

Jackson Town Council Regular Meeting

March 1, 2021

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. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/87002130858?pwd=WE9lb2FJUG43UWVjaXBpaTJlKzJlZz09>

If the link does not work, join at zoom.com with Webinar ID **870 0213 0858** Password: **toj**

or join by phone **1.253.215.8782** with Webinar ID **870 0213 0858** and Passcode **441522**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Announcements/Proclamations
 - 1. COVID Update

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Council will not hold discussion or debate these items. Nor will they make decisions on items presented during this time, but rather refer to staff for follow-up. If you would like to speak to the Council during the meeting, please address them during this open public comment, when public comment is called on a specific agenda item, or send an email to Council@jacksonwy.gov.

IV. 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. Meeting Minutes:
 - 1. February 16, 2021 workshop
 - 2. February 16, 2021 regular meeting
 - 3. February 23, 2021 special meeting
- B. Disbursements
- C. Public Access Easement and Quitclaim Deed at 112 Center Street (P21-021)
- D. Bid 20-20 Sidewalk Improvements on East Simpson and Meadowlark
- E. Cost-Share Wetland Treatment Agreement with Ducks Unlimited

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

- A. Administration
 - 1. Special Event: World Championship Hill Climb (Carl Pelletier)
 - 2. Review of Proposed Fee Schedule (Larry Pardee)
- B. Planning

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.

1. **Item P20-228:** Partial Vacation without Replat at 355 E Broadway Avenue (Tyler Valentine)

VI. RESOLUTIONS

VII. ORDINANCES

- A. Ordinance V: An Ordinance Amending and Reenacting Jackson Municipal Code related to Updating Town of Jackson Fees by Resolution (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.

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

FEBRUARY 16, 2021

JACKSON, WYOMING

The Jackson Town Council met in special workshop session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 2:00 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person*: None. *via Zoom*: Mayor Hailey Morton Levinson, Arne Jorgensen, Jessica Sell Chambers, Jim Rooks, and Jonathan Schechter.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Roxanne Robinson, Zolo, Carl Pelletier, April Norton, Darren Brugmann, Jacob Normand, Michelle Weber, and Sandy Birdyshaw.

COVID Concerns Related to Special Events. Carl Pelletier presented possible alternative policies to the Council for staff to review special event applications during the pandemic. The Council posed questions to staff. Staff comment was given by Carl Pelletier and Officer Normand. Public comment was given by Willie Brooks, Britney Magleby, and Anna Olson. Chief Weber made comment.

A motion was made by Arne Jorgensen and seconded by Hailey Morton Levinson to direct staff to bring back a draft policy based on alternative #4 incorporating CDC risk discussion to further define the size of event at the related risk and bring back at a time that meets the staff's calendar.

Alternative #4: A policy that restricts any special events during Purple (Critical) Risk Level. Consideration of only small & medium sized events during Red (High) Risk Level with Teton County Health Department review and approval. Consideration of all events during Orange (Moderate) and Yellow (Low) Risk Levels with TC Health Department review and approval. Consideration of all events during Green (New Normal) Risk Level without TC Health Department review and approval. Free speech events will be accepted during all Risk Levels. All permitted free speech events must follow State, County, Town and CDC guidelines for reducing the spread of COVID-19.

Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Revision to Municipal Code Allowing Fees to be Updated Annually by Resolution. Larry Pardee and Roxanne Robinson made staff comment on this draft ordinance that would allow all Town fees to be updated on an annual basis by a resolution, rather than an ordinance. The Council posed questions to staff. Staff comment was given by Roxanne Robinson and Lea Colasuonno.

A motion was made by Arne Jorgensen and seconded by Jessica Chambers to direct staff to present Ordinance V for approval at first reading at the evening meeting as presented and direct staff to present a resolution updating the currently established fees by the Consumer Price Index (CPI) or other amounts as previously directed by Town Council for discussion at second reading of the ordinance and for consideration for adoption at 3rd reading of the ordinance. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Budget Check-In. Larry Pardee presented the Sales Tax Collection numbers and revenues, projections, and proposed budget amendments.

A motion was made by Arne Jorgensen and seconded by Jessica Chambers to approve the budget amendments for FY21 related to the 5th cent capital transfer, affordable housing, central equipment, health insurance and wages as presented. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Adjourn. A motion was made by Jim Rooks and seconded by Jessica Chambers to adjourn the meeting 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). Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 3:50 p.m. minutes:spj

TOWN OF JACKSON

ATTEST:

Sandra P. Birdyshaw, Town Clerk
Publish JH News & Guide: February 24, 2021

Hailey Morton Levinson, Mayor

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

FEBRUARY 16, 2021

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 6:00 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person*: None. *via Zoom*: Mayor Hailey Morton Levinson, Arne Jorgensen, Jessica Sell Chambers, Jim Rooks, and Jonathan Schechter.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Roxanne Robinson, Michelle Weber, Zolo, Floren Poliseo, Al Zuckerman, Brian Lenz, Paul Anthony, Kelly Thompson, Johnny Ziem, and Sandy Birdyshaw.

Mayor Morton Levinson led those in attendance in the Pledge of Allegiance, provided an update on current COVID levels, recommendations, and mandates, and then introduced Lisa Ruschill as our new Shelter Operations Community Service Officer.

Public Comment. Diane McGee made comment on covered tennis courts.

Consent Calendar. A motion was made by Jonathan Schechter and seconded by Jessica Chambers to approve the consent calendar including items A-G as presented with the following motions. There was no public comment on the consent calendar.

A. **Meeting Minutes.** To approve the meeting minutes as presented for the February 1, 2021 regular meeting.

B. **Disbursements.** To approve the disbursements as presented. Ace Hardware \$477.16; Advanced Glass Trim, Llc \$590.00; Amsoil Inc \$7,240.86; Apex Sage Inc \$5,059.00; Ayling, Alex \$92.05; Barnhart, Tori \$155.00; Best Best & Krieger \$1,264.00; Big R Ranch & Home \$20.97; Blue Spruce Cleaners, Inc \$99.50; BMV Llc \$67.72; Carquest Auto Parts Inc. \$107.74; Chargepoint, Inc \$766.00; City Of Driggs \$4,401.00; CMI - Teco \$862.12; Command Ballistics, Inc. \$474.06; Commercial Tire-Id Falls -\$1,757.70; Community Safety Network \$3,062.50; Cummins Rocky Mountain Llc \$674.25; David Stubbs \$400.00; Dean's Pest Control Llc \$200.00; Delcon Inc \$1,571.95; Division Of Victim Services \$150.00; E.R. Office Express \$654.34; Energy Laboratories Inc. \$416.00; Evident \$90.30; Ferguson Enterprises, Inc \$39.25; Fire Services Of Idaho \$938.80; Freedom Mailing Service Inc. \$1,808.02; Galls Inc. \$483.92; Garcia-Rodriguez, Jose \$740.00; Gillig Llc \$2,907.56; Grainger \$14.04; Greenwood Mapping Inc. \$585.00; H&R Enterprises \$1,105.64; Heiner, Robert \$100.00; High Country Linen \$1,768.88; Hirst Applegate, Llp \$875.55; Idaho Falls Peterbilt \$83.48; Idaho State Tax Commission \$8,405.00; International Municipal Lawyers Assoc. \$480.00; Interstate Battery \$196.90; Interwest Supply Company \$1,014.64; Jackson Animal Hospital \$180.08; Jackson Hole Historical Society \$5,000.00; Jackson Hole News & Guide \$11,590.10; Jackson Lumber Inc \$202.42; Jorgensen Associates, Pc \$7,860.00; Kellams, Garrett \$100.00; Kellerstrass Enterprises, Inc \$20,824.46; Lawngevity \$697.50; Long Building Technologies Inc. \$236.00; Lower Valley Energy Inc \$52,609.56; LSC Transportation Consultants, Inc \$615.00; Marquina, Francisca \$100.00; Mobility Forefront Llc \$105,000.00; Mountain Electrical \$901.88; Napa Auto Parts Inc. \$1,390.06; National Association Of Clean Water AGNC \$750.00; Nelson Engineering \$5,437.00; NTS Consolidation, Llc \$1,666.50; Omni Security Systems Inc \$242.00; Otis Elevator Company \$3,014.04; Prella, Thomas \$150.00; Premier Truck- Salt Lake City \$506.86; Proterra \$1,737.15; Quadient Finance USA, Inv \$1,000.00; Raftelis \$21,407.50; Safety-Kleen Systems, Inc. \$5,204.23; Savage, Robert \$5,000.00; Schaeffer Mfg. Co \$1,332.65; Sherwin-Williams Co. \$52.99; Silver Creek Supply -\$5.19; Snake River Roasting \$200.35; Sonadores Llc \$2,000.00; Spring Creek Animal Hospital \$54.39; Sunrise Environmental \$167.56; Tech Connect Power Service \$215.89; Teton County Clerk \$128,059.58; Teton County Integrated Solid Waste/Recy \$24,936.22; Teton County Sheriff-Dispatch \$18,072.01; Teton County Special Fire Fund \$122,337.20; Teton County-Fund 10 \$43,054.38; Teton Motors Inc \$417.18; Teton Trash Removal, Inc. \$47.00; Teton Valley News \$100.73; Thomson West \$902.79; Title 22 Consultants \$250.00; Upper Case Printing Ink \$3,448.67; Viera, Amy \$155.00; Vinci Law Office Llc \$252.13; WAMCO Lab, Inc. \$650.00; Westbank Sanitation \$99.46; Western Charters And Tours, Llc \$11,200.00; Western State \$367.62; Westwood Curtis \$2,296.83; White Glove Cleaning, Inc. \$8,109.93; Wood Environment & Infrastructure \$738.50; Wy Child Support Enforcement \$146.76; Wy Workers' Safety & Comp \$6,872.94; Wyoming First Aid & Safety \$46.51; Wyoming Landscape Maintenance \$2,619.88; Wyoming Law Enforcement \$75.00; Wyoming Retirement System \$155,795.19; Wyoming Water Association \$500.00; Wyoming Water Quality & Pollution Contr \$360.00; Wy-Test \$105.00; Yellow Iron Excavation, Llc \$545.00.

C. **Municipal Court Report for January 2021.** To place the January 2021 Municipal Court Report into the record.

- D. **Bid 20-21 Award for Spring Street Patching Project.** To approve the award of the 2021 Spring Street Patching Project to Evans Construction Company, of Jackson, WY in the amount of \$140,500.00, and authorize the Mayor to execute the contract.
- E. **Utility Easement at Cache & Broadway for WYDOT (P20-201).** To approve the Electric Distribution Easement between the Transportation Commission of Wyoming and the Town of Jackson and, subject to minor changes by the Transportation Commission and upon approval by the Town Attorney and Town Engineer, authorize the Mayor to execute all necessary easements.
- F. **First Amendment to Housing Special Restrictions for 152 Gill Avenue Unit 5.** To approve the First Amendment to the Complete Amendment and Restatement Special Restrictions for Affordable Condominium Rental Housing Located at 152 E Gill Avenue Unit 5, Town of Jackson, Wyoming.
- G. **Contract for Government Affairs Liaison.** To approve the Attorney-Client Fee Contract with Crowley Fleck PLLP, for Government Affairs representation as a Legislative Liaison and authorize the Mayor to execute the contract on behalf of the Town of Jackson.

Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Utility Location Agreement for Cache Creek Tube Diversion at Genevieve Block (P21-005). This item was withdrawn from the agenda.

Aspen Hill Cemetery plots for Jewish Community. A motion was made by Jessica Chambers and seconded by Arne Jorgensen to direct the Cemetery Sexton to work with the Jackson Hole Jewish Community Executive Director to identify and reserve up to eight (8) plots to be used by Jewish community members. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Retail Liquor License Transfer of Ownership to Whole Foods Market and Annual Renewal. Sandy Birdyshaw and Lea Colasuonno made staff comment. The Mayor opened a public hearing to hear protest against the issuance of this liquor license. There was no public comment. The Mayor closed the public hearing.

Having considered the Wyo. Stat. §12-4-104(b) statutory factors for this application, a motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the retail liquor license transfer of ownership application and renewal application made by Whole Foods Market Rocky Mountain/Southwest L.P. doing business as Whole Foods Market subject to the following conditions and further direct the Town Clerk to issue the license upon confirmation that the conditions of approval has been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv).

1. Prior to liquor license issuance, the Town Clerk will receive certification of the successful closing of the private transaction and the fully executed lease to replace the Statement of Lease.
2. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division

Mayor Morton Levinson called for the vote. The vote showed 4-1 in favor with Chambers opposed. The motion carried.

Annual Renewal of Wyoming Grocer LLC Retail Liquor License. This item was withdrawn since the transfer of ownership to Whole Foods Market was previously approved.

Annual Renewal of Liquor Licenses. Sandy Birdyshaw and Michelle Weber made staff comment. The Mayor opened a public hearing to hear protest against the issuance of this liquor license. There was no public comment. The Mayor closed the public hearing.

Having considered statutory factors in Wyo. Stat. §12-4-104(b) and Jackson Municipal Code §6.60.010 for each license listed in the Renewal Chart, a motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the liquor license renewal applications for the 2021–2022 liquor license year as presented and with the following conditions:

1. Prior to the liquor license issuance for Bistro MRG LLC, the Town Clerk will receive the fully signed lease extension and it be deemed acceptable by the Town Clerk and the Wyoming Liquor Division.

- 2. Renewed liquor licenses are subject to the same conditions and restrictions of the initial license approval, as amended. (Applies to Hotel Jackson, Creekside, The Rose, Glorietta, Snake River Grill, Spirits & Spice, and Roadhouse (on Gregory))
- 3. Any additional minor corrections made by staff and the Wyoming Liquor Division.

RENEWAL CHART: The licenses listed below will be included in the motion made for annual renewal unless removed from the Renewal Chart by the Town Council.

Applicant	DBA	Address
Bar & Grill Liquor License (5):		
HAND FIRE PIZZA JH LLC	HAND FIRE PIZZA	120 N CACHE ST
HOLE BOWL LLC	HOLE BOWL	980 W BROADWAY
LOCAL RESTAURANT LLC (THE)	LOCAL RESTAURANT & BAR	55 N CACHE
MERRY PIGLETS MEXICAN CANTINA & BBQ INC	MERRY PIGLETS (THE)	160 N CACHE ST- SOUTH
BISTRO MRG LLC	RENDEZVOUS BISTRO	380 S BROADWAY
Limited Retail (Club) Liquor License (3):		
BPO ELKS 1713	BPO ELKS 1713	270 W BROADWAY
AMERICAN LEGION POST #43	JACKSON HOLE POST #43	190 N CACHE ST
COMMUNITY CENTER FOR THE ARTS INC	CENTER FOR THE ARTS	265 S CACHE
Microbrewery Permit (5):		
JH BREWERY LLC	JH BREWERY	75 E PEARL AVE
GET LOOSE LLC	ROADHOUSE BREWING CO PUB & EATERY	20 E BROADWAY
TETON BREWING COMPANY LLC	STILLWEST BREWERY AND GRILL	45 E SNOW KING AVE
SRB OPERATIONS LLC	JACKSON HOLE PUB & BREWERY SNAKE RIVER BREWING	265 S MILLWARD
GET FUNKY LLC	ROADHOUSE BREWING COMPANY	1225 GREGORY LN
Resort Liquor License (5):		
CCC's CENTER STREET LLC	CLOUDVEIL (THE)	112 CENTER STREET
SNOW KING MOUNTAIN RESORT LLC	KING'S GRILL	402 E SNOW KING AVE
ACP LJH 80 SCOTT HOLDINGS LLC	LODGE AT JACKSON HOLE (THE)	80 S SCOTT LN
JOHNSON RESORT PROPERTIES	RUSTIC INN	425 N CACHE
BENCHMARK HOSPITALITY OF WYOMING LLC	SNOW KING RESORT	400 E SNOW KING
Restaurant Liquor License (39):		
ANNIE'S KITCHEN LLC	ANNIE'S THAI KITCHEN	265 W BROADWAY
KIMS CORNER LLC	BAPP	340 W BROADWAY
BIG HOLE BBQ JACKSON LLC	BIG HOLE BBQ	325 W PEARL AVE
BL RESTAURANT LLC	BLUE LION (THE)	160 N MILLWARD
FLAT CREEK BBQ LLC	BUBBA'S	100 FLAT CREEK
MADE IN JACKSON HOLE INC	BUNNERY (THE)	130 N CACHE ST
135 E BROADWAY LLC	CAFÉ GENEVIEVE	135 E BROADWAY
CHINA FUN WY LLC	CHINA FUN RESTAURANT	826 W BROADWAY
CHINATOWN LEE INC	CHINATOWN RESTAURANT	850 W BROADWAY SUITE A
COE LLC	COELETTE	85 S KING STREET
SALSA GROUP INC (THE)	EL ABUELITO FAMILY RESTAURANT	385 W BROADWAY
EVEREST MOMO SHACK LLC	EVEREST MOMO SHACK	245 W PEARL AVE
FIESTA JACKSON LLC	FIESTA	975 ALPINE LN #3
YOR RESTAURANT GROUP CORP	GATHER	72 S GLENWOOD
GUN BARREL STEAKHOUSE LLC (THE)	GUN BARREL (THE)	862 W BROADWAY
CALIENTE TAQUERIA LLC	HATCH TAQUERIA & TEQUILAS	120 W BROADWAY
JACKSON DRUG LLC	JACKSON DRUG	15 E DELONEY AVE
SRB OPERATIONS LLC	JACKSON HOLE PUB & BREWERY SNAKE RIVER BREWING	265 S MILLWARD
JACKSON HOLE ROASTERS INC	JACKSON HOLE ROASTERS	50 W BROADWAY UNIT 109
KING SUSHI COMPANY LLC	KING STREET SUSHI	75 KING ST
KITCHEN LLC (THE)	KITCHEN (THE)	155 N GLENWOOD
LBJH LLC	LIBERTY BURGER	160 N CACHE- NORTH
J & J FOOD COMPANY LLC	MIAZGA'S	399 W BROADWAY

IL FERRAIO LLC	ORSETTO	161 CENTER ST
SHOPCOO LLC	PEARL STREET MARKET	40 W PEARL AVENUE
PERSEPHONE BAKERY LLC	PERSEPHONE BAKERY	145 E BROADWAY
SELKIRK INC	PICAS	1160 ALPINE LN
ILLAMAR LLC	PINKY G’S PIZZERIA	50 W BROADWAY UNIT 105
GET LOOSE LLC	ROADHOUSE BREWING CO PUB & EATERY	20 EAST BROADWAY
SAN JUAN RESTAURANT MEXICAN FOOD LLC	SAN JUAN RESTAURANT	65 S GLENWOOD ST
TETON BREWING COMPANY LLC	STILLWEST BREWERY AND GRILL	45 E SNOW KING AVE
SCARFISH LLC	SUDA	140 N CACHE ST SUITE B
NICOLAS SOSA	TACOS Y TORTILLAS EL METATE	850 WEST BROADWAY SUITE H
NOTE: This license was suspended on 12/21/2020 for failure to pay sales tax. The Council may renew the license; however, it will remain suspended until released by the Dept of Revenue and WLD.		
INDIAN ROOM LLC (THE)	TETON TIGER	165 N CENTER ST
JEREMY TOFTE	THAI ME UP	75 E PEARL AVE
TIJUANA MEXICAN RESTAURANT LLC	TIJUANA AUTHENTIC MEXICAN RESTAURANT	520 HWY 89 #4 & 5
WLB LLC	TRIO	45 S GLENWOOD
WHITE BUFFALO CLUB LLC	WHITE BUFFALO CLUB (THE)	160 W GILL AVE
WYOMING INN HOLDINGS LLC	WYOMING INN OF JACKSON HOLE	930 WEST BROADWAY

Retail Liquor License (17):

CRU LLC	BIN 22	200 W BROADWAY
BUD’S EASTSIDE LLC	BUDS EASTSIDE LIQUOR	582 E BROADWAY
BOCHICCHIO INC	CREEKSIDE MARKET & DELI	545 N CACHE ST #8
CUTTYS BAR & GRILL LLC	CUTTYS	1140 W HWY 22
ANVIL HOTEL PARTNERS LLC	GLORIETTA	242 N GLENWOOD ST
HOTEL JH LLC	HOTEL JACKSON	120 N GLENWOOD
JACKSON LIQUORS LLC	KJS PHILLIPS 66	1055 W BROADWAY
LIQUOR STORE OF JACKSON HOLE INC	LIQUOR STORE (THE)	115 BUFFALO WAY
COWBOY LIQUOR LLC	MILLION DOLLAR COWBOY BAR (THE)	25 N CACHE ST
PLAZA LIQUOR LLC	PLAZA LIQUOR	832 W BROADWAY
PINK GARTER LLC	ROSE (THE)	50 W BROADWAY UNIT 201
NEB LLC	SIDEWINDERS	945 W BROADWAY
SILVER DOLLAR INC (THE)	SILVER DOLLAR BAR	50 N GLENWOOD
SMITHS FOOD & DRUG CENTERS INC	SMITHS FOOD & DRUG #184	1425 S HWY 89
SNAKE RIVER CORPORATION	SNAKE RIVER GRILL	84 E BROADWAY
VFJH LLC	SPIRITS & SPICE	80 W BROADWAY UNIT 101
VIRGINIAN LIQUOR LLC	VIRGINIAN TAVERN	750 W BROADWAY AVE

Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Item P20-228: Vacation of Lot Line at 355 E Broadway. A motion was made by Arne Jorgensen and seconded by Jessica Chambers to continue this item P20-228 to the regularly scheduled Town Council meeting on March 1, 2021. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Ordinances. A motion was made by Jessica Chambers and seconded by Jonathan Schechter to read ordinances in short title. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Ordinance V: An Ordinance Amending and Reenacting Jackson Municipal Code related to Updating Town of Jackson Fees by Resolution.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF THE TOWN OF JACKSON ORDINANCE NOS. 194, 216, 245 (PART), 252, 312, 320, 322, 325, 330, 333, 337, 344, 402, 406, 412, 413, 430, 432 (part), 447, 450, 483, 493, 494, 502, 542, 571, 593, 601, 603, 626, 633, 646, 647, 648, 671, 701, 706, 710 ,711, 766, 786, 803, 886, 888, 891, 892, 893, 895, 899, 990, 922, 929, 942, 959, 961, 969, 995, 1003, 1011, 1020, 1023, 1024, 1029, 1057, 1089, 1090, 1092, 1093, 1100, 1101, 1112, 1142, 1145, 1147, 1171, 1179, 1185, 1205, 1229, 1230, 1231, 1232, 1245 AND 1254; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 146, 154, 252, 271, 273, 313, 671, 676, 771, 772, 854, 855, 856, 858 AND 1144; SECTION 3 OF TOWN OF JACKSON ORDINANCE NOS. 371, 676, 762, 764 AND 770; SECTION 4 OF

TOWN OF JACKSON ORDINANCE NOS. 168, 853, 760 AND 793; SECTION 6 OF TOWN OF JACKSON ORDINANCE NOS. 194, 769 AND 860; SECTION 7 OF TOWN OF JACKSON ORDINANCE NOS. 147, 789 AND 860; SECTION 8 OF TOWN OF JACKSON ORDINANCE NOS. 146, 670, 793 AND 860; SECTION 9 OF TOWN OF JACKSON ORDINANCE NOS. 793 AND 860; SECTION 10 OF TOWN OF JACKSON ORDINANCE NO. 789; SECTION 11 OF TOWN OF JACKSON ORDINANCE NOS. 789 AND 860; SECTION 14 OF TOWN OF JACKSON ORDINANCE NO.148; SECTION 21(A) OF TOWN OF JACKSON ORDINANCE NO.148; SECTION 21(B) OF TOWN OF JACKSON ORDINANCE NO. 148; SECTION 22 OF TOWN OF JACKSON ORDINANCE NO. 148; SECTION 23 OF TOWN OF JACKSON ORDINANCE NO. 148 AND SECTIONS 1.01.120, 2.36.120, 5.12.080, 5.12.090, 5.12.130, 5.16.010, 5.16.020, 5.16.025, 5.16.027, 5.20.010, 5.20.020, 5.21.060, 5.32.040, 5.48.050, 5.48.210, 5.50.040, 5.50.050, 5.50.060, 5.60.040, 6.20.006, 7.02.040, 7.02.050, 7.12.020, 8.32.090, 8.36.020, 8.36.040, 8.36.050, 8.36.070, 12.08.060, 12.28.050, 5.04.020, 15.04.090, 15.12.010, 15.12.030, 15.17.010, 15.20.010, 15.24.010, 15.24.030, 15.27.010, 15.36.040, 15.36.050 AND 15.38.010 OF THE TOWN OF JACKSON MUNICIPAL CODE PROVIDING FOR TOWN OF JACKSON FEES BY RESOLUTION 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 Arne Jorgensen and seconded by Jonathan Schechter to approve Ordinance V at first reading. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Matters from Mayor and Council.

Teton District Board of Health and the Town's appointed seat. Mayor Morton Levinson made comments of appreciate to Mr. J.J. King for the time he served on the Board of Health and that the Town will be appointing a new member as soon as possible.

Town Manager’s Report. A motion was made by Jessica Chambers and seconded by Jonathan Schechter to accept the Town Manager’s Report into the record. The Town Manager’s Report contained an update on a tree removal on the corner of Snow King Avenue and Willow Street, staffing for START bus drivers, and the schedule for budget review sessions in April through June. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 7:05 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Sandra P. Birdyshaw, Town Clerk

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

FEBRUARY 23, 2021

JACKSON, WYOMING

The Jackson Town Council met in special session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 10:00 A.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: *In-person*: None. *via Zoom*: Mayor Hailey Morton Levinson, Arne Jorgensen, Jessica Sell Chambers, Jim Rooks, and Jonathan Schechter.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Michelle Weber, Carl Pelletier, and Sandy Birdyshaw.

Special Event Applications during COVID. Carl Pelletier commented that at the February 16, 2021 workshop, the Council directed staff to develop a special event policy including COVID-19 consideration based Alternative #4 as presented:

Alternative #4: A policy that restricts any special events during Purple (Critical) Risk Level. Consideration of only small & medium sized events during Red (High) Risk Level with Teton County Health Department review and approval. Consideration of all events during Orange (Moderate) and Yellow (Low) Risk Levels with TC Health Department review and approval. Consideration of all events during Green (New Normal) Risk Level without TC Health Department review and approval. Free speech events will be accepted during all Risk Levels. All permitted free speech events must follow State, County, Town, and CDC guidelines for reducing the spread of COVID-19.

Policy #1 (more restrictive). This special event policy takes into consideration Teton County's 5 COVID-19 Risk Levels (Critical, High, Moderate, Low, and New Normal) as well as the Center for Disease Control's evaluation of group gatherings in four levels of risk (Lowest Risk, More Risk, Higher Risk, and Highest Risk). This policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.

This possible special event policy with COVID-19 consideration states the following:

1. Virtual and drive-by/drive-in events will be allowed to take place on Town property during Purple (Critical) Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
2. Small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Red (High) Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
3. Medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Orange (Moderate) Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
4. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Yellow (Low) Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
5. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Green (New Normal) Risk Level without Teton County Health Department review and approval.
6. Definitions of event sizes and types:
 - a. Virtual, drive-by and drive-in events involve events held on-line and/or in a manner with little or no contact between people from different households. Lowest risk.
 - b. Small-sized events are gatherings of less than 100 people. More risk.
 - c. Medium-sized events are gatherings of 100 – 500. Higher risk.
 - d. Large-sized events are gatherings of more than 500 people.

Policy #2 (less restrictive). This special event policy takes into consideration Teton County's 5 COVID-19 Risk Levels (Critical, High, Moderate, Low, and New Normal) as well as the Center for Disease Control's evaluation of group gatherings in four levels of risk (Lowest Risk, More Risk, Higher Risk, and Highest Risk). This policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.

This possible special event policy with COVID-19 consideration states the following:

1. Virtual and drive-by/drive-in events will be allowed to take place on Town property during Purple (Critical) Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
2. Medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Red (High) Risk Levels as determined by the Teton County Health Department. These events plans must undergo review and be approved by the Teton County Health Department.
3. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Orange (Moderate) and Yellow (Low) Risk Levels as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
4. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during Green (New Normal) Risk Level without Teton County Health Department review and approval.
5. Free speech events will be allowed to occur during all Risk Levels. All permitted free speech events must follow State, County, Town and Center for Disease Control health orders and guidelines for reducing the spread of COVID-19.
6. Definitions of event sizes and types:
 - a. Virtual, drive-by and drive-in events involve events held on-line and/or in a manner with little or no contact between people from different households. Lowest risk.
 - b. Small-sized events are gatherings of less than 250 people. More risk.
 - c. Medium-sized events are gatherings of 250 – 1,000 people. Higher risk.
 - d. Large-sized events are gatherings of more than 1,000 people where it is difficult for individuals to remain spaced at least 6 feet apart. Highest Risk.

Public comment was given by Elise Part, Director of Operations at Childrens Museum.

The Council held discussion on the two proposed policies. Michelle Weber made comment.

A motion was made by Jessica Chambers and seconded by Jonathan Schechter to establish a special event policy consistent with special event Policy 1 (more restrictive). Mayor Morton Levinson called for the vote. The vote showed 4-1 in favor and Rooks opposed. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jessica Chambers to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed 5-0 in favor and the motion carried. The meeting adjourned at 10:55 a.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Sandra P. Birdyshaw, Town Clerk

Publish JH News & Guide: March 3, 2021

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
51	ACE HARDWARE	727465	nuts and bolts	01/25/2021	79.04	.00	
51	ACE HARDWARE	727702	tarp for cementary	01/27/2021	44.99	.00	
51	ACE HARDWARE	728138	shovels, sledge hammer, LED ligh	02/01/2021	174.96	.00	
51	ACE HARDWARE	728268	Torx wrench 9 x 3	02/02/2021	8.99	.00	
51	ACE HARDWARE	728779	Clear tubing x 100 ft.	02/08/2021	20.70	.00	
51	ACE HARDWARE	729197	PAINT FOR MISC SHOP SUPPLI	02/12/2021	24.95	.00	
51	ACE HARDWARE	729660	WWTP - Office window trim finish	02/17/2021	26.13	.00	
Total 51:					379.76	.00	
78	A-CORE OF IDAHO INC.	1-7766	core drilling holes	11/19/2020	312.50	.00	
78	A-CORE OF IDAHO INC.	1-7766	core drilling holes	11/19/2020	312.50	.00	
Total 78:					625.00	.00	
6575	APEX SAGE INC	021621	Si-Ferrin Remodel - demo & frami	02/16/2021	8,556.95	.00	
Total 6575:					8,556.95	.00	
3487	ARCHITECTURAL BUILDING SU	71170501	WWTP - push button locksets	10/18/2020	2,404.80	.00	
3487	ARCHITECTURAL BUILDING SU	71194950	Elk Refuge Well - mech. push-butt	02/03/2021	601.20	.00	
Total 3487:					3,006.00	.00	
1783	AT&T	01162021	charges for account 28725916309	01/08/2021	1,327.57	.00	
1783	AT&T	01192021	MONTHLY ACCOUNT 287279795	01/11/2021	251.88	.00	
1783	AT&T	01202021	for account 287272169264	01/12/2021	43.23	.00	
1783	AT&T	287272169264	Remaining annual charges (11 mo	02/12/2021	43.23	.00	
1783	AT&T	287279795460	MONTHLY ACCOUNT 287279795	02/19/2021	251.88	.00	
Total 1783:					1,917.79	.00	
4088	AVAIL VALLEY CONTRUCTION-I	20210-2	Fall Patching Pay Ap 2, Final Pay Ap for Retainage	02/24/2021	11,671.75	.00	
Total 4088:					11,671.75	.00	
5994	B-CYCLE LLC	2645481-001	AUGUST LICENSING FEE	09/15/2020	304.62	.00	
5994	B-CYCLE LLC	48755-001	CREDIT	09/25/2020	588.49	.00	
5994	B-CYCLE LLC	48756-001	CREDIT	09/25/2020	319.92	.00	
Total 5994:					1,213.03	.00	
4774	BIG R RANCH & HOME	1486620	chain and lock for main gate	01/15/2021	50.46	.00	
Total 4774:					50.46	.00	
6727	BRIGGS, ERIC L	3112	HAND GRINDER TOOL	02/04/2021	426.95	.00	
Total 6727:					426.95	.00	
5	CARQUEST AUTO PARTS INC.	6090-512600	BRAKES FOR INVENTORY	02/02/2021	92.69	.00	
5	CARQUEST AUTO PARTS INC.	6090-513451	HYD FILTER FOR ZAMBONI	02/10/2021	25.74	.00	
5	CARQUEST AUTO PARTS INC.	6090-513548	TPMS FOR EMERGENCY MANA	02/11/2021	108.44	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5	CARQUEST AUTO PARTS INC.	6090-513564	WATER PUMP FOR STREETS T	02/11/2021	103.19	.00	
Total 5:					330.06	.00	
102	CASELLE INC.	107435	support fees	02/01/2021	1,744.00	.00	
Total 102:					1,744.00	.00	
10	CASH	022221	petty cash	02/22/2021	42.68	.00	
10	CASH	022221	petty cash	02/22/2021	59.00	.00	
10	CASH	022221	petty cash	02/22/2021	4.25-	.00	
10	CASH	022221	petty cash	02/22/2021	93.00	.00	
Total 10:					190.43	.00	
447	CDW-GOVERNMENT	2011425	Webcams for general use through	09/28/2020	581.69	.00	
Total 447:					581.69	.00	
4707	CELLEBRITE USA	INVUS225541	Annual renewal and upgrade for C	12/30/2020	13,700.01	.00	
Total 4707:					13,700.01	.00	
6769	CENTRALSQUARE	293131	Annual maintenance for Zuercher	10/01/2020	1,436.40	.00	
Total 6769:					1,436.40	.00	
544	CENTURYLINK	010721	charges for account p-307-111-50	01/07/2021	1,953.64	.00	
544	CENTURYLINK	011321	MONTHLY CHARGES 307-733-3	01/13/2021	39.77	.00	
544	CENTURYLINK	191216368	for CL account 75912352	01/20/2021	195.33	.00	
544	CENTURYLINK	307-111-5050 0	Annual charges for account p-307	02/07/2021	1,991.68	.00	
544	CENTURYLINK	307-733-3106	MONTHLY CHARGES 307-733-3	02/13/2021	40.04	.00	
Total 544:					4,220.46	.00	
6799	CHAMBERS, JESSICA	012821	Refund Overpayment of water an	01/28/2021	453.08	.00	
Total 6799:					453.08	.00	
6800	COHEN-DAVIS LAW O.C.	240	IMAGINE JACKSON NFP AND P	02/09/2021	2,041.20	.00	
Total 6800:					2,041.20	.00	
4887	CONTROL SYSTEM TECHNOLO	9876	programming for blower 3A to corr	02/08/2021	250.00	.00	
Total 4887:					250.00	.00	
6475	CONVERGEONE, INC	12649	Webex Enterprise for public counc	01/16/2021	320.18	.00	
6475	CONVERGEONE, INC	2903210	MONTHLY CLOUD DATA BACKU	11/29/2020	7,721.40	.00	
6475	CONVERGEONE, INC	2994144	MONTHLY CLOUD DATA BACKU	01/28/2021	6,840.04	.00	
6475	CONVERGEONE, INC	IE9065504	Annual maintenance for Syn-Apps	11/29/2020	1,334.00	.00	
6475	CONVERGEONE, INC	PS169196	Microsoft Exchange email move t	02/16/2021	14,556.00	.00	
Total 6475:					30,771.62	.00	
6718	CULTIVATE	021121	ANNUAL CONTRACT	02/11/2021	1,250.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6718:					1,250.00	.00	
65	DELCON INC	23663	repair gas heater in well 1	01/31/2021	979.96	.00	
Total 65:					979.96	.00	
3408	E.R. OFFICE EXPRESS	17044	Scott Mohror Wyoming PE Stamp	01/26/2021	33.49	.00	
3408	E.R. OFFICE EXPRESS	17127	MAILING ENVELOPES FOR JUR	02/05/2021	31.64	.00	
3408	E.R. OFFICE EXPRESS	17193	Bankers box and packing tape	02/17/2021	65.28	.00	
3408	E.R. OFFICE EXPRESS	17220	Office Paper	02/22/2021	89.89	.00	
3408	E.R. OFFICE EXPRESS	17224	clerk office supplies, env, folder	02/22/2021	81.79	.00	
Total 3408:					302.09	.00	
6157	EFORCE	1230706	Annual maintenance for eFORCE	02/24/2021	10,002.45	.00	
Total 6157:					10,002.45	.00	
5223	ENERGY CONSERVATION WOR	010121	Contract service 2020-2021	01/21/2021	7,000.00	.00	
Total 5223:					7,000.00	.00	
1134	ENERGY LABORATORIES INC.	372171	weekly WWTP water testing	01/28/2021	114.00	.00	
1134	ENERGY LABORATORIES INC.	373460	annual testing for WWTP DEQ per	02/04/2021	482.00	.00	
1134	ENERGY LABORATORIES INC.	374230	weekly WWTP testing	02/08/2021	302.00	.00	
1134	ENERGY LABORATORIES INC.	375429	weekly testing WWTP	02/16/2021	114.00	.00	
Total 1134:					1,012.00	.00	
6753	ESRI, INC	93978966	Annual maintenance for ArcGIS	01/29/2021	5,100.00	.00	
Total 6753:					5,100.00	.00	
4294	FIRE SERVICES OF IDAHO	859881	VHarvest - fire alarm yearly monit	02/01/2021	360.00	.00	
Total 4294:					360.00	.00	
4859	Flowpoint Envirmental systems	MAR2123	hydrant general fill station softewa	02/01/2021	795.00	.00	
Total 4859:					795.00	.00	
6605	FLOYD'S TRUCK CENTER	X303013452:0	GRADER PARTS	12/03/2020	362.80	.00	
6605	FLOYD'S TRUCK CENTER	X303013915:0	REAR WING SUPPORT FOR GR	01/15/2021	3,168.38	.00	
Total 6605:					3,531.18	.00	
756	FREDERICK LANDSCAPING	2025	Hansen Sidewalk Fence Repair -	02/11/2021	400.00	.00	
Total 756:					400.00	.00	
4212	GILLIG LLC	40773701	AIR FILTERS FOR RESTOCK	02/01/2021	617.88	.00	
4212	GILLIG LLC	40774451	WINDOW SEAL FOR START BU	02/05/2021	40.56	.00	
4212	GILLIG LLC	40776596	MIRROR FOR START BUS	02/12/2021	786.50	.00	
Total 4212:					1,444.94	.00	
6794	GRANICUS, LLC	135744	Annual maintenance for VRBO m	01/12/2021	9,102.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6794:					9,102.00	.00	
96	HIGH COUNTRY LINEN	0236157	mats & supplies	02/03/2021	133.30	.00	
96	HIGH COUNTRY LINEN	0236157	mats & supplies	02/03/2021	87.20	.00	
96	HIGH COUNTRY LINEN	0236262	laundry bags, towels, mats, enviro	02/04/2021	12.70	.00	
96	HIGH COUNTRY LINEN	0236262	street - uniform cleaning	02/04/2021	46.08	.00	
96	HIGH COUNTRY LINEN	0236262	sewer collections - uniform clean	02/04/2021	14.55	.00	
96	HIGH COUNTRY LINEN	0236262	fleet - uniform cleaning	02/04/2021	27.16	.00	
96	HIGH COUNTRY LINEN	0236262	WWTP - uniform cleaning	02/04/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0236262	admin - uniform cleaning	02/04/2021	9.70	.00	
96	HIGH COUNTRY LINEN	0236262	shop SUPPLIES	02/04/2021	45.00	.00	
96	HIGH COUNTRY LINEN	0236262	WATER UNIFORMS	02/04/2021	21.82	.00	
96	HIGH COUNTRY LINEN	0236841	HRanch - urinal mat and odor con	02/08/2021	25.31	.00	
96	HIGH COUNTRY LINEN	0237199	Rugs 2/10/21	02/10/2021	61.93	.00	
96	HIGH COUNTRY LINEN	0237400	street - uniform cleaning	02/11/2021	38.80	.00	
96	HIGH COUNTRY LINEN	0237400	laundry bags, towels, mats, enviro	02/11/2021	127.68	.00	
96	HIGH COUNTRY LINEN	0237400	admin - uniform cleaning	02/11/2021	4.85	.00	
96	HIGH COUNTRY LINEN	0237400	fleet - uniform cleaning	02/11/2021	27.16	.00	
96	HIGH COUNTRY LINEN	0237400	fleet - uniform cleaning	02/11/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0237400	sewer collections - uniform clean	02/11/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0237400	sewer collections - uniform clean	02/11/2021	19.40	.00	
96	HIGH COUNTRY LINEN	0237982	HRanch - odor control service	02/15/2021	7.50	.00	
96	HIGH COUNTRY LINEN	S0227253	more paper towels...	12/09/2020	145.00	.00	
96	HIGH COUNTRY LINEN	S0236450	trash liners	02/04/2021	32.51	.00	
Total 96:					945.85	.00	
106	INTERSTATE BATTERY	22249828	BATTERIES FOR RESTOCK	02/01/2021	516.70	.00	
106	INTERSTATE BATTERY	22249912	BATTERIES FOR RESTOCK	02/08/2021	167.95	.00	
106	INTERSTATE BATTERY	71006469	BATTERY FOR RESTOCK	02/15/2021	114.95	.00	
Total 106:					799.60	.00	
5098	JACKSON ANIMAL HOSPITAL	40666	Rosie dental and exam	02/06/2021	645.37	.00	
5098	JACKSON ANIMAL HOSPITAL	40770	Twix meds, pyrantel	02/11/2021	32.90	.00	
5098	JACKSON ANIMAL HOSPITAL	40946	Twix spay, Eon FIV test, Angela FI	02/16/2021	195.20	.00	
Total 5098:					873.47	.00	
2	JACKSON CURBSIDE INC.	00028621	HRanch - Recycling	02/10/2021	675.00	.00	
2	JACKSON CURBSIDE INC.	00028646	January downtown recycling loop	02/10/2021	1,015.00	.00	
Total 2:					1,690.00	.00	
131	JACKSON HOLE NEWS & GUID	321922	JHNAG START Operator Ad - 1 W	02/10/2021	198.00	.00	
131	JACKSON HOLE NEWS & GUID	321923	Lieutenant Ad on 2/10, 2/17, 3/10,	02/10/2021	376.20	.00	
131	JACKSON HOLE NEWS & GUID	322006	Board of Health Applicants	02/10/2021	113.60	.00	
131	JACKSON HOLE NEWS & GUID	322007	liquor license transfer - Whole Foo	02/10/2021	85.50	.00	
131	JACKSON HOLE NEWS & GUID	322008	Feb 1 Reg Mtg minutes (+Resoluti	02/10/2021	1,427.85	.00	
131	JACKSON HOLE NEWS & GUID	322009	Feb 1 JIM minutes	02/10/2021	145.35	.00	
131	JACKSON HOLE NEWS & GUID	322053	service alert	02/10/2021	235.40	.00	
131	JACKSON HOLE NEWS & GUID	322187	VS Advocate Ad to run 2/17 and 2	02/17/2021	376.20	.00	
131	JACKSON HOLE NEWS & GUID	322269	Board of Health Applicants	02/17/2021	113.60	.00	
Total 131:					3,071.70	.00	
114	JACKSON LUMBER INC	0000635804-0	floor jack for upper floor in shop	02/02/2021	59.72	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
114	JACKSON LUMBER INC	0000638284-0	WWTP Office - window trim wood	02/10/2021	143.00	.00	
Total 114:					202.72	.00	
239	JH20 WATER CONDITIONING &	I210216199	bottled water for lab	02/16/2021	53.00	.00	
Total 239:					53.00	.00	
139	JORGENSEN ASSOCIATES, PC	45277	Street Design	10/30/2020	1,000.00	.00	
139	JORGENSEN ASSOCIATES, PC	45300	Sewer Design	11/05/2020	840.75	.00	
139	JORGENSEN ASSOCIATES, PC	45484	Sewer Concept Design	11/24/2020	373.75	.00	
139	JORGENSEN ASSOCIATES, PC	45686	Sewer Concept Design	12/21/2020	597.50	.00	
139	JORGENSEN ASSOCIATES, PC	45842	North King Alley Sewer Design	01/18/2021	1,472.50	.00	
139	JORGENSEN ASSOCIATES, PC	45928	survey for Gregory Lane	02/05/2021	550.00	.00	
Total 139:					4,834.50	.00	
5473	KELLERSTRASS ENTERPRISES	D38129	3500 GALLONS OF MID-GRADE,	02/03/2021	21,411.42	.00	
5473	KELLERSTRASS ENTERPRISES	D38498	4000 GALLONS MID-GRADE, 58	02/10/2021	21,856.57	.00	
Total 5473:					43,267.99	.00	
6585	LAWNGEVITY	3615	155 E Pearl - Ice and snow serv	01/31/2021	741.25	.00	
Total 6585:					741.25	.00	
4380	LONG BUILDING TECHNOLOGI	SCPAY005059	Annual software maintenance for	11/04/2020	9,006.00	.00	
Total 4380:					9,006.00	.00	
677	MACY'S SERVICES	33653	3 Creek jetting and cleaning due t	01/21/2021	277.50	.00	
Total 677:					277.50	.00	
3932	MILLER SANITATION	17710	Town Sq trash p/u - 8 days in Feb	02/01/2021	2,072.00	.00	
3932	MILLER SANITATION	17711	START Bus Stop trash p/u - 10 ca	02/01/2021	280.00	.00	
Total 3932:					2,352.00	.00	
4817	MOUNTAIN ELECTRICAL	2012	Outside and kennel lights	01/04/2021	3,054.23	.00	
Total 4817:					3,054.23	.00	
4623	MSC INDUSTRIAL SUPPLY CO	4374966001	SUPPLIES FOR BOTH SHOPS	02/01/2021	142.71	.00	
4623	MSC INDUSTRIAL SUPPLY CO	4374966002	SUPPLIES FOR BOTH SHOPS	01/29/2021	58.59	.00	
Total 4623:					201.30	.00	
3341	MSDS ONLINE, INC	232665	annual msds renewal for chemical	01/25/2021	1,449.50	.00	
3341	MSDS ONLINE, INC	232665	annual msds online renewal for ch	01/25/2021	1,449.50	.00	
Total 3341:					2,899.00	.00	
257	NAPAAUTO PARTS INC.	968842	impact set	01/26/2021	144.12	.00	
257	NAPAAUTO PARTS INC.	969463	AIR PRESSURE VALVE FOR BU	01/29/2021	36.18	.00	
257	NAPAAUTO PARTS INC.	970148	AIR FILTERS FOR INVENTORY	02/02/2021	64.80	.00	
257	NAPAAUTO PARTS INC.	970698	WASHER SOLVENT	02/05/2021	85.85	.00	
257	NAPAAUTO PARTS INC.	971322	WIPERS FOR RESTOCK	02/09/2021	116.94	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
257	NAPAAUTO PARTS INC.	971392	HYD FITTINGS FOR STREET TR	02/10/2021	44.48	.00	
257	NAPAAUTO PARTS INC.	971627	BULBS FOR STREET DEPT	02/11/2021	74.55	.00	
257	NAPAAUTO PARTS INC.	971661	TAIL LAMP LENS FOR LEARNIN	02/11/2021	2.56	.00	
257	NAPAAUTO PARTS INC.	971845	FUSES FOR STREETS	02/12/2021	7.46	.00	
257	NAPAAUTO PARTS INC.	971936	AIR FITTINGS FOR BUS 2002	02/12/2021	12.22	.00	
Total 257:					589.16	.00	
187	NELSON ENGINEERING	54240	Sewer Design	12/31/2020	10,011.95	.00	
Total 187:					10,011.95	.00	
583	NEWMAN SIGNS, INC	TRFINV026868	signs for parking garage	11/25/2020	258.59	.00	
Total 583:					258.59	.00	
6726	NOVA COLLECTIVE	210360	Diversiity inclusion equity training	10/01/2020	9,000.00	.00	
Total 6726:					9,000.00	.00	
1504	ONE CALL OF WYOMING	58497	one call Jan tickets	02/05/2021	98.38	.00	
1504	ONE CALL OF WYOMING	58497	jan one call tickets	02/05/2021	98.37	.00	
Total 1504:					196.75	.00	
4398	PALAZZOLO, MICHAEL	021921	Reimbursement for two months of	02/19/2021	180.00	.00	
Total 4398:					180.00	.00	
5956	Peak Facilitation Group	1442	Council Retreat Zoom Retreat Co	02/04/2021	8,959.00	.00	
Total 5956:					8,959.00	.00	
6483	PREMIER TRUCK- SALT LAKE C	775253643	TURBO FOR START	02/01/2021	4,517.48	.00	
6483	PREMIER TRUCK- SALT LAKE C	775257742	TUBE ASM FOR BUS 1600	01/27/2021	135.82	.00	
6483	PREMIER TRUCK- SALT LAKE C	775258961	PRESSURE SENSOR FOR RES	01/29/2021	164.83	.00	
6483	PREMIER TRUCK- SALT LAKE C	775259372	DEF FILTERS FOR BUS 276	02/01/2021	1,759.71	.00	
6483	PREMIER TRUCK- SALT LAKE C	775259643	FUEL TUBE FOR 1600	02/02/2021	135.82	.00	
6483	PREMIER TRUCK- SALT LAKE C	775260579	DEF MODULE FOR BUS 276	02/04/2021	2,761.66	.00	
6483	PREMIER TRUCK- SALT LAKE C	775261104	SEALS FOR INVENTORY	02/08/2021	191.33	.00	
6483	PREMIER TRUCK- SALT LAKE C	775262492	CRANK CASE FILTERS FOR RE	02/12/2021	409.62	.00	
6483	PREMIER TRUCK- SALT LAKE C	775262549	PRESSURE SENSORS FOR RE	02/11/2021	160.02	.00	
Total 6483:					10,236.29	.00	
6594	PROTERRA	1023351	HOSE ADAPTER	02/03/2021	30.18	.00	
Total 6594:					30.18	.00	
6613	QUADIENT FINANCE USA, INV	40159756	bruch and sponge	10/19/2020	20.00	.00	
Total 6613:					20.00	.00	
552	RENDEZVOUS ENGINEERING,	21562	Snow King Estates Record Drawi	11/01/2020	4,381.73	.00	
552	RENDEZVOUS ENGINEERING,	21562	Snow King Estates Record Drawi	11/01/2020	4,381.72	.00	
Total 552:					8,763.45	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5672	RINK-TEC INTERNATIONAL, INC	4368	SK Ice Rink = Ammonia Plant Ser	10/28/2020	1,439.44	.00	
	Total 5672:				1,439.44	.00	
4723	RON'S TOWING	21-12149	PULL BUS 211 ON TO ROAD	02/08/2021	800.00	.00	
	Total 4723:				800.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	175639	Parting Gift for Councilman Jim St	01/15/2021	34.33	.00	
	Total 13:				34.33	.00	
4831	SCHAEFFER MFG. CO	PXG3829-INV1	55 GALLON DRUM OF MOTOR	02/03/2021	1,332.65	.00	
	Total 4831:				1,332.65	.00	
6721	SENECA COMPANIES, INC	1870483	First payment on digital equipmen	01/26/2021	9,458.87	.00	
	Total 6721:				9,458.87	.00	
4720	SILVERSTAR	020121	FY21 Silverstar service - contract	02/01/2021	2,377.65	.00	
4720	SILVERSTAR	020121	FY21 Silverstar service - contract	02/01/2021	38.23	.00	
4720	SILVERSTAR	020121	FY21 Silverstar service - contract	02/01/2021	74.99	.00	
	Total 4720:				2,490.87	.00	
5938	SINGH, JOHN	022221	DOT physical for John Singh	02/21/2021	155.00	.00	
	Total 5938:				155.00	.00	
4699	SNAKE RIVER ROASTING	674950	THREE BAGS OF COFFEE- 2 KI	02/08/2021	146.85	.00	
4699	SNAKE RIVER ROASTING	674974	coffee	02/08/2021	102.45	.00	
	Total 4699:				249.30	.00	
241	ST JOHN'S HOSPITAL	50000431	Blood draws inmates	02/03/2021	325.00	.00	
	Total 241:				325.00	.00	
5055	STOTZ EQUIPMENT	P58526	STAND FOR SICKLE BAR WWT	02/05/2021	114.34	.00	
	Total 5055:				114.34	.00	
6660	SUBLETTE COUNTY SHERIFF'S	125	Airport Security	01/20/2021	770.00	.00	
	Total 6660:				770.00	.00	
1054	SUNRISE ENVIRONMENTAL	117912	krystal ice	01/20/2021	167.56	.00	
	Total 1054:				167.56	.00	
4990	Swagit Productions, LLC	16954	monthly payment for Swagit strea	12/31/2020	1,775.00	.00	
4990	Swagit Productions, LLC	17152	monthly payment for Swagit strea	01/31/2021	1,775.00	.00	
	Total 4990:				3,550.00	.00	
4933	SYMBOLARTS, LLC	0360654-IN	Officer uniform badges	10/22/2020	100.00	.00	
4933	SYMBOLARTS, LLC	0364051-IN	Patches	12/15/2020	457.25	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4933	SYMBOLARTS, LLC	0364051-IN	Patches	12/15/2020	457.25	.00	
4933	SYMBOLARTS, LLC	0364896-IN	Officer uniform badges	01/05/2021	437.50	.00	
Total 4933:					1,452.00	.00	
1443	TETON COUNTY CLERK	022321	Housing Department Monthly Ope	02/23/2021	20,991.75	.00	
1443	TETON COUNTY CLERK	022321	Parks and Recreation Monthly Op	02/23/2021	127,028.33	.00	
Total 1443:					148,020.08	.00	
581	TETON COUNTY INTEGRATED	497051	Si-Ferrin demo	02/04/2021	10.00	.00	
Total 581:					10.00	.00	
3027	TETON COUNTY-FUND 13	022321	Fire/EMS Monthly Contribution	02/23/2021	107,600.21	.00	
Total 3027:					107,600.21	.00	
392	TETON LITERACY CENTER	022321	quarterly social service payment	02/23/2021	5,500.00	.00	
Total 392:					5,500.00	.00	
268	TETON MOTORS INC	5097064 1	WINDSHIELD WASHER RESER	01/12/2021	48.62	.00	
268	TETON MOTORS INC	5097330 1	FUSIBLE LINK FOR PD	02/03/2021	42.50	.00	
268	TETON MOTORS INC	5097396 1	4X4 ACTUATOR FOR START AD	02/09/2021	351.72	.00	
268	TETON MOTORS INC	5097414 1	CREDIT	02/10/2021	25.00-	.00	
Total 268:					417.84	.00	
270	TETON RENTAL CENTER	89301	rented drain snake for 3 Creek A li	01/28/2021	23.73	.00	
Total 270:					23.73	.00	
3237	THE AFTERMARKET PARTS CO	82300338	STRAPS FOR BUS 1600	02/05/2021	128.71	.00	
Total 3237:					128.71	.00	
6363	TMSC LLC	2020-005-SKE	SK Event Ctr - Misc. electrical ser	02/15/2021	3,836.00	.00	
6363	TMSC LLC	2020-005-SKE	SK Event Ctr - LED Project Final I	02/15/2021	12,539.00	.00	
6363	TMSC LLC	2021-005-1RC	PGarage - exit sign service work	02/22/2021	1,899.00	.00	
6363	TMSC LLC	2021-005-1RC	Broadway Pump House - generat	02/22/2021	2,600.00	.00	
6363	TMSC LLC	2021-005-1RC	HRanch - lighting service work	02/22/2021	3,000.00	.00	
Total 6363:					23,874.00	.00	
5058	UHL, ANTHONY	022321	SAFETY BOOT REIMBURSEME	02/23/2021	100.00	.00	
Total 5058:					100.00	.00	
3979	UTAH SAFETY COUNCIL	29026	member ship renewal	02/03/2021	225.00	.00	
Total 3979:					225.00	.00	
1949	VERIZON WIRELESS	9870356204	charges for account 871451763-0	01/01/2021	6,122.22-	.00	
1949	VERIZON WIRELESS	9870356204	charges for account 871451763-0	01/01/2021	11,549.60	.00	
1949	VERIZON WIRELESS	9872467530	Annual charges for account 87145	02/01/2021	5,429.11	.00	
1949	VERIZON WIRELESS	9873477173	credit	02/15/2021	26.55-	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1949:					10,829.94	.00	
6731	VINCI LAW OFFICE LLC	02112021	case #18119	02/11/2021	252.13	252.13	02/11/2021
Total 6731:					252.13	252.13	
3420	VISA	Admin 1 #5397	Stio	01/24/2021	150.00	150.00	02/18/2021
3420	VISA	Admin 1 #5397	Fort frame	01/24/2021	305.58	305.58	02/18/2021
3420	VISA	Admin 1 #5397	bunnery	01/24/2021	190.25	190.25	02/18/2021
3420	VISA	Admin 1 #5397	coolworks	01/24/2021	298.00	298.00	02/18/2021
3420	VISA	Admin 1 #5397	dominos	01/24/2021	124.93	124.93	02/18/2021
3420	VISA	Admin 1 #5397	pinky g's	01/24/2021	917.42	917.42	02/18/2021
3420	VISA	Admin 1 #5397	amazon	01/24/2021	10.26	10.26	02/18/2021
3420	VISA	Administrator 1	sidewinders	01/24/2021	825.19	825.19	02/18/2021
3420	VISA	ANIM SHELTE	VAC apparel	01/24/2021	34.00	34.00	02/18/2021
3420	VISA	ANIM SHELTE	ace hardware	01/24/2021	54.03	54.03	02/18/2021
3420	VISA	ANIM SHELTE	amazon toner	01/24/2021	553.38	553.38	02/18/2021
3420	VISA	Chief 1115 01/2	Chinatown	01/24/2021	55.65	55.65	02/18/2021
3420	VISA	Chief 1115 01/2	ace hardware	01/24/2021	18.20	18.20	02/18/2021
3420	VISA	Chief 1115 01/2	wascop	01/24/2021	350.00	350.00	02/18/2021
3420	VISA	Chief 1115 01/2	la police gear	01/24/2021	41.72	41.72	02/18/2021
3420	VISA	Chief 1115 01/2	mc Graphix	01/24/2021	99.99	99.99	02/18/2021
3420	VISA	Chief 1115 01/2	travel expenses	01/24/2021	158.25	158.25	02/18/2021
3420	VISA	Chief 1115 01/2	amazon credit	01/24/2021	43.67-	43.67-	02/18/2021
3420	VISA	Finance 1073 0	Albertsons	01/24/2021	274.75	274.75	02/18/2021
3420	VISA	IT - 6908 01/24	credit	01/24/2021	24.97-	24.97-	02/18/2021
3420	VISA	IT - 6908 01/24	GoDaddy	01/24/2021	30.16	30.16	02/18/2021
3420	VISA	IT - 6908 01/24	amazon	01/24/2021	78.99	78.99	02/18/2021
3420	VISA	IT - 6908 01/24	ring central	01/24/2021	526.11	526.11	02/18/2021
3420	VISA	IT - 6908 01/24	iPhone payment	01/24/2021	122.32	122.32	02/18/2021
3420	VISA	IT - 6908 01/24	Garmin	01/24/2021	128.90	128.90	02/18/2021
3420	VISA	IT - 6908 01/24	Teton mountaineering	01/24/2021	190.80	190.80	02/18/2021
3420	VISA	IT - 6908 01/24	log me in	01/24/2021	25.44	25.44	02/18/2021
3420	VISA	IT - 6908 01/24	dish	01/24/2021	.05	.05	02/18/2021
3420	VISA	Police 3 #0355	ups	01/24/2021	20.75	20.75	02/18/2021
3420	VISA	Police 3 #0355	FBI academy Assoc	01/24/2021	105.00	105.00	02/18/2021
3420	VISA	Police 3 #0355	amazon training books	01/24/2021	747.00	747.00	02/18/2021
3420	VISA	PW 1 #8144 01	ceu plan	01/24/2021	28.90	28.90	02/18/2021
3420	VISA	PW 1 #8144 01	Ferguson	01/24/2021	801.36	801.36	02/18/2021
3420	VISA	PW 1 #8144 01	tire rach	01/24/2021	40.15	40.15	02/18/2021
3420	VISA	PW 1 #8144 01	ceu plan	01/24/2021	230.00	230.00	02/18/2021
3420	VISA	PW 1 #8144 01	at your pace online	01/24/2021	666.70	666.70	02/18/2021
3420	VISA	PW 1 #8144 01	Lowe's	01/24/2021	90.00	90.00	02/18/2021
3420	VISA	PW 1 #8144 01	wyo board of engineers	01/24/2021	19.94	19.94	02/18/2021
3420	VISA	PW 1 #8144 01	amazon hoses	01/24/2021	77.75	77.75	02/18/2021
3420	VISA	PW 1 #8144 01	amazon air compression	01/24/2021	36.48	36.48	02/18/2021
3420	VISA	PW 1 #8144 01	dk hardware	01/24/2021	197.11	197.11	02/18/2021
3420	VISA	PW 1 #8144 01	acco brands direct	01/24/2021	128.95	128.95	02/18/2021
3420	VISA	Sergeant #106	supplies for standoff	01/24/2021	326.55	326.55	02/18/2021
3420	VISA	Sergeant #106	amazon	01/24/2021	296.78	296.78	02/18/2021
3420	VISA	Sergeant #106	the wort	01/24/2021	162.66	162.66	02/18/2021
3420	VISA	Sergeant #106	gap science	01/24/2021	100.00	100.00	02/18/2021
3420	VISA	Victim Services	virtual conference	01/24/2021	545.00	545.00	02/18/2021
3420	VISA	VS 9126 01/24/	antler motel	01/24/2021	330.00	330.00	02/18/2021
3420	VISA	VS 9126 01/24/	critical incidents	01/24/2021	596.00	596.00	02/18/2021
3420	VISA	VS 9126 01/24/	coca cola	01/24/2021	17.60	17.60	02/18/2021
3420	VISA	VS 9126 01/24/	Walmart	01/24/2021	654.76	654.76	02/18/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420	VISA	VS 9126 01/24/	antler motel	01/24/2021	120.00	120.00	02/18/2021
3420	VISA	VS 9126 01/24/	pro solutions	01/24/2021	79.98	79.98	02/18/2021
3420	VISA	VS 9126 01/24/	grant writing	01/24/2021	405.00	405.00	02/18/2021
Total 3420:					12,320.15	12,320.15	
563	WESTBANK SANITATION	3612164	trash service for Jan	02/02/2021	714.46	.00	
563	WESTBANK SANITATION	3612902	Si-Ferrin Demo	02/01/2021	2,125.16	.00	
Total 563:					2,839.62	.00	
1640	WESTERN STATE	CM00099825	CREDIT	12/16/2020	93.45-	.00	
1640	WESTERN STATE	IN001547305	OIL TUBE ASSEMBLY FOR STR	01/28/2021	160.21	.00	
1640	WESTERN STATE	IN001550200	EMS COVERAGE FOR GRADER	02/02/2021	126.00	.00	
1640	WESTERN STATE	IN001552813	WEAR STRIPS FOR GRADER	02/03/2021	791.04	.00	
1640	WESTERN STATE	IN001553237	2000 HR SERVICE KIT FOR GRA	02/04/2021	741.81	.00	
1640	WESTERN STATE	IN001554381	SERVICE CALL TO PROPEL MO	02/05/2021	257.50	.00	
1640	WESTERN STATE	IN001559316	SKID SHOES FOR LOADER BLA	02/10/2021	627.21	.00	
1640	WESTERN STATE	IN001565889	Annual maintenance for CAT diag	02/18/2021	3,000.00	.00	
Total 1640:					5,610.32	.00	
472	WHITE GLOVE CLEANING, INC.	5Z	bath tissue, paper towels	02/02/2021	355.00	.00	
472	WHITE GLOVE CLEANING, INC.	6851	Shelter, window, janitorial building	11/30/2020	2,261.36	.00	
472	WHITE GLOVE CLEANING, INC.	6912	window cleaning, shelter pressure	12/31/2020	2,261.36	.00	
Total 472:					4,877.72	.00	
3619	WY CHILD SUPPORT ENFORCE	02112021	case #209790	02/11/2021	146.76	146.76	02/11/2021
Total 3619:					146.76	146.76	
2547	WYOMING FINANCIAL INSUANC	17706	ELIGIBILITY NOTICES	02/09/2021	126.00	.00	
2547	WYOMING FINANCIAL INSUANC	17783	FORM 1094/1095	02/21/2021	1,495.00	.00	
Total 2547:					1,621.00	.00	
1764	WYOMING.COM INC	1989474	DOMAIN HOSTING	02/05/2021	5.00	.00	
Total 1764:					5.00	.00	
6717	WY-TEST	36839	january pre-employment + post ac	01/04/2021	160.00	.00	
6717	WY-TEST	36876	START Bus Random Drug Testing	01/08/2021	105.00	.00	
Total 6717:					265.00	.00	
2179	XEROX CORPORATION	010472522	maintenance and supplies cost	06/01/2020	87.36	.00	
2179	XEROX CORPORATION	010472523	maintenance and supplies cost	06/01/2020	32.67	.00	
2179	XEROX CORPORATION	010472524	maintenance and supplies cost	06/01/2020	73.33	.00	
2179	XEROX CORPORATION	010472525	maintenance and supplies cost	06/01/2020	9.56	.00	
2179	XEROX CORPORATION	010472533	maintenance and supplies cost	06/01/2020	20.49	.00	
2179	XEROX CORPORATION	011006378	maintenance and supplies cost	08/01/2020	108.84	.00	
2179	XEROX CORPORATION	011006379	maintenance and supplies cost	08/01/2020	67.89	.00	
2179	XEROX CORPORATION	011006380	maintenance and supplies cost	08/01/2020	79.61	.00	
2179	XEROX CORPORATION	011006381	l maintenance and supplies cost	08/01/2020	13.89	.00	
2179	XEROX CORPORATION	011006388	maintenance and supplies cost	08/01/2020	54.62	.00	
2179	XEROX CORPORATION	011525653	maintenance and supplies cost	10/01/2020	10.17	.00	
2179	XEROX CORPORATION	012299542	maintenance and supplies cost - 1	01/01/2021	126.07	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
2179	XEROX CORPORATION	012299543	maintenance and supplies cost	01/01/2021	55.31	.00	
2179	XEROX CORPORATION	012299544	maintenance and supplies cost	01/01/2021	35.54	.00	
2179	XEROX CORPORATION	012299545	maintenance and supplies cost	01/01/2021	10.38	.00	
2179	XEROX CORPORATION	012299549	maintenance and supplies cost	01/01/2021	117.21	.00	
2179	XEROX CORPORATION	012548549	maintenance and supplies cost	02/01/2021	174.86	.00	
2179	XEROX CORPORATION	012548550	maintenance and supplies cost	02/01/2021	42.88	.00	
2179	XEROX CORPORATION	012548551	maintenance and supplies cost	02/01/2021	63.24	.00	
2179	XEROX CORPORATION	012548552	maintenance and supplies cost	02/01/2021	10.16	.00	
2179	XEROX CORPORATION	012548558	maintenance and supplies cost	02/01/2021	80.78	.00	
Total 2179:					1,274.86	.00	
5539	Y2 CONSULTANTS, LLC	17232	Simpson / Meadowlark Sidewalk	12/11/2020	2,128.50	.00	
Total 5539:					2,128.50	.00	
2842	YELLOW IRON EXCAVATION, LL	54525	Trash pickup	01/31/2021	105.00	.00	
2842	YELLOW IRON EXCAVATION, LL	54526	THall - dumpster p/u	01/31/2021	1,040.00	.00	
2842	YELLOW IRON EXCAVATION, LL	54527	PWorks - dumpster p/u	01/31/2021	1,820.00	.00	
2842	YELLOW IRON EXCAVATION, LL	54528	START - dumpster p/u	01/31/2021	1,880.00	.00	
Total 2842:					4,845.00	.00	
6680	YOURMEMBERSHIP.COM, INC.	R49713183	Lieutenant ad on IACP website	02/17/2021	200.00	.00	
Total 6680:					200.00	.00	
3507	ZIEM, JOHNNY	022221	DOT physical	02/22/2021	155.00	.00	
Total 3507:					155.00	.00	
6719	ZOOM VIDEO COMMUNICATION	INV62475972	Additional seat for full Zoom licens	01/11/2021	124.33	.00	
Total 6719:					124.33	.00	
Grand Totals:					603,096.00	12,719.04	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

STAFF REPORT



Meeting Date:	March 1, 2021	Meeting Title:	Regular Meeting
Submitting Department:	Public Works	Presenter:	Brian Lenz
Agenda Item:	P21-021: Quitclaim, Bill of Sale, and Easement at 112 Center St	Public Comment:	

Purpose & Policy Considerations.

Town Council to consider approval of a 1) quitclaim, 2) a bill of sale, and 3) an easement, all of which relate to the hotel at 112 Center Street and the vacation of a public alley in exchange for a public easement benefitting the Town of Jackson for public access through the 112 Center Street hotel property.

Requested Action.

Council approval of the Quitclaim, Bill of Sale, and Easement.

Recommendations.

Staff recommends that Council approve all three documents.

Background.

On March 5, 2018 the Town Council conditionally approved a development plan P17-213 for a hotel at 112 Center Street to be constructed by Crystal Creek Capital (CCC). Conditions included maintaining vehicular and non-vehicular access, entering a development agreement for ownership, maintenance, etc. of the proposed public access, and staff conditions of approval. The Bill of Sale being considered tonight sets out the necessary ownership responsibility for infrastructure associated with the construction and operation of the hotel.

On December 17, 2018 the Town Council conditionally approved planning item P17-230 for vacation of the 10-foot wide alley located between Center Street and North King Streets with access from East Deloney Ave. The alley was vacated via Ordinance 1188. The quitclaim being considered tonight transfers ownership of the alley from the Town to CCC.

On June 25, 2019 the Town issued Building Permit B19-0128 for construction of the hotel subject to the conditions and terms of approval for the Development Plan (P17-213), Development Agreement, and Alley Vacation request (P17-230). The vacation request and Ordinance 1188 conditioned the alley vacation on CCC providing public access equal in quality to that of alley access for the northern portion of its property (as shown on the exhibits associated with the Easement Agreement attached to the staff report). The Easement being considered tonight completes this condition.

The hotel is nearing completion and desires to complete its commitments and satisfy its conditions of approval prior to occupancy. Target date for occupancy of the hotel portion of the project is March 15, 2021.

Analysis.

Obtaining the owner's agreement for the quitclaim, bill of sale, and easement will ensure that the use and development of this property: a) does not encumber the Town's and the Town's franchisees' ability to access and maintain public utilities and b) does not encumber vehicle and pedestrian access by the public and adjacent property owners.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

Approving this set of documents related to Town and franchisee utilities infrastructure that exists on private properties supports these Comprehensive Plan elements:

Common Value 2 (Growth Management), Section 4. Town as the Heart of the Region – The Central Complete Neighborhood:

- Principle 4.1 - Maintain Town as the central Complete Neighborhood
 - Policy 4.1.d: Maintain Jackson as the economic center of the region

- Principle 4.2 - Promote vibrant, walkable mixed use areas
 - o Policy 4.2.a: Create mixed use Subareas
 - o Policy 4.2.c: Create vibrant walkable mixed use Subareas
 - o Policy 4.2.f: Maintain lodging as a key component in the downtown

Common Value 3 (Quality of Life), Section 7. Multimodal Transportation:

- Principle 7.2 - Create a safe, efficient, interconnected, multimodal transportation network
 - o Policy 7.2.a: Create a transportation network based on “complete streets” and “context sensitive” solutions

Common Value 3 (Quality of Life), Section 8. Quality Community Service Provision:

- Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

Fiscal Impact.

This item does not present any fiscal impact to the Town’s budget.

Staff Impact.

The negotiation of the quitclaim, bill of sale, and easements required approximately 50 hours total of Town Legal, Public Works, and Engineering staff time to process.

Attachments or Links.

Quitclaim Agreement and Exhibit
Bill of Sale and Exhibit
Easement Agreement and Exhibit

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to approve the perpetual Access, Utility, and Maintenance Easement Agreement, the Bill of Sale, and the Quitclaim Agreement, and upon approval by the Town Attorney and Town Engineer, authorize the Mayor to execute all necessary agreements.

QUITCLAIM DEED

The Town of Jackson, a duly constituted municipal corporation of the State of Wyoming, whose address is P.O. Box 1687 Jackson, Wyoming 83001, GRANTOR, for and in consideration of TEN DOLLARS (\$10.00) and other good and valuable consideration, in hand paid, receipt of which is hereby acknowledged, CONVEYS AND QUITCLAIMS to CCC’s Center Street, LLC, a Wyoming limited liability company whose address is P.O. Box 844, Jackson, Wyoming 83001, GRANTEE, all right, title and interest now owned or hereafter acquired in and to the following described real estate, situated in the County of Teton, State of Wyoming, hereby waiving and releasing all rights under and by virtue of the homestead exemption laws of the State of Wyoming, to-wit:

The real estate legally described as follows:

That portion of public right-of-way as set forth in Town of Jackson Ordinance No. 1188 on record with the Town of Jackson Clerk, as the same is more particularly described and shown on Exhibit A attached hereto and incorporated herein.

Together with and including all oil, gas, and other mineral rights owned by Grantor, and all improvements thereon and all appurtenances and hereditaments thereunto belonging. Subject to all covenants, conditions, restrictions, easements, reservations, and rights of way of record.

Dated this ____ day of _____, 2021.

TOWN OF JACKSON, WYOMING

Hailey Morton Levinson, Mayor

Attest:

Sandra P. Birdyshaw, Clerk

STATE OF WYOMING)
) ss
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Hailey Morton Levinson and Sandra P. Birdyshaw, as Mayor and Clerk of the Town of Jackson, Wyoming, who are each personally known to me or has each established their identity and authority to me by reasonable proof, this ____day of _____, 2021.

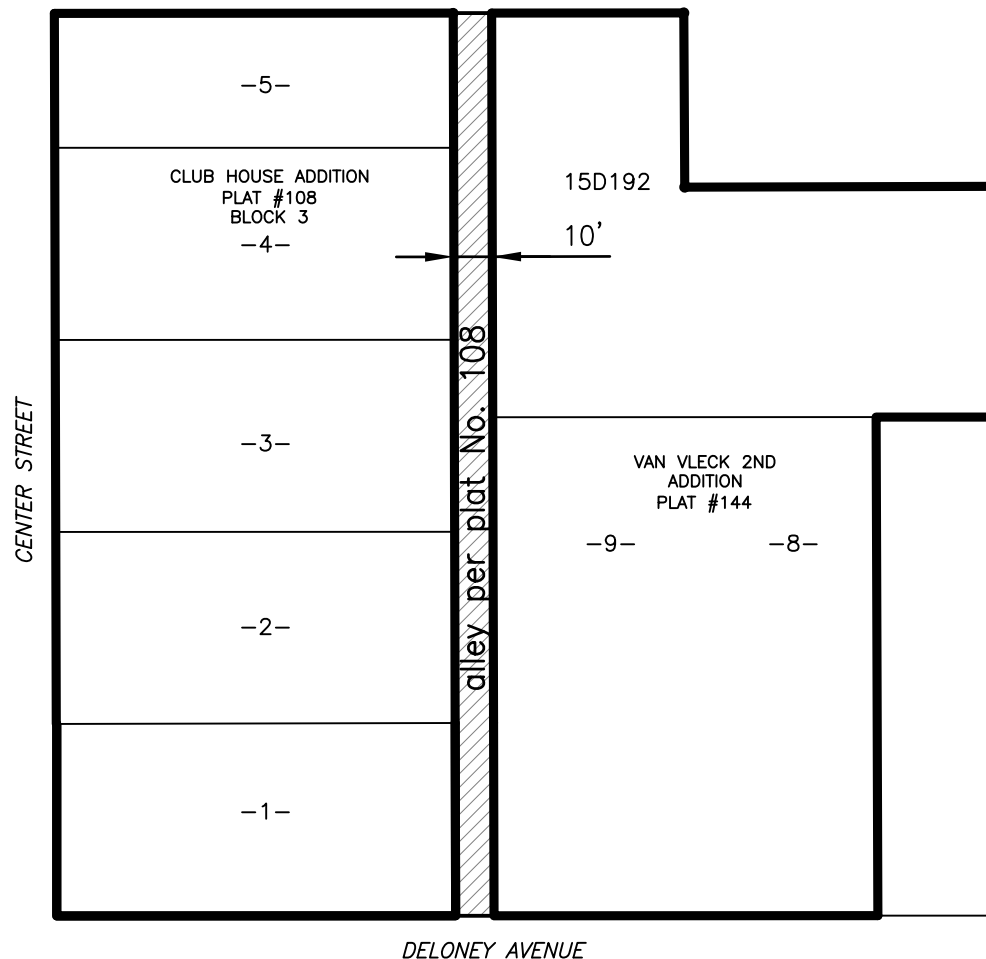
Witness my hand and official seal.

Notary Public
My Commission Expires:

EXHIBIT A

Legal Description of Alley

That portion of that 10 foot wide alley running north and south, 235 feet more or less, and being adjacent to the easterly property line of Lot 1, Lot 2, Lot 3, Lot 4 and Lot 5, Block 3 of Club House Addition to Jackson, Plat no. 108, as filed in the Office of the Teton County Clerk, and located within the SW ¼ of the SW ¼ of Section 27, Township 41 North, Range 116 West, 6th P.M. Teton County, Wyoming.



DRAWING NO Exhibit A	TITLE Alley Vacation	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	DATE 10/30/2017	REV. 11/08/17
JOB NO 16-306-04			SURVEYED	
			DRAWN SK	
			CHECKED	
			APPROVED	

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS THAT CCC'S CENTER STREET, LLC, a Wyoming limited liability company, of P.O. Box 844, Jackson, Wyoming 83001, GRANTOR, for Ten Dollars (\$10.00) and other good and valuable consideration in hand paid, receipt whereof is hereby acknowledged, does hereby bargain, sell, grant, convey, transfer, and deliver unto the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, of P.O. Box 1687, Jackson, Wyoming 83001, GRANTEE, the following described infrastructure related to the CCC Hotel Construction taking place on the property described within Warranty Deed, document number 0965218, records of the Clerk of Teton County, Wyoming and being located in the SW ¼ SW ¼ of Section 27, Township 41 North, Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, in accordance with the Development Agreement dated April 18, 2019 (Doc. 0967832) ("Development Agreement") to have and to hold the same unto itself, its heirs, legatees, and devisees, administrators, successors and assigns forever:

All pedestrian and landscaping constituting New Off-Site Infrastructure as that term is defined in the Development Agreement and permitted under Building Permit B19-0128 located in, on, under, and across the right-of-ways contiguous with the CCC Hotel Construction. This conveyance shall include the boardwalks, sidewalks, curb & gutters, pavers, and any ancillary appurtenances along King Street, Center Street, and Deloney Street. This conveyance shall not include the landscaping, irrigation system and controls, or any private or Town franchisee infrastructure, trees, shrubs, or otherwise (together the "CCC Hotel Construction Infrastructure" as more generally depicted on Exhibit A).

Grantor hereby covenants with the Grantee that it is the lawful owner of the CCC Hotel Construction Infrastructure; and that it will forever warrant and defend the same against the lawful claims and demands of all persons whomsoever except those claiming through Grantee.

Such CCC Hotel Construction Infrastructure shall be subject to and shall carry a guarantee and warranty for defects in workmanship and materials in accordance with the Development Agreement.

[SIGNATURES FOLLOW ON NEXT PAGE]

WITNESS my hand this _____ day of _____, 2021.

CCC'S CENTER STREET, LLC

a Wyoming limited liability company

By: _____

Name: _____

Title: _____

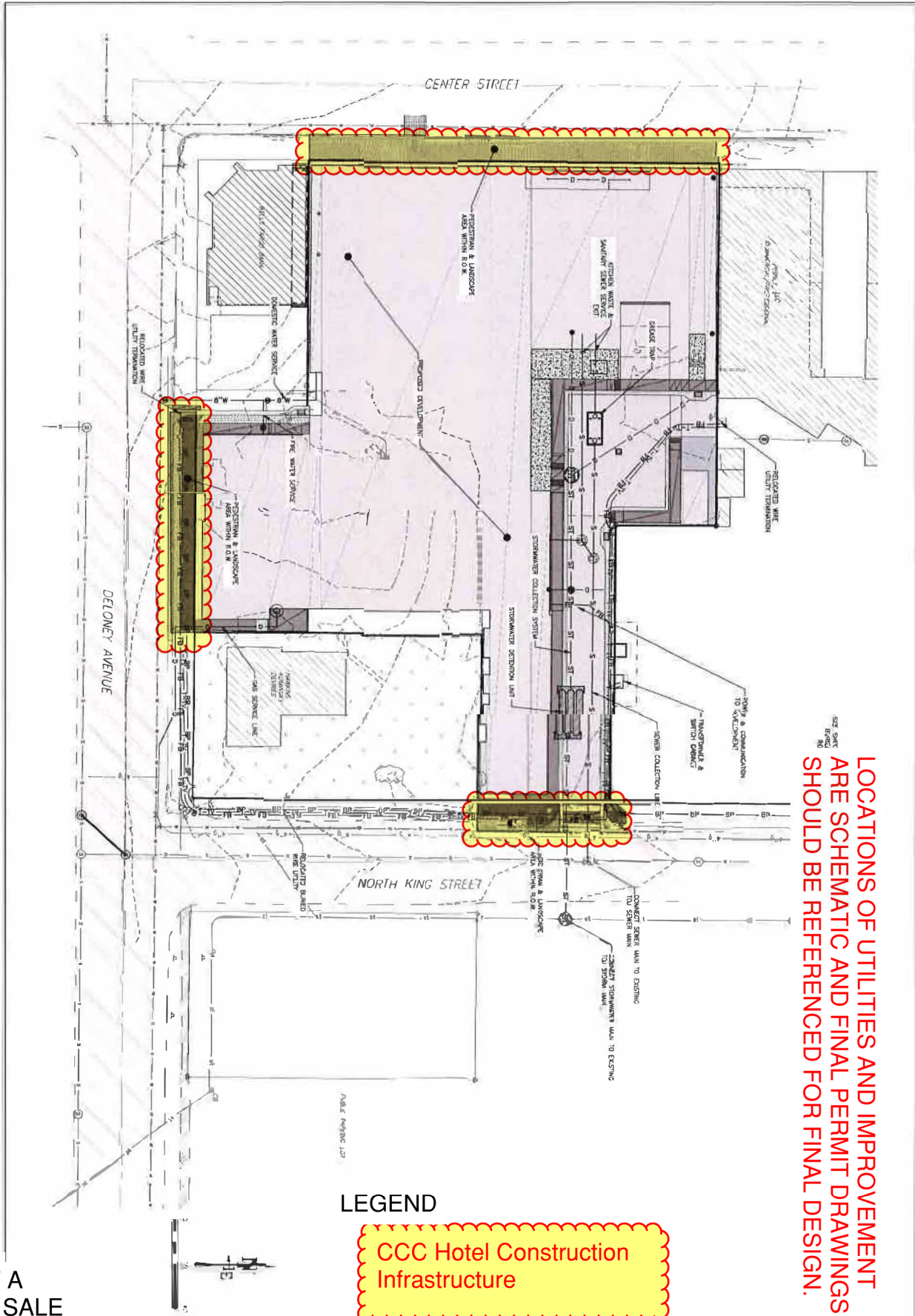
STATE OF WYOMING)

ss.)

COUNTY OF TETON)

On this _____ day of _____, 2021 before me personally appeared _____, its _____, personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed within this instrument and acknowledged to me that they executed the same in their authorized capacity, and that by their signature on this instrument, the entities upon behalf of which the person acted executed this instrument.

WITNESS my hand this _____ day of _____, 2021.



LOCATIONS OF UTILITIES AND IMPROVEMENT ARE SCHEMATIC AND FINAL PERMIT DRAWINGS SHOULD BE REFERENCED FOR FINAL DESIGN.

LEGEND

CCC Hotel Construction Infrastructure

EXHIBIT A
TO BILL OF SALE
SHEET 1 of 1

JOB NO 10-300-05	JOB TITLE	DRAWING TITLE	DATE	12/20/10	REV
	CENTER STREET PROJECT	INFRASTRUCTURE IMPROVEMENTS	DESIGNED BY	WJK	
	JACKSON, WY	SHEET 2	ENGINEERED BY	WJK	
			DRAWN BY	WJK	
			CHECKED BY	WJK	
		APPROVED	WJK		

**NELSON
ENGINEERING**

P O BOX 1599, JACKSON WYOMING (307) 733-2007

TOWN OF JACKSON
AND
CCC's CENTER STREET, LLC
PUBLIC ACCESS, UTILITY, AND MAINTENANCE EASEMENT AGREEMENT

This Public Access, Utility, and Maintenance Easement Agreement ("**Agreement**") is made and entered into on this ____ day of March, 2021 ("**Effective Date**") by and between CCC's Center Street, LLC, a Wyoming limited liability company, of P.O. Box 844, Jackson, Wyoming 83001 ("**Grantor**"), and the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, of P.O. Box 1687, Jackson, Wyoming 83001 ("**Grantee**").

RECITALS

WHEREAS, Grantor is the owner of real property located in the Town of Jackson, Teton County, Wyoming, and described more fully as:

Street Address: 112 Center Street and 165 East Deloney

Legal Description:

As described within Warranty Deed, document number 0965218, records of the Clerk of Teton County, Wyoming and being located in the SW ¼ SW ¼ of Section 27, Township 41 North, Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming,

(" **Grantor's Property**");

WHEREAS, Grantor petitioned Grantee on November 22, 2017 (P17-230) for vacation of one of Grantee's pubic alleys, as set forth in Ordinance No. 1188 ("**Alley**"); and

WHEREAS, pursuant to the conditions of approval to vacate the Alley, Grantor "shall install a sign on the King Street access easement entrance that clearly states that the alley easement is open to all public access similar to any other Town alley The proposed future access shall benefit the public, including pedestrians and non-motorized access"; and

WHEREAS, in exchange for and in consideration for such Alley vacation, and as authorized under Wyo. Stat. Ann. § 15-4-242, Grantor represented, warranted and agreed to: **i)** construct and provide a minimum of a 6,855 square foot alternative and improved public vehicular and pedestrian access from King Street, which includes access to the abutting property owners previously served by the Alley; **ii)** relieve the Town of all future costs related to the maintenance of the Alley and any on-site utility infrastructure; **iii)** relocate the buried gas lines owned by the Wyoming Gas Company located in a portion of the Alley; **iv)** provide public vehicular and pedestrian access to public facilities; **v)** provide public access and Town access to use the alternative and improved public vehicular and pedestrian access from King Street for loading and/or deliveries, fire, utility and/or other purposes, as previously provided by the Alley; and **vi)** fulfill any and all additional representations, warranties and promises set forth in Grantee's petition to vacate and the Final Development Plan (P17-213) for the Center Street Project at 112 Center Street and 165 East Deloney, and any requirements and/or conditions thereto, including but not limited to as set forth in a Development Agreement between the Grantee and Grantor effective as of April 18, 2019; and

WHEREAS, pursuant to Wyo. Stat. Ann. §15-4-305, said alley was vacated by Ordinance 1188, effective March 19, 2018; and

WHEREAS, to satisfy Grantor's representations, warranties and agreements pursuant to said ordinance, Grantor desires to grant and establish a perpetual non-exclusive easement for the Easement Purpose set forth herein to and for the benefit of Grantee and the public in, under, over, through, across and on that portion of the Grantor's Property described on Exhibit A and as shown on Exhibit B ("**Easement Area**"), which easement is located generally in the northeast corner of the Grantor's Property, covering approximately 0.18 acres in area, all as more particularly described and depicted on said exhibits attached hereto and made a part hereof by reference; and

NOW, THEREFORE, for and in consideration of the aforesaid recitals, which are incorporated herein by this reference as if set forth in their entirety below, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00), and other good and valuable consideration, in hand paid, the receipt and sufficiency of which is hereby acknowledged and confessed, Grantor and Grantee do hereby agree as follows:

1. Grant of Easements. Grantor hereby grants, transfers and conveys to Grantee, for the benefit of Grantee and the public, the following easements:

- a. Motor Vehicle, Non-motorized Vehicle, and Pedestrian Access Easement. A permanent, non-exclusive easement in, over, through, across, and on the Easement Area, as shown on Exhibit B hereto, to Grantee and the public for the purpose of i) vehicle traffic, including the activities of loading/unloading, standing, emergency access, utility access, and/or other purposes consistent with the customary usage of Town of Jackson public alleys, but specifically not to include public parking; and ii) pedestrian and non-vehicular access for any or no reason whatsoever, including access for abutting property owners (the “*Access Purpose*”).
- b. Grantee and Grantee’s Franchisee’s Utility Access. A permanent, non-exclusive easement in, under, over, through, across and on the Easement Area, as shown on Exhibit B hereto, to Grantee and Grantee’s current and future utility franchisees for the purpose of i) Grantee accessing, installing, maintaining, repairing, and replacing its utilities; and ii) the Grantee’s franchisees’ accessing, installing, maintaining, repairing, and replacing their utilities (the “*Utility Purpose*,” and together subsections a and b comprise the “*Easement Purpose*”), provided that access to the Easement Area for the Utility Purpose shall be in accordance with the Jackson Municipal Code.

The Grantee, its officers, officials, employees, agents, representatives, contractors, subcontractors, licensees, franchisees, successors and assigns shall at all times have the right and privilege to access the Easement Area for carrying out the Easement Purpose. The public shall at all times have the right and privilege to access the Easement Area for carrying out the Access Purpose.

2. Grantor Responsibilities:

- a. Public Space. Grantor shall maintain, upkeep, and perpetually preserve the character of the Easement Area as a public space generally consistent with the depiction of said area in the approved building permit B18-0128 plans or as amended.
 - b. Assumption of Maintenance Costs. Grantor shall relieve Grantee of all future costs related to the maintenance of the Easement Area, including any on-site utility infrastructure.
 - c. Roadway Maintenance. Grantor shall keep the Easement Area and all road improvements and surfaces therein in good repair including drive aisles, walking paths, sidewalks, curb and gutter, and drainage systems, if any. Grantor shall maintain the Easement Area at its own expense in attractive, presentable, and safe status consistent with Grantee’s required level of maintenance and upkeep for similarly situated properties in Town of Jackson, specifically including adequate snow removal activity to ensure year-round, uninterrupted (subject to reasonable periodic but temporary severe weather disruptions), and safe public passage for vehicles, non-motorized vehicles, and pedestrians.
 - d. Restoration After Maintenance Activity. Grantor shall see that the surface of the Easement Area, when disturbed by any Grantor work, is restored to an equivalent or better condition than it was found in immediately prior to the commencement of any work done by Grantor or Grantor 's agents or contractors.
 - e. Signage. Grantor shall erect and maintain conspicuous and clear signage, consistent with Detail 13 A8701 of Grantor’s approved building permit B19-0128 plans stating that the Easement Area is a public access for motor vehicles, non-motorized vehicles, and pedestrians.
3. Obstructions. Grantor may not construct or place within the Easement Area i) any buildings, structures, or other vertical improvements of any nature whatsoever, excepting customary speed control and similar public safety and traffic management elements and temporary obstructions associated with maintenance and repairs or ii) any shrubs, trees or other growth of any kind, or iii) improvements that would otherwise unreasonably interfere with the Grantee’s or the public’s rights granted hereunder, without the prior written consent of Grantee, which consent shall not be unreasonably withheld, conditioned or delayed.
4. Indemnification. Grantor hereby agrees to defend and indemnify Grantee and to hold Grantee harmless from and against, any damage to the Easement Area, any injury to any party acting on behalf of Grantee during any use of the Easement Area, any injury to the public using the Easement Area for the Access Purpose, and any other type of damage to the extent arising from this Agreement being granted. Notwithstanding anything to the contrary herein, Grantor shall not be obligated to defend, indemnify or hold harmless Grantee for any injury, claim or loss to the extent arising from the intentional misconduct, illegal acts, negligent acts or omissions of Grantee, its successors, assigns, employees, contractors, or any other third party acting at the direction of or on the Grantee’s behalf. Grantee will notify Grantor in writing within ninety (90) calendar days of Grantee receiving notice of any claims against Grantee arising from or related to the Agreement from which Grantee is or will be seeking indemnification from Grantor. Nothing in this Agreement shall alter, amend, modify, or

diminish the existing statutory, constitutional, or legal defenses of either party in relation to such claims under Wyoming law.

5. Successors and Assigns. This Agreement shall constitute a covenant running with the land that binds and shall inure to the benefit of the parties and their heirs, assigns and successors in interest.
6. Governing Law and Jurisdiction. This Agreement shall be governed by Wyoming law. The District Court of Teton County, Wyoming, shall have exclusive jurisdiction over any litigation that arises pursuant to this Agreement.
7. Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
8. Entire Agreement; Modification. This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, and statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated in whole or in part, unless agreed to in writing by the parties; provided, however, that such amendment or termination shall be properly recorded in the Office of the Clerk of Teton County, Wyoming as a condition to its effectiveness.
9. Governmental Immunity. Grantee does not waive its governmental immunity by entering this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Agreement.
10. No Assumption of Liability or Responsibility. All improvements or maintenance to the Easement Area necessary to ensure Grantee's and public's access will be the sole responsibility of the Grantor. All improvements or maintenance to the Easement Area necessary to ensure Grantee's and public's access will be the sole responsibility of the Grantor. In the event of a fire or similar casualty, Grantor shall be allowed a reasonable period required for reconstruction, which shall be approved by the Town, which approval shall not be unreasonably denied or conditioned.
11. Authority. Grantor covenants that Grantor is the owner of the above-described property and that the consideration recited herein shall constitute full and final payment for the Agreement.

[REMAINDER OF PAGE IS INTENTIONALLY BLANK]

GRANTOR:

CCC’s Center Street, LLC
a Wyoming limited liability company

By: _____
James D. Walter, President

STATE OF WYOMING)
)ss
COUNTY OF TETON)

This instrument was acknowledged before me on _____, 2021 by James D. Walter as President of CCC’s Center Street, LLC.

Notary Public
My Commission Expires:

TOWN OF JACKSON

By: Hailey Morton Levinson
Its: Mayor

ATTEST:

By: Sandra P. Birdyshaw
Its: Town Clerk

STATE OF WYOMING)
)ss
COUNTY OF TETON)

This instrument was acknowledged before me on _____, 2021 by Hailey Morton Levinson, as Mayor of the Town of Jackson, and Sandra P. Birdyshaw, as the Town Clerk of the Town of Jackson.

Notary
My commission expires:

16232650_v2

EXHIBIT A
DESCRIPTION FOR
A PUBLIC ACCESS AND UTILITY EASEMENT

A Public Access and Utility Easement located within Parcel 1 and Parcel 2, as described within Warranty Deed, document number 0965218, records of the Clerk of Teton County, Wyoming and being located in the SW ¼ SW ¼ of Section 27, Township 41 North, Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, being more particularly as follows;

Beginning at the northeast corner of the second tract of land described in Said Parcel 2;

Thence S00°15'11" W along the east property line of Said Tract, a distance of 28.63 feet;

Thence N89°36'24" W, a distance of 190.58 feet;

Thence N00°23'40" E, a distance of 73.80 feet to the north property line of Said Parcel 1;

Thence S89°26'40" E, along the north property line of Said Parcel 1, a distance of 6.01 feet, to the east line of that vacated Alley as described in Ordinance No. 1188, as approved by the Town Council of the Town of Jackson, Wyoming on the 19th of March, 2018;

Thence S89°53'27" E, a distance of 9.98 feet to the northwest corner of Said Parcel 2 and being the east line of Said vacated Alley;

Thence S89°41'30" E, a distance of 9.44 feet;

Thence S00°03'51" E, a distance of 16.03 feet;

Thence S89°36'25" E, a distance of 40.16 feet, to the east line of the first tract of land described in Said Parcel 2;

Thence S00°21'45" W, along Said east line, a distance of 28.90 feet to the northwest corner of the second tract of land described in Said Parcel 2;

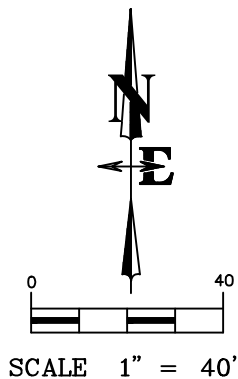
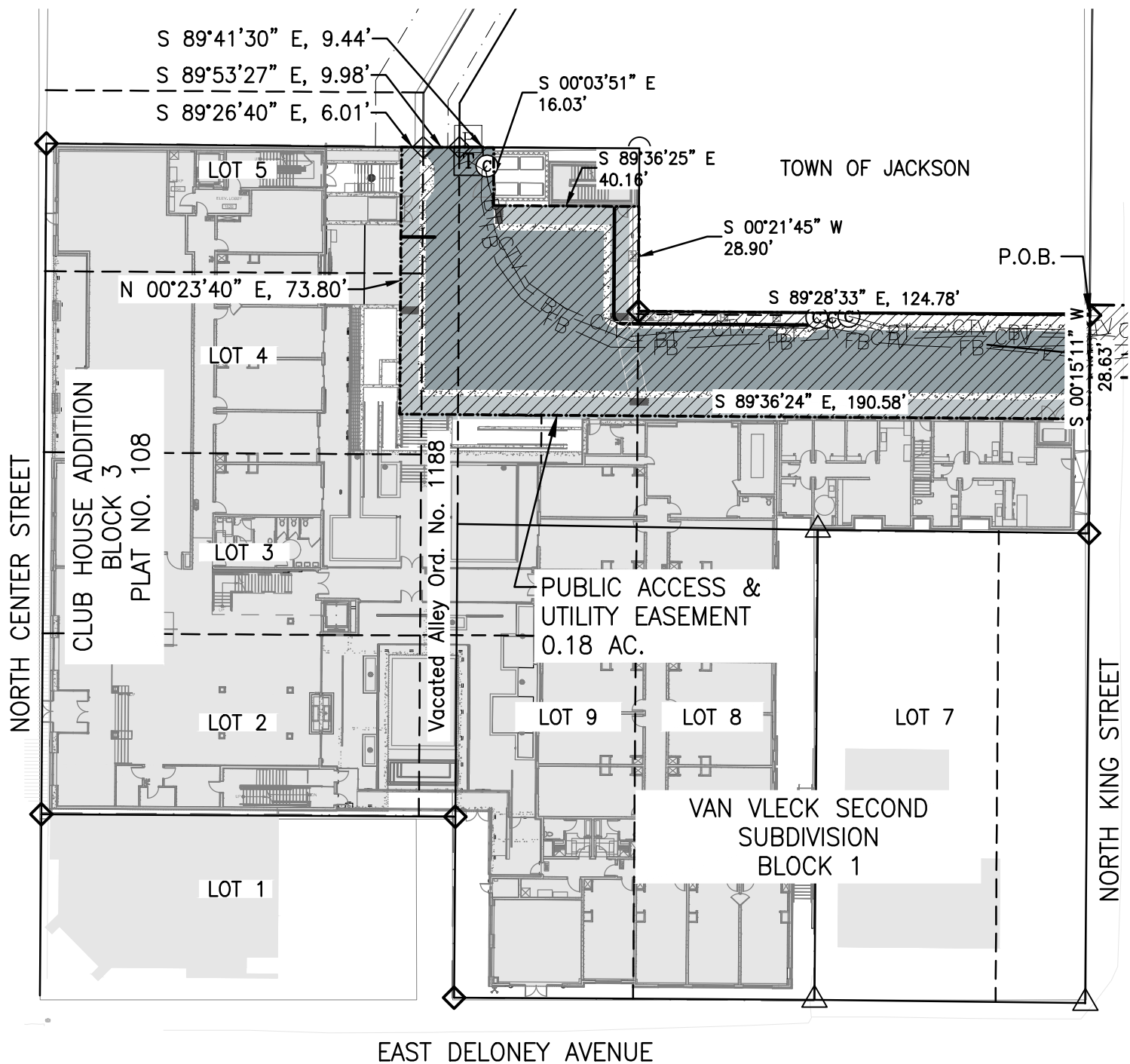
Thence S89°28'33" E, along the north line of Said second tract, a distance of 124.78 feet to the point of beginning.

Said easement contains 0.18 acres, more or less, and is subject to any easements, rights-of-way, reservations or restrictions of sight and/or of record.

All as shown on Exhibit "B" attached hereto and by this reference made a part hereof.

Lucas D. Rudolph
Wyoming PLS 15442
Nelson Engineering
Project 16-306-06
February 18, 2021

EXHIBIT B
PUBLIC ACCESS AND UTILITY EASEMENT



- LEGEND
- ◆ = FOUND REBAR WITH CAP
 - △ = FOUND PK
 - = FOUND PIPE
 - FB — = BURIED FIBER OPTIC LINE
 - CTV — = BURIED CABLE TV LINE
 - BT — = BURIED TELEPHONE
 - - - - = PUBLIC ACCESS & UTILITY EASEMENT
 - Ⓢ = COMMUNICATION VAULT
 - Ⓣ = TELEPHONE VAULT
 - Ⓟ = POWER VAULT
 - (underground and traffic rated)

DRAWING NO	DRAWING TITLE	DATE	2/18/2021
Exhibit B	PUBLIC ACCESS AND	ENGINEERED	
JOB NO	UTILITY EASEMENT	DRAWN	SK
16-306-08		CHECKED	LR
		APPROVED	MB

NELSON
ENGINEERING
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

STAFF REPORT



Meeting Date:	1 March 2021	Meeting Title:	Town Council Regular
Submitting Department:	Public Works	Presenter:	Brian Lenz, Town Engineer
Agenda Item:	Sidewalks construction contract (ToJ Project 20-20): Simpson, Meadowlark	Public Comment:	

Purpose & Policy Considerations.

Council to consider approval of contract award and authorization of Mayor to sign the contract with DePatco for construction of the 2021 Sidewalk Improvements Project.

Requested Action.

Council approval of the contract in full as presented

Recommendations.

Staff recommends that Council approve this contract in full, including the FY21 budget amendments discussed herein.

Background.

The proposed Project consists of the installation of the following:

- Simpson Ave from Cache Street to Willow Street – approximately 245 lineal feet of concrete curb and gutter and 1,945 square feet of concrete sidewalk on the south side of the street
- Meadowlark Ln from S Hwy 89 to the entrance at Aspen Meadows townhomes – approximately 115 lineal feet of curb and gutter and 1,735 square feet of concrete sidewalk on the north side of the street
- Willow alley between Simpson Ave and Hansen Ave – approximately 20 lineal feet of curb and gutter and 35 square feet of concrete sidewalk

The base bid also includes associated approach/driveway work, ADA curb ramps, street restoration, seeding and sod, minor water and fire hydrant work, and all other incidentals required to complete the work.

The Project Schedule generally runs from April 6 – October 15, 2021.

The project was advertised in the JH News & Guide Weekly for 2 weeks beginning on January 27, 2021.

Analysis.

The town received construction bids for the project on February 18, 2021. Four bids were received:

- | | |
|--|---------------|
| 1. DePatco Inc. of Idaho Falls, ID | \$ 260,197.35 |
| 2. Westwood Curtis Construction, Inc. of Jackson, WY | \$ 287,153.00 |
| 3. Evans Construction Company of Jackson, WY | \$ 309,385.50 |
| 4. Avail Valley Construction of Victor, ID | \$ 310,600.00 |

Per Wyoming §16-6-102 pertaining to resident contractors, ...*"If advertisement for bids is required, the contract shall be let to the responsible certified resident making the lowest bid if the certified resident's bid is not more than five percent (5%) higher than that of the lowest responsible nonresident bidder."* Whereas the bid from Westwood Curtis Construction, Inc. of Jackson, Wyoming is more than 5% higher than the lowest responsible nonresident bidder, DePatco Inc. of Idaho Falls, ID is the low bidder.

Alternatives (Optional).

1. Approve award of the contract of the 2021 Sidewalk Improvement Project as presented, including the budget amendments described in the **Fiscal Impact** section below.
2. Approve only the Meadowlark project.
3. Approve only the Simpson project.
4. Reject all bids for the 2021 Sidewalk Improvement Project and rebid at a later date.

5. Another option identified by Council

Comprehensive Plan & Priority Alignment.

The 2021 Sidewalk Improvements project aligns with the following Comprehensive Plan elements:

- Common Value #1 *Ecosystem Stewardship*
 - Principle 2.3 Reduce energy consumption through transportation
- Common Value #2 *Growth Management*
 - Principle 3.2 Enhance suitable locations as Complete Neighborhoods
- Common Value #3 *Quality of Life*
 - Principle 6.2 Promote a stable and diverse economy
 - Principle 7.1 Meet future transportation demand through the use of alternative modes
 - Principle 7.2 Create a safe, efficient, interconnected multimodal transportation network
 - Principle 7.3 Coordinate land use and transportation planning
 - Principle 8.1 Maintain current, coordinated service delivery

This project also helps provide safe routes for families, and contributes to the Town of Jackson Core Value of Customer Focus & Service. Additionally, Meadowlark Lane is listed in the Community Streets Action Plan 2015-2029 in Group 4 (Enhanced Maintenance of Bike Lane Corridors).

Fiscal Impact.

This project is predominantly funded by 2017 SPET Proposition #4 Town of Jackson Pedestrian Improvements (“for the purpose of planning, design, engineering, and construction of pedestrian improvements including sidewalks, crosswalks, and ADA facilities within the Town of Jackson”). The FY21 approved budget includes \$115,000 of 2017 SPET funds specifically allocated to this project.

1. If both Meadowlark and Simpson work are approved, the remaining costs require an amendment to the FY21 budget as follows:
 - Reallocate \$12,000 in the Water Enterprise fund from unexpended Well #9 project funds to this project.
 - Allocate an additional \$133,200 from remaining 2017 SPET funds to this project
2. If Council approves only the Meadowlark portion of the project, \$78,300 of the allocated SPET 2017 funds would be expended, and a budget amendment (as described for option 1) would be required only for the \$12,000 Water Enterprise portion of project funding.
3. If Council approves only the Simpson portion of the project, the full allocation of \$115,000 from SPET 2017 funds would be expended and an additional \$55,000 of 2017 SPET funds would need to be allocated.
4. Rejecting all bids would likely result in higher project construction costs in a future fiscal year.

Additional costs to the Town associated with a new sidewalk include the future capital improvements required to repair or replace the sidewalk and landscaped strip, and the increased use of equipment and other existing material/financial resources to regularly maintain the sidewalk/landscape.

Staff Impact.

Construction coordination between the Contractor and Engineering Staff will be necessary. It is estimated that 10-20 hours per week of Public Works staff time shall be required if staff is directed to award the contract and proceed with construction as proposed.

Once a new sidewalk is in place, increased ongoing maintenance requirements requiring staff time include future capital repair and replacement by Public Works, and possible landscape strip maintenance by Public Works and/or Parks and Recreation.

Attachments or Links.

None

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to approve the award of the 2021 Sidewalk Improvements Project in the amount of \$260,197.35 to DePatco Inc., and to amend the FY21 budget as follows:

- Reallocate \$12,000 in the Water Enterprise fund from unexpended Well #9 project funds to this project.
- Allocate an additional \$133,200 from remaining 2017 SPET funds to this project

STAFF REPORT



Meeting Date:	March 1, 2021	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	South Park Wildlife Habitat Management Area Wetland Restoration Agreement	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to approve a funding agreement between Ducks Unlimited and the Town of Jackson for the purpose of cost-sharing the expansion of the South Park Wildlife Habitat Management Area wetland treatment area on the Game and Fish property, near the Town of Jackson Wastewater Treatment Facility.

Requested Action.

To approve the agreement between Ducks Unlimited and the Town of Jackson for the purpose of cost-sharing the expansion of the South Park Wildlife Habitat Management Area wetland treatment area near the Town of Jackson Wastewater Treatment Facility and to further authorize the Mayor to sign the approved agreement.

Recommendations.

Staff recommends approving the agreement between Ducks Unlimited and the Town of Jackson for the purpose of cost-sharing the expansion of the South Park Wildlife Habitat Management Area wetlands treatment area near the Town Wastewater Treatment Facility.

Background.

Since the 1997-98 expansion of the Town of Jackson Wastewater Treatment Facility, the Town's treated wastewater has flowed through a complex wetland treatment system, located on Game and Fish property, prior to discharge to the Snake River. The current wetland system has demonstrated the ability to further "polish" the Town's treated wastewater and assist in removing residual nutrients, stabilize pH, provide for additional oxygen transfer, and support one of the most productive trumpeter swan reproduction sites in the state of Wyoming. Sewer Division staff has worked closely with Ducks Unlimited over the last three years to design an expansion to the current South Park Wildlife Habitat Management Area wetland treatment area. The expansion project has a few goals:

1. Increase riparian habitat
2. Provide for additional water reuse
3. Augment additional polishing of the Town's treated wastewater prior to discharge
4. Provide additional habitat for local and migratory bird populations

Analysis.

Constructed wetlands are used to recreate the treatment processes that occur in natural wetlands. One of their most important functions is water filtration. As water flows through a wetland, it slows down and many of the suspended solids become trapped by vegetation and settle out. Other pollutants are transformed to less soluble forms taken up by plants or become inactive. Wetland plants also foster the necessary conditions for microorganisms to live there. Through a series of complex processes, these microorganisms also transform and remove pollutants from the water.

Staff has further researched 17 wetland treatment system case studies from across the county that are providing significant wastewater quality benefits and improvements while demonstrating additional benefits such as increased and sustainable wildlife habitat.

Alternatives (Optional).

Comprehensive Plan & Priority Alignment.

- Section 2: Climate Sustainability through Energy Conservation
 - Principle 2.5: Conserve energy through waste management and water conservation

Fiscal Impact.

This cost-share project was approved in the FY21 Sewer Capital Budget in the amount of \$200,000.

Staff Impact.

Staff impact for this item will include minimal time finalizing the plans with Ducks Unlimited and roughly 1-2 hours per week observing construction and managing invoices during construction of the project.

Attachments or Links.

- South Park Wildlife Habitat Management Area Wetland and Restoration Agreement

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to approve the agreement between Ducks Unlimited and the Town of Jackson for the purpose of cost-sharing the expansion of the South Park Wildlife Habitat Management Area wetland near the Town of Jackson Wastewater Treatment Facility and to further authorize the Mayor to sign the approved agreement.

SOUTH PARK WILDLIFE HABITAT MANAGEMENT AREA WETLAND RESTORATION (Project No. WY-124-1)
AGREEMENT
between
DUCKS UNLIMITED, INC.
and
TOWN OF JACKSON, WYOMING

PARTIES

South Park Wildlife Habitat Management Area Wetland Restoration (Project No. WY-124-1) Agreement Between Ducks Unlimited, Inc. and Town Of Jackson, Wyoming ("**Agreement**") is made and entered into this _____ day of _____, 2021 (the "**Effective Date**") by and between the Town of Jackson, Wyoming ("**Town**"), whose address is P.O. Box 1687 Jackson, Wyoming, 83001 and Ducks Unlimited, Inc. ("**DU**"), whose address is 2114 Midpoint Dr. #1, Fort Collins, Colorado, 80525. As used herein, "**Cooperating Parties**" shall refer to the Town and DU.

PURPOSE OF AGREEMENT

Town and DU enter into this Agreement to memorialize the cooperation and cost sharing between the Cooperating Parties on a portion of the South Park Wildlife Habitat Management Area located south of Jackson, Wyoming, for the purpose of restoring wetland and riparian habitat while providing tertiary treatment and improving water quality from the Town's Wastewater Treatment Plant prior to discharge to the Snake River the project entitled South Park WHMA Restoration ("**Project**").

PERIOD OF PERFORMANCE

The overall term of this Agreement shall commence on the Effective Date and end on December 30, 2023 ("**Period of Performance**").

SCOPE OF WORK

DU will complete the Project within the Period of Performance, providing all the necessary personnel, contract management, construction management, quality control, facilities, data, and materials to do so.

RESPONSIBILITIES OF DU

- A. DU will utilize topographic, soils, and hydrological data previously acquired to design the Project and prepare specifications for the Project.
- B. DU will act as the hiring party, and be the entity to publish any bids, enter into contracts with contractors, receive invoices for services rendered, and invoice the Town based on the cost-share described herein.
- C. DU will submit final design to the Assistant Public Works Director of the Town for review and approval.
- D. DU will receive and administer funds from the Town and any other cooperating agencies funding the Project (e.g., Teton County, WGFD, WWNRT, TNC, DU, and NAWCA).
- E. DU will contribute funds to the Project in the amount of Eight Hundred Twelve Thousand, Six Hundred Twenty-Six Dollars (\$812,626).
- F. DU will finalize and close out the grants with cooperating agencies as required.
- G. DU will complete the Project in accordance with this Agreement.
- H. DU will provide all reasonable and necessary management services to ensure the timely completion of the Project within the Period of Performance.
- I. DU will provide all information and materials related to the Project in a timely manner as requested by the Town.

- J. DU will permit the Town or its designees to conduct onsite inspections, at any time, during the construction of the Project.
- K. DU will modify the Project elements as needed, provided that the requirements of the grants are met, and obtain Town's approval prior to making the modifications.
- L. DU will keep the Town informed of any changes in the project details in as timely a fashion as possible. It will be the responsibility of DU to keep the Town informed regarding progress of the grant, grant administration details, construction timelines, project management, and any other relevant information as it pertains to the Project.
- M. DU will allow the Town to proof and approve any printed information related to the Project or cooperative effort before such information is released or printed and will make the Town aware of any interviews it participates in and provide the Town with the opportunity to participate in such interviews or related verbal actions.
- N. DU will acknowledge the contributions of the Town in oral or written communications related to the Project.

RESPONSIBILITIES OF THE TOWN

- A. Town agrees to pay a cost-share value not to exceed Two Hundred Thousand Dollars (\$200,000) towards the Project.
- B. Town will assist in reviewing the i) final design plans, ii) overall design for water quality improvements to the Town's Wastewater Treatment Plant final effluent, and iii) design of how the water flows through the Project.
- C. Town agrees to provide monthly final effluent water data from the Wastewater Treatment Plant that may assist the Project.
- D. Town will provide payment to DU within (thirty) 30 days of receiving an invoice from DU.

ESTIMATED COSTS AND METHOD OF PAYMENT AND REIMBURSABLE EXPENSES

DU shall receive a cost-share maximum of Two Hundred Thousand Dollars (\$200,000) from the Town. DU will invoice the Town in monthly installments. The Town will only reimburse DU for the actual cost of items identified and completed within the schedule of values as set forth within the contract documents of the successful bidder or awardee of the Project.

DU shall be responsible for reimbursing the Town for a sum of money equivalent to the amount of any expenditure not included within the schedule of values as set forth within the contract documents of the successful bidder or awardee of the Project.

PROJECT DIRECTORS AND ADMINISTRATIVE REPRESENTATIVES

Town assigns the following officer to the Project:

Project Officer: Johnny Ziem, Assistant Public Works Director, Town of Jackson
P.O. Box 1687
Jackson, WY 83001
Phone: 307.733.3079 ext. 1402
Email: jziem@jacksonwy.gov

With Copy to: Dustin Christensen
Town of Jackson

P.O. Box 1687
Jackson, WY 83001
Phone: 307.733.3017 ext. 1462
Email: dchristensen@jacksonwy.gov

DU assigns the following officers to the Project:

Project Officer:
Martin Grenier, Manager of
Conservation Programs
Ducks Unlimited, Inc.
2114 Midpoint Dr. #1
Fort Collins, CO 80525
Phone: 970.775.4416
Email: mgrenier@ducks.org

Administrative Officer:
Nancy L. Jensen, Project Coordinator
Ducks Unlimited, Inc.
2525 River Road
Bismarck, ND 58503
Phone: 701.355.3514
Fax: 701.355.3575
Email: njensen@ducks.org

TERMINATION

The Town shall have the right to terminate this Agreement if DU fails to i) materially comply with the terms of this Agreement or ii) perform any agreed-upon portion of the Scope of Work so as to endanger the DU's performance under the Agreement in accordance with its terms. The Town shall give thirty (30) days' written notice to DU of intent to terminate, during which DU may correct the deficiency.

The Town will pay invoices for work performed up to the date of termination.

DU shall not have the right to include in the cost of termination any lost profit or earnings that may have been realized by DU had the work not been terminated.

ACCOUNTS, AUDITS, AND RECORDS

DU agrees to maintain books, records, documents, and other evidence pertaining to all costs and expenses incurred and revenues acquired under this Agreement to the extent and such details as will properly reflect all costs and expenses for services provided under this Agreement. Invoices representing actual expenses related to the Project schedule of values, including but not limited to: associated materials, labor, and indirect charges, will be maintained by DU. These records shall be maintained for a period of three (3) years after the Period of Performance.

The books and accounts, files, and other records of DU pertaining to this Agreement shall be available upon request for inspection, review, and audit by the Town and its representatives to determine proper application and use of all funds paid to DU.

PUBLIC CONTRACT FOR SERVICES/UNLAWFUL EMPLOYMENT

DU certifies and agrees that it does not knowingly employ or contract with an Illegal Alien, for purposes of this Agreement defined as a foreign national who is living without official authorization in the United States and they are not a citizen, to perform work under this Agreement. DU shall not contract with a

subcontractor that fails to certify to DU that the subcontractor will not knowingly employ or contract with an Illegal Alien to perform work under this Agreement.

If DU obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an Illegal Alien, DU shall:

1. Notify the subcontractor and the Town within three (3) days that DU has actual knowledge that the subcontractor is employing or contracting with an Illegal Alien; and
2. Terminate the subcontract with the subcontractor if the subcontractor, within three (3) days of receiving notice that DU has actual knowledge that the subcontractor is employing or contracting with an Illegal Alien, does not stop employing or contracting with the Illegal Alien, except that DU shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an Illegal Alien.

DU shall comply with any reasonable request of the Wyoming Department of Labor and Employment made in the course of an investigation pursuant to C.R.S. § 8-17.5-102(5).

In addition to any other legal or equitable remedy to which the Town may be entitled for a breach of this Agreement, the Town may terminate this Agreement, in whole or in part, due to DU's breach of any provision related to this Unlawful Employment section, and DU shall be liable for actual and consequential damages to the Town in the event of such a termination.

FORCE MAJEURE EVENT

If either Party is delayed or hindered in or prevented from the performance of any act required under this Agreement by reason of labor troubles, inability to procure material or labor, failure of power, restrictive governmental laws or regulations, riots, war, epidemics, pandemics, fires, natural disasters, or other reason of a like nature not the fault of the Parties, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. There must be a correlation between the event or circumstance and the obligation sought to be delayed. Where the force majeure event or circumstance substantially frustrates the purpose of this Agreement without fault by the parties, the Parties obligations may be fully discharged under the Agreement.

If a party seeks to invoke this provision, it shall provide written notice of its intent to do so to the other as soon as practically possible, which notice must include (i) the party's reason for invoking this force majeure provision, (ii) the correlation between the force majeure event and the obligation sought to be delayed or discharged, and (iii) an estimate as to the length of time the party anticipates being delayed, hindered or prevented from performing under this Agreement.

No prevention, delay, or stoppage of performance shall be excused unless the party claiming under this provision notifies the other within ninety (90) days of such prevention, delay or stoppage that it is claiming excuse of its obligations under this provision.

NOTICE

All notices, requests, demands, or other communications required or permitted to be given hereunder shall

be in writing and shall be addressed and delivered by certified mail, return receipt requested or by Federal Express, to each party at the addresses set forth below. Any such notice, request, demand or other communication shall be considered given or delivered, as the case may be, on the date of receipt. Rejection or other refusal to accept or inability to deliver because of changed address of which proper notice was not given shall be deemed to be receipt of the notice, request, demand or other communication. By giving prior written notice thereof, any Party, from time to time, may change its address for notices hereunder. Legal counsel for the respective Parties may send to the other Party any notices, requests, demands or other communications required or permitted to be given hereunder by such Party.

Town:

Town of Jackson
Attn: Town Clerk
P.O. Box 1687
Jackson, Wyoming 83001

DU:

Ducks Unlimited, Inc.
2525 River Road
Bismarck, North Dakota 58503

ASSIGNMENT

This Agreement may not be assigned by DU in whole or in part without the prior written consent of the Town.

LIABILITY

DU shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees, agents, subcontractors, or assignees in connection with the performance of the work described in the Scope of Work, and DU shall indemnify the Town against any such claims.

NON-WAIVER OF BREACH

Neither the failure of the Town nor DU to insist upon strict performance of any of the covenants and conditions of this Agreement nor the failure by the Town or DU to exercise any rights or remedies granted to such Party under the terms of this Agreement shall be deemed a waiver or relinquishment (i) of any covenant contained in this Agreement or of any of the rights or remedies of the Town or the DU under this Agreement, or (ii) the right in the future of the Town or DU to insist upon and to enforce by any appropriate legal remedy strict compliance with all of the covenants and conditions of this Agreement.

RELATIONSHIP OF PARTIES

Nothing contained in this Agreement shall be deemed or construed by the Cooperating Parties or by any third party to create the relationship of principal or agent or of partnership, joint venture or association between the Town or DU.

ADDITIONAL DOCUMENTS AND ACTS

Each party agrees to execute and deliver such additional documents and instruments and to perform such additional acts as may be necessary or appropriate to effectuate, carry out and perform all of the terms, provisions, and conditions of this Agreement and the transactions contemplated hereby.

MODIFICATION

No modification of the terms of this Agreement shall be valid unless in writing and executed with the same formality as this Agreement.

SEVERABILITY

If any provision of this Agreement or the application of any provision to any person or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

APPLICABLE LAW; CONSTRUCTION; VENUE

This Agreement shall be constructed, performed and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The Parties hereto irrevocably elect as the sole judicial forum for the adjudication of any matters arising under or in connection with this Agreement, and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States District Court for the District of Wyoming. This Agreement was negotiated by both parties hereto and thus it shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.

BINDING EFFECT OF AGREEMENT; ENTIRE AGREEMENT

This Agreement shall be binding and inure to the benefit of the parties hereto and their respective executors, administrators, successors, and assigns. This constitutes the entire agreement between the Town and DU. No waiver, modification, or amendment of any of the terms or conditions stated herein shall be effective unless set forth in writing and duly signed by the Town and DU.

GOVERNMENTAL IMMUNITY

The Town does not waive its Governmental Immunity by entering into this Agreement and specifically retains all immunities and defenses available to it as a governmental entity pursuant to Wyo. Stat. Ann. § 1-39-101, et seq., and all other applicable laws.

[Signatures follow on Next Page]

IN WITNESS WHEREOF, the Parties have executed this Agreement by their fully authorized officers.

DUCKS UNLIMITED, INC.

Johann Walker, Director of Operations

Date

TOWN:

Town of Jackson

Hailey Morton Levinson, Mayor
Authorized Signatory for Town

Date

ATTEST:

Sandra P. Birdyshaw

STAFF REPORT



Meeting Date:	March 1, 2021	Meeting Title:	Town Council Evening Meeting
Submitting Department:	Administration	Presenter:	Carl Pelletier
Agenda Item:	Special Event: World Championship Hill Climb	Public Comment:	Yes

Purpose & Policy Considerations.

The Mayor and Council approve all special event applications requesting the use of public property, services of Town personnel, road closures, temporary relief from signage, parking and overnight camping ordinances, and the issuance of malt beverage permits on behalf of the Town of Jackson.

During the Special Town Council Workshop held on February 23, 2021 a special event policy was adopted for considerations during the COVID-19 pandemic. The applicant has indicated that, depending on which risk category we are in during the event they would adjust their spectator numbers accordingly. The applicant is working with the Teton County Health Department and Town of Jackson staff to ensure that the event will have COVID-19 mitigation plans in place during the event. The applicant will need to adhere to any Town policies as well as any Statewide or Local Health Orders in effect that are in place at the time of their event.

Historically the attendance over the course of this 4-day event has been estimated between 12,000 to 15,000 people, depending on weather and other factors. The space for this special event would be able to accommodate approximately 4,000 individuals with 6 feet of space per person. The current Statewide Health Order addressing group gatherings for an outdoor event would allow up to 2,000 people or 50% of venue capacity. The applicant has indicated that they would be willing and able to limit attendance numbers within the venue at any given time to either 500 people or 1,000 people (or any number in between) depending on the Town Council's preference. The applicant's first preference would be a request to allow up to 1,000 spectators at any given point within the venue. At the time of this report Teton County has entered the Yellow (LOW) risk level and the most recent continuance of Statewide Health Order #2 authorizes gatherings for certain outdoor events for up to 2,000 people, with conditions.

Requested Action.

Staff is requesting Town Council to consider the special event application submitted by the Jackson Hole Snow Devils for the World Championship Hill Climb.

Recommendations.

Staff recommends the approval of the application, subject to the conditions and restrictions listed in this staff report.

Background.

The applicants, the Jackson Hole Snow Devils request permission to host the World Championship Snowmobile Hill Climb Thursday, March 25 through Sunday, March 28, 2021. Pre-event preparations will begin on Wednesday morning, March 24, and completion of tear down/clean-up will occur on Monday, March 29. The event will begin at 7:30 A.M. each morning and on-site activities (including the competition, and food, beverage,

and merchandise vendor sales) are expected to conclude by 7:00 P.M. each day. As in past years, the starting line has been moved to the ball field to improve safety for the riders and spectators.

This event was cancelled last year due to the on-set of the COVID-19 pandemic, but the requests remain the same as to the approvals which were granted in previous years. The differences this year include a smaller number of spectators, implementation of a COVID-19 mitigation operating plan, and an operational review conducted by all Town and Joint departments including the Teton County Health Department.

The applicant requests the following in association with the special event application:

- The following road closures: Phil Baux parking lot, Snow King lower lot; Snow King Avenue between King and Flat Creek Drive, and Cache between Karns and Aspen Drive from 7:00pm on Wednesday through Sunday evening. These streets would be utilized for event trailer parking and vending.
- The following parking space closures: both sides of King Street between Snow King Avenue and Kelly Street, both sides of Cache Street between Snow King Avenue and Karns Avenue, and the west side of Cache Street between Karns and Kelly.
- Overnight RV parking at the Home Ranch parking lot from Wednesday to Sunday. Section 10.04.220 of the Municipal Code prohibits overnight parking on any lot owned by the Town.
- Permission for overnight parking for RV's on Town streets near the Snow King area Wednesday through Sunday nights per the attached map. Section 10.04.300 of the Municipal Code prohibits parking on Town streets between 3:00 a.m. and 7:00 a.m. between November 1st and April 15th.
- Permission for overnight RV camping at the Fairgrounds (east of the Heritage Building) Wednesday through Sunday nights. Section 10.04.220 of the Municipal Code prohibits overnight parking on any parking lot owned, operated, leased, or maintained by the town; and Section 9.52.050 prohibits sleeping in any public place unless permission is granted by the Town Council for special events.
- Event parking Wednesday through Monday on Snow King Avenue between Flat Creek and the Parks & Recreation maintenance facility, and at the Rodeo Grounds.
- Private event parking is requested on South Cache from Snow King to Aspen Drive Wednesday through Sunday. The east side of this section will be used to "double park" vendor and contestant trailers. This is the only area where double parking will occur. The applicant is also working with Snow King and with the Gill Family (who own the northeast corner lot at Snow King and Cache) for private event parking for the duration of the event.
- Private event parking in the Town owned Snow King Center lower lot to the east of Phil Baux Park per the attached map and subject to permission from the Snow King Center lessee.
- Use of the ball field for vendor tents during the event and for the starting line. The applicant has acknowledged responsibility for damage that may occur.
- Permission to park vendor trailers partially on the sidewalk on Snow King Avenue from Cache to King to better accommodate the required 20 foot fire lane.
- A malt beverage permit for the sale of beer at the base of Snow King and at the ball field from 10:00 A.M. to 6:00 P.M., Thursday through Sunday. The beer tent will close approximately one half hour before the event is over, but not later than 6:00 P.M. The applicant will also be placing security at the event exit to prevent spectators leaving the event with open containers. This protocol was followed in years past.
- Exposition business license to allow vendors to sell products at the event. The applicant acknowledges that sales tax will be collected and turned into the State of Wyoming.

- Permission from Town Council for noise generated from the event associated with the competition, loudspeaker, and music.
- Permission to display many onsite vendor and sponsor temporary banners. Section 9.52.050 of the Municipal Code prohibits signage on public property without Town Council permission.
- Pursuant to the attached Snow Devil's letter, many of the streets in the area will be posted with temporary parking, no parking and event parking signs. CSO's will commence signage posting on Tuesday, March 23 and will continue to monitor the signs and evaluate any needed changes through Wednesday. As discussed with the Snow Devils, town staff is recommending that production and posting of parking signage within the event perimeter be the responsibility of the Snow Devils starting with the 2010 event.
- Signage for handicap parking. The CSO's will post and remove this signage.
- Use of Town barricades and "Local Traffic Only" and "Detour" signage, including delivery and pick-up by Public Works personnel.

Analysis.

The application has been submitted for review and comment to all Town departments. The operating plan for this event has been reviewed by the Teton County Health Department and Town staff to ensure that the event complies with state and local health orders as well as Town the special event policy with COVID-19 considerations. The applicant will personally meet with Town staff prior to the event as in years past.

Possible Alternatives.

N/A

Comprehensive Plan & Priority Alignment.

Special events align within the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region – The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping educational and cultural activities. Principle 4.4 – Enhance civic spaces, social functions, and environmental amenities to make Town a more desirable Complete Neighborhood. The Town has traditionally served as the cultural, social and civic hub for Teton County and the region. Policy 4.4.a: Maintain and improve public spaces, Policy 4.4.c: Continue traditions and community events.

This marks the 44th year that the Jackson Hole Snow Devils have hosted the World Championship Snowmobile Hill Climb Event. The event is coordinated by local volunteers and proceeds from the event are donated to local charities. 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.

Fiscal Impact.

Direct income: \$400 from malt beverage permit, \$800 from exposition license. Parks and Recreation has indicated that direct income from the event is approximately \$1,900 for the field rental, electric access and irrigation locates.

Costs include the services of on-duty Public Works employees for delivery/pickup of road signage and barricades. Two employees dropping off and picking up cones and barricades. Two employees for one hour of time total.

Costs to the Parks and Recreation include approximately 18 hours of staff time and equipment use for a cost of \$1,500. This includes administrative meetings, irrigation locates, delivery, set-up & pick up of bleachers.

Costs to the Police Department include on-duty and overtime personnel for event presence and posting/maintenance of no-parking signage and road closures. There will be approximately 150 hours of overtime paid at time and a half at a total cost of approximately \$6150, most of which is funded through EUDL (an underage drinking grant). Last year, the Police Department utilized five officers each day plus additional officers in the evening throughout town to augment patrol staff. The total overtime count also includes three DUI enforcement shifts.

Staff Impact.

Police, Public Works, and Parks and Recreation personnel will be impacted prior to and during the event as described above.

Conditions and Restrictions.

If approved, staff recommends the following conditions and restrictions:

1. The applicant shall abide by any additional conditions not listed in this staff report as directed by the Town Council.
2. The applicant shall abide by all state and local health orders in place during the event.
3. The applicant will follow the guidelines set forth by the Teton County Health Department in efforts to mitigate the potential spread of COVID-19 including, but not limited to, the requirement of face coverings, pedestrian traffic flow patterns that allow for 6 feet of social distancing, requirements for symptoms screening, COVID-19 cleaning protocols, and COVID-19 information dissemination to the participants and spectators.
4. The applicant shall abide by the Town of Jackson special event policy for COVID-19 considerations.
5. The applicant shall provide additional trash receptacles, recycling receptacles and dumpsters at all locations including the Home Ranch parking lot, in and around the Snow King area, Snow King parking lots and the Rodeo Grounds. Trash and recycling receptacles shall not be allowed to overflow and trash and recycling shall be properly removed from all areas.
6. No vehicles, equipment, trailers, etc. shall be parked on any grass or turf areas at the site unless turf protection measures are in place and have been approved by the parks manager.
7. 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.
8. The applicant shall post a \$500 damage/clean up deposit with the Parks and Recreation Department (732-5793) prior to the event, which shall be refunded or applied as determined by the department.
9. All Parks & Recreation fees shall be paid prior to the event.
10. Vendors shall not dump hot water or other liquids on the turf.
11. The secondary clean-up day (prior to the Eco Fair special event) will occur once the snow melts and prior to any other events held in the ballpark.
12. The applicant shall coordinate all set-up needs with the Parks and Recreation park manager (732-5793) at least ten days prior to the start of the event.

13. The applicant shall place plywood or other protective material in the pit area to prevent spills and damage to the turf.
14. The applicant shall coordinate road closures, detours and parking details with the Police and Public Works Departments at least one week prior to the start of the event. Additional barricades/signage shall be placed where determined by staff to prevent parking in red zones.
15. The applicant shall provide volunteers to be stationed at road closure barricades to check for event parking permits and to assist with traffic control and parking guidance at the Police Department's direction.
16. The applicant shall provide a sample of the parking permit for the event to the Town in advance for approval.
17. The applicant shall take all measures necessary to conduct the event in a safe manner, having a contingency emergency plan in place prior to the event.
18. The applicant shall provide to the Town in advance of the event 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. 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. The insurance must include alcohol liability.
19. The applicant shall have EMS staff on-site for medical emergencies during the event.
20. The applicant shall comply with all alcohol dispensing laws and regulations, including the prevention of sales to minors.
21. Volunteers shall be placed at the event exits to prevent spectators from leaving with open alcoholic beverage containers.
22. Beer may only be sold in cups previously approved by the Town of Jackson.
23. No more than 16 oz. of beer may be sold in a cup.
24. No more than two beers shall be sold to any person at any time.
25. No alcohol or food or other beverage shall be served in glass containers.
26. There will be no serving of alcohol to obviously intoxicated people.
27. The beer tent may open at 10:00 A.M. every day of the event. Mark Hodges will close the beer tent approximately one half hour before the event is over, but not later than 6:00 P.M.
28. Food service shall be coordinated with and approved by Teton County Environmental Health.
29. The applicant shall take measures to prevent theft from occurring at the site during overnight hours.
30. The applicant shall provide the name and phone number of a responsible person for each vendor booth for use in an emergency.
31. In addition to providing the list to the Wyoming Department of Revenue containing the names, social security numbers and addresses of all participating artists, vendors and merchants 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 fourteen days prior to the event.
32. The applicant shall be responsible to obtain all permission necessary for the use of property noted in the application and attachments which are owned by a party other than the Town.
33. Parking is not permitted at or in any way blocking the Parks & Recreation maintenance facility, or in the Exhibit Hall parking area located across from the Fairgrounds.
34. The applicant shall ensure that the southwest entrance to the Rodeo Grounds is maintained at all times and that individuals with horse trailers are able to access their parking areas.
35. The applicant shall work with START to coordinate any route detours and to ensure that START pickup / drop off locations are not blocked by Hill Climb traffic.

36. If requested by the Chief of Police, Mark Hodges shall attend daily debriefing meetings with members of the Jackson Police Department.
37. Snow Devils will utilize recycling containers and ensure for the proper removal of both trash and recycled material.
38. Snow Devil Board Member cell phone numbers will be provided to the Jackson Police Department for use during the event.
39. Fire/EMS will conduct inspections of the site and additional requirements per the International Fire Code could be enforced prior to and during the event.
40. A parking plan and enforcement of the plan will be required within the Rodeo Grounds parking areas.
41. 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. 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).
42. 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.
43. Tents which can hold over 50 or more occupants must provide this 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).
44. 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)
45. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
46. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
47. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
48. Any cooking performed within tents shall require advance approval by this Department (IFC 3104.15.3 – 3104.15.7).
49. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 3104.6).
50. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
51. 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).
52. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
53. All no parking/Snow Devils reserved parking signage in the yellow, red, and orange areas depicted in the attached event map shall be produced, posted, and removed by the applicant. The Town will post the handicapped parking (blue areas) and all of the detour signage outside of the event perimeter.
54. No stakes shall be placed in Phil Baux Park without first obtaining permission and utility locates from Parks and Recreation. Utility locates must be coordinated at least ten (10) days prior to the event.

55. All vehicles shuttling snow machine trailers to and from the Fairgrounds will be compliant with all posted speed limits.
56. All individuals serving alcohol will have TIPS training and certification.
57. When moving snow at the base of Snow King, snow is to be pushed up the hill rather than being pushed down and deposited in the baseball field.
58. The applicant is expected to monitor the noise levels of the event to ensure that it is conducted in a manner that reduces the likelihood that it will disturb the residents of the surrounding area or neighborhood. In the event that complaints from residents are received, the person to whom this permit is issued shall be responsible for taking reasonable steps to see that the noise is abated in a timely manner.

Attachments or Links.

Snow Devils Letter to Town Council with COVID-19 Mitigation Efforts
Special Event application
Temporary Sign permit application
Malt Beverage permit application
Exposition License permit application
Snow Devil's Emergency Action Plan
Snow Devil's Contact List
Snow Devils Event Map
Street and Parking Closures Map
Fairgrounds Parking Map
Town of Jackson Special Event Policy with COVID-19 Considerations
Statewide Health Order #2 regarding group gatherings

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to approve the special event application made by the Jackson Hole Snow Devils for the 2021 World Championship Snowmobile Hill Climb with an attendance limit withing the venue at any given time of _____ spectators, subject to the conditions and restrictions listed in the staff report.

We would like to thank you in advance for your consideration of our event.

Entrance will be at the corner of Snow King and Cache. We will sell 500 wristbands or the amount that is allowed at the time of our event based on the current health order. Then spectators will exit at the corner of Snow King and King Street. We will then count how many people have left the event and let the entrance know they can sell more wristbands. The port-a-potties will be inside the exit area as to not confuse people that may not be leaving. There will be signage stating, "Entrance Only" and "Exit Only".

We also will have signage at least one block in all directions away from the event stating "full" when we have reached our capacity. This will hopefully alleviate congestion outside of the event.

The distance between the trailers/vendors on the north side of Snow King Ave and the vendors/trailers on the south side of Snow King Area are a minimum of 14' as this is required by the fire department for a fire lane. The distance across from vendors on "Vendor Row" is 12'.

The vendors in the ball field are separated from the vendors on Snow King by a chain link fence. The beer/food tents will be separated from the vendors on vendor row by a chain link fence as well.

We will place 8 picnic tables throughout the spectator area to promote social distancing.

We will have signage at the admission gates stating that all spectators will be required to wear a mask. We will have information on our website and our Facebook page also stating that masks will be required. We will also have announcements over the PA system reminding people that they have to wear masks and social distance.

We will provide both masks and hand sanitizer to spectators.

We will not be producing our program. It will be available on our website and Facebook page to download.

We will hire Jackson Hole Security to help with the crowd.

Vendor Row – spectators can enter vendor row from the north end. It will be a one-way strip, where they enter from the north and exit near the beer/food tent at the base of the mountain. They can return to the ball field or go up on the mountain to the east side of the racetrack. Since this area is within the event these people will not be counted. We will make announcements that there is no "standing" on vendor row.

The area in the parking lot below "One Town Hill" will be for event staff and trailers for the RMSHA tech and office for the Snow Devils. We will have our own food tent and port-a-potties. This area will not be open to the spectators. The racers will enter the pits from this area behind the public restrooms. RMSHA has a COVID plan in place and will only allow the racers and pit crew for the current class to be in the pit area at one time.

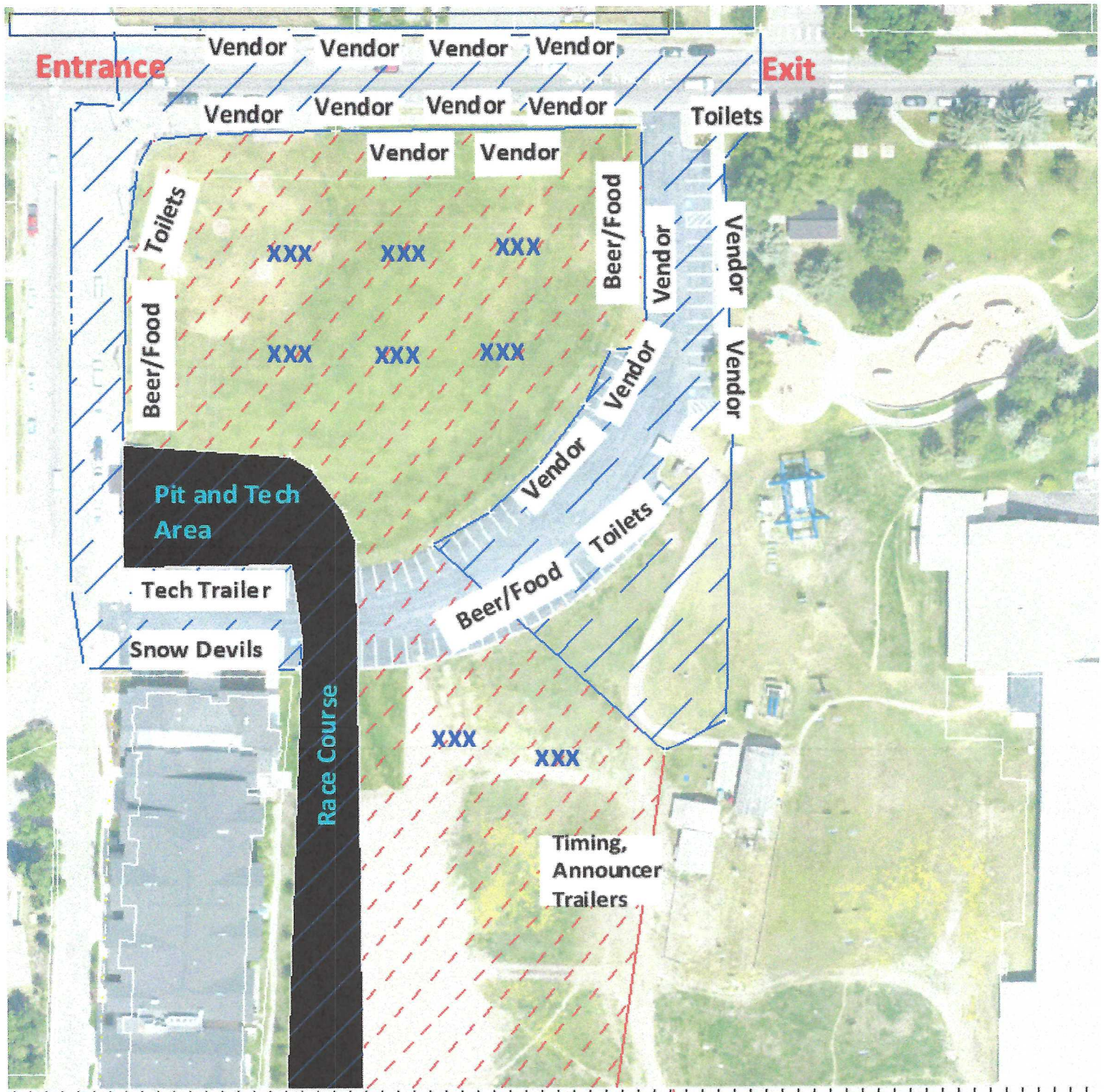
We feel that it will be hard for us to pre-sell our tickets. Since we are potentially limited to 500 spectators and our event has spectators coming and going throughout the day. We will have wristbands that will read "Thursday", "Friday", "Saturday" and "Weekend Warrior" (which will be for Sunday). We have these wristbands in packages of 500. We will sell the first package and as people exit, we will count those folks and be able to sell to new spectators. We will also have information on our website and Facebook page that we are limited to 500 people, or what the current health order allows at the time of our event.

We will NOT have a "VIP" area this year. We usually have an area for our bigger sponsors. In the past this has been within our event. In 2019 we had the VIP area at Stillwest.

We will NOT have a "Racer Dinner". This dinner has been donated by Jedidiah's. We then use the money that we would have spent for the Bill Townsend Memorial Scholarship Fund for high school scholarships.

We will NOT have an awards banquet. We will give the racer their trophies/checks at the event.

Roughly 175,000 square feet



Fox Racing Amsoil TKI Yeti Odane Additions Caliber Zbro's Bear Lake Trailers

ZRP ENTRANCE-ADMISSIONS All Power Sports Ice Age Pink Ribbon Logan Coach

Kiwanis Polaris Ski-Doo Arctic Cat Raveling Spts

All American Grill Pepsi Tent AMPL WSSA Snow Big Deal SLP Arctic FX Fly

Pinky G's R & R La Fiera Elks Beer Tent BRC Summit Riders Osprey Optics NYA Retail BCA Proof Kurt's Polaris 509 Off Road Vixens 307 Charmac Ballz Racing

Beer Tent Tech Trailer Race Course Spectator Area / Picnic Tables

Beer Tent Timing Trailer Announcers Video/Audio Trailer

PORTA POTTIES HMK

PORTA POTTIES

PORTA POTTIES

PORTA POTTIES

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PORTA POTTIES

PORTA POTTIES

PORTA POTTIES

VIP Area - Across Snow King in Stillwest Brewery

Porta Potties

E. Snow King Ave

S Cache St

© 2018 Google

Google

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: World Championship Snowmobile Hill Climb

Name of Organization: Jackson Hole Snow Devils

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

Mailing Address: PO Box 4276

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Mark Hodges/Nannette Coover

Email Address: mail@snowdevils.org

Work Phone: 307-699-0450 Cell Phone: 307-413-3599

EVENT INFORMATION

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

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

Fundraising even to help non-profits in the community. Increase tourism during the winter.

Location of Event: Snow King Mountain Alternative Location: N/A

Date(s) of Event: Thursday 3/25 thru Sunday 3/28 Event Operating Hours: 7:30 am - 7:00 pm

Event Set Up Begins Date: March 24, 2021 Time: 8:00 am

Event Clean Up Ends Date: March 29, 2021 Time: 6:00 pm

Special Event Application

EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 3,000 Total Event: 12,000

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: See attached list Cell Phone: _____

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
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Please see attached letter/plan/map

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:

Yes _____ Large Street Barricades	Yes _____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	Yes _____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	Yes _____ "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: _____

Presence at the event. Help SD Volunteers & JH Security with race traffic & vendor

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: 8:00 am Finish Time: 7:00 pm

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: 40 Number of ADA Accessible Portable Toilets: 6 - 7

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: 3/24/21 Time for Drop Off: 8:00 am

Date for Pick Up: 3/29/21 Time for Pick Up: 10:00 am

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? Westbank Sanitation

How many trash receptacles will be supplied for your event? A lot :-)

When will the trash receptacles be delivered? Wednesday 3/24/21

When will the trash receptacles be picked up and removed from site? Monday 3/29/21

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

Volunteers dump trash throughout the day. At the end of each day the dumpsters are emptied by Westbank Sanitation.

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? Integrated Solid Waste & Recycling

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

When will these recycling receptacles be delivered? Wednesday 3/24/21

When will recycling receptacles be picked up and removed from site? Monday 3/29/21

Describe your plan for collection and removal of recyclable materials during your special event:
Same as the trash removal

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: MH

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: MH

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: MH

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: MH

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: MH

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: Mark Hodges
Printed Name

DATE: 02/05/2021

TITLE: President



TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | www.townofjackson.com
Jackson, WY 83001

First, go to www.townofjackson.com/245/Temporary-Sign-Permit for process and other necessary information.

EVENT NAME:

Event Name: World Championship Snowmobile Hill Climb Physical Address of Event: Snow King Mountain

Description of Event: Snowmobile Hill Climb

Grand Opening ☐ Yes ☒ No

EVENT SPONSOR/APPLICANT: Name:

Mailing Address: Jackson Hole Snow Devils

Phone: 307-699-0450

E-mail: PO Box 4276 mail@snowdevils.org

ZIP: 83001

Jackson, WY

Non-Profit: ☒ For Profit: ☐

TEMPORARY BANNER LOCATION: Consent from Property Owner Required

Business/Description: Banners will hang

Business/Description: _____

Physical Address: inside of the event

Physical Address: _____

Dates of Display: 3/25/2021 - 3/28/2021

Dates of Display: _____

Consent from Owner Obtained? Yes ☐ No ☒

Consent from Owner Obtained? Yes ☐ No ☐

Business/Description: _____

Business/Description: _____

Physical Address: _____

Physical Address: _____

Dates of Display: _____

Dates of Display: _____

Consent from Owner Obtained? Yes ☐ No ☐

Consent from Owner Obtained? Yes ☐ No ☐

SUBMITTAL REQUIREMENTS. Have you attached the following? Please answer accordingly.

Yes ☐ No ☐ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

Yes ☐ No ☐ Installation specifications, and any structural details or specifications required for freestanding signs.

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.

Mark Hodges

2/5/2021

Signature of Authorized Event Applicant

Date

Mark Hodges

President

Applicant Name Printed

Title



24-HOUR ALCOHOL BEVERAGE PERMIT APPLICATION

Application for authorization to sell or serve alcoholic beverages at an event, under the temporary permit-type selected below.

Fee \$ _____
Date Pd: _____

APPLICANT.

Name of Person Requesting Permit:	Mark Hodges		
Organization:	Jackson Hole Snow Devils	Phone:	699-0450

EVENT INFORMATION. Complete the following information about the event.

Name of Event:	World Championship Snowmobile Hill Climb	Purpose:	
Held at:	Snow King Mountain	List the Date(s) and Hours that Alcohol will be Available:	Thursday March 25, 2021 Sunday March 28, 2021 11:00 am - 6:00 pm
Address:	Snow King Ave		
Anticipated number of attendees at any given time:			

SELECT THE TYPE OF 24-HOUR PERMIT. Refer to Application Packet for details about each permit type.

☐ CATERING PERMIT - allow 3 days for processing \$20.00 per day For the sale or serving of alcoholic product which was purchased from the retail or resort liquor license holder who authorized this permit application.	This permit must be agreed to and authorized by a current retail or resort liquor license holder. Name of Retail or Resort Liquor License Holder: Authorized Signature: _____ Print Name: _____
☒ MALT BEVERAGE PERMIT - allow 21 days for processing \$50.00 per day For the sale or serving of only malt beverages.	Applicant must submit proof of current alcohol server education training with this application.
☐ MALT BEVERAGE PERMIT FOR A MICROBREWERY - allow 21 days for processing \$50.00 per day For the sale or serving of only the microbrewery's own brewed malt beverage product away from their licensed premises.	Permitted Microbrewery Only Applicant must submit proof of current alcohol server education training with this application. Authorized Signature: _____ Print Name: _____
☐ MANUFACTURER'S OFF-PREMISES PERMIT - allow 21 days for processing \$50.00 per day For the sale or serving of only the manufacturer's own Wyoming manufactured product away from their licensed premises.	Licensed Manufacturer Only Authorized Signature: _____ Print Name: _____

All permit holders are responsible for abiding by all applicable alcohol dispensing regulations. These regulations include, but are not limited to:

- * Confirm age of participants by checking identification; ensure minors are not served alcohol.
- * Complimentary alcohol is not available for self-service.
- * Control pouring to curb overserving individuals.
- * Prohibit participants from leaving the permitted location with alcohol.
- * Non-alcoholic beverage options are encouraged.

By filing this application, I agree to comply with State and Local Liquor Regulations regarding the sale and service of alcoholic beverages.

Mark Hodges
Applicant's Signature

2/5/2021
Date

Date: 2/5/2021**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: Jackson Hole Snow Devils
 D/b/a: World Championship Snowmobile Hill Climb
 Nature of Exposition: _____

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: Snow King Ave No: _____
 Building: _____ City: Jackson State: WY Zip Code: 83601
 Date of Expo: 3/25/21 - 3/26/21
 Time of Expo: 7:00 am - 7:00 pm

Business/Organization Physical Address: _____
 Post Office Box: PO Box 4276
 City: Jackson State: WY Zip Code: 83601
 Business Phone Number: (307) 699-0450
 Fax/email address: mail@snowdevils.org
 WY Sales Tax Number: _____
 Federal Employers ID Number: _____

**** 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
<u>Mark Lodge, President</u>	<u>101907-822</u>	<u>WY</u>	<u>1/24/1967</u>	<u>699-0450</u>
<u>Sharon Davis, Vice President</u>	<u>107946-303</u>	<u>WY</u>	<u>6/3/1976</u>	<u>690-5821</u>
<u>Wynnelette Cowan, Secretary</u>	<u>100954-205</u>	<u>WY</u>	<u>9/18/1965</u>	<u>413-3599</u>

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: Wynnelette Cowan
 Date: 2/5/2021

Additional Information: _____

Exposition license will:

☐ be for my business/organization ONLY.

☒ include 20+ number of businesses or organizations. Attach list of ALL vendors

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: In Process

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) §

SUSCRIBED AND SWORN TO BEFORE ME BY

this _____ day of _____ 20____

signature of applicant

Printed name of applicant

WITNESS my hand and official seal

Notary Public

Exposition License Fees

For Profit Businesses

Not For Profit Businesses

\$100.00 per day for any event with 5 or fewer vendors

\$50.00 per day for any event with 5 or fewer vendors

\$200.00 per day for any event with more than 5 vendors

\$100.00 per day for any event with more than 5 vendors

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	

Emergency Action Plan: World Championship Snowmobile Hill Climb 2021

In the event of an Emergency that takes place during the 2021 event, the following actions will take place in order.

- Notify Teton County dispatch of the Emergency.
- Notify the Primary Contact (Mark Hodges), Secondary Contact (Jeff Toolson)
- If the Emergency is of the medical nature, we will evaluate the condition of the patient(s) to determine whether we will take them to an ambulance, or have the ambulance come to the patient(s).

If an ambulance is required to transport the patient(s), the meeting point will be determined by the proximity to the patient(s). The two meeting points will be (1) the Emergency Vehicle Parking area at the intersection of Snow King Avenue and South King Street or (2) the parking area near the Snow Devil cook tent at the end of South Cache. We will need to notify dispatch which location to direct the ambulance too.

- If the Emergency is of the nature that the event must be evacuated, the announcer (Glen Gillis) will be notified and given directions on what instructions to give the spectators via the PA system.
- In the event of a non-emergent situation that arises, both the Primary Contact and the Secondary Contact will be contacted. The Primary and Secondary will assess the situation to determine if law enforcement or another resource is needed.

The meeting point for a non-emergent situation will be the parking area near the Snow Devil cook tent at the end of South Cache.

Contact Information

Primary Contact	Mark Hodges	699-0450
Secondary Contact	Jeff Toolson	690-0352
Announcer	Glen Gillis	208-339-2026
SD Board Member	Nan Coover	413-3599
SD Board Member	Stevan Davis	690-5821
SD Board Member	Aaron Todd	970-417-7711
SD Board Member	Todd Taylor	413-1914
SD Board Member	Katie Toolson	690-5283
SD Board Member	Judy Peters	690-1317
SD Board Member	Jordy Sperl	307-713-0054
SD Board Member	RJ Crosland	307-248-2411
SD Board Member	Mike Robertson	413-4200
SD Board Member	Dani Raver	413-1697



- Race Trailer Parking / Event Staging- 
- Vendor Parking- 
- Handicap Parking- 
- Emergency Vehicle Parking- 

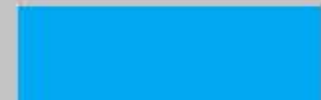
2021 World Championship Hill Climb



ROAD CLOSURE



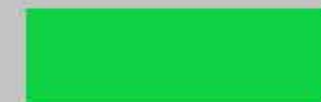
RACER PARKING ONLY



HANDICAP PARKING ONLY



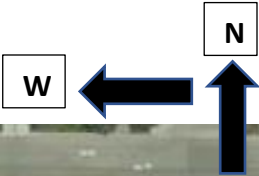
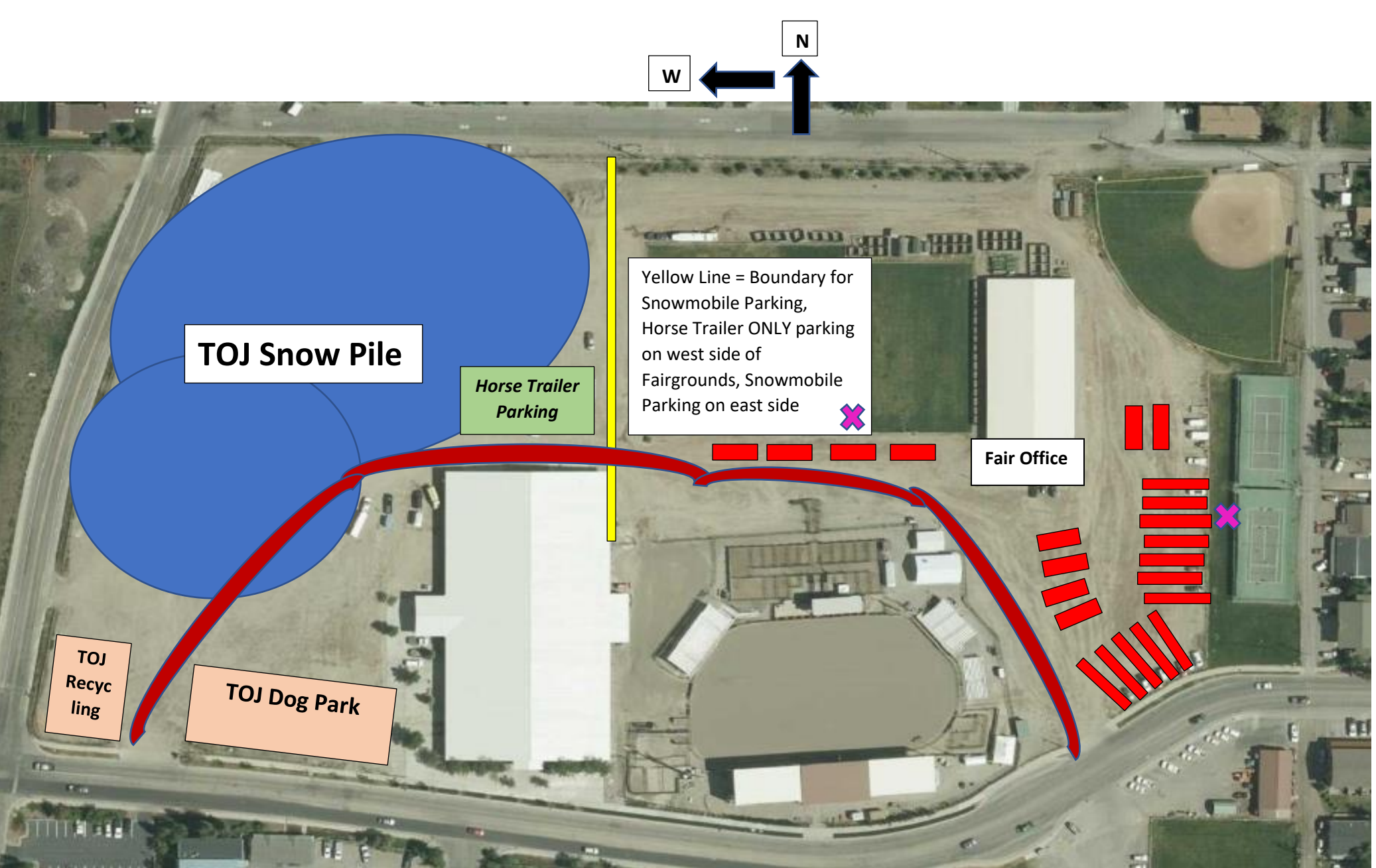
NO PARKING



EMERGENCY VEHICLE PARKING

**Wednesday, March 24 @ 7:00pm through
Sunday, March 28 evening**





TOJ Snow Pile

**Horse Trailer
Parking**

Yellow Line = Boundary for
Snowmobile Parking,
Horse Trailer ONLY parking
on west side of
Fairgrounds, Snowmobile
Parking on east side

Fair Office

**TOJ
Recyc
ling**

TOJ Dog Park



Town of Jackson Special Event Policy with COVID-19 Considerations

This special event policy takes into consideration Teton County's 5 COVID-19 Risk Levels (Critical, High, Moderate, Low, and New Normal) as well as the Center for Disease Control's evaluation of group gatherings in four levels of risk (Lowest Risk, More Risk, Higher Risk, and Highest Risk). This policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.

This possible special event policy with COVID-19 consideration states the following:

1. Virtual and drive-by/drive-in events will be allowed to take place on Town property during **Purple (Critical)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
2. Small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Red (High)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
3. Medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Orange (Moderate)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
4. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Yellow (Low)** Risk Level as determined by the Teton County Health Department. These event plans must undergo review and be approved by the Teton County Health Department.
5. Large-sized, medium-sized, small-sized, virtual and drive-by/drive-in events will be allowed to operate on Town property during **Green (New Normal)** Risk Level without Teton County Health Department review and approval.
6. Definitions of event sizes and types:
 - a. Virtual, drive-by and drive-in events involve events held on-line and/or in a manner with little or no contact between people from different households. Lowest risk.
 - b. Small-sized events are gatherings of less than 100 people. More risk.
 - c. Medium-sized events are gatherings of 100 – 500. Higher risk.
 - d. Large-sized events are gatherings of more than 500 people where it is difficult for individuals to remain spaced at least 6 feet apart. Highest Risk.

Town of Jackson Special Event Policy with COVID-19 Considerations

	COVID RISK LEVEL				
	Green	Yellow	Orange	Red	Purple
Large-Sized Events Allowed (>500 people)	Yes	Yes	No	No	No
Medium- Sized Events Allowed (100 -500 people)	Yes	Yes	Yes	No	No
Small- Sized Events Allowed (<100 people)	Yes	Yes	Yes	Yes	No
Virtual And Drive-By/Drive-In Allowed	Yes	Yes	Yes	Yes	Yes
The policy does not apply to events exempt from Special Event permitting in accordance with Jackson Municipal Code § 12.28.040.D.					

**TWENTY-SECOND CONTINUATION, AND MODIFICATION, OF STATEWIDE
PUBLIC HEALTH ORDER #2: REGARDING GATHERINGS
OF MORE THAN FIFTY (50) PEOPLE**

In an effort to stop the spread of the coronavirus (COVID-19), the Wyoming Department of Health finds it necessary to protect the health of the public by modifying and continuing certain restrictions as outlined in this Order. Additionally, this Order implements measures in line with the White House unveiling, on April 16, 2020, of certain guidelines for Opening Up America Again - a three-phased approach beginning with State or Regional Gating Criteria and continuing through three phases of removing restrictions when there is no evidence of resurgence of the virus.

The metrics measuring outbreak progress and healthcare system capacity support the Wyoming Department of Health continuing the previous statewide public health orders through a measured and data-based approach (except Statewide Public Health Order #3 which will expire on February 28, 2021, and will not be renewed). As with previous statewide public health orders, this Order continues to authorize countywide variances to the restrictions within this Order, in the form of a Countywide Variance Order, if approved in writing by the County Health Officer and the State Health Officer.

This Order differs from the previous statewide public health order (Twenty-First Continuation), as it authorizes gatherings of 50 people or less, with exceptions, and this Order increases the maximum number of people allowed at certain indoor events (up to 1,000 people) and certain outdoor events (up to 2,000 people), with conditions. This Order also removes several requirements for events and event organizers/hosts. For instance, this Order removes the requirements that events and event organizers/hosts [described in paragraph 6 (pages 4-5)] encourage contactless payment, post signage reminding attendees not to enter if they have symptoms of COVID-19 and reminding attendees to stand at least 6 feet apart, and screen staff and participants prior to the event.

This Order is effective on March 1, 2021, and shall remain in effect through March 15, 2021, unless the Wyoming Department of Health revokes or extends this Order before March 15, 2021.

FINDINGS

1. COVID-19 was first detected in Wuhan, China in 2019, and since then has spread to over 60 countries including the United States. There are 45,801 confirmed cases of COVID-19 in Wyoming as of February 24, 2021, as well as the presence of community spread. It is expected that more cases will be diagnosed. There have been 671 deaths among Wyoming residents related to COVID-19.
2. COVID-19 is a respiratory illness, transmitted through person-to-person contact or by contact with surfaces contaminated with the virus. Persons infected with COVID-19 may become symptomatic two to fourteen days after exposure. The symptoms of COVID-19 include fever, cough, and shortness of breath. In some cases, COVID-19 can result in severe disease including hospitalization, admission to an intensive care unit, and death, especially among older adults

and persons with serious underlying health conditions. New information about the implications of this virus is ongoing.

3. The World Health Organization declared COVID-19 a worldwide pandemic as of March 11, 2020.
4. On March 13, 2020, the President of the United States declared a national emergency concerning the coronavirus, specifically stating that, in "December 2019 a novel (new) coronavirus known as SARS-CoV-2 ("the virus") was first detected in Wuhan, Hubei Province, People's Republic of China, causing outbreaks of the coronavirus disease (COVID-19) that has now spread globally [...] The spread of COVID-19 within our Nation's communities threatens to strain our Nation's healthcare systems. [...] Additional measures [...] are needed to successfully contain and combat the virus in the United States."
5. On March 13, 2020, Wyoming Governor Mark Gordon declared a State of Emergency and Public Health Emergency in the State of Wyoming, stating that on March 11, 2020, an individual within the State of Wyoming tested presumptive positive for COVID-19 and the State of Wyoming is experiencing a public health emergency in response to the evolving COVID-19 outbreak.
6. Governor Gordon's Declaration of a State of Emergency and Public Health Emergency directs the Wyoming Department of Health to take all appropriate and necessary actions, and that in the judgment of the Director of the Wyoming Department of Health, any actions necessary should be taken to provide aid to those locations where there is a threat or danger to public health, safety, and welfare.
7. A significant number of Wyoming citizens are at risk of serious health complications, including death, from COVID-19. Although most individuals who contract COVID-19 do not become seriously ill, people with mild symptoms, and even asymptomatic persons with COVID-19, place other vulnerable members of the public at significant risk.
8. A large number of persons with serious infections may compromise the ability of healthcare systems in Wyoming to deliver the necessary healthcare to the public.
9. Wyoming Statute § 35-1-240(a)(i), (ii), (iii), and (iv) provides all the rights and powers for the Wyoming Department of Health, through the State Health Officer, Dr. Alexia Harrist, MD, PhD, or under her directive through other employees of the Wyoming Department of Health, to control the causes of communicable disease; and to forbid gatherings of people when necessary to protect public health.
10. In addition to the above findings, stopping the spread of COVID-19 includes washing your hands often, practicing social distancing by avoiding close contact with others, staying at least six feet away from someone who is ill or showing signs of illness, avoiding touching your face, eyes, nose and mouth, covering your cough or sneeze into your elbow or by using a tissue, and by wearing a face covering when in public.

ORDER

1. As used in this order "Face Covering" means a covering made of cloth, fabric, or other soft or permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face.
2. Gatherings of more than fifty (50) people are prohibited in order to help stop the spread of COVID-19 and protect the health of the public.
3. "Gatherings" are any planned or spontaneous event, public or private, bringing together, or likely bringing together, more than fifty (50) people in a single room or a single confined space (whether indoor or outdoor) at the same time.
4. If a business or other entity (child care facility, K-12 school, college, university, and trade school) is governed by statewide public health order #1, the restrictions in that order govern those businesses or entities unless otherwise specifically noted herein.
5. Gatherings at the following are exempted from this Order:
 - a. Hotels and motels for lodging purposes;
 - b. Livestock auctions;
 - c. Groups of workers being transported to a location for their jobs;
 - d. Government business, military and National Guard facilities, law enforcement, jails, secure treatment centers, and correctional facilities, including any facility operated by the Wyoming Department of Corrections, and any facility used to respond to natural disasters or public health emergencies;
 - e. Federal, State, and local government facilities, including government service centers;
 - f. Relief facilities, including food pantries and shelter facilities;
 - g. Residential buildings, excluding individual household residences;
 - h. Grocery stores, markets, convenience stores, pharmacies, drug stores;
 - i. Truck stops, gas stations, and auto-repair facilities;
 - j. Retail or business establishments, where more than fifty (50) people may be present but are generally not within six (6) feet of one another;
 - k. Healthcare facilities, including hospitals, medical facilities, home health agencies, personal care agencies, hospices, adult family homes, mental health centers, and pharmacies;
 - l. Alcohol and drug treatment centers;

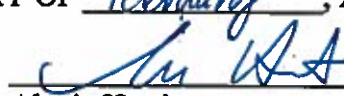
- m. Long-term care and assisted living facilities, including nursing homes and assisted living facilities, as long as the facility complies with guidance and directives from the CDC, the Wyoming Department of Health, and appropriate licensing and regulatory agencies;
 - n. Religious or faith based organizations and funeral homes; and
 - o. Parades.
6. Events not specifically identified by name or type within this Order may allow indoor gatherings of more than 50 people but no more than 25% of venue capacity with a maximum of 1,000 people. Events not specifically identified by name or type within this Order may allow outdoor gatherings of more than 50 people but no more than 50% of venue capacity with a maximum of 2,000 people. Events allowed under this paragraph are subject to the following conditions, to be enforced by the host or organizer of the event. These events include by way of example but are not limited to rodeos, speedway motor races, concerts, organized sporting events, fairs, track and field races, farmer's markets, fireworks shows, weddings, and any other event of a similar nature.
- a. Groups of attendees seated or standing together must be limited to 10, however, an event may make exceptions for groups greater than 10 if the group is solely comprised of members from the same household;
 - b. A 6-foot distance must be maintained between individual groups at all times, including but not limited to entrances, exits, concessions, ticket booths, and restrooms;
 - c. Staff, hosts, organizers, or event participants with symptoms of illness, or known exposure to a person with COVID-19 infection within the previous 14 days, shall not participate in the event;
 - d. The entire event facility, to the extent there are facilities, shall be cleaned thoroughly, including all high touch areas before and after each event, according to CDC guidelines for cleaning;
 - e. Staff who come within 6 feet of event attendees or other staff must wear a Face Covering;
 - f. In the event the required 6 feet of distance between individual groups cannot be maintained, Face Coverings must be worn during the event, to the greatest extent possible, unless wearing a Face Covering is specifically required by Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions;
 - g. The event shall not take place without appropriate protective equipment for staff (Face Coverings, gloves for serving and cleaning, etc.), EPA-approved disinfectants and sanitizers, soap and other necessary cleaning supplies;
 - h. Food and beverage service shall follow the provisions for restaurants in the Twenty-Second Continuation, and Modification, of Statewide Public Health Order #1 Regarding Bars,

Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools;

- i. Participants in organized sporting events and artistic performances shall not congregate in groups larger than 50 individuals. This means that participants (up to 50 individuals) may interact with each other in direct close proximity without physical distancing;
 - j. For clarity, the person limit in paragraph 6 (page 4) is not calculated by adding participants and spectators/attendees together.
7. Additional specific gathering exceptions to the restrictions in this Order may be granted, at the discretion of the County Health Officer, under the direction and supervision of the State Health Officer, if demonstrated, in writing, to the County Health Officer that people at the gathering will maintain at least six (6) feet of space between one another, and that effective sanitation will be performed before and after the gathering. Any specific exception under this paragraph must be approved in writing by the State Health Officer, and may be modified or revoked by the County Health Officer under the supervision and direction of the State Health Officer.
 8. Countywide variances to the prohibitions mandated in this Order may be granted in the form of a Countywide Variance Order if approved and signed by both the County Health Officer and the State Health Officer. Countywide Variance Orders may be less restrictive (or more restrictive) than the measures imposed in this Order.
 9. This Order is entered in conjunction with the statewide public health orders titled "Twenty-Second Continuation, and Modification, of Statewide Public Health Order Regarding Bars, Restaurants, Theaters, Gymnasiums, Child Care Facilities, K-12 Schools, Colleges, Universities, and Trade Schools", entered February 25, 2021 and "Fourth Continuation of Statewide Public Health Order #4: Requiring Face Coverings in Certain Places, with Exceptions", entered February 25, 2021.
 10. This Order does not alter but supplements the requirements outlined in the two other statewide public health orders.

As the State Health Officer, I specifically deem this Order necessary to protect the public health. See Wyo. Stat. Ann. § 35-1-240(a)(i), (ii), (iii), and (iv). I will reassess the necessity of this Order as appropriate to do so and according to accepted epidemiological and medical standards. Any person or legal entity that violates this Order shall be subject to criminal prosecution under Wyo. Stat. Ann. §§ 35-1-105 and -106.

DATED THIS 25 DAY OF February, 2021.



Alexia Harist
Wyoming State Health Officer

STAFF REPORT



Meeting Date:	March 1, 2021	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Administration	Presenter:	Larry Pardee
Agenda Item:	Review of Proposed Fee Increases	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council sets fees for the organization either through ordinances or through the proposed annual resolution. With the ordinance changes proposed in Ordinance V, the Council should consider the proposed fees prior to adoption on March 15, 2021.

Requested Action.

The requested action is for Council to direct staff to present the proposed fee updates, with any changes directed, in a resolution to be adopted on third reading of Ordinance V scheduled for March 15, 2021.

Recommendations.

Staff recommends the Town Council consider and discuss the proposed fees and provide direction to staff to present those proposed fees (or any changes) at third reading of Ordinance V scheduled for March 15, 2021.

Background.

At previous Council meetings, the Council directed staff to increase building permit fees by 33%, increase development fees, and to consider the Consumer Price Index (CPI) as a benchmark to update fees on an annual basis. The majority of the fees charged by the Town of Jackson are woefully outdated. Additionally, the ongoing public records requests have overwhelmed the Legal Department, the IT Department, the Town Clerk Department and each department involved with the search, collation, review, and delivery of those public records and as a result, staff is recommending a fee be charged for these records requests.

This draft resolution updates the Town of Jackson fees either by the CPI for the past 10 years or by a previously directed amount as with the building permit fees and sets a fee for public records requests. The Finance Director, at the direction of the Town Manager, has conducted research and calculations to reach the fees being proposed. The Town Attorney and Town Clerk have also been involved in the preparation of the draft Resolution for discussion. Multiple staff members have been involved in discussion over the years related to charging fees for public records requests. Staff is ready to answer questions regarding individual fees or the utilization of the CPI as a benchmark at the Council's discretion.

There are a large number of stakeholders involved in this fee update initiative. The Town of Jackson's ability to continue to maintain the level of service being provided cannot be sustained without offsetting some of the expense for those services with fees. Stakeholders also include the citizens affected by an increase in fees or, as in the case of public records requests, the setting of fees. A press release was issued and placed on the Town's social media sites informing citizens of the Council's discussion on updating fees and all written public comment is attached to this staff report.

Analysis.

By approving this resolution at 3rd reading of Ordinance V, the Town will have taken steps to 'catch up' with fees that have been neglected over the past 10-15-20 years. Moving forward, staff would present an updated resolution for consideration during the annual budget process.

Alternatives (Optional).

Should the Town Council wish to discuss this issue further prior to the new fees taking effect on March 15, 2021, the Council could schedule a special meeting prior to March 15 or it would be necessary to postpone 3rd reading of Ordinance V.

Comprehensive Plan & Priority Alignment.

- Section 8. Quality Community Service Provision: Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

In order to continue to provide and maintain quality community services, fee schedules need attention on an annual basis in order to offset the cost of providing some of those services. There are certainly services provided by the Town that do not have offsetting fees.

Fiscal Impact.

The conservative fiscal impact of the Council adopting the fees as proposed is approximately a \$300,000 increase to licensing and permits but is dependent upon actual applications received or fees assessed on demand. The fee increase will take effect once the ordinance has been adopted and been published. If the ordinance and resolution are adopted on March 15, the new fees would take effect March 17 when the ordinance is published.

Staff Impact.

The staff impact of updated fees is notable in that online information will need to be updated and staff will need to explain the increased amounts to citizens at the time of service. There will also be minimal staff impact related to printing, signature, and inclusion in the permanent record books of the Town of Jackson and online.

Attachments or Links.

DRAFT Resolution 21-x.

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

I move to direct staff to place Resolution 21-X as presented (or with changes as discussed today) to be considered on third reading of Ordinance V, currently scheduled for March 15, 2021.

RESOLUTION 21-xx

**A RESOLUTION ESTABLISHING UNIFORM PROCEDURES,
FEES, COSTS, AND CHARGES (FEE SCHEDULE)
EFFECTIVE MARCH 17, 2021**

WHEREAS, the Town Council acknowledges there are fees and costs identified in the Town of Jackson Municipal Code; and

WHEREAS, the Town Council acknowledges that in order to continue to maintain quality community services, fee amounts need to be reviewed on an ongoing basis and adjusted from time to time to offset the cost of providing those services; and

WHEREAS, the Town Council plans to expand community engagement during the annual budget process to include fee updates; and

WHEREAS, on March 15, 2021, the Town Council approved Ordinance 1280 which amended and reenacted sections of the Jackson Municipal Code allowing fees that may be set by resolution, to be set by resolution, and removes those fees from the Jackson Municipal Code; and

WHEREAS, Ordinance 1280 will be published and effective on March 17, 2021, the effective date of these fees is set to March 17, 2021 to coincide; and

WHEREAS, The Town Council, by adoption of this resolution establishes the **Town of Jackson Fee Schedule**, attached hereto as **Appendix A** and **Appendix B**; and

WHEREAS, this Fee Schedule is not applicable to governmental entities doing business with the Town of Jackson, nor is it applicable for interdepartmental transactions; and

NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, having duly met on March 15, 2021, at a Regular Town Council Meeting, which was properly noticed and open to the public, and having fully considered the matter at hand, that:

The Jackson Town Council adopts this Resolution #21-xx, establishing a Town of Jackson Fee Schedule, attached hereto as Appendix A and Appendix B.

PASSED, APPROVED, AND ADOPTED this 15th day of March 2021.

TOWN OF JACKSON

Hailey Morton Levinson, Mayor

ATTEST:

Sandra P. Birdyshaw, Town Clerk

RESOLUTION 21-XX, APPENDIX A
FEE SCHEDULE, EFFECTIVE 3/17/2021

Business License		Current Fee	Proposed Fee	Calculated			
1	5.16.010	Sales Tax Collecting					
2		less than 10 employees	\$ 100.00	\$ 118.42	CPI adjustment since date of last ordinance		
3		11-49 employees	\$ 200.00	\$ 236.83	CPI adjustment since date of last ordinance		
4		50-99 employees	\$ 300.00	\$ 355.25	CPI adjustment since date of last ordinance		
5		100 employees, or more	\$ 500.00	\$ 592.08	CPI adjustment since date of last ordinance		
6	5.16.020	Non-Sales Tax Collecting					
7		less than 10 employees	\$ 130.00	\$ 153.94	CPI adjustment since date of last ordinance		
8		11-49 employees	\$ 290.00	\$ 343.41	CPI adjustment since date of last ordinance		
9		50-99 employees	\$ 390.00	\$ 461.82	CPI adjustment since date of last ordinance		
10		100 employees, or more	\$ 650.00	\$ 769.71	CPI adjustment since date of last ordinance		
11	5.16.025	Independent Contractors and Agents			\$ 100.00	\$ 118.42	CPI adjustment since date of last ordinance
12	5.16.027	Commercial			\$ 100.00	\$ 120.21	CPI adjustment since date of last ordinance
13	5.16.027	Residential Rentals			\$ 100.00	\$ 120.21	CPI adjustment since date of last ordinance
14	5.60.040 C	Short Term Rental			\$ 100.00	\$ 107.26	CPI adjustment since date of last ordinance
15	5.20.010	Installation Permit			\$ 25.00	\$ 29.72	CPI adjustment since date of last ordinance
16	5.32.040	Pawnbroker			\$ 25.00	\$ 30.65	CPI adjustment since date of last ordinance
17	5.20.020	Exposition Licenses					
18		< 5 vendors; for-profit expositions	\$ 100.00	\$ 123.40	CPI adjustment since date of last ordinance		
19		> 5 vendors; for-profit expositions	\$ 200.00	\$ 246.80	CPI adjustment since date of last ordinance		
20		< 5 vendors; non-profit expositions	\$ 50.00	\$ 61.70	CPI adjustment since date of last ordinance		
21		> 5 vendors; non-profit expositions	\$ 100.00	\$ 123.40	CPI adjustment since date of last ordinance		
22	5.21.060	Transient Merchant					
23		per day fee	\$ 200.00	\$ 238.11	CPI adjustment since date of last ordinance		
24		per day fee if a business license holder	\$ 37.00	\$ 44.05	CPI adjustment since date of last ordinance		
25		per day if a non-profit	\$ -	\$ -	CPI adjustment since date of last ordinance		
26	5.12.080 A	Application Fee Refund					
27		amount refunded if Town denies license	\$ 37.00	\$ 44.04	CPI adjustment since date of last ordinance		
28	5.12.080 B	Renewal Late Fee					
29		\$25 per month on January 30th not to exceed \$100	\$ 25.00	\$ 29.76	CPI adjustment since date of last ordinance		
30	5.12.130	Change of Location Fee					
31		notice given on new application	\$ 37.00	\$ 44.04	CPI adjustment since date of last ordinance		
32							
33	Ground Transportation		Current Fee	Proposed Fee	Calculated		
34	5.50.040 B	Transportation License					
35		< 10 employees	\$ 100.00	\$ 118.28	CPI adjustment since date of last ordinance		
36		> 10 employee	\$ 200.00	\$ 236.55	CPI adjustment since date of last ordinance		
37	5.50.050 B	Vehicle License Permit					
38		>30 mpg	\$ 40.00	\$ 45.24	CPI adjustment since date of last ordinance		
39		< 30 mpg	\$ 60.00	\$ 67.87	CPI adjustment since date of last ordinance		
40	5.50.060 B	Operator License Permit					
41		new	\$ 100.00	\$ 113.11	CPI adjustment since date of last ordinance		
42		renewal	\$ 50.00	\$ 56.56	CPI adjustment since date of last ordinance		
43	5.50.040 G	Taxi Fares: In-Town					
44		maximum fare; 1-4 passengers	\$ 12.00	\$ 13.37	CPI adjustment since date of last ordinance		
45		per passenger above 4	\$ 3.00	\$ 3.34	CPI adjustment since date of last ordinance		
46	5.50.040 G	Taxi Fares: Teton Village					
47		maximum fare; 1-4 passengers	\$ 35.00	\$ 39.01	CPI adjustment since date of last ordinance		
48		per passenger above 4	\$ 5.00	\$ 5.57	CPI adjustment since date of last ordinance		
49							
50							
51	Gaming License		Current Fee	Proposed Fee	Calculated		
52	5.48.050	Bingo and pull-tab	\$ 250.00	\$ 309.75	CPI adjustment since date of last ordinance		
53	5.48.210	Change of location	\$ 10.00	\$ 12.39	CPI adjustment since date of last ordinance		
54							
55							
56	Public Records		Current Fee	Proposed Fee	Calculated		
57		Paper Copies					
58		black and white	\$ 0.25 /page	\$ 0.36	new		
59		color	\$ 0.50 /page	\$ 0.72	new		
60		Plotted Maps					
61		size 11x17, each	\$ 10.00	\$ 14.40	CPI adjustment since date of last ordinance		
62		size 24x36, each	\$ 25.00	\$ 36.00	CPI adjustment since date of last ordinance		
63		size 36x54, each	\$ 35.00	\$ 50.40	CPI adjustment since date of last ordinance		
64		Photographs	\$ 10.00	\$ 14.40	new		
65		Police Reports	\$ 10.00	\$ 14.40	new		
66		LDRs and Comprehensive Plan	\$ 40.00	\$ 57.60	CPI adjustment since date of last ordinance		
67		Research / compilation services					
68		Planning Department	\$ 50.00	\$ 71.99	CPI adjustment since date of last ordinance		
69		All other departments	\$ 15.00	\$ 21.60	new		

70		External electronic media (disk, usb drive, etc)	\$ 10.00	\$ 14.40	new
71		Postage / shipping	actual cost	actual cost	new
72		Other special circumstances	actual cost	actual cost	new
73					
74					
75		Jackson Hole Airport	Current Fee	Proposed Fee	Calculated
76	2.36.120	Passenger Boarding Fee			
77		Per passenger enplaning commerical aircraft, not to exceed	\$ 1.00	\$ 6.07	CPI adjustment since date of last ordinance
78					
79					
80		Liquor License	Current Fee	Proposed Fee	Calculated
81	6.20.006 C	Annual Liquor License			
82		Bar and Grill	\$ 1,500.00	\$ 1,514.55	CPI adjustment - State range 1500-10500
83		Limited Retail (Club)	\$ 500.00	\$ 504.85	CPI adjustment - State range 100-1500
84		Microbrewery	\$ 500.00	\$ 500.00	max'd per State range 300-500
85		Resort	\$ 3,000.00	\$ 3,000.00	CPI adjustment - State range 500-3000
86		Restaurant	\$ 1,500.00	\$ 1,514.55	CPI adjustment - State range 500-3000
87		Retail	\$ 1,500.00	\$ 1,500.00	max'd per State range 300-1500
88		Satellite Winery	\$ 100.00	\$ 100.00	100 set by State
89		Winery	\$ 500.00	\$ 500.00	max'd per State range 300-500
90	6.20.006 D	Temporary, 24-Hour Permits			
91		Catering	\$ 20.00	\$ 20.19	CPI adjustment - State range 10-100
92		Malt Beverage	\$ 50.00	\$ 50.49	CPI adjustment - State range 10-100
93		Manufacturer's Off-Premises	\$ 50.00	\$ 50.49	CPI adjustment - State range 10-100
94					
95					
96		Animal Shelter Impounding, Board, Adoption	Current Fee	Proposed Fee	Calculated
97	7.02.040 B	Capture of Animals, Impoundment			
98		First	\$ 25.00	\$ 33.16	CPI adjustment since date of last ordinance
99		Same animal, second within one year	\$ 35.00	\$ 46.42	CPI adjustment since date of last ordinance
100		Same animal, third within one year	\$ 50.00	\$ 66.31	CPI adjustment since date of last ordinance
101		Same animal fourth and more within one year	\$ 100.00	\$ 132.62	CPI adjustment since date of last ordinance
102		Impoundment, Boarding			
103		First 24-hours included in impoundment fee	\$ -	\$ -	
104		per animal for each 24-hours	\$ 15.00	\$ 19.89	CPI adjustment since date of last ordinance
105	7.02.050	Adoption			
106	Res 09-04	Dog, impounded for 7+ days	\$ 45.00	\$ 55.11	CPI adjustment since date of last ordinance
107	Res 09-04	Cat, impounded for 7+ days	\$ 25.00	\$ 30.61	CPI adjustment since date of last ordinance
108					
109					
110		Animal Control, Dog and Cat License	Current Fee	Proposed Fee	Calculated
111	7.12.020	Dog, annual fee	\$ 45.00	\$ 60.23	CPI adjustment since date of last ordinance
112		Cat, annual fee	\$ 45.00	\$ 60.23	CPI adjustment since date of last ordinance
113					
114					
115		Health and Safety, Alarms	Current Fee	Proposed Fee	Calculated
116	8.32.090	Police response to a false alarm	\$ 175.00	\$ 195.04	CPI adjustment since date of last ordinance
117					
118					
119		Waste Reduction Fee (Plastic Bag)	Current Fee	Proposed Fee	Calculated
120	8.36.020 J	Consumer Waste Reduction Fee, paper or plastic bag	\$ 0.20	\$ 0.21	CPI adjustment since date of last ordinance
121	8.36.050 A	Store retains	\$ 0.10	\$ 0.10	CPI adjustment since date of last ordinance
122	8.36.050 B	Remit to Town of Jackson	\$ 0.10	\$ 0.10	CPI adjustment since date of last ordinance
123	8.36.070 D	Late remittance to Town of Jackson	\$ 10.00	\$ 10.35	CPI adjustment since date of last ordinance
124	8.36.070	Audit and Violations			
125	8.36.070 C	First conviction	\$ 50.00	\$ 51.74	CPI adjustment since date of last ordinance
126	8.36.070 C	Second conviction	\$ 100.00	\$ 103.48	CPI adjustment since date of last ordinance
127	8.36.070 C	Third Conviction goes to Municipal Court	-	\$ -	
128					
129					
130		Encroachment Permit	Current Fee	Proposed Fee	Calculated
131	12.08.060	Encroachment Activity:			
132		Utility Excavation in public street	\$ 200.00	\$ 337.40	CPI adjustment since date of last ordinance
133		Utility Excavation in public alley	\$ 100.00	\$ 168.70	CPI adjustment since date of last ordinance
134		Utility Excavation in public easement	\$ 100.00	\$ 168.70	CPI adjustment since date of last ordinance
135		Driveway cuts/curb cuts installation/replacement	\$ 100.00	\$ 168.70	CPI adjustment since date of last ordinance
136		Curb and gutter installation	\$ 100.00	\$ 168.70	CPI adjustment since date of last ordinance
137		Sidewalk installation	\$ 100.00	\$ 168.70	CPI adjustment since date of last ordinance
138		Construction-related, occupy street travel lane	\$ 200/day	\$ 337.40	CPI adjustment since date of last ordinance
139		Construction-related, occupy public alley	\$ 100/day	\$ 168.70	CPI adjustment since date of last ordinance
		Construction-related, occupy time-restricted parking space - per space	\$ 50/day	\$ 84.35	CPI adjustment since date of last ordinance
141		House moving, per Town staff assistance	\$ 25/hour	\$ 42.18	CPI adjustment since date of last ordinance
142		Other, as deemed appropriate by Public Works Director			
143					
144		Special Event Permit	Current Fee	Proposed Fee	Calculated

145	12.28.050 F	Applicants:			
146		Non-Profit	\$ 25.00	\$ 27.49	CPI adjustment since date of last ordinance
147		For-Profit, including commerical film/photo	\$ 150.00	\$ 164.92	CPI adjustment since date of last ordinance
148		Expressive Activity	\$ -	\$ -	
149					
150					
151		Building Permit (IBC)	Current Fee	Proposed Fee	Calculated
152	15.04.020 7	Deposit on Building Permit			
153		Non-refundable, applied to full BP fee	\$ 250.00	\$ 500.00	K.Sluder recommendation, last updated 2004
154	15.04.090	New Buildings and Additions			
155		Single Family Residence	\$ 1.06/sf	\$ 1.41/sf	33% increase per 12/21/2020 Council direction
156		Commercial, Office, Multi-family and similar	\$ 0.75/sf	\$ 1.00/sf	33% increase per 12/21/2020 Council direction
157		Warehouse, storage and similar	\$ 0.75/sf	\$ 1.00/sf	33% increase per 12/21/2020 Council direction
158	15.04.090	Remodels and Alterations			
159		<u>Total Valuation</u>	<u>Fee Calculation</u>		
160		\$1 to 17,000	\$256.00		per adoption of 2018 IRC
161		\$17,001 to 40,000	\$256 for the first \$17,000 plus \$11 for each additional \$1000 or fraction thereof, to and including \$40,000		per adoption of 2018 IRC
162		\$40,001 to 100,000	\$487 for the first \$40,000.00 plus \$9 for each additional \$1,000 or fraction thereof, to and including \$100,000		per adoption of 2018 IRC
163		\$100,001 to 500,000	\$1,027 for the first \$100,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$500,000.00		per adoption of 2018 IRC
164		\$500,001 to 1million	\$3,827 for the first \$50,000.00 plus \$5 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		per adoption of 2018 IRC
165		\$1,000,001 to 5million	\$6,327 for the first \$100,000.00 plus \$3 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000		per adoption of 2018 IRC
166		\$5million +	\$18,327 for the first \$500,000.00 plus \$1 for each additional \$1,000.00 or fraction thereof		per adoption of 2018 IRC
167	15.04.090	Other Inspections			
168		Plan review assessed @ 65% of building permit fee			
169		outside normal business hours	\$ 62.50/hr	\$100.00/hr	K.Sluder recommendation
170		Re-inspection under Section 305(g)	\$ 50.00/hr	\$75.00/hr	K.Sluder recommendation
171		No fee specifically indicated	\$ 50/hr min	\$75.00/hr	K.Sluder recommendation
172		Review of revisions made to Approved Plan	\$ 50/hr min	\$100.00/hr	K.Sluder recommendation
173					
174					
175		Mechanical Permit (IMC)	Current Fee	Proposed Fee	Calculated
176	15.12.030	Mechanical / Fuel Gas Permit			
177		For the issuance of each permit	\$ 27.50	\$ 50.00	K.Sluder recommendation
178		For issuing each supplemental permit	\$ 8.75	\$ 20.00	K.Sluder recommendation
179		Install or relocate gravity/forced air furnace to 100,000 btu/h	\$ 17.50	\$ 25.00	K.Sluder recommendation
180		Install or relocate gravity/forced air furnace over 100,000 btu/h	\$ 20.00	\$ 30.00	K.Sluder recommendation
181		Install or relocate each floor furnace, including vent	\$ 16.25	\$ 22.00	K.Sluder recommendation
182		Install or relocate suspended, recessed or floor mounted heater	\$ 16.25	\$ 22.00	K.Sluder recommendation
183		Install, relocate or replace appliance vent	\$ 8.75	\$ 15.00	K.Sluder recommendation
184		Repair or alter any heating, cooling, absorption or evaporative system	\$ 15.00	\$ 20.00	K.Sluder recommendation
185		Install or relocate boiler or compressor to 3 hp	\$ 16.25	\$ 22.00	K.Sluder recommendation
186		Install or relocate absorption system to 100,000 btu/h	\$ 16.25	\$ 22.00	K.Sluder recommendation
187		Install or relocate boiler or compressor 3-15 hp	\$ 30.00	\$ 40.00	K.Sluder recommendation
188		Install or relocate absorption system 100,000-500,000 btu/h	\$ 30.00	\$ 40.00	K.Sluder recommendation
189		Install or relocate boiler or compressor 15-30 hp	\$ 41.25	\$ 55.00	K.Sluder recommendation
190		Install or relocate absorption system 500,000-1,000,000 btu/h	\$ 41.25	\$ 55.00	K.Sluder recommendation
191		Install or relocate boiler or compressor 30-50 hp	\$ 62.50	\$ 85.00	K.Sluder recommendation
192		Install or relocate absorption system 1,000,000-1,750,000 btu/h	\$ 62.50	\$ 85.00	K.Sluder recommendation
193		Install or relocate boiler or compressor over 50 hp	\$ 107.50	\$ 150.00	K.Sluder recommendation
194		Install or relocate absorption system over 1,750,000 btu/h	\$ 107.50	\$ 150.00	K.Sluder recommendation
195		Each air-handling unit up to 10,000 cfm and attached ducts	\$ 12.50	\$ 20.00	K.Sluder recommendation
196		Each air-handling unit over 10,000 cfm	\$ 20.00	\$ 30.00	K.Sluder recommendation
197		Each evaporative cooler other than portable type	\$ 12.50	\$ 20.00	K.Sluder recommendation
198		Each ventilation fan attached to a single duct	\$ 8.75	\$ 15.00	K.Sluder recommendation
199		Each ventilation system not part of heating or air conditioning system	\$ 12.50	\$ 20.00	K.Sluder recommendation
200		Installation of hood system serving any mechanical exhaust, including ducts	\$ 12.50	\$ 20.00	K.Sluder recommendation
201		Install or relocate domestic type incinerator	\$ 20.00	\$ 30.00	K.Sluder recommendation
202		Install or relocate commercial or industrial incinerator	\$ 83.75	\$ 115.00	K.Sluder recommendation
203		Install, relocate or alter any unclassified equipment	\$ 12.50	\$ 20.00	K.Sluder recommendation
204	15.12.030	Inspections			
205		Inspections outside normal business hours	\$ 62.50	\$100/hr min	K.Sluder recommendation
206		Re-inspection fee	\$ 50.00	\$75/hr min	K.Sluder recommendation
207		For which no fee is specifically indicated	\$ 50.00	\$75/hr min	K.Sluder recommendation
208		Additional plan review required by changes, additions, or revisions to approved plans (minimum charge 1 hour)	\$ 50.00	\$100/hr min	K.Sluder recommendation
209					

210					
211	Electrical Code		Current Fee	Proposed Fee	Calculated
212	15.20.010 3	Valuation of Electrical Work	This section falls under Fire/EMS Electrical Inspector		
213		1.00 to 500	\$ 27.23	\$ 36.22	33% increase per 12/21/2020 Council direction
214		500.01 to 600	\$ 30.75	\$ 40.90	33% increase per 12/21/2020 Council direction
215		600.01 to 700	\$ 34.32	\$ 45.65	33% increase per 12/21/2020 Council direction
216		700.01 to 800	\$ 37.84	\$ 45.01	33% increase per 12/21/2020 Council direction
217		800.01 to 900	\$ 41.36	\$ 55.01	33% increase per 12/21/2020 Council direction
218		900.01 to 1,000	\$ 44.94	\$ 59.77	33% increase per 12/21/2020 Council direction
219		1,000.01 to 1,100	\$ 48.46	\$ 64.45	33% increase per 12/21/2020 Council direction
220		1,100.01 to 1,200	\$ 51.98	\$ 69.13	33% increase per 12/21/2020 Council direction
221		1,200.01 to 1,300	\$ 55.55	\$ 73.88	33% increase per 12/21/2020 Council direction
222		1,300.01 to 1,400	\$ 59.07	\$ 78.56	33% increase per 12/21/2020 Council direction
223		1,400.01 to 1,500	\$ 62.59	\$ 83.24	33% increase per 12/21/2020 Council direction
224		1,500.01 to 1,600	\$ 66.17	\$ 88.01	33% increase per 12/21/2020 Council direction
225		1,600.01 to 1,700	\$ 69.69	\$ 92.69	33% increase per 12/21/2020 Council direction
226		1,700.01 to 1,800	\$ 73.21	\$ 97.37	33% increase per 12/21/2020 Council direction
227		1,800.01 to 1,900	\$ 76.78	\$ 102.12	33% increase per 12/21/2020 Council direction
228		1,900.01 to 2,000	\$ 80.30	\$ 106.80	33% increase per 12/21/2020 Council direction
229		2,000.01 to 3,000	\$ 90.86	\$ 120.84	33% increase per 12/21/2020 Council direction
230		3,000.01 to 4,000	\$ 105.00	\$ 139.65	33% increase per 12/21/2020 Council direction
231		4,000.01 to 5,000	\$ 119.13	\$ 158.44	33% increase per 12/21/2020 Council direction
232		5,000.01 to 6,000	\$ 133.32	\$ 177.32	33% increase per 12/21/2020 Council direction
233		6,000.01 to 7,000	\$ 147.46	\$ 196.12	33% increase per 12/21/2020 Council direction
234		7,000.01 to 8,000	\$ 161.65	\$ 214.99	33% increase per 12/21/2020 Council direction
235		8,000.01 to 9,000	\$ 175.78	\$ 233.79	33% increase per 12/21/2020 Council direction
236		9,000.01 to 10,000	\$ 189.92	\$ 252.59	33% increase per 12/21/2020 Council direction
237		10,000.01 to 11,000	\$ 204.11	\$ 271.47	33% increase per 12/21/2020 Council direction
238		11,000.01 to 12,000	\$ 218.24	\$ 290.26	33% increase per 12/21/2020 Council direction
239		12,000.01 to 13,000	\$ 232.43	\$ 309.13	33% increase per 12/21/2020 Council direction
240		13,000.01 to 14,000	\$ 246.57	\$ 327.94	33% increase per 12/21/2020 Council direction
241		14,000.00 to 15,000	\$ 260.70	\$ 346.73	33% increase per 12/21/2020 Council direction
242		15,000.01 to 16,000	\$ 274.89	\$ 365.60	33% increase per 12/21/2020 Council direction
243		16,000.01 to 17,000	\$ 303.22	\$ 403.28	33% increase per 12/21/2020 Council direction
244		17,000.01 to 18,000	\$ 317.35	\$ 422.08	33% increase per 12/21/2020 Council direction
245		18,000.01 to 19,000	\$ 331.49	\$ 440.88	33% increase per 12/21/2020 Council direction
246		19,000.01 to 20,000	\$ 345.68	\$ 459.75	33% increase per 12/21/2020 Council direction
247		20,000.01 to 21,000	\$ 359.81	\$ 478.55	33% increase per 12/21/2020 Council direction
248		21,000.01 to 22,000	\$ 374.00	\$ 497.42	33% increase per 12/21/2020 Council direction
249		22,000.01 to 23,000	\$ 388.14	\$ 516.23	33% increase per 12/21/2020 Council direction
250		23,000.01 to 24,000	\$ 402.27	\$ 535.02	33% increase per 12/21/2020 Council direction
251		24,000.01 to 25,000	\$ 416.96	\$ 554.56	33% increase per 12/21/2020 Council direction
252		25,000.01 to 50,000 = \$416.96 for the first \$25,000.00, plus \$10.62 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00		\$554.56 plus \$10.92	33% increase per 12/21/2020 Council direction
253					33% increase per 12/21/2020 Council direction
254		50,000.01 to 100,000 = \$682.33 for the first \$50,000.00, plus \$7.10 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00		\$907.50 plus \$9.44	33% increase per 12/21/2020 Council direction
255					33% increase per 12/21/2020 Council direction
256		100,000.01 and Up = \$1,037.08 for the \$100,000.00 plus \$5.89 for each additional \$1,000.00 or fraction thereof		\$1,379.32 plus \$7.83	33% increase per 12/21/2020 Council direction
257					33% increase per 12/21/2020 Council direction
258		Connect all temporary services	\$ 25.00	\$ 33.25	33% increase per 12/21/2020 Council direction
259					
260					
261	Plumbing Permits		Current Fee	Proposed Fee	Calculated
262	15.24.030	Plumbing and Fuel Gas Permits			
263		For issuing each permit	\$ 25.00	\$ 50.00	K.Sluder recommendation
264		For each plumbing fixture on one trap or set of fixtures on one trap (including water, drainage piping and backflow protection)	\$ 8.75	\$ 15.00	K.Sluder recommendation
265		For each building sewer and trailer park sewer	\$ 18.75	\$ 25.00	K.Sluder recommendation
266		Rainwater systems – per drain (inside building)	\$ 8.75	\$ 15.00	K.Sluder recommendation
267		For each water heater and/or vent	\$ 8.75	\$ 15.00	K.Sluder recommendation
268		For each gas-piping system of one to five outlets	\$ 6.25	\$ 15.00	K.Sluder recommendation
269		For each additional gas-piping system outlet, per outlet	\$ 1.25	\$ 5.00	K.Sluder recommendation
270		For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen type grease interceptors functioning as fixture traps	\$ 8.75	\$ 15.00	K.Sluder recommendation
271		For each installation, alteration or repair of water piping and/or water treating equipment, each fixture	\$ 8.75	\$ 15.00	K.Sluder recommendation
272		For each repair or alteration of drainage or vent piping, each fixture		\$ 15.00	K.Sluder recommendation
273		For each lawn sprinkler system on any one meter including backflow protection devices	\$ 8.75	\$ 15.00	K.Sluder recommendation
274		For atmospheric-type vacuum breakers not included in Item #10:			
275		1 to 5 each	\$ 6.25	\$ 15.00	K.Sluder recommendation
276		over 5 each	\$ 1.25	\$ 5.00	K.Sluder recommendation

277		For each backflow protective device, other than				
278		atmospheric-type vacuum breakers:				
279		2 inch diameter and smaller	\$	8.75	\$	15.00 K.Sluder recommendation
280		over 2 inches in diameter	\$	18.75	\$	25.00 K.Sluder recommendation
281		Inspections				K.Sluder recommendation
282		Inspections outside normal business hours	\$	62.50	\$	100/hr min K.Sluder recommendation
283		Re-inspection fee	\$	50.00	\$	75/hr min K.Sluder recommendation
284		Inspections for which no fee is specifically indicated	\$	50.00	\$	75/hr min K.Sluder recommendation
285		Additional plan review required by changes, additions,				
286		or revisions to approved plans (minimum charge 1				
287		hour)	\$	50.00	\$	100/hr min K.Sluder recommendation
288		Contractor Licensing	Current Fee	Proposed Fee	Calculated	
289	15.36.040 i	Classification:				
290		General Contractor (Class A)	\$	300.00	\$	400.00 K.Sluder per State schedule
291		Building Contractor (Class B)	\$	300.00	\$	400.00 K.Sluder per State schedule
292		Building Contractor Restricted (Class Br)	\$	300.00	\$	400.00 K.Sluder per State schedule
293		Residential Contractor (Class C)	\$	300.00	\$	400.00 K.Sluder per State schedule
294		Electrical Contractor	\$	300.00	\$	400.00 K.Sluder per State schedule
295		Low Voltage Electrical Contractor	\$	300.00	\$	400.00 K.Sluder per State schedule
296		Plumbing Contractor	\$	300.00	\$	400.00 K.Sluder per State schedule
297		HVAC Contractor	\$	300.00	\$	400.00 K.Sluder per State schedule
298		Woodstove/Gas Stove Installer	\$	300.00	\$	400.00 K.Sluder per State schedule
299		Gas Service Contractor	\$	300.00	\$	400.00 K.Sluder per State schedule
300		Lawn Sprinkler Installer	\$	300.00	\$	400.00 K.Sluder per State schedule
301		Water Conditioning Installer	\$	300.00	\$	400.00 K.Sluder per State schedule
302		Refrigerator Contractor	\$	300.00	\$	400.00 K.Sluder per State schedule
303	15.36.050 G	Certificates of Qualification				
304		Initial Certificate	\$	50.00	\$	150.00 K.Sluder per State schedule
305		Renewal of Certificate	\$	25.00	\$	75.00 K.Sluder per State schedule
306						
307						
308		Cemetery	Current Fee	Proposed Fee	Calculated	
309	Res 05-28	Fees:				
310		Internment - Open/Close Full	\$	350.00	\$	463.24 CPI adjustment since date of last ordinance
311		Internment - Open/Close Cremation	\$	50.00	\$	66.18 CPI adjustment since date of last ordinance
312		Weekend / Holiday Charge	\$	100.00	\$	132.35 CPI adjustment since date of last ordinance
313		Deed Filing Fee	\$	20.00	\$	26.47 CPI adjustment since date of last ordinance
314		Winter Charge (Dec 1 - April 30)	\$	100.00	\$	132.35 CPI adjustment since date of last ordinance
315		Plot Purchase - Full	\$	300.00	\$	397.06 CPI adjustment since date of last ordinance
316		Plot Purchase - Cremation/Infant	\$	100.00	\$	132.35 CPI adjustment since date of last ordinance
317		Disinterment - Open/Close Full	\$	450.00	\$	595.60 CPI adjustment since date of last ordinance
318		Disinterment - Open/Close Cremation	\$	100.00	\$	132.35 CPI adjustment since date of last ordinance

RESOLUTION 21-XX
APPENDIX B

PLANNING PERMIT FEES

All planning permit fees are due at the time of application submittal. Fees are cumulative. In addition to the permit fee, an applicant may also be responsible for hard costs associated with professional consultants or technical reviews. These costs will vary, depending on the application, but applications where such costs may apply are noted.

Type of Review	Initial Application Fee
Pre-Application Conference (per pre-app meeting)	
General Pre-Application Conferences	
For Sketch Plan, Special Use, or Planned Unit Development Applications	\$600.00
For Conditional Use, Development Plan, Map Amendment or Development Option Plan Applications	\$300.00
For Grading and Erosion Control Applications or an optional/elective pre-application conference with staff	\$150.00
Optional/elective pre-application conference with Planning Commission or the Town Council	Original pre-app fee
Optional/elective pre-application conference with the Design Review Committee	\$200
Physical Development	
Sketch Plan	\$2,500.00
Development Plan	\$2,500.00
Sign Permit	
Per Sign	\$75.00
Master Signage Plan	\$300.00
Use	
Basic Use Permit	\$500.00
Conditional Use Permit	
Use Permit Only	\$2,500.00
Concurrent with another application requiring public hearing	\$500.00
Special Use Permit	\$2,500.00
Development Option or Subdivision	
Development Option Plan	\$500.00
Subdivision Plat	\$1,000.00 + technical review
Exempt Land Division	Free
Boundary Adjustment	
Plat Required	\$1,000.00 + technical review
Without Plat	\$450.00 + technical review
Interpretations	
Formal Interpretation	\$500.00
Zoning Compliance Verification	\$500.00
Amendments	
LDR Text Amendment	\$1,500.00
Zoning Map Amendment	\$1,500.00
Planned Unit Development	\$1,500.00

Relief	
Administrative Adjustment	\$500.00
Variance	\$500.00
Appeal of an Administrative Decision	\$500.00
Beneficial Use Determination	\$1,000.00
Enforcement	
After the fact permit	Double the initial fee
Amendments of Permits or Approvals	
Re-submittal while still in review process	½ original fee
Amendment of approved plans and permits	Fee for permit review required by net change in density or intensity
Amendment to a condition requiring Council approval	\$500.00
Miscellaneous	
Administrative decisions elevated to public hearing	\$500.00 per hearing
Planner of the Day services or miscellaneous services and research	\$50/hr

Waiver of Fees:

The Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals, which include but are not limited to, the following:

1. A project that is sponsored by a governmental entity, or a project that received public funding.
2. A project that provides extraordinary charitable, civic, educational, or similar benefits to the community.

Such requests shall be submitted, for action by the Town Council, to the Planning Director within 30 days of receipt and prior to the submittal of an application. All requests shall be made prior to initiating a project as set forth in Division 5100. Common Procedures of the Jackson Land Development Regulations.

Fees are non-refundable once processing has commenced unless staff has determined that the permit is unnecessary.

STAFF REPORT



Meeting Date:	March 1, 2021	Meeting Title:	Town Council
Submitting Department:	Planning	Presenter:	Tyler Valentine
Agenda Item:	Item P20-228 - Request for a Partial Vacation without Replat at the property addressed at 335 E. Broadway Avenue.	Public Comment:	Yes

Purpose & Policy Considerations.

The Land Development Regulations (LDRs) allow lots of record to be combined through means of vacating lot lines. The process for this request is a Partial Vacation without Replat under LDR Section 8.2.13.C.5

Requested Action.

The applicant is requesting a Partial Vacation without Replat to vacate a property line for the purpose of combining Lots 1 & 2, Block 2 of the Gill Subdivision into a single lot.

Recommendations.

The Planning Director recommends that Town Council approve the Partial Vacation Without Replat for Lots 1 and 2 of Block 2 of the Gill Subdivision subject to the Land Development Regulations and the departmental reviews attached hereto.

Background.

The subject property is located within the Neighborhood Low Density - 3 (NL-3) zoning district and is 0.46 acres (approximately 20,037 sf) in size. The site (Lots 1 & 2) is currently vacant. A vicinity map and zoning map are shown below:



General Description of Project

The applicant is requesting a Partial Vacation Without Replat, pursuant to LDR Section 8.2.13.C.5, to combine two lots (Lots 1 & 2, Block 2) into one lot by vacating the shared lot line in the L.G. Gill Subdivision. The new single lot would be 0.46 acres in size. The applicant is seeking to combine these lots because their planned future home would otherwise cross over the dividing property line which is not allowed according to the adopted building codes.

Analysis, Comprehensive Plan & Priority Alignment.

The L.G. Gill Subdivision is a recorded plat that may be amended through the vacation process as authorized by state statutes. The Partial Vacation Without Replat process in Sec. 8.2.13.C.5 requires applications to meet the following standards:

Section 8.2.13.C.5. Partial Vacation Without Replat. Vacation of one or more building envelopes, notes, a lot line for the purpose of combining one or more lots, or a private road or utility easement does not require a new plat provided the following standards are met:

- a) an instrument shall be filed with the County Clerk stating that the proposed partial vacation does not abridge or destroy any rights and privileges of other proprietors in the plat, and it shall include an acknowledgement by all parties affected by the vacation and an acknowledgement by Town Council;*

Complies. The applicant has provided an appropriate affidavit to be recorded with the County Clerk that the proposed lot vacation and combination should not have any significant or adverse impact on the other lots in the subdivision. Staff agrees that the submitted instrument meets the intent of Sec. 8.2.13.C.5.a.

- b) if approved, the County Clerk shall make the appropriate annotation on the plat referencing the vacated notations and shall also include on said plat, the volume and page in which the instrument of partial vacation is recorded;*

Complies. The applicant's instrument provides direction to the County Clerk to make the necessary changes to the plat to effect the lot combination, provided that the instrument is modified consistent with the comments from the County Clerk's office.

- c) A map may need to be provided for a building envelope vacation; and*

Not applicable.

- d) For a lot combination, language shall be included in the partial vacation instrument that states that the combined lots shall be treated as one lot for purposes of the LDRs and cannot be re-subdivided without further approval from the Town.*

Complies. The submitted instrument includes language consistent with this requirement.

Staff confirms that the Applicant's request for a Partial Vacation Without Replat meets the required standards as outlined above. The required instrument for the Partial Vacation Without Replat is attached.

Alternatives (Optional).

N/A

Fiscal Impact.

None.

Staff Impact.

Staff impact was typical of a project this size which included review of this proposal, writing this report and recording documents. The total estimated time was 2-3 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion. *Council always has the option to adopt, approve with conditions, continue, or deny items.*

Pursuant to the standards in Section 8.2.13.C.5. Partial Vacation Without Replat, I move to **approve** the Partial Vacation Without Replat to vacate the lot line between Lots 1 and 2 in the L.G. Gill Subdivision in order to combine the two lots into one lot, subject to the Land Development Regulations, the departmental reviews, and this staff report dated March 1, 2021.

Town of Jackson
Project Plan Review History

PLANNING

Project Number	P20-228	Applied	12/16/2020	STOL
Project Name	Lot Line Vaction w/ Plat - 355 E. Broadway	Approved		
Type	FINAL PLAT	Closed		
Subtype		Expired		
Status	STAFF REVIEW	Status		
Applicant	Nelson Engineering	Owner	BASILBOY, LLC	
Site Address		City	State	Zip
355 E BROADWAY AVENUE	JACKSON	WY	83001	
Subdivision	Parcel No	General Plan		
GILL, L G	22411627319003			

Type of Review	Status	Dates			
Contact		Sent	Due	Received	Remarks
Notes					
Building Kelly Sluder	APPROVED	12/16/2020	1/6/2021	12/17/2020	
County Clerk Corina Dorman		12/16/2020	1/6/2021		
Fire Kathy Clay		12/16/2020	1/6/2021		
Joint Housing Dept Stacy Stoker		12/16/2020	1/6/2021		
Legal Lea Colasuonno	NO COMMENT	12/16/2020	1/6/2021	1/2/2021	
Parks and Rec Steve Ashworth		12/16/2020	1/6/2021		
Pathways Brian Schilling	NO COMMENT	12/16/2020	1/6/2021	1/5/2021	

Type of Review Contact Notes	Status	Dates			Remarks
		Sent	Due	Received	
Planning Paul Anthony		12/16/2020	1/6/2021		

Plat Review-Survey APPROVED W/CONDITI 12/16/2020 1/6/2021 1/12/2021
Ken Magrath
(1/12/2021 4:25 PM STOL)
December 29, 2020

Town of Jackson Planning & Building Department
P.O. Box 1687
Jackson, WY 83001

Attn: Tiffany Stolte and Tyler Valentine

Re: P20-228 Lot Line Vacation – Lots 1 & 2, Block 2, L.G. Gill Subdivision - Review

Dear Tiffany and Tyler,

I have reviewed the application and ordinance, or Plat Vacation document submitted with the above-referenced partial vacation application. I find no errors and/or omissions in this application that fall under Surveyor purview.

I feel that the “Partial Vacation of Plat” document signed by the Mayor and property owners is sufficient for this process if recorded and indexed toward the lots. Even though I don’t necessarily consider the exhibit for vacation to be deficient for this process, I would like to request the following be included on the exhibit:

1. Since there are different monument symbols shown I would like to see a legend identifying all monuments on the boundary.
2. I would like to see ties to 2 control points on the Teton County Control Network added if possible to aid in the continuing upgrade and improvement of Teton County GIS.

This review of submitted information is for general compliance with Town of Jackson and State of Wyoming subdivision requirements. I do not assume responsibility for correctness of dimensions or calculations. This review indicates only that an examination of the materials in the application has been made.

Thank you for the opportunity to perform this review.

Sincerely,

Kenneth Magrath Wyoming PLS #8469
Jorgensen Associates, P.C.

Plat Review-Title APPROVED W/CONDITI 12/16/2020 1/6/2021 1/11/2021 Nancy
<none>

Type of Review	Status	Dates			
		Sent	Due	Received	Remarks
Contact					
Notes					
(1/11/2021 10:50 AM STOL)					
PARTIAL VACATION OF PLAT – BASILBOY					

CLIENT: Town of Jackson, Wyoming

LEGAL DESCRIPTION: Lots 1 and 2 of Block 2 of the L.G. Gill Subdivision to the Town of Jackson, Teton County, Wyoming, according to that plat recorded in the Office of the Teton County Clerk on June 16, 1950 as Plat Number 139 (NOTE: The vested legal includes an additional 10' strip unaffected by this lot line vacation).

ASSIGNMENT: Review the documents provided with Trans Memo P20-228 as to accuracy, recordability, and effect on title, including:

- Planning Permit Application
- Project Narrative
- Basilboy, LLC Operating Agreement (partial copy provided)
- Title Report
- Partial Vacation of Plat (to be recorded).

FINDINGS:

Once recorded in the Office of the Teton County Clerk, the Partial Vacation of Plat document provided is sufficient to accomplish the desired lot line vacation, subject to the following corrections:

- 1) There is a typo in the legal description of the property in the first paragraph. Plat 139 is referenced as being recorded on June 07, 1950; please correct this to June 16, 1950.
- 2) Please change all references of 2020 to 2021.
- 3) Please change the signature line for Basilboy, LLC to, "David Nichols, its Managing Member"
- 4) Please delete the extra/errant signature line for David Nichols that appears below the notary acknowledgement.
- 5) Please change the Town Acknowledgement to reflect the current mayor, Hailey Morton Levinson.
- 6) Is the Nelson Engineering drawing (drawing 1, prepared 12.15.20 as job number 17-409-01) intended to be attached to the recorded vacation instrument? If so:
 - a) Please reference the exhibit in the body of the instrument, and
 - b) Change the heading from "Exhibit B" to "Exhibit A."
- 7) Please add the PIDN to this instrument (22-41-16-27-3-19-003) on the first page, under the legal description.

COMMENTS/OTHER CONSIDERATIONS:

- 1) It appears that in addition to vacating the lot line, there is restriction imposed that the lots cannot be re-subdivided into 2 lots without proper subdivision approval from the Town of Jackson in accordance with the LDRs. Ideally, the recorded document would be titled, "Partial Vacation of Plat and Lot Combination."
- 2) Going forward, any title company would be expected to cite this recorded instrument as an exception to title on its title commitments and title policies; this provides notice to lenders and/or buyers of the terms of this vacation and combination.
- 3) The biggest error we tend to see in lot line vacation situations is that the parties attempt to create a new lot number for the combined lots. Congratulations, you have avoided that pitfall! Even though the lots have been combined into one lot, they will still be legally described as Lots 1 and 2 of Block 2 of the LG Gill Subdivision. You would need a re-plat in order to create a new lot number for this combined lot. (NOTE: An example of this erroneous practice is the lot line vacation and combination of adjacent Lots 3 and 4 in 1996 pursuant to that instrument at Book 323 of Photo, Page 780).
- 4) Basilboy, LLC appears to be in good standing with the Wyoming Secretary of State. The Manager appears to be David Nichols.

Thank you for the opportunity to provide this report. We are available to discuss any questions you have about the information contained herein, or any other services we can provide you.

Title 22 Consultants is not providing legal services or a legal opinion, and is not licensed to practice law in the State of Wyoming or any other state. Further, Title 22 Consultants is not providing any type of insurance service, or title insurance, and is not authorized to transact insurance in the State of Wyoming or any other state, and is not a licensed abstractor or title agent as set forth in Wyoming Statutes. Please consult an attorney or duly licensed title company if you have legal questions, or questions about the insurability of the land that is the subject of this report.

Type of Review	Status	Dates			Remarks
		Sent	Due	Received	
Contact Notes Submitted by:					
Date: 1.10.21 Nancy Hughes, Manager, Title 22 Consultants, LLC, a Wyoming limited liability company nancy@title22consultants.com 307.690.9059					
Police Michelle Weber		12/16/2020	1/6/2021		
Public Works Scott Mohror (12/29/2020 5:58 PM SM) PARTIAL VACATION without REPLAT – APPROVED					
P20-228 ADDRESS: 355 E Broadway Avenue OWNER: Basilboy, LLC APPLICANT: Nelson Engineering	APPROVED	12/16/2020	12/30/2020	12/29/2020	See Notes
12/30/2020 Scott Mohror, 733-3079 DATE OF SUBMITTAL: 12/17/2020 DATE OF MATERIALS: 12/15/2020 REVISION NO.: 0					
The engineering division has reviewed your application for a PARTIAL VACATION without REPLAT submitted on and with application materials as dated above.					
CONDITIONS OF APPROVAL 1. All unused water or sewer services shall be abandoned at their respective main. Bond held for abandonment under Demolition Permit B18-0794.					
START Darren Brugmann		12/16/2020	1/6/2021		

SK/17-409-03

December 15, 2020

Town of Jackson
P.O. Box 1687
150 E. Pearl Ave.
Jackson, WY 83001-1687

ATTN: Planner

RE: Lot 1 and Lot 2, Block 2, L.G. Gill Subdivision – Final Plat No Map

Dear Planner:

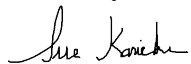
Attached are the submittal materials for the partial vacation of a plat, we are submitting on behalf of William Rush Jenkins and Klaus Dieter Baer to formally vacate the Lot Line between Lots 9 and 10, Block 5 of The L.G. Gill Subdivision, Plat No. 139.

Included in the submittal is:

1. Planning Permit Application for Final Plat
2. Check for \$1000
3. Letter of Authorization
4. Final Plat Narrative and Findings
5. Title Report
6. Partial Vacation of Plat Instrument

Please do not hesitate to contact me at skarichner@nelsonengineering.net or 733-2087 if you have any questions with this submittal.

Sincerely,



Sue Karichner

Encl.



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: Replat of Lot 1 and Lot 2, Block 2, of The L.G. Gill Subdivision
Physical Address: 355 E. Broadway, Jackson, WY
Lot, Subdivision: Lot 1 and Lot 2, Block 2, of The L.G. Gill Subdivision PIDN: 22-41-16-27-3-19-003

PROPERTY OWNER.

Name: Basilboy LLC Phone: W:
Mailing Address: P.O. Box 10187, Jackson, WY ZIP: 83002
E-mail: lnichols@me.com

APPLICANT/AGENT.

Name: Nelson Engineering Phone: 307-733-2087
Mailing Address: Box 1599, Jackson, WY ZIP: 83001
E-mail: skarichner@nelsonengineering.net

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

Relief from the LDRs

_____ Administrative Adjustment
_____ Variance
_____ Beneficial Use Determination
_____ Appeal of an Admin. Decision

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

☒ _____ Subdivision Plat
_____ Boundary Adjustment (replat)
_____ Boundary Adjustment (no plat)
_____ Development Option Plan

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

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 #: _____ Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

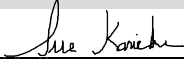
SUBMITTAL REQUIREMENTS. Please ensure all submittal requirements are included. The Planning Department will not hold or process incomplete applications. Partial or incomplete applications will be returned to the applicant. Go to www.townofjackson.com/200/Planning and select the relevant application type 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
Sue Karichner

Name Printed

12/15/2020

Date
Engineer Tech.

Title

LETTER OF AUTHORIZATION

Basilboy LLC, a WY limited liability company, "Owner" whose address is: 355 E. Broadway,
Jackson, Wyoming

(NAME OF ALL INDIVIDUALS OR ENTITY OWNING THE PROPERTY)

Basilboy LLC, as the owner of property
more specifically legally described as: Lot 1 and Lot 2, Block 2, of The L.G. Gill Subdivision
Plat No. 139

(If too lengthy, attach description)

HEREBY AUTHORIZES Nelson Engineering as
agent to represent and act for Owner in making application for and receiving and accepting
on Owners behalf, any permits or other action by the Town of Jackson, or the Town of
Jackson Planning, Building, Engineering and/or Environmental Health Departments
relating to the modification, development, planning or replatting, improvement, use or
occupancy of land in the Town of Jackson. Owner agrees that Owner is or shall be deemed
conclusively to be fully aware of and to have authorized and/or made any and all
representations or promises contained in said application or any Owner information in
support thereof, and shall be deemed to be aware of and to have authorized any subsequent
revisions, corrections or modifications to such materials. Owner acknowledges and agrees
that Owner shall be bound and shall abide by the written terms or conditions of issuance of
any such named representative, whether actually delivered to Owner or not. Owner agrees
that no modification, development, platting or replatting, improvement, occupancy or use of
any structure or land involved in the application shall take place until approved by the
appropriate official of the Town of Jackson, in accordance with applicable codes and
regulations. Owner agrees to pay any fines and be liable for any other penalties arising out
of the failure to comply with the terms of any permit or arising out of any violation of the
applicable laws, codes or regulations applicable to the action sought to be permitted by the
application authorized herein.

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing
on behalf of a corporation, partnership, limited liability company or other entity, the
undersigned swears that this authorization is given with the appropriate approval of such
entity, if required.

OWNER:

(SIGNATURE) (SIGNATURE OF CO-OWNER)

Title: Managing member

(if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or
other non-individual Owner)

STATE OF Wyoming)
COUNTY OF Teton)SS.

The foregoing instrument was acknowledged before me by David L. Nichols this 23rd day of
November, 2020

WITNESS my hand and official seal.

(Notary Public)

My commission expires: 11/4/2021

(Seal)



Partial Vacation without Replat

Lot 1 and Lot 2, Block 2 of L.G. Gill Subdivision, Plat No. 139

December 15, 2020

Project Narrative:

Basilboy LLC as owner of Lot 1 and Lot 2, Block 2 of L.G. Gill Subdivision, Plat No. 139, and that additional 10 feet of Lot 3, Block 2 of L.G. Gill addition, wish to vacate the lot line between Lot 1 and Lot 2, Block 2 of L.G. Gill Subdivision, Plat No. 139.

There are no existing houses on the two lots at this time. The owner wishes to build a house that will cross both lots. Therefor the owners wish to vacate the Lot line between Said Lot 1 and Lot 2, Block 2 of L.G. Gill Subdivision, Plat No. 139.

Findings for Approval per Section 8.5.3 – Final Plat

1. *Is in substantial conformance with an approved development plan or development option plan or is a condominium or townhouse subdivision of existing physical development*-This finding can be made. This application is for a partial vacation of a Plat. It is a matter of procedure that the application be processed for a Final Plat with no plat map.
2. *Complies with the standards of this Section* – This finding can be made. This application, final plat and accompanying materials complies with standards of Section 8.5.3.
3. *Complies with subdivision standards of Division 7.2*- This finding can be made. This application seeks to vacate the existing lot line between the two lots. No physical subdivision of land or subdivision improvements are proposed, and the application is not a condominium or townhouse subdivision.
4. *The application complies with all other relevant standards of these LDRs and other County Resolutions* – This finding can be made. This Final Plat application is submitted in accordance with standards of Section 8.2.13.C.5.d-Subdivision Plat Amendment/Partial Vacation without Replat/ Lot Combination: This is a lot combination request. All standards have been adequately addressed or met with this application.

PARTIAL VACATION OF PLAT

WHEREAS, on _____, 2020, the Town of Jackson City Council met to consider a request to vacate the Lot line between Lot 1, and Lot 2, Block 2 of The L.G. Gill Subdivision, Plat No. 139, as recorded in the Office of the Teton Clerk, Wyoming, on June 07, 1950.

WHEREAS, having determined that the proposed vacation/lot combination does not abridge or destroy any of the rights and privileges of the other proprietors in said plat, the proposed vacation was approved by the Town Council.

BY SIGNATURE BELOW, the affected property owners acknowledge and accept that the combined lots cannot be re-subdivided without first receiving subdivision approval from the Town of Jackson, the combination of lots shall be treated as one for all purposes under these LDRs and cannot be re-subdivided without receiving subdivision approval under the LDRs in effect at the at time. In addition, the affected property owners acknowledge and accept that the combined lots shall be treated as one lot for all purposes under said regulations.

Basilboy LLC, a Wyoming limited liability company

By: _____
Its Managing member

STATE OF WYOMING)
COUNTY OF TETON)

The foregoing instrument was subscribed and sworn to before me on this _____ day of _____, 20, by David Nichols as managing member of Basilboy LLC, a Wyoming limited liability company, personally appeared before me and being personally known by me acknowledged that the foregoing statements are true and correct to the best of his knowledge.

Witness my hand and official seal.

Notary Public

My Commission Expires:_____

David Nichols

TOWN ACKNOWLEDGEMENT

Peter Muldoon, Mayor
Town of Jackson

STATE OF WYOMING)
COUNTY OF TETON) ss.

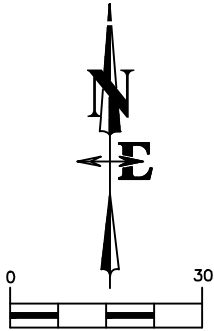
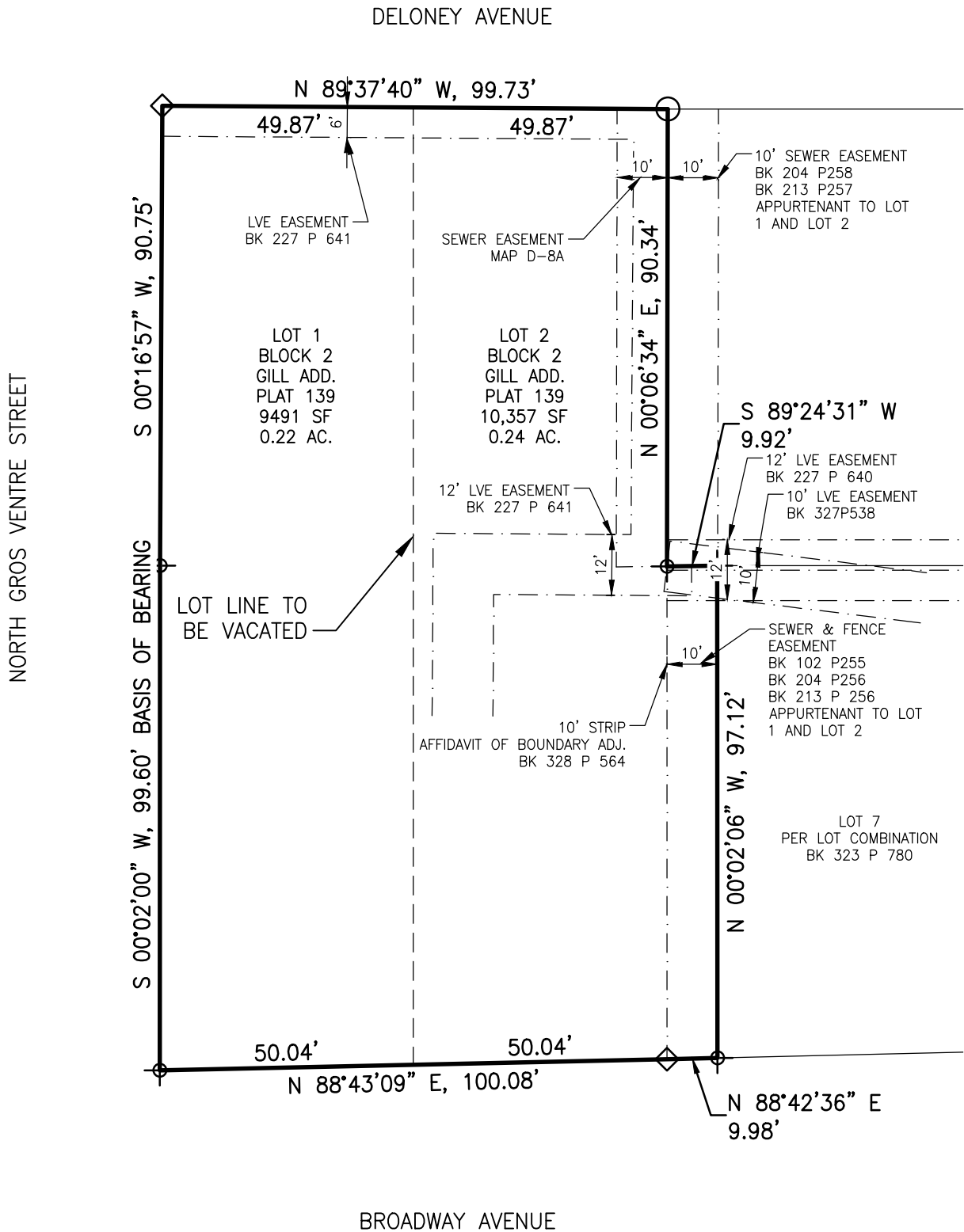
The foregoing instrument was acknowledged before me by Peter Muldoon, as Mayor of the Town Council on this day of , 20 .

Witness my hand and official seal.

Notary Public

My Commission Expires:_____

EXHIBIT B
LOT LINE VACATION



SCALE 1" = 30'

LOT 1 AND LOT 2, BLOCK 2,
L.G. GILL SUBDIVISION, PLAT 139
SE 1/4 SW 1/4
SECTION 27, T41N, R116W,
6th P.M.
TOWN OF JACKSON
TETON COUNTY, WYOMING

DRAWING NO	DRAWING TITLE	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	DATE	12/15/20
1	BASILBOY LLC		ENGINEERED	
JOB NO	LOT LINE VACATION		DRAWN	SK
17-409-01	355 E. BROADWAY AVE.		CHECKED	LR
			APPROVED	LR

SK/17-409-03

February 17, 2021

Town of Jackson
Planning Department
P.O. Box 1687
Jackson, WY 83001

ATTN: Tyler Valentine, Senior Planner

RE: Lot line vacation w/plat – 355 E Broadway

Dear Tylor;

In response to the comments of the **County Surveyor**, I make the following remarks:

1. A legend has been added that identifies the monuments.
2. We did not tie the lot corners to the Teton County Control Network, we normally do not since this is in a subdivision that should already be tied to the Network.

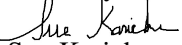
In response to the comments of the **Title Company**, I make the following remarks:

Recommendations:

1. The typo in the legal regarding the filed date of the plat has been corrected.
2. All dates that referenced the year 2020 have been changed to 2021
3. The signature line for Basilboy has been changed to "David Nichols, its Managing Member."
4. The extra /errant signature line for David Nichols has been removed.
5. The mayor's name has been changed to the current mayor "Hailey Morton Levinson"
6. Exhibit A has been added into the body of the instrument.
7. The PIDN (22-41-16-27-3-19-003) has been added on the first page, under the legal description.
8. The title of the instrument has been changed to "Partial Vacation without Replat and Lot Combination".

I believe this address all the comments and requirements applicable to the approval and filing of the accompanying plat. Please call me if you have any questions or concerns.

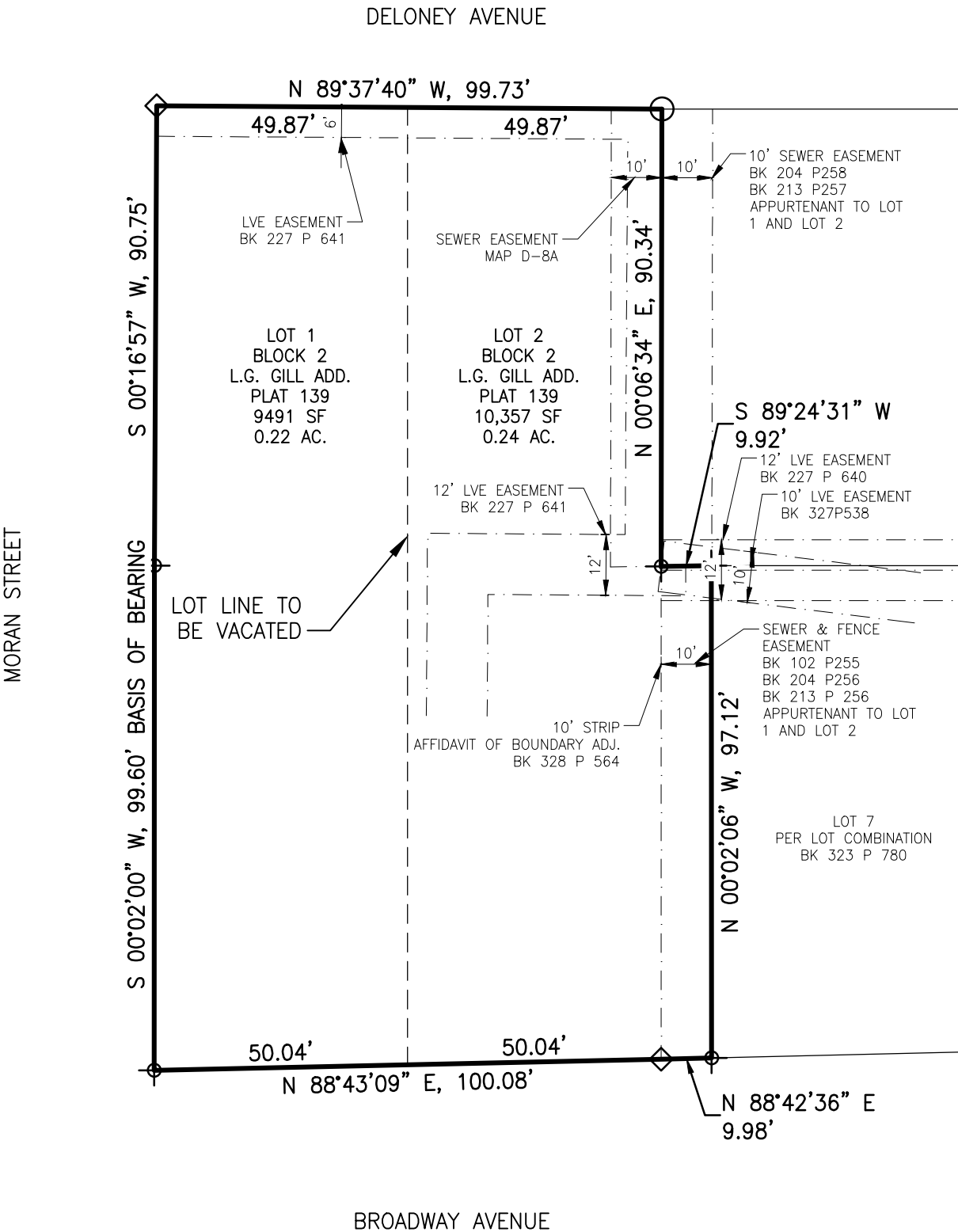
Sincerely,


Sue Karichner

LR

Encl.

EXHIBIT A
LOT LINE VACATION



DRAWING NO	DRAWING TITLE	NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	DATE	2/16/21
Exh. A	BASILBOY LLC		ENGINEERED	
JOB NO	LOT LINE VACATION		DRAWN	SK
17-409-01	355 E. BROADWAY AVE.		CHECKED	LR
			APPROVED	LR

ORDINANCE V

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF THE TOWN OF JACKSON ORDINANCE NOS. 194, 216, 245 (PART), 252, 312, 320, 322, 325, 330, 333, 337, 344, 402, 406, 412, 413, 430, 432 (part), 447, 450, 483, 493, 494, 502, 542, 571, 593, 601, 603, 626, 633, 646, 647, 648, 671, 701, 706, 710, 711, 766, 786, 803, 886, 888, 891, 892, 893, 895, 899, 990, 922, 929, 942, 959, 961, 969, 995, 1003, 1011, 1020, 1023, 1024, 1029, 1057, 1089, 1090, 1092, 1093, 1100, 1101, 1112, 1142, 1145, 1147, 1171, 1179, 1185, 1205, 1229, 1230, 1231, 1232, 1245 AND 1254; SECTION 2 OF TOWN OF JACKSON ORDINANCE NOS. 146, 154, 252, 271, 273, 313, 671, 676, 771, 772, 854, 855, 856, 858 AND 1144; SECTION 3 OF TOWN OF JACKSON ORDINANCE NOS. 371, 676, 762, 764 AND 770; SECTION 4 OF TOWN OF JACKSON ORDINANCE NOS. 168, 853, 760 AND 793; SECTION 6 OF TOWN OF JACKSON ORDINANCE NOS. 194, 769 AND 860; SECTION 7 OF TOWN OF JACKSON ORDINANCE NOS. 147, 789 AND 860; SECTION 8 OF TOWN OF JACKSON ORDINANCE NOS. 146, 670, 793 AND 860; SECTION 9 OF TOWN OF JACKSON ORDINANCE NOS. 793 AND 860; SECTION 10 OF TOWN OF JACKSON ORDINANCE NO. 789; SECTION 11 OF TOWN OF JACKSON ORDINANCE NOS. 789 AND 860; SECTION 14 OF TOWN OF JACKSON ORDINANCE NO.148; SECTION 21(A) OF TOWN OF JACKSON ORDINANCE NO.148; SECTION 21(B) OF TOWN OF JACKSON ORDINANCE NO. 148; SECTION 22 OF TOWN OF JACKSON ORDINANCE NO. 148; SECTION 23 OF TOWN OF JACKSON ORDINANCE NO. 148 AND SECTIONS 1.01.120, 2.36.120, 5.12.080, 5.12.090, 5.12.130, 5.16.010, 5.16.020, 5.16.025, 5.16.027, 5.20.010, 5.20.020, 5.21.060, 5.32.040, 5.48.050, 5.48.210, 5.50.040, 5.50.050, 5.50.060, 5.60.040, 6.20.006, 7.02.040, 7.02.050, 7.12.020, 8.32.090, 8.36.020, 8.36.040, 8.36.050, 8.36.070, 12.08.060, 12.28.050, 5.04.020, 15.04.090, 15.12.010, 15.12.030, 15.17.010, 15.20.010, 15.24.010, 15.24.030, 15.27.010, 15.36.040, 15.36.050 AND 15.38.010 OF THE TOWN OF JACKSON MUNICIPAL CODE PROVIDING FOR TOWN OF JACKSON FEES BY RESOLUTION 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 the Town of Jackson Ordinance Nos. 942, 542, 502 and Section 1.01.120 of the Town of Jackson Municipal Code is hereby amended and reenacted to read as follows:

1.01.120 Fee schedules allowed to be changed by resolution.

The Town Council shall approve a fee schedule with each budget establishing the fees charged for Town services. No fee may exceed the maximum allowed by Wyoming Statute. .

(Ord. _____ § _____, 2021; Ord. 942 § 1, 2009; Ord. 542 § 1, 1996; Ord. 502 § 1, 1995.)

SECTION II.

Section 2 of the Town of Jackson Ordinance No. 154 and Section 2.36.120 of the Town of Jackson Municipal Code is hereby amended and reenacted to read as follows:

2.36.120 Passenger boarding fee--Imposition authority--Exemptions.

A. The Jackson Hole airport board, an agency of the Town of Jackson and County of Teton, is authorized to fix, create, establish, impose and collect a boarding fee, up to a maximum amount which shall be established by resolution, for each passenger enplaning any commercial aircraft operated from the Jackson Hole Airport, Teton County, Wyoming, subject to the exceptions hereinafter set forth.

(Ord. _____ § _____, 2021; Ord. 154 § 2, 1973.)

SECTION III.

Section 1 of Town of Jackson Ordinance Nos. 216, 312, 330, 333, 337, 344, 402, 432 (part), 593, 626, 671, 786, 895, 922, 929, 959, 961, 995, 1029, 1092, 1100 and 1179; Section 2 of Town of Jackson Ordinance

Nos. 671 and 676; Section 3 of Town of Jackson Ordinance No. 676; Section 4 of Town of Jackson Ordinance No. 168; Section 6 of Town of Jackson Ordinance No. 860; Section 7 of Town of Jackson Ordinance No. 860; Section 8 of Town of Jackson Ordinance Nos. 670 and 860; Section 9 of Town of Jackson Ordinance No. 860; Section 11 of Town of Jackson Ordinance No. 860; Section 12 of Town of Jackson Ordinance No. 860; Section 14 of Town of Jackson Ordinance No.148; Section 21(a) of Town of Jackson Ordinance No.148; Section 21(b) of Town of Jackson Ordinance No. 148; Section 22 of Town of Jackson Ordinance No. 148; Section 23 of Town of Jackson Ordinance No. 148; and Sections 5.12.080, 5.12.090, 5.12.130, 5.16.010, 5.16.020, 5.16.025, 5.16.027, 5.20.010, 5.20.020, 5.21.060, 5.32.040, 5.48.050, 5.48.210, 5.50.040, 5.50.050, 5.50.060 and 5.60.040 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

5.12.080 Fees--Payment.

A. In the absence of a provision to the contrary all fees and charges for licenses or permits shall be paid in advance at the time application therefore is made to the Town Clerk and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less an application fee in an amount established by resolution, will be refunded. (Ord. 860 §6, 2008; Ord. 670§ 6, 2000; Ord. 148 §14, 1972.)

B. Any licenses not renewed by January 30 each year shall be delinquent and a late fee in an amount established by resolution shall be imposed the last day of each month until renewed. Late fees shall not exceed \$100. (Ord. _____ § ____, 2021; Ord. 860 §6, 2008.)

5.12.090 Expiration and renewal of licenses.

C. Billing schedule for annual licenses. Statements for annual licenses shall be sent out during the first full week of November prior to the date of expiration. If necessary, subsequent statements shall be sent out on the first day of January and on the first day of each month thereafter. May statements shall be sent by certified mail. These statements shall indicate in large print:

“THIS LICENSE IS DELINQUENT ON THE 30TH DAY OF JANUARY. A LATE FEE IN AN AMOUNT ESTABLISHED BY RESOLUTIONS SHALL BE IMPOSED THE LAST DAY OF EACH MONTH UNTIL RENEWED.

(Ord. _____ § ____, 2021; Ord. 860 §6, 2008.)

5.12.130 Change of location.

The location of any licensed business or occupation, or of any permitted act, may be changed with Town approval, provided, fourteen (14) days' notice thereof is given to the Town Clerk, in the absence of any provision to the contrary; provided that the building and zoning requirements of all Town ordinances are complied with. Notice must be given in the form of a new business license application and an administrative fee in an amount established by resolution will be charged for each change of address. (Ord. _____ § ____, 2021; Ord. 860 §6, 2008; Ord. 670 §8, 2000.)

5.16.010 Sales Tax Collecting Businesses.

The business license fee for sales tax collecting businesses shall be in an amount established by resolution. (Ord. _____ § ____, 2021; Ord. 860 §7, 2008; Ord. 148 §21(a), 1972; Ord. 676 §2, 2000.)

5.16.020 Non-sales Tax Collecting Businesses.

The business license fee for businesses that do not fit the definition of sales tax collecting businesses shall be in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 860 §7, 2008; Ord. 216 §1, 1977; Ord. 148 §21(b), 1972; Ord. 676 §3, 2000.)

5.16.025 Independent Contractors and Agents.

The business license fee for Independent Contractors and Agents shall be in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 860 §7, 2008.)

5.16.027 Commercial and Residential Rentals.

The business license fee for businesses that lease land, buildings or office space for commercial purposes shall be in an amount established by resolution. The business license fee for businesses that lease 3 or more dwellings or apartments for residential purposes shall be in an amount established by resolution. No business license for residential rentals shall be required for businesses or owners of businesses that: a) own residential rental units in order to meet an employee housing requirement or are used by the business to house its employees; or b) already hold a business license with the Town.

(Ord. _____ § ____, 2021; Ord. 959 §1, 2010; Ord. 929 §1, 2009.)

5.20.010 Installation permit.

Any person making a delivery or installation of merchandise within the Town which merchandise was purchased outside the Town may elect to obtain a job permit or installation permit rather than an annual business license. The fee for a job permit or installation permit shall be in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 860 §8, 2008; Ord. 671 §1, 2000; Ord. 148 §22, 1972.)

5.20.020 Expositions and outdoor sales.

Notwithstanding the other provisions of Chapters 5.04 through 5.24, or 5.52 of this code, any person engaged in the business of conducting an exposition, exhibit or sale of any merchandise or product, including artifacts and art objects, at an outdoor exposition or sale, or at an indoor exposition or bazaar, where two or more persons are gathered together for such purpose shall pay a business license fee in an amount established by resolution.(Ord. _____ § ____, 2021; Ord.895 §1, 2008; Ord. 860 §8, 2008; Ord. 671 §2, 2000; Ord. 626 §1, 1999; Ord. 593 §1, 1998; Ord. 402 §1, 1990; Ord. 344 §1, 1985; Ord. 337 §1, 1985; Ord. 333 §1, 1984; Ord. 330 §1, 1984; Ord. 312 §1, 1983; Ord. 148 §23, 1972.)

5.21.060 Fees. The applicant shall pay the fee in an amount established by resolution; provided, however, that

1. If the applicant is the holder of a current, valid business license issued by the Town, then the fee shall be in an amount established by resolution per day, provided further that the services, goods, wares or merchandise to be sold are the same as those sold from or upon the regularly licensed permanent premises of the applicant/Town of Jackson business licensee.

(Ord. _____ § ____, 2021; Ord. 860 §9, 2008; Ord. 786 §1, 2004.)

5.32.040 License--Fee.

The annual fee for a pawnbroker's license shall be in an amount established by resolution and this fee shall be payable in advance to the Town Clerk. No license shall be issued until the fee is paid. (Ord. _____ § ____, 2021; Ord. 860 §11, 2008; Ord. 168 §4, 1974.)

5.48.050 License fee.

The annual nonrefundable fee for a gaming license under this chapter shall be in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 860 §12, 2008; Ord. 432 §1 (part), 1991.)

5.48.210 License--Duration--Renewal--Transferability.D. Each license issued entitles the license holder to operate such business only in the location described in the license. Should licensee desire to move to a different location, an application for change in location shall be submitted to the office of the Town Clerk. This application shall be processed as an application for a new license. No new license fee shall be required except for a change of location fee in an amount established by resolution. No license holder shall operate in any location other than the one described in the license.

(Ord. _____ § ____, 2021; Ord. 860 §12, 2008; Ord. 432 §1 (part), 1991.)

5.50.040 Ground Transportation Business License

B. Fee required. The annual fee for engaging in a Ground Transportation Business shall be in an amount established by resolution. Whenever the number of employees shall be increased during the license year, the licensee shall notify the Town of such change and shall pay the additional fee. If a license is suspended or revoked as set forth herein, such fee is non-refundable. (Ord. 995 §1, 2011; Ord. 922 §1, 2009).

G. Taxi fares.

1.Fares for the operation of Taxi's shall be set by the Town Council to ensure consistent fares to the public. Such fares may be amended by the Town Council at such intervals as deemed appropriate and necessary. For trips originating and/or terminating in the Town of Jackson, the maximum fares shall be in an amount established by resolution. (Ord. _____ § ____, 2021; Ord. 1100 §1, 2015, Ord. 961 §1, 2010; Ord. 922 §1, 2009)

5.50.050 Vehicle Permit

B. Fee required. The annual fees for new Vehicle Permits shall be in an amount established by resolution. Such fee shall entitle the licensed Ground Transportation Business owner to the decal required in this chapter, provided the applicant meets all qualifications for a Ground Transportation Business License. The Vehicle Permit fee shall accompany the application for a permit. (Ord. _____ § ____, 2021; Ord. 1029 §1, 2013; Ord. 922 §1, 2009)

5.50.060 Operator's Permit.

B. Fee required. The annual fee for a new Operator's Permit and a renewal of an Operator's Permit shall in an amount established by resolution. Such fee shall entitle the licensed driver to the badge required in this chapter, provided the applicant meets all qualifications for an Operator's Permit. The Operator's Permit fee shall accompany the application for a permit.

(Ord. _____ § ____, 2021; Ord. 1029 §1, 2013; Ord. 922 §1, 2009)

5.60.040 Residential Short-Term Rental Permit Required

C. The fee for a Residential Short-Term Rental Permit is in an amount established by resolution for each Residential Short-Term Rental unit being permitted.

(Ord. _____ § ____, 2021; Ord. 1179 §1, 2017; Ord. 1092 §1, 2015)

SECTION IV.

Section 1 of Town of Jackson Ordinance Nos. 969, 1185 and 1245; Section 4 of Town of Jackson Ordinance No. 853; and Section 6.20.006 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

6.20.006 Application Form and Fees.

C. The fee paid annually for each license is shall be in an amount established by resolution; however, in no case shall the sum be greater than the amount authorized by applicable Wyoming Statutes. No application will be processed, nor any licenses issued, until payment in full has been made.

D. The fee to be paid for each twenty-four (24) hour permit shall be in an amount established by resolution, which fees may be amended by ordinance of the Town Council; however, in no case shall the sum be greater than the amount authorized by applicable Wyoming Statutes. No permit will be issued until payment in full has been made.

(Ord. _____ § _____, 2021; Ord. 1245 § 1, 2020; Ord. 1185 § 1, 2017; Ord. 969 § 1, 2010; Ord. 853 § 4, 2007.)

SECTION V.

Section 1 of the Town of Jackson Ordinance Nos. 194, 252, 646, 647, 648, 710 and 711; Section 2 of the Town of Jackson Ordinance Nos. 146 and 252; Section 3 of the Town of Jackson Ordinance No. 371; Section 4 of the Town of Jackson Ordinance No. 793; Section 6 of the Town of Jackson Ordinance No. 194; Section 7 of the Town of Jackson Ordinance Nos. 147 and 789; Section 8 of the Town of Jackson Ordinance Nos. 146 and 793; Section 9 of the Town of Jackson Ordinance No. 793; Section 10 of the Town of Jackson Ordinance No. 789; Section 11 of the Town of Jackson Ordinance No. 789; and Sections 7.02.040, 7.02.050 and 7.12.020 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

7.02.040 Impounding.

B. **Redemption - Payment of costs.** The owner or agent of an owner of any animal impounded under these rules shall have the privilege of claiming such animal within seven (7) days after it is impounded, upon complying with the following requirements:

1. Show proof of licensure, and if no license, then obtain a license.
2. Show proof of vaccination against rabies, where applicable, and if none, then obtain the proper vaccination within two (2) weeks of release and furnish such proof to the Jackson/Teton County Animal Shelter.
3. Pay the fees in an amount established by resolution to the Jackson/Teton County Animal Shelter.
4. Pay the Jackson/Teton County Animal Shelter in an amount established by resolution for board for each twenty-four (24) hours or portion thereof. The first twenty-four (24) hours of impoundment is included in the Impoundment Fee delineated per resolution.

(Ord. _____ § _____, 2021; Ord. 793 § 8, 2005; Ord. 789 § 10 and 11, 2004; Ord. 710 § 1, 2002; Ord. 647 § 1, 2000; Ord. 371 § 3, 1987; Ord. 252 § 1, 1979; Ord. 194 § 6, 1976; Ord. 146 § 7 and 8, 1971).

7.02.050 Adoption—Fee.

The animal shelter manager or other designated official is authorized to advertise and place for adoption all dogs, cats or other animals, which have been impounded for a period of not less than seven (7) days. Any person wishing to adopt an animal shall pay a fee in an amount established by resolution. (Ord. _____ § ____, 2021; Ord. 793 § 9, 2005; Ord. 711 § 1, 2002; Ord. 648 § 1, 2000; Ord. 252 § 2, 1979).

7.12.020 Dog and Cat License Required

A. Any dog or cat residing in Town more than thirty (30) days must be licensed.

B. Such license shall not be issued until payment of the applicable fee in an amount established by resolution and presentation of a current and valid certificate subscribed by a licensed veterinarian that the dog or cat has been vaccinated against rabies, and that dog or cat is current on its rabies vaccination. The vaccination certificate shall indicate the date of vaccination, the type used and the period of immunization. (Ord. _____ § ____, 2021; Ord. 793 § 4, 2005; Ord. 789 § 7, 2004; Ord. 646 § 1, 2000; Ord. 194 § 1, 1976; Ord. 146 § 2, 1971).

SECTION VI.

Section 1 of the Town of Jackson Ordinance Nos. 245 (part), 1093, 1205; Section 6 of the Town of Jackson Ordinance No. 769; and Sections 8.32.090, 8.36.020, 8.36.040, 8.36.050 and 8.36.070 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

8.32.090 False alarm.

B. For a Police or Fire/EMS Department response to a False Alarm, the respective Police or Fire Chief shall charge and collect from the person having or maintaining the activated alarm a fee in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 1093 §1, 2015; Ord. 769 § 6, 2004; Ord. 245 § 1 (part), 1978.)

8.36.020 Definitions.

J. Waste Reduction Fee means the Town fee in an amount established by resolution imposed and required to be paid by each consumer making a purchase from a Grocer, Large Retailer, Retailer, or Retail Store for each Disposable Paper Bag and Reusable Plastic Bag used during the purchase at the point of sale.

(Ord. _____ § ____, 2021; Ord. 1205 §1, 2019.)

8.36.040 Disposable Paper Bag Fee Requirements.

A. Effective on and after April 15th, 2019, Grocers and Large Retailers shall collect from customers, and customers shall pay, at the time of purchase a Waste Reduction Fee in an amount established by resolution for each Disposable Paper Bag or Reusable Plastic Bag provided to the customer at the point of sale.

B. Effective on and after November 1st, 2019, Retailers and Retail Stores shall collect from customers, and customers shall pay, at the time of purchase a Waste Reduction Fee in an amount established by resolution for each Disposable Paper Bag or Reusable Plastic Bag provided to the customer at the point of sale.

(Ord. _____ § ____, 2021; Ord. 1205 §1, 2019.)

8.36.050 Collection and Remittance of the Waste Reduction Fee.

A. Each Grocer, Large Retailer, Retailer and Retail Store shall retain a portion of the Waste Reduction Fee it collects, and said portion shall be in an amount established by resolution.

B. The remaining portion of each Waste Reduction Fee collected by each Grocer, Large Retailer, Retailer and Retail Store, which also shall be in an amount established by resolution shall be due and remitted to the Town of Jackson Finance Department for each quarter on the following days: April 30, July 31, October 31, and January 31. The Town shall provide the necessary forms for Grocers, Large Retailers, Retailers and Retail Stores to file with each quarter's remittance.

(Ord. _____ § ____, 2021; Ord. 1205 §1, 2019.)

8.36.070 Audits and Violations.

D. If payment of any portion of the Waste Reduction Fee is not received by the Town Finance Department on or before the due dates set forth on 8.36.050.B, a late fee in an amount established by resolution shall be imposed per month until said payment is received.

(Ord. _____ § ____, 2021; Ord. 1205 §1, 2019.)

SECTION VII.

Section 1 of the Town of Jackson Ordinance No. 571, 1003, 1011 and 1112; and Sections 12.08.060 and 12.28.050 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

12.08.060 Permit fees

Permit fees charged for the issuance of encroachment permits shall be in an amount established by resolution and shall be in addition to all other fees for permits or charges relative to any proposed construction work.

(Ord. _____ § ____, 2021; Ord 571 § 1, 1996.)

12.28.050 Special Event Permit—Application Procedure—Filing Period

F. Fees. The fees for each Special Event Permit application submitted to the Town shall be in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 1112 § 1, 2016; Ord. 1011 § 1, 2012; Ord. 1003 § 1, 2012)

SECTION VIII.

Section 1 of the Town of Jackson Ordinance Nos. 320, 322, 325, 406, 412, 413, 430, 447, 450, 483, 493, 494, 601, 603, 633, 701, 706, 766, 803, 886, 888, 891, 892, 893, 899, 990, 1020, 1023, 1024, 1057, 1089, 1090, 1101, 1141, 1142, 1147, 1171, 1229, 1230, 1145, 1231, 1232 and 1254; Section 2 of the Town of Jackson Ordinance Nos. 271, 273, 313, 771, 772, 854, 855, 856, 858 and 1144; Section 3 of the Town of Jackson Ordinance Nos. 762, 764 and 770; Section 4 of the Town of Jackson Ordinance No. 760; and Sections 5.04.020, 15.04.090, 15.12.010, 15.12.030, 15.17.010, 15.20.010, 15.24.010, 15.24.030, 15.27.010, 15.36.040, 15.36.050 and 15.38.010 of the Town of Jackson Municipal Code are hereby amended and reenacted to read as follows:

15.04.020 International Building Code.

All buildings and temporary structures built or located within the town from and after July 1, 2019, shall be constructed in accordance with the requirements of the International Building Code, 2018 Edition, as published by the International Code Council, specifically excluding all appendices.

The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

7. Section 109.2 Schedule of Fees shall read, "On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid in an amount as established by resolution. A non-refundable deposit in an amount established by resolution, to be applied against the full building permit fee, shall be paid at the time of building permit application for all commercial, industrial, and multi-family buildings. The fee for each permit shall be as set forth in the adopted Building Permit Fees Schedule of the Town of Jackson.

(Ord. _____ § ____, 2021; Ord. 1229 § 1, 2019; Ord. 1141 § 1, 2016; Ord. 1020 § 1, 2013; Ord. 854 § 2, 2007; Ord. 760 § 4, 2004; Ord. 601 § 1, 1998; Ord. 493 § 1, 1995; Ord. 483 § 1, 1994; Ord. 450 § 1, 1992; Ord. 430 § 1, 1991; Ord. 406 § 1, 1990; Ord. 320 § 1, 1984; Ord. 271 § 2, 1981.)

15.04.090 Building Permit Fees

All building permit fees shall be in amounts established by resolution.
(Ord. _____ § ____, 2021; Ord.893 § 1, 2008; Ord. 770 § 3, 2004)

15.12.010 International Mechanical Code--Adoption by reference.

All buildings and temporary structures built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Mechanical Code, 2018 Edition, as published by the International Code Council, specifically excluding all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

2. Section 106.5.2 Fee schedule shall read "All work fees shall be in amounts established by resolution.

(Ord. _____ § ____, 2021; Ord. 1232 § 1, 2019; Ord. 1145§ 1, 2016; Ord. 1023 § 1, 2013; Ord. 855 § 2, 2007; Ord. 762 § 3, 2004; Ord. 603 § 1, 1998; Ord. 494 § 1, 1995; Ord. 447 § 1, 1992; Ord. 412 § 1, 1990; Ord. 322 § 1, 1984; Ord. 273 § 2, 1981.)

15.12.030 Mechanical / Fuel Gas Permit Fees

All mechanical/fuel gas permit fees shall be in amounts established by resolution.

(Ord. _____ § ____, 2021; Ord.891 § 1, 2008; Ord. 772 § 2, 2004).

15.17.010 International Residential Code--Adoption by reference.

All detached one and two family dwellings and multiple single family dwellings (townhouses) not more than three stories in height with separate means of egress built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Residential Code, 2018 Edition, as published by the International Code Council, specifically including appendix F. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

2. A second sentence shall be added to Section 108.2 Schedule of permit fees that reads, "On buildings, structures, electrical, gas, mechanical, and plumbing systems or alterations requiring a permit, a fee in an amount established by resolution for each permit shall be paid."

(Ord. _____ § ____, 2021; Ord. 1230 § 1, 2019; Ord. 1147 § 1, 2016; Ord.1024 § 1, 2013; Ord. 856 § 2, 2007; Ord. 764 § 3, 2004.)

15.20.010 Adoption of the National Electrical Code

3. ARTICLE 300, Wiring Methods, SECTION I, General Requirements, SUBSECTION 300.1, Scope, SUBSECTION (A) All Wiring Installations.

All electrical wiring installed in buildings, structures or premises designed using the International Building Code located in Teton County shall be installed in accordance with the following wiring methods:

1. Article 320, Armored Cable: Type AC
2. Article 330, Metal-Clad Cable: Type MC
3. Article 332, Mineral-Insulated, Metal-Sheathed Cable: Type MI
4. Article 342, Intermediate Metal Conduit: Type IMC
5. Article 344, Rigid Metal Conduit, Type RMC
6. Article 348, Flexible Metal Conduit, Type FMC
7. Article 350, Liquid-tight Flexible Metal Conduit: Type LFMC
8. Article 358, Electrical metallic Tubing: Type EMT

Electrical Fee Schedule

All electrical fees shall be in amounts established by resolution.

(Ord. _____ § ____, 2021; Ord. 1254 § 1, 2020; Ord. 1171 § 1, 2017; Ord. 1101 § 1, 2015; Ord. 1057 § 1, 2014; Ord. 990 § 1, 2011; Ord. 899 §1, 2008; Ord. 886 §1, 2008; Ord. 803 §1, 2005; Ord. 706 §1, 2002, Ord. 633 §1, 2000; Ord. 413 §1, 1990; Ord. 325 §1, 1984; Ord. 313 §2, 1983.)

15.24.010 Adoption of International Plumbing Code by reference.

All buildings and temporary structures built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Plumbing Code, 2018 Edition, as published by the International Code Council, specifically excluding all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

1. Section 106.6.2 Fee Schedule shall read, "The fees for work shall be paid in an amount as established by resolution."

15.24.030 Plumbing/Fuel Gas Permit Fees

All Plumbing/Fuel Gas Permit Fees are in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 892 § 1, 2008; Ord. 771 § 2, 2004)

15.27.010 International Fuel Gas Code-- Adoption by reference.

All buildings and temporary structures built or located within the town from and after July 1, 2019 shall be constructed in accordance with the requirements of the International Fuel Gas Code, 2018 Edition, as published by the International Code Council, specifically excluding all appendices. The said Code is incorporated herein by reference as if the same were more fully herein set out except as follows:

2. Section 106.6.2 Fee Schedule shall read, "The fees for work shall be in an amount established by resolution."

(Ord. _____ § ____, 2021; Ord. 1231 § 1, 2019; Ord. 1144 § 2, 2016; Ord. 1024 § 1, 2013; Ord. 858 § 2, 2007; Ord. 766 § 1, 2004.)

15.36.040 Contractor Licenses Required.

I. Contractor License Fees. The fees for a contractor license shall in an amount established by resolution.

(Ord. _____ § ____, 2021; Ord. 1089, § 1, 2015; Ord. 701 § 1, 2002.)

15.36.050 Certificates of Qualification Required.

G. Certificate Fee. The initial fee for a certificate of qualification shall be in an amount established by resolution. The fee for the renewal of certificates of qualification shall be in an amount established by resolution. This shall be a non-refundable fee.

(Ord. _____ § ____, 2021; Ord. 1142 § 1, 2016; Ord. 1090 § 1, 2015; Ord. 701 § 1, 2002.)

15.38.010 Permit Required- Application

It is unlawful for any person to demolish any building or structure within the town limits, whether in connection with the application for a separate building permit or other purpose without obtaining a demolition permit from the Building Official or his designee. Such Building Official or designee shall not issue any demolition permit unless the plans of and for the proposed demolition fully conform to the building regulations and the International Building Code then in effect. All applications for demolition permits shall be accompanied by a fee in an amount to be established by resolution, all documentation as required on the demolition permit application and such other information as may be deemed necessary to provide for the enforcement of the Town's Land Development Regulations (LDR's)[Appendix A of this code].

(Ord. _____ § ____, 2021; Ord. 888 § 1, 2008.)

SECTION IX.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION X.

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 XI.

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2021.

PASSED 2ND READING THE ____ DAY OF _____, 2021.

PASSED AND APPROVED THE ____ DAY OF _____, 2021.

TOWN OF JACKSON

BY: _____
Hailey Morton Levinson, 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 _____, 2021.

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: March 1, 2021
RE: Town Manager's Report

Full Staffing on Premises

This past week, Department Directors were given authorization and direction to work to bring all team members back to work on premises and to ensure facilities that serve the public were open to the public during regular working hours. Staff in many departments were still working A & B shifts to keep staff socially distanced so that our work force did not get decimated all at once with COVID. Those efforts have paid off and vaccinations are moving forward more quickly than originally predicted. All Town staff have been very cooperative and flexible in alternating schedules to keep everyone safe. Directors also have flexibility to continue to allow sporadic, occasional or regular remote work as long as we are in the Orange risk level so long as it does not affect our service to the public or the operational efficiency of the team. Ultimately, when we are out of the Orange risk level, all staff will be expected to return to work, on premises, on a regular basis. And, just as with pre-COVID conditions, if there are occasional projects or issues that can be worked on remotely on a project by project basis, Directors can provide approval for that on an occasional basis at their discretion. Any longer term remote work permissions require the Town Manager's approval.

Directors were also encouraged to hang onto new ways of serving the public remotely that were/are being learned during COVID. If we can provide the same or better service by offering a remote inspection or a remote service to a customer, especially if that customer is requesting remote service, all staff were encouraged to continue those procedures and processes in order to retain any new efficiencies that align with our goal of customer focus and service.

All staff, through their Directors were reminded about the critical need to:

- Always wear a mask at work unless you are in your own office by yourself.
- Always wear a mask riding together in a town vehicle.
- Wash your hands frequently and sanitize frequently.
- Maintain 6 ft of social distance in common spaces.
- Maintain team members disinfecting high touch areas.
- Do not bring the public into your office to meet if at all possible.
- Do not linger and chat, stick to your own area/floor/facility.
- Continue to meet remotely utilizing zoom and teams.

Staff wanted to provide an update to the Council on the current protocols in Town facilities.