

TOWN COUNCIL PROCEEDINGS

JANUARY 17, 2023

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: Mayor Hailey Morton Levinson, Arne Jorgensen, Jim Rooks, and Jonathan Schechter, Jessica Sell Chambers was absent.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Paul Anthony, Tyler Valentine, Kelly Sluder, Susan Scarlata, Floren Poliseo, Johnny Ziem, April Norton, Michelle Weber, and Riley Taylor.

Council proclaimed January 16, 2023 as Dr. Martin Luther King Junior and Wyoming Equality Day and introduced Beth Ramsey, Victim Services Advocate.

Public Comment. There was no public comment.

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

- A. **Meeting Minutes.** To approve the meeting minutes from the January 9, 2023 Special Town Council Meeting.
- B. **Disbursements.** To approve disbursements as presented. 842-NCPER 96.00, Ace Equipment & Supply 926.59, Ace Hardware 1142.42, AFLAC 2980.26, Alder Environmental LLC 543.75, Allegiance Benefit 94,079.29, Amazon 813.96, Antler Motel 12000.00 Kyle Badura 100.00, Big R ranch & Home 823.95, Blue Spruce 150.29, Shawn Burkholder 1850.00, Car Quest Auto Parts 87.54, Charlies Plumbing 585.00 Chiropractic and Sports 61.65, Conrad & Bischoff 31547.29, Control System Tech 300.00, Copy works LLC 409.50, Deans Pest Control 250.00, Division of Child Support 509.23, ER Office 42.54, Eforce 10404.16, Energy Laboratories 708.00, Etna Trade Park 4062.00 Evans Construction 23686.00 Fall River Propane 4110.33, Fish Cree Vet Clinic 187.41, Fleet pride 1988.35 GE Software 80.00, Gillig LLC 5444.13, Grand Targhee Resort 7888.00, H & R Enterprise 4021.21, High Country Linen 2043.00, Deena Hill 3989.94, Idaho State Tax 6873.00, Interstate Battery 570.00, Ivy Outdoor Services 4785.75, Jackson Hole Community Counseling 4312.20, Jackson Hole New and Guide 2476.80, Jackson Lumber 436.73, Jam & Greg Locksmith 32.00, Jones Simkins 7000.00, Kio Brothers 4350.63, Language Testing 90.50, Lawngevity 237.50, Leadership Jackson Hole 4000.00 Lynsey Lenamond 48.76, Lepco 893.00, Lower Valley Energy 54872.35, Jason Markman 1900.00, Metroequip 305.61, Napa Auto Parks 896.19, Nelson Engineering 11805.75, Pine Needle Embroidery 45.00, R & A Safety 265.00, Rafter J Improvement 146.53, Rocky Mountain Appraisal 2500.00, RT2 81.29, Rush International Truck 535.00, Sherwin Williams 47.57, David Shlim MD 1200.00, Snow King Hotel 1584.52, Spring Creek Animal Hospital 625.16, St Johns Hospital 195.00, Kirk Stone 2800.00, Stones 30803.00, Suburban Propane 60.43, Sunroc Corporation 5649.65, Teton County Clerk 40.00, Teton County Integrated 327.00, Teton County Sheriffs 432.00, Teton Rental Center 340.00, Teton Rope Access 2735.00, Teton Trash Removal 49.00, The children's learning Center 29252.75, The Connor E Filed Trust 2575.00, The Tire Rack 2330.24, Thomson West 920.94, Title 22 Consultants 903.02, Upper Case Printing 898.50, Victor Village 7500.00, VISA 28664.23, Watts Steam Store 918.61, Westbank Sanitation 32.26, Western State 89.34, White Glove Cleaning 3772.66, William Sorsby Trust 3000.00, John Wilson 2200.00, Wrench It Plumbing 272.121, Wyoming Child support 146.76, Workers Comp 27615.66, Wyoming Retirement 210931.26, Wyoming.com 5.00, Yellow Iron Excavation 370.00.
- C. **December Municipal Court Report.** To accept the December Municipal Court Report into record.
- D. **P22-295: Tax Prep Temporary Sign.** To approve temporary banner application (P22-295) for Teton County Library including the three conditions of approval recommended by the Planning Director in this staff report dated January 17, 2023.
- E. **Special Restrictions for Workforce Housing at 105 Mercill Ave.** To approve the Special Restrictions for Workforce Ownership Housing Located at 105 Mercill Avenue and the Special Restrictions for Workforce Condominium Rental Housing Located at 105 Mercill Avenue and authorize the Mayor to sign.

- F. **Dispensing Area – Get Loose LLC dba Roadhouse Eatery and Pub.** To approve the request for an added dispensing area and expanded service area to the restaurant/microbrewery dual liquor license held by and as presented by Get Loose LLC with the following condition: 1. The applicant shall be required to apply for a Basic Use Permit for a “Restaurant/Bar” use if the proposed retail food and beverage service increases to a level of service that meets the definition of “Restaurant/Bar” in the Town Land Development Regulations.
- G. **Utility Financial Plan Update.** To approve the Scope of Services Agreement with Raftelis in a not-to-exceed amount of \$48,700 and authorize the Mayor to execute all necessary contract documents, subject to any minor modifications by staff.
- H. **All Electric Vehicle Procurement.** To approve the procurement of Bid #23-03 for the purchase of a new all-electric vehicle for the Community Service Officers Division, which includes a vehicle trade-in valued at \$6,150, and award the bid to Teton Motors of Jackson, Wyoming, in the amount of \$22,670.
- I. **Police Department Policy and Procedure Manual Update.** To approve the Jackson Police Department Policy & Procedural Manual dated January 2023.

There was no public comment. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

New Resort Liquor License – CCC’s PBI LLC dba Mountain Modern. Lenamond made staff comment. A motion was made by Jonathan Schechter and seconded by Jim Rooks to continue the item to the February 21, 2023 Regular Town Council Meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

New Restaurant Liquor License – Abuelito Group LLC dba EL Abuelito Mexican Restaurant. Mayor Morton Levinson opened the public hearing. Lynsey Lenamond made staff comment. Having considered Wyoming Statute §12-4-104(b) statutory factors for the application, a motion was made by Jim Rooks and seconded by Arne Jorgensen to approve the application for a restaurant liquor license from Abuelito Group LLC, subject to the following conditions, and further direct the Town Clerk to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute §12-4-103(a)(iv):

1. The Town Clerk shall not issue the license until all required Town licenses and permits have been obtained.
2. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried. Mayor Morton Levinson closed the public hearing.

Liquor License Transfer – Jackson Liquors LCCS dba KJ’s Phillips 66. Mayor Morton Levinson opened the public hearing. Lynsey Lenamond made staff comment. Having considered Wyoming Statute § 12-4-104(b) factors for the application, a motion was made by Jim Rooks and seconded by Jonathan Schechter to approve the application for the transfer of the retail liquor license currently held by Jackson Liquor LLC to Parkland USA Corporation, subject to the following conditions, and further direct the Town Clerk to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute § 12-4-103(a)(iv):

1. The Town Clerk shall not issue the license until all required Town licenses and permits have been obtained.
2. The license is subject to the same conditions and restrictions of the initial license approval, as amended.
3. Any additional minor corrections deemed necessary by staff and the Wyoming Liquor Division.

Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried. Mayor Morton Levinson closed the public hearing.

P22-207 & P22-265 Conditional Use Permit – Miller Park. Tyler Valentine and Steve Ashworth made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve a Conditional Use Permit (P22-207) for an Outdoor Recreation use at Miller Park, specifically for an off-leash dog park, at the property located at 255 W. Deloney Avenue based upon the findings and conditions presented in the staff report, the

A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve a Conditional Use Permit (P22-265) for Developed Recreation uses at Miller Park, specifically to expand the pickleball courts and install new basketball courts, at the property located at 255 W. Deloney Avenue based upon the findings and conditions presented in the staff report, the departmental reviews, and subject to the staff report dated January 17, 2023. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Stay of Demolition Permit Applications B22-1098 & B22-1068. Kelly Sluder made staff comment. Council held discussion with staff. Julien Hass made public comment. A motion was made by Arne Jorgensen and seconded by Jim Rooks to grant a 90 day stay on the issuance of Demolition Permit Application #B22-1098. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

A motion was made by Arne Jorgensen and seconded by Jim Rooks to grant a 90 day stay on the issuance of Demolition Permit Application #B22-1068. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Resolution #23-01. Tyler Sinclair made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jonathan Schechter to approve Resolution #23-01. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

RESOLUTION 23 – 01
TOWN MANAGER DUTIES AND RESPONSIBILITIES

WHEREAS, the Town of Jackson has by ordinance established the position of Town Manager; and

WHEREAS, Jackson Municipal Code § 2.12.030 provides that the Town Manager shall be the chief administrative officer of the Town government and shall act pursuant to a job description as approved, and from time to time amended, by Resolution of the Town Council; and

WHEREAS, the Town of Jackson wishes to establish by resolution, as provided by ordinance, the job description of the Town Manager.

NOW, THEREFORE, be it hereby resolved by the Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that:

The job description of the Town Manager shall include and may be described as follows:

General Definition of Work

The Town Manager is responsible for day-to-day administration of all departments and oversees and manages strategic Town initiatives. This position performs complex work by serving as a visionary leader enabling priority projects; directing and coordinating all Town employees; carrying out directives of the Mayor and Town Council; establishing administrative procedures to increase effectiveness and efficiency of Town government; and establishing and maintaining procedures to facilitate communications between citizens and Town government. Performs related work as apparent or assigned. Work involves setting policies and goals under the direction of the Town Council. Supervision is exercised over all organizational personnel. *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Essential Functions and Competencies

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to

enable an individual with disabilities to perform the essential functions.

Essential Administrative Functions

Carries out directives of the Mayor and Town Council which require administrative implementation and is responsible for overall administration of Town.

- Ensures compliance with and administration of all municipal statutory regulations and municipal code.
- Prepares an administrative plan including an organization chart and administrative procedures, which defines authority and responsibility for all Town positions and Departments not appointed by the Mayor and Council.
- Oversees all personnel management actions related to Town employees. Selects department heads and assigns/delegates responsibilities to them.
- Able to identify problems and develop strategies to determine the best way to solve them including best practices and outside the box thinking.
- Establishes administrative procedures to increase the effectiveness and efficiency of Town government according to current practices in local government, consistent with directives of Mayor and Town Council.
- Establishes and maintains procedures to facilitate communications between citizens and Town government to assure that complaints, recommendations, public input and other matters receive prompt attention and consideration by responsible officials.
- Maintains availability and appropriately responds to various operational needs of the Town beyond standard business hours.
- Keeps informed and works with the Town Attorney concerning current Federal, State, County and Town legislation and administrative rules affecting the Town; submits appropriate recommendations and reports on such matters to Town Council.
- Assures that the news media is kept informed about the operations of the Town and that all open meeting rules and regulations are followed.
- Oversees Town facilities, assets, and land acquisition to ensure adequate resources are available for Town operations.

Essential Strategic Leadership Functions

Works with elected officials, citizens, and other stakeholders to design and carry out strategic initiatives and plans and provides the leadership necessary for implementation.

- Provides strategic oversight of the annual budget and 5-year financial model and is responsible for fiscal management of Town operations. Directs the Town's financial and budget activities to fund operations, maximize investments, and increase efficiency.
- Acts as the Town Chief Administrative Officer (CAO) responsible for determining and formulating policies and providing overall strategy for the Town as directed by the Mayor and Town Council. Plans, directs, or coordinates operational activities at the highest level of management with the help of department heads and managers.
- Represents the Mayor and Town Council in matters involving legislative and intergovernmental affairs when authorized by the Mayor and Town Council.
- Supports and implements the Comprehensive Plan through public and private sector cooperation along with other Town plans for housing, transportation, capital improvements, etc.
- Collaborates with internal and external partners to ensure Town and overall community goals and objectives are supported.
- Maximizes available fiscal resources to accomplish Town core services and other priorities including leveraging grant opportunities aligned with Town vision and strategy.
- Analyzes Town operations to evaluate the performance of its staff in meeting Council objectives to determine budgetary effectiveness, maximize efficiency, and implement policy change.

Critical Competencies

The following competencies are necessary to support Town administration and strategic

leadership functions of this position.

- Visionary leader with the ability to incorporate multiple perspectives and data into strategic community initiatives.
- Ability to think strategically to continuously advance the organization with changing operational needs.
- Must be a transparent communicator and possess the ability to coach staff and lead a dynamic team that provides services requiring a variety of professional experience and diverse skillsets.
- Must be comfortable being accessible, visible, and immersed in the fabric of the community, serving as the face of Town operations.
- Enables effective implementation of Town projects, both administrative and strategic in nature, by employing project management skills related to project budgeting, change management, and delegation and time management. This includes but is not limited to capital projects and strategic plans.
- Possesses an understanding of the demographics and dynamics of residents, businesses, and community members to prioritize various organizational and community needs.
- Models articulate, effective and respectful oral, written, and visual skills with Council, the public, leadership team and department employees. Develops and accurately communicates Town and department messaging during public interactions.
- Creates a positive environment where employees feel confident bringing their true selves to work.
- Demonstrates self-awareness and a commitment to equity including developing a network with diverse perspectives and consulting diverse resources to better understand complex equity issues that impact staff and Town stakeholders. Continuously expands knowledge, applying what is learned. Believes there is always more to learn and provides continual learning opportunities to employees.
- Understands and upholds the separation of duties between the Town Council and the Town Manager whereby the Town Council is responsible for policy decisions and the Town Manager is responsible for implementation of those decisions.

Desired Educational Qualifications

A Bachelor's degree in Business Administration, Public Administration, Urban Planning, or a closely related field with at least 7 years of professional experience in a related field and at least 5 years serving as a department director, Assistant Town Manager, Deputy Manager, or similar level of leadership responsibilities. A master's degree and designation recognized through the International City Manager Association Credentialed Manager (ICMA-CM) are highly desired. Experience in a leadership role in a community with similar challenges and opportunities as Jackson is preferred. Any equivalent combination of education and experience that provides the required knowledge and skills will be considered.

DATED THIS 17 DAY OF JANUARY, 2023.

A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to direct staff to take the necessary steps to set up a Town Manager interview process. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Jim Rooks to read ordinances in short title. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Ordinance H: An Ordinance Regarding Bingo and Pull Tabs.

AN ORDINANCE REPEALING SECTION 1 OF ORDINANCE 1281 AND JACKSON MUNICIPAL CODE §§ 5.48.010, 5.48.020, 5.48.030, 5.48.039, 5.48.040, 5.48.050, 5.48.060, 5.48.070, 5.48.080, 5.48.090, 5.48.100, 5.48.120, 5.48.130, 5.48.140, 5.48.150, 5.48.160, 5.48.170, AND 5.48.180; SECTION 3 OF ORDINANCE 1280 AND JACKSON MUNICIPAL CODE §§ 5.48.050 AND 5.48.210; SECTION 12 OF ORDINANCE 860 AND JACKSON MUNICIPAL CODE §§ 5.48.010, 5.48.020, 5.48.030, 5.48.040, 5.48.050,

5.48.060, 5.48.070, 5.48.080, 5.48.090, 5.48.100, 5.48.120, 5.48.130, 5.48.140, 5.48.150, 5.48.160, 5.48.170, AND 5.48.180, 5.48.190, 5.48.200, AND 5.48.210; AND 1 OF ORDINANCE 432 AND JACKSON MUNICIPAL CODE § 5.48.010, 5.48.020, 5.48.030, 5.48.040, 5.48.050, 5.48.060, 5.48.070, 5.48.080, 5.48.090, 5.48.100, 5.48.120, 5.48.130, 5.48.140, 5.48.150, 5.48.160, 5.48.170, 5.48.180, 5.48.190, 5.48.210 AN 5.48.220; REGARDING BINGO AND PULL TABS 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 H on first reading. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Ordinance I: An Ordinance Regarding Parking Prohibitions.

AN ORDINANCE REPEALING SECTIONS 18(J) AND (K) OF ORDINANCE NO. 131; SECTION 1 OF ORDINANCE NO. 610 AND JACKSON MUNICIPAL CODE 10.04.160(P) AND (Q); SECTION 1 OF ORDINANCE NO. 1043 AND JACKSON MUNICIPAL CODE 10.04.160(P) AND (Q); SECTION 1 OF ORDINANCE NO. 1311 AND JACKSON MUNICIPAL CODE 10.04.160(O) AND (P); REGARDING PARKING PROHIBITIONS 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 Jonathan Schechter and seconded by Jim Rooks to approve Ordinance I on first reading. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Ordinance G: An Ordinance Providing for the General Revision and Recodification of the Town of Jackson Municipal Code.

AN ORDINANCE PROVIDING FOR THE GENERAL REVISION AND RECODIFICATION OF THE TOWN OF JACKSON MUNICIPAL CODE AND PROVIDING FOR AN EFFECTIVE DATE.

A motion was made by Arne Jorgensen and seconded by Jim Rooks to approve Ordinance G on first reading. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Ordinance E: An Ordinance Regarding Electric Vehicle Supply Equipment.

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1196 AND 1277 AND SECTION 2 OF TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTIONS 6.2.2.F AND 9.5 OF THE TOWN OF JACKSON LAND DEVELOPMENT REGULATIONS REGARDING ELECTRIC VEHICLE SUPPLY EQUIPMENT 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:

Reade Dornan and Alicia Cox made public comment. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve Ordinance E on third reading and designate it ordinance 1339. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried.

Matters from Mayor and Council. Council discussed the Gregory Lane project.

Town Manager's Report. Tyler Sinclair made staff comment. Council held discussion with staff. The report contained updates on the Snake River Headwaters Watershed Group, bear resistant trash ordinance, and Environmental Protection Agency grant opportunity. A motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the Town Manager's report. Jim Rooks abstained from the vote. Mayor Morton Levinson called for the vote. The vote showed 3-0 with Arne Jorgensen, Jonathan Schechter, and Mayor Morton Levinson in favor, Jim Rooks abstained, and Jessica Sell Chambers absent. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Jim Rooks to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor with Jessica Sell Chambers absent. The motion carried. The meeting adjourned at 7:21 p.m. Minutes: rt

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: January 25, 2023