.N. 22-41-16-34-1-26-009 (hereinafter referred to as the "Property") which is depicted on that certain Exhibit A attached hereto and by this reference made a part hereof;

2. Petersen desires to construct a building (hereinafter referred to as the "Improvements") on the Property that will lie across the common lot line of the individual lots which comprise the Property. The Improvements would violate the minimum building setback requirements associated with said individual common lot line.
3. The Town Council is charged with administering the Land Development Regulations for the Town of Jackson, Wyoming.
4. The Town Council has determined that the construction of the Improvements can be permitted if the restrictions detailed below are placed on the Property.

RELEASED	☒
INDEXED	☒
ABSTRACTED	☒
SCANNED	☒

Grantor: PETERSEN, CHARLIE M JR ET AL
Grantee: THE PUBLIC
Doc 0547947 bk 429 pg 755-759 Filed at 3:42 on 07/24/01
Sherry L Daigle, Teton County Clerk fees: 14.00
By KIMBERLEE JANSEN Deputy

5. Petersen and the Town Council, therefore, hereby declare that the Property shall be held, conveyed, hypothecated, encumbered, leased, rented, occupied and improved subject to the following limitations and restrictions which shall run with the Property, or any part thereof, and shall be binding upon successors in interest of the Owner thereof.

ARTICLE I GENERAL APPLICATION OF LAND DEVELOPMENT REGULATIONS

That the Property shall henceforth be considered one (1) lot for the purposes of applying the Land Development Regulations of the Town of Jackson upon the execution of this document by the Town Council.

ARTICLE II SPECIFIC APPLICATION OF MINIMUM BUILDING SETBACK REQUIREMENTS

That the Property shall henceforth be considered one (1) lot for the purposes of determining minimum building setback requirements. Accordingly, for so long as these restrictions remain in effect, the setback requirements that pertain to the common lot line that separates Lots 12 and 13 of the Property are hereby waived by the Town Council.

ARTICLE III CONVEYANCE OF PROPERTY

That the Property shall henceforth be conveyed as one property such that the ownership of Lots 12 and 13 shall be held in a single ownership.

ARTICLE IV AMENDMENT OF RESTRICTIONS

The restrictions established by this instrument cannot be varied, released or amended without the prior written consent of the Town Council. Further, any variation, release or amendment of said restrictions shall be effective only after a document citing the release, or describing the amendment or variation, and executed by both the Town Council and the

owner(s) of the Property is recorded in the Office of the Clerk of Teton County, Wyoming.

ARTICLE V ACCEPTANCE OF RESTRICTIONS

Every owner or purchaser of the Property shall be bound by and subject to the provisions of this Declaration, and every owner or purchaser through his or her purchase or ownership expressly accepts and consents to the operation and enforcement of the provisions of this Declaration. The restrictions set forth herein shall constitute covenants running with the Property and shall be specifically enforceable by the Town Council by any appropriate legal action, including, but not limited to specific performance, injunction, and abatement.

IN WITNESS WHEREOF, Petersen and the Town Council have executed this Declaration to become effective upon recordation in the Office of the Clerk of Teton County, Wyoming.


Charlie M. Petersen, Jr.


Ada L. Petersen

TOWN OF JACKSON
TOWN COUNCIL


By Jeanne Jackson
its: Mayor

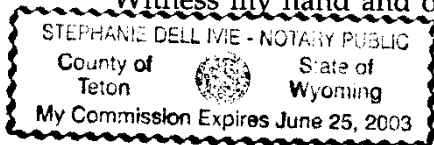


Roxanne Lee Kries Robinson,
Deputy Town Clerk

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Charlie M. Petersen, Jr. and Ada L. Petersen, this 18 day of June, 2001.

Witness my hand and official seal.



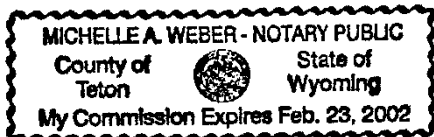
Stephanie Dell'Iero
Notary Public

My Commission Expires: June 25, 2003

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Jeanne Jackson, as Mayor of the Town of Jackson, and Roxanne DeVries Robinson, as Deputy Town Clerk, on this 16 day of July, 2001.

Witness my hand and official seal.



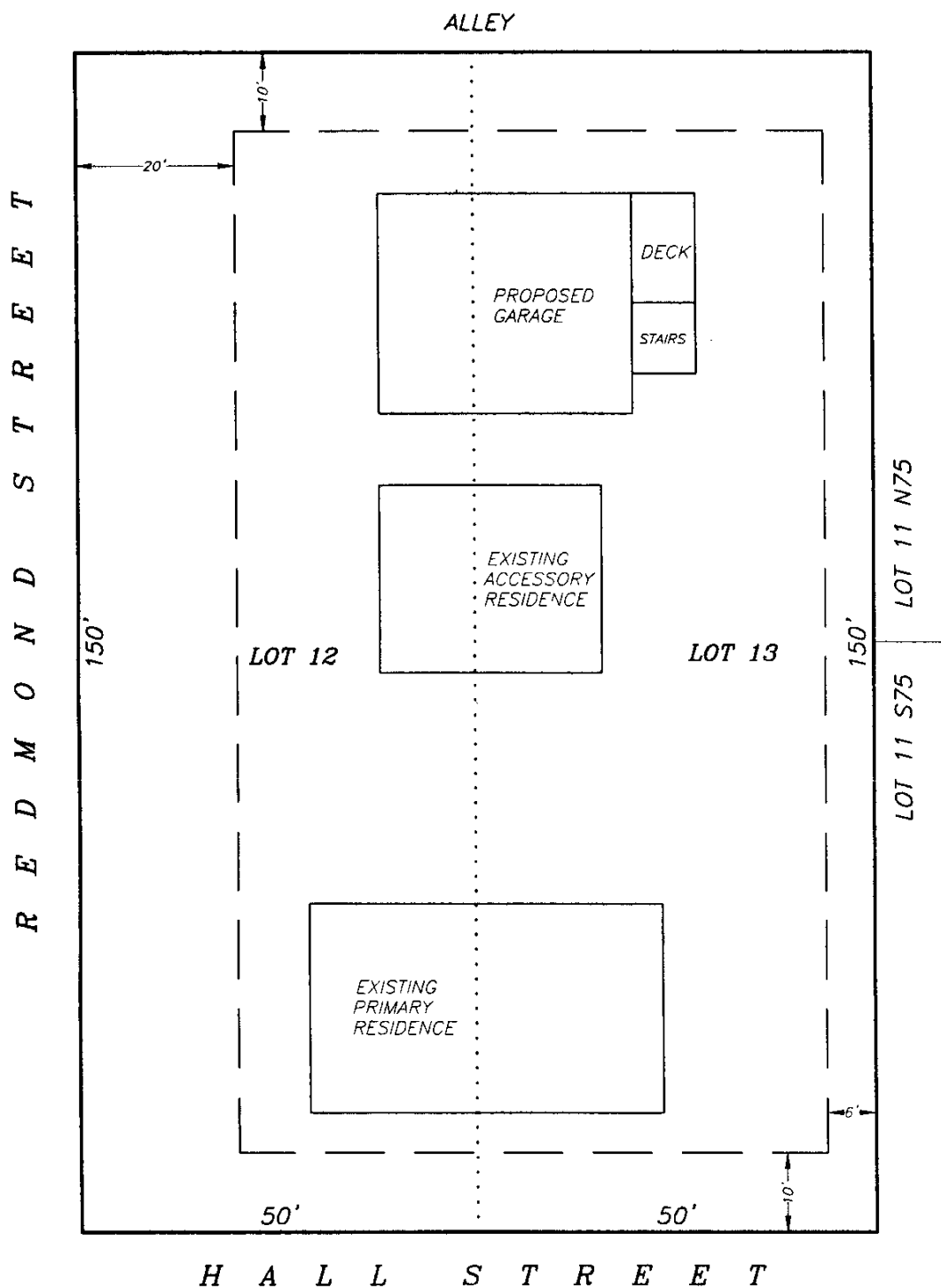
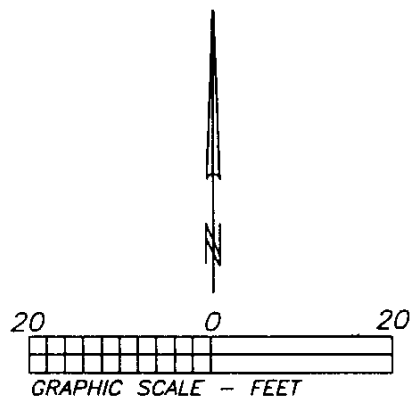
Michelle A. Weber
Notary Public

My Commission Expires:

NOTES:

Lot dimensions shown hereon are record from the recorded Plat No. 135. No actual boundary survey was performed as part of this survey.

Existing and proposed buildings were scaled from drawing titled "PLOT PLAN, INTERMOUNTAIN CONSTRUCTION MANAGEMENT GROUP, 9/2000"



LEGEND

- property line
- boundary line Lot 12/Lot 13
- adjacent property line
- - - - - setback line

EXHIBIT
PREPARED FOR
CHARLES & ADA PETERSEN
SHOWING
LOTS 12 & 13 BLOCK 1
JOHN D. HALL PLAT NO. 2
PLAT NO. 135
TETON COUNTY, WYOMING

Release of Declaration of Restrictions

This Release of Declaration of Restrictions (the "Release") is made by and between 370 Redmond Z LLC, a Delaware limited liability company (the "Owner") and the Town of Jackson, a municipal subdivision of the State of Wyoming (the "Town"), and is effective as of the date of recordation in the land records of the Office of the Teton County Clerk (the "Effective Date").

- Owner is the record owner of that certain real property located in the Town of Jackson, Wyoming and more particularly described as follows:
Lots 12 and 13 of Block 1 of the John D. Hall Plat No. 2, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on July 8, 1948 as Plat No. 135
PIDN: 22-41-16-34-1-26-009 (the "Property")
- The Property is burdened by a Declaration of Restrictions recorded on July 24, 2001 as Document #0547947 in the land records of the Office of the Teton County Clerk (the "Restrictions").
- The Restrictions were placed on the Property in consideration of the Town waiving a lot line setback requirement in the Town's Land Development Regulations.
- Owner desires to redevelop the Property and no longer needs a waiver from any of the applicable Land Development Regulations to do so.
- Town desires to release the Restrictions on the terms and conditions provided in this Release.

Now, therefore, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Release of Restrictions. Town hereby releases the Restrictions which shall no longer be of any force or effect. Each lot that comprises the Property shall henceforth be considered two separate and distinct lots for all legal purposes including in relation to the Town's Land Development Regulations.
2. Release of Lot Line Setback Waiver. Owner shall no longer benefit from the Lot Line Setback Waiver granted in the Restrictions. All future development on the Property shall comply with the Town's applicable Land Development Regulations or be granted relief pursuant to the mechanisms available in the Land Development Regulations.
3. Recordation. The parties agree and warrant that this Release shall be recorded in the land records of the Office of the Teton County Clerk.
4. Binding Effect. The terms of this Release shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.
5. Counterparts. This Release may be executed in multiple counterparts and as executed shall constitute one agreement binding on all parties hereto.
6. Entire Agreement. This Release contains the entire agreement of the parties on the subject matter dealt with herein and supersedes all prior and contemporaneous understandings of the parties in connection herewith.

IN WITNESS WHEREOF, the parties hereto have executed this Release of Declaration of Restrictions to be effective as of the Effective Date.

OWNER

370 Redmond Z LLC

By:
Its:
Date: _____

STATE OF WYOMING)
) ss
COUNTY OF TETON)

On this ___ day of _____, 2019, before me, the undersigned Notary Public, personally appeared _____ for 370 Redmond Z LLC, a Delaware limited liability company, and known to me, or proven by satisfactory evidence, to be the _____ of the company that executed the foregoing instrument and acknowledged said instrument to be the free and voluntary act and deed of the company, by authority of statute, its articles of organization or its operating agreement, and on oath stated that he is authorized to execute said instrument on behalf of the limited liability company.

Notary Public

Town of Jackson
Town Council

By: Pete Muldoon
Its: Mayor
Date: _____

Attested to by the Town Clerk for the Town of Jackson, Wyoming:

Sandy Birdyshaw

STATE OF WYOMING)
) ss
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Pete Muldoon, as Mayor of the Town of Jackson, Wyoming, on this __ day of _____, 2019.

Notary Public

Town of Jackson
Project Plan Review History

PLANNING

Project Number	P19-051	Applied	3/14/2019	STOL
Project Name	Other - remove restriction	Approved		
Type	OTHER	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		
Applicant	Benjamin Goldberg	Owner	370 REDMOND Z LLC & 370 REDMON	
Site Address		City	State	Zip
617 E HALL AVENUE	JACKSON	WY	83001	
Subdivision	Parcel No	General Plan		
HALL, JOHN D 2ND	22411634126009			

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					
Legal	APPROVED	3/19/2019	4/9/2019	3/26/2019	
A Cohen-Davis					

Planning	APPROVED W/CONDITI	3/19/2019	4/9/2019	4/1/2019	
Brendan Conboy					

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TOWN OF JACKSON AGENDA DOCUMENTATION

SUBMITTING DEPARTMENTS: Planning & Legal

PRESENTERS: Paul Anthony & Lea Colasuonno

MEETING DATE: April 8, 2019

SUBJECT: Right-of-Way Wireless Regulation: Resolution 19-05 for Design Standards

STATEMENT/PURPOSE

The purpose of this item is to present the revised version of Resolution 19-05 that provides for new Design Standards for wireless facilities in the Town Right-of-Way ("ROW"). Staff is not looking for final action on the Design Standards at this time but only for Council's confirmation of the changes shown in red-line (attached) and described below. Final action on the resolution is intended on April 15, 2019.

***NOTE:** This staff report is identical to the previous staff report provided for the March 18, 2019 meeting, except that staff has included a new "Background/Alternatives" section and a modified motion. Staff recommends, for the purposes of this meeting, that the Council focus on this new material.*

BACKGROUND/ALTERNATIVES

On March 18, 2019, the Town Council approved on First Reading the amendments to Title 12: Street and other Public Spaces regarding approval of small cell wireless facilities in the public ROW. At that meeting the Council suggested one change to the Design Standards for small cell wireless facilities (which are to be adopted by resolution, not ordinance).

The Council requested that the requirement for the "warning label" on poles with small cell facilities be clarified. Staff responded by making a few revisions. The first revision was to change the terminology from "warning label" to "notification label" because we are more accurately providing notice to the public of the wireless facility rather than warning them – i.e., a warning implies an immediate danger but federal rules may preclude a warning about health impacts of facilities that otherwise comply with federal laws regarding radiation. Staff also added that the following specific language be added to the notification label: **"This pole contains a licensed wireless telecommunications facility that emits radio frequency radiation according to FCC standards."** Finally, we specified that the sign be no more than 4' x 6" in size and that the notification label display the common symbol depicting a wireless facility shown below.



Staff is also asking that the Council identify any other changes it would like to make to the wireless Design Standards before the final version is presented for approval on April 15, which is intended to be the same date that the third reading of the Title 12 ordinance amendments will take place.

COMPREHENSIVE PLAN ALIGNMENT

Comp Plan Section 4. Town as the Heart of the Region - The Central Complete Neighborhood:

- Enabling and optimizing communications in the Town core supports the goal of concentrating development and activity in the Town by “improving the quality of life in Town and the economic stability and service delivery for the entire community.”

Section 6. A Diverse and Balanced Economy:

- The Comp Plan envisions “developing a sustainable, vibrant, stable and diversified local economy” with specific goals that include “enhancing tourism as the basis of the economy, encouraging local entrepreneurial opportunities, facilitating viable local businesses, [and] ensuring year-round economic viability.” Developing, maintaining and improving wireless communication infrastructure within the Town is fundamental to each of these goals.

Section 7. Multimodal Transportation:

- Alternative transportation, such as rideshare vehicles, bikeshares, and large-scale mass transit, is a critical component of the Comp Plan. These alternative transportation modes all require wireless communication networks, making investment in and improvement of the Town’s wireless infrastructure a critical step in achieving this Comp Plan goal.

Section 8. Quality Community Service Provision:

- This Comp Plan section opens with the statement that “life-safety, educational, social, cultural and recreational services [are] central to residents’ Quality of Life and a visitor’s experience,” and specifically highlights the need for “the efficient, timely, and safe delivery of critical utilities and services, such as police, fire protection, emergency medical treatment, and water and sewer services.” All of these services rely on wireless communication networks to operate, thus achieving this goal involves increasing the Town’s current wireless infrastructure

STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the public generally, the business community, and visitors.

FISCAL IMPACT

The foreseeable fiscal impacts of this item are:

- Recurring fees from use of the ROW (annual franchise and licensing fees).
- Individual permit fees (one-time Encroachment Permit Application fees).
- Ongoing legal consultant costs (anticipated on a sporadic basis through April 15, 2019).

STAFF IMPACT

Current Staff Impact:

The staff impact of this item falls mostly in the Planning and Legal Departments and the Engineering Division. The Planning and Legal Departments are working closely to research the federal law; understand its implications for the community and its interaction with the Town’s current regulations; develop the small cell regulations; and draft the necessary ordinances. The current impact of this item in the Planning and Legal Departments is significant.

The Engineering Division is also being consulted on some of the issues above and will be a necessary partner in generating internal staff procedures for processing applications and, a critical partner, in processing the applications and, once approved, the construction projects.

After second reading these ordinances will have a minimal impact in the Town Clerk's office, which includes the preparation of a brief public notice informing the public of each ordinance and the expected date of third reading. The impact of the third reading in the Town Clerk's office is notable in that it requires publishing the full ordinances in the newspaper, updating the Jackson Municipal Code, updating the Town's website, recording the ordinances in the permanent record book, and updating the electronic database.

Ongoing Staff Impact:

After enactment, staff expects long-term impacts in the Planning and Legal Departments and the Engineering Division to include franchise renewal, new application processing, and management of maintenance and repair of the facilities located in the ROW.

[LEGAL REVIEW](#)

Ongoing.

[ATTACHMENTS](#)

1. Resolution 19-05.

[RECOMMENDATIONS](#)

Staff recommends Council continue Resolution 19-05 to the Council meeting on April 15, 2019, with any changes identified in this meeting.

[SUGGESTED MOTIONS](#)

I move to continue Resolution 19-05 to the Council meeting on April 15, 2019, with any changes identified in this meeting.

Town of Jackson
Small Cell Infrastructure Design Guidelines

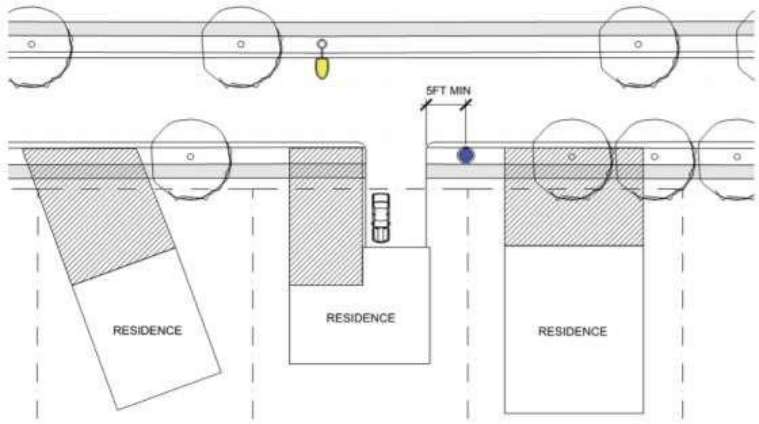
Three different types of small cell installations are permitted within the Town of Jackson. These types include attachments to utility poles and utility lines (Type I), removal and replacement of existing streetlights (Type II), and new freestanding installations (Type III). When small wireless facilities are to be constructed in a right-of-way, the city’s order of preference for a provider is 1) To install in-strand antennas (Type I), 2) To collocate on existing poles (Type I), 3) To collocate on replacement poles in the same or nearly the same location (Type II), or 3) to collocate on new poles (Type III). Deviations from this guideline shall be approved on a case-by-case basis by the Town Engineer prior to installation.

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
1. Typical Configuration			
2. General Requirements	□ All attachments to existing utility poles within Town of Jackson right-of-way require an encroachment permit, prior to installation. □ A maximum of three enclosures including the disconnect and antenna shall be installed at each utility pole location. No ground-mounted enclosures, including backup power supply, shall be allowed.	□ Combination small cell and streetlight applications and aesthetics shall be approved by the Town of Jackson prior to installation. All equipment shall meet the Town’s construction standards and specifications and comply with the Town’s Encroachment Permit Requirements.	□ All freestanding small cell poles within Town right of way require an encroachment permit prior to installation. □ The pole design shall match the aesthetics of existing streetlights installed adjacent to the pole. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design.

Town of Jackson
Small Cell Infrastructure Design Guidelines

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
	□ All carrier equipment shall be removed and relocated at no cost to the Town, if the Town or Lower Valley Energy (LVE) decides to underground the utility lines in the future. □ No strand-mounted small cell devices shall be installed on poles with mounted streetlights. □ Carrier shall submit evidence that the existing poles are appropriately sized and have sufficient strength to accommodate the additional small cell equipment loads. Carrier shall also submit a letter of approval from the pole owner for the small cell equipment to be installed on the specific pole. □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ Three variations of Type II streetlight replacements will be considered for installation: - Type IIa: Streetlight with a single cantenna ⁽¹⁾ - Type IIb: Streetlight with a single equipment shroud ⁽¹⁾ - Type IIc: Streetlight with a cantenna and single exterior equipment shroud □ Type IIc installation will be allowed when multiple technologies offered by the same carrier are installed on a single pole and to qualify, the Network Provider must demonstrate that the additional technology cannot be integrated into the equipment cabinet or the cantenna. □ Replacement streetlight poles shall match existing poles on the block, or nearby vicinity, to the greatest extent practicable and as approved by the Town. The Carrier shall submit a visual analysis (online street images are acceptable) with an application to justify selected pole design. □ All small cell Carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ All pole mounted enclosures shall be securely attached with hardware (not strapped). □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the pole owner and the Town. It shall specify minimum approach distances to the general public as well as electrical and communication workers that are not trained for working in an RF environment (uncontrolled) when accessing the pole by climbing or bucket. □ Carrier shall provide a disconnect so pole owners have the ability to easily shut off radio signals and power while working on the pole.	□ All small cell carrier equipment shall be housed internal to the pole or hidden behind an exterior shroud. □ All small cell components shall be sized to be architecturally compatible with the existing pole to create a cohesive aesthetic. This means, for example, that the transition between the proposed equipment cabinet and upper pole shall be as seamless and visually unobtrusive as possible. A decorative transition shall be installed over the equipment cabinet upper bolts, or decorative base cover shall be installed to match the equipment cabinet size. □ Carrier shall certify that radiation is at safe levels by a non-ionizing radiation electromagnetic radiation report (NIER). The NIER report shall be endorsed by a qualified professional. Report shall be submitted to the Town and it shall specify minimum approach distances to the general public. □ Town reserves the right to attach any sign (such as a no parking sign) on a freestanding installation within the right-of-way.
3. Placement Requirements	□ Equipment shall be attached to existing pole. □ Equipment shall not impede, obstruct, or hinder ADA access, or pedestrian or vehicular travel. □ A cantenna may be located on top of the utility pole provided it complies with the standards in these Design Guidelines.	□ Poles can either be owned by the Town, LVE, private owner, or the applicant (as approved via Encroachment Permit) □ No pole or equipment shall impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation. □ Poles and equipment shall provide required clearances from any existing utilities.	□ Freestanding poles shall be spaced at intervals no less than 300 feet, radially, from another freestanding small cell pole. □ Freestanding poles shall not be located along the frontage of a building deemed historic on a federal, state, or local level. □ Freestanding poles shall not significantly obstruct property sight lines and shall be located between property lines as much as possible □ For commercial areas - care should be taken to locate the small cell such that it does not negatively impact a business. Small cells shall not be

Town of Jackson
Small Cell Infrastructure Design Guidelines

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Poles and equipment shall not obstruct sight distance at driveways or other accesses on to roadway.	located in-front of store front windows, primary walkways, primary entrances or exits, or in such a way that would impede deliveries. □ Freestanding poles shall not impede, obstruct or hinder ADA access, pedestrian or vehicular travel □ Poles and equipment shall be located in the landscape/furnishing strip (if possible) and in alignment with existing trees, utility poles and streetlights. □ Poles shall be located equal distance between trees when possible, with a minimum of 15 feet separation. □ Poles and equipment shall provide required clearances from any utilities. □ Poles shall be located outside of 30 foot clear vision triangle at intersections. □ Poles shall not obstruct sight distance at driveways or other accesses on to roadway. □ Poles shall not be located within 100 feet of the apron of a fire station or other adjacent emergency service facility. □ For residential areas - do not locate the pole within the perpendicular extension of the primary street-facing wall plane, as shown below. Do not locate a small cell in front of driveways, entrances or walkways.  Do not locate small cell in the perpendicular extension of the primary street-facing wall plane Do not locate small cell in front of driveways, entrances, or walkways
4. Equipment Color	□ Visible attachments and hardware shall be colored to match pole regardless of pole material, or, if matching color is not feasible, then colored gray (7047).	□ Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. □ The pole shall be painted to match existing streetlight aesthetics and paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).	□ Equipment cabinet and pole shall be galvanized in accordance with AASHTO M 111. □ The pole shall be painted to match existing streetlight aesthetics, paint shall be powder coated over zinc paint (Pole and equipment cabinet shall still be galvanized).
5. Equipment Shroud / Cabinet	□ 38”H x 16”W x 12”D maximum for pole-mounted equipment shroud. Strand-mounted equipment enclosures may not exceed 5.5 cubic feet. □ All hardware attachments shall be hidden to the maximum extent possible.	□ Maximum diameter is 16 inches (preferred) or 20 inches. □ Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. □ If an antenna is located on the side of the pole, the antenna, radio equipment, brackets, and all other hardware required for a complete installation shall fit behind a 38”H x 16”W x 12”D maximum shroud, securely mounted (not strapped) to the pole.	□ Maximum diameter is 16 inches (preferred) or 20 inches. □ Maximum height of cabinet is 5’-8”. Cabinet shall be round and installed below the pole. □ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ Hardware attachments shall be hidden to the maximum extent possible.

Town of Jackson
Small Cell Infrastructure Design Guidelines

Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
		□ Equipment cabinet and/or equipment cabinet cover shall not have a flat, horizontal surface larger than 1.5 inches. □ All hardware attachments shall be hidden to the maximum extent possible.	
6. Cantenna	□ If a cantenna is located on top of the pole the outer diameter shall be 14” maximum and the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. □ If the cantenna is mounted to the side of the pole it shall be located inside a shroud of 5.5 cubic feet maximum. The width, depth, or diameter of the shroud size shall not be greater than 16” (maximum).	□ The antenna and antenna pole attachment shall be shrouded to meet the Town’s aesthetics. A tapered transition between the upper pole and cantenna shall be included. □ The maximum outer diameter is 14-inch and the maximum length is 5’ 8”. The antenna shroud shall be colored and designed to match pole.	
7. Required Equipment	□ Only one equipment shroud, containing all required small cell equipment, shall be installed per pole. Except, one additional equipment shroud shall be allowed per pole if the antenna is located within the second equipment shroud. Equipment shall be located such that it meets the Americans with Disabilities Act of 1990 and does not obstruct, impede, or hinder the usual pedestrian or vehicular travel way. □ If applicable, only one strand-mount equipment shroud shall be installed per permit location	□ All equipment shall be located internal to the equipment cabinet or recessed in the equipment cabinet to meet Utility requirements or hidden behind the cantenna. All equipment shall be mounted per the owner’s requirements. Pole bases shall be sized to handle the listed equipment and all other equipment required by the owner.	
8. Warning- Notification Labels	Attached to each pole with a small cell wireless facility shall be a 4-inch by 6-inch (maximum) plate that displays the label shown below and that states “This pole contains a telecommunications wireless facility that emits radio frequency radiation according to FCC standards” Radio frequency warning labels shall be mounted on the equipment, and clearly mark both sides of the enclosure and be visible from the ground, roadside, and field side. 		
9. Owner Identification	A 4-inch by 6-inch (maximum) plate with the Carrier’s name, location identifying information, and emergency telephone number shall be permanently fixed to the equipment shroud.		
10. Luminaire	No lighting of facility is allowed.	Luminaire shall meet the Town’s construction standards and specifications and shall match existing adjacent luminaires.	No lighting of facility is allowed.
11. Luminaire Mast Arm	Not Applicable	Mast arms shall match those on adjacent streetlights or match aesthetics of adjacent streetlights. In any case, mast arms will be decorative.	Not Applicable
12. Pole Size & Type	Not Applicable	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. At least 15% of the pole design structural capacity shall be reserved for future Town IOT installations. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.	□ Pole shall be round, straight, galvanized steel. Pole shall be architecturally compatible with the equipment cabinet. □ The upper pole shall be scaled to 0.5 to 0.75 times the size of the equipment cabinet with 10” minimum outer diameter. The pole diameter shall be scaled such that no flat, horizontal surface larger than 1.5 inches exists between the equipment cabinet and upper pole.

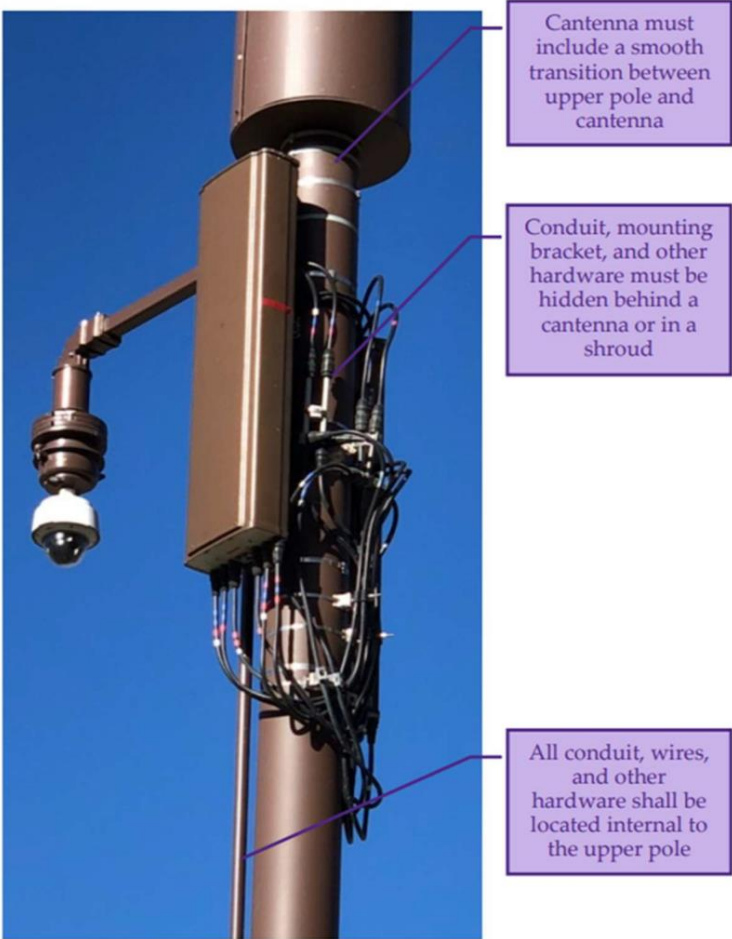
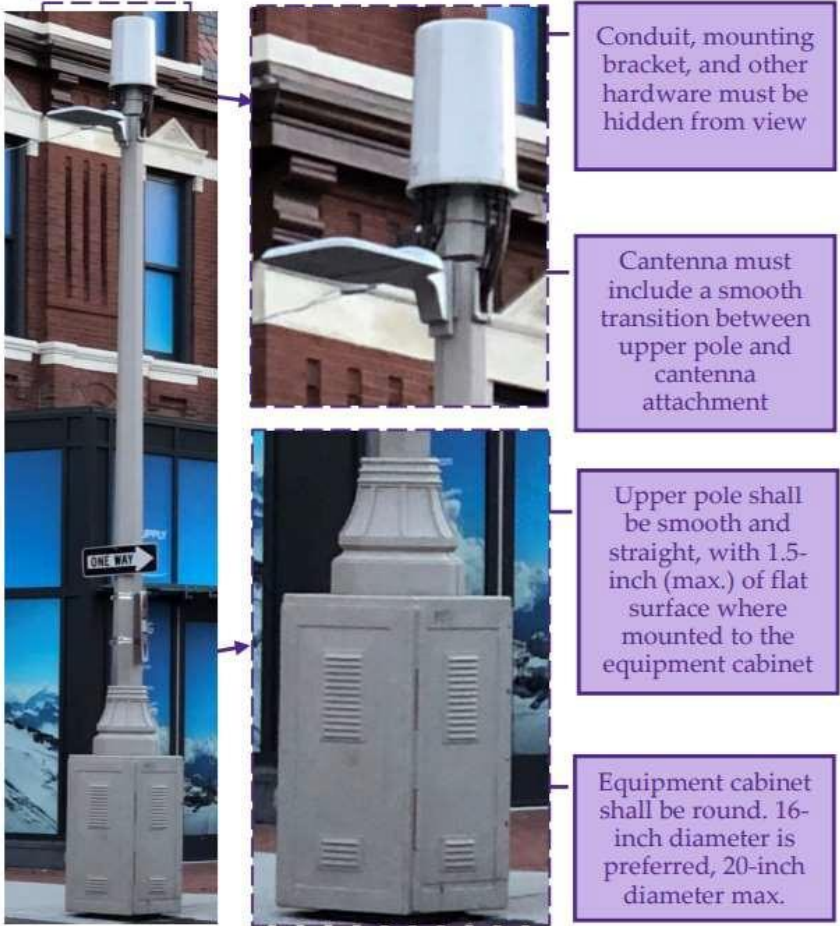
Town of Jackson
Small Cell Infrastructure Design Guidelines

13. Small Cell Height	If a cantenna is located on top of the utility pole, the cantenna shall be no more than 5 feet tall, including antenna, radio head, mounting bracket, and all other hardware necessary for a complete installation. Applicants are encouraged to use existing utility poles that are 30’ or less in height. Pole height shall be measured from the top of the foundation to the top of the highest point on the structure (cantenna or luminaire). The height of the combination pole shall not exceed 30 feet. If the adjacent light poles are less than 30’ in height, the combination pole shall be as close as possible to the same height as the adjacent light poles.
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Pole height shall not exceed 30 feet. Pole height shall be measured from the top of the foundation to the top of the cantenna.

Town of Jackson
Small Cell Infrastructure Design Guidelines

21. Examples of Unacceptable Installations



Section	Type I - Utility Pole Attachment	Type II – Streetlight Replacement (Combination Pole)	Type III – New Freestanding Installation
22. Examples of Acceptable Installations	Intentionally blank		

RESOLUTION 19-05
TOWN OF JACKSON WIRELESS TELECOMMUNICATION FACILITY
DESIGN STANDARDS

WHEREAS, on September 27, 2018, the Federal Communication Commission issued the Third Declaratory Ruling and Third Report and Order regarding wireless telecommunication facilities; and,

WHEREAS, this law affects the Town of Jackson and, specifically, the placement of wireless telecommunication facilities in the Town of Jackson Right-of-Way; and,

WHEREAS, the Town desires to set policy guidance governing the design standards for any and all wireless telecommunication facilities in its Right-of-Way as set forth by certain ordinances of the Town and to govern administrative decisions and interpretations.

NOW, THEREFORE be it hereby resolved by the Mayor and Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that:

The Town of Jackson Wireless Telecommunication Facility Design Standards as set forth in Exhibit A attached hereto are hereby adopted effective _____, 2019.

PASSED and APPROVED this ____ Day of _____, 2019.

TOWN OF JACKSON

BY: _____

Pete Muldoon, Mayor

ATTEST:

BY: _____

Sandy P. Birdyshaw, Town Clerk



TOWN OF JACKSON

AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Administration

PRESENTER: Sandy Birdyshaw

MEETING DATE: April 8, 2019

SUBJECT: 3 Resolutions Authorizing Application to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2019

STATEMENT/PURPOSE

Each year the Animal Shelter, START, and Victim Services apply for participation in The Community Foundation of Jackson Hole's Old Bill's Fun Run.

Application criteria includes having authorization to apply. The proposed resolutions provide that approval.

ATTACHMENTS

Resolution 19-06 – Animal Shelter

Resolution 19-07 – START

Resolution 19-08 – Victim Services

SUGGESTED MOTION

I move to approve Resolutions 19-06, 19-07, and 19-08 authorizing the Jackson-Teton County Animal Shelter, START, and Jackson-Teton County Victim Services to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2019.

RESOLUTION 19-06

**Authorizing the Jackson - Teton County Animal Shelter
to Submit an Application to
The Community Foundation of Jackson Hole's Old Bill's Fun Run 2019**

WHEREAS, the Jackson Town Council recognizes the need for public support for the Jackson - Teton County Animal Shelter; and

WHEREAS, the Community Foundation of Jackson Hole requires that certain criteria be met in order for the Jackson - Teton County Animal Shelter to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria;

NOW, THEREFORE, BE IT RESOLVED by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by the Jackson - Teton County Animal Shelter in Old Bill's Fun Run 2019.

BE IT FURTHER RESOLVED, that Michelle Weber, Jessica Poole, and Adam Galadima are hereby designated as the authorized representatives of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

PASSED AND APPROVED this 8th day of April, 2019.

TOWN OF JACKSON

By: _____
Pete Muldoon, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

RESOLUTION 19-07

**Authorizing Southern Teton Area Rapid Transit (START)
to Submit an Application to
The Community Foundation of Jackson Hole's Old Bill's Fun Run 2019**

WHEREAS, the Jackson Town Council recognizes the need for public support for START; and

WHEREAS, the Community Foundation of Jackson Hole requires that certain criteria be met in order for START to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria.

NOW, THEREFORE, BE IT RESOLVED by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by Southern Teton Area Rapid Transit (START) in Old Bill's Fun Run 2019.

BE IT FURTHER RESOLVED, that Darren Brugmann and Courtney Schwartz are hereby designated as the authorized representative of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

PASSED AND APPROVED this 8th day of April, 2019.

TOWN OF JACKSON

By: _____
Pete Muldoon, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

RESOLUTION 19-08

Authorizing Jackson-Teton County Victim Services to Submit an Application to

The Community Foundation of Jackson Hole's Old Bill's Fun Run 2019

WHEREAS, the Jackson Town Council recognizes the need for public support for Jackson-Teton County Victim Services; and

WHEREAS, the Community Foundation of Jackson Hole requires that certain criteria be met in order for Jackson-Teton County Victim Services to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria;

NOW, THEREFORE, BE IT RESOLVED by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by Jackson-Teton County Victim Services in Old Bill's Fun Run 2019.

BE IT FURTHER RESOLVED, that Tracey Trefren is hereby designated as the authorized representative of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

PASSED AND APPROVED this 8th day of April, 2019.

TOWN OF JACKSON

By: _____
Pete Muldoon, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

ORDINANCE T

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF ORDINANCE NO. 571 OF THE TOWN OF JACKSON AND SECTIONS 12.04 AND 12.08 OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING RIGHT-OF-WAY WIRELESS COMMUNICATION FACILITY DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

SECTION I.

Section 1 of Town of Jackson Ordinance No. 571 are hereby amended to read as follows:

12.04.010 Standards

A. The standards utilized within the town of Jackson with respect to the construction of street improvements shall be those contained within the latest edition of the Wyoming Public Works Standard Specifications, as said specifications are periodically updated, and those standards specifically adopted by the ~~the~~Town to augment the Wyoming Public Works Standard Specifications. Should a conflict arise between the Wyoming Public Works Standard Specifications and those standards specifically adopted by the town, the town's standards shall take precedence.

B. The standards for Right-of-Way Telecommunications Wireless Facilities, as defined herein, in the Town of Jackson Right of Way are governed by, in addition to the standards in Section A, the Town of Jackson Wireless Telecommunication Facility Design Standards, as defined herein.

(Ord. ____; Ord 571 § 1, 1996.)

12.08.020 Definitions.

I. "Public Works Director" is the public works director of the Town of Jackson or his/her designee for the purposes and intent of this chapter.

J. "Right-of-Way Wireless Telecommunication Facility" is a telecommunications facility in the Town of Jackson Right-of-Way. KJ. "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.

~~JK.~~ "Street" is any street, highway, sidewalk, alley, avenue, or other public way, easement, or public grounds in the town.

~~L.L.~~ "Time-restricted parking space" is any parking space located within those portions of the streets identified in Sub-Sections A and B of Schedule 9 of Section 10.04.390 of the ~~the~~Municipal ~~e~~Code of the ~~the~~Town of Jackson.

~~KM.~~ "Town" is the ~~the~~Town of Jackson.

~~LN.~~ "Town ~~e~~Council" or "~~e~~Council" is the ~~the~~Town ~~e~~Council of the ~~the~~Town of Jackson.

~~MO.~~ "Town ~~e~~Engineer" is the ~~the~~Town ~~e~~Engineer of the ~~the~~Town of Jackson or his/her designee for the purpose and intent of this chapter.

~~N. "Public works director" is the public works director of the town of Jackson or his designee for the purposes and intent of this chapter.~~

(Ord. ____; Ord 571 § 1, 1996.)

12.08.025 Effect of an Encroachment Permit.

A. Not in Lieu of Other Required Permits or Authorizations. Any Encroachment Permit to work in the Public Right of Way ("ROW") issued under this Chapter authorizes construction at a location as proposed and as approved in the permit, with the permission of the Town. It is not in lieu of building permits, electrical permits, franchise agreements, licensing agreements, or any other permits or authorizations that may be required as a condition of construction or operation of the permanent facility or utility, and it does not excuse compliance with any other law, regulation, practice or other requirement under federal, state or local law.

B. Franchise, consent and/or license agreements required for access to public ROW: Prior to installing in the public ROW any telecommunications facility, or any pole built for the sole or primary purpose of supporting a communications facility, or any tower, a person shall

enter into, including, but not only, a franchise agreement, a consent agreement and/or a license agreement with the Town expressly authorizing use of the public ROW for the telecommunications facility, pole or tower proposed to be installed.

(Ord. _____).

12.08.040 Encroachment Permit - Required

A. An Encroachment Permit is required:

1. ~~It is unlawful for any person~~ to construct public infrastructure improvements such as, but not limited to, sidewalk, boardwalk, curbs, gutters, telecommunication facilities, utilities and/or street paving within any street;
2. to dig up, break, excavate, tunnel, undermine, or in any manner break up any street;
~~or~~
3. to make or cause to be made any excavation in or under the surface of any street for any purpose;
~~or~~
4. to place, deposit, or leave upon any street any earth or other excavated material, construction supplies, equipment, dumpsters or materials obstructing or tending to interfere with the free use of the street;
5. to move an existing house, building, or structure on or over any street;
- ~~1-6.~~to occupy any street, sidewalk or any time-restricted parking space for the purposes of construction, excavation, tunneling, or storage of materials. ~~or for activities which would facilitate such, or to store a recreational vehicle or other motor vehicle within any street, unless such person shall first have obtained an encroachment permit therefore from the town as herein provided.~~

(Ord. _____; Ord. 947 § 1, 2009; Ord. 571 § 1, 1996.)

12.08.055 Material Change Affects the Application and Permit Process.

Unless otherwise agreed to in writing by the Town, any material changes to an Encroachment Permit application, as determined by the Town in its sole discretion, shall be considered a new application and the prior application shall be deemed withdrawn.

(Ord. _____; Ord 571 § 1, 1996.)

12.08.365 Application of Wireless Telecommunication Facility Design Standards.

- A. The Wireless Telecommunication Facility Design Standards referred to herein are a part of this Title that may be amended from time to time by the Town Council by resolution of the Town Council without the necessity of amending this Chapter. Any amendments made by resolution of the Town Council shall become a part of this Chapter as fully as though written herein provided such resolution is duly published with the minutes of the Town of Jackson and a copy maintained in the office of the Town Clerk of Jackson.
- B. Any Right-of-Way Wireless Telecommunications Facility Encroachment Permit application that does not meet the Wireless Telecommunication Facility Design Standards must comply with the Town of Jackson Land Development Regulations.

(Ord. _____).

12.08.390 Map and As-Built Drawings.

- A. Users of subsurface street space shall maintain accurate drawings, plans, and profiles showing the location and character of all underground structures including abandoned installations. Corrected maps shall be filed with the ~~the~~Town ~~e~~Engineer within sixty (60) days after new installations, changes or replacements are made. Maps shall be provided to the ~~the~~Town in both ~~blueprint~~-reproducible hardcopy format and also shall be provided to the ~~the~~Town ~~e~~in an ~~computer electronic disk in a~~ format compatible with the ~~the~~Town's geographic information system and acceptable to the Town Engineer.
- B. Permittees must meet the standards set forth in Section A for all aboveground structures associated with Communications Facilities, Poles built for the sole or primary purpose of supporting communications facilities, and/or Towers in the Public ROW.

(Ord. _____; Ord 571 § 1, 1996.)

SECTION II.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE 18TH DAY OF MARCH, 2019.

PASSED 2ND READING THE ____ DAY OF _____, 2019.

PASSED AND APPROVED THE ____ DAY OF _____, 2019.

TOWN OF JACKSON

BY: _____

Pete Muldoon, Mayor

ATTEST:

BY: _____

Sandra P. Birdyshaw, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2019.

I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Sandra P. Birdyshaw, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: April 8, 2019

RE: Town Manager's Report

Paperless Monthly Fleet Billing

Amy Renova in the Public Works Department, has provided an excellent example of the Town of Jackson Values, Mission and Purpose by taking the initiative to set up paperless monthly billing for our fleet division's fuel and maintenance services. This saves both Public Works and Finance Department significant time (and some costs) in physically mailing and processing invoices. This was voluntarily done without supervisor direction, demonstrating Amy's commitment to the Town core values of Customer Focus & Service and Innovation. It also meets two Town mission components: employees developing to their highest potential and to provide service that exceeds the expectations of others; and foster partnerships to solve problems and more effectively use our resources. Well done Amy Renova!

Park City Climate Summit Request

Park City is planning a Mountain Town Climate Conference in the fall of 2019 with proposed dates of October 2-4, 2019 and they have invited the Town of Jackson Council and staff leadership to participate and attend. The Summit is specifically for Mountain Town leaders and staff. In summary, Jane Goodall and Paul Hawken will headline a group of inspirational speakers and panelists to build resolve amongst mountain towns before collectively setting 2030 climate goals. There will be workshops to compare best practices and discussions on how to use the influence of mountain towns to draw international attention to efforts and solutions. The summit's goal will be to use a collective voice to inspire action, commit to aggressive goals, and develop solutions.

This summit will be an international coalition of mountain communities committed to aggressive carbon reduction goals by 2030. This three-day event will focus on inspiring action, committing to aggressive goals and developing & implementing solutions. The invitation letter is attached to the Town Manager's Report.



March 10, 2019

Friends,

As Mayors and Councilmembers of Mountain Towns, we share the stewardship responsibilities for iconic places defined by passionate people with deep ties to the natural environment. As leaders in these compact, influential, and caring communities, we should be on the forefront of addressing global climate change. Our snow-based economies and lifestyles are in peril and our residents are activated. Now is the time to collectively give a voice to our action and demonstrate what solutions are possible.

Despite this epic winter, climate change is on our doorstep and looming large in our future. Unreliable snowpack, droughts, fires, flooding, and other ecological disasters affect us on an increasingly regular basis. Action by our communities can feel small and inconsequential on a global scale, and our efforts are often overlooked by larger organizations. Yet in a world seeking solutions, we are proof in concept of what motivated, nimble and innovative communities can do to immediately address climate change and resilience.

We have an opportunity to use our collective voice to inspire action, commit to aggressive goals, and develop solutions. On **October 2-4, 2019** Park City is inviting you to join us for the **MT2030 Summit** to do just that.

We are gathering a group of inspirational speakers and panelists to build our resolve before collectively setting bold 2030 goals. There will be workshops to compare best practices and discussions on how to use our influence to draw international attention to our efforts and solutions. Individually, many of us have already taken ambitious goals, but together we could accelerate global solutions. We live at the apex of this threat, let's send a clear signal to our communities, as well as regional and national leaders, that now is time to take meaningful action.

Please reach out to me to discuss further. Starting in April, more details will be found at www.mt2030.org.

Regards,

A handwritten signature in black ink, appearing to read "Andy B." with a stylized flourish extending to the right.

Andy Beerman
Park City Mayor
andy@parkcity.org
435.731.8366