

TOWN COUNCIL PROCEEDINGS

MARCH 6, 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, Jonathan Schechter, Jim Rooks, and Jessica Sell Chambers.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Paul Anthony, Tyler Valentine, Floren Poliseo, Johnny Ziem, Brian Lenz, April Norton, Michelle Weber, Lynsey Lenamond, and Riley Taylor.

Mayor Morton Levinson proclaimed March 2023 as Red Cross Month, March 17, 2023 as National Service Recognition Day, and introduced Laura Redler, Intern with the Ecosystem Stewardship Administrator.

Public Comment. There was no public comment.

Consent Calendar. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to approve the consent calendar including items A-K as presented with the following motions.

- A. **Meeting Minutes.** To approve the meeting minutes from the February 22, 2023 Special Town Council Meeting, February 27, 2023 Special Town Council Workshop, and February 27, 2023 Special Town Council Meeting.
- B. **Disbursements.** To approve disbursements as presented. ACE HARDWARE \$277.29; ADVANCED INDUSTRIAL SUPPLY INC \$953.28; AIRGAS INTERMOUNTAIN INC. \$45.28; ALDER ENVIRONMENTAL LLC \$24,384.50; ALLEGIANCE BENEFIT PLAN MANAGE, INC. \$48,712.62; AMAZON \$35.98; ANTLER MOTEL, INC. \$4,800.00; ARISTORENAS, MARIA \$450.00; AT&T \$346.32; AYLING, ALEX \$115.99; BADILLO, MARCELA \$450.00; BERGMAN, PIERRE \$450.00; BIG R RANCH & HOME \$109.99; BURDINE, CALEB \$2,500.00; CARQUEST AUTO PARTS INC. \$115.74; CENTURYLINK \$2,235.58; CITY OF DRIGGS \$2,444.79; COBAN TECHNOLOGIES, INC \$250.00; CONRAD & BISCHOFF INC. \$37,063.78; CONTROL SYSTEM TECHNOLOGY, INC. \$450.00; CONVERGEONE, INC \$319.72; CORE & MAIN LP \$1,130.60; DAY WIRELESS SYSTEMS \$2,436.10; DAY, JEAN \$450.00; DELTA DENTAL PLAN OF WYOMING \$6,942.83; DICK ANDERSON CONSTRUCTION \$1,611,785.33; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DPC INDUSTRIES, INC. \$5,132.90; E.R. OFFICE EXPRESS \$484.97; ENERGY LABORATORIES INC. \$464.00; FALL RIVER PROPANE \$1,037.00; FLEETPRIDE \$475.34; FODOR LAW OFFICE \$895.00; FREEDOM MAILING SERVICE INC. \$1,838.79; FRITTS, JASON \$450.00; GARMIN USA \$62.95; GE SOFTWARE \$80.00; GILLIG LLC \$446.21; GRAND TARGHEE RESORT \$313.00; HEALTHIEST YOU \$1,382.40; HERNANDEZ, BRANDON \$450.00; HIDDEN HOLLOW LLC \$2,292.43; HIGH COUNTRY LINEN \$1,744.12; ICLEI- LOCAL GOV FOR SUSTAINABILITY \$1,200.00; INTERSTATE BATTERY \$289.90; INTERWEST SUPPLY COMPANY \$4,075.60; IVY OUTDOOR SERVICES LLC \$6,000.75; JACKSON CURBSIDE INC. \$975.00; JACKSON HOLE LAW, PC \$3,005.00; JACKSON HOLE NEWS & GUIDE \$3,986.10; JEWISON, SAMUEL LEE \$14.98; JHAM, INC. \$10,326.42; JORGENSEN ASSOCIATES, PC \$18,207.50; JORGENSEN, ARNE OLAUS \$499.00; KELLAMS, GARRETT \$719.33; KENWORTH SALES COMPANY DEPT #1 \$1,346.88; KING, SARA \$767.00; KRUEGER, ERICA JADE \$450.00; LENOVO (UNITED STATES) INC. \$2,040.13; LEPCO \$5,951.41; LOPEZ, CHRYSTAL \$221.25; MEXIA, DOMINGO \$640.00; NAPA AUTO PARTS INC. \$387.21; NELSON ENGINEERING \$1,855.75; NEW WEST BUILDING COMPANY INC. \$1,500.00; NOLAND, STACY \$450.00; OMNI SECURITY SYSTEMS INC \$242.00; ON SIGHT LAND SURVEYORS INC. \$300.00; PELLETIER, CARL \$420.64; POWER ENGINEERING CO, INC \$202.00; PREMIER TRUCK- SALT LAKE CITY -\$16.63; QUADIENT FINANCE USA, INV \$1,230.84; R & A SAFETY LLC \$974.00; ROOKS, JAMES \$765.00; RT1 INC \$124.72; SAFELITE FULFILLMENT INC \$918.49; SANCHEZ-MACHUCA, ROSA \$450.00; SCHECHTER, JONATHAN \$499.00; SINGH, JOHN \$155.00; SMITH PSYCHOLOGICAL SERVICES \$400.00; SNAKE RIVER ROASTING \$277.25; SPRING CREEK ANIMAL HOSPITAL \$90.72; STANDARD INSURANCE COMPANY \$8,602.37; TETON COUNTY SHERIFF-DISPATCH \$89,882.31; TETON MOTORS INC -\$419.32; THE LODGE @ JACKSON HOLE \$78.08; THYSSEN KRUPP ELEVATOR CORP. \$3,170.75; TMSC LLC \$5,510.00; TREFONAS LAW, P.C. \$658.12; UPPER CASE PRINTING INK \$898.50; UTAH SAFETY COUNCIL \$250.00; VERIZON WIRELESS \$11,683.91; VISION SERVICE PLAN - (WY) \$1,702.97; WAMCO LAB, INC. \$650.00; WEST COAST CODE CONSULTANTS \$4,705.00; WESTBANK SANITATION \$1,011.14; WESTERN CHARTERS AND TOURS, LLC \$171,225.00; WESTERN STATE \$2,895.65; WHITE GLOVE CLEANING, INC. \$2,392.49; WSP USA ENVIRONMENT & INFRASTRUCTURE INC \$2,660.50; WY CHILD SUPPORT ENFORCEMENT \$146.76; WYOMING.COM INC \$5.00; Y2 CONSULTANTS, LLC \$9,898.12; YELLOW IRON EXCAVATION, LLC \$1,040.00

- C. **P23-023 Tack Swap Temporary Sign.** To approve temporary banner application (P23-023) for Jackson Hole Therapeutic Riding including the three conditions of approval recommended by the Planning Director in the staff report dated March 6, 2023.
- D. **Special Event: Rendezvous Festival on the Town Square.** To approve the application made by G7 Entertainment Marketing and the Travel and Tourism Board for the Rendezvous Spring Festival on the Town Square on Friday, March 31, 2023, subject to the conditions listed in the staff report.
- E. **Special Event: World Championship Hill Climb.** To approve the special event application made by the Jackson Hole Snow Devils for the 2023 World Championship Snowmobile Hill Climb, subject to the conditions and restrictions listed in the staff report.
- F. **Special Event: Snow King Ski Area Fireworks.** To approve the application made by Snow King Mountain Resort for the Sam Adams Air & Apres at Snow King Mountain fireworks display special event on Saturday, March 11, 2023, subject to the conditions listed in the staff report.
- G. **Special Event: Octane Addictions.** To approve the application made by Octane Addictions to host the Octane Addiction's Snowmobile Freestyle Show at the Teton County Fairgrounds on Saturday, March 25, 2023 subject to the conditions and restrictions listed in the staff report.
- H. **E22-003: Sidewalk Access Easement Agreement at 180 E. Deloney for Rendezvous Land Conservancy.** To approve the Easement for Public Access and Sidewalk Agreement between the Town of Jackson and the Rendezvous Land Conservancy, as presented in the attachment to this staff report, and authorize the Mayor to execute all necessary documents, subject to minor changes by staff.
- I. **P22-124: Sidewalk Access Easement Agreement for 175 E. Broadway for JH Historical Society and Museum.** To approve the Access and Maintenance Easement Agreement and the Encroachment Agreement for Landscaping between the Town of Jackson and the Jackson Hole Historical Society and Museum, as presented in the attachment to the staff report, and authorize the Mayor to execute all necessary documents, subject to minor changes by staff.
- J. **P22-199: Encroachment Agreement for 295 W. Pearl (old movie theater) for Teton Gables, LLC.** To approve the Encroachment Agreement between the Town of Jackson and Teton Gables LLC, subject to minor further changes by the Town Engineer and Town Attorney and authorize the mayor to execute the Encroachment Agreement.
- K. **Bid 23-07 W. Gill Avenue and Alley Sewer Project.** To direct staff to move forward with the project, amend the FY2023 Gill Ave. & Alley Sewer capital fund in the amount of \$920,000.00 as described herein with the next budget resolution and award the W. Gill Ave. Sanitary Sewer Service Replacement project to Ridgeline Excavation, Inc. of Jackson, Wyoming and authorize the Mayor to execute the contract, subject to minor changes by staff.

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

Bruun Blvd. Protected Bike Lane. Brian Schilling and Paul Anthony made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to direct staff to proceed with final design of a protected bike lane on the west side of Bruun Blvd., to coordinate with the Jackson Hole Historical Society and Museum on construction, and to bring final cost information and design back to Council for approval. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

P22-292 Boundary Adjustment for 105 Mercill Ave. Paul Anthony made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to approve a Boundary Adjustment and Replat (P22-292) for Lot 15 – 17, Block 2, of the Joseph. R. Jones subdivision, addressed as 105 Mercill Avenue, based upon the condition provided below, the departmental reviews, and subject to the staff report dated March 6, 2023:

1. Within thirty (30) calendar days from the date of Town Council approval, applicant shall satisfactorily address all comments made by the Town of Jackson and other reviewing entities included in the attached Departmental Reviews and submit the corrections to the Planning Department.

P22-298 Request for Subdivision Plat for Mercill Partners, LLC at 105 Mercill Ave. Katelyn Page made staff comment. Council held discussion with staff. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to continue item P22-298 to the regularly scheduled Town Council meeting on March 20, 2023. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

P22-299 Request for Fee Reduction for P22-298 Subdivision Plat for Mercill Partners, LLC at 105 Mercill Ave. Katelyn Page made staff comment. Council held discussion with staff. A motion was made by Jessica Sell Chambers and seconded by Arne Jorgensen to continue item P22-299 to the regularly scheduled Town Council meeting on March 20, 2023. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

E23-0011 Sewer Easement at 145 and 105 Mercill Avenue. Brian Lenz made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to approve E23-0011 for a sanitary sewer easement agreement between the Town of Jackson and Teton County, Wyoming, presented in this staff report dated March 06, 2023, and subject to any minor staff modifications. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Review of Sustainable Strategies and Recommendation for FY24. Susan Scarlata made staff comment. Council held discussion with staff. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to direct staff to include funding for the retention of Sustainable Strategies in the Fiscal Year 2024 budget request. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Resolution 23-03: A Resolution Setting a Pay Philosophy. Roxanne Robinson made staff comment. Council held discussion with staff. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to adopt Resolution 23-03 as presented, adopting the pay philosophy that was approved on December 19, 2022. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

RESOLUTION 23-03

A RESOLUTION ESTABLISHING A PAY PHILOSOPHY

WHEREAS, the Jackson Town Council recognizes the critical importance of recruiting and retaining staff members in order to provide the core services required and desired by the Town of Jackson residents, the greater Jackson Hole community and guests to our beautiful and well maintained community; and

WHEREAS, providing for the health, safety and welfare of the community we serve is core to the purpose and mission of the Town of Jackson organization; and

WHEREAS, recruiting and retaining quality employees is essential for fulfilling the vision and common values of community character set forth in the Comprehensive Plan; and

WHEREAS, in order to provide additional clarity for current and future staff and elected officials regarding the Town Council’s approach towards classification and compensation and to guide all future compensation decisions adoption of a Pay Philosophy is warranted; and

WHEREAS, establishing a Pay Philosophy by resolution reinforces the Council’s support for staff that was expressed by Council’s adoption of the Pay Philosophy as part of the actions taken to implement the Classification and Compensation Study adopted at the December 19, 2022 Town Council workshop.

NOW THEREFORE, BE IT RESOLVED that the Jackson Town Council hereby establishes the following Pay Philosophy and Key Components as outlined:

Town of Jackson Pay Philosophy

The Town of Jackson recognizes that its employees are its greatest asset in providing quality municipal services and strives to maintain a positive organizational culture. To maintain that positive culture, the Town is committed to showing how much it values its employees through comprehensive

compensation and benefits packages. The Town of Jackson's philosophy is to retain the incredible staff we have, recruit new staff fitting into our organizational culture and philosophy through providing clear and transparent pay bands, grade assignments, and an overall pay plan competitive with the market. The Town also prioritizes retention of current employees through an advancement program that fosters career progression across the organization. In addition, the Town encourages work/life balance by providing a significant paid time off program and regularly recognizes staff through appreciation awards. Going forward, the Town is committing to complete annual cost of labor check-ins to guide annual market and merit adjustments and a comprehensive compensation study every 5-7 years.

Town Pay Philosophy Key Components

The Town of Jackson:

- Strives to maintain a values based, positive organizational culture by:
 - Prioritizing culture-building training,
 - Emphasizing equity and inclusion in the workforce, and
 - Supporting a comprehensive classification and total compensation package that allows the Town to successfully attract and retain qualified employees who stay with the Town for the long-term.
- Prioritizes retention of current staff by:
 - Anchoring our pay plan utilizing a lead/lag approach to market wages,
 - Supporting an annual review and update of pay plans and wages using comparative data, and
 - Completing a comprehensive classification and compensation study every 5-7 years.
- Recognizes the need for and provides high-quality benefit packages that incentivize retention that leads to work/life balance for employees by prioritizing:
 - Health care security,
 - Long term employee retirement investment,
 - Disability insurance coverage, and
 - Significant paid time off program.
- Defines the market for employees by comparing with peer rocky mountain resort communities for all positions, and other regional peer and private sector organizations for non-exempt and public safety positions.
- Defines 3 separate open range Title and Grade Structures for Exempt, Non-Exempt, and Public Safety with supplemental income options that allows the Town to:
 - Set a narrower range spread for non-exempt employees in order to adequately recruit at a competitive starting wage while recognizing the potential for a shorter time frame to achieve proficiency,
 - Identify sworn law enforcement as a separate critical class of non-exempt professionals,
 - Provide flexibility in determining merit increases as one of the initial steps in the annual budgeting process, and
 - Augment hourly wages for priority targeted activities and positions.
- Supports recognition and retention of employees through formalization of an advancement program to foster career progression for multiple positions throughout the organization with a corresponding wage increase.

PASSED, APPROVED, AND ADOPTED this 6th day of March, 2023.

Matters from Mayor and Council. Council discussed liaison roles and reports back to Council. A motion was made by Jessica Sell Chambers and seconded by Mayor Morton Levinson to direct the Town Manager or their designee to add reporting out on Council travel, training, and meetings to the liaison reporting item already scheduled, or to schedule as a separate item if appropriate. Mayor Morton Levinson called for the vote. The vote showed 4-1 with Mayor Morton Levinson, Jim Rooks, Jonathan Schechter, and Jessica Sell Chambers in favor and Arne Jorgensen opposed. The motion carried. Council also discussed the frequency of updates from Joint Boards.

Destination Stewardship Council Appointments. Tyler Sinclair made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to approve Town of Jackson participation in the Destination Stewardship Council and appoint Arne

Jorgensen to serve as the Town’s representative on the Destination Stewardship Council. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Matters from the Town Manager.

Town Manager’s Report. Tyler Sinclair made staff comment. Council held discussion with staff. The report contained a reminder of the FY24 budget calendar. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to approve the Town Manager’s Report. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried.

Adjourn. A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to adjourn. Mayor Morton Levinson called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 7:50 p.m. Minutes: rt.

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Riley Taylor, Town Clerk

Publish JH News & Guide: March 15, 2023