

# Jackson Town Council Regular Meeting

February 7, 2022

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

- A. To join, click the link or copy to your browser:  
<https://us02web.zoom.us/j/85745769046?pwd=ODhTQ1ozT0dXeThlSU05cmR6ck9Vdz09>  
If the link does not work, join at [zoom.com](https://zoom.com) with Webinar ID **857 4576 9046** Password: **83001**  
or join by phone **+1 669 900 9128** with Webinar ID **857 4576 9046** Password: **83001**

## II. OPENING

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

## 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](mailto: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. January 18, 2022 workshop
  - 2. January 18, 2022 special meeting
  - 3. January 18, 2022 regular meeting
  - 4. January 24, 2022 special meeting
  - 5. January 31, 2022 special workshop/retreat
  - 6. February 1, 2022 special workshop/retreat
- B. Disbursements
- C. January Municipal Court Report
- D. P21-307 Encroachment Agreement Addendum 175 S. Glenwood
- E. P21-312 Temp Sign Permit Grizzly 399
- F. P21-316 Encroachment Agreement Anvil Hotel Deck

*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.*

- G. P21-325 Temp Sign Permit Pole Pedal Paddle
- H. P21-326 Temp Sign Permit JH Downhill
- I. P21-330 Vacation of Condominium Plat 1308 at 177 N. Center Street
- J. START Disposition of Surplus Vehicle

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

- A. Administration
  - 1. Garden Level Space at 155 East Pearl (Roxanne Robinson)
  - 2. Classification and Compensation Study Vendor Selection (Roxanne Robinson)
  - 3. New Low-Income Affordable Workforce Housing
- B. Planning
  - 1. **Item P21-246:** Final Plat 10 E Simpson (Katelyn Page) **This item will be continued to March 21, 2022**
  - 2. **Item P21-290:** Development Plan 445 E Kelly (Tyler Valentine)

#### **VI. RESOLUTIONS**

- A. **Resolution #22-01:** Budget Amendment #2 (Kelly Thompson)

#### **VII. ORDINANCES**

- A. **Ordinance D:** Board Appointments (presented for first reading, Lea Colasuonno)

#### **VIII. MATTERS FROM MAYOR AND COUNCIL**

- A. Potential Recess to Executive Session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii)
- B. Potential Municipal Judge Appointment
- C. 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**

JANUARY 18, 2022

JACKSON, WYOMING

The Jackson Town Council met in a regular workshop at 1:30 PM. This meeting was held virtually 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, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Steve Ashworth, Roxanne Robinson, Tyler Valentine, Lynsey Lenamond, Susan Scarlata, Carl Pelletier, Brady Hansen, Paul Anthony, Katelyn Page, Ryan Hostetter, Richard Uhl, Carly Anderson, Carl Pelletier, Michael Palazzolo, Floren Poliseo, and Riley Taylor.

**Director Updates.** Lea Colasuonno, Roxanne Robinson, Michelle Weber, and Brady Hansen gave updates for the Legal, Personnel, Police, and Fire/EMS Departments.

**Bear Conflict Mitigation.** Tyler Sinclair, Ryan Hostetter, and Lea Colasuonno made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct staff to proceed with implementation steps necessary to reduce bear and other wildlife conflicts in the Town of Jackson as provided in Alternatives 1, 2, and 3 in the staff report dated January 18, 2022 and as discussed by Council at the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

**Rec Center Expansion Update.** Steve Ashworth made staff comment. Council held discussion with staff. No action was taken.

**Title 9 Criminal Code Update.** Lea Colasuonno made staff comment. Council held discussion with staff. A motion was made by Jim Rooks and seconded by Jonathan Schechter to direct staff to: 1) revise Jackson Municipal Code Title 9 consistent with the policy recommendations presented in the staff report dated January 18, 2022; 2) revise the Title for technical matters identified by staff; and 3) bring back a full revised draft of the Title for Council consideration at a future meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

**Adjourn.** A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 2:48 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

\_\_\_\_\_  
Lynsey Lenamond, Deputy Town Clerk  
Minutes:ll  
Publish JH News & Guide: January 26, 2022

TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

January 18, 2022

JACKSON, WYOMING

The Jackson Town Council met with the Teton County School District in a special town council meeting at 4:00 p.m. This meeting was held at 1235 Gregory Lane with a virtual component through the Webex platform. Upon roll call the following were found to be present:

TCSD: *In-person:* Keith Gingery, Bill Scarlett, Betsy Carlin, Janine Bay Tesks, and Alan Brumsted. *via Webex:* Jennifer Zung and Kate Mead.

TOWN COUNCIL: *In-person:* None. *via Webex:* Arne Jorgensen, Jonathan Schechter, Jim Rooks and Jessica Sell Chambers. Mayor Hailey Morton Levinson joined at 4:05 p.m.

STAFF: Steve Ashworth, Katelyn Page, April Norton, Floren Poliseo, Roxanne Robinson, Susan Scarlatta, Tyler Sinclair, Tyler Valentine, Lea Colasuonno, Paul Anthony, Riley Taylor, Michael Palazzolo, and Lynsey Lenamond.

Keith Gingery led those in attendance in the Pledge of Allegiance. Bill Scarlett read the TCSD Vision Statement.

**TCSD #1 Long Range Facilities Strategic Plan & Housing Strategic Plan.** Christine Walker presented TCSD facilities and housing strategic plans. Keith Gingery presented possible revenue sources, safe routes to schools, and Alta Park. The Board of Trustees and Council held discussion. No action was taken.

**Adjourn.** A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 5:42 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Riley Taylor, Town Clerk  
minutes:rt  
Publish JH News & Guide: January 26, 2022

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

## TOWN COUNCIL PROCEEDINGS – UNAPPROVED

JANUARY 18, 2022

JACKSON, WYOMING

The Jackson Town Council met in regular session at 6:00 PM. This meeting was held virtually 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, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Paul Anthony, Michelle Weber, Floren Poliseo, Brian Lenz, Brian Schilling, Carl Pelletier, Tyler Valentine, Lynsey Lenamond, and Riley Taylor.

Mayor Morton Levinson led those in attendance in the Pledge of Allegiance.

**Public Comment.** Ty Cossick, Midge Lee Simpson, Blair Maus, Justin Adams, Kathy Culver, Margaret Eackerly, Phillip Wilson, Carolyn Daly, Gale Adams, Mary Schmitt, Heather Bextel, Virginia Adams, Sue Reichel, Jim McKinney, Julien Hass, Laura Bush, Stefania Fram, Marcus Olson, Debbie Lutz, Jeff Lutz, Nancy Stephens, Rebecca Bextel, Bret King, made public comment.

**Consent Calendar.** A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve the consent calendar including items A-F 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 January 10, 2022 special meeting.
- B. **Disbursements.** To approve disbursements as presented.
- C. **December Municipal Court Report.** To accept the December Municipal Court Report into the record.
- D. **P21-311: Temp Sign Permit JH Classical Open House.** To approve temporary banner application (P21-311) for JH Classical Academy Open House 2/16, including the three conditions of approval recommended by the Planning Director in this staff report dated January 18, 2022.
- E. **P21-313: Temp Sign Permit Art Who Dunnit.** To approve temporary banner application (P21-313) for JH Art Association Who Dunnit Art Show and Fundraiser, including the three conditions of approval recommended by the Planning Director in this staff report dated January 18, 2022.
- F. **Special Event: Natural Selection Tour.** To approve the special event application made by the Natural Selection Tour to host the Natural Selection Tour as requested in their application, subject to the conditions and restrictions listed in the staff report dated January 18, 2022.

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

**US Bicycle Route 76 Designation.** Brian Schilling made staff comment. Council held discussion with staff. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve the attached Letter of Support to the Wyoming Department of Transportation in support of designating US Bicycle Route 76 through the Town of Jackson. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

**COVID-19 Special Event Policy.** Carl Pelletier made staff comment. Jodie Pond made comment on behalf of the Teton County Health Department. Council held discussion with staff. A motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to withdraw the current Special Event Policy and continue to have Town staff to work directly with the Teton County Health Department and event organizers to take measures to reduce the potential spread of COVID-19. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

**Recommendations of Pathway and E-Bike Safety.** Brian Schilling made staff comment. Council held discussion with staff. Katherine Dowson made comment on behalf of Friends of Pathways. Joe Lovett made comment on behalf of the Pathways Taskforce. A motion was made by Jim Rooks and seconded by Jessica Sell Chambers to direct staff to prepare an implementation plan for Council

consideration that identifies the fiscal and staff impacts of the following recommendations, as discussed at this meeting: 1. Educational; 2. Regulatory; and 3. Infrastructure 4. Dismount Areas. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Council recessed at 7:35 p.m. and reconvened at 7:40 p.m.

**Item P21-268: Sketch Plan for 67,000 sf Mixed-Use Building at 50 S. Cache Street and 45 & 75 E. Pearl Avenue.** Tyler Valentine, Lea Colasuonno and Paul Anthony made staff comment. Council held discussion with staff. Jim Walter and Austin DePree made comment on behalf of the applicant. A motion was made by Arne Jorgensen and seconded by Jessica Sell Chambers to approve the Sketch Plan (P21-268) for a new 67,000 sf mixed-use building for the properties located at 50 S. Cache Street and 45 & 75 E. Pearl Avenue based upon the findings presented in the staff report dated January 18, 2022, the departmental reviews, and subject to the conditions of approval recommended in the staff report dated January 18, 2022 and discussed by Council at the meeting as follows:

1. As part of the Development Plan submittal, the applicant shall identify the location of the trash enclosure, 3 ADA parking spaces, and bike parking consistent with the LDRs.
2. Prior to Development Plan submittal, the applicant shall work with Jackson Teton County Fire/EMS to ensure the minimum amount of red curb is provided for Station #1 street parking.
3. As part of the Development Plan submittal, the applicant shall provide details on the final location and operation of the garage door along Pearl Avenue.
4. As part of the Development Plan submittal, the applicant shall provide a landscape plan prepared by a Wyoming Landscape Architect for the street trees and private landscaped courtyard.
5. The applicant shall work with the Engineering Department prior to Development Plan submittal to determine the appropriate amount of alley improvements, if any, potentially including patching areas of disturbance or paving the portions of the alley adjacent to the development.
6. As part of the Development Plan submittal, the applicant shall allocate parking credits to the commercial spaces and provide a plan for parking allocation and shared parking between the commercial and residential uses.
7. As part of the Development Plan submittal, the applicant shall make design revisions to address the perceived scale of the building. The project should appear to be two separate buildings or phases, although it may remain connected as a single building. Examples of changes could include 1) extension outward or recess of the building front and 2) adjustments at the street level building envelope and pedestrian zone to provide for more variation of experience.

Mayor Morton Levinson called for the vote. The vote showed Arne Jorgensen, Jessica Sell Chambers, Mayor Morton Levinson, and Jonathan Schechter in favor with Jim Rooks opposed. The motion carried.

**Matters from Mayor and Council.** A motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to approve travel costs for the WAM Winter Workshop. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

**Town Manager’s Report.** Larry Pardee made staff comment. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to approve the Town Manager’s Report. The Town Manager’s Report contained an update on employee housing. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

**Adjourn.** A motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 8:44 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

**TOWN COUNCIL PROCEEDINGS- UNAPPROVED**

**JANUARY 24, 2022**

**JACKSON, WYOMING**

The Jackson Town Council met in a special session at 2:01 PM. This meeting was held virtually 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, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks.

STAFF: Larry Pardee, Jess Chitwood, Lea Colasuonno, Roxanne Robinson, Carly Anderson, Riley Taylor, and Lynsey Lenamond.

**Interviews for Municipal Judge.** Council held an interview with Brian Hultman

Council recessed at 2:36 p.m. and reconvened at 2:45 p.m.

Council held an interview with Richard Stout.

Council recessed at 3:26 p.m. and reconvened at 3:30 p.m.

Council held an interview with Christopher Leigh.

**Executive Session.** A motion was made by Jessica Sell Chambers and seconded by Jim Rooks to recess to an executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii). Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried.

Council recessed at 4:15 p.m. and reconvened at 4:43 p.m.

**Adjourn.** A motion was made by Jonathan Schechter and seconded by Arne Jorgensen to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 4:44 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

\_\_\_\_\_  
Lynsey Lenamond, Deputy Town Clerk

Minutes:11

Publish JH News & Guide: January XX, 2022

## TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

**JANUARY 31, 2022**

**JACKSON, WYOMING**

The Jackson Town Council met in a special session in the Grand Room of Snow King Hotel located at 400 East Snow King Avenue in Jackson, at 9:32 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*: Mayor Hailey Morton Levinson, Arne Jorgensen, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Paul Anthony, Michelle Weber, Floren Poliseo, Tyler Sinclair, Bruce Abel, Steve Ashworth, April Norton, Michael Palazzolo, Kelly Thompson, Brian Schilling, Carl Pelletier, Tyler Valentine, Mike Moyer, Lynsey Lenamond, Susan Scarlata, and Riley Taylor.

FACILITATOR: Heather Bergmann with Peak Facilitation.

**Welcome and Agenda Review.** Heather Bergmann made opening remarks and reviewed the agenda.

**Icebreaker.** Heather Bergmann led a group exercise.

**Update on Current Status of Council and Town Priorities.** Larry Pardee made staff comment on the status of the six Council priorities from the 2021 Council retreat, as well as the ongoing Town priorities of housing, Town employee housing, ecosystem stewardship, and transportation. Council held discussion with staff. April Norton made staff comment.

Council recessed at 11:19 a.m. and reconvened at 11:31 a.m.

**Council Priorities and Potential Initiatives List.** Council reviewed its Work Plan and the Potential Initiatives List.

**Checking in on Council Procedures and Agreements.** Council reviewed and discussed the new system for tracking potential initiatives, the staff work plan, and their working agreements.

Council recessed for lunch at 12:34 p.m. and reconvened at 1:03 p.m. Councilmember Rooks rejoined at 1:12 p.m.

**A Critical Priority for the Town: Retention, Support, and Recruitment of Staff.** Larry Pardee made staff comment. Council held discussion with staff on the current state of Town staff morale, pay, and related issues, as well as the impact that attending to these issues will have on director capacity and the budget.

**Director Updates.** Department directors shared the top 3-5 important things their department is working on, above and beyond day-to-day service, that could involve Council in the coming year.

Council recessed at 2:39 p.m. and reconvened at 2:47 p.m.

Department updates continued.

Council recessed at 4:19 p.m. and reconvened at 4:31 p.m.

**Dialogue with State Legislative Liaison Nick Agopian.** Council held discussion with Nick Agopian regarding the legislative process and introduced current bills of interest.

**Adjourn.** Council recessed at 5:09 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

\_\_\_\_\_  
Riley Taylor, Town Clerk

minutes: rt  
Publish JH News & Guide: February 9, 2022

## TOWN COUNCIL PROCEEDINGS - **UNAPPROVED**

**FEBRUARY 1, 2022**

**JACKSON, WYOMING**

The Jackson Town Council met in a special session in the Grand Room of Snow King Hotel located at 400 East Snow King Avenue in Jackson, at 9:40 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*: Mayor Hailey Morton Levinson, Arne Jorgensen, Jonathan Schechter, Jessica Sell Chambers, and Jim Rooks.

STAFF: Larry Pardee, Lea Colasuonno, Tyler Sinclair, Paul Anthony, Michelle Weber, Floren Poliseo, Tyler Valentine, Bruce Abel, Steve Ashworth, April Norton, Michael Palazzolo, Kelly Thompson, Carl Pelletier, Tyler Valentine, Lynsey Lenamond, Susan Scarlata, and Riley Taylor.

FACILITATOR: Heather Bergmann with Peak Facilitation.

**Welcome and Icebreaker.** Heather Bergmann and Mayor Morton Levinson made opening remarks. Heather Bergmann led an icebreaker exercise.

**Strategic Considerations & Decision Tree About Future Funding of Local Government.** Larry Pardee made staff comment on future funding, including the 7<sup>th</sup> cent, SPET, and joint funding. Council held discussion with staff.

Council recessed at 11:16 a.m. and reconvened at 11:27 a.m.

**Items to Discuss at Joint Retreat.** Larry Pardee and Tyle Sinclair made staff comment. Council shared and discussed suggestions they have regarding topics/ideas to discuss with Commissioners during upcoming joint information meetings and at the joint retreat on March 8.

**Other Areas for Council Dialogue.** Larry Pardee and Tyler Sinclair made staff comment. Council discussed adding and removing items from the work plan.

**Adjourn.** Council members provided parting thoughts. A motion was made by Jonathan Schechter and seconded by Jessica Sell Chambers to adjourn the meeting. Mayor Morton Levinson called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 12:36 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

\_\_\_\_\_  
Riley Taylor, Town Clerk

minutes: rt

Publish JH News & Guide: February 9, 2022



## 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  |
|-------------|---------------------------|----------------|------------------------------|--------------|--------------------|-------------|------------|
| 328         | 842-NCBERS GROUP WYOMIN   | 842012022      | PAYROLL DEDUCTIONS JAN &     | 01/10/2022   | 192.00             | 192.00      | 01/28/2022 |
| Total 328:  |                           |                |                              |              | 192.00             | 192.00      |            |
| 51          | ACE HARDWARE              | 4768043        | CLOSER PNEU                  | 01/07/2022   | 17.99              | .00         |            |
| 51          | ACE HARDWARE              | 767728         | SUPPLIES                     | 01/04/2022   | 87.87              | .00         |            |
| 51          | ACE HARDWARE              | 767784         | KEY KRAFTER                  | 01/04/2022   | 17.94              | .00         |            |
| 51          | ACE HARDWARE              | 767973         | VARNISH POLY MIN, SANDRPA    | 01/06/2022   | 42.84              | .00         |            |
| 51          | ACE HARDWARE              | 768595         | BATTERIES                    | 01/12/2022   | 19.99              | .00         |            |
| 51          | ACE HARDWARE              | 768792         | HEAT GUN, MARKING PAINT BL   | 01/14/2022   | 171.95             | .00         |            |
| 51          | ACE HARDWARE              | 768804         | GFCI RECEPT                  | 01/14/2022   | 32.98              | .00         |            |
| 51          | ACE HARDWARE              | 769098         | MOUSE TRAPS                  | 01/18/2022   | 45.94              | .00         |            |
| 51          | ACE HARDWARE              | 769128         | DOOR CLOSER INSTALL          | 01/18/2022   | 67.48              | .00         |            |
| 51          | ACE HARDWARE              | 769225         | 10MM X50MM                   | 01/19/2022   | 9.40               | .00         |            |
| 51          | ACE HARDWARE              | 769975         | BLADE SAW 10" 60T FREUD, LA  | 01/26/2022   | 124.98             | .00         |            |
| 51          | ACE HARDWARE              | 770039         | MARKING PAINT ORG, TAPE MA   | 01/26/2022   | 45.46              | .00         |            |
| 51          | ACE HARDWARE              | 770310         | BULB FL UBND T8 6" 32W       | 01/28/2022   | 67.96              | .00         |            |
| 51          | ACE HARDWARE              | 770476         | DUSCT SUPUR FLX DRY, SPLY    | 01/31/2022   | 67.96              | .00         |            |
| 51          | ACE HARDWARE              | 770538         | COMPTR GROMMET BLK           | 01/31/2022   | 13.98              | .00         |            |
| Total 51:   |                           |                |                              |              | 834.72             | .00         |            |
| 2269        | AFLAC                     | 013215         | ACCOUNT #y9599               | 01/25/2022   | 2,501.18           | 2,501.18    | 01/28/2022 |
| Total 2269: |                           |                |                              |              | 2,501.18           | 2,501.18    |            |
| 5726        | AMAZON                    | 1C79-YV4P-3H   | DOOR STOPPER                 | 12/30/2021   | 126.95             | .00         |            |
| 5726        | AMAZON                    | 1QJG-7WNV-F    | GRAN BARS                    | 01/21/2022   | 89.99              | .00         |            |
| 5726        | AMAZON                    | 1TXQ-KQCV-4    | RF INS, MALE CRIMP, LAIRD TE | 01/18/2022   | 409.65             | .00         |            |
| Total 5726: |                           |                |                              |              | 626.59             | .00         |            |
| 16          | AMERI-TECH EQUIPMENT CO I | 1428           | KIT AL ADD SHLF, FRT         | 07/28/2021   | 564.00             | .00         |            |
| Total 16:   |                           |                |                              |              | 564.00             | .00         |            |
| 6575        | APEX SAGE INC             | 011622         | LABOR, MATERIAL              | 01/16/2022   | 2,460.46           | .00         |            |
| 6575        | APEX SAGE INC             | 012222         | SI-FERRIN                    | 01/22/2022   | 1,075.11           | .00         |            |
| Total 6575: |                           |                |                              |              | 3,535.57           | .00         |            |
| 1783        | AT&T                      | 287272169264   | MONTHLY SERVICES             | 01/20/2022   | 43.23              | .00         |            |
| 1783        | AT&T                      | 287279795460   | MONTHLY ACCOUNT 287279795    | 01/19/2022   | 251.88             | .00         |            |
| Total 1783: |                           |                |                              |              | 295.11             | .00         |            |
| 6966        | BARNETT, ALEXANDRA        | 020122         | RETURN DEPOSIT FOR 145 B     | 02/01/2022   | 500.00             | .00         |            |
| Total 6966: |                           |                |                              |              | 500.00             | .00         |            |
| 6583        | BESTDRIVE IDAHO FALLS     | 29002647       | 245/55R18 103V FR GMAX JST   | 11/26/2021   | 1,111.36           | .00         |            |
| 6583        | BESTDRIVE IDAHO FALLS     | 29002754       | 315/80R22.5 NAVITRAC, 315/80 | 01/14/2022   | 5,345.40           | .00         |            |
| 6583        | BESTDRIVE IDAHO FALLS     | 29002779       | 315/80R22.5, SYPE TIRES      | 01/24/2022   | 7,260.00           | .00         |            |

| Vendor      | Vendor Name              | Invoice Number | Description                   | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|-------------|--------------------------|----------------|-------------------------------|--------------|--------------------|-------------|-----------|
| Total 6583: |                          |                |                               |              | 13,716.76          | .00         |           |
| 4774        | BIG R RANCH & HOME       | 1544418        | NUT SELF LOCK, BOLT 6X18 SP   | 01/12/2022   | 9.92               | .00         |           |
| Total 4774: |                          |                |                               |              | 9.92               | .00         |           |
| 2850        | BMV LLC                  | 011222         | FLEET SHIPPING                | 01/12/2022   | 37.50              | .00         |           |
| 2850        | BMV LLC                  | 011422         | FLEET SHIPPING                | 01/14/2022   | 11.68              | .00         |           |
| Total 2850: |                          |                |                               |              | 49.18              | .00         |           |
| 6727        | BRIGGS, ERIC L           | 11877          | 16 PC SPADE                   | 01/13/2022   | 64.95              | .00         |           |
| 6727        | BRIGGS, ERIC L           | 12090          | 40 PC STUBBY                  | 01/20/2022   | 224.95             | .00         |           |
| Total 6727: |                          |                |                               |              | 289.90             | .00         |           |
| 6156        | BUCKRAIL                 | 2179           | MEMBERSHIP                    | 10/01/2021   | 700.00             | .00         |           |
| Total 6156: |                          |                |                               |              | 700.00             | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-556535    | POWERATED BLT                 | 01/13/2022   | 25.44              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-556545    | COUPLER                       | 01/13/2022   | 18.58              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-556748    | FLOOR CLNR CONCRETE HD        | 01/15/2022   | 22.78              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-556753    | IGNITION COIL, SPK PLG-IRIDIU | 01/15/2022   | 77.29              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-557243    | FS DEX VI ATF, TRANSMISSION   | 01/20/2022   | 97.44              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-557247    | BARKE PADS-PROF PLAT, COA     | 01/20/2022   | 280.05             | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-557354    | BRAKE PADS-PROF PLAT          | 01/21/2022   | 48.49              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-557363    | BRAKE PAD SET                 | 01/21/2022   | 108.44             | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-557471    | OIL FILTER LD                 | 01/22/2022   | 10.72              | .00         |           |
| 5           | CARQUEST AUTO PARTS INC. | 6090-557477    | WATER PUMP                    | 01/22/2022   | 91.18              | .00         |           |
| Total 5:    |                          |                |                               |              | 780.41             | .00         |           |
| 544         | CENTURYLINK              | 277140567 012  | Monthly SERVICES              | 01/20/2022   | 170.63             | .00         |           |
| 544         | CENTURYLINK              | 307-733-3106   | 307-733-3106 742B             | 01/13/2022   | 41.60              | .00         |           |
| Total 544:  |                          |                |                               |              | 212.23             | .00         |           |
| 69          | COMMUNITY ENTRY SERVICES | 011122         | 3RD QUARTER                   | 01/11/2022   | 15,375.00          | .00         |           |
| Total 69:   |                          |                |                               |              | 15,375.00          | .00         |           |
| 4887        | CONTROL SYSTEM TECHNOLO  | 10260          | CONTROL SERVICE, CONTROL      | 01/17/2022   | 1,050.00           | .00         |           |
| 4887        | CONTROL SYSTEM TECHNOLO  | 10289          | CONTROL HARDWARE @ WWTP       | 01/18/2022   | 150.00             | .00         |           |
| 4887        | CONTROL SYSTEM TECHNOLO  | 10305          | CONTROL SERVICE               | 01/25/2022   | 300.00             | .00         |           |
| Total 4887: |                          |                |                               |              | 1,500.00           | .00         |           |
| 1691        | CORE & MAIN LP           | P511928        | 3/4 STRT DUAL CHECK           | 11/02/2021   | 578.88             | .00         |           |
| Total 1691: |                          |                |                               |              | 578.88             | .00         |           |
| 4918        | DEAN'S PEST CONTROL LLC  | 67959          | RODENT CONTROL WWTP           | 01/12/2022   | 100.00             | .00         |           |
| 4918        | DEAN'S PEST CONTROL LLC  | 68217          | PW RODENT CONTROL             | 01/14/2022   | 50.00              | .00         |           |
| 4918        | DEAN'S PEST CONTROL LLC  | 68258          | START RODENT CONTROL          | 01/12/2022   | 100.00             | .00         |           |

| Vendor      | Vendor Name               | Invoice Number | Description                 | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|-------------|---------------------------|----------------|-----------------------------|--------------|--------------------|-------------|------------|
| Total 4918: |                           |                |                             |              | 250.00             | .00         |            |
| 4415        | DEPATCO INC.              | 85018*04       | ASPHALT SNOW KING           | 01/03/2022   | 4,557.60           | .00         |            |
| Total 4415: |                           |                |                             |              | 4,557.60           | .00         |            |
| 6883        | DIVISION OF CHILD SUPPORT | 01142          | DCSE CASE #0005405448       | 01/14/2022   | 509.23             | 509.23      | 01/14/2022 |
| 6883        | DIVISION OF CHILD SUPPORT | 012722         | DCSE CASE #0005405448       | 01/27/2022   | 509.23             | 509.23      | 01/27/2022 |
| Total 6883: |                           |                |                             |              | 1,018.46           | 1,018.46    |            |
| 3408        | E.R. OFFICE EXPRESS       | 18858          | PD OFFICE SUPPLIES          | 12/31/2021   | 36.21              | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18858          | PD OFFICE SUPPLIES          | 12/31/2021   | 21.89              | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18858          | PD OFFICE SUPPLIES          | 12/31/2021   | 48.38              | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18921          | STORAGE FILES               | 01/12/2021   | 43.33              | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18958          | PAPER                       | 01/19/2022   | 111.14             | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18961          | notary stamp sandy          | 01/18/2022   | 28.99              | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18968          | FILE CABINET                | 01/19/2022   | 950.00             | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18982          | FILE CABINET                | 01/25/2022   | 950.00             | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 18996          | CHAIRS                      | 01/27/2022   | 3,603.77           | .00         |            |
| 3408        | E.R. OFFICE EXPRESS       | 19007          | FOLDERS                     | 01/27/2022   | 63.95              | .00         |            |
| Total 3408: |                           |                |                             |              | 5,857.66           | .00         |            |
| 502         | ELECTRICAL WHSLE SUPPLY C | S5154428.001   | STEEL LOCKNUTS, CONDUIT, T  | 01/18/2022   | 4.56               | .00         |            |
| Total 502:  |                           |                |                             |              | 4.56               | .00         |            |
| 5223        | ENERGY CONSERVATION WOR   | 122221         | 2ND QUARTER                 | 12/22/2021   | 8,750.00           | .00         |            |
| Total 5223: |                           |                |                             |              | 8,750.00           | .00         |            |
| 1134        | ENERGY LABORATORIES INC.  | 446606         | INFLUENT, EFFLUENT, CELL 1, | 01/05/2022   | 437.00             | .00         |            |
| 1134        | ENERGY LABORATORIES INC.  | 446607         | INFLUENT, EFFLUENT          | 01/05/2022   | 149.00             | .00         |            |
| 1134        | ENERGY LABORATORIES INC.  | 447485         | ANALYSIS PARAMETER          | 01/10/2022   | 132.00             | .00         |            |
| 1134        | ENERGY LABORATORIES INC.  | 447486         | ANALYSIS PARAMETER          | 01/10/2022   | 132.00             | .00         |            |
| 1134        | ENERGY LABORATORIES INC.  | 448189         | INFLUENT, EFFLUENT          | 01/14/2022   | 169.00             | .00         |            |
| 1134        | ENERGY LABORATORIES INC.  | 449247         | INFLUENT, EFFLUENT          | 01/20/2022   | 169.00             | .00         |            |
| Total 1134: |                           |                |                             |              | 1,188.00           | .00         |            |
| 3195        | FERGUSON ENTERPRISES, IN  | 0078573        | AQUAFLUSH DIAPH & FLOW RI   | 01/10/2022   | 9.98               | .00         |            |
| Total 3195: |                           |                |                             |              | 9.98               | .00         |            |
| 6967        | FIELD TRAINING SOLUTIONS  | 9285           | FIELD TRAINING COURSE       | 01/06/2022   | 95.00              | .00         |            |
| Total 6967: |                           |                |                             |              | 95.00              | .00         |            |
| 4294        | FIRE SERVICES OF IDAHO    | 11370767       | SI-FERRIN                   | 12/31/2021   | 1,250.00           | .00         |            |
| 4294        | FIRE SERVICES OF IDAHO    | 11380587       | SI-FERRIN                   | 12/31/2021   | 9,621.50           | .00         |            |
| 4294        | FIRE SERVICES OF IDAHO    | 11443293       | SI- FERRIN                  | 01/12/2022   | 2,291.58           | .00         |            |
| 4294        | FIRE SERVICES OF IDAHO    | 11574913       | PW SHOP SERVICE CAL         | 01/25/2022   | 367.50             | .00         |            |
| Total 4294: |                           |                |                             |              | 13,530.58          | .00         |            |
| 2549        | FIRST TRANSIT             | 11776208       | CONTRACT SERVICES           | 01/20/2022   | 12,844.70          | .00         |            |

| Vendor      | Vendor Name           | Invoice Number | Description                | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|-------------|-----------------------|----------------|----------------------------|--------------|--------------------|-------------|-----------|
| Total 2549: |                       |                |                            |              | 12,844.70          | .00         |           |
| 4709        | FLEETPRIDE            | 88006638       | 43 SRS MALE SAE O-RING     | 12/17/2021   | 73.86              | .00         |           |
| 4709        | FLEETPRIDE            | 887566719      | HOSE BARB UNION 3/4        | 01/04/2022   | 37.36              | .00         |           |
| Total 4709: |                       |                |                            |              | 111.22             | .00         |           |
| 324         | GFOA                  | 9992           | FY21 CAFR                  | 12/31/2021   | 460.00             | .00         |           |
| Total 324:  |                       |                |                            |              | 460.00             | .00         |           |
| 4212        | GILLIG LLC            | 40878266       | STEPWELL BLACK HOUSING L   | 01/05/2022   | 795.24             | .00         |           |
| 4212        | GILLIG LLC            | 40879489       | UPPER/ LWR SHOE LININGS KI | 01/10/2022   | 721.78             | .00         |           |
| Total 4212: |                       |                |                            |              | 1,517.02           | .00         |           |
| 5009        | GM SHEET METAL LLC    | 4850           | SHOP LABOR,                | 01/12/2022   | 630.00             | .00         |           |
| Total 5009: |                       |                |                            |              | 630.00             | .00         |           |
| 1165        | GRAFIX SHOPPE INC.    | 142400         | OLD STYLE REFLECTIVE TETO  | 12/10/2021   | 312.67             | .00         |           |
| 1165        | GRAFIX SHOPPE INC.    | 142982         | NEW GRAPHICS PD VEHICLE    | 01/25/2022   | 2,695.99           | .00         |           |
| Total 1165: |                       |                |                            |              | 3,008.66           | .00         |           |
| 5734        | GREENWAY PAINTING LLC | 1481           | SI-FERRIN                  | 01/24/2022   | 4,500.00           | .00         |           |
| Total 5734: |                       |                |                            |              | 4,500.00           | .00         |           |
| 5044        | H&R ENTERPRISES       | 520            | UNIFORMS                   | 01/16/2022   | 439.36             | .00         |           |
| Total 5044: |                       |                |                            |              | 439.36             | .00         |           |
| 93          | HACH CHEMICAL CO.     | 12763926       | NITRATE, TNT+              | 11/24/2021   | 368.13             | .00         |           |
| 93          | HACH CHEMICAL CO.     | 12809602       | SENSOR CAP ASSY, DO PROBE  | 12/24/2021   | 878.00             | .00         |           |
| Total 93:   |                       |                |                            |              | 1,246.13           | .00         |           |
| 4988        | HD FOWLER COMPANY     | 15990759       | VALVE CURB STOP            | 01/06/2022   | 1,005.48           | .00         |           |
| Total 4988: |                       |                |                            |              | 1,005.48           | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 028995         | ODOR CONTROL               | 12/06/2021   | 7.50               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293717        | BUILDING MAINT: MATS, RAG  | 12/29/2021   | 69.00              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: ADMIN            | 12/30/2021   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: STREET           | 12/30/2021   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: WATER            | 12/30/2021   | 18.43              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: ADMIN            | 12/30/2021   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | SHOP SUPPLIES:             | 12/30/2021   | 11.72              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: FACILITY         | 12/30/2021   | 9.70               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: FLEET            | 12/30/2021   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: SEWER            | 12/30/2021   | 19.40              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | BUILDING MAINT: PUBLIC WOR | 12/30/2021   | 8.00               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0293941        | UNIFORMS: WWTP             | 12/30/2021   | 24.25              | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0294522        | ODOR CONTROL               | 01/03/2022   | 7.50               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0295071        | BUILDING MAINT: PUBLIC WOR | 01/06/2022   | 8.00               | .00         |           |
| 96          | HIGH COUNTRY LINEN    | 0295071        | UNIFORMS: WWTP             | 01/06/2022   | 24.25              | .00         |           |

| Vendor      | Vendor Name                 | Invoice Number | Description                | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|-------------|-----------------------------|----------------|----------------------------|--------------|--------------------|-------------|-----------|
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: SEWER            | 01/06/2022   | 19.40              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: ADMIN            | 01/06/2022   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | SHOP SUPPLIES:             | 01/06/2022   | 7.32               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: FACILITY         | 01/06/2022   | 9.70               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: FLEET            | 01/06/2022   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: WATER            | 01/06/2022   | 18.43              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: ADMIN            | 01/06/2022   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0295071        | UNIFORMS: STREET           | 01/06/2022   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: STREET           | 01/13/2022   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: ADMIN            | 01/13/2022   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | SHOP SUPPLIES: RED RAGS, O | 01/13/2022   | 52.32              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: FACILITY         | 01/13/2022   | 9.70               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: FLEET            | 01/13/2022   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: WATER            | 01/13/2022   | 18.43              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: ADMIN            | 01/13/2022   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | BUILDING MAINT: PUBLIC WOR | 01/13/2022   | 154.45             | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: WWTP             | 01/13/2022   | 24.25              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296232        | UNIFORMS: SEWER            | 01/13/2022   | 19.40              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0296834        | ODOR CONTROL               | 01/17/2022   | 7.50               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: SEWER            | 01/20/2022   | 19.40              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | BUILDING MAINT: PUBLIC WOR | 01/20/2022   | 8.20               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: WWTP             | 01/20/2022   | 24.25              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: FLEET            | 01/20/2022   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: WATER            | 01/20/2022   | 18.43              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: ADMIN            | 01/20/2022   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | SHOP SUPPLIES: RED RAGS    | 01/20/2022   | 7.32               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: FACILITY         | 01/20/2022   | 9.70               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: STREET           | 01/20/2022   | 38.80              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297404        | UNIFORMS: ADMIN            | 01/20/2022   | 4.85               | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0297994        | BUILDING MAINT: HOME RANC  | 01/24/2022   | 28.29              | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0298001        | BUILDING MAINT: TOWN HALL- | 01/24/2022   | 266.26             | .00         |           |
| 96          | HIGH COUNTRY LINEN          | 0299140        | ODOR CONTROL @ HOME RAN    | 01/31/2022   | 7.50               | .00         |           |
| Total 96:   |                             |                |                            |              | 1,287.20           | .00         |           |
| 6621        | ICLEI- LOCAL GOV FOR SUSTAI | 2635           | MEMBERSHIP PERIOD: APRIL 1 | 01/10/2022   | 1,200.00           | .00         |           |
| Total 6621: |                             |                |                            |              | 1,200.00           | .00         |           |
| 4044        | IDAHO FALLS PETERBILT       | 597368         | AIR PANEL FILTER           | 01/18/2022   | 205.14             | .00         |           |
| Total 4044: |                             |                |                            |              | 205.14             | .00         |           |
| 106         | INTERSTATE BATTERY          | 22252354       | (1) MTP-65HD               | 01/24/2022   | 118.95             | .00         |           |
| Total 106:  |                             |                |                            |              | 118.95             | .00         |           |
| 6954        | IVY OUTDOOR SERVICES LLC    | 1052           | TRASH REMOVAL @ START      | 01/03/2022   | 100.00             | .00         |           |
| Total 6954: |                             |                |                            |              | 100.00             | .00         |           |
| 2           | JACKSON CURBSIDE INC.       | 00029413       | HOME RANCH RECYCLLING      | 11/10/2021   | 675.00             | .00         |           |
| 2           | JACKSON CURBSIDE INC.       | 00029440       | RECYCLING @ DOWNTOWN       | 11/10/2021   | 1,405.00           | .00         |           |
| 2           | JACKSON CURBSIDE INC.       | 00029618       | RECYCLING @ PUBLIC WORKS   | 01/10/2022   | 195.00             | .00         |           |
| 2           | JACKSON CURBSIDE INC.       | 00029625       | RECYCLE @ TOWN HALL        | 01/10/2022   | 480.00             | .00         |           |
| 2           | JACKSON CURBSIDE INC.       | 00029632       | RECYCLING @ DOWNTOWN       | 01/10/2022   | 1,035.00           | .00         |           |

| Vendor      | Vendor Name               | Invoice Number | Description                   | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|-------------|---------------------------|----------------|-------------------------------|--------------|--------------------|-------------|------------|
| Total 2:    |                           |                |                               |              | 3,790.00           | .00         |            |
| 858         | JACKSON HOLE COMMUNITY H  | 012822         | CONTRACT PAYMENT              | 01/28/2022   | 12,500.00          | .00         |            |
| Total 858:  |                           |                |                               |              | 12,500.00          | .00         |            |
| 6474        | JACKSON HOLE LAW, PC      | 1494           | JANUARY 2022 LEGAL SERVICE    | 01/31/2022   | 3,003.00           | .00         |            |
| Total 6474: |                           |                |                               |              | 3,003.00           | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 330478         | AD#397104                     | 09/08/2021   | 328.50             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 330671         | AD#397454                     | 09/15/2021   | 330.50             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 330917         | AD#397707                     | 09/22/2021   | 330.50             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 331989         | AD#398510                     | 10/20/2021   | 571.20             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 334299B        | AD#400695 SHORT               | 12/22/2021   | 395.00             | 395.00      | 01/21/2022 |
| 131         | JACKSON HOLE NEWS & GUID  | 334993         | AD#401171                     | 01/12/2022   | 204.00             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 334994         | AD#401169                     | 01/12/2022   | 272.00             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 334995         | AD#401167                     | 01/12/2022   | 387.60             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 334996         | AD#4011666                    | 01/12/2022   | 387.60             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335084         | AD#401387                     | 01/12/2022   | 2,235.83           | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335130         | AD#401385                     | 01/12/2022   | 34.20              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335131         | AD#401386                     | 01/12/2022   | 34.20              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335198         | AD#400666                     | 01/19/2022   | 204.00             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335199         | AD#401674                     | 01/19/2022   | 387.60             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335256         | AD#401660                     | 01/19/2022   | 205.20             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335257         | AD#401861                     | 01/19/2022   | 487.35             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335300         | AD#401383- RFB- TOJ BID #.22- | 01/19/2022   | 94.06              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335300         | AD#401382- RFB: TOJ BID NO. 2 | 01/19/2022   | 94.06              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335300         | AD#401384- RFB: GILL AVE. SE  | 01/19/2022   | 94.06              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335367         | AD#401170                     | 01/27/2022   | 272.00             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335368         | AD#401172                     | 01/27/2022   | 204.00             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335442         | AD#401902                     | 01/28/2022   | 81.23              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335443         | AD#401900                     | 01/28/2022   | 444.60             | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335444         | AD#401901                     | 01/28/2022   | 55.58              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335486         | AD#401906                     | 01/28/2022   | 29.93              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335487         | AD#401908                     | 01/28/2022   | 38.48              | .00         |            |
| 131         | JACKSON HOLE NEWS & GUID  | 335488         | AD#401904                     | 01/28/2022   | 34.20              | .00         |            |
| Total 131:  |                           |                |                               |              | 8,237.48           | 395.00      |            |
| 6545        | JACKSON HOLE PUBLIC ART   | 011822         | ART FUNDING                   | 01/18/2022   | 8,964.00           | .00         |            |
| Total 6545: |                           |                |                               |              | 8,964.00           | .00         |            |
| 5084        | JACKSON HOLE SECURITY, LL | 11581          | ALARM RESPONSE FOR 400 W      | 01/01/2022   | 500.00             | .00         |            |
| Total 5084: |                           |                |                               |              | 500.00             | .00         |            |
| 114         | JACKSON LUMBER INC        | 0000727933-0   | JOBSAW BLADES                 | 12/10/2021   | 15.69              | .00         |            |
| 114         | JACKSON LUMBER INC        | 000727784-00   | BAR CLAMP                     | 12/09/2021   | 60.57              | .00         |            |
| Total 114:  |                           |                |                               |              | 76.26              | .00         |            |
| 239         | JH20 WATER CONDITIONING & | I220118657     | BOTTLE WATER, DELIVERY, BO    | 01/18/2022   | 58.00              | .00         |            |
| Total 239:  |                           |                |                               |              | 58.00              | .00         |            |

| Vendor | Vendor Name              | Invoice Number | Description                   | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|--------|--------------------------|----------------|-------------------------------|--------------|--------------------|-------------|-----------|
| 2647   | JHAM, INC.               | JPD091621B     | SARARILAND HARDWIRE           | 11/10/2021   | 2,515.75           | .00         |           |
|        | Total 2647:              |                |                               |              | 2,515.75           | .00         |           |
| 4902   | KOIS BROTHERS EQUIPMENT  | 124952         | MOTOR ASM-ROTAION CHUTE,      | 01/06/2022   | 2,336.30           | .00         |           |
|        | Total 4902:              |                |                               |              | 2,336.30           | .00         |           |
| 6531   | LEE, NANCY               | 011322         | REIMBUSE FOR BOXES            | 01/13/2022   | 44.98              | .00         |           |
|        | Total 6531:              |                |                               |              | 44.98              | .00         |           |
| 6926   | LEGACY PHILANTHROPY WOR  | TOJ2022-1      | Q3 CONTRACT                   | 01/10/2022   | 2,500.00           | .00         |           |
|        | Total 6926:              |                |                               |              | 2,500.00           | .00         |           |
| 6847   | LENAMOND, LYNSEY         | 020122         | TRAVEL REIMBURSE              | 02/01/2022   | 478.21             | .00         |           |
|        | Total 6847:              |                |                               |              | 478.21             | .00         |           |
| 5691   | LEPCO                    | 46745          | GRANULAR BASE 3 BAGS, LUS     | 01/13/2022   | 893.00             | .00         |           |
| 5691   | LEPCO                    | 46785          | SERVICE BUS WASH              | 01/13/2022   | 275.00             | .00         |           |
|        | Total 5691:              |                |                               |              | 1,168.00           | .00         |           |
| 4380   | LONG BUILDING TECHNOLOGI | JC147140       | PROJ: HOME RANCH- CONTRO      | 01/20/2022   | 6,885.00           | .00         |           |
| 4380   | LONG BUILDING TECHNOLOGI | JC147141       | PROJ: TOJ SI-FERRIN DDC CO    | 01/20/2022   | 4,488.00           | .00         |           |
|        | Total 4380:              |                |                               |              | 11,373.00          | .00         |           |
| 998    | METROQUIP INC            | E00298         | ELGIN BROOM BADGER            | 01/04/2022   | 1.00               | .00         |           |
|        | Total 998:               |                |                               |              | 1.00               | .00         |           |
| 6766   | MOHROR, SCOTT            | 011422         | REIMBURSTMENT FOR TRAVEL      | 01/14/2022   | 751.31             | .00         |           |
|        | Total 6766:              |                |                               |              | 751.31             | .00         |           |
| 4623   | MSC INDUSTRIAL SUPPLY CO | 5122264001     | SORBENT UNIVERSAL PAD, BR     | 01/06/2022   | 292.81             | .00         |           |
|        | Total 4623:              |                |                               |              | 292.81             | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 041119         | NAPAGOLD FUEL FILTER          | 01/06/2022   | 37.14              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 041760         | NAPAGOLD FUEL FILTER, NAPA    | 01/10/2022   | 63.34              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 041761         | NAPA OIL FILTER               | 01/10/2022   | 53.55              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 041843         | NAPAGOLD OIL FILTER, NAPAG    | 01/10/2022   | 260.62             | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 042561         | NAPAGOLD AIR FILTER           | 01/13/2022   | 30.75              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 043123         | LAMP, PREMIUM CAPSULES        | 01/17/2022   | 177.66             | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 043445         | LUBEGARD KOOLER KLEE, TIR     | 01/18/2022   | 154.86             | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 043844         | QK EPOXY SYRINGE, JB WLED,    | 01/20/2022   | 98.75              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 043951         | NAPA OIL FILTER               | 01/20/2022   | 7.92               | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 044634         | NAPA GOLD AIR FILTER, OIL FIL | 01/24/2022   | 41.41              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 044751         | LED M C LAMP                  | 01/25/2022   | 58.14              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 044777         | NAPA OIL FILTER               | 01/25/2022   | 3.96               | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 044781         | NAPA OIL FILTER               | 01/25/2022   | 33.60              | .00         |           |
| 257    | NAPAAUTO PARTS INC.      | 044999         | RTU EXT/ LIFE GAL             | 01/26/2022   | 56.22              | .00         |           |

| Vendor      | Vendor Name                    | Invoice Number | Description                    | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|-------------|--------------------------------|----------------|--------------------------------|--------------|--------------------|-------------|------------|
| Total 257:  |                                |                |                                |              | 1,077.92           | .00         |            |
| 6500        | NATIONAL ASSOCIATION OF CL     | 71665          | MEMBERSHIP DUES                | 09/09/2021   | 250.00             | .00         |            |
| 6500        | NATIONAL ASSOCIATION OF CL     | 71665          | MEMBERSHIP DUES                | 09/09/2021   | 300.00             | .00         |            |
| 6500        | NATIONAL ASSOCIATION OF CL     | 71665          | MEMBERSHIP DUES                | 09/09/2021   | 200.00             | .00         |            |
| Total 6500: |                                |                |                                |              | 750.00             | .00         |            |
| 187         | NELSON ENGINEERING             | 56188          | 21-295-01 CEMETARY             | 08/27/2021   | 2,871.00           | .00         |            |
| 187         | NELSON ENGINEERING             | 56816          | 19-330-003 WELL EXPLORATIO     | 10/25/2021   | 70.00              | .00         |            |
| 187         | NELSON ENGINEERING             | 57593          | PROJ: 14-175-03 021- WEST BR   | 12/30/2021   | 671.00             | .00         |            |
| 187         | NELSON ENGINEERING             | 57644          | PROJ: 21-060-01 115 JACKSON    | 01/06/2022   | 139.50             | .00         |            |
| 187         | NELSON ENGINEERING             | 57698          | PROJ: 21-411-03 020 VINE STRE  | 01/10/2022   | 942.00             | .00         |            |
| Total 187:  |                                |                |                                |              | 4,693.50           | .00         |            |
| 6213        | New West Building Company Inc. | 011722         | B20-0256 partial release       | 01/17/2022   | 4,000.00           | 4,000.00    | 01/25/2022 |
| 6213        | New West Building Company Inc. | 011722         | B20-0255 Partial release       | 01/17/2022   | 4,000.00           | 4,000.00    | 01/25/2022 |
| 6213        | New West Building Company Inc. | 011722         | B19-0533 120 east hansen       | 01/17/2022   | 7,500.00           | 7,500.00    | 01/25/2022 |
| 6213        | New West Building Company Inc. | 011722         | release bond B19-0541 130 east | 01/17/2022   | 7,500.00           | 7,500.00    | 01/25/2022 |
| Total 6213: |                                |                |                                |              | 23,000.00          | 23,000.00   |            |
| 513         | ON SIGHT LAND SURVEYORS I      | P22-001 0122   | tech review HILLSIDE SUBDIVISI | 01/26/2022   | 600.00             | .00         |            |
| Total 513:  |                                |                |                                |              | 600.00             | .00         |            |
| 226         | O'RYAN CLEANERS                | 1000805-0120   | DRY CLEANING                   | 01/20/2022   | 134.33             | .00         |            |
| Total 226:  |                                |                |                                |              | 134.33             | .00         |            |
| 6894        | PALINDROME STUDIO              | 000328         | SPET LOGO                      | 01/05/2022   | 150.00             | .00         |            |
| Total 6894: |                                |                |                                |              | 150.00             | .00         |            |
| 3066        | PARDEE, LARRY                  | 020222         | COFFEE AND CREAMER             | 02/02/2022   | 186.91             | .00         |            |
| Total 3066: |                                |                |                                |              | 186.91             | .00         |            |
| 5026        | PELLETIER, CARL                | 012722         | REIMBURSE FOR EMPLOYEE R       | 01/27/2022   | 299.88             | .00         |            |
| Total 5026: |                                |                |                                |              | 299.88             | .00         |            |
| 3427        | POLLARDWATER.COM               | SC1296         | SERVICE CHARGER FOR DECE       | 12/31/2021   | 3.20               | .00         |            |
| Total 3427: |                                |                |                                |              | 3.20               | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775355836      | FULE PUMP                      | 01/07/2022   | 3,388.60           | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775356045      | FUEL GEAR                      | 01/14/2022   | 148.29             | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775356968      | ABS VALVE                      | 01/12/2022   | 303.20             | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775359110      | PRESSURE VALVE                 | 01/19/2022   | 333.23             | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775359535      | KIT SEAL,                      | 01/20/2022   | 356.35             | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775359668      | ABS VALVE                      | 01/12/2022   | 303.20             | .00         |            |
| 6483        | PREMIER TRUCK- SALT LAKE C     | 775360401      | SEAL, O-RING,                  | 01/24/2022   | 22.12              | .00         |            |
| Total 6483: |                                |                |                                |              | 4,854.99           | .00         |            |



| Vendor      | Vendor Name                 | Invoice Number | Description                 | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|-------------|-----------------------------|----------------|-----------------------------|--------------|--------------------|-------------|------------|
| 6594        | PROTERRA                    | 1035463        | ABSORBER FRT SHOCK, REAR    | 01/07/2022   | 911.67             | .00         |            |
| 6594        | PROTERRA                    | 1035585        | HVAC TEMP SENSOR, FRT       | 01/10/2022   | 159.43             | .00         |            |
| 6594        | PROTERRA                    | 1035707        | FUEL TANK AUX HEAT          | 01/11/2022   | 4,516.30           | .00         |            |
| 6594        | PROTERRA                    | 1035878        | PEDAL ACCELERATOR, SENSO    | 01/13/2022   | 687.59             | .00         |            |
| Total 6594: |                             |                |                             |              | 6,274.99           | .00         |            |
| 6613        | QUADIENT FINANCE USA, INV   | 790004408054   | POSTAGE                     | 12/30/2021   | 2,000.00           | .00         |            |
| Total 6613: |                             |                |                             |              | 2,000.00           | .00         |            |
| 532         | QUICK BROWN FOX LLC         | 3876           | GREEN SKI TICKET BOOKS      | 01/18/2022   | 420.00             | .00         |            |
| Total 532:  |                             |                |                             |              | 420.00             | .00         |            |
| 1839        | RAFTER J IMPROV/SERV DIST   | 4658           | Quarterly Billing           | 01/01/2022   | 146.43             | .00         |            |
| Total 1839: |                             |                |                             |              | 146.43             | .00         |            |
| 215         | RED'S AUTO GLASS, INC.      | 1040045        | LABOR: INSTALL GLASS IN STR | 12/03/2021   | 97.31              | .00         |            |
| Total 215:  |                             |                |                             |              | 97.31              | .00         |            |
| 6855        | RHINEHART OIL CO, LLC       | IN-584996-22   | DSL FUEL 2 DYED ULS, SDL FU | 01/08/2022   | 26,267.53          | .00         |            |
| 6855        | RHINEHART OIL CO, LLC       | IN-608692-22   | DSL FUEL 2 DYED, DSL FUEL 1 | 01/22/2022   | 30,755.16          | .00         |            |
| Total 6855: |                             |                |                             |              | 57,022.69          | .00         |            |
| 5672        | RINK-TEC INTERNATIONAL, INC | 4810           | GAS FUARD, AMMONIA SENSO    | 01/28/2022   | 1,519.50           | .00         |            |
| Total 5672: |                             |                |                             |              | 1,519.50           | .00         |            |
| 4723        | RON'S TOWING                | 22-18925       | TOW                         | 01/17/2021   | 175.00             | .00         |            |
| Total 4723: |                             |                |                             |              | 175.00             | .00         |            |
| 861         | ROTARY CLUB OF JACKSON H    | 518 0122       | LARRY PARDEE                | 01/01/2022   | 600.00             | .00         |            |
| Total 861:  |                             |                |                             |              | 600.00             | .00         |            |
| 234         | RYAN, JOHN                  | 121321         | REIMBURSE HAZ MAT ENDORS    | 12/13/2021   | 86.50              | .00         |            |
| Total 234:  |                             |                |                             |              | 86.50              | .00         |            |
| 13          | SAFETY SUPPLY & SIGN CO., I | 179103         | REG 12X18 PARKING SIGN, FRT | 11/17/2021   | 176.63             | .00         |            |
| 13          | SAFETY SUPPLY & SIGN CO., I | 179409         | REG 12X18 PARKING SIGN, FRT | 12/20/2021   | 1,486.61           | .00         |            |
| Total 13:   |                             |                |                             |              | 1,663.24           | .00         |            |
| 6965        | SAGEBRUSH INVESTORS, LLC    | 012822         | RETURN BOND B18-0301 550 W  | 01/28/2022   | 7,840.00           | 7,840.00    | 01/28/2022 |
| 6965        | SAGEBRUSH INVESTORS, LLC    | 012822         | RETURN BOND B19-0671 PRO    | 01/28/2022   | 13,000.00          | 13,000.00   | 01/28/2022 |
| Total 6965: |                             |                |                             |              | 20,840.00          | 20,840.00   |            |
| 5111        | SCHMILLEN, SCOTT            | 02093          | FIXTURE CLEANING @ PARKIN   | 12/23/2021   | 237.50             | .00         |            |
| 5111        | SCHMILLEN, SCOTT            | 02094          | FIXTURE CLEANED @ DELONE    | 12/23/2021   | 237.50             | .00         |            |
| 5111        | SCHMILLEN, SCOTT            | 02095          | FIXTURE CLEANED @ HOME R    | 12/27/2021   | 522.50             | .00         |            |
| 5111        | SCHMILLEN, SCOTT            | 02096          | FIXTURE CLEANED @ ICE RINK  | 12/27/2021   | 190.00             | .00         |            |

| Vendor      | Vendor Name               | Invoice Number | Description                  | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|-------------|---------------------------|----------------|------------------------------|--------------|--------------------|-------------|------------|
| Total 5111: |                           |                |                              |              | 1,187.50           | .00         |            |
| 4691        | SCHOW'S TRUCK CENTER      | 11875          | record credit amount         | 09/21/2021   | 1,440.49-          | .00         |            |
| Total 4691: |                           |                |                              |              | 1,440.49-          | .00         |            |
| 6365        | SIGN IT NOW INC           | 5965           | SET UP DESIGN, 2: HIGH TACK, | 02/02/2022   | 450.82             | .00         |            |
| Total 6365: |                           |                |                              |              | 450.82             | .00         |            |
| 4720        | SILVERSTAR                | 4307           | DARK FIBER WO#2205015        | 01/06/2022   | 3,456.00           | .00         |            |
| 4720        | SILVERSTAR                | 54639 0222     | MONTHLY SERVICES             | 02/01/2022   | 2,886.00           | .00         |            |
| Total 4720: |                           |                |                              |              | 6,342.00           | .00         |            |
| 5460        | SMITH, CHRISTIAN          | 012622         | BOOTS                        | 01/26/2022   | 100.00             | .00         |            |
| Total 5460: |                           |                |                              |              | 100.00             | .00         |            |
| 5632        | SNAKE RIVER MEP COMPLETE, | 5167           | REPLACE GAS FLEX             | 01/27/2022   | 619.90             | .00         |            |
| 5632        | SNAKE RIVER MEP COMPLETE, | 5208           | HEATER REPAIR                | 01/14/2022   | 1,827.10           | .00         |            |
| 5632        | SNAKE RIVER MEP COMPLETE, | 6848           | SI-FERRIN                    | 01/31/2022   | 9,971.50           | .00         |            |
| Total 5632: |                           |                |                              |              | 12,418.50          | .00         |            |
| 4699        | SNAKE RIVER ROASTING      | 76207          | COFFEE                       | 01/10/2022   | 108.90             | .00         |            |
| 4699        | SNAKE RIVER ROASTING      | 76499          | coffee                       | 01/27/2022   | 94.00              | .00         |            |
| Total 4699: |                           |                |                              |              | 202.90             | .00         |            |
| 5633        | SNAKE RIVER SUPPLY, LLC   | 013122         | SI-FERRIN                    | 01/31/2022   | 2,961.87           | .00         |            |
| Total 5633: |                           |                |                              |              | 2,961.87           | .00         |            |
| 6136        | SOLV BUSINESS SOLUTIONS-S | 417158         | EVIDENCE ENVELOPES           | 12/31/2021   | 226.56             | .00         |            |
| Total 6136: |                           |                |                              |              | 226.56             | .00         |            |
| 1505        | SPRING CREEK ANIMAL HOSPI | 625019259      | ANIMAL CARE                  | 01/16/2022   | 15.00              | .00         |            |
| 1505        | SPRING CREEK ANIMAL HOSPI | 625019260      | ANIMAL CARE                  | 01/16/2022   | 50.12              | .00         |            |
| 1505        | SPRING CREEK ANIMAL HOSPI | 625019261      | ANIMAL CARE                  | 01/16/2022   | 12.88              | .00         |            |
| Total 1505: |                           |                |                              |              | 78.00              | .00         |            |
| 241         | ST JOHN'S HOSPITAL        | 011922         | pre-emp physical             | 12/29/2021   | 196.00             | .00         |            |
| Total 241:  |                           |                |                              |              | 196.00             | .00         |            |
| 4874        | STANDARD DRYWALL, INC     | 012122         | PROJ: SI-FERRIN REMODEL- S   | 01/21/2022   | 648.00             | .00         |            |
| 4874        | STANDARD DRYWALL, INC     | WY7735 #4      | PROJ: WY7735- SI-FERRIN REM  | 01/31/2022   | 2,497.00           | .00         |            |
| Total 4874: |                           |                |                              |              | 3,145.00           | .00         |            |
| 6871        | STANDARD INSURANCE COMP   | 169141 0122    | january premium voluntary    | 12/17/2021   | 706.80             | 706.80      | 01/28/2022 |
| 6871        | STANDARD INSURANCE COMP   | 169141 0122    | january premium              | 12/17/2021   | 4,519.78           | 4,519.78    | 01/28/2022 |

| Vendor      | Vendor Name                | Invoice Number | Description                | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|-------------|----------------------------|----------------|----------------------------|--------------|--------------------|-------------|-----------|
| Total 6871: |                            |                |                            |              | 5,226.58           | 5,226.58    |           |
| 4990        | Swagit Productions, LLC    | 19604          | VIDEO STREAMING            | 12/31/2021   | 1,775.00           | .00         |           |
| Total 4990: |                            |                |                            |              | 1,775.00           | .00         |           |
| 581         | TETON COUNTY INTEGRATED    | 508192         | YARD WASTE                 | 05/10/2021   | 44.00              | .00         |           |
| 581         | TETON COUNTY INTEGRATED    | 518031         | YARD WASTE                 | 07/01/2021   | 42.00              | .00         |           |
| 581         | TETON COUNTY INTEGRATED    | 519108         | YARD WASTE                 | 07/08/2021   | 134.00             | .00         |           |
| 581         | TETON COUNTY INTEGRATED    | 6826           | RRR BUSINESS LEAFERS ANN   | 12/29/2021   | 50.00              | .00         |           |
| 581         | TETON COUNTY INTEGRATED    | 6880           | CARBOARD PICKUP SERVICE 2  | 01/01/2022   | 318.00             | .00         |           |
| Total 581:  |                            |                |                            |              | 588.00             | .00         |           |
| 6813        | TETON COUNTY PLANNING & B  | 183            | NEIGHBORHOOD PLAN          | 10/12/2021   | 6,444.37           | .00         |           |
| Total 6813: |                            |                |                            |              | 6,444.37           | .00         |           |
| 6902        | TETON COUNTY PUBLIC WORK   | 6              | BUILD GRANT DECEMBER       | 02/01/2022   | 25,440.75          | .00         |           |
| Total 6902: |                            |                |                            |              | 25,440.75          | .00         |           |
| 2327        | TETON COUNTY SHERIFF-DISP  | 012022         | DISPATCH - 4TH QUARTER 21  | 01/20/2022   | 3,373.25           | .00         |           |
| Total 2327: |                            |                |                            |              | 3,373.25           | .00         |           |
| 55          | TETON COUNTY SHERIFF'S-JAI | 608            | DECEMBER INMATES           | 01/14/2022   | 432.00             | .00         |           |
| Total 55:   |                            |                |                            |              | 432.00             | .00         |           |
| 6811        | Teton Landing              | 012822         | SCHOOL EXACTIONS REFUND    | 01/28/2022   | 4,000.00           | .00         |           |
| 6811        | Teton Landing              | 012822         | PARK EXACTIONS REFUND      | 01/28/2022   | 8,800.00           | .00         |           |
| Total 6811: |                            |                |                            |              | 12,800.00          | .00         |           |
| 268         | TETON MOTORS INC           | 5101022        | MIRROR                     | 01/10/2022   | 362.51             | .00         |           |
| 268         | TETON MOTORS INC           | 5101074        | REMANUFACTURED TRANS, SE   | 01/13/2022   | 5,308.41           | .00         |           |
| 268         | TETON MOTORS INC           | 5101177        | TANK                       | 01/24/2022   | 54.82              | .00         |           |
| 268         | TETON MOTORS INC           | 5101182        | CREDIT: REMANUFACTURED     | 01/24/2022   | 2,000.00-          | .00         |           |
| 268         | TETON MOTORS INC           | 5101205        | RADIATOR, PAD KIT, ROTOR   | 01/26/2022   | 660.21             | .00         |           |
| Total 268:  |                            |                |                            |              | 4,385.95           | .00         |           |
| 5895        | TETON MOUNTAIN RANCH       | 5384           | 25 LOADS STREET SWEEPING   | 12/08/2021   | 1,875.00           | .00         |           |
| Total 5895: |                            |                |                            |              | 1,875.00           | .00         |           |
| 3162        | TETON TRASH REMOVAL, INC.  | 22 FEB 926     | TRASH 145 west hansen 2a   | 02/01/2022   | 48.00              | .00         |           |
| Total 3162: |                            |                |                            |              | 48.00              | .00         |           |
| 6810        | THE TIRE RACK, INC.        | GS10748        | LT265/70R17- CP DISCO AT3, | 11/18/2021   | 445.12             | .00         |           |
| 6810        | THE TIRE RACK, INC.        | GX05710        | 275/55R20- BS BLIZ DMV2 XL | 01/11/2022   | 889.24             | .00         |           |
| Total 6810: |                            |                |                            |              | 1,334.36           | .00         |           |
| 284         | THOMPSON PALMER & ASSOCI   | 77789          | audit                      | 12/31/2021   | 40,250.00          | .00         |           |

| Vendor      | Vendor Name               | Invoice Number | Description                 | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|-------------|---------------------------|----------------|-----------------------------|--------------|--------------------|-------------|-----------|
| Total 284:  |                           |                |                             |              | 40,250.00          | .00         |           |
| 3955        | THOMSON WEST              | 844926213B     | SHORT PAID INVOICE          | 09/01/2021   | 8.94               | .00         |           |
| 3955        | THOMSON WEST              | 845088057      | MONTHLY CHARGE              | 10/01/2021   | 451.39             | .00         |           |
| 3955        | THOMSON WEST              | 845088057      | MONTHLY CHARGE              | 10/01/2021   | 451.40             | .00         |           |
| Total 3955: |                           |                |                             |              | 911.73             | .00         |           |
| 6363        | TMSC LLC                  | 2021-005S-03   | SERVICE CALL                | 01/30/2022   | 348.00             | .00         |           |
| 6363        | TMSC LLC                  | 2021-006-SF-0  | SI-FERRIN REMODEL           | 01/30/2022   | 25,066.90          | .00         |           |
| Total 6363: |                           |                |                             |              | 25,414.90          | .00         |           |
| 5666        | TRANSIT TALENT LLC        | 1092201        | LEGAL NOTICE                | 01/04/2022   | 115.00             | .00         |           |
| Total 5666: |                           |                |                             |              | 115.00             | .00         |           |
| 5038        | TREFONAS LAW, P.C.        | 011822         | LEGAL SERVICES              | 01/18/2022   | 753.04             | .00         |           |
| Total 5038: |                           |                |                             |              | 753.04             | .00         |           |
| 6968        | TREK BICYCLE CORPORATION  | 11178795       | BAG TRK RNS                 | 12/29/2021   | 147.80             | .00         |           |
| Total 6968: |                           |                |                             |              | 147.80             | .00         |           |
| 777         | UPPER CASE PRINTING INK   | 17869          | utility bills and envelopes | 01/07/2021   | 1,398.40           | .00         |           |
| 777         | UPPER CASE PRINTING INK   | 17869          | utility bills and envelopes | 01/07/2021   | 1,398.40           | .00         |           |
| Total 777:  |                           |                |                             |              | 2,796.80           | .00         |           |
| 1354        | US FOREST SERVICE         | 010722         | SPECIAL USE WATER TRANS PI  | 01/07/2022   | 432.20             | .00         |           |
| 1354        | US FOREST SERVICE         | 010722         | SPECIAL USE WATER TRANS PI  | 01/07/2022   | 432.20             | .00         |           |
| Total 1354: |                           |                |                             |              | 864.40             | .00         |           |
| 706         | USA BLUE BOOK             | 574317         | OAKTON WATER RINSE          | 04/15/2021   | 42.75              | .00         |           |
| 706         | USA BLUE BOOK             | 673343         | VALVE BOX TONGS             | 07/23/2021   | 814.94             | .00         |           |
| 706         | USA BLUE BOOK             | 699807         | FINANCE CHARGE- SEPT, OCT,  | 01/04/2022   | 54.92              | .00         |           |
| 706         | USA BLUE BOOK             | 842481         | PLAST O MATIC               | 01/11/2022   | 1,913.85           | .00         |           |
| Total 706:  |                           |                |                             |              | 2,826.46           | .00         |           |
| 3881        | VALLEY OFFICE SYSTEMS     | AR1022276      | COPIER CONTRACT             | 12/31/2021   | 465.42             | .00         |           |
| Total 3881: |                           |                |                             |              | 465.42             | .00         |           |
| 6969        | VELOCITY EHS              | 251288         | HQ SUBSCRIPTION             | 01/27/2022   | 2,899.00           | .00         |           |
| Total 6969: |                           |                |                             |              | 2,899.00           | .00         |           |
| 6319        | VIRGINIAN VILLAGE CONDO H | 580            | Q4 DUES                     | 10/01/2021   | 540.00             | .00         |           |
| 6319        | VIRGINIAN VILLAGE CONDO H | 580            | Q4 DUES                     | 10/01/2021   | 540.00             | .00         |           |
| 6319        | VIRGINIAN VILLAGE CONDO H | 628            | Q1 DUES                     | 01/10/2022   | 540.00             | .00         |           |
| 6319        | VIRGINIAN VILLAGE CONDO H | 628            | Q1 DUES                     | 01/10/2022   | 540.00             | .00         |           |
| Total 6319: |                           |                |                             |              | 2,160.00           | .00         |           |

| Vendor    | Vendor Name | Invoice Number  | Description                     | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|-----------|-------------|-----------------|---------------------------------|--------------|--------------------|-------------|-----------|
| 3420 VISA |             | Admin 1 #5397   | fine dining group               | 12/24/2021   | 1,470.80           | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | pearl street                    | 12/24/2021   | 17.82              | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | pinky g's                       | 12/24/2021   | 157.05             | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | motel 5                         | 12/24/2021   | 71.64-             | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | cookworks                       | 12/24/2021   | 447.00             | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | american public works           | 12/24/2021   | 325.00             | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | american planning               | 12/24/2021   | 395.00             | .00         |           |
| 3420 VISA |             | Admin 1 #5397   | snow king motel                 | 12/24/2021   | 2,000.00           | .00         |           |
| 3420 VISA |             | Admin 2 #9118   | international municipal lawyers | 12/24/2021   | 480.00             | .00         |           |
| 3420 VISA |             | Animal #2344 1  | animal shelter supplies         | 12/24/2021   | 481.47             | .00         |           |
| 3420 VISA |             | Animal #2344 1  | vista print                     | 12/24/2021   | 226.14             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | magpul                          | 12/24/2021   | 1,852.35           | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | police record training          | 12/24/2021   | 750.00             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | travel expenses                 | 12/24/2021   | 112.73             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | staples                         | 12/24/2021   | 254.36             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | sams club                       | 12/24/2021   | 50.80              | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | jb appliance                    | 12/24/2021   | 42.12              | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | pinky g's                       | 12/24/2021   | 160.46             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | albertsons                      | 12/24/2021   | 185.15             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | iapc                            | 12/24/2021   | 190.00             | .00         |           |
| 3420 VISA |             | Chief 1115 12/2 | staples                         | 12/24/2021   | 5.29               | .00         |           |
| 3420 VISA |             | Finance 2179 1  | blue medie                      | 12/24/2021   | 83.75              | .00         |           |
| 3420 VISA |             | Finance 2179 1  | indeed                          | 12/24/2021   | 300.00             | .00         |           |
| 3420 VISA |             | Finance 2179 1  | ceu plan                        | 12/24/2021   | 218.90             | .00         |           |
| 3420 VISA |             | Finance 2179 1  | transfer retail                 | 12/24/2021   | 1,610.00-          | .00         |           |
| 3420 VISA |             | Finance 2179 1  | usps                            | 12/24/2021   | 7.38               | .00         |           |
| 3420 VISA |             | Finance 2179 1  | smith                           | 12/24/2021   | 268.72             | .00         |           |
| 3420 VISA |             | Finance 2179 1  | the bistro                      | 12/24/2021   | 141.90             | .00         |           |
| 3420 VISA |             | Finance 2179 1  | zapco                           | 12/24/2021   | 78.56              | .00         |           |
| 3420 VISA |             | Finance 2179 1  | ranch inn                       | 12/24/2021   | 1,292.85           | .00         |           |
| 3420 VISA |             | Finance 2179 1  | wort start candidate meals      | 12/24/2021   | 134.66             | .00         |           |
| 3420 VISA |             | Finance 2179 1  | wort                            | 12/24/2021   | 1,014.26           | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | iphone payment                  | 12/24/2021   | 278.00             | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | madison seating                 | 12/24/2021   | 1,298.22           | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | go daddy                        | 12/24/2021   | 44.98              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | go daddy                        | 12/24/2021   | 39.16              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | amazon                          | 12/24/2021   | 105.98             | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | ringcentral                     | 12/24/2021   | 522.88             | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | amazon                          | 12/24/2021   | 39.59              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | go daddy                        | 12/24/2021   | 49.16              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | concrete 5                      | 12/24/2021   | 90.00              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | garmin                          | 12/24/2021   | 64.95              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | wired magazine                  | 12/24/2021   | 49.99              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | amazon                          | 12/24/2021   | 78.99              | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | amazon                          | 12/24/2021   | 2,800.00           | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | godaddy                         | 12/24/2021   | 249.99             | .00         |           |
| 3420 VISA |             | IT - 6908 12/24 | ups                             | 12/24/2021   | 66.50              | .00         |           |
| 3420 VISA |             | LT 2 #1123 12/  | cambridge health                | 12/24/2021   | 780.00             | .00         |           |
| 3420 VISA |             | LT 2 #1123 12/  | cci reservations                | 12/24/2021   | 535.17             | .00         |           |
| 3420 VISA |             | LT 2 #1123 12/  | cci reservations                | 12/24/2021   | 19.99              | .00         |           |
| 3420 VISA |             | LT 2 #1123 12/  | travel expenses                 | 12/24/2021   | 206.51             | .00         |           |
| 3420 VISA |             | Planning 1 #60  | planetizen                      | 12/24/2021   | 199.00             | .00         |           |
| 3420 VISA |             | Planning 1 #60  | staples                         | 12/24/2021   | 33.90              | .00         |           |
| 3420 VISA |             | Planning 1 #60  | ace hardware                    | 12/24/2021   | 12.71              | .00         |           |
| 3420 VISA |             | Planning 1 #60  | amazon                          | 12/24/2021   | 151.48             | .00         |           |
| 3420 VISA |             | Planning 1 #60  | american planning assoc         | 12/24/2021   | 677.00             | .00         |           |
| 3420 VISA |             | Planning 1 #60  | mailchimp                       | 12/24/2021   | 52.99              | .00         |           |
| 3420 VISA |             | Planning 1 #60  | jackson hole news & guide       | 12/24/2021   | 70.00              | .00         |           |

| Vendor                       | Vendor Name | Invoice Number  | Description                | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|------------------------------|-------------|-----------------|----------------------------|--------------|--------------------|-------------|-----------|
| 3420 VISA                    |             | Planning 2 #61  | international code council | 12/24/2021   | 364.00             | .00         |           |
| 3420 VISA                    |             | Planning 2 #61  | enterprise rent a car      | 12/24/2021   | 666.87             | .00         |           |
| 3420 VISA                    |             | Planning 2 #61  | teton digital media        | 12/24/2021   | 1,400.00           | .00         |           |
| 3420 VISA                    |             | Police 3 #0355  | ace hardware               | 12/24/2021   | 39.98              | .00         |           |
| 3420 VISA                    |             | Police 3 #0355  | ups                        | 12/24/2021   | 60.79              | .00         |           |
| 3420 VISA                    |             | Police 3 #0355  | amazon                     | 12/24/2021   | 13.77              | .00         |           |
| 3420 VISA                    |             | Police 3 #0355  | red cross                  | 12/24/2021   | 30.00              | .00         |           |
| 3420 VISA                    |             | Police 3 #0355  | merry piglets              | 12/24/2021   | 56.20              | .00         |           |
| 3420 VISA                    |             | Police 3 #0355  | staples                    | 12/24/2021   | 289.51             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | office depot               | 12/24/2021   | 262.25             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | ceu plan                   | 12/24/2021   | 134.85             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | schonstedt                 | 12/24/2021   | 320.20             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | isi                        | 12/24/2021   | 50.00              | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | lorman                     | 12/24/2021   | 524.25             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | knox                       | 12/24/2021   | 438.00             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | knox                       | 12/24/2021   | 920.00             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | radiant systems            | 12/24/2021   | 300.25             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | schneider                  | 12/24/2021   | 66.59              | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | si-ferrin                  | 12/24/2021   | 1,258.57           | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | lowes                      | 12/24/2021   | 438.00             | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | usps                       | 12/24/2021   | 34.64              | .00         |           |
| 3420 VISA                    |             | PW 1 #8144 12   | virginian                  | 12/24/2021   | 49.64              | .00         |           |
| 3420 VISA                    |             | PW#3 9688 12    | botach                     | 12/24/2021   | 6,275.68           | .00         |           |
| 3420 VISA                    |             | PW#3 9688 12    | Motel 6                    | 12/24/2021   | 2,389.53           | .00         |           |
| 3420 VISA                    |             | Sergeant #106   | amazon                     | 12/24/2021   | 165.22             | .00         |           |
| 3420 VISA                    |             | Sergeant #106   | albertsons                 | 12/24/2021   | 49.11              | .00         |           |
| 3420 VISA                    |             | Sergeant #106   | 5.11 inc                   | 12/24/2021   | 127.20             | .00         |           |
| 3420 VISA                    |             | Sergeant #106   | amazon                     | 12/24/2021   | 272.99             | .00         |           |
| 3420 VISA                    |             | Sergeant #106   | amazon                     | 12/24/2021   | 256.39             | .00         |           |
| 3420 VISA                    |             | Sergeant #106   | amazon                     | 12/24/2021   | 57.09              | .00         |           |
| 3420 VISA                    |             | START 2 #121    | albertson                  | 12/24/2021   | 2.97               | .00         |           |
| 3420 VISA                    |             | START 2 #121    | smiths                     | 12/24/2021   | 12.64              | .00         |           |
| 3420 VISA                    |             | START 2 #121    | new year sub shop          | 12/24/2021   | 86.28              | .00         |           |
| 3420 VISA                    |             | START 2 #121    | clean freak                | 12/24/2021   | 379.91             | .00         |           |
| 3420 VISA                    |             | START 2 #121    | 4imprint                   | 12/24/2021   | 279.76             | .00         |           |
| 3420 VISA                    |             | START 2 #121    | ace hardware               | 12/24/2021   | 18.01              | .00         |           |
| 3420 VISA                    |             | Victim 9126 12/ | coca cola                  | 12/24/2021   | 31.60              | .00         |           |
| 3420 VISA                    |             | Victim 9126 12/ | conference                 | 12/24/2021   | 1,000.00           | .00         |           |
| Total 3420:                  |             |                 |                            |              | 39,102.76          | .00         |           |
| 517 WAM                      |             | 16986           | WWC REGISTRATION PARDEE    | 01/19/2022   | 255.00             | .00         |           |
| 517 WAM                      |             | 16996           | registration for robinson  | 01/31/2022   | 255.00             | .00         |           |
| 517 WAM                      |             | 16996           | registration for council   | 01/31/2022   | 765.00             | .00         |           |
| Total 517:                   |             |                 |                            |              | 1,275.00           | .00         |           |
| 1358 WAMCAT                  |             | 012122          | MEMBERSHIP DUES RILEY TAY  | 01/21/2022   | 65.00              | .00         |           |
| Total 1358:                  |             |                 |                            |              | 65.00              | .00         |           |
| 6970 WATER ENVIRONMENT FEDER |             | AD-00207        | TOJ CONTRACT #1            | 07/31/2021   | 2,000.00           | .00         |           |
| Total 6970:                  |             |                 |                            |              | 2,000.00           | .00         |           |
| 3662 WATKINS, MARK R         |             | 012122          | MILEAGLE REIMBURSEMENT     | 01/21/2022   | 74.48              | .00         |           |

| Vendor      | Vendor Name                | Invoice Number | Description                 | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|-------------|----------------------------|----------------|-----------------------------|--------------|--------------------|-------------|------------|
| Total 3662: |                            |                |                             |              | 74.48              | .00         |            |
| 244         | WATTS STEAM STORE ROCKY    | 78286          | SERVICE CALL SHOP OIL FURN  | 01/10/2022   | 855.00             | .00         |            |
| Total 244:  |                            |                |                             |              | 855.00             | .00         |            |
| 563         | WESTBANK SANITATION        | 3865744        | TRASH PICK UP @ WWTP- DEC   | 01/15/2022   | 1,546.20           | .00         |            |
| 563         | WESTBANK SANITATION        | 3866446        | TRASH PICK UP @ 145 E PEAR  | 01/15/2022   | 2,046.43           | .00         |            |
| Total 563:  |                            |                |                             |              | 3,592.63           | .00         |            |
| 6788        | WESTERN CHARTERS AND TO    | 68957          | CHARTER BUS SERVICE         | 01/05/2022   | 42,525.00          | .00         |            |
| Total 6788: |                            |                |                             |              | 42,525.00          | .00         |            |
| 1640        | WESTERN STATE              | IN001887884    | ENGINE OIL FILTER           | 01/06/2022   | 48.33              | .00         |            |
| 1640        | WESTERN STATE              | IN001891589    | WELD ATTACHMENT             | 01/11/2022   | 1,231.62           | .00         |            |
| 1640        | WESTERN STATE              | IN001891590    | TROUBLESHOOT/ REPAIR- WH    | 01/11/2022   | 519.64             | .00         |            |
| 1640        | WESTERN STATE              | IN001896736    | ELBOW                       | 01/14/2022   | 274.08             | .00         |            |
| 1640        | WESTERN STATE              | IN001898254    | PEDAL AS, BASE AS, SHAFT LE | 01/17/2022   | 1,160.58           | .00         |            |
| 1640        | WESTERN STATE              | IN001903419    | TUBE KIT REPLACE            | 01/21/2022   | 188.48             | .00         |            |
| Total 1640: |                            |                |                             |              | 3,422.73           | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 757B           | START                       | 12/29/2021   | 195.00             | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7710B          | COVID FOGGING @ RESTROO     | 12/30/2021   | 400.00             | 400.00      | 01/21/2022 |
| 472         | WHITE GLOVE CLEANING, INC. | 7710B          | COVID FOGGING @ TOWN HAL    | 12/30/2021   | 400.00             | 400.00      | 01/21/2022 |
| 472         | WHITE GLOVE CLEANING, INC. | 7710B          | COVID FOGGING @ START BUS   | 12/30/2021   | 400.00             | 400.00      | 01/21/2022 |
| 472         | WHITE GLOVE CLEANING, INC. | 7710B          | COVID FOGGING @ PUBLIC W    | 12/30/2021   | 400.00             | 400.00      | 01/21/2022 |
| 472         | WHITE GLOVE CLEANING, INC. | 7763           | BUS SHELTER CLEANING        | 12/31/2021   | 2,392.49           | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7821           | JANITORIAL @ TOWN HALL & P  | 01/31/2022   | 2,130.00           | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7822           | SNOW KING HOUSING JANITO    | 01/31/2022   | 350.00             | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7824           | JANITORIAL @ PUBLIC WORKS   | 01/31/2022   | 1,380.33           | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7825           | JANITORIAL @ PARKING GARA   | 01/31/2022   | 204.00             | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7827           | JANITORIAL @ BUNK HOUSE     | 01/31/2022   | 100.00             | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7849           | URINAL MAT, FACE TISSUE     | 01/31/2022   | 169.00             | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7849           | LINER LDPEX CASE, LINER, FO | 01/31/2022   | 129.50             | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 7849           | CASE                        | 01/31/2022   | 79.00              | .00         |            |
| 472         | WHITE GLOVE CLEANING, INC. | 822B           | HOUSE CLEANING @ 145 E HA   | 01/31/2022   | 347.02             | .00         |            |
| Total 472:  |                            |                |                             |              | 9,076.34           | 1,600.00    |            |
| 6523        | WHITE, AMANDA              | 012622         | REIMBURSE FOR HOTEL         | 01/26/2022   | 72.32              | .00         |            |
| Total 6523: |                            |                |                             |              | 72.32              | .00         |            |
| 5489        | WRENCH IT PLUMBING & HEATI | 8930           | LEAKY SHOWER REPAIR AT SN   | 01/04/2022   | 972.32             | .00         |            |
| 5489        | WRENCH IT PLUMBING & HEATI | 8931           | SNOW KING CENTER REPIPIN    | 01/04/2022   | 2,020.35           | .00         |            |
| Total 5489: |                            |                |                             |              | 2,992.67           | .00         |            |
| 3619        | WY CHILD SUPPORT ENFORCE   | 01142022       | case #209790                | 01/14/2022   | 146.76             | 146.76      | 01/14/2022 |
| 3619        | WY CHILD SUPPORT ENFORCE   | 012722         | case #209790                | 01/27/2022   | 146.76             | 146.76      | 01/27/2022 |
| Total 3619: |                            |                |                             |              | 293.52             | 293.52      |            |
| 406         | WYOMING LAW ENFORCEMEN     | C-11540        | PEACE OFFICE BASIC TRANIN   | 01/27/2022   | 1,401.45           | .00         |            |

| Vendor        | Vendor Name                | Invoice Number | Description                   | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|---------------|----------------------------|----------------|-------------------------------|--------------|--------------------|-------------|-----------|
| Total 406:    |                            |                |                               |              | 1,401.45           | .00         |           |
| 1208          | WYOMING SECRETARY OF STA   | 012122         | NOTARY FEE FOR RILEY TAYLO    | 01/21/2022   | 60.00              | .00         |           |
| Total 1208:   |                            |                |                               |              | 60.00              | .00         |           |
| 4979          | WYOMING WATER QUALITY & P  | 2011-2613 A    | MEMBERSHIP                    | 01/20/2022   | 180.00             | .00         |           |
| 4979          | WYOMING WATER QUALITY & P  | 2011-2613 A    | MEMBERSHIP                    | 01/20/2022   | 180.00             | .00         |           |
| Total 4979:   |                            |                |                               |              | 360.00             | .00         |           |
| 6717          | WY-TEST                    | 38913          | PRE-EMPLOYMENT DOT-FMCS       | 12/08/2021   | 80.00              | .00         |           |
| 6717          | WY-TEST                    | 38988          | DOT- RANDOM- FMCSA- M.SMI     | 12/22/2021   | 80.00              | .00         |           |
| Total 6717:   |                            |                |                               |              | 160.00             | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18042          | 21087 SRV-ECSU                | 09/01/2021   | 4,990.00           | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18104          | 20216 cvl                     | 09/23/2021   | 6,573.00           | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18339          | 20216 cvl                     | 11/18/2021   | 759.50             | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18369          | 21014- CVL-CSD02- MACY'S SE   | 11/19/2021   | 5,486.40           | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18518          | 20216 cvl                     | 12/27/2021   | 2,680.25           | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18550          | 20216 CIVIL SITE DESIGN PEAR  | 01/20/2022   | 2,251.25           | .00         |           |
| 5539          | Y2 CONSULTANTS, LLC        | 18571          | 21183-SRV-FPRV PLAT REVIEW    | 01/21/2022   | 83.50              | .00         |           |
| Total 5539:   |                            |                |                               |              | 22,823.90          | .00         |           |
| 2842          | YELLOW IRON EXCAVATION, LL | 65702          | 76- TOWN CANS- TRASH REMO     | 12/31/2021   | 1,963.50           | .00         |           |
| 2842          | YELLOW IRON EXCAVATION, LL | 65704          | trash removal - ANIMAL SHELTE | 12/31/2021   | 105.00             | .00         |           |
| Total 2842:   |                            |                |                               |              | 2,068.50           | .00         |           |
| Grand Totals: |                            |                |                               |              | 592,801.41         | 55,066.74   |           |

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

City Treasurer: \_\_\_\_\_



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| 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.

**TOWN OF JACKSON  
MUNICIPAL COURT  
MONTHLY REPORT TO THE MAYOR AND TOWN COUNCIL  
FOR THE MONTH OF JANUARY, 2022**

During the month of January, the Court received \$38,423 in fines, costs, and fees.  
602 new cases were docketed: 528 parking citations, 74 summons  
49 cases were dismissed: 32 parking violations

The abbreviations used below are: BF= Bond Forfeiture (includes \$10.00 court cost and fees), GP=Guilty Plea and Fine, NC= No Contest,  
G=Found Guilty at Trial, NG=Found Not Guilty at Trial,  
R=Restitution, CS=Community Service, DP=Deferred Prosecution, D=Dismissed, D-TS= Dismissed with Traffic School,  
DA=Deferred Adjudication

**CLOSED CASES**

| <u>NAME</u>                  | <u>CITATION</u> | <u>OFFENSE</u>                                          | <u>DISPOSITION</u>     | <u>\$</u> |
|------------------------------|-----------------|---------------------------------------------------------|------------------------|-----------|
| Adomaitis, Kara Ann          | 186003012AC     | Failure to yield ROW                                    | D-Per Town's Motion    | 0         |
| Bocardo Perez, Jesus Daniel  | 186002769AC     | Failure to maintain liability coverage                  | D-Provided valid proof | 0         |
| Boeder, Willmar Karl         | 186002803AC     | battery                                                 | D-Per Town's Motion    | 0         |
| Boggs, Daniel Phillip        | 186003245AC     | Following too Close                                     | BF                     | 90        |
| Bond, Leyton                 | 01955M          | Urinating in Public                                     | BF                     | 120       |
| Byus, John Franklin          | 186002622AC     | Speed Limits Generally 41/25                            | BF                     | 202       |
| Carey, James Joseph          | 186002741AC     | Speed Limits Generally 44/30                            | D-TS                   | 0         |
| Carreto, Marcus Jericho      | 186003004AC     | Speed too fast for conditions                           | BF                     | 90        |
| Carter, Jacob Alan           | 186002777AC     | Public intoxication                                     | BF                     | 135       |
| Colgate, Amanda Lee          | 186003195AC     | Use of cell phone while driving prohibited              | BF                     | 75        |
| Collins, Jennifer Denny      | 186003024AC     | Speed Limits Generally 43/30                            | BF                     | 181       |
| Corn, Lisa Stefanie          | 186003149AC     | No display of current registration                      | D-Per Town's Motion    | 0         |
| Cowan, Alyssa Kelci          | 186002837AC     | Failure to report over \$1000 property damage or injury | BF                     | 240       |
| Cruz-rodriguez, Daniel       | 186003405AC     | Improper Display of Tabs-registration                   | BF                     | 70        |
| Dewey, Hayden S              | 98064N          | Urinating in Public                                     | BF                     | 120       |
| Fitzgerald, Ryan Joseph      | 186003103AC     | No display of current registration                      | BF                     | 140       |
| Flores Leon, Geovany         | 186003105AC     | Speed too fast for conditions                           | BF                     | 100       |
| Frelinghuysen, Joy           | 186003029AC     | Following too Close                                     | BF                     | 100       |
| Gagle, Steven Dale           | 186003316AC     | No display of current registration                      | BF                     | 150       |
| Garcia, Franco Imanol        | 186003239AC     | Stop Sign Violation                                     | BF                     | 140       |
| Garcia, Simon Edward         | 186003176AC     | Improper Display of Tabs-registration                   | BF                     | 45        |
| Geraci, Carrie Poirot        | 186003274AC     | Failure to yield ROW approaching intersections          | BF                     | 50        |
| Gurin, Nicoleta              | 186002781AC     | Windshields and wipers                                  | BF                     | 90        |
| Haazen, Axel Scott           | 186002683AC     | Speeding 45/30                                          | BF                     | 135       |
| Hansen, Triinu Jenas         | 186002997AC     | No display of current registration                      | D-Per Town's Motion    | 0         |
| Hernandez Cabello, Raziel    | 186003136AC     | Speed Limits Generally 40/30                            | BF                     | 150       |
| Hernandez Martinez, Fernando | 186003150AC     | No display of current registration                      | BF                     | 140       |
| Hernandez Morillon, Yoselin  | 186003179AC     | No Driver's license                                     | BF                     | 410       |
| Hernandez Morillon, Yoselin  | 186003180AC     | Speed too fast for conditions                           | BF                     | 90        |
| Herrera, Jose Trelles        | 186002909AC     | MPH over limit Bond 47/25                               | D-TS                   | 0         |
| Hiltbrunner, Kashia K        | 186003032AC     | Vehicle shall have at least 2 headlamps                 | D-Per Town's Motion    | 0         |
| Jackowski, Mark Vincent      | 186003276AC     | No display of current registration                      | BF                     | 140       |
| Johnson, Christopher David   | 186003065AC     | Public intoxication                                     | BF                     | 135       |
| Jones, Andrew Scott          | 186003020AC     | Failure to Obey Traffic Control Device                  | D-TS                   | 0         |
| Jordan, Angela Lynn          | 186003013AC     | Failure to yield ROW                                    | BF                     | 90        |
| Kascoli, Cody Lane           | 186003182AC     | Public intoxication                                     | BF                     | 135       |
| Koeller, Stephen Gregory     | 186003260AC     | Use of cell phone while driving prohibited              | BF                     | 75        |
| Leal, Saul Ignacio           | 186002952AC     | MPH over limit Bond 40/25                               | BF                     | 195       |
| Leboeuf, Lee Joseph          | 186003374AC     | No display of current registration                      | BF                     | 150       |
| Ledbetter, Dalton Blake      | 186002571AC     | Public intoxication                                     | BF                     | 135       |
| Lewis, Ian Kenneth           | 186003153AC     | Destroying interfering w/property of another            | D-Per Town's Motion    | 0         |
| Loughrey, Timothy Alan       | 186003172AC     | Speed too fast for conditions                           | BF                     | 90        |
| Lund, Sharel Louise          | 186002714AC     | Speed Limits Generally 25/20                            | BF                     | 50        |
| Maldonado, Jazmin Alcanter   | 01785M          | No Driver's license                                     | D-Per Town's Motion    | 0         |
| Mccaffrey, Connor Vincent    | 186003321AC     | Public intoxication                                     | BF                     | 135       |
| ██████████                   | ██████████      | ██████████                                              | ██████████             | █         |
| Mcmullen, Ryan Johns         | 186003061AC     | Destroying interfering w/property of another            | BF                     | 150       |
| Miksa, Kornel                | 186003210AC     | Speed too fast for conditions                           | BF                     | 90        |

|                                  |             |                                           |                        |     |
|----------------------------------|-------------|-------------------------------------------|------------------------|-----|
| Morales Tzompa, Armando          | 186003009AC | Speed too fast for conditions             | D-Per Town's Motion    | 0   |
| Paustenbach, Dennis James        | 186002926AC | Speed too fast for conditions             | D-Per Town's Motion    | 0   |
| Perez Garcia, Isaac              | 186003277AC | Failure to maintain liability coverage    | D-Per Town's Motion    | 0   |
| Perezrubio, Sabdiel              | 186003159AC | Limitations on Backing                    | BF                     | 100 |
| Perezrubio, Sabdiel              | 186003158AC | Failure to maintain liability coverage    | D-Provided valid proof | 0   |
| Pew, William J                   | 186002612AC | Following too Close                       | BF                     | 90  |
| Ponce - Gutierrez, Ivan A        | 186003317AC | No display of current registration        | D-Per Town's Motion    | 0   |
| Prevez-lafayette, Elijah         | 186003085AC | Public intoxication                       | BF                     | 135 |
| Rotheiser, Travis J              | 01668M      | Public intoxication                       | BF                     | 110 |
| Ryan, Joseph Patrick             | 186003005AC | Driver & Passenger Req. to wear seat belt | BF                     | 25  |
| Schnagl, Kimberley Ann           | 186002999AC | No display of current registration        | BF                     | 45  |
| Shilati, Natalie Ann             | 186003025AC | No display of current registration        | D-Per Town's Motion    | 0   |
| Surdu, Vitalie                   | 186003255AC | Child restraint required - 1st offense    | BF                     | 65  |
| Tarver, Michael Ivan             | 186002924AC | Following too Close                       | BF                     | 90  |
| Theret, Kyle J                   | 186003216AC | Affray                                    | BF                     | 500 |
| Thornton Perez, Reginald Quinton | 186003101AC | Marijuana: use and/or possession          | D-Per Town's Motion    | 0   |
| Tidwell, Logan Joseph            | 186003187AC | No display of current registration        | BF                     | 140 |
| Vrana, Julie Anna                | 186003019AC | Failure to Obey Traffic Control Device    | D-TS                   | 0   |
| Ward, Andrew Forrest             | 186003171AC | Speed too fast for conditions             | BF                     | 90  |
| Warthman, Corey                  | 186003087AC | Public intoxication                       | BF                     | 135 |
| Winchell, Terry Alan             | 186003117AC | No display of current registration        | BF                     | 150 |
| Wuerdeman, Kirsten Shea          | 186003077AC | Driving under suspension                  | D-Per Town's Motion    | 0   |

# STAFF REPORT



|                               |                                                             |                        |                            |
|-------------------------------|-------------------------------------------------------------|------------------------|----------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                            | <b>Meeting Title:</b>  | Regular - Consent          |
| <b>Submitting Department:</b> | Public Works - Engineering                                  | <b>Presenter:</b>      | Brian Lenz – Town Engineer |
| <b>Agenda Item:</b>           | P21-307: 175 S Glenwood-<br>Encroachment Agreement Addendum | <b>Public Comment:</b> | Yes                        |

## **Purpose & Policy Considerations.**

For the Town Council to consider approving the First Amendment to Encroachment Agreement for shoring between Arts District West, LLC and the Town of Jackson for the Glenwood + Simpson project located at 175 South Glenwood Street (the "First Amendment").

## **Requested Action.**

Staff requests Town Council approval for the First Amendment.

## **Recommendations.**

Staff recommends approval of the First Amendment.

## **Background.**

The Glenwood + Simpson development is located at 175 S Glenwood St. and is a multi-purpose building consisting of commercial, lodging, and employee units. The Town and Encroaching Party executed an Encroachment Agreement for the soil nail shoring system effective June 15, 2020 (P20-097).

The original Encroachment Agreement provided the terms for the soil nail shoring system with seventeen (17) conditions to the agreement. The First Amendment addresses condition 14 regarding monitoring and logging elevations of the Town of Jackson's parking structure during construction. The Town retained Nelson Engineering while the Encroaching Party retained Y2 Consultants to monitor the parking garage during shoring, foundation, and backfill for the new development. Monitoring and logging was terminated after final backfilling was complete.

## **Analysis.**

Monitoring by both consultants during construction of the shoring, foundation and backfill found that based on the monitoring the parking garage structure was not affected by the shoring and excavation for the development. Once the foundation and its backfill were complete, continued monitoring did not show any relevant movements and the developer requested to cease monitoring. Staff agreed that there would be minimal benefit to ongoing monitoring but the amendment does provide for monitoring to be restarted if there are concerns of movement.

## **Possible Alternatives.**

1. Approve the First Amendment
2. Direct the Town Attorney and Town Engineer to negotiate additional/different terms for First Amendment.
3. Deny the request for amendment and direct the Encroaching Party to continue monitoring and logging the site.

**Comprehensive Plan & Priority Alignment.**

This project supports the Town Comprehensive Plan as follows:

Common Value 2: Growth Management

*4.1.d: Maintain Jackson as the economic center of the region*

The project is mixed-use development which includes retail, lodging, and residential spaces that serve local businesses, residents and visitors.

*4.2.d: Create a Downtown Retail Shopping District*

The proposed retail portion of this development serves residents and visitors.

**Fiscal Impact.**

Cost for the recording of the First Amendment shall be at the Encroaching Party's sole cost and expense.

**Staff Impact.**

Engineering, Legal, and Administration all collaborate to complete the First Amendment. Preparation of the First Amendment and staff report took about 3-6 staff hours to complete.

**Attachments or Links.**

1. Application documents, including the amendment.
2. Executed Development Agreement

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

I move to approve the attached First Amendment to the Encroachment Agreement between Arts District West, LLC and the Town of Jackson subject to approval and minor changes by the Town Attorney and Town Engineer.

## **FIRST AMENDMENT TO ENCROACHMENT AGREEMENT**

**THIS FIRST AMENDMENT TO ENCROACHMENT AGREEMENT** (this "First Amendment") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 (the "Effective Date") by and between Arts District West LLC, a Wyoming limited liability company, with an address of PO Box 10483, Jackson, WY 83002, (the "Encroaching Party") and the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, with an address of PO Box 1687 Jackson, WY 83001 (the "Town"), together "Parties."

**WHEREAS**, Encroaching Party is the owner/developer of a development located at 175 South Glenwood Street being developed pursuant to P20-097 ("Glenwood + Simpson Project" or the "Development"), and the Town is the owner of the adjacent multi-story parking garage with a street address of 160 South Millward Street (the "Town's Parking Structure"), both of which are discussed in the Encroachment Agreement; and

**WHEREAS**, on August 20, 2020 the Parties entered into an "Encroachment Agreement" for the temporary shoring for the excavation and construction of the foundation for the Glenwood + Simpson Project, which Encroachment Agreement memorialized the Parties' understanding regarding the use of the Town's rights-of-way for the construction of the Encroaching Party's Development; and

**WHEREAS**, the Encroachment Agreement was subject to 17 conditions of approval, and condition number 14 stated as follows:

*Encroaching Party's contractor and subcontractors shall monitor and log the elevation of the Town of Jackson's Parking Structure daily for any signs of movement during construction [of the Development].*

**WHEREAS**, the Encroaching Party has completed the construction of the Development's foundation and the backfill of the foundation; and

**WHEREAS**, since the commencement of construction of the Development, the Encroaching Party has retained the services of Y2 Consulting and the Town has retained Nelson Engineering to monitor the Town's Parking Structure for any signs of movement throughout the construction of the Development's shoring, building foundation, and backfill of the foundation; and

**WHEREAS**, neither Y2 Consulting nor Nelson Engineering has noted any significant movement of the Town's Parking Structure, and both consultants recommended discontinuing monitoring the Town's Parking Structure for movement; and

**WHEREAS**, the Parties agree that regular monitoring of the Town's Parking Structure for movement is no longer necessary.

**NOW, THEREFORE, IT IS HEREBY AGREED** by the Parties as follows:

1. AMENDMENT OF CONDITION OF APPROVAL NUMBER 14:

Condition of approval number 14 as set forth in the recitals to the Encroachment Agreement is hereby deleted in its entirety and replaced with the following:

*14. Beginning on November 15, 2021, the Encroaching Party will not be required to perform ongoing monitoring of the Town's Parking Structure for the duration of construction of the Development. Beginning on the same date, however, the Town, at its sole discretion, may require the Encroaching Party to begin monitoring the Town's Parking Structure for movement upon seven (7) calendar days' notice to the Encroaching Party, which monitoring shall be at Encroaching Party's expense and continue until cessation is approved by the Town, which cessation shall be at the Town's sole discretion.*

2. CONFLICTS:

In the event of a conflict between the Encroachment Agreement and this First Amendment, the terms of this First Amendment shall govern.

3. GOVERNMENTAL IMMUNITY:

The Town does not waive its governmental immunity by entering into this Amendment or by being a party to the Encroachment Agreement, and the Town fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Amendment and the Encroachment Agreement.

4. ORIGINAL AGREEMENT:

Except as expressly amended herein, the Encroachment Agreement remains in full force and effect and governs.

5. COUNTERPARTS:

This First Amendment may be executed in counterparts as provided for in the Encroachment Agreement.

***[signatures follow on next page]***

**ENCROACHING PARTY:**

**Arts District West LLC**  
**a Wyoming limited liability company**

By: \_\_\_\_\_  
Stephen King, Manager

STATE OF WYOMING    )  
                                  )ss.  
COUNTY OF TETON    )

The foregoing instrument was acknowledged before me by Stephen King in his capacity as Manager of Arts District West LLC, a Wyoming limited liability company who is personally known to me or has established their identity and authority to me by reasonable proof, this\_\_\_\_\_day of \_\_\_\_\_, 2022.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission Expires:



**TOWN OF JACKSON,  
a municipal corporation  
of the State of Wyoming**

BY: \_\_\_\_\_  
Haley Morton Levinson, Mayor

ATTEST: \_\_\_\_\_

its \_\_\_\_\_

STATE OF WYOMING )  
 ) ss.  
COUNTY OF TETON )

The foregoing instrument was acknowledged before me by Haley Morton Levinson and \_\_\_\_\_,  
who are each personally known to me or have each established their identity and authority to me  
by reasonable proof, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Witness my hand and official seal.

My commission Expires:

\_\_\_\_\_  
Notary Public

## **TOWN OF JACKSON ENCROACHMENT AGREEMENT**

**THIS ENCROACHMENT AGREEMENT ("Agreement")**, by and between Arts District West, LLC, with an address of PO Box 10483, Jackson, WY, 83002, hereinafter referred to as "**Encroaching Party**" and the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, with an address of P.O. Box 1687 Jackson, WY 83001 hereinafter referred to as "**Town**," together "**Parties**," provides as follows:

**WHEREAS**, Encroaching Party is the owner in fee simple of that certain real property in Teton County, Wyoming, described as follows:

Street Address: 175 South Glenwood Street

Location: Lots 11-12, Block 2, Wort 2<sup>nd</sup> Addition

PIDN: 22-41-16-33-1-08-004

**WHEREAS**, the Town is the owner of that certain public rights-of-way known as South Glenwood Street and West Simpson Avenue, as well as the Town Parking Garage located on and Lots 7, 8, 9, & 10 Block 2 Wort 2<sup>nd</sup> Addition all of which are shown on Plat 129, all of which adjoin Encroaching Party's property; and

**WHEREAS**, the Encroaching Party shall use a portion of the subsurface areas for the installation of a temporary soil nail shoring system during the construction of a building on the Encroaching Party's property. The shoring system consists of reinforced shotcrete walls located approximately three feet into the rights-of-way from the property line on the north, south, and east and within the property on the west; extending from the surface to approximately 15-17 feet below the surface on all sides, and anchored with Soil Nails (defined as hollow steel bars encapsulated in grout) that extend an additional 13-18 feet beyond the wall as shown on the attached plans, as set forth in Exhibit A (hereinafter "**Encroaching Property**") hereto for, further that:

1. Subsurface placement of approximately 248 "Soil Nails", (82 nails West Wall, 35 Nails North Wall, 78 East Wall, 53 Nails South Wall, of which 135 are to be installed within 10 feet of the surface at the wall) is proposed; and
2. Said reinforced shotcrete walls are designed to be abandoned in place, except that the wall shall be removed 4 feet below the finished surface at the wall and remain as an encroachment into the subsurface areas of the rights-of-way as described above following completion of construction, provided, however, that the reinforced shotcrete walls may be disturbed, destroyed or removed in connection with any construction, installation, excavation, maintenance or replacement of the right-of-way, or any public utilities located therein, following completion of construction of the building on Encroaching Party's property, provided, further, that any additional costs incurred by the Town as a result of the presence of the shotcrete wall or any reinforcing materials installed by or on behalf of Encroaching Party will be borne by the Town; and
3. Said Soil Nails are designed to be abandoned in place and remain as an encroachment into the subsurface areas of the rights-of-way as described above following completion of construction, provided, however, that the Soil Nails may be disturbed, destroyed or removed in connection with any construction, installation, excavation, maintenance or replacement of the right-of-way, or any public utilities located therein, following completion of construction of the building on

Encroaching Party's property, provided, further, that any additional costs incurred by the Town as a result of the presence of the Soil Nails or any steel bars installed by or on behalf of Encroaching Party will be borne by the Town; and

**WHEREAS**, on June 15<sup>th</sup>, 2020 the Jackson Town Council voted to authorize staff to finalize an Encroachment Agreement between the Town and the Encroaching Party for the Encroaching Property subject to final review and approval by the Town Attorney and Town Engineer and the following conditions:

1. Encroachment requires Town Council Approval.
2. Encroaching Party shall provide all the required exhibits for the Encroachment Agreement. Exhibits shall be to scale on 8.5"X11" paper in black and white without aerial photographs, or as approved by the Town Engineer.
3. Encroaching Party is responsible for all Teton County Clerk recording fees.
4. Temporary Soil Nails shall be removable by an excavator or easily cut with a chop saw, and not integral to the long-term stability of the building on Encroaching Party's property. A Removal Fee of \$50 per Soil Nail located within 10 feet of the surface at their anchor point on the shotcrete wall is required and shall be paid by Encroaching Party.
5. Encroaching Party shall submit shoring plans prepared and stamped by a professional engineer licensed in the state of Wyoming. Plans must show the existing Town of Jackson Parking Structure's footing and deep foundation elements.
6. The Encroaching Property may be disturbed, destroyed or removed in connection with any construction, installation, excavation, maintenance or replacement of the right-of-way or any public utilities located therein following completion of construction of the building on Encroaching Party's property.
7. Prior to the Town Engineer's Final Inspection Encroaching Party must provide the Town Engineer record drawings of the shoring to document the Encroaching Property's "as-built" location.
8. Encroaching Party must post a financial assurance that complies with Town of Jackson Land Development Regulation 8.2.11 for the installation of the Encroaching Property, the foundation and backfill of the building on Encroaching Party's property, and the installation and maintenance of safety fencing around the project.
9. Encroaching Party shall video inspect the existing sewer main to the north of the project pre- and post- Encroaching Property construction on the north wall.
10. Encroaching Party shall remove all Encroaching Property within 4 feet of the proposed top back of curb prior to backfilling.
11. Town may hire a Town-selected qualified engineering consultant licensed in the state of Wyoming to review the proposed shoring calculations, plans, and specifications to objectively determine whether each technical report or document adequately addresses and characterizes the geological and structural parameters and assumptions, consistent with concerns with design principles and practices in use at this time. Encroaching Party must bond for and pay for all costs of said consultant.
12. Town may hire a Town-selected qualified engineering consultant licensed in the state of Wyoming to monitor the installation of the Encroaching Property. Encroaching Party must bond and pay for all costs of said consultant.
13. Town may hire a Town-selected professional land surveyor licensed in the state of Wyoming to establish existing elevations, the "Benchmarks," of the Town of Jackson's Parking Structure and check and record established elevations not less than once per week, and as frequent as necessary, to monitor the Parking Structure throughout installation of the Encroaching

Property and until the foundation of the building on Encroaching Party's property is installed and backfilled. Following backfill of the foundation, and at the at the Town's sole discretion, elevation checks of the Benchmarks may be reduced to a monthly frequency or ceased if there are no signs of movement. Encroaching Party must bond for and pay for all costs of said consultant.

14. Encroaching Party's contractor and subcontractors shall monitor and log the elevation of the Town of Jackson's Parking Structure daily for any signs of movement during construction.
15. Encroaching Party shall repair any damage caused to the Town of Jackson's Parking Structure or foundation, the rights-of-way, or Town or private utilities resulting from the construction of their Encroaching Property, including but not limited to settlement, cracking, or screw nail damage to the Town of Jackson Parking Structure; digging into or disturbing sewer line(s); drilling into or disturbing a water line(s); buckling pavement or sidewalks of any right-of-way.
16. If monitoring of the Benchmarks of the Town of Jackson's Parking Structure by any party shows signs of movement, all shoring and excavation activities must stop until the cause of movement is conclusively determined and, at the Town's discretion, satisfactorily resolved.
17. Prior to beginning any shoring work, Encroaching Party, and its general contractor and shoring sub-contractor, must each provide insurance policies and amounts approved by the Town. If requested, the Town shall be listed as an additional insured on the policies.

**WHEREAS**, Encroaching Party recognizes that it cannot acquire any right, title, or interest in and to the said public rights-of-way by adverse possession or otherwise due to the encroachment.

**NOW, THEREFORE, IT IS HEREBY AGREED** that for and in consideration of the aforesaid premises and good and valuable consideration, the receipt of which is hereby acknowledged, paid by each of the said parties to the other, Encroaching Party and the Town do mutually covenant and agree as follows:

**1. ACKNOWLEDGMENT OF TOWN'S RIGHTS:**

Encroaching Party acknowledges the Town's exclusive rights, title, and interest in the public rights-of-way and that it cannot acquire any right, title, or interest in the afore-referenced public right-of-way now or hereafter.

**2. AGREEMENT TO ALLOW ENCROACHMENT:**

In consideration of Encroaching Party's payment to the Town of the sum of, \$6,750.00. (\$50.00 per nail within 10 feet of the surface at the retaining wall X 135 nails) (the "Removal Payment"), which amount shall be nonrefundable and shall be available for use by the Town for any purpose, the Town agrees that Encroaching Party shall have the right to have the Encroaching Property extend beyond the boundary line of above noted Town rights-of-way and properties, to encroach and rest within the subsurface of the Town rights-of-way and properties, it being acknowledged and agreed that such subsurface use constitutes a use of the Town rights-of-way area for a purpose not inconsistent with standard construction practices, provided, however, that no permanent Soil Nails will be placed below the surface of the rights-of-way and properties and that those nails within 10 feet of the surface at the retaining wall shall be covered by the Removal Payment, provided further that (a) the soil nails may be disturbed, destroyed or removed in connection with any construction, installation, excavation, maintenance or replacement of the right of way or any public utilities located therein following completion of construction of the building on Encroaching Party's property, and (b) any additional costs incurred by the Town as a result of the presence of the soil nails or any steel bars installed by or on behalf of Encroaching Party will be borne by the Town in consideration of the Removal Payment made as described above. Completion of construction

of said building shall be deemed to have occurred upon issuance of certificates of occupancy for the building or for any of the individual units within the building.

The Encroaching Party shall submit to the Town Engineer record drawings of the shoring to document the shoring's "as-built" location.

3. RIGHT TO MAINTAIN:

Encroaching Party shall have the right from time to time to go upon the adjoining Town right-of-way for the purpose of maintaining the Encroaching Property, provided that any damage occurring to the property of the Town as a result of such maintenance shall be corrected or repaired at the sole expense of Encroaching Party or its successors and assigns. Under no circumstances shall the Encroaching Party be allowed to increase the existing encroachment, absent written approval (including applicable regulatory approval) from the Town. Notwithstanding the foregoing, no provision in this Agreement shall limit or prohibit the Town from pursuing its right of eminent domain with regard to the Encroaching Property and no provision of this Agreement shall limit or prohibit Encroaching Party from defending its property therefrom.

4. RELEASE OF CLAIMS:

Encroaching Party hereby releases and holds harmless the Town of Jackson from any and all damage, claim, cause, or right of action which may arise from normal Town use, maintenance, construction, repair or replacement activities by the Town associated with the Town right-of-way in its present configuration and alignment and any of the present utilities within the Town right-of-way and which may arise due to the proximity of the Encroaching Property to the work activity being conducted by the Town. In elaboration of the foregoing, Encroaching Party hereby expressly authorizes the Town, acting through its contractors and agents, to disturb, damage or remove the Encroaching Property in connection with the above-described work activity at any time following completion of the building being constructed on Encroaching Party's property. Encroaching Party hereby releases and holds harmless the Town of Jackson from any and all damage, claim, cause, or right of action which may arise from disturbance, damage or removal of the Encroaching Property by Town or its agents, including, without limitation, any of the foregoing that may result in instability of the building being constructed on Encroaching Party's property or any of the appurtenances thereto, except to the extent the same is caused by the malicious or negligent acts or omissions of the Town or its contractors.

5. INDEMNIFICATION:

Encroaching Party, and its successors in interest and assigns, hereby agrees to indemnify and hold harmless the Town of Jackson from any and all losses, damages, claims, causes of action, or rights of action, including reasonable attorney's fees, which the Town may incur as a result of or in any way related to the construction, use, and/or maintenance of the Encroaching Property, specifically to include damage to the Town of Jackson Parking Structure. The Town will give the Encroaching Party prompt notice of any claims against it arising from or related to such Encroaching Property and the Encroaching Party will be kept fully informed and advised of material matters relating to the defense and handling of such claim by the Town, its insurers, or its attorneys. Nothing in this Agreement shall alter, amend, modify, or diminish the existing statutory, constitutional, or legal defenses of the Town in relation to such claims under the Wyoming law.

6. BINDING COVENANT:

The provisions of this Agreement shall operate as a covenant running with all parcels of land above described and shall bind both parties hereto and their respective successors and assigns in ownership.

7. TERM OF AGREEMENT:

This instrument and all the covenants contained herein shall remain in force and effect until such time as the Encroaching Property is removed partially or in its entirety. Removal of Encroaching Property, or any portions thereof, shall be based on legitimate municipal interests, including but not limited to the Town's need to use additional right-of-way. Following completion of the building being constructed on Encroaching Party's property as defined in Section 2, no notice of removal is required. Upon extension, removal, or destruction of the Encroaching Property partially or in its entirety, all rights of Encroaching Party, its successors, and assigns, hereunder to the encroachment, shall cease.

8. NO THIRD-PARTY BENEFICIARY:

This Agreement is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person or entity will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third party beneficiary or otherwise.

9. HEADINGS:

Headings used in this Agreement are for convenience only and shall not be deemed to constitute a part hereof, or shall not be deemed to limit, characterize, or in any way affect the provisions of this Agreement.

10. MODIFICATION IN WRITING:

No modification, waiver, amendment, addition or cancellation of this document shall be effective unless in writing and signed by both parties.

11. BINDING EFFECT AND SEVERABILITY:

This Agreement, including its recitals, shall be binding upon and inure to the benefit of the parties hereto, their heirs, legal representatives, successors, and permitted assigns unless voluntarily terminated upon agreement by all parties or their heirs, legal representatives, successors, and permitted assigns. If a Court finds any provision of this Agreement to be invalid or unenforceable, such finding shall not render the entire Agreement void or unenforceable. If feasible, the offending provision shall be deemed modified within the limits of enforceability or validity. If the offending provision cannot be modified, it shall be stricken and all other provision of this Agreement in all other respects shall remain valid and enforceable.

12. RECORDING:

This Agreement shall be executed upon its approval by the Jackson Town Council and shall thereupon be filed with the Town Clerk and recorded in the Land Records of Teton County, Wyoming at the Encroaching Party's sole cost.

13. GOVERNING LAW AND FORUM:

This Agreement shall be construed, 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 of America for the District of Wyoming. This Agreement was negotiated by both parties hereto. As such, this Agreement shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.

14. COUNTERPARTS:

This Agreement may be executed in multiple counterparts, each of which shall be an original but all of which together constitute one and the same instrument.

15. SOVEREIGN IMMUNITY:

The Town of Jackson does not waive its sovereign immunity by entering into this agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Encroachment Agreement.

16. WAIVER:

A waiver by the either party regarding the breach of any of the provisions of this Water Agreement shall not bar the right of the parties to enforce the terms of this Agreement.

17. ENTIRE AGREEMENT:

The parties agree that this Agreement, including its Recitals, reflects the entire agreement between the parties as to the subject matter hereof, and no amendment of such agreement shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, the effective date of this agreement is August 20, 2020.

*[signatures follow on next page]*

ENCROACHING PARTY

ARTS DISTRICT WEST, LLC

By: SK

Print Name: STEPHEN KING

Its: MANAGER

Florida  
STATE OF ~~WYOMING~~ )  
orange ) ss.  
COUNTY OF ~~TETON~~ )

The foregoing instrument was acknowledged before me by Stephen King as its  
property owner this 20 day of August, 2020 as MGR

Witness my hand and official seal.

[Signature]  
Notary Public

My commission Expires: 3/1/2024





TOWN OF JACKSON,  
a municipal corporation  
of the State of Wyoming

By:

Pete Muldoon, Mayor

Date:

ATTEST: Sandra P. Birdyshaw, Town Clerk

Approved 6-15-2020



STATE OF WYOMING

)

) ss.

COUNTY OF TETON

)

The foregoing instrument was acknowledged before me by Pete Muldoon and Sandra P. Birdyshaw, who are each personally known to me or has each established their identity and authority to me by reasonable proof, this 26<sup>th</sup> day of August, 2020.

Witness my hand and official seal.

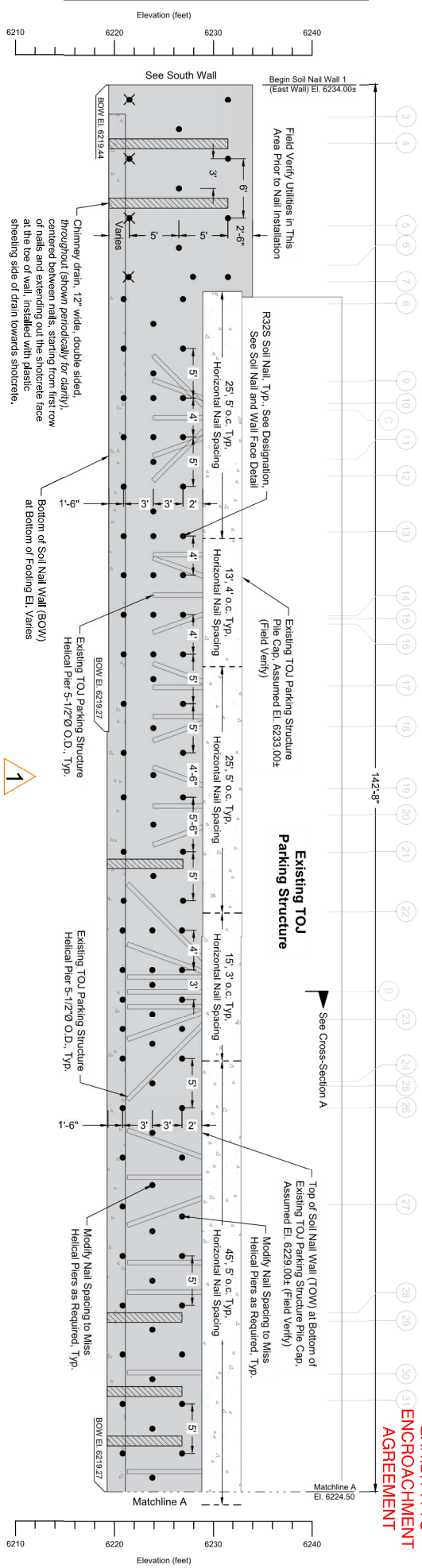
My commission Expires: 5.2.24

Shellie M Arellano  
Notary Public

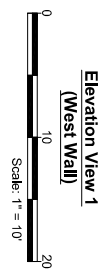




EXHIBIT A TO  
ENCROACHMENT  
AGREEMENT



- Soil Nail Key**
- R32S Hollow Bar Soil Nails, 18" Long, Typ.
  - ✱ R32S Hollow Bar Soil Nails, 13" Long, Typ.
- Note: Nail layout is approximate  
subject to field verification.



\* The record drawings indicate that the east wall of the parking structure is supported on helical piers. The layout shown is based on the Revision 1 reference drawings. The depths of piers indicated is based upon north and south test exploratory pits to locate the piers and have been assumed the same throughout. Soil nail walls have been designed to foundation loads indicated on Sheet SP-2.0 of the record drawings (dated 6-18-2007, addendum 7)

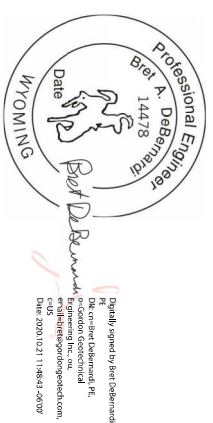
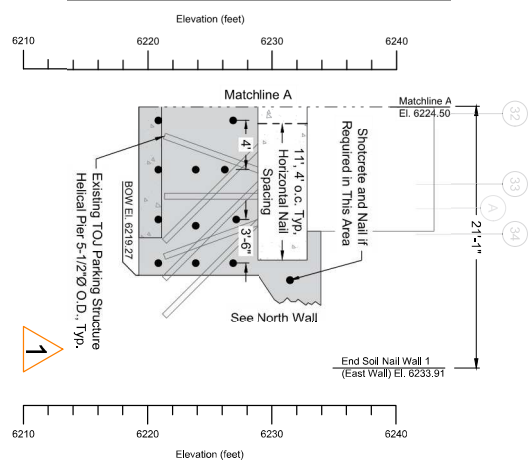


Figure 10: Proposed Alleyway and Sanitary Sewer Line. This plan view diagram illustrates the layout of a proposed alleyway and sanitary sewer line. The alleyway is 102'-2" wide. The sanitary sewer line is shown with various segments, including a new invert at EL. 6225.65, an existing 6" diameter sewer line (PVC) with invert elevations from EL. 6226.39 to EL. 6227.45, and a bottom of soil nail wall (BOW) at EL. 6219.44. The diagram also shows the location of numerous utilities in asphalt, including a temporary cut slope, and the location of existing and proposed soil nail walls. A chimney drain is shown extending from the alleyway to the street. The diagram is oriented with North at the top and includes an elevation scale in feet from 6210 to 6240.

|                                                                                              |
|----------------------------------------------------------------------------------------------|
| Soil Nail Key                                                                                |
| <ul style="list-style-type: none"> <li>R32S Hollow Bar Soil Nails, 18' Long, Typ.</li> </ul> |

Elevation View 2  
(North Wall)

Approximately 1,058 Square Feet of Soil Nail Wall 2 (North Wall) Installed

2

Revised Soil Nail Layout  
per New Utility Information

by New West Building Company.

Digitally signed by Bret DeBernardi, PE  
DN: cn=Bret DeBernardi, PE,  
o=Gordon Geotechnical  
Engineering Inc., ou,  
email=bret@gordongeotech.com,  
c=US  
Date: 2020.10.21 11:48:58 -0600

[illegible]



[illegible]

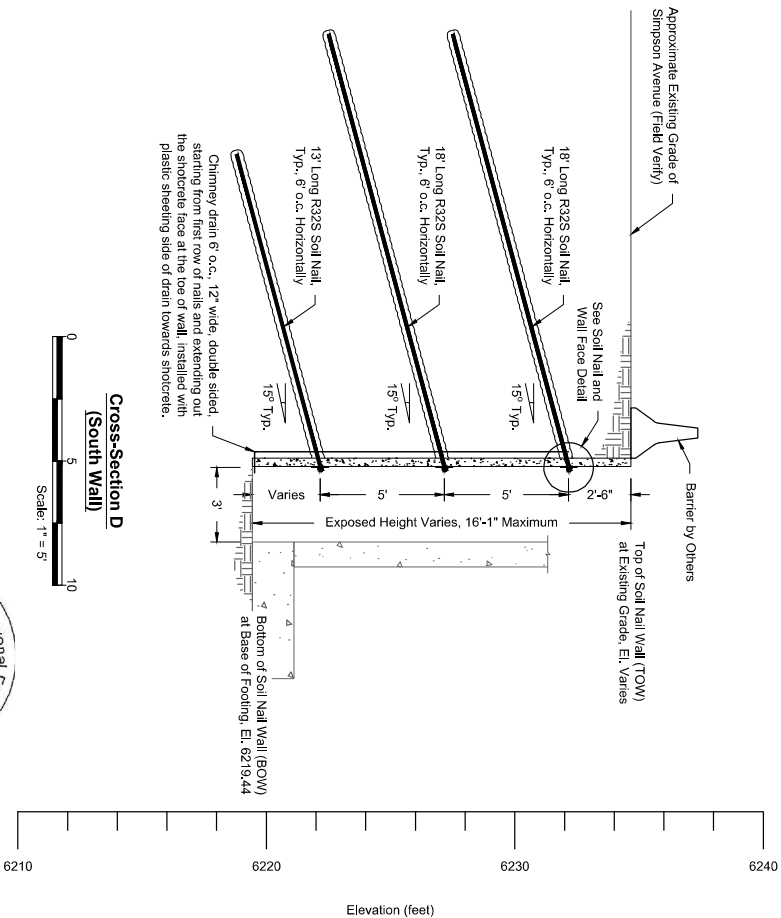
- R32S Hollow Bar Soil Nails, 18' Long, Typ

Digitally signed by Bret DeDemard, PE  
DN: cn=Bret DeDemard, PE,  
o=Gordon Geotechnical  
Engineering Inc. ou,  
email=bret@gordongeotech.com,  
c=US  
Date: 2020.10.21 11:49:30 -06'00'

Temporary Soil Nail Walls  
 Elevation View 4 (South Wall)  
 OF PROJECT NO.: 223-017-20  
 SHEET NO.: 5 of 8







Digitally signed by Bret DeBernardi,  
PE  
DN: cn=Bret DeBernardi, PE,  
o=Gordon Geotechnical Engineering  
Inc., ou,  
email=bret@gordongeotech.com,  
c=US  
Date: 2020.10.21 11:50:12 -0600



Introduction

1. Preliminary shoring layout and design are based upon the following documents and information:

- a. Project Drawings entitled "Record Set, Town of Jackson Parking Garage, 160 South Millward Street, Jackson, Wyoming Bid Documents," by Highland Associates, dated March 30, 2007.
- b. Project Drawings entitled "Glenwood + Simpson Mixed Use Building (Phase I) of the Millward + Simpson PMD," by Hargre Architects, dated January 10, 2020 (Permit Review Response Set).
- c. "Geotechnical Review, Lot at Simpson and Glenwood, Jackson, Wyoming," by Wornack & Associates, Inc., dated June 30, 2008.
- d. General shoring arrangement by Contractor.

2. The soil nail walls are to be installed to the approximate lines and grades indicated in these drawings subject to field verification. Layout and limits of the walls to be determined in the field by General Contractor in keeping with the intent and overall objectives of these plans. It is recommended that the new footings be surveyed in to provide the basis for the shoring layout. Utilities and existing parking structure footings to be provided and field verified prior to soil nail wall installation. Geotechnical Engineering Inc. (G<sup>2</sup>) is to be held immediately responsible for any damage to utilities or other structures. Shoring location and geometry is approximate, subject to field verification.

3. Contractor is responsible for construction of the shoring as detailed on these plans. Variations from the layouts and details as shown hereon may not be made except with the express written consent of the design engineer (G<sup>2</sup>). Changes made in the field made without the consent shall be done solely at the risk of the contractor. Conflicts between these plans and the general project plans to be resolved by Geotechnical Engineering Inc., whose decision shall be final. No warranty is expressed or implied, only that those designs were prepared in general accordance with design principles in use at the time this work was performed.

Soil Nail Wall Materials

- 1. Soil Nails to be DSI hollow core anchors as designated on these plans equipped with 3-inch nominal bit size. All bars shall be free of mill scale and rust at the time of installation.
- 2. Grout for soil nails to be Portland Cement Type I-H with a 28-day compressive strength of 3,000 psi. Mix to occur on-site and shall have the lowest practical water content for pumping (water to cement ratio of 0.4 to 0.5). Mix and installation to conform to all applicable ACI specifications.
- 3. All plate steel to be A36 mild steel or better, and shall be detailed according to AISC Standards.
- 4. Shotcrete layers for facing shall consist of an approved, pumpable mix having a 28 day strength of 4000 psi using 1 type I-H Portland Cement. Shotcrete shall be mixed and placed in accordance with applicable ACI specifications.
- 5. Welded Wire Mesh to conform to ASTM A 82 and A 186. Minimum wire mesh overlap is 12 inches.
- 6. Rebar to have a yield strength of 60 ksi. Minimum No. 4 rebar overlap is 37 inches.

Soil Nail Wall Installation

1. The face of the excavation shall be cut to within 1'-2" of the lines and grades as shown on these drawings for nail installation. After successful nail installation, the face may cut to the lines and grade shown on the plans and immediately shotcrete to the base of excavation. If excessive spalling or sluffing of soil from the face occurs during anchor installation, a flash coat of shotcrete shall be immediately sprayed to the base of the excavation immediately after the excavation is performed or the shotcrete fits can be reduced. If site soils are sufficiently stable, the excavation may be cut to the lines and grades shown. Alternatively, "splees" or microspiles using #4 bar on 18" centers may be utilized to provide additional face stability. G<sup>2</sup> is to be contacted immediately if face stability problems occur to provide site specific recommendations.

2. Allowable tolerances for nail and shotcrete placement shall be:

- Nail Position: +/- 6 inches in any direction.
- Nail Length: not less than length shown.
- Nail Inclination: +/- 2 degrees.
- Shotcrete thickness (where applicable): not less than shown.
- Nail Horizontal Spacing: Angle: +/- 0 to 10 degrees.
- Nails shall be installed in a horizontal sequence as shown on the plans.
- Nails to be continuous grout as it is advanced and the hole. Nails not to advance more than 3 feet per minute and shall be worked back and forth in the hole at least 5 times during continuous grout feed, for each 10 feet (it is advanced). Grout return to be maintained.
- 4-inch thick shotcrete to be placed.
- Excavation shall not extend more than 2 feet below the soil nail level until nail grout and shotcrete have been in place for two days. Vertical lifts shall not exceed 6 feet.

Soil Nail Testing

1. Sacrificial Verification Nails: Four verification nails shall be installed at the site, preferably one on each of the four walls between the first and second row of nails. The verification test nails shall utilize the same installation methods as the production nails. The verification test nails shall be 15 feet in length with the outer 5 feet unbonded. Nail testing shall occur after the grout has set for 3 days. Contractor to utilize jack and pressure gauge calibrated within one year. Design load (DL) can be computed by multiplying the actual installed bond length by a working adhesion of 2,677 kips per lineal foot in soils (i.e., for 10' bond, DL = 10' x 2,677 kips/ft = 27 kips). Additional verification nails, may be required at the discretion of the design engineer based upon different soil conditions or test results.

The load increments and load sequence shall be:

Sealing load (2%-4% DL), 25% DL, 50% DL, 75% DL, 100% DL, 150% DL, with a Creep Test. Each incremental load up shall be held until stable with the deflection recorded. At 150% DL, a 10 minute creep test shall be performed with deflection measurements taken at 1, 3, 5, 6, 8, and 10 minutes. If the creep rate (movement between 1 and 10 minute readings) is less than or equal to 0.04 inches, the nail is considered acceptable. If creep movement exceeds 0.04 inches, the nail shall be held for an additional 50 minutes with readings taken at 20, 30, 40 and 60 minutes. If creep movement taken over a log cycle of time (movement between 6 and 60 minute readings) is less than 0.08 inches, the nail is considered acceptable. After creep test, the nail shall be further tested in increments of 25% DL to failure. Maximum load shall not exceed 56 kips for R25 bar. All test results shall be forwarded to G<sup>2</sup> for review.

Verification testing will determine if the nails achieve the assumed design adhesion. If nails do not achieve necessary values, the nails may need to be lengthened, utilize larger dia., or other modifications as determined by the contractor and wall designer.

General Notes

2. Proof Testing: A minimum of 5 percent of the production soil nails to be proof tested to 150% of the design load. The nails to be randomly placed throughout the wall. Nail length of nails shall be according to the appropriate production lengths indicated on the elevation view. All test nails shall utilize a 5 foot long PVC bondbreaker at the top of the shotcrete to extend the bar through the shotcrete. Chipping to support the reaction plate and jack will be required. Nail testing shall occur after the grout has set for 3 days. Contractor to utilize jack and pressure gauge calibrated within one year. Design load (DL) can be computed by multiplying the actual installed bond length by a working adhesion of 2,677 kips per lineal foot in soils (i.e., for 10' bond, DL = 10' x 2,677 kips/ft = 27 kips). Additional verification nails, may be required at the discretion of the design engineer based upon different soil conditions or test results.

The load increments and load sequence shall be:

Sealing load (2%-4% DL), 25% DL, 50% DL, 75% DL, 100% DL, 150% DL, with a Creep Test. Each incremental load up shall be held until stable with the deflection recorded. At 150% DL, a 10 minute creep test shall be performed with deflection measurements taken at 1, 3, 5, 6, 8, and 10 minutes. If the creep rate (movement between 1 and 10 minute readings) is less than or equal to 0.04 inches, the nail is considered acceptable. If creep movement exceeds 0.04 inches, the nail shall be held for an additional 50 minutes with readings taken at 20, 30, 40 and 60 minutes. If creep movement taken over a log cycle of time (movement between 6 and 60 minute readings) is less than 0.08 inches, the nail is considered acceptable. Maximum load shall not exceed 56 kips for R25 bar. All test results shall be forwarded to G<sup>2</sup> for review. Nails not meeting this criteria shall be reviewed on a case by case basis.

Other

1. Projected movements are approximately 0.5" to 1" laterally and vertically. Actual movements will vary based upon installation techniques, soil consistency, etc.

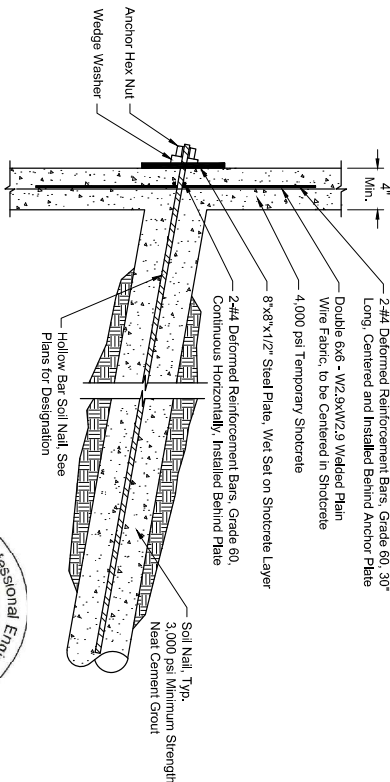
2. Full protection on top of shoring and slopes to be provided by others.

3. The site soils are anticipated to consist of gravels and cobbles with sand, silt and clay. The following average parameters have been assumed in the design:

Unit Weight = 135 pcf, Friction Angle = 36 degrees, Cohesion = 50 pcf (interlock)

No groundwater was included in the design. If groundwater is encountered or soils other than those assumed are encountered during mass excavation, G<sup>2</sup> is to be notified immediately to review the design. Additional nails or further modifications to the shoring may be required.

4. The record drawings indicate that the east wall of the parking structure is supported on helical piers. The layout shown is based on the Revision 1 reference drawings. The depths of piers indicated is based upon north and south test explorations. 1 piers to be the piers and may be assumed the same. The design shall be based on the design data to be provided. The indicated Sheet SP-2.0 of the record drawings (dated 04-16-2007, addendum 7)



Soil Nail and Wall Face Detail  
Not to Scale



Detail signed by Bret A. Dabrowski  
PE  
Dir. of Design  
Geotechnical Engineering Inc., LLC  
email: b@dabrowski.com  
Date: 2020.12.21 11:59:29 -0600

REFERENCE

|             |                                                                                                                                                  |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| DATE        | 03.25.20                                                                                                                                         |
| DESCRIPTION | Submittal for Review                                                                                                                             |
| 03.25.20    | 1. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
| 03.25.20    | 2. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
| 03.25.20    | 3. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
| 03.25.20    | 4. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
| 03.25.20    | 5. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
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| 03.25.20    | 7. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
| 03.25.20    | 8. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
| 03.25.20    | 9. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.   |
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| 03.25.20    | 20. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 21. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 22. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 23. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 24. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 25. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 26. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
| 03.25.20    | 27. New 1" Polypropylene Ball Valve at the Existing Potable Structure per "After Drawing" of the Engineering and Inspection, Inc. (E&I) Permit.  |
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# TOWN OF JACKSON PLANNING & BUILDING DEPARTMENT

## TRANSMITTAL MEMO

### Town of Jackson

- ☒ Public Works/Engineering
- ☐ Building
- ☐ Title Company
- ☒ Town Attorney
- ☐ Police

### Joint Town/County

- ☐ Parks and Recreation
- ☐ Pathways
- ☐ Housing Department

### Teton County

- ☐ Planning Division

- ☐ Engineer
- ☐ Surveyor- *Nelson*
- ☐ Assessor
- ☐ Clerk and Recorder
- ☐ Road and Levee

### State of Wyoming

- ☐ Teton Conservation
- ☐ WYDOT
- ☐ TC School District #1
- ☐ Game and Fish
- ☐ DEQ

### Federal Agencies

- ☐ Army Corp of Engineers

### Utility Providers

- ☐ Qwest
- ☐ Lower Valley Energy
- ☐ Bresnan Communications

### Special Districts

- ☐ START
- ☐ Jackson Hole Fire/EMS
- ☐ Irrigation Company

|                                                                                                                |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date: November 29, 2021                                                                                        | <b>REQUESTS:</b><br><br>The applicant is submitting a request for an Encroachment Agreement addendum for the property located at 175 S Glenwood St., Legally known as LOTS 11-12, BLK 2, WORT-2, PIDN: 22-41-16-33-1-08-004<br><br>For questions, please call Brian Lenz at 733-3097, x1410 or email to the address shown below. Thank you. |
| Item #: P21-307                                                                                                |                                                                                                                                                                                                                                                                                                                                             |
| Planner: Tyler Valentine<br><br>Phone: 733-0440 ext. 1305<br><br>Email: tvalentine@jacksonwy.gov               |                                                                                                                                                                                                                                                                                                                                             |
| <b>Owner:</b><br>Arts District West, LLC<br>PO Box 10483<br>Jackson, WY 83002<br><br><b>Applicant:</b><br>same |                                                                                                                                                                                                                                                                                                                                             |
| <b>Please respond by: December 20, 2021 (with Comments)</b>                                                    |                                                                                                                                                                                                                                                                                                                                             |

**RESPONSE:** For Departments not using Trak-it, please send responses via email to:  
blenz@jacksonwy.gov



**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: Glenwood + Simpson  
Physical Address: 175 South Glenwood Street  
Lot, Subdivision: Lots 11 & 12 of block 2 of the second wort addition PIDN: 22-41-16-33-1-08-004

**PROPERTY OWNER.**

Name: Arts District West, LLC. Phone: 307.699.2260  
Mailing Address: PO Box 10483, Jackson, WY ZIP: 83002  
E-mail: stephen@vesko.com

**APPLICANT/AGENT.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**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](http://www.townofjackson/200/Planning)

|                                                       |                                                        |                                                                             |
|-------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Use Permit</b>                                     | <b>Physical Development</b>                            | <b>Interpretations</b>                                                      |
| <input type="checkbox"/> Basic Use                    | <input type="checkbox"/> Sketch Plan                   | <input type="checkbox"/> Formal Interpretation                              |
| <input type="checkbox"/> Conditional Use              | <input type="checkbox"/> Development Plan              | <input type="checkbox"/> Zoning Compliance Verification                     |
| <input type="checkbox"/> Special Use                  | <input type="checkbox"/> Design Review                 | <b>Amendments to the LDRs</b>                                               |
| <b>Relief from the LDRs</b>                           | <b>Subdivision/Development Option</b>                  | <input type="checkbox"/> LDR Text Amendment                                 |
| <input type="checkbox"/> Administrative Adjustment    | <input type="checkbox"/> Subdivision Plat              | <input type="checkbox"/> Map Amendment                                      |
| <input type="checkbox"/> Variance                     | <input type="checkbox"/> Boundary Adjustment (replat)  | <b>Miscellaneous</b>                                                        |
| <input type="checkbox"/> Beneficial Use Determination | <input type="checkbox"/> Boundary Adjustment (no plat) | <input checked="" type="checkbox"/> <b>other:</b> <u>Encroachment Agree</u> |
| <input type="checkbox"/> Appeal of an Admin. Decision | <input type="checkbox"/> Development Option Plan       | <input type="checkbox"/> Environmental Analysis                             |

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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](http://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](http://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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-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](http://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

STEPHEN KING  
\_\_\_\_\_  
Name Printed

11-18-21  
\_\_\_\_\_  
Date

MANAGER  
\_\_\_\_\_  
Title



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

June 28, 2021

Brian Lenz  
Town of Jackson Engineer  
450 W Snow King Ave.  
Jackson, WY 83001  
btlenz@jacksonwy.gov  
(307) 739-4547

**RE: P20-023: Encroachment Agreement – Monitoring of Town of Jackson Parking Structure**

Dear Mr. Lenz,

It is my professional opinion that the Parking Structure was not affected by the construction of the adjacent structure by New West Building Company and their sub-contractors. Attached is the spreadsheet that my staff completed under my direction from September 17, 2020, to June 22, 2021. The deltas are taken from the initial measurement and are within tolerance for the equipment and site conditions. Please let me know if you have questions or need anything else.

Sincerely,

Mark Fellermann, PLS  
Survey Department Manager  
[mark@y2consultants.com](mailto:mark@y2consultants.com)

Enclosure: 17429\_210625\_-Garage-Monitoring.xlsx



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

November 18, 2021

Brian Lenz  
Town of Jackson Engineer  
450 W Snow King Ave.  
Jackson, WY 83001  
btlenz@jacksonwy.gov  
(307) 739-4547

**RE: P20-023: Encroachment Agreement – Monitoring of Town of Jackson Parking Structure**

Dear Mr. Lenz,

The attached Planning Permit Application is to amend the Development Agreement, specifically Condition 14, to cease monitoring by the encroaching party. Site conditions have not changed since my 6/28/2021 letter and the foundation is now fully back-filled. In addition to the planning application, attached is the spreadsheet that my staff completed under my direction from September 17, 2020, to November 15, 2021. The deltas are taken from the initial measurement and are within tolerance for the equipment and site conditions. Please let me know if you have questions or need anything else.

Sincerely,

Mark Fellermann, PLS  
Survey Department Manager  
[mark@y2consultants.com](mailto:mark@y2consultants.com)

Enclosures: 17429\_210625\_-Garage-Monitoring.xlsx, Permit Planning Application, and 6/28/2021 Letter from Mark Fellermann to Brian Lenz



| TARGET 4   |               |                                   |   | TARGET 5     |               |                                   |       | TARGET 6       |               |                                   |        | TARGET AVERAGES                           |                                  |
|------------|---------------|-----------------------------------|---|--------------|---------------|-----------------------------------|-------|----------------|---------------|-----------------------------------|--------|-------------------------------------------|----------------------------------|
| Date       | Elevation (") | Change in Elevation (") from 9/17 |   | Date         | Elevation (") | Change in Elevation (") from 9/17 |       | Date           | Elevation (") | Change in Elevation (") from 9/17 |        | Average Change in Elevation (") from 9/17 | Notes                            |
| 9/17/2020  | 6273.592      |                                   | 0 | 9/17/2020    | 6273.539      |                                   | 0     | 9/17/2020      | 6273.523      |                                   | 0      |                                           | 0.000                            |
| 9/18/2020  | 6273.592      |                                   | 0 | 9/18/2020    | 6273.54       |                                   | 0.001 | 9/18/2020      | 6273.512      |                                   | -0.011 |                                           | -0.003                           |
| 9/19/2020  |               |                                   |   | 9/19/2020    |               |                                   |       | 9/19/2020      |               |                                   |        |                                           |                                  |
| 9/20/2020  |               |                                   |   | 9/20/2020    |               |                                   |       | 9/20/2020      |               |                                   |        |                                           |                                  |
| 9/21/2020  | 6273.59       | -0.002                            |   | 9/21/2020    | 6273.537      | -0.002                            |       | 9/21/2020      | 6273.518      | -0.005                            |        |                                           | -0.003                           |
| 9/22/2020  | 6273.592      | 0                                 |   | 9/22/2020    | 6273.539      | 0                                 |       | 9/22/2020      | 6273.518      | -0.005                            |        |                                           | -0.002                           |
| 9/23/2020  | 6273.593      | 0.001                             |   | 9/23/2020    | 6273.537      | -0.002                            |       | 9/23/2020      | 6273.514      | -0.009                            |        |                                           | -0.003                           |
| 9/24/2020  | 6273.591      | -0.001                            |   | 9/24/2020    | 6273.537      | -0.002                            |       | 9/24/2020      | 6273.514      | -0.009                            |        |                                           | -0.004                           |
| 9/25/2020  | 6273.576      | -0.016                            |   | 9/25/2020    | 6273.512      | -0.027                            |       | 9/25/2020      | 6273.461      | -0.062                            |        |                                           | -0.035                           |
| 9/26/2020  |               |                                   |   | 9/26/2020    |               |                                   |       | 9/26/2020      |               |                                   |        |                                           |                                  |
| 9/27/2020  |               |                                   |   | 9/27/2020    |               |                                   |       | 9/27/2020      |               |                                   |        |                                           |                                  |
| 9/28/2020  | 6273.587      | -0.005                            |   | 9/28/2020    | 6273.534      | -0.005                            |       | 9/28/2020      | 6273.518      | -0.005                            |        |                                           | -0.005                           |
| 9/29/2020  | 6273.592      | 0                                 |   | 9/29/2020    | 6273.538      | -0.001                            |       | 9/29/2020      | 6273.524      | 0.001                             |        |                                           | 0.000                            |
| 9/30/2020  | 6273.593      | 0.001                             |   | 9/30/2020    | 6273.541      | 0.002                             |       | 9/30/2020      | 6273.516      | -0.007                            |        |                                           | -0.001                           |
| 10/1/2020  | 6273.595      | 0.003                             |   | 10/1/2020    | 6273.539      | 0                                 |       | 10/1/2020      | 6273.523      | 0                                 |        |                                           | 0.001                            |
| 10/2/2020  |               |                                   |   | 10/2/2020    |               |                                   |       | 10/2/2020      |               |                                   |        |                                           |                                  |
| 10/3/2020  |               |                                   |   | 10/3/2020    |               |                                   |       | 10/3/2020      |               |                                   |        |                                           |                                  |
| 10/4/2020  |               |                                   |   | 10/4/2020    |               |                                   |       | 10/4/2020      |               |                                   |        |                                           |                                  |
| 10/5/2020  | 6273.595      | 0.003                             |   | 10/5/2020    | 6273.542      | 0.003                             |       | 10/5/2020      | 6273.521      | -0.002                            |        |                                           | 0.001                            |
| 10/6/2020  | 6273.587      | -0.005                            |   | 10/6/2020    | 6273.531      | -0.008                            |       | 10/6/2020      | 6273.511      | -0.012                            |        |                                           | -0.008                           |
| 10/7/2020  | 6273.594      | 0.002                             |   | 10/7/2020    | 6273.542      | 0.003                             |       | 10/7/2020      | 6273.524      | 0.001                             |        |                                           | 0.002                            |
| 10/8/2020  | 6273.586      | -0.006                            |   | 10/8/2020    | 6273.534      | -0.005                            |       | 10/8/2020      | 6273.516      | -0.007                            |        |                                           | -0.006                           |
| 10/9/2020  | 6273.591      | -0.001                            |   | 10/9/2020    | 6273.534      | -0.005                            |       | 10/9/2020      | 6273.514      | -0.009                            |        |                                           | -0.005                           |
| 10/10/2020 |               |                                   |   | 10/10/2020   |               |                                   |       | 10/10/2020     |               |                                   |        |                                           |                                  |
| 10/11/2020 |               |                                   |   | 10/11/2020   |               |                                   |       | 10/11/2020     |               |                                   |        |                                           |                                  |
| 10/12/2020 | 6273.587      | -0.005                            |   | 10/12/2020   | 6273.533      | -0.006                            |       | 10/12/2020     | 6273.512      | -0.011                            |        |                                           | -0.007                           |
| 10/13/2020 | 6273.588      | -0.004                            |   | 10/13/2020   | 6273.533      | -0.006                            |       | 10/13/2020     | 6273.517      | -0.006                            |        |                                           | -0.005                           |
| 10/14/2020 | 6273.588      | -0.004                            |   | 10/14/2020   | 6273.529      | -0.01                             |       | 10/14/2020     | 6273.509      | -0.014                            |        |                                           | -0.009                           |
| 10/15/2020 | 6273.595      | 0.003                             |   | 10/15/2020   | 6273.54       | 0.001                             |       | 10/15/2020     | 6273.524      | 0.001                             |        |                                           | 0.002                            |
| 10/16/2020 | 6273.584      | -0.008                            |   | 10/16/2020   | 6273.528      | -0.011                            |       | 10/16/2020     | 6273.514      | -0.009                            |        |                                           | -0.009                           |
| 10/17/2020 |               |                                   |   | 10/17/2020   |               |                                   |       | 10/17/2020     |               |                                   |        |                                           |                                  |
| 10/18/2020 |               |                                   |   | 10/18/2020   |               |                                   |       | 10/18/2020     |               |                                   |        |                                           |                                  |
| 10/19/2020 | 6273.585      | -0.007                            |   | 10/19/2020   | 6273.535      | -0.004                            |       | 10/19/2020     | 6273.516      | -0.007                            |        |                                           | -0.006                           |
| 10/20/2020 | 6273.585      | -0.007                            |   | 10/20/2020   | 6273.534      | -0.005                            |       | 10/20/2020     | 6273.51       | -0.013                            |        |                                           | -0.008 *base @ 8 not 2*          |
| 10/21/2020 | 6273.586      | -0.006                            |   | 10/21/2020   | 6273.533      | -0.006                            |       | 10/21/2020     | 6273.515      | -0.008                            |        |                                           | -0.007                           |
| 10/22/2020 |               |                                   |   | 10/22/2020   |               |                                   |       | 10/22/2020     |               |                                   |        |                                           |                                  |
| 10/23/2020 | 6273.568      | -0.024                            |   | 10/23/2020   | 6273.512      | -0.027                            |       | 10/23/2020     | 6273.503      | -0.02                             |        |                                           | -0.024 *SX10*                    |
| 10/24/2020 |               |                                   |   | 10/24/2020   |               |                                   |       | 10/24/2020     |               |                                   |        |                                           |                                  |
| 10/25/2020 |               |                                   |   | 10/25/2020   |               |                                   |       | 10/25/2020     |               |                                   |        |                                           |                                  |
| 10/26/2020 | 6273.582      | -0.01                             |   | 10/26/2020   | 6273.526      | -0.013                            |       | 10/26/2020     | 6273.514      | -0.009                            |        |                                           | -0.011 *bs @ 8                   |
| 10/27/2020 | 6273.579      | -0.013                            |   | 10/27/2020   | 6273.523      | -0.016                            |       | 10/27/2020     | 6273.511      | -0.012                            |        |                                           | -0.014                           |
| 10/28/2020 | 6273.577      | -0.015                            |   | 10/28/2020   | 6273.52       | -0.019                            |       | 10/28/2020     | 6273.506      | -0.017                            |        |                                           | -0.017                           |
| 10/29/2020 | 6273.589      | -0.003                            |   | 10/29/2020   | 6273.53       | -0.009                            |       | 10/29/2020     | 6273.517      | -0.006                            |        |                                           | -0.006                           |
| 10/30/2020 | 6273.578      | -0.014                            |   | 10/30/2020   | 6273.52       | -0.019                            |       | 10/30/2020     | 6273.505      | -0.018                            |        |                                           | -0.017                           |
| 10/31/2020 |               |                                   |   | 10/31/2020   |               |                                   |       | 10/31/2020     |               |                                   |        |                                           |                                  |
| 11/1/2020  |               |                                   |   | 11/1/2020    |               |                                   |       | 11/1/2020      |               |                                   |        |                                           |                                  |
| 11/2/2020  | 6273.587      | -0.005                            |   | 11/2/2020    | 6273.53       | -0.009                            |       | 11/2/2020      | 6273.514      | -0.009                            |        |                                           | -0.008                           |
| 11/3/2020  | 6273.589      | -0.003                            |   | 11/3/2020    | 6273.532      | -0.007                            |       | 11/3/2020      | 6273.517      | -0.006                            |        |                                           | -0.005                           |
| 11/4/2020  | 6273.592      | 0                                 |   | 11/4/2020    | 6273.534      | -0.005                            |       | 11/4/2020 NA   |               |                                   |        |                                           | -0.002 Crane obstructing 6       |
| 11/5/2020  | 6273.585      | -0.007                            |   | 11/5/2020 NA |               |                                   |       | 11/5/2020      | 6273.531      | 0.008                             |        |                                           | 0.000                            |
| 11/6/2020  | 6273.58       | -0.012                            |   | 11/6/2020    | 6273.52       | -0.019                            |       | 11/6/2020      | 6273.522      | -0.001                            |        |                                           | -0.011                           |
| 11/7/2020  |               |                                   |   | 11/7/2020    |               |                                   |       | 11/7/2020      |               |                                   |        |                                           |                                  |
| 11/8/2020  |               |                                   |   | 11/8/2020    |               |                                   |       | 11/8/2020      |               |                                   |        |                                           |                                  |
| 11/9/2020  | 6273.584      | -0.008                            |   | 11/9/2020    | 6273.531      | -0.008                            |       | 11/9/2020      | 6273.514      | -0.009                            |        |                                           | -0.008                           |
| 11/10/2020 | 6273.583      | -0.009                            |   | 11/10/2020   | 6273.523      | -0.016                            |       | 11/10/2020     | 6273.509      | -0.014                            |        |                                           | -0.013                           |
| 11/11/2020 | 6273.577      | -0.015                            |   | 11/11/2020   | 6273.522      | -0.017                            |       | 11/11/2020     | 6273.509      | -0.014                            |        |                                           | -0.015                           |
| 11/12/2020 | 6273.581      | -0.011                            |   | 11/12/2020   | 6273.524      | -0.015                            |       | 11/12/2020     |               |                                   |        |                                           |                                  |
| 11/13/2020 | 6273.576      | -0.016                            |   | 11/13/2020   | 6273.523      | -0.016                            |       | 11/13/2020     | 6273.506      | -0.017                            |        |                                           | -0.016                           |
| 11/14/2020 |               |                                   |   | 11/14/2020   |               |                                   |       | 11/14/2020     |               |                                   |        |                                           |                                  |
| 11/15/2020 |               |                                   |   | 11/15/2020   |               |                                   |       | 11/15/2020     |               |                                   |        |                                           |                                  |
| 11/16/2020 | 6273.583      | -0.009                            |   | 11/16/2020   | 6273.525      | -0.014                            |       | 11/16/2020     | 6273.508      | -0.015                            |        |                                           | -0.013                           |
| 11/17/2020 | 6273.573      | -0.019                            |   | 11/17/2020   | 6273.518      | -0.021                            |       | 11/17/2020     | 6273.507      | -0.016                            |        |                                           | -0.019                           |
| 11/18/2020 | 6273.585      | -0.007                            |   | 11/18/2020   | 6273.518      | -0.021                            |       | 11/18/2020     | 6273.494      | -0.029                            |        |                                           | -0.019                           |
| 11/19/2020 | 6273.575      | -0.017                            |   | 11/19/2020   | 6273.522      | -0.017                            |       | 11/19/2020     | 6273.507      | -0.016                            |        |                                           | -0.017 sx10                      |
| 11/20/2020 | 6273.576      | -0.016                            |   | 11/20/2020   | 6273.52       | -0.019                            |       | 11/20/2020     | 6273.505      | -0.018                            |        |                                           | -0.018 sx10                      |
| 11/21/2020 |               |                                   |   | 11/21/2020   |               |                                   |       | 11/21/2020     |               |                                   |        |                                           |                                  |
| 11/22/2020 |               |                                   |   | 11/22/2020   |               |                                   |       | 11/22/2020     |               |                                   |        |                                           |                                  |
| 11/23/2020 | 6273.565      | -0.027                            |   | 11/23/2020   | 6273.506      | -0.033                            |       | 11/23/2020 N/A |               |                                   |        |                                           | -0.020                           |
| 11/24/2020 | 6273.56       | -0.032                            |   | 11/24/2020   | 6273.503      | -0.036                            |       | 11/24/2020     | 6273.486      | -0.037                            |        |                                           | -0.035                           |
| 11/25/2020 | 6273.578      | -0.014                            |   | 11/25/2020   | 6273.519      | -0.02                             |       | 11/25/2020     |               |                                   |        |                                           | -0.011                           |
| 11/26/2020 |               |                                   |   | 11/26/2020   |               |                                   |       | 11/26/2020     |               |                                   |        |                                           | 0.000                            |
| 11/27/2020 |               |                                   |   | 11/27/2020   |               |                                   |       | 11/27/2020     |               |                                   |        |                                           | 0.000                            |
| 11/28/2020 |               |                                   |   | 11/28/2020   |               |                                   |       | 11/28/2020     |               |                                   |        |                                           | 0.000                            |
| 11/29/2020 |               |                                   |   | 11/29/2020   |               |                                   |       | 11/29/2020     |               |                                   |        |                                           | 0.000                            |
| 11/30/2020 | 6273.573      | -0.019                            |   | 11/30/2020   | 6273.513      | -0.026                            |       | 11/30/2020     | 6273.502      | -0.021                            |        |                                           | -0.022                           |
| 12/1/2020  | 6273.556      | -0.036                            |   | 12/1/2020    | 6273.503      | -0.036                            |       | 12/1/2020      |               |                                   |        |                                           | -0.024 Target 6 blocked by crane |
| 12/2/2020  | 6273.557      | -0.035                            |   | 12/2/2020    | 6273.503      | -0.036                            |       | 12/2/2020      |               |                                   |        |                                           | -0.024 Target 6 blocked by crane |
| 12/3/2020  | 6273.562      | -0.03                             |   | 12/3/2020    | 6273.504      | -0.035                            |       | 12/3/2020      | 6273.491      | -0.032                            |        |                                           | -0.032                           |
| 12/4/2020  | 6273.576      | -0.016                            |   | 12/4/2020    | 6273.517      | -0.022                            |       | 12/4/2020      | 6273.506      | -0.017                            |        |                                           | -0.018                           |
| 12/7/2020  | 6273.56       | -0.032                            |   | 12/7/2020    | 6273.504      | -0.035                            |       | 12/7/2020      | 6273.488      | -0.035                            |        |                                           | -0.034                           |
| 12/8/2020  | 6273.56       | -0.032                            |   | 12/8/2020    | 6273.498      | -0.041                            |       | 12/8/2020      |               |                                   |        |                                           | -0.024 Target 6 blocked by crane |
| 12/9/2020  | 6273.558      | -0.034                            |   | 12/9/2020    | 6273.503      | -0.036                            |       | 12/9/2020      |               |                                   |        |                                           | -0.023 Target 6 blocked by crane |
| 12/10/2020 | 6273.565      | -0.027                            |   | 12/10/2020   | 6273.503      | -0.036                            |       | 12/10/2020     |               |                                   |        |                                           | -0.021                           |
| 12/11/2020 |               |                                   |   | 12/11/2020   |               |                                   |       | 12/11/2020     |               |                                   |        |                                           | 0.000                            |
| 12/12/2020 |               |                                   |   | 12/12/2020   |               |                                   |       | 12/12/2020     |               |                                   |        |                                           |                                  |

|            |          |  |        |            |          |  |        |            |          |  |        |            |                           |  |  |
|------------|----------|--|--------|------------|----------|--|--------|------------|----------|--|--------|------------|---------------------------|--|--|
| 12/13/2020 |          |  |        | 12/13/2020 |          |  |        | 12/13/2020 |          |  |        | 12/13/2020 |                           |  |  |
| 12/14/2020 | 6273.573 |  | -0.019 | 12/14/2020 | 6273.514 |  | -0.025 | 12/14/2020 | 6273.503 |  | -0.02  |            | -0.021                    |  |  |
| 12/15/2020 | 6273.564 |  | -0.028 | 12/15/2020 | 6273.504 |  | -0.035 | 12/15/2020 | 6273.492 |  | -0.031 |            | -0.031                    |  |  |
| 12/16/2020 | 6273.58  |  | -0.012 | 12/16/2020 | 6273.523 |  | -0.016 | 12/16/2020 |          |  |        | -0.009     | Target 6 blocked by crane |  |  |
| 12/17/2020 | 6273.568 |  | -0.024 | 12/17/2020 | 6273.512 |  | -0.027 | 12/17/2020 |          |  |        | -0.017     | Target 6 blocked by crane |  |  |
| 12/18/2020 | 6273.571 |  | -0.021 | 12/18/2020 | 6273.517 |  | -0.022 | 12/18/2020 |          |  |        | -0.014     | Target 6 blocked by crane |  |  |
| 12/19/2020 |          |  |        | 12/19/2020 |          |  |        | 12/19/2020 |          |  |        |            |                           |  |  |
| 12/20/2020 |          |  |        | 12/20/2020 |          |  |        | 12/20/2020 |          |  |        |            |                           |  |  |
| 12/21/2020 | 6273.571 |  | -0.021 | 12/21/2020 | 6273.512 |  | -0.027 | 12/21/2020 | 6273.496 |  | -0.027 |            | -0.025                    |  |  |
| 12/22/2020 | 6273.58  |  | -0.012 | 12/22/2020 | 6273.522 |  | -0.017 | 12/22/2020 | 6273.504 |  | -0.019 |            | -0.016                    |  |  |
| 12/23/2020 | 6273.551 |  | -0.041 | 12/23/2020 | 6273.496 |  | -0.043 | 12/23/2020 |          |  |        | -0.028     | Target 6 blocked by crane |  |  |
| 12/24/2020 |          |  |        | 12/24/2020 |          |  |        | 12/24/2020 |          |  |        |            |                           |  |  |
| 12/25/2020 |          |  |        | 12/25/2020 |          |  |        | 12/25/2020 |          |  |        |            |                           |  |  |
| 12/26/2020 |          |  |        | 12/26/2020 |          |  |        | 12/26/2020 |          |  |        |            |                           |  |  |
| 12/27/2020 |          |  |        | 12/27/2020 |          |  |        | 12/27/2020 |          |  |        |            |                           |  |  |
| 12/28/2020 |          |  |        | 12/28/2020 |          |  |        | 12/28/2020 |          |  |        |            |                           |  |  |
| 12/29/2020 | 6273.571 |  | -0.021 | 12/29/2020 | 6273.513 |  | -0.026 | 12/29/2020 | 6273.498 |  | -0.025 |            | -0.024                    |  |  |
| 12/30/2020 | 6273.564 |  | -0.028 | 12/30/2020 | 6273.506 |  | -0.033 | 12/30/2020 | 6273.493 |  | -0.03  |            | -0.030                    |  |  |
| 12/31/2020 | 6273.57  |  | -0.022 | 12/31/2020 | 6273.515 |  | -0.024 | 12/31/2020 | 6273.494 |  | -0.029 |            | -0.025                    |  |  |
| 1/1/2021   |          |  |        | 1/1/2021   |          |  |        | 1/1/2021   |          |  |        |            |                           |  |  |
| 1/2/2021   |          |  |        | 1/2/2021   |          |  |        | 1/2/2021   |          |  |        |            |                           |  |  |
| 1/3/2021   |          |  |        | 1/3/2021   |          |  |        | 1/3/2021   |          |  |        |            |                           |  |  |
| 1/4/2021   | 6273.585 |  | -0.007 | 1/4/2021   | 6273.528 |  | -0.011 | 1/4/2021   | 6273.51  |  | -0.013 |            | -0.010                    |  |  |
| 1/5/2021   | 6273.57  |  | -0.022 | 1/5/2021   | 6273.511 |  | -0.028 | 1/5/2021   | 6273.5   |  | -0.023 |            | -0.024                    |  |  |
| 1/6/2021   | 6273.575 |  | -0.017 | 1/6/2021   | 6273.518 |  | -0.021 | 1/6/2021   |          |  |        | -0.013     | Target 6 blocked by crane |  |  |
| 1/7/2021   | 6273.579 |  | -0.013 | 1/7/2021   | 6273.523 |  | -0.016 | 1/7/2021   |          |  |        | -0.010     | Target 6 blocked by crane |  |  |
| 1/8/2021   | 6273.577 |  | -0.015 | 1/8/2021   | 6273.519 |  | -0.02  | 1/8/2021   | 6273.51  |  | -0.013 |            | -0.016                    |  |  |
| 1/9/2021   |          |  |        | 1/9/2021   |          |  |        | 1/9/2021   |          |  |        |            |                           |  |  |
| 1/10/2021  |          |  |        | 1/10/2021  |          |  |        | 1/10/2021  |          |  |        |            |                           |  |  |
| 1/11/2021  | 6273.579 |  | -0.013 | 1/11/2021  | 6273.52  |  | -0.019 | 1/11/2021  | 6273.513 |  | -0.01  |            | -0.014                    |  |  |
| 1/12/2021  | 6273.573 |  | -0.019 | 1/12/2021  | 6273.515 |  | -0.024 | 1/12/2021  | 6273.508 |  | -0.015 |            | -0.019                    |  |  |
| 1/13/2021  | 6273.583 |  | -0.009 | 1/13/2021  | 6273.529 |  | -0.01  | 1/13/2021  | 6273.513 |  | -0.01  |            | -0.010                    |  |  |
| 1/14/2021  |          |  |        | 1/14/2021  |          |  |        | 1/14/2021  |          |  |        |            |                           |  |  |
| 1/15/2021  |          |  |        | 1/15/2021  |          |  |        | 1/15/2021  |          |  |        |            |                           |  |  |
| 1/16/2021  |          |  |        | 1/16/2021  |          |  |        | 1/16/2021  |          |  |        |            |                           |  |  |
| 1/17/2021  |          |  |        | 1/17/2021  |          |  |        | 1/17/2021  |          |  |        |            |                           |  |  |
| 1/18/2021  |          |  |        | 1/18/2021  |          |  |        | 1/18/2021  |          |  |        |            |                           |  |  |
| 1/19/2021  | 6273.573 |  | -0.019 | 1/19/2021  | 6273.52  |  | -0.019 | 1/19/2021  |          |  |        | -0.013     | Target 6 blocked by crane |  |  |
| 1/20/2021  |          |  |        | 1/20/2021  |          |  |        | 1/20/2021  |          |  |        |            |                           |  |  |
| 1/21/2021  | 6273.573 |  | -0.019 | 1/21/2021  | 6273.513 |  | -0.026 | 1/21/2021  | 6273.502 |  | -0.021 |            | -0.022                    |  |  |
| 1/22/2021  |          |  |        | 1/22/2021  |          |  |        | 1/22/2021  |          |  |        |            |                           |  |  |
| 1/23/2021  |          |  |        | 1/23/2021  |          |  |        | 1/23/2021  |          |  |        |            |                           |  |  |
| 1/24/2021  |          |  |        | 1/24/2021  |          |  |        | 1/24/2021  |          |  |        |            |                           |  |  |
| 1/25/2021  |          |  |        | 1/25/2021  |          |  |        | 1/25/2021  |          |  |        |            |                           |  |  |
| 1/26/2021  | 6273.584 |  | -0.008 | 1/26/2021  | 6273.525 |  | -0.014 | 1/26/2021  | 6273.513 |  | -0.01  |            | -0.011                    |  |  |
| 1/27/2021  |          |  |        | 1/27/2021  |          |  |        | 1/27/2021  |          |  |        |            |                           |  |  |
| 1/28/2021  | 6273.573 |  | -0.019 | 1/28/2021  | 6273.52  |  | -0.019 | 1/28/2021  | 6273.507 |  | -0.016 |            | -0.018                    |  |  |
| 1/29/2021  |          |  |        | 1/29/2021  |          |  |        | 1/29/2021  |          |  |        |            |                           |  |  |
| 1/30/2021  |          |  |        | 1/30/2021  |          |  |        | 1/30/2021  |          |  |        |            |                           |  |  |
| 1/31/2021  |          |  |        | 1/31/2021  |          |  |        | 1/31/2021  |          |  |        |            |                           |  |  |
| 2/1/2021   |          |  |        | 2/1/2021   |          |  |        | 2/1/2021   |          |  |        |            |                           |  |  |
| 2/2/2021   | 6273.582 |  | -0.01  | 2/2/2021   | 6273.522 |  | -0.017 | 2/2/2021   |          |  |        | -0.009     | Target 6 blocked by crane |  |  |
| 2/3/2021   |          |  |        | 2/3/2021   |          |  |        | 2/3/2021   |          |  |        |            |                           |  |  |
| 2/4/2021   | 6273.574 |  | -0.018 | 2/4/2021   | 6273.517 |  | -0.022 | 2/4/2021   | 6273.502 |  | -0.021 |            | -0.020                    |  |  |
| 2/5/2021   |          |  |        | 2/5/2021   |          |  |        | 2/5/2021   |          |  |        |            |                           |  |  |
| 2/6/2021   |          |  |        | 2/6/2021   |          |  |        | 2/6/2021   |          |  |        |            |                           |  |  |
| 2/7/2021   |          |  |        | 2/7/2021   |          |  |        | 2/7/2021   |          |  |        |            |                           |  |  |
| 2/8/2021   |          |  |        | 2/8/2021   |          |  |        | 2/8/2021   |          |  |        |            |                           |  |  |
| 2/9/2021   | 6273.576 |  | -0.016 | 2/9/2021   | 6273.52  |  | -0.019 | 2/9/2021   | 6273.508 |  | -0.015 |            | -0.017                    |  |  |
| 2/10/2021  |          |  |        | 2/10/2021  |          |  |        | 2/10/2021  |          |  |        |            |                           |  |  |
| 2/11/2021  | 6273.573 |  | -0.019 | 2/11/2021  | 6273.518 |  | -0.021 | 2/11/2021  | 6273.506 |  | -0.017 |            | -0.019                    |  |  |
| 2/12/2021  |          |  |        | 2/12/2021  |          |  |        | 2/12/2021  |          |  |        |            |                           |  |  |
| 2/13/2021  |          |  |        | 2/13/2021  |          |  |        | 2/13/2021  |          |  |        |            |                           |  |  |
| 2/14/2021  |          |  |        | 2/14/2021  |          |  |        | 2/14/2021  |          |  |        |            |                           |  |  |
| 2/15/2021  |          |  |        | 2/15/2021  |          |  |        | 2/15/2021  |          |  |        |            |                           |  |  |
| 2/16/2021  | 6273.576 |  | -0.016 | 2/16/2021  | 6273.521 |  | -0.018 | 2/16/2021  | 6273.508 |  | -0.015 |            | -0.016                    |  |  |
| 2/17/2021  |          |  |        | 2/17/2021  |          |  |        | 2/17/2021  |          |  |        |            |                           |  |  |
| 2/18/2021  | 6273.574 |  | -0.018 | 2/18/2021  | 6273.512 |  | -0.027 | 2/18/2021  | 6273.499 |  | -0.024 |            | -0.023                    |  |  |
| 2/19/2021  |          |  |        | 2/19/2021  |          |  |        | 2/19/2021  |          |  |        |            |                           |  |  |
| 2/20/2021  |          |  |        | 2/20/2021  |          |  |        | 2/20/2021  |          |  |        |            |                           |  |  |
| 2/21/2021  |          |  |        | 2/21/2021  |          |  |        | 2/21/2021  |          |  |        |            |                           |  |  |
| 2/22/2021  |          |  |        | 2/22/2021  |          |  |        | 2/22/2021  |          |  |        |            |                           |  |  |
| 2/23/2021  | 6273.582 |  | -0.01  | 2/23/2021  | 6273.525 |  | -0.014 | 2/23/2021  | 6273.508 |  | -0.015 |            | -0.013                    |  |  |
| 2/24/2021  |          |  |        | 2/24/2021  |          |  |        | 2/24/2021  |          |  |        |            |                           |  |  |
| 2/25/2021  | 6273.565 |  | -0.027 | 2/25/2021  | 6273.512 |  | -0.027 | 2/25/2021  |          |  |        | -0.018     | Target 6 blocked by crane |  |  |
| 2/26/2021  |          |  |        | 2/26/2021  |          |  |        | 2/26/2021  |          |  |        |            |                           |  |  |
| 2/27/2021  |          |  |        | 2/27/2021  |          |  |        | 2/27/2021  |          |  |        |            |                           |  |  |
| 2/28/2021  |          |  |        | 2/28/2021  |          |  |        | 2/28/2021  |          |  |        |            |                           |  |  |
| 3/1/2021   |          |  |        | 3/1/2021   |          |  |        | 3/1/2021   |          |  |        |            |                           |  |  |
| 3/2/2021   | 6273.56  |  | -0.032 | 3/2/2021   | 6273.507 |  | -0.032 | 3/2/2021   | 6273.495 |  | -0.028 |            | -0.031                    |  |  |
| 3/3/2021   |          |  |        | 3/3/2021   |          |  |        | 3/3/2021   |          |  |        |            |                           |  |  |
| 3/4/2021   | 6273.567 |  | -0.025 | 3/4/2021   | 6273.514 |  | -0.025 | 3/4/2021   | 6273.502 |  | -0.021 |            | -0.024                    |  |  |
| 3/5/2021   |          |  |        | 3/5/2021   |          |  |        | 3/5/2021   |          |  |        |            |                           |  |  |
| 3/6/2021   |          |  |        | 3/6/2021   |          |  |        | 3/6/2021   |          |  |        |            |                           |  |  |
| 3/7/2021   |          |  |        | 3/7/2021   |          |  |        | 3/7/2021   |          |  |        |            |                           |  |  |
| 3/8/2021   |          |  |        | 3/8/2021   |          |  |        | 3/8/2021   |          |  |        |            |                           |  |  |
| 3/9/2021   | 6273.578 |  | -0.014 | 3/9/2021   | 6273.519 |  | -0.02  | 3/9/2021   |          |  |        | -0.011     | Target 6 blocked by crane |  |  |
| 3/10/2021  |          |  |        | 3/10/2021  |          |  |        | 3/10/2021  |          |  |        |            |                           |  |  |
| 3/11/2021  | 6273.565 |  | -0.027 | 3/11/2021  | 6273.508 |  | -0.031 | 3/11/2021  | 6273.492 |  | -0.031 |            | -0.030                    |  |  |



|           |          |        |           |          |        |           |          |        |        |
|-----------|----------|--------|-----------|----------|--------|-----------|----------|--------|--------|
| 3/12/2021 |          |        | 3/12/2021 |          |        | 3/12/2021 |          |        |        |
| 3/13/2021 |          |        | 3/13/2021 |          |        | 3/13/2021 |          |        |        |
| 3/14/2021 |          |        | 3/14/2021 |          |        | 3/14/2021 |          |        |        |
| 3/15/2021 |          |        | 3/15/2021 |          |        | 3/15/2021 |          |        |        |
| 3/16/2021 | 6273.578 | -0.014 | 3/16/2021 | 6273.508 | -0.031 | 3/16/2021 | 6273.508 | -0.015 | -0.020 |
| 3/17/2021 |          |        | 3/17/2021 |          |        | 3/17/2021 |          |        |        |
| 3/18/2021 | 6273.567 | -0.025 | 3/18/2021 | 6273.51  | -0.029 | 3/18/2021 | 6273.491 | -0.032 | -0.029 |
| 3/19/2021 |          |        | 3/19/2021 |          |        | 3/19/2021 |          |        |        |
| 3/20/2021 |          |        | 3/20/2021 |          |        | 3/20/2021 |          |        |        |
| 3/21/2021 |          |        | 3/21/2021 |          |        | 3/21/2021 |          |        |        |
| 3/22/2021 |          |        | 3/22/2021 |          |        | 3/22/2021 |          |        |        |
| 3/23/2021 | 6273.577 | -0.015 | 3/23/2021 | 6273.52  | -0.019 | 3/23/2021 | 6273.507 | -0.016 | -0.017 |
| 3/24/2021 |          |        | 3/24/2021 |          |        | 3/24/2021 |          |        |        |
| 3/25/2021 | 6273.575 | -0.017 | 3/25/2021 | 6273.518 | -0.021 | 3/25/2021 | 6273.504 | -0.019 | -0.019 |
| 3/26/2021 |          |        | 3/26/2021 |          |        | 3/26/2021 |          |        |        |
| 3/27/2021 |          |        | 3/27/2021 |          |        | 3/27/2021 |          |        |        |
| 3/28/2021 |          |        | 3/28/2021 |          |        | 3/28/2021 |          |        |        |
| 3/29/2021 |          |        | 3/29/2021 |          |        | 3/29/2021 |          |        |        |
| 3/30/2021 |          |        | 3/30/2021 |          |        | 3/30/2021 |          |        |        |
| 3/31/2021 | 6273.582 | -0.01  | 3/31/2021 | 6273.524 | -0.015 | 3/31/2021 | 6273.524 | 0.001  | -0.008 |
| 4/1/2021  |          |        | 4/1/2021  |          |        | 4/1/2021  |          |        |        |
| 4/2/2021  |          |        | 4/2/2021  |          |        | 4/2/2021  |          |        |        |
| 4/3/2021  |          |        | 4/3/2021  |          |        | 4/3/2021  |          |        |        |
| 4/4/2021  |          |        | 4/4/2021  |          |        | 4/4/2021  |          |        |        |
| 4/5/2021  |          |        | 4/5/2021  |          |        | 4/5/2021  |          |        |        |
| 4/6/2021  | 6273.584 | -0.008 | 4/6/2021  | 6273.53  | -0.009 | 4/6/2021  | 6273.514 | -0.009 | -0.009 |
| 4/7/2021  |          |        | 4/7/2021  |          |        | 4/7/2021  |          |        |        |
| 4/8/2021  | 6273.582 | -0.01  | 4/8/2021  | 6273.525 | -0.014 | 4/8/2021  | 6273.509 | -0.014 | -0.013 |
| 4/9/2021  |          |        | 4/9/2021  |          |        | 4/9/2021  |          |        |        |
| 4/10/2021 |          |        | 4/10/2021 |          |        | 4/10/2021 |          |        |        |
| 4/11/2021 |          |        | 4/11/2021 |          |        | 4/11/2021 |          |        |        |
| 4/12/2021 |          |        | 4/12/2021 |          |        | 4/12/2021 |          |        |        |
| 4/13/2021 | 6273.587 | -0.005 | 4/13/2021 | 6273.535 | -0.004 | 4/13/2021 | 6273.52  | -0.003 | -0.004 |
| 4/14/2021 |          |        | 4/14/2021 |          |        | 4/14/2021 |          |        |        |
| 4/15/2021 | 6273.591 | -0.001 | 4/15/2021 | 6273.537 | -0.002 | 4/15/2021 | 6273.521 | -0.002 | -0.002 |
| 4/16/2021 |          |        | 4/16/2021 |          |        | 4/16/2021 |          |        |        |
| 4/17/2021 |          |        | 4/17/2021 |          |        | 4/17/2021 |          |        |        |
| 4/18/2021 |          |        | 4/18/2021 |          |        | 4/18/2021 |          |        |        |
| 4/19/2021 |          |        | 4/19/2021 |          |        | 4/19/2021 |          |        |        |
| 4/20/2021 | 6273.582 | -0.01  | 4/20/2021 | 6273.521 | -0.018 | 4/20/2021 | 6273.51  | -0.013 | -0.014 |
| 4/21/2021 |          |        | 4/21/2021 |          |        | 4/21/2021 |          |        |        |
| 4/22/2021 | 6273.58  | -0.012 | 4/22/2021 | 6273.522 | -0.017 | 4/22/2021 | 6273.508 | -0.015 | -0.015 |
| 4/23/2021 |          |        | 4/23/2021 |          |        | 4/23/2021 |          |        |        |
| 4/24/2021 |          |        | 4/24/2021 |          |        | 4/24/2021 |          |        |        |
| 4/25/2021 |          |        | 4/25/2021 |          |        | 4/25/2021 |          |        |        |
| 4/26/2021 |          |        | 4/26/2021 |          |        | 4/26/2021 |          |        |        |
| 4/27/2021 | 6273.582 | -0.01  | 4/27/2021 | 6273.532 | -0.007 | 4/27/2021 | 6273.516 | -0.007 | -0.008 |
| 4/28/2021 |          |        | 4/28/2021 |          |        | 4/28/2021 |          |        |        |
| 4/29/2021 |          |        | 4/29/2021 |          |        | 4/29/2021 |          |        |        |
| 4/30/2021 |          |        | 4/30/2021 |          |        | 4/30/2021 |          |        |        |
| 5/1/2021  |          |        | 5/1/2021  |          |        | 5/1/2021  |          |        |        |
| 5/2/2021  |          |        | 5/2/2021  |          |        | 5/2/2021  |          |        |        |
| 5/3/2021  |          |        | 5/3/2021  |          |        | 5/3/2021  |          |        |        |
| 5/4/2021  | 6273.58  | -0.012 | 5/4/2021  | 6273.524 | -0.015 | 5/4/2021  | 6273.508 | -0.015 | -0.014 |
| 5/5/2021  |          |        | 5/5/2021  |          |        | 5/5/2021  |          |        |        |
| 5/6/2021  |          |        | 5/6/2021  |          |        | 5/6/2021  |          |        |        |
| 5/7/2021  | 6273.592 | 0      | 5/7/2021  | 6273.541 | 0.002  | 5/7/2021  | 6273.52  | -0.003 | 0.000  |
| 5/8/2021  |          |        | 5/8/2021  |          |        | 5/8/2021  |          |        |        |
| 5/9/2021  |          |        | 5/9/2021  |          |        | 5/9/2021  |          |        |        |
| 5/10/2021 |          |        | 5/10/2021 |          |        | 5/10/2021 |          |        |        |
| 5/11/2021 | 6273.589 | -0.003 | 5/11/2021 | 6273.535 | -0.004 | 5/11/2021 | 6273.515 | -0.008 | -0.005 |
| 5/12/2021 |          |        | 5/12/2021 |          |        | 5/12/2021 |          |        |        |
| 5/13/2021 |          |        | 5/13/2021 |          |        | 5/13/2021 |          |        |        |
| 5/14/2021 |          |        | 5/14/2021 |          |        | 5/14/2021 |          |        |        |
| 5/15/2021 |          |        | 5/15/2021 |          |        | 5/15/2021 |          |        |        |
| 5/16/2021 |          |        | 5/16/2021 |          |        | 5/16/2021 |          |        |        |
| 5/17/2021 |          |        | 5/17/2021 |          |        | 5/17/2021 |          |        |        |
| 5/18/2021 | 6273.596 | 0.004  | 5/18/2021 | 6273.546 | 0.007  | 5/18/2021 | 6273.526 | 0.003  | 0.005  |
| 5/19/2021 |          |        | 5/19/2021 |          |        | 5/19/2021 |          |        |        |
| 5/20/2021 | 6273.597 | 0.005  | 5/20/2021 | 6273.542 | 0.003  | 5/20/2021 | 6273.527 | 0.004  | 0.004  |
| 5/21/2021 |          |        | 5/21/2021 |          |        | 5/21/2021 |          |        |        |
| 5/22/2021 |          |        | 5/22/2021 |          |        | 5/22/2021 |          |        |        |
| 5/23/2021 |          |        | 5/23/2021 |          |        | 5/23/2021 |          |        |        |
| 5/24/2021 |          |        | 5/24/2021 |          |        | 5/24/2021 |          |        |        |
| 5/25/2021 | 6273.591 | -0.001 | 5/25/2021 | 6273.536 | -0.003 | 5/25/2021 | 6273.516 | -0.007 | -0.004 |
| 5/26/2021 |          |        | 5/26/2021 |          |        | 5/26/2021 |          |        |        |
| 5/27/2021 | 6273.586 | -0.006 | 5/27/2021 | 6273.532 | -0.007 | 5/27/2021 | 6273.516 | -0.007 | -0.007 |
| 5/28/2021 |          |        | 5/28/2021 |          |        | 5/28/2021 |          |        |        |
| 5/29/2021 |          |        | 5/29/2021 |          |        | 5/29/2021 |          |        |        |
| 5/30/2021 |          |        | 5/30/2021 |          |        | 5/30/2021 |          |        |        |
| 5/31/2021 |          |        | 5/31/2021 |          |        | 5/31/2021 |          |        |        |
| 6/1/2021  | 6273.587 | -0.005 | 6/1/2021  | 6273.539 | 0      | 6/1/2021  | 6273.519 | -0.004 | -0.003 |
| 6/2/2021  |          |        | 6/2/2021  |          |        | 6/2/2021  |          |        |        |
| 6/3/2021  | 6273.598 | 0.006  | 6/3/2021  | 6273.546 | 0.007  | 6/3/2021  | 6273.526 | 0.003  | 0.005  |
| 6/4/2021  |          |        |           |          |        |           |          |        |        |
| 6/5/2021  |          |        |           |          |        |           |          |        |        |
| 6/6/2021  |          |        |           |          |        |           |          |        |        |
| 6/7/2021  |          |        |           |          |        |           |          |        |        |
| 6/8/2021  | 6273.595 | 0.003  | 6/8/2021  | 6273.54  | 0.001  | 6/8/2021  | 6273.524 | 0.001  | 0.000  |

|           |          |        |           |          |          |           |          |        |        |
|-----------|----------|--------|-----------|----------|----------|-----------|----------|--------|--------|
| 6/9/2021  |          |        | 6/9/2021  |          | 6/9/2021 |           |          |        |        |
| 6/10/2021 | 6273.596 | 0.004  | 6/10/2021 | 6273.541 | 0.002    | 6/10/2021 | 6273.522 | -0.001 | 0.002  |
| 6/11/2021 |          |        | 6/11/2021 |          |          | 6/11/2021 |          |        |        |
| 6/12/2021 |          |        | 6/12/2021 |          |          | 6/12/2021 |          |        |        |
| 6/13/2021 |          |        | 6/13/2021 |          |          | 6/13/2021 |          |        |        |
| 6/14/2021 |          |        | 6/14/2021 |          |          | 6/14/2021 |          |        |        |
| 6/15/2021 | 6273.594 | 0.002  | 6/15/2021 | 6273.542 | 0.003    | 6/15/2021 | 6273.523 | 0      | 0.002  |
| 6/16/2021 |          |        | 6/16/2021 |          |          | 6/16/2021 |          |        |        |
| 6/17/2021 |          |        | 6/17/2021 |          |          | 6/17/2021 |          |        |        |
| 6/18/2021 |          |        | 6/18/2021 |          |          | 6/18/2021 |          |        |        |
| 6/19/2021 |          |        | 6/19/2021 |          |          | 6/19/2021 |          |        |        |
| 6/20/2021 |          |        | 6/20/2021 |          |          | 6/20/2021 |          |        |        |
| 6/21/2021 |          |        | 6/21/2021 |          |          | 6/21/2021 |          |        |        |
| 6/22/2021 | 6273.597 | 0.005  | 6/22/2021 | 6273.542 | 0.003    | 6/22/2021 | 6273.521 | -0.002 | 0.002  |
| 6/23/2021 |          |        | 6/23/2021 |          |          | 6/23/2021 |          |        |        |
| 6/24/2021 |          |        | 6/24/2021 |          |          | 6/24/2021 |          |        |        |
| 6/25/2021 |          |        | 6/25/2021 |          |          | 6/25/2021 |          |        |        |
| 6/26/2021 |          |        | 6/26/2021 |          |          | 6/26/2021 |          |        |        |
| 6/27/2021 |          |        | 6/27/2021 |          |          | 6/27/2021 |          |        |        |
| 6/28/2021 |          |        | 6/28/2021 |          |          | 6/28/2021 |          |        |        |
| 6/29/2021 |          |        | 6/29/2021 |          |          | 6/29/2021 |          |        |        |
| 6/30/2021 |          |        | 6/30/2021 |          |          | 6/30/2021 |          |        |        |
| 7/1/2021  |          |        | 7/1/2021  |          |          | 7/1/2021  |          |        |        |
| 7/2/2021  |          |        | 7/2/2021  |          |          | 7/2/2021  |          |        |        |
| 7/3/2021  |          |        | 7/3/2021  |          |          | 7/3/2021  |          |        |        |
| 7/4/2021  |          |        | 7/4/2021  |          |          | 7/4/2021  |          |        |        |
| 7/5/2021  |          |        | 7/5/2021  |          |          | 7/5/2021  |          |        |        |
| 7/6/2021  | 6273.591 | -0.001 | 7/6/2021  | 6273.535 | -0.004   | 7/6/2021  | 6273.517 | -0.006 | -0.004 |
| 7/7/2021  |          |        | 7/7/2021  |          |          | 7/7/2021  |          |        |        |
| 7/8/2021  |          |        | 7/8/2021  |          |          | 7/8/2021  |          |        |        |
| 7/9/2021  |          |        | 7/9/2021  |          |          | 7/9/2021  |          |        |        |
| 7/10/2021 |          |        | 7/10/2021 |          |          | 7/10/2021 |          |        |        |
| 7/11/2021 |          |        | 7/11/2021 |          |          | 7/11/2021 |          |        |        |
| 7/12/2021 |          |        | 7/12/2021 |          |          | 7/12/2021 |          |        |        |
| 7/13/2021 |          |        | 7/13/2021 |          |          | 7/13/2021 |          |        |        |
| 7/14/2021 |          |        | 7/14/2021 |          |          | 7/14/2021 |          |        |        |
| 7/15/2021 |          |        | 7/15/2021 |          |          | 7/15/2021 |          |        |        |
| 7/16/2021 |          |        | 7/16/2021 |          |          | 7/16/2021 |          |        |        |
| 7/17/2021 |          |        | 7/17/2021 |          |          | 7/17/2021 |          |        |        |
| 7/18/2021 |          |        | 7/18/2021 |          |          | 7/18/2021 |          |        |        |
| 7/19/2021 |          |        | 7/19/2021 |          |          | 7/19/2021 |          |        |        |
| 7/20/2021 |          |        | 7/20/2021 |          |          | 7/20/2021 |          |        |        |
| 7/21/2021 |          |        | 7/21/2021 |          |          | 7/21/2021 |          |        |        |
| 7/22/2021 |          |        | 7/22/2021 |          |          | 7/22/2021 |          |        |        |
| 7/23/2021 |          |        | 7/23/2021 |          |          | 7/23/2021 |          |        |        |
| 7/24/2021 |          |        | 7/24/2021 |          |          | 7/24/2021 |          |        |        |
| 7/25/2021 |          |        | 7/25/2021 |          |          | 7/25/2021 |          |        |        |
| 7/26/2021 |          |        | 7/26/2021 |          |          | 7/26/2021 |          |        |        |
| 7/27/2021 |          |        | 7/27/2021 |          |          | 7/27/2021 |          |        |        |
| 7/28/2021 |          |        | 7/28/2021 |          |          | 7/28/2021 |          |        |        |
| 7/29/2021 |          |        | 7/29/2021 | 6273.538 | -0.001   | 7/29/2021 | 6273.518 | -0.005 |        |
| 7/30/2021 |          |        | 7/30/2021 |          |          | 7/30/2021 |          |        |        |
| 7/31/2021 |          |        | 7/31/2021 |          |          | 7/31/2021 |          |        |        |
| 8/1/2021  |          |        | 8/1/2021  |          |          | 8/1/2021  |          |        |        |
| 8/2/2021  |          |        | 8/2/2021  |          |          | 8/2/2021  |          |        |        |
| 8/3/2021  |          |        | 8/3/2021  |          |          | 8/3/2021  |          |        |        |
| 8/4/2021  |          |        | 8/4/2021  |          |          | 8/4/2021  |          |        |        |
| 8/5/2021  |          |        | 8/5/2021  |          |          | 8/5/2021  |          |        |        |
| 8/6/2021  |          |        | 8/6/2021  | 6273.532 | -0.007   | 8/6/2021  | 6273.518 | -0.005 |        |
| 8/7/2021  |          |        | 8/7/2021  |          |          | 8/7/2021  |          |        |        |
| 8/8/2021  |          |        | 8/8/2021  |          |          | 8/8/2021  |          |        |        |
| 8/9/2021  |          |        | 8/9/2021  | 6273.54  | 0.001    | 8/9/2021  | 6273.522 | -0.001 |        |
| 8/10/2021 |          |        | 8/10/2021 |          |          | 8/10/2021 |          |        |        |
| 8/11/2021 |          |        | 8/11/2021 |          |          | 8/11/2021 |          |        |        |
| 8/12/2021 |          |        | 8/12/2021 |          |          | 8/12/2021 |          |        |        |
| 8/13/2021 |          |        | 8/13/2021 |          |          | 8/13/2021 |          |        |        |
| 8/14/2021 |          |        | 8/14/2021 |          |          | 8/14/2021 |          |        |        |
| 8/15/2021 |          |        | 8/15/2021 |          |          | 8/15/2021 |          |        |        |
| 8/16/2021 |          |        | 8/16/2021 | 6273.544 | 0.005    | 8/16/2021 |          |        |        |
| 8/17/2021 |          |        | 8/17/2021 |          |          | 8/17/2021 |          |        |        |
| 8/18/2021 |          |        | 8/18/2021 |          |          | 8/18/2021 |          |        |        |
| 8/19/2021 |          |        | 8/19/2021 |          |          | 8/19/2021 |          |        |        |
| 8/20/2021 |          |        | 8/20/2021 |          |          | 8/20/2021 |          |        |        |
| 8/21/2021 |          |        | 8/21/2021 |          |          | 8/21/2021 |          |        |        |
| 8/22/2021 |          |        | 8/22/2021 |          |          | 8/22/2021 |          |        |        |
| 8/23/2021 |          |        | 8/23/2021 |          |          | 8/23/2021 |          |        |        |
| 8/24/2021 |          |        | 8/24/2021 |          |          | 8/24/2021 |          |        |        |
| 8/25/2021 |          |        | 8/25/2021 | 6273.537 | -0.002   | 8/25/2021 |          |        |        |
| 8/26/2021 |          |        | 8/26/2021 |          |          | 8/26/2021 |          |        |        |
| 8/27/2021 |          |        | 8/27/2021 |          |          | 8/27/2021 |          |        |        |
| 8/28/2021 |          |        | 8/28/2021 |          |          | 8/28/2021 |          |        |        |
| 8/29/2021 |          |        | 8/29/2021 |          |          | 8/29/2021 |          |        |        |
| 8/30/2021 |          |        | 8/30/2021 |          |          | 8/30/2021 |          |        |        |
| 8/31/2021 |          |        | 8/31/2021 |          |          | 8/31/2021 | 6273.521 | -0.002 |        |
| 9/1/2021  |          |        | 9/1/2021  |          |          | 9/1/2021  |          |        |        |
| 9/2/2021  |          |        | 9/2/2021  |          |          | 9/2/2021  |          |        |        |
| 9/6/2021  |          |        | 9/6/2021  |          |          | 9/6/2021  | 6273.516 | -0.007 |        |
| 9/14/2021 |          |        | 9/14/2021 |          |          | 9/14/2021 | 6273.514 | -0.009 |        |
| 9/20/2021 |          |        | 9/20/2021 |          |          | 9/20/2021 | 6273.511 | -0.012 |        |

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# STAFF REPORT



|                               |                                                      |                        |                         |
|-------------------------------|------------------------------------------------------|------------------------|-------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                     | <b>Meeting Title:</b>  | Council Regular Meeting |
| <b>Submitting Department:</b> | Planning Department                                  | <b>Presenter:</b>      | Paul Anthony            |
| <b>Agenda Item:</b>           | P21-312 TEMPORARY SIGN PERMIT<br>Grizzly 399 Project | <b>Public Comment:</b> | Yes                     |

## **Purpose & Policy Considerations.**

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

## **Requested Action.**

Grizzly 399 Project has requested to display one temporary banner under Section 5.6.1.C.4.c of the LDRs to advertise their fundraiser for a sculpture and education programs (see attached for 12' x 6' vinyl).

- 105 Buffalo Way, Albertson's during:
  - June 26 – July 9, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

## **Recommendations.**

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign is approved for the following location:
  - 105 Buffalo Way, Albertson's during:
    - June 26 – July 9, 2022

## **Background.**

NA

## **Analysis.**

NA

## **Alternatives (Optional).**

NA

## **Fiscal Impact.**

None

**Staff Impact.**

Preparation of this report took approximately 2 hours of staff time to process.

**Attachments or Links.**

Applicant Submittal

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

I move to **approve** temporary banner application (P21-312) for The Grizzly 399 Project, including the three conditions of approval recommended by the Planning Director in this staff report dated February 7, 2022.

# Help save our wildlife friends!



Photo: Tom Mangelsen

LEARN MORE AT: [grizzly399.org](http://grizzly399.org)

Banner to be: 12' wide by 6' tall  
Vinyl sign



**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](http://www.townofjackson.com/245/Temporary-Sign-Permit) for process and other necessary information.*

**EVENT NAME:**

Event Name: Grizzly 399 Project Physical Address of Event: 955 W Queens Lane.  
Description of Event: Raising funds to build life-size sculpture of 399 + for wildlife education programs  
Grand Opening: Yes ☐ No ☒

**EVENT SPONSOR/APPLICANT: Name:** Terri Thomas, Co-Director of Project

Mailing Address: 6220 Prickly Pear Lane/Jackson Phone: 713-806-1902  
E-mail: terri.thomas@comcast.net ZIP: 83001  
Non-Profit: ☒ For Profit: ☐

**TEMPORARY BANNER LOCATION: Consent from Property Owner Required**

|                                                                                                  |                                                                                                  |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Business/Description: <u>Albertsons Store #183</u>                                               | Business/Description: <u>Albertsons Store #183</u>                                               |
| Physical Address: <u>105 Buffalo Way</u>                                                         | Physical Address: <u>105 Buffalo Way</u>                                                         |
| Dates of Display: <u>June 26-July 3, 2022</u>                                                    | Dates of Display: <u>July 3-9, 2022</u>                                                          |
| Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Business/Description: _____                                                                      | Business/Description: _____                                                                      |
| Physical Address: _____                                                                          | Physical Address: _____                                                                          |
| Dates of Display: _____                                                                          | Dates of Display: _____                                                                          |
| Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>            | Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>            |

**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.  
12' wide by 6' tall, photo attached, vinyl 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.*

Terri L. Thomas

Signature of Authorized Event Applicant

Terri L. Thomas

Applicant Name Printed

11/30/2021

Date

Co-Director/399 Project

Title



# STAFF REPORT



|                               |                                                                                             |                        |                      |
|-------------------------------|---------------------------------------------------------------------------------------------|------------------------|----------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                                                            | <b>Meeting Title:</b>  | Town Council Regular |
| <b>Submitting Department:</b> | Public Works                                                                                | <b>Presenter:</b>      | Brian Lenz           |
| <b>Agenda Item:</b>           | (Consent) P21-316 Encroachment Agreement for Deck and Roof at 215 North Cache (Anvil Hotel) | <b>Public Comment:</b> | Yes                  |

## Purpose & Policy Considerations.

Town Council consideration of an Encroachment Agreement with Anvil Hotel Partners, LLC (the property owner) for their existing deck on the West Gill portion of their property at 215 North Cache.

## Requested Action.

Approve execution of the Encroachment Agreement between the Town and the property owner.

## Recommendations.

Staff recommends approving this encroachment, subject to the following conditions.

Prior to Mayoral execution of the Encroachment Agreement:

1. Encroachment requires Town Council Approval.
2. Applicant shall provide all the required exhibits for the Encroachment Agreement. Exhibits shall be to scale on 8.5"X11" paper in black and white without aerial photographs, or as approved by the Town Engineer.
3. Applicant is responsible for all Teton County Clerk recording fees.
4. Nuisance stormwater runoff onto the sidewalk or landscaping strip shall be mitigated.
5. The owner must agree not to erect any signs obstructing or otherwise compromising the usefulness and/or effectiveness of any traffic control devices or restricting sight distance in the vicinity.

When necessary, the Town reserves the right to use the canopy or posts in lieu of street sign posts.

## Background.

The location, 215 North Cache, is commonly known as the Anvil Hotel. The property owner is currently remodeling/replacing the existing overhead decks along both the North Cache and West Gill property lines under approved building permit B21-1031.

As part of that building permit review it was determined that the existing deck and roof along West Gill Ave. extend into the right-of-way and that no Encroachment Agreement for the deck and roof exists. It is standard practice for staff to recommend approval of existing encroachments when there are not any known conflicts or other reasons to deny. Due to deterioration of the existing deck and safety, the building permit for the deck remodel has been approved with a condition that any work performed is done at their own risk and may need to be removed if the encroachment is not approved by Town Council and/or the encroachment agreement is not executed and recorded in the office of the Teton County Clerk.

The existing structure, second story walkway, and roof extend beyond the property line approximately 2-4 feet into the right-of-way for roughly 50 feet along West Gill Ave. as shown in Figure 1 below.





Figure 1. Aerial image of the property showing the existing encroachment highlighted between the two arrows.

### **Analysis.**

This encroachment has been in existence for decades without known issues.

Denying this request would result in the owner being required to remove the portion of the deck and roof that encroach into the right-of-way.

### **Possible Alternatives.**

Town Council may choose to approve or deny this request.

### **Comprehensive Plan & Priority Alignment.**

This application supports Comp Plan **Common Value 3: Quality of Life:**

*6.2.b: Support businesses located in the community because of our lifestyle.*

This proposed development will continue to support jobs.

*6.3.a: Ensure year-round economic viability.*

The addition of restaurant facilities within easy walking distance of the stores and restaurants of downtown will help support a vibrant, year-round retail district in the downtown.

**Fiscal Impact.**

None.

**Staff Impact.**

Town Public Works/Engineering, Legal, and Planning staff have spent approximately 10 hours to review this application and other related materials and to produce the Encroachment Agreement.

**Attachments or Links.**

Encroachment Agreement and associated exhibit.

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

I move to approve the Encroachment Agreement between the Town of Jackson and Anvil Hotel Partners, LLC, to allow the Encroaching Property, within the Town's West Gill Ave. public right-of-way, subject to the conditions of approval and approval and minor changes by the Town Attorney and Town Engineer.

## TOWN OF JACKSON ENCROACHMENT AGREEMENT

**THIS ENCROACHMENT AGREEMENT** ("Agreement"), by and between ANVIL HOTEL PARTNERS, LLC, with an address of 372 Court Street, Floor #2, Brooklyn, NY 11231-4383, hereinafter referred to as "Encroaching Party" and the TOWN OF JACKSON, a municipal corporation of the State of Wyoming, with an address of P.O. Box 1687 Jackson, WY 83001 hereinafter referred to as "Town," together "Parties," provides as follows:

**WHEREAS**, Encroaching Party is the owner in fee simple of that certain real property in Teton County, Wyoming, described as follows:

Street Address: 215 North Cache Street

Location: Lots 9-10, Block 1, Simpson (Map T-28L Filed 06/01/09)

PIDN: 22-41-16-28-4-07-009

**WHEREAS**, the Town is the owner of that certain public right-of-way known as West Gill Avenue, which public right-of-way adjoins Encroaching Party's property; and

**WHEREAS**, the Encroaching Party shall encroach in a portion of the above-noted public right of way as set forth in Exhibits A and B, attached hereto and made a part hereof, for:

Building, second story walkway, and roof overhang into the Town right-of-way for along the north side of West Gill Avenue, (hereinafter "Encroaching Property");  
and

**WHEREAS**, on February 7, 2022 the Jackson Town Council voted to approve an Encroachment Agreement between the Town of Jackson and the Encroaching Party for the Encroaching Property subject to final review and approval by the Town Engineer and Town Attorney and subject to the following conditions:

1. Applicant shall provide all the required exhibits for the Encroachment Agreement. Exhibits shall be to scale on 8.5"X11" paper in black and white without aerial photographs, or as approved by the Town Engineer.
2. Applicant is responsible for all Teton County Clerk recording fees.
3. Nuisance stormwater runoff onto the sidewalk or landscaping strip shall be mitigated.
4. The owner must agree not to erect any signs obstructing or otherwise compromising the usefulness and/or effectiveness of any traffic control devices or restricting sight distance in the vicinity.
5. When necessary, the Town reserves the right to use the canopy or posts in lieu of street sign posts.

**WHEREAS**, Encroaching Party recognizes that it cannot acquire any right, title, or interest in and to the said public rights-of-way by adverse possession or otherwise due to the encroachment.

**NOW, THEREFORE, IT IS HEREBY AGREED** that for and in consideration of the aforesaid premises and good and valuable consideration, the receipt of which is hereby acknowledged, paid by each of the said parties to the other, Encroaching Party and the Town do mutually covenant and agree as follows:

1. ACKNOWLEDGMENT OF TOWN'S RIGHTS:

Encroaching Party acknowledges the Town's exclusive rights, title, and interest in the public rights-of-way and that it cannot acquire any right, title, or interest in the afore-referenced public right-of-way now or hereafter.

2. AGREEMENT TO ALLOW ENCROACHMENT:

The Town agrees that Encroaching Party shall have the right to have the Encroaching Property extend beyond the boundary line of the Property and to encroach within the Town right-of-way to the extent set forth herein.

3. ENCROACHING PARTY OBLIGATIONS:

Encroaching Party must:

- A. Maintain the Encroaching Property in a safe and structurally sound manner. All repairs and reconstruction work must be completed such that thereafter the Encroaching Property meets the standards of the Building Code of the Town of Jackson adopted at the time of repair and reconstruction.
- B. Maintain the Encroaching Property such that it does not allow water, rain or otherwise, to leak onto the sidewalk.
- C. When removing snow from the Encroaching Property to the Town right-of-way, remove the snow from the Town right-of-way at the same time of removal from the Encroaching Property. Encroaching Party is responsible for obtaining any required permits for the snow removal.

4. RIGHT TO MAINTAIN:

Encroaching Party shall have the right from time to time to go upon the adjoining Town right-of-way for the purpose of maintaining the Encroaching Property, provided that any damage occurring to the property of the Town as a result of such maintenance shall be corrected or repaired at the sole expense of Encroaching Party or its successors and assigns. Under no circumstances shall the Encroaching Party be allowed to increase the existing encroachment, absent written approval (including applicable regulatory approval) from the Town. Notwithstanding the foregoing, no provision in this Agreement shall limit or prohibit the Town from pursuing its right of eminent domain with regard to the Encroaching Property and no provision of this Agreement shall limit or prohibit Encroaching Party from defending its property therefrom.

5. RELEASE OF CLAIMS:

Encroaching Party, and its successors or assigns hereby releases and holds harmless the Town from any and all damage, claim, cause, or right of action which may arise from normal Town use, maintenance, construction, repair or replacement activities by the Town associated with the Town rights-of-way (or easement) in its present configuration and alignment and any of the present utilities within the Town rights-of-way and which may arise due to the proximity of the Encroaching Property to the work activity being conducted by the Town.

6. INDEMNIFICATION:

Encroaching Party, and its successors in interest and assigns, hereby agrees to indemnify and hold harmless the Town of Jackson from any and all losses, damages, claims, causes of action, or rights of action, including reasonable attorney's fees, which the Town may incur as a result of or in any way related to the construction, use, and/or maintenance of the Encroaching Property. The Town will give the Encroaching Party prompt notice of any claims against it arising from or related to such Encroaching Property and the Encroaching Party will be kept fully informed and advised of material matters relating to the defense and handling of such claim by the Town, its insurers, or its attorneys. Nothing in this Agreement shall alter, amend, modify, or diminish the existing statutory, constitutional, or legal defenses of the Town in relation to such claims under the

Wyoming law.

7. BINDING COVENANT:

The provisions of this Agreement shall operate as a covenant running with all parcels of land above described and shall bind both Parties hereto and their respective successors and assigns in ownership.

8. TERM OF AGREEMENT:

This instrument and all the covenants contained herein shall remain in force and effect until such time as the Encroaching Property is removed, demolished or destroyed, whether intentionally or by casualty loss, such as fire, earthquake, or other unforeseen occurrence. Removal of Encroaching Property by the Town shall be based on legitimate municipal interests, including but not limited to the Town's need to use additional right-of-way, and shall be at the Town's sole cost. Notice of removal shall state the timeframe within which the improvements shall be removed and said timeframe shall not be less than two (2) months. Removal of Encroaching Property by the Encroaching Party shall require approval of the Town and will be at the sole cost of the Encroaching Party.

9. NO THIRD-PARTY BENEFICIARY:

This Agreement is made solely and specifically among and for the benefit of the parties hereto, and their respective successors and assigns, and no other person or entity will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

10. HEADINGS:

Headings used in this Agreement are for convenience only and shall not be deemed to constitute a part hereof, or shall not be deemed to limit, characterize, or in any way affect the provisions of this Agreement.

11. MODIFICATION IN WRITING:

No modification, waiver, amendment, addition or cancellation of this document shall be effective unless in writing and signed by both parties.

12. BINDING EFFECT AND SEVERABILITY:

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, legal representatives, successors, and permitted assigns unless voluntarily terminated upon agreement by all parties or their heirs, legal representatives, successors, and permitted assigns. If a Court finds any provision of this Agreement to be invalid or unenforceable, such finding shall not render the entire Agreement void or unenforceable. If feasible, the offending provision shall be deemed modified within the limits of enforceability or validity. If the offending provision cannot be modified, it shall be stricken and all other provision of this Agreement in all other respects shall remain valid and enforceable.

13. RECORDING:

This Agreement shall be executed upon its approval by the Jackson Town Council and shall thereupon be filed with the Town Clerk and recorded in the Land Records of Teton County, Wyoming at the Encroaching Party's sole cost.

14. GOVERNING LAW AND FORUM:

This Agreement shall be construed, 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 of America for the District of Wyoming. This Agreement was negotiated by both parties hereto. As such, this Agreement shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.

15. GOVERNMENTAL IMMUNITY:

The Town of Jackson does not waive its governmental immunity by entering into this agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this Encroachment Agreement.

16. WAIVER:

A waiver by the either party regarding the breach of any of the provisions of this Water Agreement shall not bar the right of the parties to enforce the terms of this Agreement.

17. ENTIRE AGREEMENT:

The parties agree that this Agreement reflects the entire agreement between the parties as to the subject matter hereof, and no amendment of such agreement shall be effective unless in writing and signed by both parties.

18. COUNTERPARTS; ELECTRONIC SIGNATURES

This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via facsimile, electronic mail (including pdf or any electronic signature complying with the federal ESIGN Act of 2000, e.g., [www.docusign.com](http://www.docusign.com)) or other transmission method, and any counterpart so delivered shall be deemed to have been duly and validly delivered and be valid and effective for all purposes. At the request of either Party, each Party agrees to execute an original of this Agreement as well as any facsimile or other reproduction hereof.

**IN WITNESS WHEREOF**, the effective date of this Agreement is \_\_\_\_\_

***[signatures follow on next page]***

**ENCROACHING PARTY**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF WYOMING    )  
                                      ) ss  
COUNTY OF TETON    )

The foregoing instrument was acknowledged before me by \_\_\_\_\_, as its property owner, who is personally known to me or has established their identity and authority to me by reasonable proof, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Witness my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission Expires:

**TOWN OF JACKSON,  
a municipal corporation  
of the State of Wyoming**

By: \_\_\_\_\_  
Hailey Morton-Levinson, Mayor

Date: \_\_\_\_\_  
ATTEST: Riley Taylor, Town Clerk

STATE OF WYOMING )  
 ) ss.  
COUNTY OF TETON )

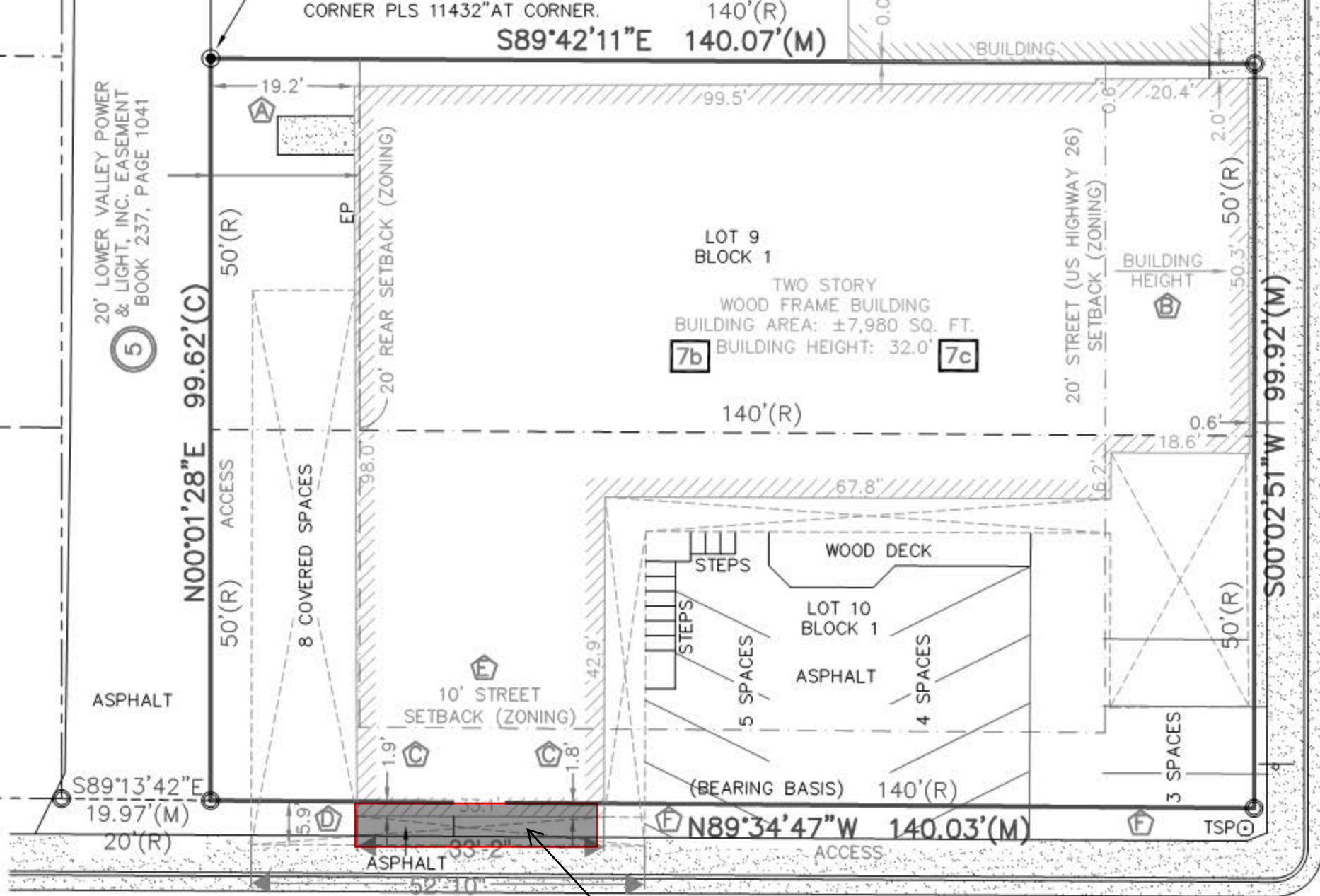
The foregoing instrument was acknowledged before me by Hailey Morton-Levinson, as Mayor of the Town of Jackson, and \_\_\_\_\_, as the Town Clerk, who are each personally known to me or has each established their identity and authority to me by reasonable proof, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Witness my hand and official seal.

My commission Expires:

\_\_\_\_\_  
Notary Public



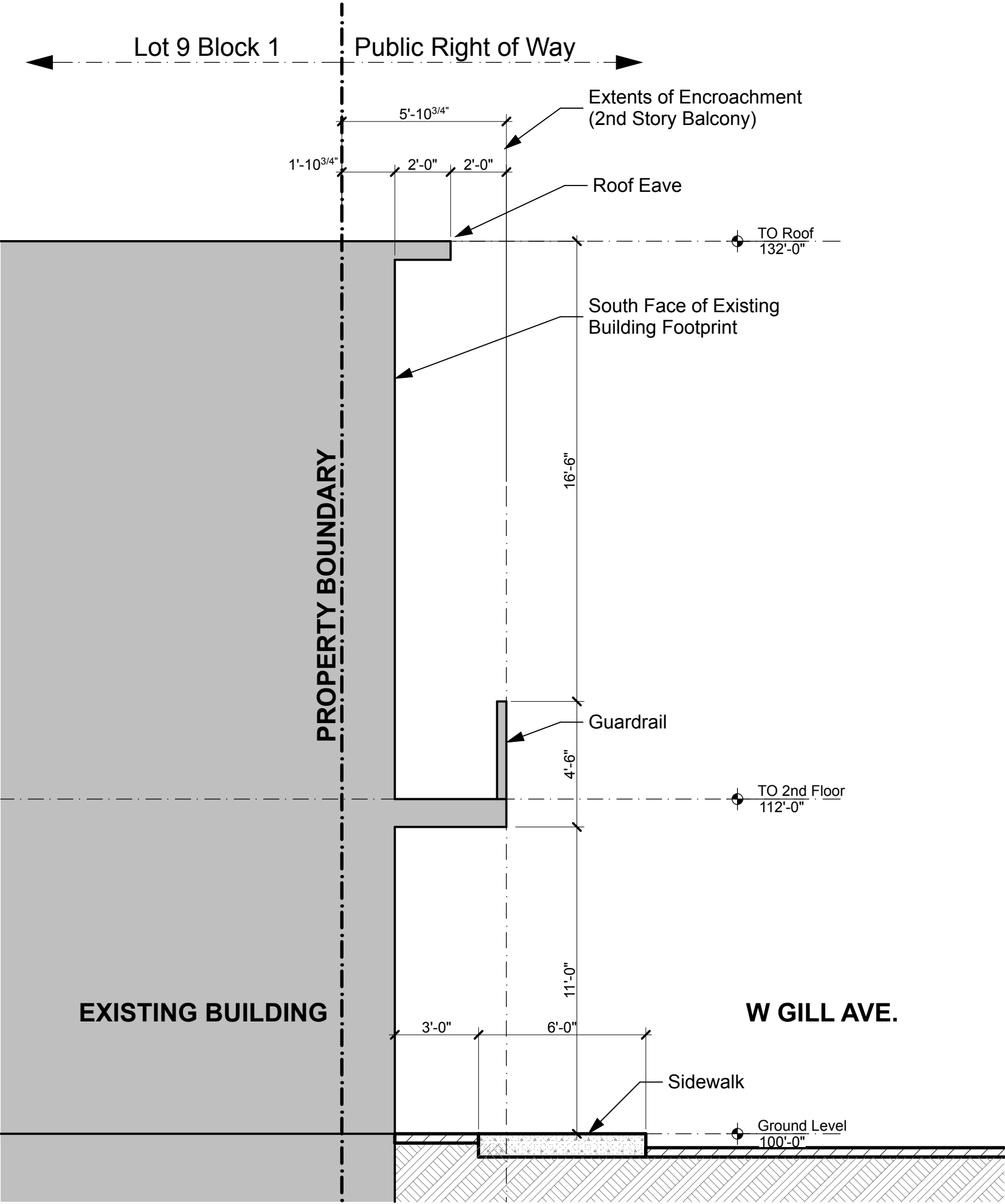


EXISTING  
ENCROACHMENT

EXHIBIT A  
TO ENCROACHMENT  
AGREEMENT

**W GILL AVENUE**  
 60' WIDE PUBLIC RIGHT OF WAY  
 PLAT NO. 101  
 ASPHALT

**N CACHE STREET**  
 U.S. HIGHWAY NO. 26  
 60' WIDE PUBLIC RIGHT OF WAY  
 PLAT NO. 101



**ANVIL HOTEL - STREET SECTION @ GILL AVENUE**  
SCALE: 1/4" = 1'-0"

EXHIBIT B  
TO ENCROACHMENT  
AGREEMENT

**ANVIL ENCROACHMENT AGREEMENT**

215 North Cache Street  
Jackson . WY

01.27.22

FARMERPAYNE

ARCHITECTS

# STAFF REPORT



|                               |                                                                |                        |                         |
|-------------------------------|----------------------------------------------------------------|------------------------|-------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                               | <b>Meeting Title:</b>  | Council Regular Meeting |
| <b>Submitting Department:</b> | Planning Department                                            | <b>Presenter:</b>      | Paul Anthony            |
| <b>Agenda Item:</b>           | P21-325 TEMPORARY SIGN PERMIT<br>Karen Oatey Pole Pedal Paddle | <b>Public Comment:</b> | Yes                     |

## Purpose & Policy Considerations.

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

## Requested Action.

The JH Ski & Snowboard Club has requested to display two (2) temporary banners under Section 5.6.1.C.4.c of the LDRs to advertise the Karen Oatey Pole Pedal Paddle Event (see attached for banner sizing).

- 100 E Snow King Ave, Phil Baux Park during:
  - March 6 – March 19, 2022
- 105 Buffalo Way, Albertson's during:
  - March 6 – March 19, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

## Recommendations.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of sites shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following locations:
  - 100 E Snow King Ave, Phil Baux Park during:
    - March 6 – March 19, 2022
  - 105 Buffalo Way, Albertson's during:
    - March 6 – March 19, 2022

## Background.

NA

## Analysis.

NA

**Alternatives (Optional).**

NA

**Fiscal Impact.**

None

**Staff Impact.**

Preparation of this report took approximately 2 hours of staff time to process.

**Attachments or Links.**

Applicant Submittal

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

I move to **approve** temporary banner application (P21-325) for The Karen Oatey Pole Pedal Paddle Event, including the three conditions of approval recommended by the Planning Director in this staff report dated February 7, 2022.

Phil Baux Park (4' x 8')

Albertsons (5' x 12')

**Jackson Hole Ski & Snowboard Club's**  
**KAREN OATEY**  
**POLE PEDAL PADDLE**  
**MARCH 26<sup>TH</sup>**  
jhskiclub.org ❄ 307.733.6433 



# 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](http://www.townofjackson.com/245/Temporary-Sign-Permit)  
for process and other necessary information.**

### EVENT NAME:

Event Name: Karen Oatey Pole Pedal Paddle (PPP) Physical Address of Event: Teton Village to Snake River Canyon  
Description of Event: 47 year old fundraising event for the Jackson Hole Ski & Snowboard Club  
Grand Opening ☐ Yes ☒ No

### EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 461, Jackson, WY 83001 Phone: 307-733-6433  
E-mail: jmoran@jhskiclub.org ZIP: 83001  
Non-Profit: ☒ For Profit: ☐

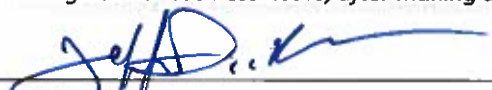
### TEMPORARY BANNER LOCATION: Consent from Property Owner Required

|                                                                                                  |                                                                                                  |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Business/Description: <u>Albertson's Grocery</u>                                                 | Business/Description: _____                                                                      |
| Physical Address: <u>105 Buffalo Way, Jackson, WY</u>                                            | Physical Address: _____                                                                          |
| Dates of Display: <u>3/6 - 3/19, 2022</u>                                                        | Dates of Display: _____                                                                          |
| Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Business/Description: _____                                                                      | Business/Description: _____                                                                      |
| Physical Address: _____                                                                          | Physical Address: _____                                                                          |
| Dates of Display: _____                                                                          | Dates of Display: _____                                                                          |
| Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>            | Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>            |

### 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.*

  
Signature of Authorized Event Applicant  
Jeff Moran  
Applicant Name Printed

12/14/21  
Date  
CMO  
Title



**TEMPORARY SIGN PERMIT APPLICATION**  
**Planning & Building Department**

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

ph: (307) 733-0440  
[www.townofjackson.com](http://www.townofjackson.com)

**First, go to [www.townofjackson.com/245/Temporary-Sign-Permit](http://www.townofjackson.com/245/Temporary-Sign-Permit)**  
**for process and other necessary information.**

**EVENT NAME:**

Event Name: Karen Oatey Pole Pedal Paddle Physical Address of Event: Teton Village to Snake River Canyon

Description of Event: 47 year old fundraising event for the Jackson Hole Ski & Snowboard Club

Grand Opening ☐ Yes ☐ No ☒

**EVENT SPONSOR/APPLICANT: Name:**

Mailing Address: PO Box 461, Jackson, WY 83001

Phone: 307-690-0032

E-mail: jmoran@jhskiclub.org

ZIP: 83001

Non-Profit: ☒ For Profit: ☐

**TEMPORARY BANNER LOCATION: Consent from Property Owner Required**

Business/Description: Snow King Ball Field backstop

Business/Description:

Physical Address: Corner Cache & Snow King Ave.

Physical Address:

Dates of Display: Mar 6-19, 2022

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 ☐

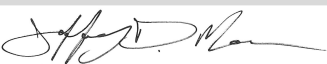
Consent from Owner Obtained? Yes ☐ No ☐

**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.*



Signature of Authorized Event Applicant

Jeffrey D Moran

Applicant Name Printed

12/28/21

Date

CMO

Title



## Katelyn Page

---

**From:** Jeff Moran <jmoran@jhskiclub.org>  
**Sent:** Wednesday, December 29, 2021 10:39 AM  
**To:** Katelyn Page  
**Subject:** Re: Temporary Sign Permit Application - JHSC's Karen Oatey Pole Pedal Paddle

**EXTERNAL EMAIL** from [jmoran@jhskiclub.org](mailto:jmoran@jhskiclub.org). Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Hi Katelyn,

Same answer as our Downhill banner application - Our PPP banner request is for both Albertsons and Snow King ball field. The permits were sent separately because our plans changed from when the initial application was sent. If it would be easier for your team, I can consolidate the applications so everything is in one email for both locations.

Thank you,

JM

Jeff Moran  
Chief Marketing Officer

he/him//his  
307-690-0032 (m)  
Shipping: 100 East Snow King Ave  
USPS: PO Box 461  
Jackson, WY 83001  
[jhskiclub.org](http://jhskiclub.org)



On Wed, Dec 29, 2021 at 9:55 AM Katelyn Page <[KPage@jacksonwy.gov](mailto:KPage@jacksonwy.gov)> wrote:

Hi Jeff,

Just to clarify.... For the Pole Pedal Paddle, are you requesting temp signs at two locations – Albertsons AND the snow king ball park? Or just snow king ball park?

Thanks,



# STAFF REPORT



|                               |                                                                         |                        |                         |
|-------------------------------|-------------------------------------------------------------------------|------------------------|-------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                                        | <b>Meeting Title:</b>  | Council Regular Meeting |
| <b>Submitting Department:</b> | Planning Department                                                     | <b>Presenter:</b>      | Paul Anthony            |
| <b>Agenda Item:</b>           | P21-326 TEMPORARY SIGN PERMIT<br>JH Ski & Snowboard Club Downhill Event | <b>Public Comment:</b> | Yes                     |

## Purpose & Policy Considerations.

To approve or deny a temporary sign not requiring a special event or exposition license under the Town's sign standards.

## Requested Action.

The JH Ski & Snowboard Club has requested to display two (2) temporary banners under Section 5.6.1.C.4.c of the LDRs to advertise their Downhill Event (see attached for banner sizing).

- 100 E Snow King Ave, Phil Baux Park during:
  - February 20 – March 5, 2022
- 105 Buffalo Way, Albertson's during:
  - February 20 – March 5, 2022

Section 5.6.1.C.4.c of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

## Recommendations.

The Planning Director recommends approval based on finding that the request is consistent with the LDRs subject to the following conditions:

1. The use of sites shall be granted by the property owner.
2. The signs shall not be located on the sidewalks or in the public right of way.
3. The signs are approved for the following locations:
  - 100 E Snow King Ave, Phil Baux Park during:
    - February 20 – March 5, 2022
  - 105 Buffalo Way, Albertson's during:
    - February 20 – March 5, 2022

## Background.

NA

## Analysis.

NA

**Alternatives (Optional).**

NA

**Fiscal Impact.**

None

**Staff Impact.**

Preparation of this report took approximately 2 hours of staff time to process.

**Attachments or Links.**

Applicant Submittal

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

I move to **approve** temporary banner application (P21-326) for JH Ski & Snowboard Club Downhill Event, including the three conditions of approval recommended by the Planning Director in this staff report dated February 7, 2022.

Phil Baux Park (4' x 8')

Albertsons (8' x 12')



[JHSKICLUB.ORG](http://JHSKICLUB.ORG)

# MARCH 11-13



# 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](http://www.townofjackson.com/245/Temporary-Sign-Permit)  
for process and other necessary information.**

### EVENT NAME:

Event Name: Jackson Hole Downhill Physical Address of Event: Jackson Hole Mountain Resort  
Description of Event: 40 yr old fundraising event for the Jackson Hole Ski & Snowboard Club  
Grand Opening ☐ Yes ☒ No

### EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 461, Jackson, WY 83001 Phone: 307-733-6433  
E-mail: jmoran@jhskiclub.org ZIP: 83001  
Non-Profit: ☒ For Profit: ☐

### TEMPORARY BANNER LOCATION: Consent from Property Owner Required

|                                                                                                  |                                                                                       |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Business/Description: <u>Albertson's Grocery</u>                                                 | Business/Description: _____                                                           |
| Physical Address: <u>105 Buffalo Way, Jackson, WY</u>                                            | Physical Address: _____                                                               |
| Dates of Display: <u>Feb 20 - Mar 5, 2022</u>                                                    | Dates of Display: _____                                                               |
| Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Business/Description: _____                                                                      | Business/Description: _____                                                           |
| Physical Address: _____                                                                          | Physical Address: _____                                                               |
| Dates of Display: _____                                                                          | Dates of Display: _____                                                               |
| Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>            | Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> |

### 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.*

  
Signature of Authorized Event Applicant  
Jeff Moran  
Applicant Name Printed

12/14/21  
Date  
CMO  
Title



# TEMPORARY SIGN PERMIT APPLICATION

## Planning & Building Department

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

ph: (307) 733-0440  
[www.townofjackson.com](http://www.townofjackson.com)

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for process and other necessary information.**

### EVENT NAME:

Event Name: Jackson Hole Downhill Physical Address of Event: JHMR, Teton Village, WY  
Description of Event: 40 year old fundraising event for the Jackson Hole Ski & Snowboard Club  
Grand Opening ☐ Yes ☐ No ☒

### EVENT SPONSOR/APPLICANT: Name:

Mailing Address: PO Box 461, Jackson, WY 83001 Phone: 307-690-0032  
E-mail: jmoran@jhskiclub.org ZIP: 83001  
Non-Profit: ☒ For Profit: ☐

### TEMPORARY BANNER LOCATION: Consent from Property Owner Required

|                                                                                                  |                                                                                       |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Business/Description: <u>Snow King Ball Field backstop</u>                                       | Business/Description: <u></u>                                                         |
| Physical Address: <u>Corner Cache &amp; Snow King Ave.</u>                                       | Physical Address: <u></u>                                                             |
| Dates of Display: <u>Feb 20, 2022 - Mar 5, 2022</u>                                              | Dates of Display: <u></u>                                                             |
| Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Business/Description: <u></u>                                                                    | Business/Description: <u></u>                                                         |
| Physical Address: <u></u>                                                                        | Physical Address: <u></u>                                                             |
| Dates of Display: <u></u>                                                                        | Dates of Display: <u></u>                                                             |
| Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>            | Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> |

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

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Signature of Authorized Event Applicant

Jeffrey D Moran

Applicant Name Printed

12/28/21

Date

CMO

Title

## Katelyn Page

---

**From:** Jeff Moran <jmoran@jhskiclub.org>  
**Sent:** Wednesday, December 29, 2021 10:38 AM  
**To:** Katelyn Page  
**Subject:** Re: Temporary Sign Permit Application - JHSC's Jackson Hole Downhill

**EXTERNAL EMAIL** from [jmoran@jhskiclub.org](mailto:jmoran@jhskiclub.org). Do not click links or open attachments unless you recognize the sender and know the content is safe.

---

Hi Katelyn,

Our request is for both Albertsons and Snow King ball field. The permits were sent separately because our plans changed from when the initial application was sent. If it would be easier for your team, I can consolidate the applications so everything is in one email for both locations.

Thank you,

JM

Jeff Moran  
Chief Marketing Officer

he/him//his  
307-690-0032 (m)  
Shipping: 100 East Snow King Ave  
USPS: PO Box 461  
Jackson, WY 83001  
[jhskiclub.org](http://jhskiclub.org)



On Wed, Dec 29, 2021 at 9:54 AM Katelyn Page <[KPage@jacksonwy.gov](mailto:KPage@jacksonwy.gov)> wrote:

Hi Jeff,

Just to clarify.... For the Downhill event, are you requesting temp signs at two locations – Albertsons AND the snow king ball park? Or just snow king ball park?

Thanks,

# STAFF REPORT



|                               |                                                                                                        |                        |                         |
|-------------------------------|--------------------------------------------------------------------------------------------------------|------------------------|-------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                                                                       | <b>Meeting Title:</b>  | Council Regular Meeting |
| <b>Submitting Department:</b> | Planning Department                                                                                    | <b>Presenter:</b>      | Paul Anthony            |
| <b>Agenda Item:</b>           | P21-330 Request to approve complete vacation of condominium Plat 1308 located at 177 N. Center Street. | <b>Public Comment:</b> | Yes                     |

## **Purpose & Policy Considerations.**

Per Wyoming State Statute Section 34-12-106 and the Town of Jackson Land Development Regulations (LDRs), complete vacations of an existing plat must be approved by the Town Council.

## **Requested Action.**

The landowner, Tiki Tower LLC, is requesting the complete vacation of Plat 1308, The 177 Center Street Condominiums.

## **Recommendations.**

The Planning Director recommends approval based on finding that the request is consistent with the LDRs.

## **Background.**

The existing condominium building located at 177 Center Street was constructed and condominiumized in 2011. It is approved for office uses with a large ARU on the third story. The applicant is in the process of making physical improvements to the building that require an amendment to the plat. However, instead of submitting for a plat amendment, the applicant decided to vacate the entire plat for the building because the intent is to keep the entire building under single ownership. Should the owner desire to sell individual condo office spaces in the future, then the building would need to be replatted.

## **Analysis.**

Because the entire building is under single ownership, vacating the plat is a relatively simple matter. State statutes and LDR Sec. 8.2.13.C.3 provide for a process to vacate an entire plat which requires only that an affidavit signed by all the condo owners be filed with the County Clerk that clearly states that the plat is to be vacated. Under state statutes, this affidavit must be approved by the Town Council and signed by the Mayor.

Both the Town Attorney and Town Engineer have reviewed the proposed affidavit and approve it as presented. The two conditions of approval required by the Town Engineer have been incorporated into the final version of the affidavit.

## **Alternatives (Optional).**

NA

## **Fiscal Impact.**

None

## **Staff Impact.**

Preparation of this report took approximately 3 hours of staff time to process.

**Attachments or Links.**

Applicant Submittal

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

I move to **approve** the vacation of Plat 1308 (P21-330) as recommended by the Planning Director in this staff report dated February 7, 2022.



## COMPLETE VACATION OF PLAT AND DECLARATION OF CONDOMINIUM

Whereas, the undersigned is the owner of **Units 1, 2, 3, 4, 5, 6 and 7-R (the “Units”)** of the **177 Center Street Condominiums Addition to the Town of Jackson, Teton County, Wyoming , according to that plat recorded in the office of the Teton County Clerk on September 28, 2011 as Plat No. 1308** (the “Plat”) and as further defined in that *Declaration of Condominium and of Covenants, Conditions and Restrictions for the 177 Center Street Condominiums* recorded as Document number 0801934 in the land records of the Teton County Clerk on September 28, 2011 (the “Declaration”).

Whereas, the Parcel Identification Numbers for the Units are: PIDNs 22-41-16-27-3-28-001, 22-41-16-27-3-28-002, 22-41-16-27-3-28-003, 22-41-16-27-3-28-004, 22-41-16-27-3-28-005, 22-41-16-27-3-28-006, 22-41-16-27-3-28-007.

Whereas, the Units comprise all units and all real property in the Plat.

Whereas, the undersigned wishes to completely vacate the Plat and the Declaration and revert the Property to its prior status as **Lot 11 of the W.W. Smith Addition to the Town of Jackson Second Filing, Teton County, Wyoming, according to that plat recorded in the office of the Teton County Clerk on March 15, 1993 as Plat No 769, PIDN 22-41-16-27-3-25-001 (“Lot 11”)**.

Whereas, Wyoming Statutes Section 34-12-106 requires that the Town of Jackson, a Municipal Corporation of the State of Wyoming, approve the vacation of the Plat, which approval may not be arbitrarily or unreasonably withheld.

Whereas, The Town of Jackson, a Municipal Corporation of the State of Wyoming, acting through its Town Council, did meet on February 7, 2022 and approved the complete vacation of the Plat and Declaration pursuant to LDR 8.2.13.C.3.

NOW, THEREFORE, pursuant to Wyoming Statutes Section 34-12-106, the undersigned owner of all Units in the Plat hereby completely vacates the Plat and vacates and terminates the Declaration in full and reverts the real property that comprises the Units to its prior status as Lot 11.

The Town of Jackson, acting through its Town Council, pursuant to Wyoming Statutes Section 34-12-106 and LDR 8.2.13.C.3, approved of the complete vacation of the Plat and the Declaration and the reversion of the real property to its prior status as Lot 11, with the following specific notations:

The drainage infiltration system in the northeast corner of Lot 11 shall not be disturbed or altered in any way that would inhibit its designated function without the prior approval of The Town of Jackson engineering division.

Notice to landowners: the water service to Lot 11 has been installed and is privately owned and maintained from the outside of the Town of Jackson watermain.

The undersigned respectfully requests that the Teton County Clerk write “vacated” on the Plat and also requests that the Teton County Clerk make a reference on said Plat to the Document Number in which this instrument of Complete Vacation of Plat has been recorded.



By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: Mayor

State of Wyoming )  
 ) ss.  
County of Teton )

(seal)

Notary public  
My commission expires: \_\_\_\_\_

**Town of Jackson**  
**Project Plan Review History**  
**PLANNING**

|                       |                                    |                 |            |    |
|-----------------------|------------------------------------|-----------------|------------|----|
| <b>Project Number</b> | P21-330                            | <b>Applied</b>  | 12/16/2021 | AL |
| <b>Project Name</b>   | Complete Vacation - 177 Center St. | <b>Approved</b> |            |    |
| <b>Type</b>           | MISC PLANNING                      | <b>Closed</b>   |            |    |
| <b>Subtype</b>        |                                    | <b>Expired</b>  |            |    |
| <b>Status</b>         | STAFF REVIEW                       | <b>Status</b>   |            |    |

|                  |                             |
|------------------|-----------------------------|
| <b>Applicant</b> | <b>Owner</b> TIKI TOWER LLC |
|------------------|-----------------------------|

|                     |             |              |            |
|---------------------|-------------|--------------|------------|
| <b>Site Address</b> | <b>City</b> | <b>State</b> | <b>Zip</b> |
| 177 Center Street 1 | Jackson     | WY           | 83001      |

|                    |                  |                     |
|--------------------|------------------|---------------------|
| <b>Subdivision</b> | <b>Parcel No</b> | <b>General Plan</b> |
|                    | 22411627328001   |                     |

| Type of Review                                                                                                                                                                                                                                                                                                                                             | Status             | Dates      |          |           | Remarks |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------|----------|-----------|---------|
|                                                                                                                                                                                                                                                                                                                                                            |                    | Sent       | Due      | Received  |         |
| <b>Contact</b><br><b>Notes</b><br>Legal<br>Lea Colasuonno<br>(1/17/2022 1:10 PM LC)<br>Pursuant to § 34-12-106, "[n]o plat or portion thereof within the corporate limits of a city or town shall be vacated as herein provided without the approval of the city or town."<br>As a result, this needs to be approved by Council and executed by the mayor. | APPROVED W/CONDITI | 12/16/2021 | 1/6/2022 | 1/17/2022 |         |
| Planning<br>Paul Anthony                                                                                                                                                                                                                                                                                                                                   |                    | 12/16/2021 | 1/6/2022 |           |         |
| Public Works<br>Brian Lenz                                                                                                                                                                                                                                                                                                                                 | APPROVED W/CONDITI | 12/16/2021 | 1/6/2022 | 1/5/2022  |         |

| Type of Review                                                                                                                                                      | Status | Dates |     |          | Remarks |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|-----|----------|---------|
|                                                                                                                                                                     |        | Sent  | Due | Received |         |
| <b>Contact</b>                                                                                                                                                      |        |       |     |          |         |
| <b>Notes</b>                                                                                                                                                        |        |       |     |          |         |
| (1/5/2022 3:46 PM BTL)                                                                                                                                              |        |       |     |          |         |
| Complete Vacation – Approved with Conditions                                                                                                                        |        |       |     |          |         |
| P21-330                                                                                                                                                             |        |       |     |          |         |
| ADDRESS: 177 Center Street                                                                                                                                          |        |       |     |          |         |
| OWNER: Tiki Tower, LLC                                                                                                                                              |        |       |     |          |         |
| APPLICANT: George Phocas                                                                                                                                            |        |       |     |          |         |
| 12/27/2021                                                                                                                                                          |        |       |     |          |         |
| Brian Lenz, 733-3079                                                                                                                                                |        |       |     |          |         |
| DATE OF SUBMITTAL: 12/16/2021                                                                                                                                       |        |       |     |          |         |
| DATE OF MATERIALS: December 15, 2021                                                                                                                                |        |       |     |          |         |
| REVISION NO.: 00                                                                                                                                                    |        |       |     |          |         |
| The engineering division has reviewed your application for a Complete Vacation of Plat submitted on and with application materials as dated above.                  |        |       |     |          |         |
| *The following comments should be addressed prior to final approval.                                                                                                |        |       |     |          |         |
| PROJECT SPECIFIC COMMENTS                                                                                                                                           |        |       |     |          |         |
| 1. Revise the affidavit to include the following statements:                                                                                                        |        |       |     |          |         |
| a. That the drainage infiltration system in the northeast corner of Lot 11 shall not be disturbed or altered in any way that would inhibit its designated function. |        |       |     |          |         |
| b. That the water service to Lot 11 has been installed and is privately owned and maintained from the outside of the Town of Jackson watermain.                     |        |       |     |          |         |
| 2. Revise signature / execution dates to 2022 as appropriate                                                                                                        |        |       |     |          |         |



PO Box 523 / 60 E. Simpson  
Jackson, WY 83001  
[susan@SJplanningsolutions.com](mailto:susan@SJplanningsolutions.com)  
307.413.2694

December 15, 2021

Paul Anthony, Planning Director  
Town of Jackson Planning & Building Department  
150 E. Pearl Avenue  
Jackson, WY 83001

Hand Delivered and Sent by Email

**RE: Complete Vacation of Plat No. 1038**

Dear Paul,

I am submitting a Miscellaneous application as the Agent on behalf of George Phocas, President of Tiki Tower LLC, in order to initiate a Complete Vacation of Plat by affidavit pursuant to LDR Section 8.2.13.C.3. The plat that is being vacated is Plat No. 1308, known as 177 Center Street Condominiums Addition to the Town of Jackson, Teton County, Wyoming. The plat consists of seven condominium units (six commercial and one residential), all owned by Tiki Tower LLC.

A document is included in these application materials to affect a complete vacation of plat, as well as a vacation of the Declaration of Condominium, thus reverting the land to its prior configuration as Lot 11 of the W.W. Smith Addition to the Town of Jackson Second Filing, before being condominiumized as 177 Center Street Condominiums Addition to the Town of Jackson.

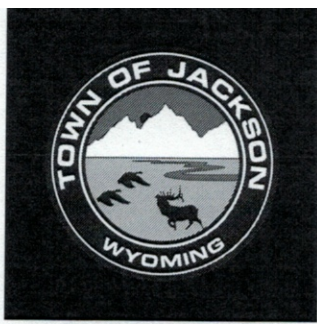
Feel free to contact me with any questions or if you need additional information. I look forward to hearing from you regarding this application.

Best Regards,

Susan Johnson  
SJ Planning Solutions

Attachments: Planning Permit Application  
Vacation of Plat and Declaration of Condominium  
Letter of Authorization  
Tiki Tower LLC Operating Agreement  
Tiki Tower LLC Resolution of Manager





**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: Complete Vacation of Plat No. 1308 and Declaration of Condominium (Doc # 0801934)

Physical Address: 177 Center Street

Lot, Subdivision: Units 1, 2, 3, 4, 5, 6, and 7-R, 177 Center Street Condos

PIDN: 22-41-16-27-3-28-001, -002, -003, -004, -005, -006, -007

**PROPERTY OWNER.**

Name: Tiki Tower LLC

Phone: \_\_\_\_\_

Mailing Address: PO Box 9149, Jackson

ZIP: 83002

E-mail: \_\_\_\_\_

**APPLICANT/AGENT.**

Name: George Phocas

Phone: 215-888-5474

Mailing Address: PO Box 9149, Jackson

ZIP: 83002

E-mail: george@pirateship.com

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_ Property Owner ☒ Applicant/Agent

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://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: Complete Vacation

\_\_\_\_ Environmental Analysis



**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for requirements. Please submit all required pre-submittal steps with application.

Pre-application Conference #: N/A Environmental Analysis #: N/A  
Original Permit #: N/A Date of Neighborhood Meeting: \_\_\_\_\_

**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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

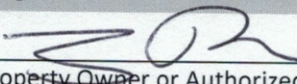
\$180 **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

X **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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

X **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](http://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

George Phocas

\_\_\_\_\_  
Name Printed

12-13-2021  
\_\_\_\_\_  
Date

President, Tiki Tower LLC

\_\_\_\_\_  
Title





Town of Jackson  
150 E Pearl Avenue  
PO Box 1687, Jackson, WY 83001  
P: (307)733-3932 F: (307)739-0919  
www.jacksonwy.gov

Date:

# **LETTER OF AUTHORIZATION** **NAMING APPLICANT AS OWNER'S AGENT**

**PRINT** full name of property owner as listed on the deed when it is an individual OR print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual

Being duly sworn, deposes and says that Tiki Tower LLC is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 177 Center Street, Jackson WY 83001

Legal Description: See Attached

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: George Phocas, President & General Counsel

Mailing address of Applicant/agent: PO Box 9149, Jackson WY 83002

Email address of Applicant/agent: george@pirateship.com

Phone Number of Applicant/agent: 215-888-5474

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified is this(these) application(s) at the premises listed above:

- ☐ Development/Subdivision Plat Permit Application      ☐ Building Permit Application
- ☐ Public Right of Way Permit    ☐ Grading and Erosion Control Permit    ☐ Business License Application
- ☐ Demolition Permit      ☒ Other (describe) Complete Vacation of Plat and Condominium Plan

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.

Property Owner Signature  
President & General Counsel

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

STATE OF Wyoming )  
 ) SS.  
COUNTY OF Teton )



The foregoing instrument was acknowledged before me by George Phocas this 13th day of December, 2021. WITNESS my hand and official seal.

Notary Public

My commission expires: 3-15-2022



## LEGAL DESCRIPTION

177 Center Street, Jackson WY

**Units 1, 2, 3, 4, 5, 6 and 7-R (the "Units") of the 177 Center Street Condominiums Addition to the Town of Jackson, Teton County, Wyoming , according to that plat recorded in the office of the Teton County Clerk on September 28, 2011 as Plat No. 1308 (the "Plat") and as further defined in that *Declaration of Condominium and of Covenants, Conditions and Restrictions for the 177 Center Street Condominiums* recorded as Document number 0801934 in the land records of the Teton County Clerk on September 28, 2011.**

The Parcel Identification Numbers for the Units are:

22-41-16-27-3-28-001,  
22-41-16-27-3-28-002,  
22-41-16-27-3-28-003,  
22-41-16-27-3-28-004,  
22-41-16-27-3-28-005,  
22-41-16-27-3-28-006,  
22-41-16-27-3-28-007.

# **SINGLE MEMBER OPERATING AGREEMENT OF**

## **Tiki Tower LLC**

THIS OPERATING AGREEMENT is entered as of the 15<sup>th</sup> day of August, 2019 (the "Effective Date"), by Tiki Tower LLC, a limited liability company organized and existing under the laws of the State of Wyoming having an address at 680 S. Cache Street, Suite 100, Jackson WY 83001 (the "Company"), and Buried Treasure LLC, f/k/a Postage Pirate LLC, Wyoming limited liability company (the "Member"), as sole member.

## **ARTICLE I**

### **DEFINITIONS**

**Section 1. Certain Definitions.** As used herein, the following terms have the following meanings:

(A) "Act" means the Limited Liability Company Act of the State of Wyoming, as from time to time amended.

(B) "Agreement" means this Operating Agreement, as the same may be amended from time to time.

(C) "Code" means the Internal Revenue Code of 1986, as amended from time to time.

(D) "Company" means Tiki Tower LLC, the limited liability company formed and governed pursuant to this Agreement.

(E) "Legal Representative" of a Member will mean executor, executors, administrator, administrators, committee, guardian, distributee, under the intestacy laws or other personal representative of a deceased Member.

(F) "Manager" means the Manager designated by the Company to manage the affairs of the Company. The initial Manager will be Bjorn Borstelmann or his designee.

(G) "Person" or "person" will mean any individual, trust, estate, partnership, association,

firm, company, or corporation, or any state or public officer, agency or instrumentality.

(H) "Property" will mean any and all assets and property of the Company, real or personal, tangible or intangible (including but not limited to goodwill), including but not limited to money and any legal or equitable interest in any such assets and property, but excluding services and promises to perform services in the future.

(I) "Transfer" or "transfer" will mean sell, assign, convey, donate, bequeath, pledge, grant a security interest in, encumber, transfer or otherwise dispose of or contract to transfer, whether voluntarily or involuntarily.

(J) "Treasury Regulation(s)" means the regulations of the United States Department of the Treasury promulgated under the Code, as the same may be amended or supplemented from time to time.

**Section 1.2. Formation of the Company.** The Member agrees to form the Company under and pursuant to the provisions of the Act, for the purposes and scope set forth in the Articles of Organization and this Agreement. The Member will cause to be filed in the appropriate governmental office Articles of Organization that conform to the requirements of the Act in order to constitute the Company as a valid limited liability company under the Act. The costs and expenses associated with its formation will be borne by the Company.

**Section 1.3. Name.** The Company's name will be "Tiki Tower LLC", and such name will be used at all times in connection with the business and affairs of the Company.

**Section 1.4. Name and Address of Sole Member.** The name and mailing address of the Member are as set forth at the beginning of this Agreement.

**Section 1.5. Principal Office.** The principal office of the Company will be at the location set forth in the recitals above, or such other location as may be hereinafter determined by the Member.

**Section 1.6. Statutory Agent for Service.** The Company's statutory agent for service

will be Mountain Business Center, LLC at 680 S. Cache Street, Suite 100, Jackson WY 83001.

**Section 1.7. Election of Tax Status.** Until more Members are added, the Company elects to be taxed as a sole proprietorship for federal, state and local income tax purposes. The Member will complete and file IRS Form 8832, and any similar filing required by the State of Wyoming, with all appropriate governmental agencies setting forth such election.

## ARTICLE II

### CAPITAL CONTRIBUTIONS

**Section 2.1. Initial Capital Contributions.** As of the Effective Date, the Member has heretofore made his or its respective capital contributions to the Company as reflected on Schedule 2.1 attached hereto and incorporated herein by reference.

**Section 2.2. Additional Capital Contributions.** Except as otherwise provided in Schedule 2.1., the Member will not be required to make capital contributions in addition to those mentioned in the preceding paragraph.

## ARTICLE III

### DISTRIBUTIONS

**Section 3.1. Distributions.** Subject to the provisions of Section 7.3 hereof, the Company's net profits will be distributed to the Member at such times and in such amounts as the Member will determine in his or its absolute discretion. Such distributions may take the form of cash or Property as the Manager will determine in his or its absolute discretion.

## ARTICLE IV

### ACCOUNTING

**Section 4.1. Accounting Methods.** The Company books and records will be prepared in accordance with generally accepted accounting principles, consistently applied. The Company will

be on a cash basis for both tax and accounting purposes, or as otherwise determined by the Manager. The Manager is hereby designed as the "tax matters partner" for the Company (as such term is defined in Section 6231(a)(7) of the Code).

**Section 4.2. Fiscal Year.** The fiscal year of the Company will be the twelve calendar month period ending December 31.

## **ARTICLE V**

### **MANAGEMENT**

**Section 5.1. Manager's Powers.** The business, affairs and property of the Company will be managed by the Manager pursuant to the rules contained in the Act for limited liability companies in which management is vested in managers. The Manager will be responsible for the general overall supervision of the business and affairs of the Company. The Manager may sign, on behalf of the Company, checks, deeds, mortgages, bonds, contracts or other instruments, except in cases where the signing or execution thereof will be expressly delegated by the Managers or by this Agreement or by statute to some other officer or agent of the Company.

## **ARTICLE VI**

### **TRANSFER OF MEMBER'S INTEREST**

**Section 6.1. Transfer Prohibited.** No Member will be entitled to assign, convey, sell, transfer, pledge, encumber or in any way alienate all or any part of such Member's Interests (including a profit or distribution interest). Upon the passage, transfer, or disposition of any Interests of the Company in any voluntary or involuntary manner whatsoever in violation of this Agreement, including but not limited to any sale, assignment, or passage or disposition under court order, property settlement pursuant to divorce or dissolution of marriage proceedings or the like, legal process, testate or intestate administration, execution, attachment, enforcement of a pledge, trust, or encumbrance, or

sale under any of them, the recipient of such transferred Interest will be treated as an Assignee and will have no right to participate in the management of the business and affairs of the Company or to become a Member, as also more fully set forth in W.S. § 17-29-502.

## **ARTICLE VII**

### **DISSOLUTION OF THE COMPANY;**

#### **DISSOCIATION OF A MEMBER**

**Section 7.1. Dissolution of the Company.** The Company will only be dissolved upon a affirmative vote of the Member(s) or the occurrence of any of the events set forth in Section 17-29-701 of the Act.

**Section 7.2. Effect of Dissolution.** Upon dissolution, the Company will cease carrying on the Company business except as necessary for the winding up of the Company business, and the Company is not terminated, but rather will continue until the winding up of the affairs of the Company is completed and a Certificate of Dissolution has been issued by the Secretary of State of the State of Wyoming.

**Section 7.3. Distribution of Assets on Dissolution.** Upon the winding up of the Company, the Company's Property will be distributed: first, to creditors, including the Member if then a creditor, to the extent permitted by law, in satisfaction of the Company's indebtedness and other liabilities; and second, to the Member, or if the Member is not then living, as otherwise directed by the Member in writing, or if the Member is not then living and no such writing exists, by the laws of intestacy of the State of Wyoming

**Section 7.4. Winding Up and Certificate of Dissolution.** The winding up of the Company will be completed when all debts, liabilities, and obligations of the Company have been paid and discharged or reasonably adequate provision therefore has been made, and all of the remaining Property and assets of the Company have been distributed as provided in Section 8.3

hereof. Upon the completion of winding up of the Company, a Certificate of Dissolution will be delivered to the Office of the Secretary of State of the State of Wyoming for filing. The Certificate of Dissolution will set forth the information required by the Act.

## **ARTICLE VIII**

### **GENERAL**

**Section 8.1. General.** This Agreement supersedes any prior agreement or understandings between the parties with respect to the Company. This Agreement and the rights of the parties hereunder will be governed by and interpreted in accordance with the laws of the State of Wyoming. This Agreement may not be amended or modified verbally, nor may any provision hereof be waived by any party, but only by a written instrument duly executed by the Company and the Member. Except as herein otherwise specifically provided, this Agreement will be binding upon and inure to the benefit of the parties and their respective heirs, legal representatives, successors and assigns. If any provision of this Agreement or the application of such provision to any person or circumstance will be held invalid, the remainder provision or any other persons of circumstances will not be affected thereby. This Agreement may be executed in several counterparts, each of which will be deemed an original, but all of which will constitute one and the same document.

**Section 8.2. Entire Agreement.** This Agreement represents the entire agreement between the parties relating to the subject matter hereof.

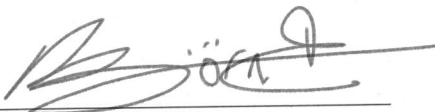
**Section 8.3. Rights of Creditors and Third Parties Under Agreement.** Upon application to a court of competent jurisdiction by a judgment creditor of a Member of the Company, or an Assignee of a Member's Interests in the Company, the court may charge the Member's Interest in the Company with payment of the unsatisfied amount of the judgment with interest. To the extent so charged, the judgment creditor has only the rights of an Assignee as further set forth in W. S. § 17-29-503. The charging order is the exclusive remedy by which a judgment



creditor of the Member or an Assignee of a Member's Interests in the Company may satisfy a judgment against the Member's Interests. Furthermore, this section does not deprive any Member of the exemption laws available to the Member's Interests in the Company.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date first above written.

**Tiki Tower LLC**

By:   
Bjorn Borstelmann, as Manager

**Buried Treasure LLC**

  
Felix Krüger, as Manager

# TIKI TOWER LLC

## RESOLUTIONS OF MANAGER

The undersigned, being the sole Manager of Tiki Tower LLC (the “Company”), does hereby consent to the adoption of the following resolutions in accordance with the Limited Liability Company Act of the State of Wyoming (the “Act”) and the Operating Agreement of the Company:

**WHEREAS**, the Manager of Company has determined that it is in the best interests of the Company to vacate the plat and condominium plan (the “Vacation Plan”) at 177 Center Street, Jackson WY (the “Property”); and

**WHEREAS**, the Manager of the Company wishes to authorize George Phocas to pursue the Vacation Plan and undertake all actions and sign all such documents necessary to pursue the Vacation Plan:

**NOW, THEREFORE, BE IT,**

**RESOLVED**, that the following person is hereby named and designated to serve in the office described beside his name to take all actions necessary and sign all documents required to execute and complete the Vacation Plan and undertake such actions and sign such documents as otherwise authorized for such office by the Company’s Operating Agreement and the Act:

**George Phocas**

**President and General Counsel**

**FURTHER RESOLVED**,

**Complete Vacation of Plat and Declaration of Condominium.** That the Vacation Plan for the Property is hereby approved and authorized and the officers of the Company, including the above-named officer, are hereby authorized and directed to execute all such applications, documents, contracts and take all such action necessary to execute the Vacation Plan for the Property on behalf of the Company.

**IN WITNESS WHEREOF**, the Manager of the Company executed these resolutions as of December 10, 2021.

Bjorn Borstelmann, Manager of Tiki Tower LLC



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# STAFF REPORT



|                               |                                              |                        |                              |
|-------------------------------|----------------------------------------------|------------------------|------------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                             | <b>Meeting Title:</b>  | Regular Council meeting      |
| <b>Submitting Department:</b> | START Transit                                | <b>Presenter:</b>      | Bruce Abel, Interim Director |
| <b>Agenda Item:</b>           | Approval for Disposition of Surplus Vehicles | <b>Public Comment:</b> | yes                          |

## Purpose & Policy Considerations.

The purpose of this item is to secure Town Council approval to declare those START vehicles listed below to be “surplus” and to authorize their disposition pursuant to Town policy.

## Requested Action.

Declare those START vehicles listed below to be “surplus” and authorize their disposition in accordance with Town policy.

## Recommendations.

START Board and staff recommend that the Town declare those START vehicles listed below to be “surplus” and authorize their disposition in accordance with Town policies.

## Background.

The vehicles listed below were acquired for utilization in the provision of START public transit service in the greater Jackson Hole area. Their acquisition dates are indicated in the chart below. These vehicles have reached the end of their useful life in terms of Federal Transit Administration (FTA) guidance and are no longer reliable, or in some cases, in operational condition. Once declared surplus, these vehicles will have the vehicle markings (START/Town decals etc.) removed and will have various parts removed in order to provide spare parts for remaining vehicles in the START fleet.

START vehicles for disposal

7-Feb-22

| Veh. # | Mfr.      | Year | Model    | Vin               | Acquisition date | Disposal date | Mileage 1/1/2022 |
|--------|-----------|------|----------|-------------------|------------------|---------------|------------------|
| 203    | Gillig    | 2009 | 40 ft    | 15GGD271391176957 | 10/22/2009       | 2/7/2022      | 572,631          |
| 272    | Gillig    | 2009 | 30 ft    | 15GGE301791091424 | 6/10/2009        | 2/7/2022      | 551,755          |
| 273    | Gillig    | 2009 | 30 ft    | 15GGE301791091425 | 6/10/2009        | 2/7/2022      | 433,439          |
| 324    | El Dorado | 2003 | Aerotech | 1FDXE45F93HB65373 | 11/3/2003        | 2/7/2022      | 164,900          |

## Analysis.

The vehicles proposed for disposal have exceeded their useful life and are no longer reliable or in some cases, are no longer operable. They are eligible for replacement as part of the START vehicle replace plan that is currently budgeted to begin this current fiscal year. It is appropriate to dispose of them and generate whatever (if any) revenue can be generated. Spare parts can be salvaged from these vehicles and used on other vehicles remaining in the START fleet.

**Comprehensive Plan & Priority Alignment.**

Section 2. Climate, Sustainability through Energy Conservation

Principle 2.3- reduce energy consumption through transportation. Transportation accounts for approximately 80% of the total carbon emissions in the community.

Section 7. Multimodal Transportation

Principle 7.1- Meet future transportation demand through the use of alternative modes. Alternative Transportation means a transportation system that includes transit, bicycle, and pedestrian modes which offer alternatives to private motor vehicle travel for many trips.

Principle 7.2. Create a safe, efficient, interconnected multi-modal transportation network.

**Fiscal Impact.**

no fiscal impact is expected to result from this action. Minimal revenue (if any) is expected to result from the possible sale of these assets.

**Staff Impact.**

Staff time will be minimal and will involve arranging for the possible sale of or disposal of these assets.

**Attachments or Links.**

N/A

**Suggested Motion.**

It is recommended that START vehicles numbered 203, 272,273 and 324 as further described in this staff report be declared surplus and be authorized for disposal in accordance with Town policy.

# STAFF REPORT



|                               |                                          |                        |                          |
|-------------------------------|------------------------------------------|------------------------|--------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                         | <b>Meeting Title:</b>  | Town Council Regular Mtg |
| <b>Submitting Department:</b> | Administration                           | <b>Presenter:</b>      | Roxanne Robinson         |
| <b>Agenda Item:</b>           | Garden Level Office Space at 155 E Pearl | <b>Public Comment:</b> | Yes                      |

## Purpose & Policy Considerations.

The purpose of this item is for Town Council to consider options for utilizing Town-owned space at the Geittman Larson & Swift (GLS) building, 155 East Pearl Avenue, which has recently become vacant.

## Requested Action.

The requested action is to receive direction from Council on options to utilize the garden-level space located at 155 East Pearl Avenue.

## Recommendations.

Staff does not have a recommendation on the immediate use of the garden level space.

## Background.

The garden-level space at the GLS building has been vacated sooner than anticipated – the lease would have expired on its own terms in May 2023, but the tenant elected to move her business to a different space in early February 2022. The Town accepted the tenant's request to move early and now has an additional vacant space.

## Analysis.

An initial range of options for Council consideration for use of the space includes:

### Option 1: Childcare.

This option involves exploring using the garden-level space at GLS for childcare that could include a fixed number of slots for children of Town employees or preference for children of Social and Human Service entities funded by the Town of Jackson. Providing childcare for children of Town employees could be a valuable recruitment and retention tool.

- Further Research/Information to do: If Council chooses this option, staff needs to hire professionals to investigate the building code, planning, statutory and Department of Family Services rules/regulations that would accompany utilizing this space as a childcare location and details of licensing the persons providing the care (a contractor or employee(s)). If Council chooses this option for the garden-level space, the Council may want to have the Town perform/provide any remodeling necessary to have it move-in ready for a childcare provider. Staff would also need to develop/establish requirements within any lease to allow preference for children of Town employees for a specific number of slots in exchange for reduced rent considerations. Town Council may also want to provide preference/slots for children of employees of social and human services agencies funded by the Town of Jackson as a further way to support those non-profit entities. If this space is ultimately approved and used for childcare, additional options to consider in the lease is use of the space for childcare during evening in-person Town Council meetings for children of the Mayor and Council, children of staff attending Council meetings, and children of the public participating in Council meetings.
- Time: Unknown at this time but could include a significant amount of time (4-9 months) when factoring in remodeling/upgrading for state and building code required upgrades, securing architects and contractors for scoping and construction work, site and provider license processing and timeline, etc.
- Cost: Unknown at this time – staff would present this information to Council at a future meeting if this option is selected.

### Option 2: Housing.

This option involves converting both the east and west sides of the Si Ferrin house (main floor) to housing and shifting the Town's employee office space needs over to the garden-level space at GLS. Employee rental housing opportunities continue to be a need for both newly hired positions and current employees struggling with securing long term housing and rental costs.

- Further Research/Information to do: If Council chooses this option, staff will need to determine any additional remodel needs at the Si Ferrin house (the remodel to the current office space included accommodations for future housing needs), how much housing may be gained by such a change, and how to alter/remodel the garden-level space to offices.
- Time: Timing would depend on the remodel needs at the garden-level space to accommodate the current 6 separate offices with a potential closed door meeting room, as well as design time.
- Cost: The cost to use Si Ferrin for housing is unknown but staff notes some of those needs were anticipated with the office remodel and include restroom/shower, full kitchen capabilities, and egress windows in each office. The actual cost would need to be presented at a future meeting if this option is selected. The cost to remodel the garden-level space for offices is unknown at this time and staff would present this information to Council at a future meeting if this option is selected.

**Option 3:** More Office Space.

This option involves utilizing the garden-level space for offices in addition to the Si Ferrin office space. Even with the relocation of some staff to the Si Ferrin house, there are employees doubled in offices and additional staff requests will be presented with FY23.

- Further Research/Information to do: If Council chooses this option, staff will need to investigate how to convert the garden-level space to offices, how many offices could be gained by doing so, consider what staff will move there, and consider what will occur with the spaces being vacated at the Town Hall.
- Time: Timing would depend on the remodel needs at the garden-level space to accommodate separate offices as well as design time.
- Cost: Unknown at this time – staff would present this information to Council at a future meeting.

**Option 4:** Rent at market rate.

This option involves renting the garden-level space, as it has been, to an outside entity at market rate.

- Further Research/Information to do: If Council chooses this option, staff would list the space available for rent and work with new tenant on a lease. Any remodeling desired by tenant would be the tenant's responsibility subject to the Town's approval.
- Time: Several weeks for advertising would be necessary.
- Cost: None. The garden-level space is ready to be rented out and, depending on the tenant and its needs, the tenant would adjust the space at their cost as needed for their uses.

**Option 5:** Other.

**Possible Alternatives.**

See above.

**Comprehensive Plan & Priority Alignment.**

Use of these spaces relates to Section 8, Quality Community Service Provision. In order to continue to provide the current level of services or expanded services of the Town government, additional office space will be required. In order to recruit and retain employees at the Town, with the scarcity of childcare options in the community, the Town, as an employer, would benefit from offering childcare slots to employees. Additionally, the scarcity of childcare in the community is a critical concern for parents trying to live and work in Jackson, including those working in social and human services.

**Fiscal Impact.**

The fiscal impact of this item varies widely with the option selected and will be detailed in later staff reports. Any option would require a budget amendment as funds were not budgeted in FY22.

**Staff Impact.**

The staff impact of this item has, thus far, been felt in the Administration and Legal Departments and required, approximately, 17 hours of staff time with the bulk in the Legal Department thus far. Moving forward with options 1, 2 or 3 would take significant staff time that would require Council to identify what items currently identified should not be done. Other options could also be proposed in the follow up staff report once Council has chosen a direction, that could include contracted out project work.

**Attachments or Links.**

None.

**Suggested Motion.**

I move to direct staff to pursue option \_\_\_\_, as that option is set forth in this staff report and discussed today, and direct staff to present a scoping staff report with an implementation plan for that option that includes staff and fiscal impact at a future Council meeting.

# STAFF REPORT



|                               |                                                        |                        |                          |
|-------------------------------|--------------------------------------------------------|------------------------|--------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                       | <b>Meeting Title:</b>  | Town Council Regular Mtg |
| <b>Submitting Department:</b> | Administration                                         | <b>Presenter:</b>      | Roxanne Robinson         |
| <b>Agenda Item:</b>           | Classification and Compensation Study Vendor Selection | <b>Public Comment:</b> | Yes                      |

## **Purpose & Policy Considerations.**

The purpose of this item is for the Town Council to select a vendor for the Classification and Compensation Study and direct staff to negotiate a contract and prepare an award letter with the selected vendor.

## **Requested Action.**

The requested action is to select a vendor for the Classification and Compensation Study and direct staff to move forward with the necessary documents to begin that work.

## **Recommendations.**

Staff recommends Town Council select Baker Tilly US, LLP for the Classification and Compensation Study and direct staff to negotiate a contract not to exceed \$71,850 comprised of \$68,860 for the work and \$3000 for out of pocket expenses as presented in their Request for Proposals (RFP), prepare an award letter, and authorize the Mayor to execute a contract with Baker Tilly US, LLP on behalf of the Town of Jackson.

## **Background.**

The Town issued an RFP on December 15, 2021 for a comprehensive Classification and Compensation Study. Nine proposals were received by the deadline of January 14, 2022. Those proposals were then reviewed by a staff committee including the Assistant Town Manager, Town Manager, Community Development Director, and the Finance Director discussing the proposer's qualifications, responsiveness to the RFP, and review criteria set forth in the RFP. Staff conducted zoom interviews with NFP, Best Day HR, and Baker Tilly as finalists selected from the review process and asked questions related to their price quote, working through gender pay equity, addressing compression, managing appeals and disputes, a thorough and transparent communication plan, working with staff and ultimately Council on developing a pay philosophy, respecting employees, timely and comprehensive messaging to employees, an overview of the job description work, addressing the advancement/career ladder program in place, obtaining comparison data for wage and benefits from local private sector employers, cafeteria plans for fringe benefits, and forecasting funding needed in future years with implementation of the study results. The proposals from the three finalists are attached to this staff report and the remaining proposals are also public record and available for Council review upon request. Staff then selected two finalists and conducted reference checks. The reference check questions centered around whether the vendor was on time and on budget, did they accomplish what was requested, was the work customized to their needs or was it boilerplate.

After review of the proposals, interviews conducted, and reference information, staff recommends the contract be awarded to Baker Tilly US, LLP.

## **Analysis.**

### **Possible Alternatives.**

Council can select a different vendor than the one recommended by staff, direct staff to interview other vendors, or, as noted in the RFP, reject all bids.

### **Comprehensive Plan & Priority Alignment.**



This work is in direct alignment with Section 8: Quality Community Service Provision and the ability of the Town to timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

**Fiscal Impact.**

The fiscal impact of moving forward with this work is the contract amount, not to be exceeded, of \$71,850. As discussed at the November 1, 2021 Town Council meeting, this was not a budgeted expense and will require a budget amendment of \$71,850 at the third budget amendment of FY2022. However, there will be significant fiscal impacts associated with implementing the results of the salary survey. Those implementation costs are not known at this time but are estimated and will be budgeted at approximately \$1.5M - \$2M for FY23 and carried forward in future years.

**Staff Impact.**

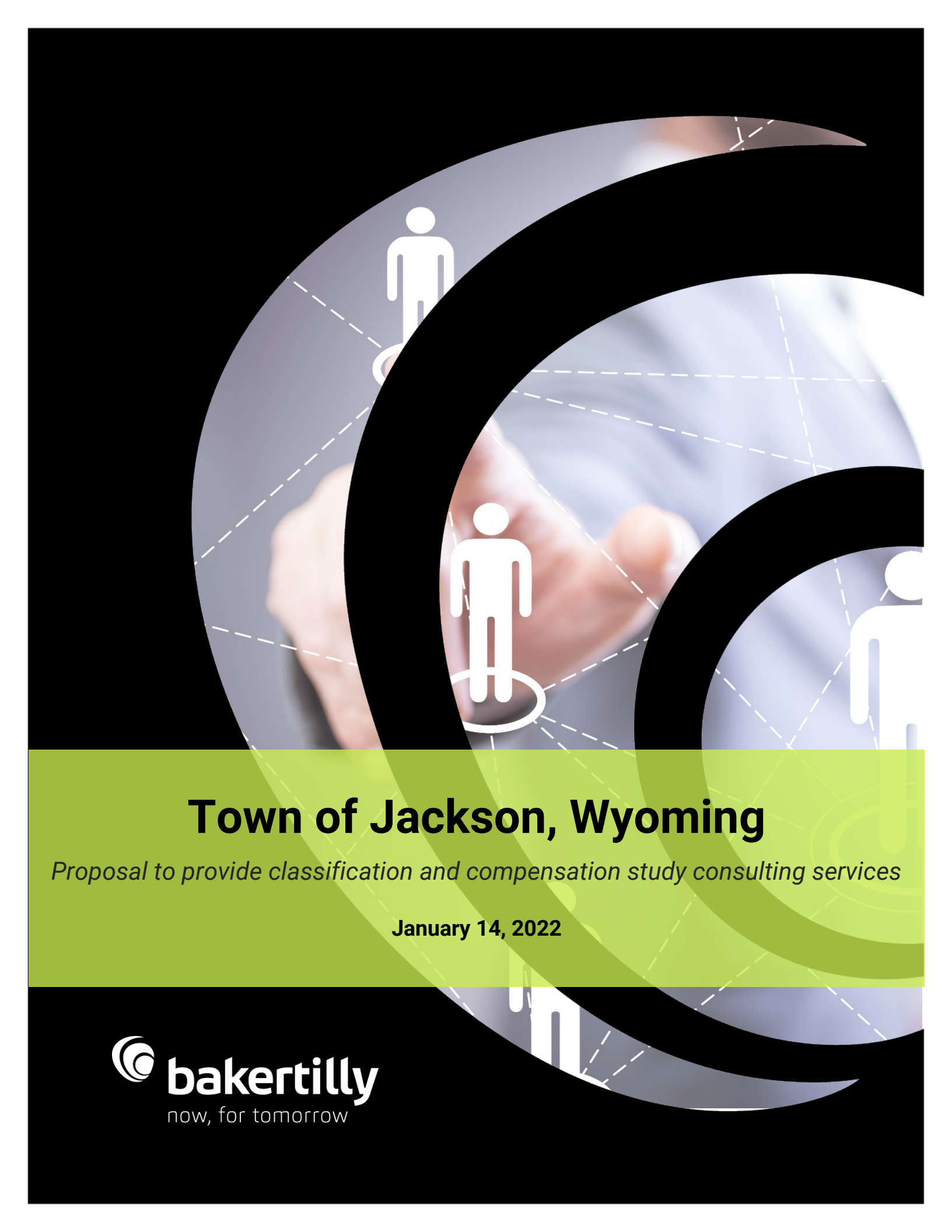
The staff impact associated with review of the proposals, conducting interviews, researching the next step documents, and preparing the recommendation was approximately 15 hours. Staff notes that the full impact of proceeding with the classification and compensation study is estimated at 450 total staff hours.

**Attachments or Links.**

Finalist proposals from BakerTilly, NFP, and BestDayHR.

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

I move to select Baker Tilly US, LLP for the Classification and Compensation Study and direct staff to negotiate a contract not to exceed \$71,850 comprised of \$68,860 for the work and \$3000 for out of pocket expenses as presented in their Request for Proposals (RFP), prepare an award letter, and authorize the Mayor to execute a contract with Baker Tilly US, LLP on behalf of the Town of Jackson.

The background of the entire page is a dark, abstract composition. It features several large, overlapping circles in shades of grey and black. Within these circles, there are faint, white dashed lines forming a grid-like pattern. Superimposed on these circles are white icons of human figures. Some icons are solid white, while others are partially obscured or faded. The overall effect is a sense of depth and interconnectedness.

# **Town of Jackson, Wyoming**

*Proposal to provide classification and compensation study consulting services*

**January 14, 2022**



Baker Tilly US, LLP  
225 South Sixth Street  
Suite 2300  
Minneapolis, MN 55402  
T: +1 (651) 223 3000  
F: +1 (651) 223 3046  
bakertilly.com

January 14, 2022

Ms. Roxanne Robinson  
Assistant Town Manager  
Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001  
*Delivered electronically*

Dear Ms. Robinson:

Please allow me to begin by thanking you for the opportunity to submit this proposal for the Town of Jackson's (the Town) review. Baker Tilly US, LLP (Baker Tilly) is one of the largest independent public sector advisory firms in the United States. For more than 60 years we have collaborated with entities large and small on a variety of initiatives including classification and compensation studies, community surveys, organizational improvement projects, strategic planning sessions and performance evaluation systems.

Benefits of working with Baker Tilly include:

**National, local leader in  
human resources  
consulting**

Your proposed Baker Tilly consulting team has extensive expertise providing human capital advisory services to organizations similar in size and complexity to the Town. We have completed nearly 250 compensation-related projects since 2016.

**Public sector focus**

In the past five years, Baker Tilly has completed classification and compensation studies for public sector organizations in 21 states. Therefore, your proposed project team has an in depth understanding of current market trends and practices and will leverage this knowledge to help guide the Town in its engagement. We will move beyond the traditional role of a "consultant" and instead become a Value Architect™ to your organization, its leadership and employees.

**Deep experience  
that benefits the Town**

Baker Tilly is one of the foremost providers of classification and compensation services, working with municipal governments across the country. We will leverage this deep experience as we work with the Town.

This proposal is valid for a period of 90 days. Neither Baker Tilly nor or any persons working on the contract has a possible conflict of interest with the Town of Jackson or any elected official or employee.

We acknowledge receipt of Addendum 1.

Town of Jackson, Wyoming  
January 14, 2022

Our team would be pleased to be counted among the firms you feel could effectively provide your classification and compensation study and would welcome the opportunity to discuss our qualifications and recommended approach in greater detail.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kate Crowley', with a stylized, flowing script.

Kate Crowley, Principal  
Baker Tilly US, LLP

T: +1 (608) 240 6718 | [kate.crowley@bakertilly.com](mailto:kate.crowley@bakertilly.com)

A handwritten signature in black ink, appearing to read 'Ann Antonsen', with a stylized, flowing script.

Ann Antonsen, Director  
Baker Tilly US, LLP

T: +1 (651) 223 3057 | [ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

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# 1. Availability, credentials and related experience

## a. Firm introduction

### *Office location*

Baker Tilly US, LLP  
225 South Sixth Street, Suite 2300  
Minneapolis, MN 55402  
T: +1 (651) 223 3000  
F: +1 (651) 225 3046

### *Firm history and qualifications*

Baker Tilly has a long history of service to clients located throughout the country — and internationally. As a member of Baker Tilly International, the world's 10th largest accountancy and business advisory network, we are able to extend our reach through trusted relationships with firms located across the country and throughout the world.

Baker Tilly was founded in 1931 with one central objective: to use our industry specialization to help our clients improve their businesses. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Jackson as we seek to become your **Value Architect™**.

Key facts about Baker Tilly:



Baker Tilly has provided high quality, independent financial and management advisory services to public and not-for-profit organizations for more than 60 years. Baker Tilly's staff has been advising their clients in organizational development for more than 30 years. Baker Tilly's human capital practice group is comprised of a knowledgeable, experienced staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

*Baker Tilly's project team is designed specifically for Jackson.*

Your proposed project team represents experienced professionals who will be working on your classification and compensation study. The project team:

- Represents the staff who will be directly responsible for your project
- Provides a range of expertise to cover the range of service requirements
- Provides a national perspective of experience and institutional knowledge to achieve your objectives
- Represents the commitment to take personal and professional responsibility

### *Project team bios*

#### INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR JACKSON



##### **Ann Antonsen, Director – Project manager**

225 South Sixth Street, Suite 2300, Minneapolis MN 55402

T: +1 (651) 223 3057; E: [ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

Ann is a consultant with a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance management and evaluation system development and staff training and in conducting executive search efforts for the public sector. She also specializes in performing organizational studies, revising and developing personnel policies and manuals and in conducting organizational management training sessions and providing general human resources assistance. Ann has been with the firm since 2005 and earned a Bachelor of Arts in Psychology from the University of Minnesota.



##### **Jada Kent, CCP, Senior Manager**

2500 Dallas Parkway, Suite 300, Plano, TX 75093

T: +1 (972) 748 0514; E: [jada.kent@bakertilly.com](mailto:jada.kent@bakertilly.com)

Jada is a senior manager with a background in human capital consulting, including classification & compensation, organization management and executive recruitment. Jada has earned a master's degree in Public Administration (MPA) from the University of Texas at Dallas, is a member of the North Texas Compensation Association (NTCA), is a Certified Compensation Professional (CCP), and in the process of completing a SHRM Certified Professional designation.



##### **Brenda Turner, CCP, Project Manager**

2500 Dallas Parkway, Suite 300, Plano, TX 75093

T: +1 (972) 748 0522; E: [brenda.turner@bakertilly.com](mailto:brenda.turner@bakertilly.com)

Brenda is a human capital senior associate with a background serving in compensation and human resources. Prior to joining Baker Tilly, Brenda served most recently as the senior director of global compensation for a global technology company. She has also served in varying compensation, finance and accounting roles in the hospitality, travel and technology industries. Brenda is a Certified Compensation Professional (CCP) through World at Work and is also a member of the Society for Human Resources Development (SHRM). She earned a Master of Business Administration from the University of Texas.



## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

### INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR JACKSON



#### Jama McClung, Senior Consultant

8219 Leesburg Pike, Suite 800, Tysons, VA 22182  
T: +1 (804) 622 6991; E: [jama.mcclung@bakertilly.com](mailto:jama.mcclung@bakertilly.com)

Jama joined the human capital advisors practice supporting Mid-Atlantic executive recruitment work. Her specialty focus is classification and compensation studies, performance evaluations and benefits review. Jama has performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades and has served as a public finance assistant supporting senior living and healthcare public finance bankers. She attended Glenville State College and is currently completing course work towards a bachelor's degree in Business Administration.



#### Olivia Fisher, SHRM-CP, Analyst

8365 Keystone Crossing, Suite 300, Indianapolis, IN 46240  
T: +1 (317) 465 1644, E: [olivia.fisher@bakertilly.com](mailto:olivia.fisher@bakertilly.com)

Olivia is a consultant with a strong background in human resources, non-profit, and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed in using her abilities and continued training to assist governmental agencies. Olivia earned a Bachelor of Arts in International Studies and Spanish from the Indiana University – Bloomington.



#### Thomas Patton, Analyst

225 South Sixth Street, Suite 2300, Minneapolis MN 55402  
T: +1 (651) 223 3033; E: [thomas.patton@bakertilly.com](mailto:thomas.patton@bakertilly.com)

Thomas is an analyst with a background in Human Resources Management and Human Resources Development. He assists the team with data collection and job description writing. His focus is coordinating the data collection process and ensuring the team gathers quality information for the success of the project. In addition, he assists the team by crafting high quality job descriptions that accurately reflect the essence of the position being analyzed. Prior to Thomas's current role, he supported the team as an Administrative Assistant. Thomas earned a Bachelor of Science in Human Resources Development from the University of Minnesota – Twin Cities.

Full project team resumes can be found in **Appendix I**.

#### *Project manager and authorized representative*

##### **Ann Antonsen, Director**

Project Manager

T: +1 (651) 223 3057

F: +1 (651) 223 3046

E: [ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

##### **Kate Crowley, Principal**

Authorized Representative

T: +1 (608) 240 6718

F: +1 (608) 249 8532

E: [kate.crowley@bakertilly.com](mailto:kate.crowley@bakertilly.com)



### b. Overview of firm's services and experience

Our human capital consulting team is focused on position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our human capital focus ranges from human resource consulting, executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement and efficiency studies.

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means do not necessarily work anymore and this scenario is not likely to change any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative collaboration, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich the lives of their people, their processes and their systems are more likely to deliver more value by maximizing the use of public resources, thus achieving more success in the marketplace of public opinion.

Since our firm's beginning, we have emerged as a leader in human capital consulting. It is our more than 30 years of consulting experience, coupled with our unique approach and personal touch, which drive our internal standard for delivering outstanding services and leading-edge products.

Overall, we pride ourselves in doing high-quality work that is defensible, transparent and fair to both the organization and its employees, as we realize that a compensation study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

#### *Why Baker Tilly is ideally suited to serve Jackson*

- **Our team has successfully performed hundreds of similar studies nationwide, having been successfully implemented in governments large and small.** Having performed compensation and classification studies for more than 30 years, we have successfully implemented hundreds of studies in public sector organizations across the country. We focus our skills on the public sector and our personnel have demonstrated their expertise in public sector pay and classification.
- **With Baker Tilly, you do not just get a study, you get a customized system.** We train you in the system and leave you prepared to utilize it, as needed, as your workforce needs evolve. When we have completed your project, you have a completed study AND a pay and classification system to use in the future. We train your staff to use our *Systematic Analysis and Factor Evaluation* (SAFE®) system fairly and appropriately as new positions are created or job conditions change to fit these new conditions into the existing system.
- **Our SAFE® classification system is solid, tested and proven as a methodology for fairly and appropriately distinguishing classifications between public employees.** In today's environment, organization's need to know that their methods are proven and sound. SAFE® gives you a tested methodology that works to properly differentiate between job classes in your organization.
- **We know that good studies rest on quality data.** To achieve this goal, we carefully identify benchmark positions for use in the study process and ensure that we collect data on a comparative basis. When the project is completed, we support our work with regression analysis to document your proposed payroll to your benchmarked competition.

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

Overall, we pride ourselves in providing high-quality work that is defensible, transparent and fair to both your organization and your employees, as we realize that a classification and compensation study is critical to your ability to maintain and grow the quality of workforce that you need to perform at the level expected by your citizenry. We proudly stand by our work and will defend and support it through adoption.

### *Similar project experience*

*There are a number of factors that set Baker Tilly apart from other consulting firms performing studies such as the proposed classification and compensation study for the Town of Jackson.*

Although we have included a lengthy list of organizations for whom Baker Tilly has provided classification and compensation services, to simplify Jackson's evaluation process, we have augmented this list by including a brief narrative of select experience our staff provides, as well as a generalized list of outcomes consistent with our many custom compensation engagements.

- **Evaluating the appropriateness of (and potentially consolidating) job titles:** The assignment of job titles (including the potential for consolidation where warranted) is an integral part of each comprehensive classification and compensation study that Baker Tilly conducts. Baker Tilly provides a consistent, easy to explain and understand rationale for the assignment of job titles, which would be vital to Jackson's success in this project given the diversity of jobs included in the scope of work.
- **Analyzing extensive total compensation survey data:** Baker Tilly has assigned to the Town's project a consulting team with diverse public and private sector experience gathering and analyzing survey data. Your team has extensive experience in customized classification and compensation studies for numerous organizations.
- **Providing detailed implementation cost estimates:** Although discussed in greater detail below, Baker Tilly has the experience and capability to guide the Town in the most effective implementation costing scenarios and to prepare highly complex financial models leveraging our staff's Microsoft Excel skillset.
- **Presenting compensation results:** Baker Tilly's staff has broad experience interacting with employees at all levels in our client organizations. From executives primarily in office working environments to individual contributors in the field, we have successfully engaged employees to establish credibility in our methodology and results. Likewise, our staff has a distinct ability to present the results of classification and compensation studies in such a way that elected officials from all walks of life can understand.



Although each engagement is different, the following are the general results Baker Tilly has achieved on behalf of our public sector clients:

- Established fair and equitable relationships among positions throughout various pay structures (internal equity)
- Identified relevant market conditions to strategically select benchmark organizations

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

- Included employee input and participation to promote transparency and consistency in the job classification and compensation processes
- Developed pay structures that reflect the defensible, quantifiable alignment of positions and market competitiveness
- Maintained compliance with state and federal laws (FLSA, for example)
- Implemented modified job classification and compensation systems within our client's defined budget parameters

Following is a list of organizations for whom Baker Tilly has provided classification and compensation services to over the last few years. We realize the list is lengthy, but so is our experience in working with organizations very similar and very different to yours. We hope you will trust that our length and depth of experience means we've seen and solved our share of challenges and can assist you and your organization through this study and any challenges you may also be facing.

### List of Relevant Projects: 2017 – Present

| Year    | Client                         | State | Project                               | Pop.    |
|---------|--------------------------------|-------|---------------------------------------|---------|
| Current | Apex                           | NC    | Comp, Class & Org Study               | 51,370  |
| Current | Baxter                         | MN    | Class & Comp Study                    | 8,202   |
| Current | Bellingham                     | WA    | E-Team Class & Comp Study             | 89,045  |
| Current | Bluffton                       | IN    | Comp & Class Study                    | 9,919   |
| Current | Chesapeake Bay Bridge Tunnel   | VA    | Class & Comp Update                   |         |
| Current | Chisago County                 | MN    | Class & Comp Study                    | 53,916  |
| Current | Cumberland County              | VA    | Pay & Class Study                     | 9,824   |
| Current | Duplin County                  | NC    | Comp Study                            | 58,967  |
| Current | Eastern Shore of Virginia E911 | VA    | Market Study                          |         |
| Current | Essex County School System     | VA    | Comp & Class Study                    | Current |
| Current | Evansville                     | WI    | Comp Study                            | 5,378   |
| Current | Fluvanna County                | VA    | Class & Comp Study                    | 27,270  |
| Current | Goshen                         | IN    | Wage & Comp Study & Benefits Analysis | 31,408  |
| Current | Horicon                        | WI    | Class & Comp Study                    | 3,595   |
| Current | Hutchinson                     | MN    | Comp Study                            | 13,914  |
| Current | Isanti County                  | MN    | Class & Comp Study                    | 40,596  |
| Current | Jackson                        | MS    | Comp Study                            | 164,422 |
| Current | Maplewood                      | MN    | Class & Comp Study                    | 40,545  |
| Current | Monroe                         | NC    | Comp & Class Study                    | 35,105  |
| Current | Pope County                    | MN    | Pay Plan Update                       | 11,048  |
| Current | Port Arthur                    | TX    | Class & Comp Study                    | 55,109  |
| Current | Rosemount                      | MN    | Class & Comp Study                    | 24,292  |
| Current | Roswell                        | NM    | Pay & Class Study                     | 47,941  |
| Current | Scott County CDA               | MN    | Market Study                          |         |
| Current | Sherburne County               | MN    | Compensation Study                    | 97,238  |
| Current | Spring Lake Park               | MN    | Class & Comp Study                    | 6,535   |
| Current | Trempealeau                    | WI    | Treasurer/Deputy Clerk Review         | 1,775   |

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

### List of Relevant Projects: 2017 – Present

| Year    | Client                                      | State | Project                               | Pop.    |
|---------|---------------------------------------------|-------|---------------------------------------|---------|
| Current | Vigo County                                 | IN    | Class & Comp Study                    | 107,038 |
| Current | Virgin Islands Water & Power Authority      | USVI  | Class, Comp Study & Org Study         |         |
| Current | West Point                                  | VA    | Comp & Class Study                    | 3,292   |
| Current | Western Prairie Human Services              | MN    | Class & Comp Study                    |         |
| 2021    | Amelia County                               | VA    | Class & Comp Study                    | 13,145  |
| 2021    | Auburn                                      | IN    | Comp & Class Study                    | 13,056  |
| 2021    | Basehor                                     | KS    | Class & Comp Study                    | 5,951   |
| 2021    | Bedford Regional Water Authority            | VA    | Class & Comp Study                    |         |
| 2021    | Bellingham/Whatcom County Housing Authority | WA    | Pay Equity Study                      |         |
| 2021    | Farragut                                    | TN    | Class & Comp Study                    | 22,729  |
| 2021    | Fertile                                     | MN    | Class & Comp Study                    | 833     |
| 2021    | Harrisonville                               | MO    | Comp & Job Analysis                   | 10,043  |
| 2021    | Horizon Public Health                       | MN    | Pay Plan Update                       |         |
| 2021    | Ligonier                                    | IN    | Comp & Class Study                    | 4,654   |
| 2021    | Nisswa                                      | MN    | Comp Study                            | 1,817   |
| 2021    | Potomac and Rappahannock Trans Commission   | VA    | Class & Comp Study                    |         |
| 2021    | Richmond                                    | IN    | Comp Study                            | 35,353  |
| 2021    | Salem                                       | VA    | Electric Power Division Pay Structure | 25,317  |
| 2021    | Stevens Point                               | WI    | Comp Study                            | 26,229  |
| 2020    | Blackstone                                  | VA    | Class & Comp Study                    | 3,391   |
| 2020    | Crystal                                     | MN    | Comp Study                            | 22,463  |
| 2020    | Elko New Market                             | MN    | Pay Plan Update                       | 4,760   |
| 2020    | Fosston                                     | MN    | Class & Comp Study                    | 1,481   |
| 2020    | Independent School District No. 0625        | MN    | Principal Wage Study                  |         |
| 2020    | Jordan                                      | MN    | Class & Comp Study                    | 6,225   |
| 2020    | Leland                                      | NC    | Class & Comp Update                   | 20,294  |
| 2020    | Middleton                                   | WI    | Class & Comp Study                    | 19,660  |
| 2020    | Onalaska                                    | WI    | Class & Comp Study                    | 18,712  |
| 2020    | Otsego                                      | MN    | Comp Study                            | 17,357  |
| 2020    | Rappahannock County                         | VA    | Comp & Class Study                    | 7,321   |
| 2020    | Sauk Rapids                                 | MN    | Class & Comp Study                    | 13,703  |
| 2020    | Traverse County                             | MN    | Class & Comp Study                    | 3,308   |
| 2020    | Vienna                                      | VA    | Class & Comp Study                    | 16,489  |
| 2020    | Waite Park                                  | MN    | Comp Study                            | 7,718   |
| 2020    | Windsor                                     | VA    | Class & Comp Study                    | 2,626   |
| 2019    | Adams County                                | WI    | Class & Comp Study                    | 19,973  |
| 2019    | AppalCART                                   | NC    | Class & Comp Study                    |         |
| 2019    | Bellingham                                  | WA    | Comp Market Study                     | 89,045  |
| 2019    | Brooklyn Center                             | MN    | Comp Study                            | 30,712  |
| 2019    | Capital Region Water                        | PA    | Class & Comp Study                    |         |

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

### List of Relevant Projects: 2017 – Present

| Year | Client                                      | State | Project                          | Pop.      |
|------|---------------------------------------------|-------|----------------------------------|-----------|
| 2019 | Circle Pines                                | MN    | Comp & Class Study               | 4,978     |
| 2019 | Council Bluffs                              | IA    | Class & Comp Study               | 62,316    |
| 2019 | Dallas Housing Authority                    | TX    | Comp Study                       |           |
| 2019 | Fillmore Soil & Water Conservation District | MN    | Class & Comp Study               |           |
| 2019 | Gastonia                                    | NC    | Class & Comp Study               | 75,536    |
| 2019 | Gatesville                                  | TX    | Class & Comp Study               | 12,387    |
| 2019 | Independent School District No. 2769        | MN    | Job Desc/Pay Equity Review       |           |
| 2019 | Intermediate District 0287                  | MN    | Pay and Class                    |           |
| 2019 | Iowa League of Cities, Des Moines           | IA    | Comp Study                       | 3,146,000 |
| 2019 | King County Housing Authority               | WA    | HR Management Consulting         |           |
| 2019 | Local Government Information Systems        | MN    | Comp & Benefit Study             |           |
| 2019 | McFarland                                   | WI    | Market Survey                    | 8,108     |
| 2019 | Montgomery                                  | MN    | Class & Comp Study               | 2,907     |
| 2019 | Morehead City                               | NC    | Class & Comp Study - Maintenance | 9,203     |
| 2019 | North Central Regional Library              | WA    | Comp & Benefits Study            |           |
| 2019 | Payson                                      | AZ    | Class & Comp Study               | 15,476    |
| 2019 | Pittsylvania County                         | VA    | Comp Study                       | 62,426    |
| 2019 | Pottawattamie County                        | IA    | Class & Comp Study               | 93,386    |
| 2019 | River Falls                                 | WI    | Class & Comp Study               | 15,510    |
| 2019 | Rocky Mount                                 | VA    | Comp Study                       | 4,798     |
| 2019 | Saginaw County                              | MI    | Class & Comp Phase II            | 195,012   |
| 2019 | Saginaw County                              | MI    | Class & Comp Phase III           | 195,012   |
| 2019 | Salem                                       | VA    | Class & Comp                     | 25,483    |
| 2019 | Sartell                                     | MN    | Class & Comp Study               | 13,917    |
| 2019 | Scandia                                     | MN    | Class & Comp Study               | 4,120     |
| 2019 | Shaker Heights                              | OH    | Class & Comp Study               | 27,387    |
| 2019 | St. Charles City-County Library District    | MO    | Market Study                     |           |
| 2019 | Stutsman County                             | ND    | Comp Study                       | 20,704    |
| 2019 | Tyler                                       | TX    | Class & Comp Study               | 104,991   |
| 2019 | Wheaton                                     | IL    | Market Survey                    | 53,373    |
| 2019 | Wright County                               | MN    | Class & Comp Study               | 131,311   |
| 2019 | Zimmerman                                   | MN    | Comp Study                       | 5,499     |
| 2018 | Battle Creek                                | MI    | Comp Study                       | 51,833    |
| 2018 | Bemidji                                     | MN    | Comp Study                       | 14,435    |
| 2018 | Blue Springs                                | MO    | Pay Plan Design                  | 53,294    |
| 2018 | Bonner Springs                              | KS    | Comp and Class Study             | 7,665     |
| 2018 | Broad River Water Authority                 | NC    | Class and Comp Study             |           |
| 2018 | Burnsville                                  | MN    | Class and Comp Study             | 61,290    |
| 2018 | Carver                                      | MN    | Comp Study                       | 4,628     |
| 2018 | Cleveland County                            | NC    | SAFE Database                    | 97,047    |

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

### List of Relevant Projects: 2017 – Present

| Year | Client                                       | State | Project                            | Pop.       |
|------|----------------------------------------------|-------|------------------------------------|------------|
| 2018 | Cloquet                                      | MN    | Comp Plan Update                   | 12,050     |
| 2018 | Craven County Schools                        | NC    | Comp Study                         |            |
| 2018 | Craven County Schools                        | NC    | PAQ, Data, Job Descr Database Svcs |            |
| 2018 | Dallas Area Rapid Transit Authority          | TX    | Comp Study                         |            |
| 2018 | Dayton                                       | VA    | Class and Comp Study               | 1,609      |
| 2018 | DeSoto                                       | TX    | Class and Comp Study               | 52,599     |
| 2018 | Dinwiddie County Schools                     | VA    | Review of Compensation Study       |            |
| 2018 | Elko New Market                              | MN    | Pay Equity Report                  | 4,513      |
| 2018 | Eudora                                       | KS    | Class and Comp Study               | 6,211      |
| 2018 | Grain Valley                                 | MO    | Class, Comp & Benes Study          | 13,125     |
| 2018 | Harris County Housing Authority              | TX    | Salary/Wage Comparability Study    |            |
| 2018 | Housing Authority of Durham                  | NC    | Salary Comparability Study         | 263,016    |
| 2018 | Ingleside                                    | TX    | Class & Comp Study                 | 10,488     |
| 2018 | Intermediate School District No. 917         | MN    | Job Description Updates/Training   |            |
| 2018 | Johnson County                               | IA    | Comp and Class Study               | 144,251    |
| 2018 | Lakeville                                    | MN    | Class & Comp Study                 | 58,562     |
| 2018 | Laurinburg                                   | NC    | Class & Comp Study                 | 15,774     |
| 2018 | Leavenworth                                  | KS    | Comp Study                         | 35,891     |
| 2018 | Mansfield                                    | CT    | Class & Comp Study                 | 25,959     |
| 2018 | Minnehaha Creek Watershed District           | MN    | Class and Comp Study               |            |
| 2018 | Minnehaha Creek Watershed District           | MN    | Pay Equity Report                  | 1,124,000  |
| 2018 | Minnetonka                                   | MN    | Class & Comp Study                 | 51,638     |
| 2018 | Northwest Regional Library                   | NC    | Class & Comp Study                 |            |
| 2018 | Person County                                | NC    | Phase III C&C Implementation Svcs  | 39,276     |
| 2018 | Rappahannock Regional Jail                   | VA    | Comp Study                         |            |
| 2018 | Scott County Community Development Agency    | MN    | Pay Equity Report                  | 137,232    |
| 2018 | Thibodaux                                    | LA    | Market Study                       | 14,566     |
| 2018 | Verona                                       | WI    | Market Survey                      | 10,632     |
| 2018 | Wabasha Soil and Water Conservation District | MN    | Class Study                        |            |
| 2018 | Willmar                                      | MN    | Comp Study                         | 19,680     |
| 2018 | Winston Salem                                | NC    | Class & Comp Study-Phase II        | 236,441    |
| 2018 | Wright Soil & Water Conservation District    | MN    | Class and Comp Study               |            |
| 2017 | Aitkin                                       | MN    | Class & Comp Study                 | 2,087      |
| 2017 | Appalachian Regional Library                 | NC    | Class & Comp                       |            |
| 2017 | Association County Commissioners of Georgia  | GA    | Class & Comp                       | 10,100,000 |
| 2017 | Bath County Public Schools                   | VA    | Pay & Class                        |            |
| 2017 | Baudette                                     | MN    | Market Survey                      | 1,073      |
| 2017 | Baxter                                       | MN    | Comp Study                         | 7,781      |
| 2017 | Cabarrus County                              | NC    | Class & Comp Study                 | 187,226    |
| 2017 | Cabarrus Health Alliance                     | NC    | Comp Benefit Study                 |            |

## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

### List of Relevant Projects: 2017 – Present

| Year | Client                                    | State | Project                     | Pop.    |
|------|-------------------------------------------|-------|-----------------------------|---------|
| 2017 | Caroline County                           | VA    | Pay & Class Study           | 29,298  |
| 2017 | Chapel Hill                               | NC    | Comp Study & FLSA Rev       | 59,635  |
| 2017 | Chincoteague                              | VA    | Comp Study                  | 2,929   |
| 2017 | Cleveland County                          | NC    | Comp & Benes Study          | 97,047  |
| 2017 | Craven County                             | NC    | Comp Study                  | 103,451 |
| 2017 | Dunn County                               | WI    | Market Survey               | 44,122  |
| 2017 | Florida Municipal Power Agency            | FL    | Comp Study                  |         |
| 2017 | Fort Wayne City Utilities                 | IN    | Class and Comp              |         |
| 2017 | Harnett County                            | NC    | Comp Study                  | 124,987 |
| 2017 | Harrisburg                                | PA    | Class & Comp Study          | 49,188  |
| 2017 | Hopewell                                  | VA    | Class & Comp Consult        | 22,163  |
| 2017 | Independent School District No. 0013      | MN    | Job Desc/Pointing Agree     | 19,674  |
| 2017 | Le Sueur County                           | MN    | Market Survey               | 27,810  |
| 2017 | Lee's Summit                              | MO    | Comp & Benefit Study        | 93,184  |
| 2017 | Lufkin                                    | TX    | Comp Study                  | 36,085  |
| 2017 | Meeker McLeod Sibley Comm Health Services | MN    | Class & Comp Study          |         |
| 2017 | Mendota Heights                           | MN    | Class & Comp Study          | 11,222  |
| 2017 | Middlesex County                          | VA    | Comp & Class Study          | 10,762  |
| 2017 | New Brighton                              | MN    | Market Survey               | 21,867  |
| 2017 | New Hope                                  | MN    | Market Survey               | 20,877  |
| 2017 | North Mankato                             | MN    | Anal of Comp Syst Structure | 13,439  |
| 2017 | Osseo                                     | MN    | Class & Comp Study          | 2,476   |
| 2017 | Person County                             | NC    | Phase II Implementation     | 39,276  |
| 2017 | Pine Island                               | MN    | Class & Comp Study          | 3,318   |
| 2017 | Piqua                                     | OH    | Comp Study                  | 20,906  |
| 2017 | Pleasant Hill                             | IA    | Class & Comp Study          | 9,082   |
| 2017 | Polk County                               | MN    | Market Survey               | 31,569  |
| 2017 | Pulaski                                   | VA    | Class & Comp Plan           | 8,948   |
| 2017 | RC Hospital and Clinics                   | MN    | Class & Comp Study          |         |
| 2017 | Richland                                  | WA    | Class & Comp Study          | 53,019  |
| 2017 | Roanoke County                            | VA    | Benefits Survey             | 93,524  |
| 2017 | Robbinsdale                               | MN    | Comp Study                  | 14,302  |
| 2017 | Saginaw County                            | MI    | Class & Comp                | 195,012 |
| 2017 | Salem                                     | VA    | Class & Comp                | 25,483  |
| 2017 | Sammamish                                 | WA    | Class & Comp Study          | 50,169  |
| 2017 | Santa Fe                                  | NM    | Class & Comp Study          | 83,875  |
| 2017 | Shelby                                    | NC    | Class & Comp Study          | 20,325  |
| 2017 | Stacy                                     | MN    | Comp Plan                   | 1,426   |
| 2017 | Story County                              | IA    | Class & Comp Study          | 92,406  |
| 2017 | Topeka and Shawnee County Public Library  | KS    | Comp Study                  |         |

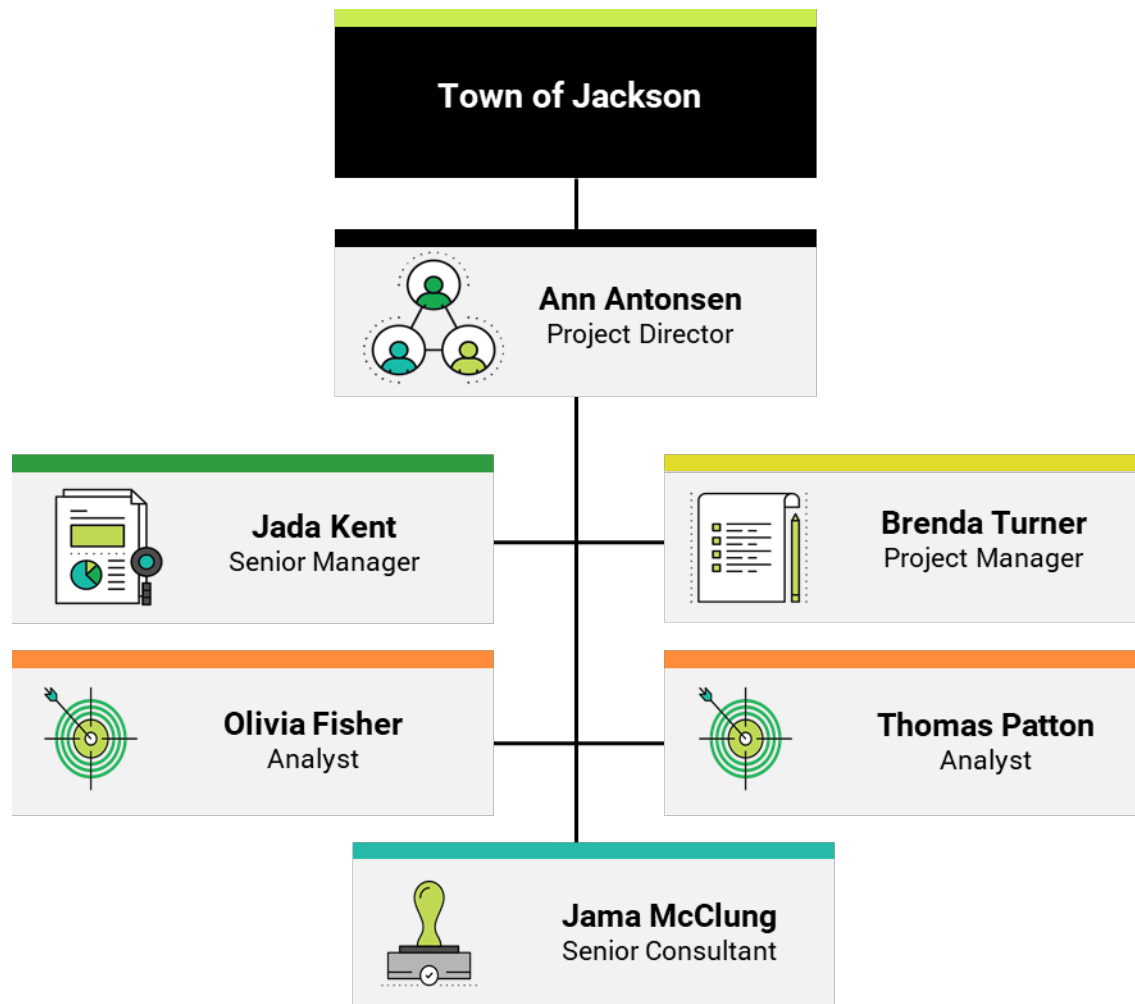
## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

### List of Relevant Projects: 2017 – Present

| Year | Client                                | State | Project            | Pop.   |
|------|---------------------------------------|-------|--------------------|--------|
| 2017 | Upper Trinity Regional Water District | TX    | Comp & Class Study |        |
| 2017 | Vienna                                | VA    | Class & Comp Study | 16,370 |
| 2017 | Watauga County                        | NC    | Class & Comp Study | 52,372 |
| 2017 | West Point Public Schools             | VA    | Class & Comp Study |        |
| 2017 | Wyoming                               | MN    | Market Survey      | 7,750  |
| 2017 | Yellow Medicine County                | MN    | Market Survey      | 9,875  |

### c. Project manager and key staff

*Organizational chart*





## 1. AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

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### *Availability, continuity and accessibility*

Baker Tilly will work with the Town of Jackson and the Town's designated point of contact - from the beginning - to establish a process for reliable and responsive communication regarding updates on the process and possible next steps.

Baker Tilly will develop a communications strategy to inform employees of job evaluation and pay grade assignments. Employee communications will be developed explaining the study methodology, employee input opportunities, study recommendations and the process used for reviewing requests for reconsideration by employees who do not agree with the assigned classification. The consultant will participate in the review of employee requests for reconsideration.

We believe that timely, effective and concise information is one of the most important components of any successful project. We take pride in acquiring clients that will serve as future references for our responsive service and we commit to providing on-going communications and dialogue in a way that will support a transparent and trustworthy relationship into the future.

### **Phone calls**

We are very responsive to phone calls which are generally returned within 24 hours or the next business day.

### **E-mails or written questions**

We are very responsive to emails or written questions which are generally returned within 24 hours or the next business day.

### **d. Litigation**

In the normal course of business as a large accounting and advisory firm, Baker Tilly may be made a party to litigation alleging various common law and statutory violations. While Baker Tilly expects to resolve all pending matters without any material detrimental impact to the firm, like most accounting firms of any size, the firm does not disclose or discuss its litigation. Litigation is generally disposed of in the normal course of business and under any applicable professional indemnity insurance policy. We enjoy the benefits of a positive reputation.

## 2. Statement of methods and procedures

*Baker Tilly is uniquely positioned to assist the Town of Jackson to ensure an equitable, competitive classification/compensation system is in place that supports your mission of competent, expeditious, courteous and cost-effective services.*

### a. Our understanding of Jackson's needs

The Town of Jackson, located in northwestern Wyoming has a population of approximately 10,000. The Town is a year-round resort community, as the southern gateway to Grand Teton and Yellowstone National Parks and home to three world class ski resorts. The Town is seeking the assistance of a qualified consultant or firm to review and provide recommendations for improvement to its classification and compensation system. The Town has one classification plan for all employees which is a Pay Band and salary range system consisting of 31 pay bands (pay ranges) and 19 steps shown between the minimum and maximum. Each step has 2.5% between steps, however the Town does not require employees to be placed 'on' a step. The percentage between the minimum and maximum is currently 64% and there are concerns this is far too large of a range. The last salary survey was conducted in 2006, in conjunction with Teton County, WY. During the national economic downturn and at the start of the COVID recession, wages were frozen. The Town is currently struggling to attract CDL operators, qualified support staff positions and higher end professionals. With the serious lack of applicants for many positions, the Town finds that in some positions salaries are not able to compete with the local market. A thorough compensation and classification study and analysis of the Town and those organizations that draw on a shared labor market will indicate the Town's current position and its ability now and, in the future, to recruit and retain talented employees to provide quality services to the Town's citizens.

#### *Proposed solution to meet Jackson's needs*

Baker Tilly possesses the requisite knowledge, skills and experience to provide the Town with a tailored solution that will meet your organization's classification and compensation goals.

| WHAT WE HEARD YOU SEEK      | HOW WE WILL DELIVER                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Internal equity          | <ul style="list-style-type: none"><li>– We will review all positions to ensure position titles adequately reflect the nature and level of work performed and provide recommendations for adjustments as necessary.</li><li>– We will conduct SAFE® job evaluations which measure all jobs against 9 compensable factors and results in a hierarchy reflective of your organizations internal equity.</li></ul> |
| 2. External competitiveness | <ul style="list-style-type: none"><li>– We will partner with your organization to identify competitive and comparative peer organizations.</li><li>– We will distribute a custom market survey to collect base pay information for benchmark positions. This includes</li></ul>                                                                                                                                |

## 2. STATEMENT OF METHODS AND PROCEDURES

| WHAT WE HEARD YOU SEEK      | HOW WE WILL DELIVER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <p>comparative data collection on fringe benefit programs and stipends.</p> <ul style="list-style-type: none"> <li>– After conducting quality control assessments on the data, we will present the results to the project team to discuss the organizations desired position within the market.</li> </ul>                                                                                                                                                                                                                                                                                      |
| <b>3. Job descriptions</b>  | <ul style="list-style-type: none"> <li>– We will establish new position descriptions using employee submitted information about their position using our Position Analysis Questionnaire (PAQ).</li> <li>– New descriptions will reflect results of the study to include title adjustments, minimum qualification changes, FLSA changes, etc.</li> <li>– We will provide drafts to your organization for review and incorporate feedback as necessary or appropriate into the final drafts.</li> </ul>                                                                                          |
| <b>4. Pay plan</b>          | <ul style="list-style-type: none"> <li>– We will build a new pay structure that meets the organization's compensation philosophy and business goals, such as a \$15.00 minimum wage.</li> <li>– We will assign positions to the new pay structure with consideration to internal equity and external competitiveness. The relationship will be tested with a regression analysis to identify outliers.</li> <li>– We will calculate the cost of 3 different scenarios for implementing the new class and comp system to provide the organization with multiple options for adoption.</li> </ul> |
| <b>5. Executive summary</b> | <ul style="list-style-type: none"> <li>– A final report will document the project methodology, the findings and our recommendations based on those findings.</li> <li>– We will provide a formal presentation of the results to executive staff as well as an informal presentation for employees to learn about the results of the study.</li> </ul>                                                                                                                                                                                                                                           |
| <b>6. Internal equity</b>   | <ul style="list-style-type: none"> <li>– We will review all positions to ensure position titles adequately reflect the nature and level of work performed and provide recommendations for adjustments as necessary.</li> <li>– We will conduct SAFE® job evaluations which measure all jobs against 9 compensable factors and results in a hierarchy reflective of your organizations internal equity.</li> </ul>                                                                                                                                                                               |

In summary, extensive expertise, human capital consulting experience and a collaborative approach positions Baker Tilly as an exceptional firm to serve your human capital needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

## 2. STATEMENT OF METHODS AND PROCEDURES

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### *Scope of services*

Baker Tilly will conduct a comprehensive compensation study and analysis for the Town's approximately positions 68 main positions and approximately 34 advancement (approximately 130 full-time and part-time employees and 30 seasonal employees). Baker Tilly will assist the Town in the review and analysis of the current compensation system, evaluating internal equity and recommendations for improvements to the existing system or development of a new system which meets the goals established by the Town of Jackson. The proposed system will be understandable and explainable to administration, elected officials, employees and citizens and can be maintained by the Town. The system will allow the Town of Jackson to recruit and retain quality, qualified employees and will be competitive with comparable organizations. The system Baker Tilly will develop will:

- Establish fair and equitable compensation relationships between positions within the Town
- Reflect relevant market conditions outside the organization
- Apply to all Town positions professionally, consistently and objectively
- Include employee input and participation as an integral part of the study process
- Provide a strategic plan for implementation and ongoing maintenance in accordance with best practices

### *Proposed solution to meet Jackson's needs*

Baker Tilly would value the opportunity to assist the Town with its compensation study. Our experience working with other comparable government entities in Wisconsin and the Midwest gives us a thorough understanding of the scope of the study that the Town is seeking.

#### **THE SERVICES TO BE PROVIDED BY BAKER TILLY INCLUDE:**

- Meetings conducted with administration, department heads and other relevant staff to gain an understanding of the needs and expectations of the Town and to collect information on the Town and department structure, operations and staffing
- Conduct employee orientation meetings; employees and supervisors complete Position Analysis Questionnaires (PAQs)
- Analyze and develop/update job descriptions
- Evaluate positions to determine internal comparability of Town positions
- Review FLSA status of Town positions
- Develop and conduct a comprehensive salary and benefits survey of comparable organizations selected in conjunction with the Town. Survey information is requested directly from the selected participants. Baker Tilly does not rely on published survey information for public sector participants; this information is used to supplement information collected directly from the selected survey participants. We use a variety of resources to collect relevant private sector information. Summaries of Town positions are included in the survey instrument to ensure comparability of positions.
- Provide recommendations for revisions to the Town's current compensation plan, including options for implementation based on the Town's financial resources that will enable the Town to recruit and retain qualified employees, is competitive in the established market, eliminates compression and ensures fair and equitable internal compensation of Town positions

## 2. STATEMENT OF METHODS AND PROCEDURES

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### THE SERVICES TO BE PROVIDED BY BAKER TILLY INCLUDE:

- Provide a manual and training of key Town employees on maintaining the compensation plan, how to place new positions within the classification, evaluation and compensation system and how to ensure the system remains internally equitable and competitive with the Town's established market
- Presentation of study findings and final report to the Town

The manner in which we approach a project takes into consideration two key variables: *process credibility* and *outcome credibility*. Process credibility is the realization to all involved, in particular Town staff, that the methodology used is credible, reasonable and fair to all concerned. In addition, the information and communication must be transparent, honest and timely. Outcome credibility is the realization that the information and data used to develop the findings and conclusions is comprehensive, complete and applied consistently and appropriately without bias or preference to any particular person, persons or individual agenda. If these two objectives are realized, the recommendations, outcomes and future implementation are based on a strong foundation. This distinction is unique in our business and is a contributing factor to the benefits and strengths of the Baker Tilly team.

In summary, extensive expertise, human capital consulting experience and a collaborative approach positions Baker Tilly as the most logical choice to serve the Town of Jackson's needs.

We are confident that you will find our assertions substantiated by the information presented in this proposal and the comments provided by our references. We look forward to a successful and lasting relationship.

As described in this proposal and outlined below, Baker Tilly is an ideal candidate for meeting your needs. Choose Baker Tilly and you will be joining forces with a strategic ally with vast experience in collaboration with clients. We offer the requisite depth of experience, knowledge and skills to effectively meet the Town's needs. Jackson will receive a solution tailored to your needs and objectives from our collaborative process.

The proposed project approach and study methodology are outlined below. The scope of services, tasks and staffing necessary to successfully complete this project are discussed in subsequent sections of this proposal. The project approach was developed to include employee and management involvement and communication as requested by the Town of Jackson. Baker Tilly is willing to adjust any aspect of this study to respond to the Town's needs.

### **Project initiation**

The Baker Tilly Project Director will meet with the designated Town staff and appropriate officials to establish working relationships and to finalize a comprehensive work plan and timetable. At these meetings we will request that the designated project manager provide us with the background materials necessary to conduct this study, including current job descriptions, classification and compensation documents, the Town's personnel policies, fringe benefit information and other relevant data. This information will be evaluated to determine the status of existing human resource management programs and to identify apparent issues and opportunities.

## 2. STATEMENT OF METHODS AND PROCEDURES

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The purpose of the meeting(s) is to:

- Introduce the Project Director and the consulting team
- Discuss the background and experience of Baker Tilly and the consulting team
- Discuss, in detail, the methodology to be used in conducting the study, the role of the consulting team, management and the employees, and the amount and type of employee participation
- Ascertain the major issues the Town wants the study to address
- Review the project schedule and determine significant milestones
- Determine the frequency and content of status reports
- Discuss methods of communicating the status of the study to employees

Baker Tilly will also meet with department heads as a group and request department heads to complete a questionnaire to become familiar with department structure and service levels, hiring and retention issues, any concerns with the current compensation plan and any other issues that may need to be addressed during the study.

### **Data collection**

Success in a classification and compensation review requires meaningful employee involvement and transparency, employees play a major role in providing the data needed for this study. Therefore, it is imperative that employees receive information about your study and why it is being conducted, be given opportunities for employee involvement throughout the process, learn the expected outcomes, as well as have the opportunity to ask questions and express concerns.

Baker Tilly will conduct employee informational meetings to introduce your study, explain study procedures and answer any questions employees may have about the process. These meetings will be scheduled and conducted to ensure that all employees have an opportunity to attend and so as not to disrupt Town operations.

Baker Tilly will introduce the Position Analysis Questionnaire (PAQ) at this time. The questionnaire provides an opportunity for each employee to provide input on essential job functions, education, training, certifications, licenses and experience requirements of their position and provide input on the various job factors which apply to their position. Employees will also identify the specific physical requirements and working conditions of their position to assist Baker Tilly with the review for compliance with the Americans with Disabilities Act (ADA). Baker Tilly will spend time at the meeting reviewing the PAQ and responding to employee questions. The information gathered from the PAQs will provide information to analyze/update/develop the Town's current job descriptions, during the job evaluation process, and to assist in the collection and analysis of wage data from comparable organizations. Baker Tilly has developed an innovative and proprietary *online* PAQ. Any employee who is comfortable using a smartphone, tablet or computer will find the online instrument very user-friendly and efficient. We find most organizations have at least 90% of their workforce positioned to utilize the online PAQ, and its use adds great value and efficiency to our studies. For a small subsection of employees, we can accommodate handwritten hardcopies when necessary.

During the informational meeting(s), we will also explain the supervisors' roles in completing and signing off on the PAQs. The questionnaire is designed to allow supervisors to comment on employee responses without altering employee responses. This allows the consultant to review complete,

## 2. STATEMENT OF METHODS AND PROCEDURES

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unedited responses from employees and supervisors. In instances where the employee and supervisor view the position requirements differently, Baker Tilly will conduct job audits (as necessary) to obtain more information. Audits will be scheduled to minimize disruption to Town operations. If necessary, meetings can be scheduled at the beginning or end of a shift to facilitate employee attendance.

Based on the information collected through your PAQs and any job audits, a consistent program of job classification will be developed. This will include well-defined class descriptions for each position. It will also include the assignment of each employee to the appropriate class with respect to duties and responsibilities, skills and abilities and minimum education and experience requirements.

The new class descriptions will include a position title, general definition of work, essential functions, examples of typical tasks, necessary minimum knowledge, skills and abilities, education and experience requirements and special qualifications, if any. Special attention will be given to ensuring that bona fide occupational qualifications, licensing, certification and special training, if dictated by standards of practice and/or job requirements, are included as minimum qualifications of classes.

Your consulting team will consolidate specific job titles and descriptions, where appropriate, in order to significantly reduce the number of job titles and job descriptions. Consolidating job titles and descriptions will facilitate efficient administration of your classification plan.

A sample PAQ is provided in **Appendix II**.

### **Review of classifications and class descriptions**

Over time, position titles may become inconsistent, inaccurate or even inflated. An appropriate job title should reflect the nature and level of work performed in that job. Baker Tilly will review the Town's position titles and provide recommendations for adjustments, consolidations, and/or reclassifications as necessary. Standardizing formatting, spelling and use of abbreviations can significantly impact the administration of a classification system. These relatively minor adjustments can lead to easier recruiting/hiring as it takes the guessing out of searching through job postings. Additionally, standardizing job titles can help employees better understand their role within the organization as they come to better understand adjacent roles they interact with.

The Baker Tilly project team will prepare a preliminary list of employee classifications, develop draft class descriptions and submit them, in Microsoft Word format, to the Town's human resources department to disseminate to employees and department leaders for review, changes and comments. Our pricing level assumes that Town administrative staff will make edits and adjustments to the job descriptions based upon employee and department leader feedback before submitting the second draft version of class descriptions for our review. The consulting team will review the comments and consider adjustments based upon the comments received. After all suggested changes have been evaluated, final classification decisions will be made, and the class descriptions finalized.

### ***FLSA analysis***

Baker Tilly will conduct a review of FLSA designation to assist the Town with application of exempt and non-exempt status. Our review will be based on existing documentation describing each position as well as new documentation (PAQs) to ensure a complete picture of the work performed is taken into consideration. If our recommendations depart from existing exempt/non-exempt status, we will provide rationale for our recommendation as it applies to the Department of Labor guidance for exemption tests.



## 2. STATEMENT OF METHODS AND PROCEDURES

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*Please note that Baker Tilly's recommendations on FLSA regulations are based on our staff's non-legal interpretation of the Department of Labor guidance. Baker Tilly is not engaged in the practice of law and cannot provide legal guidance on FLSA matters. We recommend that clients obtain separate legal review of all positions vis-à-vis FLSA decisions.*

### **Market survey**

In order to determine appropriate salary levels of positions in the workforce and address the issue of comparable compensation, Baker Tilly will conduct an extensive salary and benefits survey to compare Town positions with analogous positions in other comparable agencies in the area labor market. By gathering and analyzing information on wages, wage equivalents and benefits, a comparison of total compensation can be reviewed in comparison to the Town's established market area. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth and other relevant factors. The study team will consult with the Town management and designated staff in identifying the appropriate sources of survey data, which will include public and private sector organizations. Baker Tilly will develop the salary survey in conjunction with the Town.

It is recommended that potential survey data pertain to organizations comparable to the Town, relate to those organizations with which the Town is competing for employees and represent the appropriate labor market.

There are different labor markets for positions. Some positions are recruited from the local area, while others are recruited regionally and/or nationally. The consulting team will work closely with Town staff in determining the appropriate labor market for positions.

### **Benefits comparison**

In addition to base pay, Baker Tilly's custom market survey will collect data on peer pay plans, pay policies/practices and fringe benefit offerings, such as health insurance, retirement and paid time off programs, supplemental pay, stipends and benefits programs (i.e., tuition assistance, bonus programs, flexible work schedules, etc.) and total compensation costs at the organizational level.

Benefits results will be compiled and compared to your organization's fringe benefit offerings will be included in final report.

### **Job evaluation and development of pay plan**

While salary survey data will assist the Town in establishing its position in the competitive market, job evaluation is the mechanism that ensures that internal relationships are equitable. Baker Tilly has developed and copyrighted a job evaluation system known as *Systematic Analysis and Factor Evaluation* (SAFE®) system. The SAFE® system is a unique job evaluation method designed to measure job factors which apply specifically to local government. This system has been successfully used for many years throughout the country and has been reviewed by the United States District Court in conjunction with an Equal Employment Opportunity (EEO) suit and found acceptable to the Court.

The system rates and ranks jobs based on various skill levels and work factors. The result is an equitable and consistent method of evaluating jobs and relating positions to the compensation plan. The system facilitates proper and equitable comparisons between and among positions and minimizes the appearance of favoritism in evaluating, rating and ranking jobs.



## 2. STATEMENT OF METHODS AND PROCEDURES

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The elements considered in determining the relative value of classifications are:

- Training and ability
- Level of work
- Physical demands
- Independence of actions
- Supervision exercised
- Experience required
- Human relations skills
- Working conditions/hazards
- Impact on end results

This system can be maintained by the Town. Baker Tilly provides training to individuals assigned by the Town to this task on utilizing the SAFE® system to evaluate newly created positions and re-evaluate revised positions.

Furthermore, SAFE® has been tested in district court and found to be an acceptable means for measuring jobs consistent with federal and state legislation related to the Equal Pay Act. Therefore, the Town can trust that our tools are capable and legally recognized as an appropriate vehicle for ensuring positions are internally equitable in your organization.

Based on the wage and benefits data analysis and the job evaluation system, Baker Tilly will develop a recommended compensation plan. The plan will be developed in accordance with information obtained from the Town regarding its pay philosophy as well as goals and objectives established for its compensation program, including the option for a performance based component. In the development of the proposed compensation plan, Baker Tilly will attempt to equal the market rate for all positions and identify any deviations from the market rate in writing in the Final Report prepared for the Town. Baker Tilly will review options with the Town to address compensation plan structure, the spread for pay ranges, the relationship between ranges and adjustments needed to ensure that the Town remains competitive with the labor market.

### **Review of the Town of the Jackson's compensation philosophy**

A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion.

## 2. STATEMENT OF METHODS AND PROCEDURES

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As part of your study, it is recommended that the Town consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining your market area
- Developing a system that establishes a “market rate” for each position and states the minimum wage and maximum rates that the Town will pay individuals within a position
- Establishing rates of pay that allows the Town to compete successfully for new employees within your market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds your expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets your expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, Town officials and the public

### **Employee communications**

Baker Tilly will develop a communication strategy to inform employees of job evaluation and pay grade assignments. Employee communication will be developed, explaining the study methodology, employee input opportunities, study recommendations and the process used for reviewing requests for reconsideration by employees who do not agree with the assigned classification. The consultant will participate in the review of employee requests for reconsideration.

### **Implementation strategy**

At the conclusion of your study, Baker Tilly will work with the staff in developing a plan for implementing the study recommendations. The plan will coincide with the needs of the Town and the employees while maintaining the Town’s financial integrity. An estimate of the cost of implementation will be provided.

### **Staff training**

At the conclusion of the study, Baker Tilly will train members of the staff in the methodology used to develop, maintain and update all aspects of your classification and compensation plan and how to determine the validity of requests for reclassification. The training program will include the rating, ranking and salary grade assignments of positions. Instruction manuals pertaining to the job evaluation system will be prepared and presented. The Baker Tilly team will remain available to the staff for additional consultation after your study has been completed.

### **Final report**

The final report will contain the following:

- Detailed study methodology
- Discussion of your consulting team's findings, conclusions and recommendations regarding employee classification, salary structure, compensation philosophy, fringe benefits, compensation plan, estimated cost and implementation plan
- List of positions and the assignment of each to the compensation plan
- FLSA Status recommendations for all positions
- Salary and benefits survey results
- Job evaluation factor analysis for each position

### **b. Our understanding of economic conditions and regional and resort community labor market**

Baker Tilly has worked with multiple communities across the Country which face similar circumstances to the Town of Jackson with the designation as a tourist destination. This brings challenges and variables in several areas of the study. Resort communities have a unique community culture which blends year round residents with the influx of seasonal visitors, which bring challenges to the employees in the community and in providing services not only to residents but to visitors as well. In addition, there is an impact on the cost of living of the residents of the community and in providing the wages and benefits that enable them the ability to afford housing, etc. Baker Tilly works with these communities to determine the appropriate market comparisons.

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## 3. Structure and content of work product

### a. Work product structure and presentation

#### *Pay policy recommendations*

Changes to your classification and compensation system may impact existing pay policies and practices. Therefore, we will work with the Town's project team to identify impacted policies and make recommendations for adjustments. These may include the following scenarios:

- **Hiring, promotion, reclassification:** establishing guidelines for which employee can be paid above the starting minimum for the pay range
- **Supplemental pay:** pay for special skills or competencies greater than the minimum requirements, shift differentials, on-call or call back pay, etc.
- **Pay adjustments:** language describing how and when increases and pay structure adjustments will take place

#### *On-going maintenance*

While the Town's team will be fully trained and able to maintain its new classification and compensation system, Baker Tilly often provides ongoing maintenance to clients after the completion of a study. Post-contract advisory and/or maintenance services include:

- pay structure updates (research and/or application)
- reclassification requests
- FLSA status review
- addition of new or revised positions
- consolidation of existing positions
- new job descriptions
- formal appeals process

This is not included in the scope of this project but is recommended if the Town might foresee a need to address any of the above listed tasks through an unaffiliated third party and/or if the human resources staff may not have capacity to handle these requests internally.

## 4. Project time table

*Baker Tilly takes pride in meeting its time commitments.*

### a. Anticipated start and completion date

Baker Tilly is prepared to initiate your classification and compensation study within two weeks after receiving the official notice to proceed. A detailed project schedule will be provided at the commencement of your study.

*There are factors that impact the project schedule which are beyond the consulting team's control. The proposed schedule provided below is contingent upon the timely receipt of necessary data (from the client, from employees, and from peer organizations included in the market study) as well as the Town's availability to schedule meetings and review preliminary information which can greatly impact the advancement of the project.*

| TOWN OF JACKSON, WYOMING<br>CLASSIFICATION AND COMPENSATION STUDY                                                                                        |                                                                                                                                               |                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Activity                                                                                                                                                 | Dependency                                                                                                                                    | Target dates            |
| <b>Project initiation:</b> project planning meetings, data collection, leadership and employee communication sessions, PAQs collected                    | Authorization to proceed                                                                                                                      | Feb. 2022 – March 2022  |
| <b>Market assessment:</b> custom market survey prepared and distributed, collected data compiled and analyzed, results reviewed                          | Peers identified, job summaries and draft survey approved, market review scheduled and attended, feedback on desired market position provided | March 2022 – April 2022 |
| <b>Position review, job evaluation:</b> title review and approval, initial job evaluation, SAFE® training, job evaluation scores finalized               | Feedback on title recommendations; schedule and attend SAFE® training, provide feedback on SAFE® designations                                 | April 2022 – May 2022   |
| <b>Pay plan development:</b> draft pay plan(s) developed, grade assignments established and reviewed, implementation options calculated                  | Schedule and attend review of draft pay plan, provides updated employee census, approve implementation scenarios                              | May 2022 – June 2022    |
| <b>Job description development:</b> draft job descriptions are developed from employee completed PAQs; reviewed and finalized                            | Facilitate internal review, provide feedback on drafts                                                                                        | June 2022 – July 2022   |
| <b>Project completion:</b> draft final report prepared and approved, final presentations scheduled and conducted, staff training scheduled and conducted | Review and provide feedback on final report, schedule final presentations, schedule and attend training                                       | July 2022               |

### *Remote vs. in-person work*



For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm continues to allow all professionals to work remotely.

We are prepared to deliver an exceptional study entirely remotely if so desired. The Town's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the Town are not able to meet in person, we utilize Microsoft Teams to quickly set up online meetings.

Technology plays a central role in maintaining open, clear lines of communication. Our client portal, **Huddle**, offers an easy way to access your documents, transfer data and exchange information with us on a 24/7 basis, when it's convenient for you. This secure online collaborative workspace allows you to share content at any time.



However, should the Town desire in-person meetings, we are equally prepared to do so.

### **b. Techniques to keep town abreast of progress and meet proposal timeline**

We understand that our clients are tasked with important objectives and often do not have the ability to stop serving their community to review project results. To that end, we ask for our clients to be realistic in scheduling project milestones and to always anticipate delays – especially when it comes to collecting data such as employee PAQs and salary information from peer organizations. Our proposed project timelines have *some* flexibility built in to account for expected delays and the Public Sector Advisory team has a deep bench of experienced professionals that can and will stand in, as necessary, should an issue arise on our side.

**Our team has the ability and availability to complete this project for Jackson on time and on budget.** We use a dynamic scheduling tool that ensures your project is staffed with the proper personnel. If we are awarded this project, the personnel listed in this proposal will be scheduled to meet the timelines requested by the Town. To ensure your objectives are met and to assist team members in managing their commitments, Baker Tilly employs the following scheduling and planning strategies and tools:

- **Dedicated teams with clearly defined roles and responsibilities.** The proposed team is structured to assure the Town that we can escalate any issues quickly, be available to you when you need us and meet your needs creatively, without overburdening individual team members.
- **Staff scheduling tools and resources.** Using weekly availability reports, dedicated resource management coordinators help ensure our professionals' commitments do not exceed their capacity to deliver high-quality services for the Town.
- **Flexible staffing ratios depending on project needs, including a high ratio of dedicated partner and manager resources.** We work to balance workloads for individuals via advance planning and integrate additional subject-matter specialists and support staff where appropriate.

#### 4. PROJECT TIME TABLE

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Our specialized human capital practice always has current projects of varying stages in progress. We meet all of our clients' deadlines and needs through a scheduling process that matches the experience required for a particular project with the team members best suited to provide quality services.

With seven professionals dedicated to human capital projects, the proposed team can cost-effectively access the breadth and depth of skills you need to meet your objectives, however much support you may require. Our deep bench of experienced consultants enables us to assign additional specialized consulting staff as needed to support the execution of project deliverables.

We are confident that, based on our existing schedules, commitments to clients and absolute adherence to our internal standards of service delivery, quality, integrity, efficiency, responsiveness and results, the proposed project director will be available to begin your CCC on short notice. Typically, we can launch a project within 10 days of receiving an official notice to proceed.

## 5. References

*We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for the Town.*

### *Demonstrating successful relationships with similar clients*

We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly. Each client will offer a different perspective as you consider your own needs.

#### **CITY OF BELLINGHAM, WASHINGTON**

|                 |                                                                                                                                     |              |                                                            |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------|
| <b>Name</b>     | Ameleah Sullivan                                                                                                                    | <b>Title</b> | Senior HR Analyst                                          |
| <b>Phone</b>    | +1 (360) 778 8223                                                                                                                   | <b>Email</b> | <a href="mailto:amsullivan@cob.org">amsullivan@cob.org</a> |
| <b>Address</b>  | 104 Magnolia Street, Suite 308, Bellingham, WA 98225                                                                                |              |                                                            |
| <b>Services</b> | Classification and compensation study for Teamsters bargaining unit – 2019<br>Classification and compensation study – E Team - 2021 |              |                                                            |

#### **CITY OF BURNSVILLE, MINNESOTA**

|                 |                                                     |              |                                                                                  |
|-----------------|-----------------------------------------------------|--------------|----------------------------------------------------------------------------------|
| <b>Name</b>     | Beth Wacholz                                        | <b>Title</b> | Human Resources Coordinator                                                      |
| <b>Phone</b>    | +1 (952) 895 4472                                   | <b>Email</b> | <a href="mailto:beth.wacholz@burnsvillemn.gov">beth.wacholz@burnsvillemn.gov</a> |
| <b>Address</b>  | 100 Civic Center Parkway, Burnsville, MN 55337      |              |                                                                                  |
| <b>Services</b> | Comprehensive classification and compensation study |              |                                                                                  |

#### **CITY OF MIDDLETON, WISCONSIN**

|                 |                                                                                                    |              |                                                                          |
|-----------------|----------------------------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------|
| <b>Name</b>     | Mike Davis                                                                                         | <b>Title</b> | City Administrator                                                       |
| <b>Phone</b>    | +1 (608) 821 8358                                                                                  | <b>Email</b> | <a href="mailto:mdavis@ci.middleton.wi.us">mdavis@ci.middleton.wi.us</a> |
| <b>Address</b>  | 7426 Hubbard Avenue, Middleton, WI 53562                                                           |              |                                                                          |
| <b>Services</b> | Comprehensive classification and compensation study; on-going support and compensation plan update |              |                                                                          |

#### **SHERBURNE COUNTY, MINNESOTA**

|                 |                                                                                                                                     |              |                                                                                          |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------|
| <b>Name</b>     | Tammy Bigelow                                                                                                                       | <b>Title</b> | Human Resources Director                                                                 |
| <b>Phone</b>    | +1 (763) 765 3008                                                                                                                   | <b>Email</b> | <a href="mailto:Tamara.bigelow@co.sherburne.mn.us">Tamara.bigelow@co.sherburne.mn.us</a> |
| <b>Address</b>  | 13880 Business Center Drive NW, Elk River, MN 55330                                                                                 |              |                                                                                          |
| <b>Services</b> | Comprehensive classification and compensation study, on-going support, market update, administrative support study – 2015 & current |              |                                                                                          |



| CITY OF WHEATON, ILLINOIS |                                                                                         |              |                                                                |
|---------------------------|-----------------------------------------------------------------------------------------|--------------|----------------------------------------------------------------|
| <b>Name</b>               | Holly Schulz                                                                            | <b>Title</b> | Director of Human Resources                                    |
| <b>Phone</b>              | +1 (630) 260 2015                                                                       | <b>Email</b> | <a href="mailto:hschulz@wheatonil.us">hschulz@wheatonil.us</a> |
| <b>Address</b>            | 303 West Wesley Street, Wheaton, IL 60187                                               |              |                                                                |
| <b>Services</b>           | Comprehensive classification and compensation study; market survey and on-going support |              |                                                                |

### PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

*At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' value — resulting in experience-based insights for the Town.*

## 6. Cost of services

*Our proposed fee allows for thorough and insightful advice from experienced professionals, providing a high value for fees*

### a. Detailed not-to-exceed cost estimate

#### *Professional fee*

Baker Tilly will perform all the tasks as described in the Town of Jackson's proposal for a fixed professional fee of **\$68,850**. This fee is based upon conducting a comprehensive classification and compensation review of 68 main positions and approximately 34 advancement positions (102 total positions). This proposal includes a maximum of two on-site visits by the project manager subject to the Town and/or Baker Tilly precautionary travel and personal contact measures in place due to COVID-19, for the safety of all employees. Baker Tilly maintains systems to facilitate virtual meetings for all study phases.

#### **INCLUDED IN COSTING**

##### **Compensation and classification study:**

- Distribution and collection of employees completed PAQs which will be used to review position titles, FLSA designations, conduct job evaluation, verify market matches and develop new job descriptions.
- Custom market survey including wages, benefits, stipends and additional information
- Development of new pay structure(s) and grade assignments with consideration to internal and external information verified through a regression analysis.
- Costing analysis for up to three implementation scenarios.
- Final report and delivery of communication plan which includes one formal presentation to executive staff and/or elected officials and one informal presentation to employees or designated staff.
- Client training with human resources staff to administer the new classification and compensation system

Baker Tilly would invoice the Town for work completed based on the following schedule:

| TIME OF INVOICE                                               | PERCENTAGE INVOICED | CUMULATIVE PERCENTAGE |
|---------------------------------------------------------------|---------------------|-----------------------|
| Completion of project initiation (or employee orientation)    | 25%                 | 25%                   |
| Completion of Position Analysis Questionnaires                | 25%                 | 50%                   |
| Distribution of Comprehensive Market Survey                   | 20%                 | 70%                   |
| Completion of draft pay structure(s) or pay structure updates | 20%                 | 90%                   |
| Completion of final report                                    | 10%                 | 100%                  |

### *Out-of-pocket expenses*

Baker Tilly would charge the Town at cost for actual out-of-pocket expenses. Out-of-pocket expenses include, but are not limited to, travel and sustenance, overnight or messenger deliveries, conference calling beyond our internal capabilities, photocopying and mailing costs. Direct out-of-pocket expenses are not expected to exceed **\$3,000** for the project.

### *Best and final offer*

Our experience has shown that the greatest risk in a study of this nature is the Town's ability to conduct an "apples to apples" comparison of the services recommended by different vendors. From various approaches to measuring internal equity, to quality control standards of market data, and even perceived best practices in the design and implementation of a pay structure – then, how those aspects are priced by responding firms. Baker Tilly's staff understands the impact these differences can have on project deliverables including the overall ability to adopt the results. We would welcome the opportunity to discuss the advantages and disadvantages of our approach to assist your organization making an informed decision about its study.

If Baker Tilly is identified as a provider of choice but our professional fees or timeline exceed those of other submittals, we would be pleased to review the competing scope of services and prepare a best and final offer relative to those modified deliverable expectation.

### *Negotiations*

If selected, we will provide the Town of Jackson with our standard engagement terms. Should the Town wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.



## **Appendix I: Project team resumes**

## DIRECTOR

# Ann Antonsen

*Ann Antonsen, a director with Baker Tilly, has been with the firm since 2005.*



### **Baker Tilly US, LLP**

380 Jackson Street  
Suite 300  
Saint Paul, MN 55101  
United States

T: +1 (651) 223 3057  
[ann.antonsen@bakertilly.com](mailto:ann.antonsen@bakertilly.com)

**bakertilly.com**

## Education

Bachelor of Arts in psychology  
University of Minnesota-  
Minneapolis

Ann is a consultant with a strong background in organizational management and human resources which she uses effectively in developing position analyses, classification and compensation studies, performance management, evaluation system development and staff training for the public sector. She is dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies.

## Specific experience

- Performs organizational assessments and studies, revises and develops personnel policies and manuals and conducts organizational management training and provides general human resources assistance
- Strong background in organizational management and human resources
- Experience serving government organizations
- Provides human resources management services for large suburban communities and regional centers
- Human resources experience in both public associations and private corporations

## Industry involvement

- International Public Management Association in Human Resources (IPMA)

## MANAGER

# Jada Kent, CCP

*Jada Kent, a manager at Baker Tilly, has been with the firm since 2015.*



### **Baker Tilly US, LLP**

2500 Dallas Parkway  
Suite 300  
Plano, TX 75093  
United States

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[jada.kent@bakertilly.com](mailto:jada.kent@bakertilly.com)

**[bakertilly.com](http://bakertilly.com)**

## Education

Master of Public Administration  
(MPA)  
University of Texas – Dallas

Bachelor of Arts, U.S. history  
University of North Texas  
(Denton, TX)

Jada is a Manager in the Plano, TX office experienced in providing comprehensive classification and compensation services to public sector organizations. Prior to this role, she provided other Management Consulting Services within Baker Tilly, such as Organization Management and Executive Recruitment. Before joining Baker Tilly, Jada served in the United States Army and the Texas Air National Guard, respectively, as a Public Affairs Specialist.

## Specific experience

- Base pay structure design
- Compensation philosophy design
- FLSA review; job classification/job architecture
- Job description development
- Job evaluation (Point Factor)
- Market survey and analysis
- Pay compression analysis
- Pay equity analysis
- Pay plan/project implementation
- Pay policy development
- Supervisor/management training
- Compensation consulting experience in Arizona, Connecticut, Florida, Indiana, Iowa, Louisiana, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Mexico, North Carolina, Ohio, Oregon, Pennsylvania, Tennessee, Texas, Virginia, Washington, Wisconsin
- Compensation consulting experience with: Cities, Counties, State Legislatures, Judicial Branch, Libraries, Housing Authorities, Municipal Associations, Power Agencies, Transportation Authorities, Utilities, and Water/Wastewater Authorities

## Industry involvement

- North Texas Compensation Association (NTCA)
- International Public Management Association for Human Resources (IPMA-HR)
- National Forum for Black Public Administrators (NFBPA), North Texas Chapter

## MANAGER

# Jada Kent, CCP

Page 2

## Continuing professional education

- Certified Compensation Professional (CCP)

## Industry/Community Involvement

- North Texas Compensation Association (NTCA)
- NTCA Compensation Career Exploration Program Committee
- World at Work, Total Rewards Association
- International Public Management Association for Human Resources (IPMA-HR)
- North Texas Chapter, National Forum for Black Public Administrators (NFBPA)

## Thought Leadership

- “Your organization’s compensation philosophy: what is it, what should it contain and why is it important?” Accelerated Indiana Municipalities Ideas Summit 2021
- “Implementing a successful Classification and Compensation Study,” Wisconsin GFOA Human Resources Conference, September 2021
- “In a World Competing for Hard-to-find Talent, Skill-Based Pay can be your Secret Weapon,” Illinois County/County Management Association Newsletter September 2021
- “Salary benchmarking: selecting peer organizations for comparison,” [bakertilly.com](https://www.bakertilly.com) 2021
- Panelist on “Talent management in a post-pandemic world”, Resiliency on the Rise: Baker Tilly Public Sector Virtual Summit, June 2021
- “Don’t be a (title) creep,” [bakertilly.com](https://www.bakertilly.com) 2021
- “Keeping classification and compensation up-to-date during COVID-19,” CommuniTIES: A Baker Tilly public sector podcast, October 2020
- Panelist on “How to attract and retain talent in organizations,” University of Texas at Dallas, Public & Nonprofit Management Program 2020

## PROJECT MANAGER

# Brenda Turner, CCP

*Brenda Turner, a project manager with Baker Tilly, joined the firm in 2020.*



### **Baker Tilly US, LLP**

2500 Dallas Parkway  
Suite 300  
Plano, TX 75093  
United States

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[brenda.turner@bakertilly.com](mailto:brenda.turner@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## Education

Master of Business  
Administration  
University of Texas (Dallas, Texas)

Bachelor of Business Administration  
Dallas Baptist University

Brenda is a project manager in Baker Tilly's human capital practice. She is experienced in providing compensation design, implementation and program management services in a variety of industries. Before joining Baker Tilly, Brenda served in compensation leadership and analyst roles in the airline and technology industries. She has also served in finance and accounting roles in the hospitality and technology industries.

## Specific experience

- Compensation structure design and implementation, including market-based and point factor approaches
- FLSA and internal pay equity analysis and implementation
- Job documentation and job description development and publication
- Base salary, short term and long term incentive design and program management
- Executive compensation VP to C-Suite to CEO program design and management
- Organization transactions (M&A, IPO, Private Equity)
- Compensation management technology design, implementation and administration

## Industry involvement

- World at Work (WAW)
- Society for Human Resource Management (SHRM)

## Continuing professional education

- Certified Compensation Professional (CCP)



## SENIOR CONSULTANT

# Jama McClung

*Jama McClung, a senior consultant with Baker Tilly, has been with the firm since 2010.*



### **Baker Tilly US, LLP**

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Suite 800  
Tysons, VA 22182  
United States

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[jama.mcclung@bakertilly.com](mailto:jama.mcclung@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## **Education**

Coursework completed  
Glenville State College  
(Glenville, West Virginia)

Currently completing coursework  
toward a bachelor's degree in  
Business Administration

Jama joined Baker Tilly as part of the executive recruitment team. She now works as a consultant with the human capital team specializing in classification and compensation studies, performance evaluations and benefits review.

## **Specific experience**

- Specialty focus is classification and compensation studies, performance evaluations and benefits review
- Performed prior consulting support work as a capital project assistant for healthcare IT financial system conversions and IT infrastructure upgrades
- Served as a public finance assistant supporting senior living and healthcare public finance bankers

## ANALYST

# Olivia Fisher, SHRM-CP

*Olivia Fisher, an analyst with Baker Tilly, has been with the firm since 2019.*



### **Baker Tilly US, LLP**

8365 Keystone Crossing  
Suite 300  
Indianapolis, IN 46240  
United States

T: +1 (317) 465 1644  
[olivia.fischer@bakertilly.com](mailto:olivia.fischer@bakertilly.com)

**[bakertilly.com](http://bakertilly.com)**

## **Education**

Bachelor of Arts, international studies and Spanish  
Indiana University – City of Bloomington

Olivia is an analyst with a strong background in human resources, non-profit and hospitality work that she uses effectively in coordinating projects, collecting data and developing job descriptions. She assists in position analyses, classification and compensation studies. Olivia is committed in using her abilities and continued training to assist governmental agencies.

## **Specific experience**

- Specialty focus in classification and compensation studies, performance evaluations and benefits review
- Performs research and analysis work on various projects; gathers related project data and participates in the execution of various research and evaluation studies; assists in the preparation and development of recommendations based on findings; prepares related reports
- Experience in creating training and development plans in relation to an organization's strategies and objectives
- Experience in consultation, guidance and coaching, and project management
- Experience assisting organizations with the interpretation, application and resolution of employment topics and issues in various HR areas such as hiring, onboarding, training, employee handbooks and policies, performance management, demotions/promotions, conflict resolution, termination procedures, state/federal employment law, etc.
- Experience in non-profit work coordinating and directing multiple events and staff

## ANALYST

# Thomas Patton

*Thomas Patton, an analyst with Baker Tilly, has been with the firm since 2019.*



### **Baker Tilly US, LLP**

225 South Sixth Street  
Suite 2300  
Minneapolis, MN 55402  
United States

T: +1 (651) 223 3033  
[thomas.patton@bakertilly.com](mailto:thomas.patton@bakertilly.com)

[bakertilly.com](http://bakertilly.com)

## **Education**

Bachelor of Science, human  
resources development  
University of Minnesota – Twin  
Cities

Thomas is an analyst for the human capital practice, focusing on data collection and analysis, as well as job description formulation and writing. He contributes to the team's endeavors by securing quality data to facilitate successful compensation and benefits studies. Thomas also supports the team by drafting job descriptions for positions being studied within a project. His expertise assists the team through the coordination of projects and ensures smooth transitions between each phase. He brings an abundance of knowledge from working with governmental entities from states such as Arizona, Indiana, Kansas, Minnesota, Virginia, Washington and Wisconsin.

## **Specific experience**

- Assisting with compensation and benefit project coordination
- Collecting and submitting employee positional analysis questionnaires
- Coordinating compensation and benefit surveys
- Performing data entry and analysis
- Providing client support services



## **Appendix II: Sample documents**



Baker Tilly US, LLP  
225 South Sixth Street, Suite 2300  
Minneapolis, MN 55402

Tel: 651-223-3000

Fax: 651-223-3002

[www.bakertilly.com](http://www.bakertilly.com)

## Instructions for Completing Your Position Analysis Questionnaire

**Please read these instructions before completing your Position Analysis Questionnaire (PAQ).** This form is used to obtain information about your position and will be used to develop a class description. The questionnaire consists of multiple-choice and fill-in-the-blank questions; please be clear, accurate and complete. For multiple-choice questions, please check only the appropriate box on the left-hand side of the document; the right-hand box is for your supervisor or department/division head to complete; **check only one box per question, except for question 20 and the American with Disabilities Act section. Please complete and return the PAQ to your supervisor.**

### Tips for Completing Your PAQ

- Spell out acronyms – acronyms may be exclusive to your department and mean something else nationally or to another part of the organization
- Minimum Requirements – Answer the questions based on the minimum requirements needed to perform the duties of the position - you may have 10 years of experience, but would a new hire need that to do the job?
- Priority/Description of Duties – Question number nine (9) is the most important question, which requests the priority and description of your duties. This question provides you the opportunity to explain your day-to-day duties in your words.
  - Give this question extra thought and provide your response as clearly and completely as possible, so that someone who has never met you or performed your duties may understand what your job entails.
  - Think about your day, week, month and even year on the job; some major duties are performed annually.
  - Begin with your most important duty and continue on down to the least important duty.
  - Try to keep the description to one-line or short phrases; begin each statement with a verb. Avoid paragraphs.
  - As a percentage, indicate the amount of time that it takes for you to complete each of the described tasks. Please keep in mind that the most important duty may not take the highest percentage of time.
  - Percentages should total 100%; it is strongly recommended that these percentages should be no smaller than 5%.

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TO: Supervisors and/or Division/Department Heads

SUBJECT: **Instructions for Completing Position Analysis Questionnaire**

After the employee or group of employees under your day-to-day supervision has completed a PAQ, they should return them to you for your review and verification. You will want to check the appropriate boxes on the right-hand side of every page, either agreeing or disagreeing with the boxes the employee has checked on the left-hand side. There is a section on Page 5 where you can comment on the accuracy and completeness of the employee's response. Please note any comments in this section and **do not make any changes to employee responses.**

## Position Analysis Questionnaire

[illegible]

# Position Analysis Questionnaire

\_\_\_\_\_  
\_\_\_\_\_

## 11. Current Title

Do you think your current position title appropriately reflects the work?

☐ Yes ☐ No

If No, please provide the title that would be more appropriate:

\_\_\_\_\_  
**Supervisor Comments to Current Title**  
\_\_\_\_\_

## 12. Education and Experience

Please indicate the minimum education and minimum experience level required to complete the normal, day-to-day tasks of this position:

### Employee (check one)

### Supervisor (check one)

- |                                                                     |                          |
|---------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Less than High School Diploma or GED ..... | <input type="checkbox"/> |
| <input type="checkbox"/> High School Diploma or GED .....           | <input type="checkbox"/> |
| <input type="checkbox"/> Associate's Degree .....                   | <input type="checkbox"/> |
| <input type="checkbox"/> Bachelor's Degree .....                    | <input type="checkbox"/> |
| <input type="checkbox"/> Master's Degree .....                      | <input type="checkbox"/> |
| <input type="checkbox"/> PhD .....                                  | <input type="checkbox"/> |
| <input type="checkbox"/> Other .....                                | <input type="checkbox"/> |

Required Degree Major or Coursework: \_\_\_\_\_

Years of Experience

- |                                                                        |                          |
|------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> No experience .....                           | <input type="checkbox"/> |
| <input type="checkbox"/> Less than one year (minimal) .....            | <input type="checkbox"/> |
| <input type="checkbox"/> One to three years (moderate) .....           | <input type="checkbox"/> |
| <input type="checkbox"/> Three through five years (considerable) ..... | <input type="checkbox"/> |
| <input type="checkbox"/> Six or more years (extensive) .....           | <input type="checkbox"/> |

Specific Type of Experience Required: \_\_\_\_\_

## 13. Licenses, Certificates and Registrations

Please indicate if there are any licenses, certificates and/or registrations required to perform your job (e.g. driver's license). Spell out acronyms and abbreviations. (*Supervisor's comments regarding this information may be provided in the Supervisor's Comments section*)

\_\_\_\_\_  
\_\_\_\_\_

Are these required: ☐ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years

*If requirement is specific to the license, certification, or registration, please indicate timeframe by each one individually.*

## 14. Special Training

Please indicate if there is any special training required to perform your job. (*Supervisor's comments regarding this information may be provided in the Supervisor's Comments section*)

\_\_\_\_\_  
\_\_\_\_\_

Are these required: ☐ Upon Hire ☐ Within 6 months ☐ Within 1 year ☐ Within 2 years

*If requirement is specific to the training, please indicate timeframe by each one individually.*

## 15. Work Complexity

Complexity and difficulty level associated with the tasks necessary to complete your work. Consider the level of judgment, analytical ability and creativity required and whether there are standards, policies and procedures that guide your actions.

- |                                                                                                                                                                                                                                                                                     |                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Regular and repetitive tasks, processes or operations requiring the selection and execution of actions based on defined procedures .....                                                                                                                   | <input type="checkbox"/> |
| <input type="checkbox"/> Fairly standard procedures and tasks where basic analytical ability is required, such as comparison of numbers and facts to select the correct actions. Detailed guidelines and procedures are generally used to make decisions or determine actions. .... | <input type="checkbox"/> |
| <input type="checkbox"/> Requires the application of a variety of procedures, policies and/or precedents and moderate analytic ability in adapting standard methods to fit facts and conditions .....                                                                               | <input type="checkbox"/> |

## Position Analysis Questionnaire

- ☐ Considerable analytical ability is needed to select, evaluate, and interpret data from several sources; interpretation of guidelines, policies and procedures is required..... ☐
- ☐ Widely varied and involving many complex and significant variables, requiring analytical ability and inductive thinking in adapting policies, procedures, and methods to fit unusual and complex situations. .... ☐

### 16. Work Level

Level of work required to complete your normal, day-to-day duties satisfactorily.

- ☐ Handles every day, reoccurring basic assignments and problems ..... ☐
- ☐ Handles a variety of typical assignments and problems independently..... ☐
- ☐ Senior or supervisory level; handles all assignments and problems except those requiring policy or procedural change ..... ☐
- ☐ Managerial in nature; directs all assignments and deals with all problems ..... ☐

### 17. Interpersonal Skills and Communication Skills

Skills required during your day-to-day duties:

- ☐ Little or no contact required except with immediate associates and direct supervisor. .... ☐
- ☐ Regular contact within the department and periodic contacts with other departments, outside agencies and the general public. .... ☐
- ☐ Regular contact within the department and other departments, outside agencies and general public (supplying or seeking information) on specialized matters. .... ☐
- ☐ Outside and inside contacts to carry out organization programs or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, or work requiring enforcement of laws, ordinances, policies, and procedures. .... ☐
- ☐ Regular contact with persons of importance and influence involving considerable tact, discretion, and persuasion ..... ☐
- ☐ Continuing contact involving difficult negotiations calling for well-developed sense of timing and strategy; representing department or organization in policy settings ..... ☐

Please list people or groups with whom you must interact and/or communicate in the performance of your job.

(e.g.: citizens, customers, clients, elected officials, supervisors, subordinates, consultants, engineers, etc.)

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

### 18. Working Conditions

Conditions you are subjected to during your day-to-day duties:

- ☐ Absence of disagreeable conditions..... ☐
- ☐ Involves occasional exposure to some disagreeable elements (*dust, heat, fumes, cold, noise, vibration or wetness*) and accidents are improbable other than minor injuries. .... ☐
- ☐ One or more elements above; involves frequent exposure to hazards where lost-time accidents are definitely possible ..... ☐
- ☐ Several elements above are occasionally present to the extent of being objectionable or regular exposure to work situations that could result in incapacitating accidents or, on occasion, loss of life. .... ☐
- ☐ One or more of the above elements are regularly present and objectionable, or continuing exposure to work situations that could result in incapacitating accidents or periodic exposure to situations involving hazards that could result in total disability, critical illness or loss of life ..... ☐
- ☐ Continuous exposure to work situations involving hazards that could result in total disability, critical illness or loss of life, despite the provision and/or implementation of available safety measures. .... ☐

### 19. Mental Stress and/or Effort

Conditions you are subjected to during your day-to-day duties:

- ☐ Limited mental effort and/or stress ..... ☐
- ☐ Some mental effort and stress involved resulting in inconvenience and frustration. .... ☐
- ☐ Considerable mental effort and stress..... ☐
- ☐ Serious mental stress involved that could, over a period of time, result in temporary nervous disorder and severe mental anguish. .... ☐
- ☐ Severe mental stress involved that could result in permanent nervous disorder/mental instability ..... ☐

### 20. Level of Responsibility

How much freedom or independence is required or allowed in the performance of your normal day-to-day duties:

- ☐ Close supervision, or tasks are so routine and standardized that they do not require supervision. .... ☐
- ☐ Moderate supervision within standard operating procedures; supervisor or senior workers are generally nearby to answer questions, make "judgment calls" and/or prioritize work..... ☐
- ☐ Limited supervision with general autonomy in determining how objectives are achieved; supervisors generally set operating benchmarks, goals, and objectives ..... ☐
- ☐ General direction, based on broad goals and policies ..... ☐



# Position Analysis Questionnaire

☐ Involves setting policies and goals for the department or organization operation ..... ☐

## 21. Organizational Impact and Consequences

How your day-to-day duties impact the organization and the consequences of those duties:

- ☐ Supportive, informational, recording, or other services to assist others in producing correct and effective results; minor consequences ... ☐
- ☐ Assisting and supporting others or individually providing data or facilitating services for use by others; minor to moderate consequences ☐
- ☐ Daily actions or services affect individual clients/citizens; activity has moderate impact on specific cases in service area. .... ☐
- ☐ Participating with others (within and/or outside of community/agency) in program development, service delivery and supervision of subordinate staff; moderate to serious impact. .... ☐
- ☐ Major individual impact on and accountability for end results affecting organizational unit or total community/agency..... ☐

## 22. Supervision and/or Oversight

The scope and type of responsibility that you exercise as a supervisor or lead worker of other employees.

*(Supervisor's comments regarding this information may be provided in the Supervisor's Comments section)*

Do you supervise or have oversight of other positions: ☐ Yes, continue in this box ☐ No, continue to next section

*Please check all that apply:*

☐ N/A ☐ Work Group/Team ☐ Unit/Section ☐ Division ☐ Department ☐ Organization

List the positions by title, along with number of individuals within the position, that you have responsibility for:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

For the positions listed above, do you effectively recommend or take action on the following:

| Effectively<br>Recommend | Take<br>Action           |                   | Effectively<br>Recommend | Take<br>Action           |                                |
|--------------------------|--------------------------|-------------------|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Hire              | <input type="checkbox"/> | <input type="checkbox"/> | Suspend                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Assign Work       | <input type="checkbox"/> | <input type="checkbox"/> | Terminate                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Direct Work       | <input type="checkbox"/> | <input type="checkbox"/> | Discipline (Oral Reprimand)    |
| <input type="checkbox"/> | <input type="checkbox"/> | Reward            | <input type="checkbox"/> | <input type="checkbox"/> | Discipline (Written Reprimand) |
| <input type="checkbox"/> | <input type="checkbox"/> | Transfer          | <input type="checkbox"/> | <input type="checkbox"/> | Evaluate Performance           |
| <input type="checkbox"/> | <input type="checkbox"/> | Promote           | <input type="checkbox"/> | <input type="checkbox"/> | Demote                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjust Grievances | <input type="checkbox"/> | <input type="checkbox"/> | Coach and/or Counsel           |
| <input type="checkbox"/> | <input type="checkbox"/> | Train             | <input type="checkbox"/> | <input type="checkbox"/> | Develop Staff Schedules        |
| <input type="checkbox"/> | <input type="checkbox"/> | Inspect Work      | <input type="checkbox"/> | <input type="checkbox"/> | Other                          |

**\*\* Note, this section *does not* measure oversight of "programs" "projects" or 3<sup>rd</sup> party vendors/contractor. This section is asking what level of supervision to you have over other employees within your organization and how many employees.**

## Position Analysis Questionnaire

**Supervisor's Comments** *(To be completed by immediate supervisor of employee)*

Are the statements provided by the employee accurate and complete? ☐ Yes ☐ No Please indicate any inaccuracies or incomplete items.

[illegible]

I certify that the answers to the above questions are my own and to the best of my knowledge and belief are correct and complete.

Employee Signature

Date \_\_\_\_\_

Supervisor or Dept/Div Head Signature

Date \_\_\_\_\_

# Americans with Disabilities Act Supplemental Information Form

In order to assist in developing class descriptions which recognize and accommodate the requirements of the Act, each employee is requested to complete the attached ADA supplemental information form. Please check only those physical requirements or activities and sensory requirements that are **absolutely necessary** to perform the essential functions of your job and those environmental conditions which apply. **If options provided are not applicable, please do not check the corresponding box.**

The employee should check the appropriate box on the left side of the form. Supervisors should review information provided by the employee and verify the requirements of the position by checking the appropriate box on the right side of the form.

**1. The physical requirements of this position.**

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

|                                  | Employee Amount of Time  |                          |                          |                          | Supervisor's Input       |                          |                          |                          |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                  | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 |
| Up to 10 pounds of force         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds of force         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds of force         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds of force        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| In excess of 100 pounds of force | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What is being lifted: \_\_\_\_\_

**2. The physical activity of this position.**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

|                                     | Employee Amount of Time  |                          |                          |                          | Supervisor's Input       |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                     | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 |
| Stand                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sit                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speak or hear                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use hands to finger, handle or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Climb or balance                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch or crawl       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reach with hands and arms           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Taste or smell                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Push or pull                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lifting                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Repetitive Motions                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Employee** (check all that apply)

**Supervisor** (verify job requirement)

**3. The sensory requirements of the position are:**

**Visual Acuity**

- |                                                            |                          |
|------------------------------------------------------------|--------------------------|
| <input type="checkbox"/> Standard vision requirements..... | <input type="checkbox"/> |
| <input type="checkbox"/> Close vision .....                | <input type="checkbox"/> |
| <input type="checkbox"/> Distance vision .....             | <input type="checkbox"/> |
| <input type="checkbox"/> Ability to adjust focus .....     | <input type="checkbox"/> |
| <input type="checkbox"/> Depth perception.....             | <input type="checkbox"/> |
| <input type="checkbox"/> Color perception .....            | <input type="checkbox"/> |
| <input type="checkbox"/> Night vision.....                 | <input type="checkbox"/> |

Employee (check all that apply)

Supervisor (verify job requirement)

☐ Peripheral vision..... ☐
**Vocal Communication**
☐ Expressing or exchanging ideas by means of the spoken word. .... ☐
☐ Detailed or loud talking to convey detailed or important spoken instructions to others accurately, loudly, or quickly. .... ☐
**Hearing Perception**
☐ Ability to recognize information at normal spoken word levels. .... ☐
☐ Ability to receive detailed information through oral communications and/or to make fine distinctions in sound. .... ☐
**Sensory Utilization**
☐ Preparing and analyzing written or computer data..... ☐
☐ Visual inspection involving small defects and/or small parts ..... ☐
☐ Use of measuring devices ..... ☐
☐ Assembly or fabrication of parts within arm's length ..... ☐
☐ Operating machines, including office equipment..... ☐
☐ Operating motor vehicles or equipment..... ☐
☐ Observing general surroundings and activities ..... ☐
**4. The environmental conditions the worker will be subject to in this position.**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

|                                     | Employee Amount of Time  |                          |                          |                          | Supervisor's Input       |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                     | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 | None                     | up to 1/3                | 1/3 to 2/3               | 2/3 & up                 |
| Wet, humid conditions (non-weather) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high, precarious places     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fumes or airborne particles         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxic or caustic chemicals          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Outdoor weather conditions          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme cold (non-weather)          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme heat (non-weather)          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Risk of electrical shock            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with explosives                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vibration                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Breathing apparatus                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Exposure to blood borne pathogens   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other:                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**5. Typical Noise Level**

Employee (check only one)

Supervisor (verify job requirement)

☐ Very Quiet (e.g. park trail, storage, or file room) ..... ☐
☐ Quiet (e.g. library, private offices) ..... ☐
☐ Moderate Noise (e.g. business office with typewriters and/or computer printers, light traffic) ..... ☐
☐ Loud Noise (e.g. heavy traffic, large earth-moving equipment) ..... ☐
☐ Very Loud Noise (e.g. jack hammer work, garbage recycle plant) ..... ☐



# Classification and Compensation Study/Consulting Services Proposal



Proposed to Roxanne Robinson, Assistant Town  
Manager

---

BESTDAYHR • 2588 E BOOMER LANE  
BOISE, ID 83714

January 14, 2022

The Town of Jackson  
Roxanne Robinson  
Assistant Town Manager  
rrobinson@jacksonwy.gov

RE: Request for Proposal Response  
Classification, Compensation Study and Benefit Survey

Dear Ms. Robinson and Selection Committee:

On behalf of the entire team at BestDayHR, we are pleased to present our qualifications and proposal to complete the Town of Jackson's Classification, Compensation Study and Benefit Survey.

The state of the workplace is in greater flux than at any time in the past twenty years. Many trends were at play prior to the pandemic but the pandemic has accelerated these trends. For example:

- Labor Shortage – there is a labor shortage that is only going to get worse. Our work population is aging and new replacements will not keep pace. Prior to the pandemic, the second wave of baby boomers started to retire at the pace of 280,000 per month, which is 1 out of 5 employees. The Idaho Department of Labor indicated that the biggest barrier to growing business is the lack of quantity and cost of skilled labor.
- Median Tenure – the median stay of 25-34 year olds is approximately 2.8 years, down from 10 years from previous generations. The generation coming into the workplace is called Generation Z. By some surveys, 40% of Generation Z want to be entrepreneurs, which is a threat to organizations that need people to run their business.
- Resignation – throughout this summer and fall, record numbers of Americans have resigned their positions as they search for meaningful workplaces.
- Attitudinal – employers who continue to view the relationship between an employee and the organization as a transaction, as opposed to creating an emotional connection between the employee and the organization, will suffer job losses.

The Town of Jackson

January 14, 2022

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We applaud the Town of Jackson for taking a comprehensive look at its pay and benefit levels. We believe that a comprehensive pay and benefit plan should be part of an overall People Strategy, which creates workplace environments where people thrive. BestDayHR is imminently qualified to do this work as we are comprised of human resource professionals that worked in and work with the public sector. Two of our Team served as Chief Human Resources Officers at Boise State University, the City of Boise, the largest elementary school district in Arizona, and a 900-employee private sector company. A member of our Team is a Certified Compensation Professional and was the Compensation Manager for Boise State University. Our other talented team members worked in and led teams in the public and private sectors. Our firm currently provides people services to municipalities, non-profit organizations and the private sector.

We look forward to your consideration of our proposal and welcome an opportunity to discuss it with you.

Sincerely,



Shawn Miller

Co-Founder BestDayHR



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## ABOUT US

# BestDayHR

BestDayHR formed in 2011. We provide comprehensive People Services to municipalities, non-profit organizations, and the private sector. Our proprietary software supports our People Services.

Below, is an exhaustive list of the services that BestDayHR provides. The services in color are those specifically requested by the Town of Jackson.

### Welcome Services

- Job Description Creation
- Job Postings
- Recruitment Assistance
  - Interview Question Bank
  - Interviewing Guidelines
  - Reviewing Candidates
  - Offer Letter Assistance
- Onboarding
  - I-9-E-Verify
  - Background Check/Drug Test
- Data Input
  - HRIS
  - Benefit Enrollment

### Growth Services

- Telephone Support
- Handbook Creation/Review
- Respectful Workplace Training
- Employee Discipline Guidance
- Leadership Development Courses
- Performance Management Assistance
- Employee Recognition
- Open Enrollment
- Payroll/W-2/1095 Processing
- Workers Comp/Claims Management
- OSHA Compliance
- Personnel File Management

### Farewell Services

- Termination Guidance
- Unemployment Hearing Representation
- Exit Surveys
- COBRA Administration
- Exiting Employee Processing

### Additional Services

- ADA Accommodation Assistance
- FMLA Processing
- Compensation Review
- Salary Schedule Creation
- Culture Survey/Org. Effectiveness
- People Strategy Creation
- Customized Leadership Curriculum
- Creation Tracking
- Licenses/Certifications Tracking Safety
- Strategic Planning Assistance



We have been grateful to work in and partner with several public and private entities to conduct the same work being requested by the Town of Jackson. For example:

- **City of Boise** – while serving as Chief Human Resources Officer at the City of Boise, a member of our team led the effort to interview and revise job descriptions for 1,500 employees. We created a new job description format that included not only the substantive duties, but also included the required pre-hiring requirements for each position, the required and preferred qualifications, and also the requirements needed to fulfill the Fair Labor Standards Act and the Americans with Disabilities Act. We broadened the salary schedules from one to several based upon distinct differences and characteristics of the jobs on those salary schedules. To ensure the marketability of the salary schedules, we identified similar sized municipalities with like characteristics that we benchmarked against. In addition, we created relevant policies to explain the philosophical approach to compensation at the City. We created rules for placement on the salary schedules at each phase of an employee's career, such as upon hire, reclassification, promotion/demotion, temporary reassignment, etc. We developed a cadence for maintenance of the job descriptions. We moved the City to a total rewards approach that included changing benefits for all levels of the organization and was based on research and facilitating employee feedback sessions. We made multiple presentations to groups of employees, supervisors, executive leadership teams, and Mayor and City Council. **Ultimately, the services provided built the infrastructure so that pay, and benefits were no longer a distraction to employees, allowing the organization to focus their time and energy on organizational culture so that employees could thrive.**
- **Boise State University** – while serving as Chief Human Resources Officer at Boise State University, a member of our team did the same work as outlined for the City of Boise. With the addition, however, of benchmarking against other universities around the nation. Rather than job descriptions, we created job standards that listed 60% of the duties for a position, allowing the impacted department to tailor the position to their unique needs. We also created a unique pay within grade approach to ease the administrative burden of job reclassification requests. All of this work was a complete overhaul of a dated system.
- **Teton County Idaho** – Teton County Idaho requested our Team do the same work that the Town is requesting. Teton County Idaho faces many of the same pressures that the Town encounters regarding availability of employees, cost of living considerations, especially housing, and a competitive job market.
- **City of Ketchum** – the City of Ketchum requested our Team to do the same work that the Town is requesting. The City of Ketchum, which neighbors Sun Valley, faces many of the same pressures that the Town encounters regarding availability of employees, cost of living considerations, especially housing, and a competitive job market.

- **Private Sector** – members of our team are currently helping a private sector company with 900 employees completely update their job descriptions. This organization has 400 locations around the United States and has a broad range of positions, including a large contingency of temporary employees. This project includes comparing market data in many geographical regions of the country with diverse economies. Additionally, we are creating a salary schedule as one does not currently exist. Our work includes identifying a compensation philosophy for the organization and drafting comprehensive pay distribution guidelines. We present regularly to the executive leadership team. For confidentiality reasons the private sector organization is not identified. However, it is based in Boise, Idaho, and does business in the parking and technology sector.
- **State of Idaho** – A member of our team conducted Job Discovery Sessions with work groups in the Division of Behavioral Health in the State of Idaho to understand current work responsibilities and how those responsibilities translated into the future work based on the transformation the division was going through. Employee interviews were conducted to identify essential functions and job descriptions were crafted in order to determine the appropriate classification and pay grades for the positions that would be performing the new work. This division's transformation is significant and the change management needed is a two-year plan. Our team member will continue to partner with them throughout their transformation to ensure successful implementation is in place.

## Shawn Miller

### Project Manager

Shawn is a co-founder of BestDayHR. Shawn served as the Chief Human Resources Officer for:

- Washington School District – the largest elementary district in Arizona with 2,500 employees
- City of Boise – 1,500 employee organization in the capital city of Idaho
- Boise State University – 6,000 employee organization and largest university in Idaho



Shawn led comprehensive compensation and benefit implementations at each of the organizations where he worked. For example, Shawn led the effort at the City of Boise and Boise State University where each job description was rewritten, new salary schedules were created, pay and benefit distribution rules were created, a change management strategy was created for execution, the regulatory requirements of the Fair Labor Standards Act and the Americans with Disabilities Act were reviewed, and related policies and procedures were implemented to ensure the compensation and benefit information remained relevant and competitive. The underlying data for the work came from a qualitative and a quantitative review of internal and external information and comparable data from like sized municipalities. Additionally, the City implemented a total rewards approach and revamped its benefit offerings based on employee input, best practices, and internal subject matter knowledge. Shawn was a contributing author to The Fair Labor Standards Act legal treatise – Ellen C. Kearns Editor-in-Chief.

## Kelcey Stewart



Kelcey Stewart is currently the President and co-founder of BestDayHR. She has partnered with several public organizations who have gone through major transformative changes that required robust work-force planning projections and the development of new job descriptions. Prior to her current role, she was the Human Resources Director at the City of Boise. During her tenure there, she led the development and implementation of the Total Rewards Philosophy + Strategy, which led to the organization pivoting from hay-grading to a market-based compensation approach. She oversaw two market-based compensation studies that resulted in pay adjustments to over 70% of the organization.

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## Janson Lytle

Janson Lytle is a co-founder at BestDayHR. Janson oversees BestDayHR's technology. Janson created the tools that the compensation project will be created, housed and shared in.



## David Jeppson

David Jeppson is a co-founder of BestDayHR. The majority of his experience and background has been within the private sector – investment management and banking – and he will lend his expertise to the analytical side of this project.



## Kevin Ross

Kevin Ross is a Certified Compensation Professional. He has worked for both private and public entities leading innovative compensation programs. He was the Compensation Manager of Boise State University which has over 6000+ employees. He has experience conducting many types of compensation analysis and reviews for entire compensation programs. More specifically, Kevin has experience in conducting job evaluations using both quantitative and non-quantitative methods, market-based job evaluations, creating salary structures, salary surveys, internal equity analysis, and job description creation and review. He strives to ensure that every compensation decision that is made meets his four principles of a good compensation program; aligned with the organization, externally competitive, internally equitable, and it's meaningful.

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## Sybrina Bobo



Sybrina Bobo worked for the State of Idaho Department of Health and Welfare, Boise State University and the City of Boise for a total of 15 years in the public sector. Sybrina has experience with job description creation and review. With a risk management, safety, and worker's compensation background Sybrina realizes the importance of job descriptions and how they benefit these areas when done right, but also how they can hinder when they are not accurate.





## SCOPE OF SERVICES

### Project Structure

To successfully meet the identified timeline of this project, we recommend the following approach:

**Project Management** – We believe a collaborative effort between BestDayHR and the Assistant Town Manager will be critical to the success of this project. BestDayHR will provide a weekly status report outlining the overall project status, upcoming steps and any identified risks. This collaboration will help the project team identify, and together with the Assistant Town Manager, mitigate risks that may impact the timeliness and quality of this project. We look forward to this partnership.

**Approach** – We recommend using a clear and structured process to facilitate the data gathering and analysis steps. If selected, we will house and organize the job description creation and management of this comprehensive project within the Job Description module of our proprietary software. Town of Jackson will receive log-ins for all involved members of your team. Our software provides the following:

**EMPLOYEE INFORMATION  
JOB DESCRIPTIONS**

## EMPLOYEE INFORMATION

**Employee Information** – Through a simple spreadsheet upload, we will create a database of the Town’s employee information that will be used for both creating job descriptions and performing analysis. The employee information will include comprehensive data points, such as employee identification, employee name, supervisor employee identification, department, job title, salary, hire date, gender, and age. This will provide our team the means to evaluate pay compression (compensation) and gender pay equity. The employee information database used throughout the project is stored in a secure and encrypted environment. Access to sensitive information will be restricted within the project team. During analysis, employee information will be obfuscated whenever possible. A screenshot is provided below.

The screenshot displays the BestDay HR interface for the Town of Jackson. The main navigation bar includes 'EMPLOYEE INFO' and 'Profile'. The left sidebar shows 'Employees' and 'Apps'. The main content area is titled 'Manage File' and shows the profile for John Smith (ID: 1002, Username: John.Smith@example.com). The profile includes a photo placeholder with 'JS' and a 'change photo' link. Below the photo, there are input fields for First Name (John), Middle Name (H), Last Name (Smith), and Suffix (Jr, Sr, II). There is also a field for Preferred First Name (Optional). The contact information section includes Email (John.Smith@example.com) and Work Phone ((111) 111-1126). The job information section includes Job Title (Accountant II), Department (Finance), and Labor Union. The status section includes Employee Status (Full-Time) and FLSA Status. The bottom section includes Pay Basis, Salary, Seniority Date, and Termination Date. A 'Save Changes' button is located at the bottom right.

## JOB DESCRIPTIONS

**Job Descriptions** - Following the population of the employee information system we will upload existing job descriptions and all job-related information into our Job Description application. The BestDayHR Job Description application will allow the project team to manage the creation of new job descriptions, facilitate change tracking and provide reporting for analysis. Additionally, the application provides a workflow to permit review and acceptance of completed job descriptions by identified team members from the Town of Jackson. Again, a screenshot is provided below.

**BestDay<sup>HR</sup>** Town of Jackson

**Job Description**

Job Description J.2022.01.001 | Public Works Street Operator & Meter Reader

Active Tasks: 4 Closed Tasks: 0

Info Employees Essential Functions Knowledge and Skills EEO Worksheet Working Conditions Rating Notes

**Status**

Essential Function: 50%  
Knowledge and Skills: 0%  
EEO Worksheet: not started  
Working Conditions: 80%  
Rating: not started

Job Title  
Employee Hiring Process Error

Summary Statement

Assigned To: David Jeppson Due Date: 12/17/2021

Save Changes

Comments

+ Add Comment

0 items per page No items to display



# Data Gathering

For the data gathering phase of this project, BestDayHR will take the following steps:

- Gather all current job descriptions from the Town and upload them into our proprietary and secure system associated with the relevant employee.
- Provide a proprietary job description questionnaire to each employee that is completed on-line.
- Our Team will then evaluate where individual interviews are necessary with a Town employee. In some situations, we may advise when it would be beneficial for our Team to facilitate a larger group meeting, such as when multiple people hold the same position. The individual interviews would be held virtually.
- After gathering current work duties from each employee, our Team will compare the revised duties to the employee's current job description and determine content changes. We encourage the Town's review of these duties to ensure the stated duties from the employee match the Town's ultimate goal for that specific role.
- When all of the jobs are reviewed, our Team will recommend a naming scheme if one does not exist. For example, what is the definition of a director, manager, supervisor, lead, etc. This will ensure commonality and equity throughout the organization.
- Once the naming scheme is solidified, we will finalize the duties of the job descriptions with the Town's involvement and feedback.
- All final descriptions will be reviewed for compliance with the requirements of the Fair Labor Standards Act and the Americans with Disabilities Act. They will also list the pre-hire requirements of each position, such as education and credit checks, drug testing, and criminal background checks. The final descriptions will also list certifications needed for the role, physical, mental, and attitudinal requirements and qualifications, necessary training, and all other required and preferred requirements for the position.

With the above information completed, we will consult with the Assistant Town Manager, either as we go or upon completion, at the Town's determination, to review the current and updated job information. We will be able to upload all of this information into our proprietary and secure software so the Assistant Town Manager can review this information on their time frame.

BestDayHR strongly encourages the Town to consider four deliverables from the data gathering phase to fully take advantage of this effort. The four deliverables are:

- Revised job descriptions that capture the current duties of the employee in that position. These job descriptions will follow a modern approach. They will include written language that was meant to inspire and explain as opposed to an instruction manual that will never be read again. The descriptions will include the mission and values, if current, in the job descriptions to embody not only what the Town employees do but how the Town wants them to approach their jobs.

- Because we will be communicating with all supervisors and employees, this is a perfect opportunity to capture the current relevant tasks, goals, and initiatives that each employee is or could be working on.
- In addition to education requirements, if any, for a position, our Team through its interviews will be able to include on each job description not only the prerequisites for hiring, such as required background checks, but also the preferred physical, attitudinal, and skillset requirements.
- We believe there is an opportunity while interacting with many of the Town employees to gather workplace engagement information. This is critical information for the Town leadership to gauge the health of its workplace culture. With this information, we can also provide an analysis of what the Town employees feel about the other terms and conditions of their employment and their engagement levels in the organization. We can keep the individual responses private, but aggregate the information into a written People Strategy for the benefit of the Town.

## Market Compensation - Job Evaluation and Market Pricing

In order to be competitive in the marketplace we need to understand the Town's positions and where they stand within the organization. There are a specific types of internal job evaluation methods that we will evaluate, ranging from a simple ranking to a point factor method. Each of these has their own advantages and disadvantages for which we can complete for the Town, but based on our review of the Town's compensation review request we believe the Town of Jackson has an opportunity to switch to an external market job evaluation method which will in turn provide the much-needed competitive edge by ensuring positions are placed in pay grades that are a representative of their actual worth.

BestDayHR will conduct a custom external salary survey. Based on our past and current experiences working with resort communities, such as Teton County, Idaho and the City of Ketchum, our external salary survey will take into consideration the local economic conditions and the Town's unique economic opportunities. In collaboration with the Town leadership, we will determine a list of external agencies and organizations within the intermountain region to conduct this survey. This survey will ensure we gather much-needed market data in order to attract, engage, and retain a qualified workforce. We will compose a list of organizations that match either by size, function, or industry. We will be working closely with Town staff to identify benchmark positions that are commonly found in other organizations that we can use within our survey to ensure we are getting a comprehensive data set. In addition, our Team will:

- Information Gathering – in order to conduct both internal and external job evaluations we will need to gather position information both from the newly completed job descriptions, and position questionnaires that will help determine the overall positional worth. We will also need to determine the compensable factors that the Town deems valuable in each position.
- BestDayHR will construct benchmarking standards based on compensable factors that the Town deems valuable, and compare those to the local external market data and run an analysis to determine the overall position compared to the local labor market.
- The custom survey will allow us to identify not only the market rate for the Town's benchmark positions but also the 25th and 75th percentiles of the data. We will also be able to identify the compa-ratio of where the Town compares to the market. This market survey will also allow us to be able to gather other important insights into other organizations pay practices and total rewards offerings.

## Total Compensation Analysis

As the Town suggests, a total rewards approach is critical in attracting and retaining talented employees. Our analysis will include the following steps:

- Data Gathering – our Team strongly encourages the Town to include in the data gathering phase feedback from employees regarding the benefits that are important to them, the benefits they would be interested in, and the benefits that need refining. Because resources are limited in most municipalities, our approach will require the employee to force rank the benefits they would like to retain and see added to their offerings. There are a variety of non-traditional benefits that are becoming more important to employees that we will discuss with employees and the Town. We will also review if there is a differentiation of some benefits based on position in the organization.
- BestDayHR will evaluate through interviews and a review of hiring data, who the Town competes against for employees. We will then through surveys and public records requests gather information from other public sector employees regarding their total rewards approach. For private sector employers, our Team will inquire with those organizations and through internet searches try and discern the offered benefits. In this competitive job market, some private sector employers openly share on the internet their offered benefits. However, it should be noted that private sector comparisons can be difficult as those organizations have no obligation or incentive to share their information. That being said, our Team has a broad network of colleagues serving in human resources leadership roles and will be able to contact that network to confidentially learn what pay, benefit, and incentives those organizations deploy.

- Our Team will run virtual focus groups with Town employees. Town employees will be presented with various prototype packages of benefits. Through a Sprint methodology, our Team will solicit reactions to the various prototypes to determine what benefits are attractive and the underlying motivations for those benefits
- Based on the above steps, our Team will provide recommended packages of benefits for the Town's leadership to consider.

## Compensation Structure Evaluation and Recommendations

As part of the overall compensation and classification evaluation we will be conducting numerous analysis that will help provide insight for making data driven decisions for the Town. These analyses will consist of a compression analysis, pay equity analysis, and a compa-ratio analysis. Each one of these will provide valuable information in setting/correcting pay for the Town's current employees.

BestDayHR will be providing recommendations on the pay structure, salary ranges and general set up of the compensation structure. We will also be reviewing and recommending changes to the policies and procedures for the compensation plan that will allow for more innovative variable pay options that will aid in the attraction and retention of qualified employees and reduce administration burdens. This will be done by the following process:

- Meeting with the Town of Jackson Town Manager and/or the Assistant Town Manager to identify the current compensation structure and its strong points and its shortfalls.
- Review the current pay policy and pay rules to identify if they are competitive in regards to today's compensation best practices.
- Review the overall salary structure and analyze key points to identify the midpoint progression and pay range distance and compare those against compensation best practices along with the market information collected from the market survey.
- Utilizing current employee data provided by the Town of Jackson, run an internal equity analysis which will help identify compression issues or gender pay discrepancies within the current pay schedule.
- Review and evaluate current compensation policies and identify the need to edit or add additional policies to cover any recommended future pay plans.

# Compensation Structure Implementation

To ensure a successful implementation of the compensation structure. Our Team will craft compensation and wage administration guidelines. These guidelines will include draft policies related to Compensation and Wage Administration and Range and Market Analysis. Specifically, these policies will cover the following topics:

- Recommend a compensation philosophy for the Town. Specifically, providing options if the Town wants to lead, lag or follow the market in compensation.
- Categorize the recommended number of pay plans and the positions that reside within each plan. For example, our Team has created pay plans that differentiate between employees who are exempt and non-exempt under the Fair Labor Standards Act; protective services; and executive level employees.
- Provide necessary historical background explaining the compensation methodology in which the pay plans were created.
- Create a recommended process that Town departments adhere to regarding evaluating an employee's placement on a salary schedule upon hire, on promotion/demotion/transfer, receiving a temporary assignment, when reaching the end of a paygrade, when the market for one position outpaces the salary schedule, and when an employee is reclassified from one position to another.
- Suggest the comparative labor market and outline a schedule to review positions and paygrades after this project comes to a close.

Our Team will recommend placement of current Town employees in the selected salary schedules. We will closely examine compression and equity issues. Based on budget constraints, we will be able to offer alternative plans, staggered implementations, focused initial implementation based on the positions most difficult to fill or retain employees, and highlight anomalies in placing employees on the salary schedule with suggested alternatives. For example, employees who are working outside of their current pay grades – either at a higher or lower level – will require special analysis to ensure the recommended results do not cause undue disturbance to the impacted employee and the organization. If there are disparities impacting protected classes of employees, we recommend the Town review these with their legal counsel.

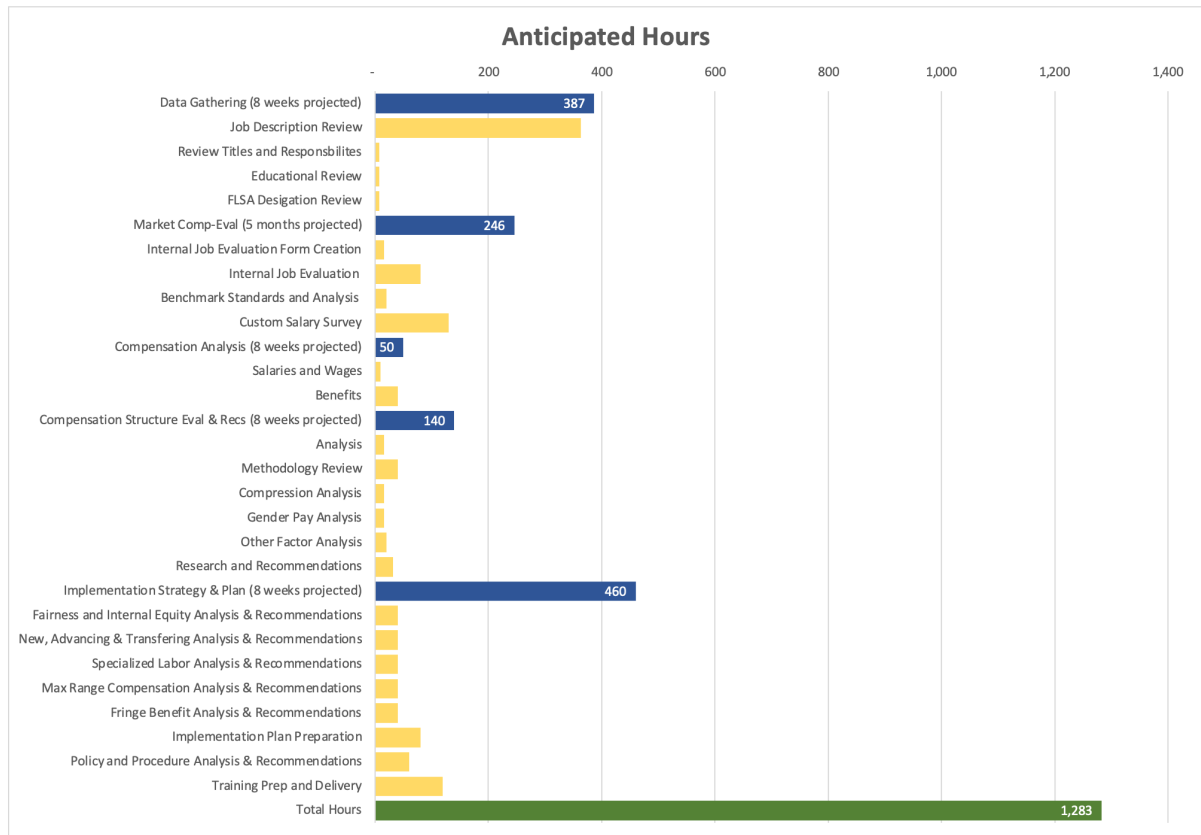
Finally, our Team, once the Town leadership confirms the content of the drafted policies, will provide training to leadership regarding wage administration processes. The training will focus on answering common questions of placement on salary schedules, communicating compensation changes to employees, and explaining the underlying work, methodology, analysis, and processes used that resulted in the finished products.

# COST OF SERVICES AND ADDITIONAL PROVISIONS

## Anticipated Breakdown of Costs and Timeframes

|                                                                          | Hours           | NTE Cost             |
|--------------------------------------------------------------------------|-----------------|----------------------|
| <b><i>Data Gathering (8 weeks projected)</i></b>                         | <b>387</b>      | <b>\$ 67,725.00</b>  |
| Job Description Review                                                   | 363             |                      |
| Review Titles and Responsbilites                                         | 8               |                      |
| Educational Review                                                       | 8               |                      |
| FLSA Desigation Review                                                   | 8               |                      |
| <b><i>Market Comp-Eval (5 months projected)</i></b>                      | <b>246</b>      | <b>\$ 43,050.00</b>  |
| Internal Job Evaluation Form Creation                                    | 16              |                      |
| Internal Job Evaluation                                                  | 80              |                      |
| Benchmark Standards and Analysis                                         | 20              |                      |
| Custom Salary Survey                                                     | 130             |                      |
| <b><i>Compensation Analysis (8 weeks projected)</i></b>                  | <b>50</b>       | <b>\$ 8,750.00</b>   |
| Salaries and Wages                                                       | 10              |                      |
| Benefits                                                                 | 40              |                      |
| <b><i>Compensation Structure Eval &amp; Recs (8 weeks projected)</i></b> | <b>140</b>      | <b>\$ 24,500.00</b>  |
| Analysis                                                                 | 16              |                      |
| Methodology Review                                                       | 40              |                      |
| Compression Analysis                                                     | 16              |                      |
| Gender Pay Analysis                                                      | 16              |                      |
| Other Factor Analysis                                                    | 20              |                      |
| Research and Recommendations                                             | 32              |                      |
| <b><i>Implementation Strategy &amp; Plan (8 weeks projected)</i></b>     | <b>460</b>      | <b>\$ 80,500.00</b>  |
| Fairness and Internal Equity Analysis & Recommendations                  | 40              |                      |
| New, Advancing & Transferring Analysis & Recommendations                 | 40              |                      |
| Specialized Labor Analysis & Recommendations                             | 40              |                      |
| Max Range Compensation Analysis & Recommendations                        | 40              |                      |
| Fringe Benefit Analysis & Recommendations                                | 40              |                      |
| Implementation Plan Preparation                                          | 80              |                      |
| Policy and Procedure Analysis & Recommendations                          | 60              |                      |
| Training Prep and Delivery                                               | 120             |                      |
| <b><i>Total Hours</i></b>                                                | <b>1,283</b>    |                      |
|                                                                          | <b>NTE Cost</b> | <b>\$ 224,525.00</b> |

## Consultant Hours



## Cost of Services

As detailed in the information above, our cost to not exceed is \$224,525.00. This quoted price is good for 60 days from submission of this proposal. Any changes to the scope of services would require renegotiation between the Town and BestDayHR. Because any travel to the Town is unknown at this time, if BestDayHR is selected to perform the services outlined above, the Town would be required to pay all associated travel costs, lodging, and food. That being said, we believe the great majority, if not all, of the outlined services can be performed virtually.

## Additional Provisions

It should be noted that BestDayHR will not provide any legal advice to the Town or represent the Town in any legal action or proceeding. It is expressly understood that the Town would look to its regular legal counsel for advice related to issues that may arise relating to the scope of this work.

BestDayHR declares that it has no conflicts of interest to perform the outlined scope of services.



## REFERENCES

### City of Boise

**Megan McJunkin**

Employment Services Manager  
City of Boise  
625 W Idaho St, Boise, ID 83702  
Office: 208-972-8090  
Email: mmcjunkin@cityofboise.org



### State of Idaho - Division of Behavioral Health



**Sarah Bickford-Thorpe**

Project Manager  
Department of Health and Welfare  
Division of Behavioral Health  
450 W State St, Boise, ID 83702  
Office: (208) 732-1599  
Email: Sarah.Bickford-Thorpe@dhw.idaho.gov

### Boise State University



**Catherine Weitz**

Associate Vice President of Human Resources  
Boise State University  
2225 W University Drive, Capitol Village #3  
Boise, ID 83725  
Office: 208-426-4055  
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### City of Ketchum

**Jade Riley**

City Administrator  
City of Ketchum  
P.O. Box 2315  
480 East Ave N, Ketchum, ID 83340  
Office: 208-727-5084  
Mobile: 208-484-0563  
Email: Jriley@ketchum.org



### Conservation Voters for Idaho

**Rialin Flores**

Executive Director  
Conservation Voters for Idaho &  
Conservation Voters for Idaho Education Fund  
PO Box 2802, Boise, ID 83701  
Office: 208-342-1264 ext.104  
Mobile: 208-371-8183  
Email: rialine@cvidaho.org



### Teton County Idaho

**Kim Keeley**

County Clerk  
Teton County Idaho  
150 Courthouse Drive - Room 208  
Driggs, ID 83422  
Office: 208-354-8771  
Email: kkeeley@co.teton.id.us





**RESPONSE TO REQUEST FOR  
PROPOSAL**



**Prepared by:  
Michael Ongkiko  
SPHR, SHRM-SCP  
Managing Director**

**January 14, 2022**



**3900 N. Traverse Mountain Blvd.  
Suite 301  
Lehi, Utah 84043  
T: 385.352.9365  
[michael.ongkiko@nfp.com](mailto:michael.ongkiko@nfp.com)**





January 14, 2022

Roxanne Robinson  
Assistant Town Manager  
Town of Fort Bragg  
150 East Pearl Avenue  
Jackson, WY 83001

Dear Ms. Robinson:

Thank you for the opportunity to provide a formal RFP response to the Town of Jackson's Job Classification, Job Analysis, and Compensation Structure analysis and services. We are confident in our ability to deliver a full spectrum of services in a professional manner. As municipalities across the country often compete for the best and most qualified applicants, it is imperative that wages and benefits are competitive, fair, and equitable in the market and nationwide.

NFP supports clients in strategic compensation and benefits analysis, decision-making, employee communication and education, and understands the full scope of services required by the Town of Jackson. We believe in building strong personal relationships based on earning trust, providing transparency, and having open communication — while maintaining excellence at every level of service.

NFP prides itself in providing the personalized level service of a local agency with the tools and resources of a large national consulting firm. NFP focuses on an all-inclusive service model, based on individual client needs and intensive support. Our clients find we are a leader in compensation strategy, as well as a flexible partner.

Just as the Town of Jackson strives to provide exceptional service to its constituents and the best possible work environment and culture for its employees, NFP also continues to evolve. We look to the future, anticipating the needs of our clients and our employees, and stay competitive by continually adapting, improving, and communicating.

NFP understands the complexities of providing compensation and benefits to counties, cities, and public institutions. Our vast experience uniquely positions us to collaborate with the Town of Jackson in building a successful, long-term, strategic partnership in which we will construct and implement solutions to help your organization achieve its goals. NFP provides consulting services to a significant number of public employers and understands the unique dynamics associated in working with government agencies and their stakeholders.

We understand the economic challenges facing the public sector due to decreased government funding and overall pressure on institutional finances. Our practice is committed to providing innovative solutions and expertise.

After reviewing the RFP, we confirm we are capable of providing the scope of services required to serve the Town of Jackson (the Town), your Council, leadership team, and employees at the highest level.

Thank you for including NFP in this process. We appreciate your consideration and look forward to partnering with the Town in this classification and compensation study.

By affixing my signature, I attest that I am authorized to contract the firm and all conditions contained in the attached proposal are valid for a period of at least 120 days.

Best Regards,

A handwritten signature in dark ink, appearing to read "Michael Ongkiko", with a stylized flourish at the end.

Michael Ongkiko, SPHR, SHRM-SCP  
Managing Director  
3900 N Traverse Mountain Blvd  
Suite 301  
Lehi, Utah 84043  
385-352-9365  
Michael.Ongkiko@nfp.com



## PUBLIC SECTOR OVERVIEW

NFP specializes in the Public Sector providing many years of expertise and resources. Please see a list below of some of the highlights:

### OUR EXPERIENCE

25

Years working with  
Government Agencies

35+

Utah Public  
Sector Clients



Trusted to represent Utah  
@ request of the governor

### TAILORED EVENTS

11th

Annual Turning Point  
Conference  
September 2021



13th

Annual Utah Employee  
Benefit Study 2021



4th

Annual Local Government  
HR Conference  
April 2022



### RECOGNIZED EXPERTS IN THE SPACE

Work with experts on our team, who have been invited to speak for, and participate in many industry organizations, including:

- Utah Association of Counties (UAC)
- Society for Human Resource Management
- SelectHealth & PEHP Broker Advisory Boards
- Utah League of Cities & Towns (ULCT)
- The Governor's Office

## PUBLIC SECTOR OVERVIEW

### OUR SUCCESS STORIES

1

Saved a local city \$2.6 million over three years by restructuring their two-party and family rates with our financial modeling.

2

Created a life insurance plan for our clients that has resulted in greatly discounted rates and allows employees to purchase up to an additional \$500,000 in life insurance.

3

Successfully negotiated and implemented a new healthcare program for a large county government which saved the organization over \$2.5 million over the program's first three years.

4

Repriced an organizations pharmacy date through an NFP-owned pharmacy coalition, dropping the organization's pharmacy costs by over \$2 million per year.

### WHAT WE PROVIDE

**Employee Benefits Consulting**



**Group Retirement Services**



**HR Consulting, including Compensation Studies**



**Property & Casualty Solutions**



**Expertise: move from one self-funded to fully insured**



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### 3.1.1 AVAILABILITY, CREDENTIALS AND RELATED EXPERIENCE

#### AVAILABILITY

Michael Ongkiko  
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Michael.ongkiko@nfp.com

NFP was established in 1999, a publicly traded company between 2003 and 2013, and is currently majority-owned by its employees and funds associated with private equity firm Madison Dearborn Partners, LLC and HPS Investment Partners, LLC. NFP has grown to become a leading provider of benefits, insurance, and HR technology services, generating \$1.46 billion in revenue in 2019. NFP has grown to become a leading international insurance broker and consultant that provides property & casualty, corporate benefits, and individual solutions through our licensed subsidiaries and affiliates. Headquartered in New York Town, with a full-service resource center in Austin, TX, the company has grown organically and through acquisitions across benefits, insurance, and wealth management. We have:

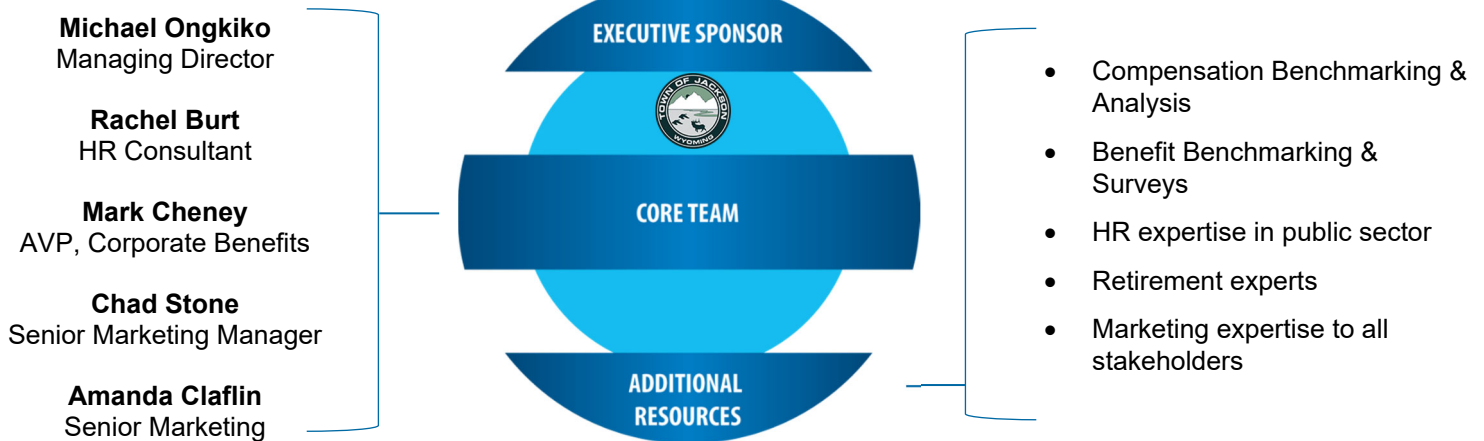


Our expertise is matched by our commitment to each client's goals and is enhanced by our investments in innovative technologies in the insurance brokerage and consulting space. Our expansive reach gives us access to highly rated insurers, vendors, and financial institutions in the industry, while our locally based employees tailor each solution to meet each client's needs. We've become one of the largest insurance brokerage, consulting, and wealth management firms by building enduring relationships with our clients and helping them realize their goals.

#### CREDENTIALS

We have assembled a team of industry professionals with specializations in compensation, human resources, employee benefits, marketing and analytics. Our management team has been in place for over twenty of years. The following individuals will manage and perform the duties of the classification and compensation study.

**Michael Ongkiko: Managing Director**  
[Michael.ongkiko@nfp.com](mailto:Michael.ongkiko@nfp.com)



**Michael Ongkiko, SPHR, SHRM-SCP, Managing Director**

Michael Ongkiko, SPHR, SHRM-SCP is the NFP Utah Office's Managing Director and is responsible for the western United States. Mike has 20 years of experience in the HR and labor relations field encompassing very diverse functions during his career. Mike has worked a number of years in the manufacturing sector for a global publisher of print media, a Tier I automotive supplier to Toyota, and a worldwide manufacturer and marketer of engineered construction products. In the public sector, Mike was the VP of Human Resources for a regional transit authority in Cincinnati. Most recently, Mike was the HR Director for Salt Lake County responsible for developing and leading Human Resources initiatives, building internal business partnerships to execute HR-specific initiatives in employee relations, benefits, total rewards, talent management and employee development for over 7,000 employees. Part of the strategic initiatives while employed at Salt Lake County was successfully restructuring and modernizing the compensation structure. This included moving to a market based compensation system, adding additional pay structures, job slotting of almost 800 County positions, finding a solution to reduce a \$25 million compression issue and revamping the compensation policy, with a focus on employee engagement and career advancement. This compensation restructuring included public safety positions within the Sheriff's office. Michael was also the Compensation and Organization Planning Manager for a medium sized sales and manufacturing firm that encompassed over 100 sales offices and 40+ manufacturing facilities.

As mentioned previously, as the HR Director for Salt Lake County, Mike led the restructuring and modernization of the entire compensation structure for the organization. One of Mike's duties was managing the day-to-day responsibilities of the Compensation and Classification team (CCR) of eight team members. The team and the HR Director averaged over 120 classification requests on an annual basis with final approval by the HR Director. Procedure dictated that every Salt Lake County employee could appeal their classification decision and the HR Director would have final analysis and decision regarding the appeal by the employee. The appeal decision by the HR Director was final and binding.

Under Mike's leadership, it was ensured that sufficient information was collected from agencies to conduct an internal and external review, which included a pay equity



analysis in order to make proper classification recommendations. The priority was always to have the process and procedures applied consistently and with full transparency. Mike has a number of years working with labor, collective bargaining and employee associations. His detailed experience in classifications uniquely qualifies NFP for this project.

Mike holds both Bachelor's degree and a Master's degree from the University of Cincinnati in Labor and Employment Relations.

**Responsibilities:** Team leadership and all HR services including but not limited to talent acquisition, training and development, compensation strategy and projects, performance management, policies, procedures, employee handbooks, HR audits, compliance, employee and labor relations and HR administration including outsourcing of HR and payroll.

**Rachel Burt, PHR, SHRM-SCP**  
**HR Consultant**  
**Compensation and Market Analyst**



Rachel has over 15 years of expertise and continued education in Human Resources. In addition to working in Human Resources management for companies, she also consulted multi-state companies in the implementation of strategic projects, which focused on employee engagement and retention. In her role as an HR consultant at NFP, she regularly performs compensation redesign, market benchmarking and benefit study and analysis for organizations; advises clients on HR strategy, anti-harassment training, employee retention strategy, and policy development; and has assisted in clients' development of their managers and employees.

She has been an active member of SHRM for several years, is a certified PHR, SHRM-CP, and SHRM, SCP, and has a Bachelor's degree from Utah Valley University majoring in Integrated Studies. Her emphases were Business Management and Community Health. She has been with NFP for seven years.

**Mark Cheney, AVP, Corporate Benefits**



Mark also has the responsibility of generating new business in the Corporate Benefits segment. His focus is on developing new client relationships by offering NFP's resources and strategic benefit consulting for prospective clients.

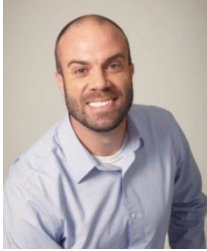
Mark has 25 years of industry-related experience and most recently spent the last three years at Stratus HR as a Business Development Consultant generating and maintaining business. Prior to Stratus HR, Mark was the Director of Provider Relations for Molina Healthcare overseeing the contracting efforts to build out a physician network to compete in the individual health insurance market. Previous to working for Molina Healthcare, Mark was the Sr. Strategic Development Manager at SelectHealth where he led efforts to bring to market the SelectHealth Share product—which provides incentives for employees and employers to become more engaged in their health and lifestyle, in exchange for more predictable premiums. Mark also spent eleven years as a Senior Healthcare Consultant with Mercer, consulting with Fortune 100 companies (i.e., Wal-mart, Lowe's, ADP, Tricon Global Restaurants, etc.) While at Mercer, Mark effectively managed multiple national clients each year that successfully saved his clients an average of \$5.5M in health insurance premiums. Mark has extensive experience consulting with Fortune 100 companies on the design, funding, administration, and communication of employer sponsored health plan offerings. In addition, he is very familiar with devising and implementing Evidence Based Design



programs that are aimed at removing barriers to care and incentivizing patients to comply with physician prescribed courses of treatment.

Mark holds a Master of Business Administration (MBA) and Master of Health Services Administration for Arizona State University and a BS degree in Finance from BYU.

**Responsibilities:** Benefit benchmarking and consultant for all studies, plan design/contribution strategy, renewal and long-term strategy, carrier/vendor evaluation and recommendations, rate negotiations, claims analysis, account/project management, communications, and wellness.



#### **Chad Stone, Senior Marketing Manager**

Chad has over 15 years of experience devising and implementing marketing campaigns. Chad is the Conference Committee Chair for NFP's annual client conference, Turning Point, and he organizes the yearly client trainings and workshops. Chad will assist in the report generation, graphs, data collection, Tableau generation and formatting.



#### **Amanda Claflin, Senior Marketing Coordinator**

Amanda has over four years of professional experience in the communications and marketing field. Amanda's focus includes working with clients to develop customized communication and engagement campaigns. Additionally, she oversees all standard client communication pieces. Amanda will assist in the report generation, graphs, data collection and formatting.

Amanda received her community health degree from Utah Valley University and has been with NFP for five years.

## **RELEVANT EXPERIENCE**

NFP understands the complexities of providing benefits to counties, cities, and public institutions. Our relevant project experience uniquely positions us to collaborate with the Town of Jackson in building a successful, long-term, strategic partnership in which we will construct and implement solutions to help your organization achieve its goals. NFP understands the unique dynamics associated in working with government agencies and their stakeholders, and has provided consulting services to a significant number of public employers in the last twenty-five years. Some of the public entities that we have conducted compensation and classification projects include:

- Orem City, Utah
- Price City, Utah
- South Jordan City, Utah
- Unified Police Department (Salt Lake City)
- Salt Lake City
- Davis County, Utah
- Eagle Mountain City
- Davis Applied Technology College

We understand the economic challenges facing the public sector due to decreased government funding and overall pressure on institutional finances. With demographic shifts, and younger populations, it is imperative to harness technology to communicate and educate employees. NFP recognizes that the Town of Jackson has employee

demographics that span five decades. We are prepared to provide employees and stakeholders a review and explanation of any process, or issue, that may be brought up in the project. Transparency will be the key.

NFP is best qualified to perform these services because we provide the advantages of a large national presence, while also providing personalized local attention, high levels of customer service, an understanding of market trends, and a dedicated staff that understands your business and your employees — something other large national consulting firms struggle to achieve.

We will undertake a collaborative approach to complete the Classification and Compensation/Benefit Study for the Town. Our team has conducted similar projects for public employers and we feel strongly that we have the tools, experience, resources, and team members in place to meet the Town's needs in conducting this project and to deliver enhanced value to your leadership and employees. There hasn't been litigation filed against NFP.

### 3.1.2 STATEMENT OF METHODS AND PROCEDURES

NFP will review the compensation plans, which includes salary grade levels and ranges, benefits plans, and job descriptions of the Town. The consultant managing the process and project has intimate and firsthand knowledge of the challenges in recruiting and retaining employees in the public sector arena. The consultant also has experience with generating career ladders, collapsing career ladders and replacing with applicable merit/performance based promotional opportunities. This includes modernizing both the compensation and classification systems and structures of public entities. NFP will recommend an appropriate salary range for each job match, based on the classification plan and compensation survey results in consultation with Human Resources and their customer departments. A financial impact analysis will also be included. The current classification system(s) will be reviewed, and recommendations that are aligned with the current job market will be made by NFP to improve the current system. Impact statements will be developed, which will include the financial impacts if changes were to be made. With any public entity, pay compression will be a relevant topic and an analysis will be completed to identify and provide potential solutions.

NFP will conduct a customized survey of other internal and external regional labor market cities/counties and private organizations affecting the Town of Jackson and surrounding job market for selected full-time and part-time positions. This shall include public and private sector jobs within the same essential duties and functions. Other recommendations will be made in collaboration with stakeholders. NFP will also conduct interviews on a case-by-case basis when clarification of a survey questionnaire response is required or if further information is needed.

NFP will combine its data collection, analyses, findings, and recommendations in a final report which will contain an executive summary that highlights primary findings and recommendations.

Prior to finalizing a report, NFP will provide the Town with a draft of the report as a means of gaining input and comment on the report's findings and recommendations, as well as planning for next steps on identified actions for implementation. A final report will be provided to the Town and a summary of the report can be presented to stakeholders for actionable steps.

NFP has a number of clients in the hospitality and resort industry. Our clients include *Sundance Resort* and hotel and lodges in the Park City/Deer Valley area. We understand the economic conditions including the impact of COVID on the workforce, the labor market and the challenges of a seasonal labor force.

### Initial Phase – Project Chartering and Criteria Defined, Communication Plan to Employees and Stakeholders

NFP will include the Town's, Manager, Assistant Manager, HR, council and the employees of the Town of Jackson in every decision and step in the process (applicable parties will be identified). We undertake a collaborative approach to classification and compensation projects. Our first step is to meet with the Town's leadership and HR team to discuss the strategy and goals of the Town's compensation program (in-person preferred, depending on the pandemic). We will also discuss your current compensation philosophy in order to understand the impact that it has on the Town's employment brand and its ability to effectively attract, motivate and retain talent.

NFP consultants will meet with the Town's Manager and Assistant Town Manager Town Manager, Town Council and stakeholders to:

- Verify the project scope, approach, resources, timing and project success criteria.

- Discuss data requirements and confirm criteria, modifying it if necessary, to identify cities, entities, and private organizations similar to Town of Jackson, with collaborative input from key stakeholders.
- Generate a communication plan for stakeholders and employees, if applicable.

## Phase I – Job Description Review, Job and Classification Analysis

Following input from stakeholder interviews, NFP will:

- Conduct Employee and Manager Interviews (as appropriate)
  - Interviewees will include: (i) all employees in single position classifications; (ii) a representative sample of employees in multiple position classifications; and (iii) management personnel.
  - Employees are interviewed to clarify and supplement the job description and, if applicable, the PDQ data. If clarification is needed, a desk audit will be initiated. Key desk interviews will be recommended and agreed upon by Town management and human resources.
  - Managers are interviewed to clarify and/or confirm the information received in the interviews with staff and to respond to potential perception differences regarding roles, tasks, and scope.
- Review existing Town classifications, specifications, and job hierarchy to determine the appropriate job family/banding. If an existing classification specification is not available, NFP will develop the new class specifications.
- Analyze and propose specific position allocation recommendations. This will include specifying current and proposed classification titles, and the impact of the recommendations for reclassification, title change, or no change (i.e., update of classification description format and/or content only). Compliance with Fair Labor Standards Act (FLSA) and Americans with Disabilities Act (ADAA) requirements will be reviewed and updated.



### Position Description Questionnaire (PDQ)

| CLASSIFICATION REQUEST                                                                                                                                                                                                                                                                                                                                           |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Please complete the PDQ, review with all incumbents and department/division personnel necessary for approval, make any and all changes needed to ensure an accurate representation of the position, obtain approvals, and forward to your consultant. In addition, please include copies of both your résumé and your division's most recent Organization Chart. |                                         |
| This request is for a: <input type="checkbox"/> Choose an item.                                                                                                                                                                                                                                                                                                  |                                         |
| Department Name: <input type="text"/>                                                                                                                                                                                                                                                                                                                            | Department Number: <input type="text"/> |
| Division Name: <input type="text"/>                                                                                                                                                                                                                                                                                                                              | Position Number: <input type="text"/>   |
| Information Regarding New Allocation or Current Allocation                                                                                                                                                                                                                                                                                                       |                                         |
| Current Job Title/Grade: <input type="text"/>                                                                                                                                                                                                                                                                                                                    | Job Code: <input type="text"/>          |
| Recommended Title/Grade: <input type="text"/>                                                                                                                                                                                                                                                                                                                    |                                         |
| If known, list any comparable position(s)/grade(s) that currently exist within [Company Name]: <input type="text"/>                                                                                                                                                                                                                                              |                                         |
| Click here to enter comparable positions and/or grades: <input type="text"/>                                                                                                                                                                                                                                                                                     |                                         |
| Position Summary: Provide a brief description (maximum of 3 - 4 sentences) that summarizes the overall purpose or objective of this position.                                                                                                                                                                                                                    |                                         |
| Click here to enter a position summary: <input type="text"/>                                                                                                                                                                                                                                                                                                     |                                         |
| Essential Functions: Describe the duties and responsibilities that, if not performed, the position would not exist. Arrange these functions in order of importance (most important functions listed first) or in a sequential manner in which the duties are performed. Estimate the average percentage of time spent on each function, totaling 100%.           |                                         |
| Essential Functions                                                                                                                                                                                                                                                                                                                                              | % of Time                               |
| 1. <input type="text"/>                                                                                                                                                                                                                                                                                                                                          | 00%                                     |
| 2. <input type="text"/>                                                                                                                                                                                                                                                                                                                                          | 00%                                     |
| 3. <input type="text"/>                                                                                                                                                                                                                                                                                                                                          | 00%                                     |
| 4. <input type="text"/>                                                                                                                                                                                                                                                                                                                                          | 00%                                     |
| 5. <input type="text"/>                                                                                                                                                                                                                                                                                                                                          | 00%                                     |

NFP will analyze and suggest a plan to enable the Town to attract, motivate, and retain quality employees to deliver services and programs efficiently and cost-effectively to the members of the Town. NFP will review potential performance management processes and methods, and review pay-for-performance opportunities within the workforce. The Plan will:

- Ensure positions performing similar work with essentially the same level of complexity, responsibility, knowledge, and abilities are classified together;
- Recognize the differences and similarities in positions regardless of the department;
- Provide salaries commensurate with assigned duties;
- Outline promotional opportunities and provide recognizable compensation growth;
- Provide justifiable pay differential between individual classes;
- Recognize differing work schedules and service needs; and
- Continue to be current with changes in the consumer price index and relevant labor markets.

## Phases II and III – Market/Benefit Analysis via Customized Survey

- NFP will conduct a comprehensive compensation and benefit market analysis via a customized survey. NFP will follow up with all participants multiple times to ensure the best participation. Our custom survey results have

typically yielded 60-70% participation or more.

- In addition to the comparator cities chosen by the Town, NFP will collaborate with the Town to identify any additional comparator cities and private organizations with comparable labor markets. Exit interview data will also be reviewed, if applicable.
- NFP will develop a customized compensation and benefit survey to be used in the collection of market data for the positions as defined in the scope of work. The survey will request data on the compensation and benefits offered by the participating agencies. NFP will request information regarding the following but not limited to:
  - Base salary.
  - Additional types of pay (i.e. longevity, certificate, educational, special assignment, bilingual, shooting, etc.).
  - Allowances/stipends/reimbursements (i.e. auto, uniform/boots, tuition, etc.).
  - Pension/retirement contributions and formulas, final compensation, cost-sharing arrangements, including Town/agency contributions to deferred compensation plans, post-employment health plan contributions, and integral plan trust.
  - Health benefits for active employees and future retirees (i.e. medical, dental, vision, ancillary, etc.).
  - Life and disability insurance.
  - Leave benefits, including accrual and pay-out/conversion (i.e. vacation, holiday, executive leave, bereavement, administrative, maximum accruals, jury duty, etc.).
  - Cash in lieu benefits.
  - Any additional benefit such as EAP, flexible spending accounts, etc.
  - Any other salary or benefit data that is relevant to the Town of Jackson.
- After the market group is identified and the surveys developed, NFP will begin the collection process of the data from participating agencies. The survey process will typically take about a month to allow participants ample time to participate in the survey and return the results. The recommended best practice, in order to increase participation, is to provide the raw data from the survey to the participants who would have a vested interest in the results. NFP will follow up with all participants multiple times to ensure the best participation.
- NFP will provide an additional compensation benchmarking tools that provides aggregate compensation data from hundreds of sources throughout the United States, including hundreds of private industries, nonprofit organizations and the public sector. ERI (*Economic Research Institute*) compiles the most robust salary, cost-of-living, and executive compensation survey data available, with current market data for more than 1,000 industry sectors. The majority of the Fortune 500, and thousands of other small and medium-sized organizations, rely on ERI data and analytics for compensation and salary planning, relocations, disability determinations, board professionals, and setting branch office salary structures in the United States, Canada, and worldwide.

ERI collects data from thousands of available salary surveys. ERI collects available salary survey data for jobs and areas; evaluates each survey for validity, reliability, and use; and compiles updated market values for positions with comparable responsibilities. Analysis is conducted on wages by geographic area, size of company, years of experience, and industry. Data values are automatically updated to match today's market movement rates, and default projected market increase projections, like the other variables, can be adjusted depending on preferences. ERI results are all market based and reflect current market values.

*CompAnalyst Market Data* is a 100 percent HR-reported dataset. This data is gathered from employers and does not include any self-reported data from employees. CompAnalyst purchases more than 300 commercially available surveys annually.

The methodology behind Salary.com's/CompAnalyst Market Data is a state-of-the-art process for benchmarking and analyzing jobs that builds on the professional industry standards employed by compensation analysts. When adding jobs to the CompAnalyst Market Data database, Salary.com's team of compensation consultants selects and validates surveys, benchmarks jobs to multiple surveys, aggregates data, and reviews and adjusts results as necessary, to produce accurate results for every job, every time. To determine the true market rate for each job reported in CompAnalyst, the Salary.com team reviews all available market pay data on a monthly basis, ensuring that CompAnalyst users have access to up-to-date, accurate market data.

With this unique methodology, Salary.com is able to publish an up-to-date estimated salary range for any position in any market, even when individual surveys do not have sufficient data for that job or market. Utilizing CompAnalyst's architecture, which defines relationships between job family, function, and focus, Salary.com is able to fill in the gaps left by traditional compensation surveys, producing accurate estimated salaries for jobs

that other data sources do not cover. CompAnalyst Market Data includes data from more than 7,500 organizations across 225 diverse industry breakouts. The data covers companies of all sizes, ownership types, and tax-exempt statuses.

- In this phase of the project, NFP will conduct an in-depth analysis of your overall compensation as compared to the market data collected in the surveys and NFP's proprietary tool. We will analyze your job descriptions for the positions to be compared, determine the best match from the participating cities, and identify major differences in job duties based on titles.
- We will determine how the Town of Jackson compares to the market and make recommendations based on our findings and the market averages. Once we have completed our gap analysis, we will provide you with formal recommendations to help move the Town closer to your goals, taking into consideration both your organization's financial and cultural objectives and the needs of your team.
- In order to demonstrate the Town of Jackson's market position, NFP will compile a separate summary report for each job. Each report includes a list of cities that reported pay data and benefits for the job. For each job, the consulting team will calculate the average and median, for the study cities' Minimum, Maximum, and Actual Average pay rates. The summary sheet will also show the Town's pay rates as a percentage of the average and median (please see Appendix).
- As previously mentioned, the consultant who will be leading the project has experience reviewing, and revamping, career ladders or advancement opportunities within the public sector. This experience will be advantageous in reviewing, and potentially modifying, current policy around career ladders or advancement opportunities to determine the desired outcome for employees and stakeholders.
- NFP will review the compensation plan, which includes salary grade levels and ranges and job descriptions. The current consultant, who will be managing the process and project, has intimate and firsthand knowledge of the challenges in recruiting and retaining employees in the public sector. NFP will recommend an appropriate salary range for each job match, based on the classification plan, compensation survey results in consultation with the Town of Jackson, internal relationships, and equality. A financial impact analysis will also be included. The current classification system will be reviewed and recommendations, aligned with the current job market, will be made by NFP to improve the current system. Impact statements will be developed if changes are to be made. With any public entity, pay compression will be a relevant topic and an analysis will be completed to identify and provide potential solutions.
- NFP will review internal equity and will make a salary recommendation based on the Town's salary guidelines and a market analysis.
- A comprehensive report will be generated and sent to the Town outlining the studies methodologies, findings, conclusions, and recommendations for the affected classification specification.

#### **Phase IV – Salary Step Review and Recommendations**

- In this phase, NFP consultants will market price all benchmark and non-benchmark positions from the customized survey and review and make recommendations for the salary ranges within the steps. All recommendations will be reviewed with HR and any applicable stakeholders for input and suggestions. Progression within the steps will be discussed and policies managing the program will be refined for easier maintenance and management of the compensation program.

#### **Phase V – Reporting/Recommendations/Formal Presentation and Maintaining the Future State**

- NFP will combine its data collection, analyses, findings, and recommendations in a final report, which will contain an executive summary highlighting primary findings and recommendations. A draft will be provided to all stakeholders for their comment and input before the final recommendations are generated. We also provide a PowerPoint presentation, summarizing the data for each position and the organization's competitive position compared to the relevant labor market.
- NFP will assist the Town in developing a classification and compensation policy, with the goal of providing ongoing structure and consistency for classification and compensation analysis and changes in future years. NFP will present the Town with a documented plan for implementing any total compensation policy updates/changes with a phased implementation approach for structure changes. Maintenance of the



compensation and classification system will be top priority once the solidification of the infrastructure is complete. NFP will generate recommendations for future schedule for compensation and classification studies and keeping the system modernized, equitable, and adaptable. Compensation analytical tools will also be recommended.

## EXCEPTIONS/DEVIATIONS

In performing the compensation and classification project for the Town of Jackson, a number of anticipated issues may occur. From prior experience leading human resources for a large metropolitan county, and conducting a very similar project as well as multiple compensation and classification projects for clients, we know that transparency will and should always be in the forefront of a project that involves employee compensation, and moving salary grades and ranges of employees. There will be some instances where the employee and manager will disagree on the day-to-day responsibilities that he or she will have reflected in the job description or, if utilized, the Position Description Questionnaire (PDQ). There should be a transparent and fair process to resolve the above differences.

Depending on the culture of the Town of Jackson, an appeal process may be recommended. That process may substantiate a claim that an employee has made, and provides an outlet for the employee and/or manager to explain why a classification change should be made from the original decision. Employees may be moved to different grades, or the ranges of the grades may be modified, depending on the compensation philosophy of the Town, utilization of the compensation survey, and the market study. Moving an employee's grade or salary range can be perceived as future loss of wages or, in some cases, being "red lined" sooner in one's career. At times, these perceptions can be real and future opportunity for earnings can be diminished, especially if an employee maintains their same position for many years. If applicable, NFP will establish and facilitate an appropriate employee review and appeal process.

Another issue that may occur within the Town's employee base is the problem with compression. This has been stated as a concern in the RFP. If managing the compensation structure has not been an issue with maintaining market adjustments and salary structures over past years, then it is most likely compression of salaries with employees will not be a major issue. However, if the Town of Jackson is similar to most public entities during and after the recession, meeting the compensation obligations of employees when the market increased will have most likely generated a compression issue among employees. Some of the compression issues might have generated gender inequity issues that will need to be resolved. Once the compensation analysis is complete, with proper classification of all employees and market data solidified, NFP will make recommendations to resolve compression issues in the structure as well as the financial consequences of each option(s).

To resolve many of the anticipated issues with employees and managers before they actually occur, a comprehensive communication plan must be adopted. It is critical to communicate to employees so that they understand the classification process, as well as how their position is slotted within the existing grades or, in some cases, the new proposed steps. Employees want to understand that the processes and methods utilized were logical and fair. NFP will develop a communication plan and hold town meetings (on-site, if applicable with COVID restrictions) with the Town of Jackson employee workforce. At times town hall meetings are not enough for employees. NFP and their consultants will make time for separate one-on-one meetings with employees who want more detail on the project, and specifically their own personal issues and concerns with the project.

A dedicated section on the Town's intranet website could be established for employees. This will specifically communicate items such as FAQs, timelines of the project, and established due dates. Employees can also ask questions pertaining to the project. A separate communication and training meeting with only managers will also be initiated by NFP to confirm the specifics of the project. We will discuss the questions that the managers are most likely to be asked by their employees, and any concerns that managers have about explaining the compensation project will be addressed. This is critical, as employees will come to their manager frequently with questions and it is important that all managers are on the "same page", with consistent talking points, when communicating processes and responding to employees.

Lastly, once the compensation project is complete, an additional training on the results of the project will be established with managers to reiterate the talking points to cover with employees, and to make sure that they are prepared to explain the reasons why decisions have been made surrounding the placement of employees within steps and structure; if applicable.

We feel that mitigating some of the potential issues, including those found above, will increase the engagement and buy-in of the employee workforce in the project. This will prevent issues that distract from the goal of the project - retaining and attracting a competitive workforce at the Town of Jackson. With the expertise of NFP's Project Manager in conducting a similar project for a much larger workforce, NFP will provide the Town of Jackson with the breadth of knowledge and

understanding necessary to ensure that the project is completed successfully. NFP is confident that with the proposed approach found below, and our experience in anticipating and resolving issues brought forth from previous projects, we will better meet the objectives of the compensation and classification project than other consultants.

### 3.1.3 STRUCTURE AND CONTENT OF WORK PRODUCT

The project will be managed by the project plan/timetable found in the Appendix and the above phases as described in 3.1.2. Transparency and communication of the status of each phase and responsibility will be key in a project of this importance.

We will determine how the Town of Jackson compares to the market and make recommendations based on our findings and the market averages. Once we have completed our gap analysis, we will provide you with formal recommendations to help move the Town of Jackson closer to your goals taking into consideration both the Town's financial and cultural objectives and the needs of your team. In order to demonstrate the Town of Jackson's market position, NFP will compile a separate summary report for each job. A compensation sheet can be found in the Appendix for your review. NFP will complete a final report with an executive summary that highlights primary findings and recommendations. A draft will be provided to all stakeholders, if applicable for their comment and input before the final recommendations are generated.

### 3.1.4 PROJECT TIMETABLE

Please see Project Plan in Appendix I.

### 3.1.5 REFERENCES

We encourage you to speak directly with our clients to gain a better understanding of our abilities. To respect the time constraints of our clients we ask that you let us know which clients, from the sample list below, you would like to speak with. We will contact that client(s) to let them know to expect your call. We would provide the Town with the same respect as a current client. Please note that NFP HR Services has never withdrawn from implementation of a compensation/benefit study prior to completion of the project.

#### Project 1: Eagle Mountain City

**Contact:**

Angela Valenzuela  
Human Resources Manager  
[avalenzuela@EmTown.org](mailto:avalenzuela@EmTown.org)  
801.789.6603

1650 E. Stagecoach Run  
Eagle Mountain, Utah 84005

Eagle Mountain City engaged NFP Human Resource Solutions to conduct a compensation study of public agencies in order to collect current compensation data for the Utah local market. Objectives included assisting Eagle Mountain City to make improvements to their overall compensation plan and continuing the goal of maintaining the City as a competitive employer. This includes understanding what changes are required in terms of compensation in order to retain and attract top talent.

NFP had a 68.4% participation rate in the compensation study, with 13 of the 19 agencies invited to participate responding in the survey. NFP invited cities recommended by Eagle Mountain City and NFP made recommendations to compliment the list of cities recommended.

Eagle Mountain City's Human Resources department generated 115 positions to survey. NFP also utilized the custom survey data and data from the Economic Research Institute (ERI) to compliment the survey and determine an actual average market rate for each position, median, midpoint and actual averages via the surveyed organizations. Minimums, maximums, and number of incumbents were also surveyed for each position.

#### Project 2: Unified Police Department (UPD)

**Contact:**

David Warnock  
Director of Human Resources  
[dwarnock@updsl.org](mailto:dwarnock@updsl.org)  
385.468.9666

3365 South 900 West Salt  
Lake City, UT 84119



NFP designed a customized survey for Unified Police Department of Greater Salt Lake (UPD) to help them understand their market competitiveness for sworn and civilian positions and benefit offerings. The survey included about 59 positions and was sent to 21 police agencies. UPD requested this study so they can remain competitive in the coming years to attract and retain qualified public safety and civilian employees. UPD requested that the NFP consulting team conduct a comprehensive survey with competing agencies in Salt Lake, Davis and Utah counties. The survey was sent to 21 police agencies of which 15 participated in the survey. NFP analyzed the data based on the market average and market median as compared to the client for each position and all benefit offerings.

In addition, NFP included a separate compensation comparison for four sworn officer positions in Denver, Colorado, and Las Vegas, Nevada per UPD's request. The survey was divided into separate sections. These included general information about the participating agencies, and compensation data for six sworn police positions and 36 civilian positions. Detailed benefit questions for health, dental, vision plans, ancillary benefits, paid time off, retirement benefits, and other benefits provided to sworn and civilian employees were also included.

### Project 3: City of South Jordan

**Contact:**

Teresa Cook  
Human Resources Director  
[TCook@sjc.utah.gov](mailto:TCook@sjc.utah.gov)  
801.330.2893

1600 W. Towne Center Dr.  
South Jordan, UT 84095

NFP was retained by the City of South Jordan, Utah to evaluate their compensation system and generate a customized survey to confirm market pay competitiveness in a local job market that is experiencing full employment. The scope of work also included recommending changes and completing a general job matching benchmark survey to analyze the local and regional job market to determine correct market pay for each position. Recommendations and adjustments the City's current pay plan was initiated by the consultant. Specifically, the consultant also made recommendations to consolidate the 28 different grades to a more modern pay scale, with approximately 14 grades for nearly 225 unique positions. Updating the compensation philosophy and introducing a "pay for performance" culture is also in process.

### Project 4: Davis Applied Technology College

**Contact:**

Russ Galt –VP of Administrative Services  
[russell.galt@datc.edu](mailto:russell.galt@datc.edu)  
Rick Higbee – Director of Human Resources  
[ric.higbee@DATC.EDU](mailto:ric.higbee@DATC.EDU)  
801.593.2304

550 E 300 S  
Kaysville, UT 84037

A custom survey was conducted for Davis Applied Technology College with about 15 colleges to compare classified and professional positions. NFP also used our proprietary market data tool and, based on market data, made recommendations on changes to their pay grades and pay for faculty. The College wanted to ensure they were meeting the demands of the market for pay and wanted a third party to conduct a review of their entire compensation structure. NFP provided the College with a market ratio and compa-ratio for each job and each employee. NFP's final deliverables were presented to the board and the new pay grades and pay increases were approved for employees whose pay was not competitive with the market.

### Project 5: Orem City

**Contact:**

Keri Rugg  
Director of HR  
[karugg@orem.org](mailto:karugg@orem.org)

56 N. State Street  
Orem, UT 84057

801.229.7186

NFP completed a compensation and benefit study for Orem City. Orem City has over 158 unique jobs. For this study, NFP worked with Orem City to customize a compensation study for the 450 employees, which included fire and police. NFP also surveyed participants on their benefits offerings and fringe benefits and provided the City with an analysis of their



benefit package in comparison to the market.

Both the compensation and benefit study included over 40 public agencies in the state that compete for the same talent. NFP received an 83% survey participation rate from participants coming out of the COVID pandemic in summer of 2021. NFP's consulting team also used independent market data for positions competing in the private sector. As part of the analysis, NFP identified the City's positions that should be green and red lined, and provided recommendations to bring the City closer to the market regarding pay and compensation. Recommendations and consulting included a compression analysis, increasing pay ranges and the overall structure, consolidating pay grades and increasing some of the benefits to align with the market. Other recommendations included compensation for certifications and licenses, consolidating positions in the part-time classifications and a short and long-term strategy costs to bring employees to midpoint/market.

### Project 6: Salt Lake City

#### Contact:

David Salazar  
HR Program Manager  
[David.Salazar@slcgov.com](mailto:David.Salazar@slcgov.com)  
801.535.7906  
1530 S West Temple  
Salt Lake Town, UT 84115

NFP was engaged by Salt Lake City to conduct a unique survey and compensation project to identify U.S. cities that are similar, based on specific criteria. NFP worked closely with stakeholders to identify over 20 criteria and crafted specific questions to ask, and included compensation data for ten public safety, five police and six fire positions. The survey was sent to 55 city governments in the U.S. NFP analyzed the responses of the participants and identified 15 cities that had similarities.

### 3.1.6 COST OF SERVICES

| PHASE     | TASK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | COST     |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|           | Project Chartering and Criteria Defined. Initial meeting with the Town of Jackson regarding project and timelines and deliverables.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$2,250  |
| Phase I   | Completed job analysis that includes an analysis of current job descriptions as compared to actual job functions, and a complete classification system that provides consistency and equity across the Town. Review of career ladders if applicable and step structure.                                                                                                                                                                                                                                                                                                                                                                                    | \$29,550 |
| Phase II  | Completed analysis, documentation and recommendation on the Town's total compensation plan including:<br>Identification of public, non-profit and private sector data and how the data is utilized and weighted. <ul style="list-style-type: none"> <li>A recommendation regarding what other public sector entities the Town of Jackson should be using as a comparison for wages and benefits.</li> <li>Report on the results of a benefits evaluation of the Town of Jackson with relationship to its peer organizations.</li> </ul> Report on the analysis of the compensation data with the benefit data determining the Town's competitive position. |          |
| Phase III | Completed competitive pay structure and classification structure including: <ul style="list-style-type: none"> <li>Report providing a means to determine positions and job titles and to define the Town's emphasis on internal and external equity. Review if additional stipends related to housing/transportation and childcare are warranted and recommended, review the practice of increasing wages for seasonal CDL holders during the winter season, review the Town's practice of a staggered hiring bonus for Police Officers along with 2 years of housing</li> </ul>                                                                           | \$18,075 |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|              | assistance and review the Town's practice of utilizing standby pay for plow drivers, pay for weekend duty                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| Phase IV     | Market price benchmark and non-benchmark jobs for customized survey. Review with the Town of Jackson: Recommendations for compensation structure, job slotting, and pay range within the step structure will be analyzed and refined.                                                                                                                                                                                                                                                                 | \$4,125         |
| Phase V      | NFP will combine its data collection, analyses, findings and recommendations in a final report, which will contain an executive summary highlighting primary findings, and recommendations. NFP will complete a final report with an executive summary that highlights primary findings and recommendations. NFP will generate a maintenance system as well as training of the Town's employees to maintain and continue to keep the compensation and classification system modernized and equitable. | \$10,250        |
| <b>Total</b> | <b>Not to Exceed:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>\$64,250</b> |

Timeline to complete this project is approximately 16-25 weeks from the kick off date. Our timeline is flexible and will be dependent on the time it takes for the Town of Jackson to provide NFP the information and feedback required. NFP timelines can be fluid, depending on sense of urgency and commitments from stakeholders and human resources. Not to exceed cost includes cost of travel, lodging and other applicable expenses by the organization (NFP).

### **LIST OF APPENDICES**

Appendix I – Project Plan

Appendix III – Resume

Appendix II – Sample Tableau compensation sheets

Appendix IV - Placemat



## **Appendix I - Project Plan**

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|                     |                                                                   |
|---------------------|-------------------------------------------------------------------|
| Project Name        | Town of Jackson Job Classification and Compensation Study<br>2022 |
| Project Manager     | M. Ongkiko                                                        |
| Project Deliverable |                                                                   |
| Start Date          | 3/1/2022                                                          |
| End Date            | 7/11/2022                                                         |
| Overall Progress    | 0%                                                                |

| Tasks                                                                                                                    | Responsible         | Start             | End               | Days    | Status      |
|--------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|-------------------|---------|-------------|
| <b>Project Planning</b>                                                                                                  |                     |                   |                   |         |             |
| Kick-off meeting                                                                                                         | NFP                 | 3/1/2022          | 3/1/2022          | 0       | Not started |
| Confirm project objectives                                                                                               | NFP/Town of Jackson | 3/1/2022          | 3/1/2022          | 0       | Not started |
| Assign NFP and Town of Jackson areas of responsibility                                                                   | NFP/Town of Jackson | 3/1/2022          | 3/1/2022          | 0       | Not started |
| Generate communication plan                                                                                              | NFP/Town of Jackson | 3/1/2022          | Ongoing           | Ongoing | Not started |
| Send positions and job descriptions to review                                                                            | Town of Jackson     | 3/1/2022          | 3/8/2022          | 7       | Not started |
| <b>Job Evaluation</b>                                                                                                    |                     |                   |                   |         |             |
| PDQ form review/approval, send to employees/managers of positions that need an updated job description                   | NFP                 | 3/22/2022         | 3/29/2022         | 7       | Not started |
| PDQ employee & manager completion                                                                                        | Town of Jackson     | 3/29/2022         | 5/3/2022          | 35      | Not started |
| Review of PDQ forms received from employees                                                                              | NFP/Town of Jackson | 5/3/2022          | 5/19/2022         | 16      | Not started |
| Employee desk audits, if applicable                                                                                      | NFP                 | 5/3/2022          | 6/3/2022          | 31      | Not started |
| Analysis of current job descriptions compared to job functions                                                           | NFP                 | 5/3/2022          | 6/1/2022          | 29      | Not started |
| <b>Market Analysis via Customized Survey</b>                                                                             |                     |                   |                   |         |             |
| Confirm Entities to survey                                                                                               | NFP/Town of Jackson | 3/14/2022         | 3/18/2022         | 4       | Not started |
| Develop customized survey, with review and approval by the Town of Jackson stakeholders                                  | NFP/Town of Jackson | 3/14/2022         | 3/28/2022         | 14      | Not started |
| Customized survey distributed to participants                                                                            | NFP                 | 4/4/2022          | 5/9/2022          | 35      | Not started |
| Analyze Town of Jackson positions with NFP’s compensation tools-ERI/CompAnaylst                                          | NFP                 | 4/4/2022          | 5/9/2022          | 35      | Not started |
| Collection and data and analysis                                                                                         | NFP                 | 5/10/2022         | 6/3/2022          | 24      | Not started |
| <b>Salary Structure Review &amp; Recommendations</b>                                                                     |                     |                   |                   |         |             |
| Market price benchmark jobs from survey                                                                                  | NFP                 | 5/10/2022         | 6/3/2022          | 24      | Not started |
| Evaluate, price, and slot non-benchmark jobs from survey                                                                 | NFP                 | 5/10/2022         | 6/3/2022          | 24      | Not started |
| Develop and recommend a means and process to determine positions & job titles, focusing on internal & external equity.   | NFP                 | 5/10/2022         | 6/13/2022         | 34      | Not started |
| Development of statistical pay analysis and recommendations for structures                                               |                     |                   |                   |         |             |
| Review with the Town of Jackson: Recommendations for compensation structure, job slotting, and pay range analysis        | NFP/Town of Jackson | 6/20/2022         | 6/27/2022         | 7       | Not started |
| <b>Reporting/Recommendations &amp; Maintenance &amp; Training of System</b>                                              |                     |                   |                   |         |             |
| Draft of report and recommendations                                                                                      | NFP                 | 7/7/2022          | 7/7/2022          | 0       | Not started |
| Training and implementation plan, with applicable staff and HR                                                           | NFP                 | 7/11/2022         | 7/22/2022         | 11      | Not started |
| <b>Presentation of Final Recommendations</b>                                                                             |                     |                   |                   |         |             |
| Presentation of the results of the customized market survey and recommended changes to the current classification system | NFP                 | Week of 7/11/2022 | Week of 7/11/2022 | N/A     | Not started |
| <b>Projected Completion of Project</b>                                                                                   | <b>7/11/2022</b>    |                   |                   |         |             |



## **Appendix II - Sample Tableau Compensation Sheets**

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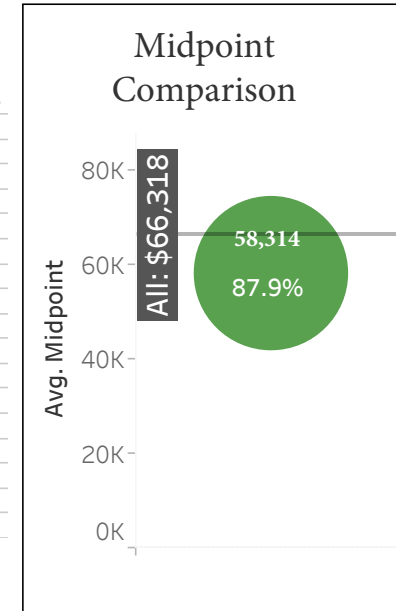
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## Accountant

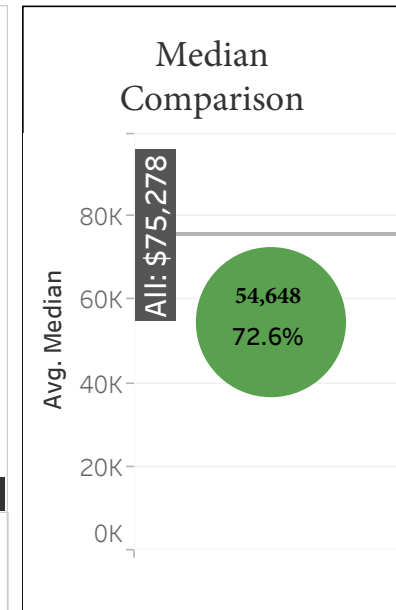
### Survey Data

| Entity | Avg. Minimum | Avg. Midpoint | Avg. Maximum | Avg. Actual Avg | Avg. Median | Incumbents |
|--------|--------------|---------------|--------------|-----------------|-------------|------------|
|        | 59,072       | 73,840        | 88,608       | 86,400          |             | 1          |
|        | 41,974       | 47,964        | 56,784       |                 |             |            |
|        | 62,905       | 80,228        | 97,551       | 97,551          |             | 1          |
|        | 68,274       | 85,343        | 102,412      | 82,198          | 82,198      | 1          |
|        | 62,566       | 70,673        | 79,543       |                 | 70,673      | 0          |
|        | 50,896       | 66,001        | 78,573       |                 |             |            |
|        | 50,707       | 58,314        | 65,920       | 54,648          | 54,648      | 1          |
|        | 67,698       | 82,805        | 97,912       | 82,805          | 80,471      | 1          |
|        | 46,051       | 57,387        | 74,734       |                 |             |            |
|        | 54,833       | 67,170        | 79,508       | 97,510          | 97,510      | 1          |
|        | 67,974       | 73,290        | 78,707       |                 |             |            |
|        | 52,686       | 67,226        | 79,934       | 58,053          | 58,053      | 1          |
|        | 47,775       |               | 65,859       | 62,762          | 62,762      | 2          |
|        |              | 72,218        |              |                 |             |            |
|        | 43,851       | 54,814        | 65,777       | 72,032          |             | 1          |
|        | 46,426       | 55,786        | 65,125       | 61,277          |             | 1          |
|        | 32,671       | 40,022        | 47,373       | 32,671          |             | 1          |



### Compensation Comparison by Organization

|               |               |               |                 |               |
|---------------|---------------|---------------|-----------------|---------------|
| 59,072        | 73,840        | 88,608        | 86,400          |               |
| 41,974        | 47,964        | 56,784        |                 |               |
| 62,905        | 80,228        | 97,551        | 97,551          |               |
| 68,274        | 85,343        | 102,412       | 82,198          | 82,198        |
| 62,566        | 70,673        | 79,543        |                 | 70,673        |
| 50,896        | 66,001        | 78,573        |                 |               |
| 50,707        | 58,314        | 65,920        | 54,648          | 54,648        |
| 67,698        | 82,805        | 97,912        | 82,805          | 80,471        |
| 46,051        | 57,387        | 74,734        |                 |               |
| 54,833        | 67,170        | 79,508        | 97,510          | 97,510        |
| 67,974        | 73,290        | 78,707        |                 |               |
| 52,686        | 67,226        | 79,934        | 58,053          | 58,053        |
| 47,775        |               | 65,859        | 62,762          | 62,762        |
|               | 72,218        |               |                 |               |
| 43,851        | 54,814        | 65,777        | 72,032          |               |
| 46,426        | 55,786        | 65,125        | 61,277          |               |
| 32,671        | 40,022        | 47,373        | 32,671          |               |
| All: \$53,710 | All: \$66,318 | All: \$77,227 | All: \$73,326   | All: \$75,278 |
| Avg. Minimum  | Avg. Midpoint | Avg. Maximum  | Avg. Actual Avg | Avg. Median   |





## **Appendix III - Resume**

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# MICHAEL J. ONGKIKO, *SPHR, SHRM-SCP*

## STRATEGIC HUMAN RESOURCES EXECUTIVE

### ***Business Management & Senior HR Operational Leadership***

### ***Employment Law Compliance ~ Positive Employee Relations***

A strategic business leader and senior-management team member with expertise in Human Resources including Union and Employee Relations applied within Fortune 500, multi-site, corporations in diverse industries plus major / large-scale government services. Proven success meeting the business objectives by aligning the HR strategy within the broader business strategy and improving operational efficiencies, reducing operating costs and fostering positive employee relations - Core skills include:

- ◆ **Employee Attraction & Retention**
- ◆ **Labor and Union Relations**
- ◆ **Organizational Management**
- ◆ **Compensation & Classification**
- ◆ **Staff & Executive Development**
- ◆ **Mergers & Acquisitions**
- ◆ **Legal Compliance**
- ◆ **Strategic Business Planning**
- ◆ **Performance Management**
- ◆ **Training & Development**

## EXPERIENCE

**NFP, <http://nfp.com> Lehi, UT 2018 to Present**

*5,700 employees - national leader in consulting and insurance brokerage services*

### **Managing Director**

Responsible for P&L of Utah office.

### **Vice President, HR Services**

Develop human resource strategies and solutions for clients across the western region. Provide solutions focused on driving the growth and development of organizations by helping them develop sustainable processes and strategies and identify the risks that threaten their ability to grow their business.

**SALT LAKE COUNTY, <http://slco.org> Salt Lake City, UT 2013 to 2018**

*7,000 employees - government services provider and political subdivision of the State of UT*

### **Director of Human Resources**

Key and contributing member of the Mayor's cabinet, the senior management team and the HR Dept. leader with a team of 32 staff providing strategic leadership and operational HR support within a high profile, politically-charged and highly scrutinized service-provider - supporting elected and appointed leaders, operations managers and county rate-payers – applying principled HR practices and leading policy administration, legal compliance, ethics, best practices, training & development.

- Lead, train, mentor, evaluate and direct a team of 32 service-oriented HR staff – attracting and retaining employees and fostering a collaborative and supportive, high-performing, positive employee-relations work environment.
- Reduced health-care costs by 3.2% / \$1.2M by leading a cost-savings, consumer-oriented employee culture, promoting HDHP to decrease cost trends of double-digit annual increases.
- Saved \$685K within 18 months by initiating the first employee medical-clinic to contain costs.
- Successfully restructured and modernized the compensation structure that included moving to a market based compensation system, adding pay structures, job slotting of almost 800 County positions, reduced compression and revamp of compensation policy focusing on employee engagement.

**SORTA / CINCINNATI METRO, <http://www.go-metro.com> Cincinnati, OH 2010 to 2013**

*Southwest Ohio Regional Transit Authority operates fixed-route bus service within the metro Cincinnati region. Metro is a tax supported, independent political entity of the State of OH – 900+ employees.*

### **VP / Executive Director of Human Resources - EEO Officer**

Principal HR executive, leading a team of 9 HR staff, reporting directly to the CEO, and contributing member and advisor to the senior leadership team with core responsibilities for labor-law (Federal State, County & City) compliance plus long-range, strategic planning, change-management and Human Capital Development initiatives. Principal Labor Relations and Management Labor Contract(s) Negotiator plus directing compensation, benefits, attraction & retention and positive employee relations.

- Reduced absenteeism by 4%/month – achieving \$500K+ in overtime costs.
- Chief Spokesperson - negotiated multiple collective agreements – retained operational control and controlled labor costs.



- Developed and implemented HR management principles, organizational structure, and policies and procedures to align the workforce with the organizations' vision, mission, values and business plans.
- Directed the organizational succession plan for key positions and established/managed the CEO bonus and compensation plan.

**QUAD/GRAPHICS [www.qg.com](http://www.qg.com) (formerly World Color), Lebanon, OH 2008 to 2010**

*450 employee division of the international, commercial printer – formerly owned by World Color which was acquired by Wisconsin based Quad/Graphics who closed and merged this division into their facilities in WI.*

**Human Resources / EHS Manager – Acquisition / Transition Manager**

Successfully managed the acquisition, merger and eventual closure of this division – meeting critical customer needs, time-lines and budget constraints while retaining / motivating key decision makers and technical staff to safely close the operation.

Reported to the division VP/GM with dotted-line reporting relationship to multiple corporate HR executives during the sale, acquisition and closure process – successfully achieving a smooth lay-off/downsizing process with no incidents.

Mentored, guided and coached the Sales & Customer Service, Pre-Production, Operations, Warehousing, Maintenance & Engineering and Distribution leaders and their staff – successfully developing and implementing principle-based HR policies and procedures to foster safe and productive environments for all employees and fostered positive union-free relations in this profitable division.

- Reduced OSHA *Recordables* by 87% / Zero Lost Time Accidents with year-to year reductions in Workers' Comp. claims by initiating and implementing an EHS plan/program and a proactive Safety Committee. Earned Number 1 Safety Rating amongst 52 plants within World Color.
- Assembled successful talent-acquisition channels and a robust succession planning program.
- Met the division profit targets by realigning and initiating cost-reduction and control measures to EBITA and financial goals.

**TAKUMI STAMPING, INC. <http://takumistamping.com> Fairfield, OH 2005 to 2008**

*Global manufacturer of innovative automotive components / 2 plants / 500+ employees - Tier One supplier to Toyota Manufacturing*

**Human Resources Manager**

Reported directly to the President and with a team of 3 HR staff, reduced employee-turnover by 30% by implementing a longer orientation and improved training.

Saved \$2.2M by developing and implanting an employee-involvement, continuous process improvement program.

**ENTREPRENEUR / SELF EMPLOYED / SMALL BUSINESS OWNER, Cincinnati, OH 2003 to 2005**

*Started, co-owned & operated Aspen Salon and Day Spa, Inc. – a successful, profitable, 2,400 sq. ft. / staff of 20 operation. Built the business from design through construction - advertising & marketing. Sold the business to local plastic surgeons.*

**CONTECH CONSTRUCTION PRODUCTS, INC., [www.conteches.com](http://www.conteches.com) Middletown, OH 1995 to 2003**

*A leading provider of site solution products and services for the civil engineering industry in the U.S., Canada and Mexico. The portfolio includes bridges, drainage, erosion control, retaining walls, sanitary sewer, and storm-water products.*

**Manager – Compensation & Organization Planning.**

Directed Corporate Recruiting and Employee Benefits, Training & Development and Compensation.

Managed merit budget and compensation plans including design and administration of sales and manufacturing incentive plans.

**EDUCATION, PROFESSIONAL DEVELOPMENT and COMMUNITY LEADERSHIP**

- **Education:** Masters in Labor and Employment Relations/HR – University of Cincinnati, OH  
Bachelor of Arts Political Science – University of Cincinnati, OH
- **Certification:** SPHR / SHRM-SCP
- **Leadership:** Leadership and Communications training including Performance Planning & Management, Reviewing Progress & Performance, Analytical Problem Solving and Conflict Resolution, *LeadNOW*-Kansas Leadership Institute.
- **Process Improvement:** Lean Manufacturing and Continuous Process Improvement applications (6S, Six Sigma, Kaizen, KANBAN inventory process control and GEMBA walks)
- **Compliance:** Labor Relations / HR Legal Compliance training including Harassment Awareness, FMLA, ADA, Diversity, etc. Continuously attend HRCI certified educational seminars to remain current.
- **Safety & Environmental:** Safety (OSHA compliance) & Hazardous Materials (MSDS and Waste/Spill Handling) Ergonomics, Hearing Conservation, Machine Guarding, Lock-Out / Tag-Out, Fire Prevention & Extinguishers, Personal Protective Equipment (PPE), and Emergency Procedures / Evacuation.



## **Appendix IV - Placemat**

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## NATIONAL PRESENCE WITH LOCAL VALUES



| Large Global Brokers                             | The NFP Advantage                      |                                  | Small Regional Brokers                |
|--------------------------------------------------|----------------------------------------|----------------------------------|---------------------------------------|
| Industry Specialists                             | Experts                                | Specialized Focus                | Generalists                           |
| Prescriptive Service Models                      | Proven and Consistent Service Model    | Tailored/Manuscript Policy Forms | Limited Market Leverage               |
| Low Staff to Client Ratio                        | High Staff to Client Ratio             | Global Access                    | Geographically Limited                |
| Centralized Placement Hubs                       | Colleague Retention and Team Stability | Access to Corporate Leadership   | Reliance on Wholesale Broker Networks |
| High Colleague Turnover, Disrupts Client Service | Technology Leverage                    | Creative Thinking                | Unsophisticated Approach              |
| Resources Allocated Based Premium Spend          | Innovative and Nimble                  | Balance Sheet                    | Limited Balance Sheet                 |
|                                                  |                                        | Capital Market Access            |                                       |

## ABOUT NFP

NFP is a leading insurance broker and consultant that provides employee benefits, property and casualty, retirement, and individual private client solutions through our licensed subsidiaries and affiliates. Our expertise is matched by our commitment to each client's goals and is enhanced by our investments in innovative technologies in the insurance brokerage and consulting space.



**330+**

offices globally across the United States, Canada and Europe



PROPERTY & CASUALTY



CORPORATE BENEFITS



INDIVIDUAL SOLUTIONS

### Gross Revenue



2016 \$970M 2017 \$1.07B 2018 \$1.24B 2019 \$1.46B 2020 \$1.59B

## NATIONAL RANKINGS

**#5**

largest benefits broker by global revenue as ranked by *Business Insurance*

**#2**

retirement plan aggregator firm according to *Investment News*

**#9**

commercial lines agency, based on 2019 P&C and commercial lines revenue as ranked by *Insurance Journal*

**#10**

largest property & casualty agency by total 2019 P&C revenue as ranked by *Insurance Journal*

**#6**

largest US-based privately owned broker as ranked by *Business Insurance*

**#13**

largest broker of US business as ranked by *Business Insurance*

**#12**

global insurance broker as ranked by *Best's Review*

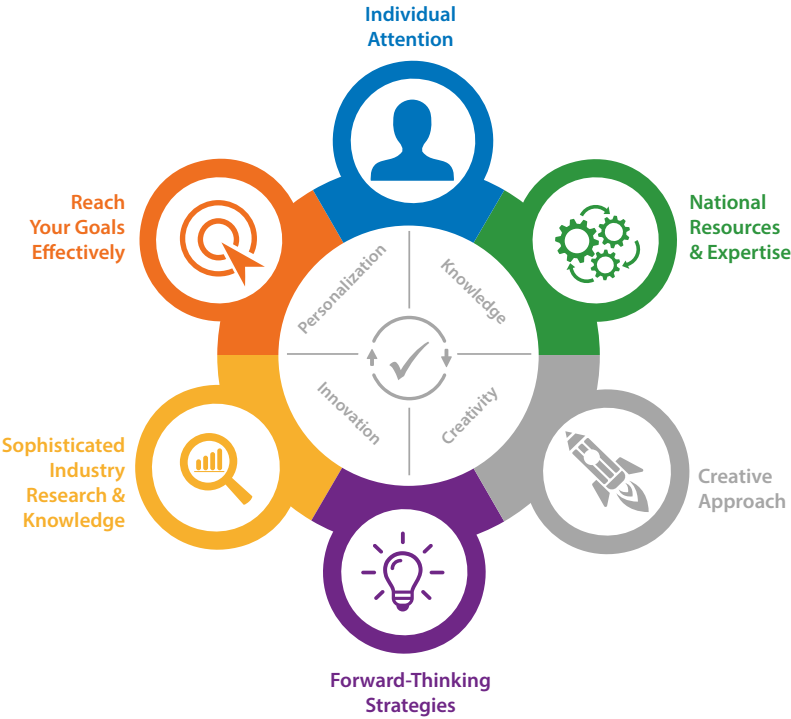
**#5**

best place to work in insurance as ranked by *Business Insurance*



## WHY WE ARE DIFFERENT

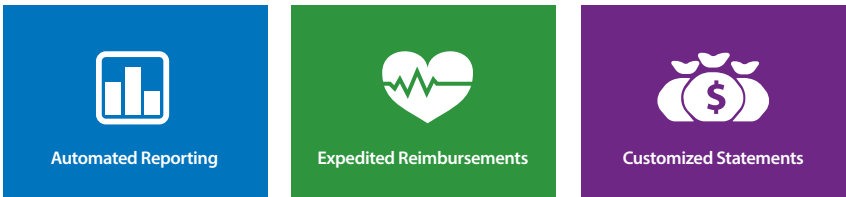
We combine the experience and savvy of an established company with the innovation and flexibility of a startup. We are a team of passionate, smart, loyal individuals who strive to be the best in our field while supporting not only each other, but also our clients.



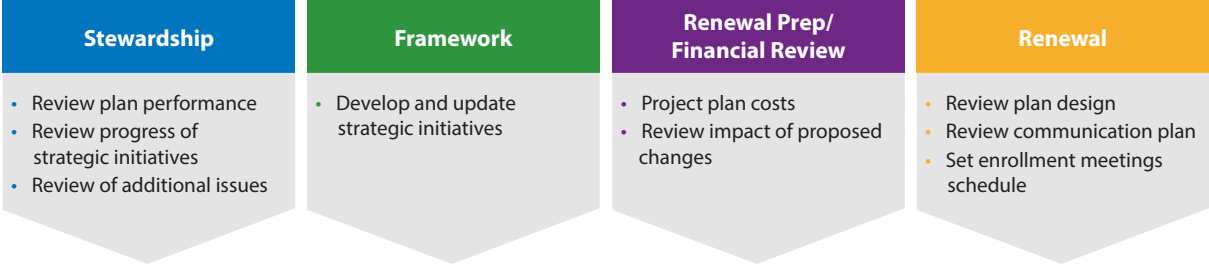
## STOP LOSS COALITION

### NFP Stop Loss Programs Offer the Following Benefits:

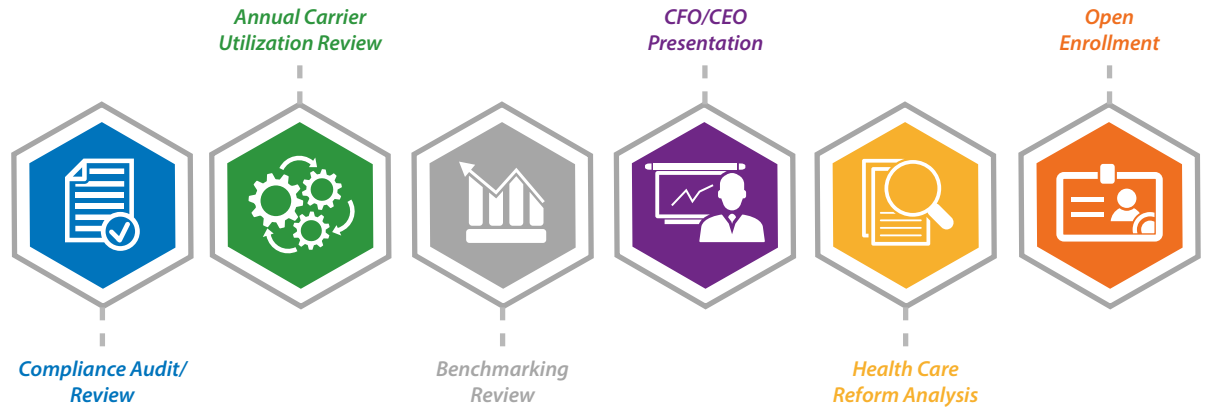
- Consortium Based Pricing With Competitive Rates
- Annually Renewable Contracts With "No New Laser," Renewal Rate Cap, and "Mirroring" Provisions Included
- Potential Participating Contract Arrangements
- Expedited Reimbursement and Claims Process Oversight
- Customized Claim Statements Provided With Each Claim Reimbursement
- Dedicated Claim Service Team
- Oversight, and Innovative Strategies to Assist you in Controlling Prescription Drug Costs – NFP Rx Solutions Brings a Wealth of Knowledge, Expertise, and Solutions to the Table, Including:



## KEY CLIENT TOUCH POINTS



Below are some additional touch points we will be doing with our clients throughout the course of the year.



## INNOVATION, DIGITAL TRANSFORMATION, VENTURES

### Innovation

At NFP, our ability to innovate collaboratively, inclusively and purposefully depends on people driving change through conversation, connection and partnership. We believe true innovation is about creating value in our everyday lives and turning "what if?" into what is.

### Digital Transformation

The need for digital transformation has taken on a new and urgent context. NFP Connect, an integrated digital platform, can help you create a personalized experience with deeper insights to unlock the power of data and drive better business decisions.



### Ventures

NFP Ventures targets Insurtech, Fintech, and Digital Health companies in the Series Seed to Series B stage that can benefit from NFP's distribution, human capital and industry expertise to accelerate their growth. Learn more at [nfpvf.com](http://nfpvf.com).



## RX SOLUTIONS

### Rx Solutions

In addition to best-in-class coalition-based pricing with hundreds of thousands of lives and contracting with several major pharmacy benefits management companies, we offer NFP Rx Solutions. With NFP Rx Solutions, you receive access to technology, clinical oversight, and innovative strategies to assist you in controlling prescription drug costs. NFP Rx Solutions brings a wealth of knowledge, expertise, and solutions to the table, including:

### Preferred Access We Provide

- 
- Pre-Negotiated Contracts/Coalition Pricing
  - Benefits Modeling
  - Network & Formulary Disruption

### Solutions We Offer

- 
- Competitive Pricing Analysis
  - Copay Benefit Design Modeling
  - Real-Time Contract Auditing
  - Performance Report Cards
  - Industry Benchmarking

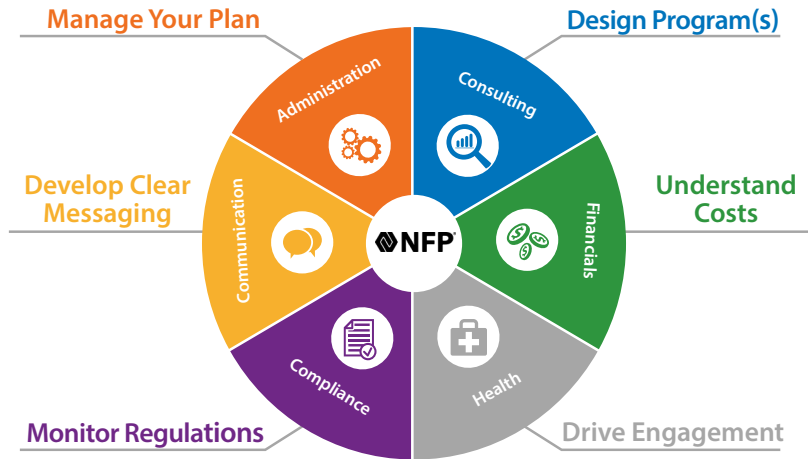
### Strategies We Design

- 
- Effective Clinical Management
  - Optimal Pharmaceutical Care
  - Optimal Benefit Design to Drive Behavior

### Advantages of Working With Us

- 
- Seamless Implementation
  - Service-Focused Account Management
  - High Cost Claims Management/Specialty Savings Analysis

## SERVICES AND APPROACH





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NFP has more than 5,700 employees and global capabilities. Our expansive reach gives us access to highly rated insurers, vendors and financial institutions in the industry, while our locally based employees tailor each solution to meet our clients' needs. We've become one of the largest insurance brokerage, consulting and wealth management firms by building enduring relationships with our clients and helping them realize their goals.

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# STAFF REPORT



|                               |                                                                                                      |                        |                          |
|-------------------------------|------------------------------------------------------------------------------------------------------|------------------------|--------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                                                                                     | <b>Meeting Title:</b>  | Town Council Special Mtg |
| <b>Submitting Department:</b> | Affordable Housing Department                                                                        | <b>Presenter:</b>      | April Norton             |
| <b>Agenda Item:</b>           | New Low-Income Affordable Workforce Housing, Letter of Support and Town Funding support if required. | <b>Public Comment:</b> | Yes                      |

## **Purpose & Policy Considerations.**

The purpose of item is to request Mayor and Council approval for a Letter of Support for Flat Creek Apartments Low-income Workforce Housing Project located at 400 West Snow King Avenue.

## **Requested Action.**

Staff request Town Council review and approve the draft Letter of Support for Flat Creek Apartments, the 48-unit low-income housing rental project and to authorize the potential use of the Towns General Fund Reserves for \$1,250,000 should it be required to help fund the project deficit.

## **Recommendations.**

Staff recommends the Mayor and Council approve the draft letter and funding request.

## **Background.**

Previously, Council approved an application to the Wyoming Community Development Authority (WCDA) for Low-Income Housing Tax Credits ("LIHTC"), HOME funds, and National Housing Trust Funds. This funding will be used to build Flat Creek Apartments, a 48-unit low-income rental development on Town-owned property located at 400 W. Snow King Ave. The Council also approved an additional investment of \$1,000,000 from the Housing Fund for this development. In total, the Council has approved the contribution of the land, \$1,000,000 towards the project, and directed staff to submit an application to WCDA for Community Development Block Grant ("CDBG") funding. These contributions will be leveraged by the LIHTC, HOME, and NHTF to build the apartments.

WCDA staff encouraged the Town of Jackson to diversify our sources of funding for the project by applying for CDBG funding, which we did for \$1,250,000. The WY Business Council is supposed to be transferring management of CDBG to WCDA. However, this transfer is hitting some snags, so the awards have been delayed.

Based on a conversation with Scott Hoversland, WCDA director, it will help strengthen our application to have a letter from the Town stating that the Town will fill the funding gap (if there is one) in the event CDBG does not get funded or is significantly delayed. Also, of note the developer has also agreed to defer more of their fee (exact amount has not been determined).

## **Analysis.**

Staff and Council has identified this low-income housing project as a top priority in the Housing Supply Plan, as it would provide housing for currently underserved low-income households in our community. There are no other current or proposed projects in the Housing Supply Plan to meet the needs of this segment of our community. Staff finds that the potential additional investment will allow us to access federal funding we have previously been unable to secure, leveraging at least \$16,000,000 in non-Town funding.

## **Possible Alternatives.**

The Town could choose to not proceed with the letter of support and pledge of additional funding at this time and allow the application to proceed as originally submitted.

### **Comprehensive Plan & Priority Alignment.**

Comprehensive Plan Policy:

- House at least 65% of the workforce locally. 5.1.a
- Focus housing subsidies on full-time, year-round workers. 5.1.b
- Provide a variety of housing options. 5.2.a

### **Fiscal Impact.**

The Town of Jackson has already pledged the land appraised value of \$5,000,000, and \$1,000,000 in additional funding from Town/County Affordable Housing Departments FY2022 budget. The fiscal impact could be an additional amount of \$1,250,000 from the Town's General Fund Reserves should it be required to help fund the project deficit.

### **Staff Impact.**

The staff impact to prepare this request was one and half hours.

### **Attachments or Links.**

Draft Letter of Support.

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

I move to approve the draft Letter of Support for Flat Creek Apartments – New Low-income Affordable Workforce Housing Project and to authorize the use of the Town's General Fund Reserves for \$1,250,000 should the requested CDBG funds not be awarded.



February 1, 2022

Scott Hoversland  
Wyoming Community Development Authority  
155 North Beech Street  
Casper, Wyoming 82601

Re: Flat Creek Apartments – Jackson, WY – New Affordable Workforce Housing

Dear Mr. Hoversland,

The Town of Jackson would like to express our support for Flat Creek Apartments, the low-income housing rental project located at West Snow King Avenue, Jackson, Wyoming. The Town has previously committed to providing the land for the development, appraised value of \$5,000,000, and \$1,000,000 in additional funding.

The Town also applied for two Community Development Block Grants (CDBG), totaling \$1,250,000. In light of the recent announcement that the awards for this funding will be delayed, the Town is committing to providing up to \$1,250,000 in additional funding to fill the funding gap, contingent on a denial of our CDBG applications or unavailability of the funds altogether.

As you know, our community has identified providing housing for our workforce that is close to jobs, schools, transit, and local convenience as a priority in our Comprehensive Plan and Workforce Housing Action Plan. The 48-units at Flat Creek Apartments with a mix of one-, two-, and three-bedroom units will help meet the needs of rental housing in Jackson.

The Town of Jackson appreciates your consideration of the Flat Creek Apartments development and is excited to work with the Wyoming Community Development Authority to bring this project to life.

Sincerely,

Hailey Morton Levinson  
Mayor, Town of Jackson





# STAFF REPORT



|                               |                                                                                          |                        |                         |
|-------------------------------|------------------------------------------------------------------------------------------|------------------------|-------------------------|
| <b>Meeting Date:</b>          | February 7, 2021                                                                         | <b>Meeting Title:</b>  | Council Regular Meeting |
| <b>Submitting Department:</b> | Planning Department                                                                      | <b>Presenter:</b>      | Katelyn Page            |
| <b>Agenda Item:</b>           | Item P21-246 - Request for a Subdivision Plat at the property addressed at 10 E. Simpson | <b>Public Comment:</b> | Yes                     |

## **Purpose & Policy Considerations.**

This is the Council's opportunity to review the Subdivision Plat for a proposed subdivision at 10 E. Simpson Avenue.

## **Requested Action.**

The applicant, Bill Schwartz, has requested to continue this item to a future date. The reason for the delay is to allow the applicant sufficient time to address Plat review comments following technical review and departmental review.

Staff requests to continue this item to the March 21, 2022, Town Council meeting.

## **Suggested Motion.**

I move to **continue** item P21-246 to the March 21, 2022, Town Council meeting.

# STAFF REPORT



|                               |                                                                                                                                |                        |                 |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------|
| <b>Meeting Date:</b>          | February 7, 2022                                                                                                               | <b>Meeting Title:</b>  | Town Council    |
| <b>Submitting Department:</b> | Planning Department                                                                                                            | <b>Presenter:</b>      | Tyler Valentine |
| <b>Agenda Item:</b>           | P21-290 Development Plan for a 6-lot subdivision of the properties located at 445 E. Kelly Avenue and the parcel to the north. | <b>Public Comment:</b> | Yes             |

## **Purpose & Policy Considerations.**

According to the Town Land Development Regulations (LDRs) Section 8.5.3, a Development Plan is required prior to the submittal of a Subdivision Plat for land division.

## **Requested Action.**

The applicant is requesting approval of a Development Plan for a 6-lot subdivision in the Neighborhood Low Density – 5 (NL-5) zoning district.

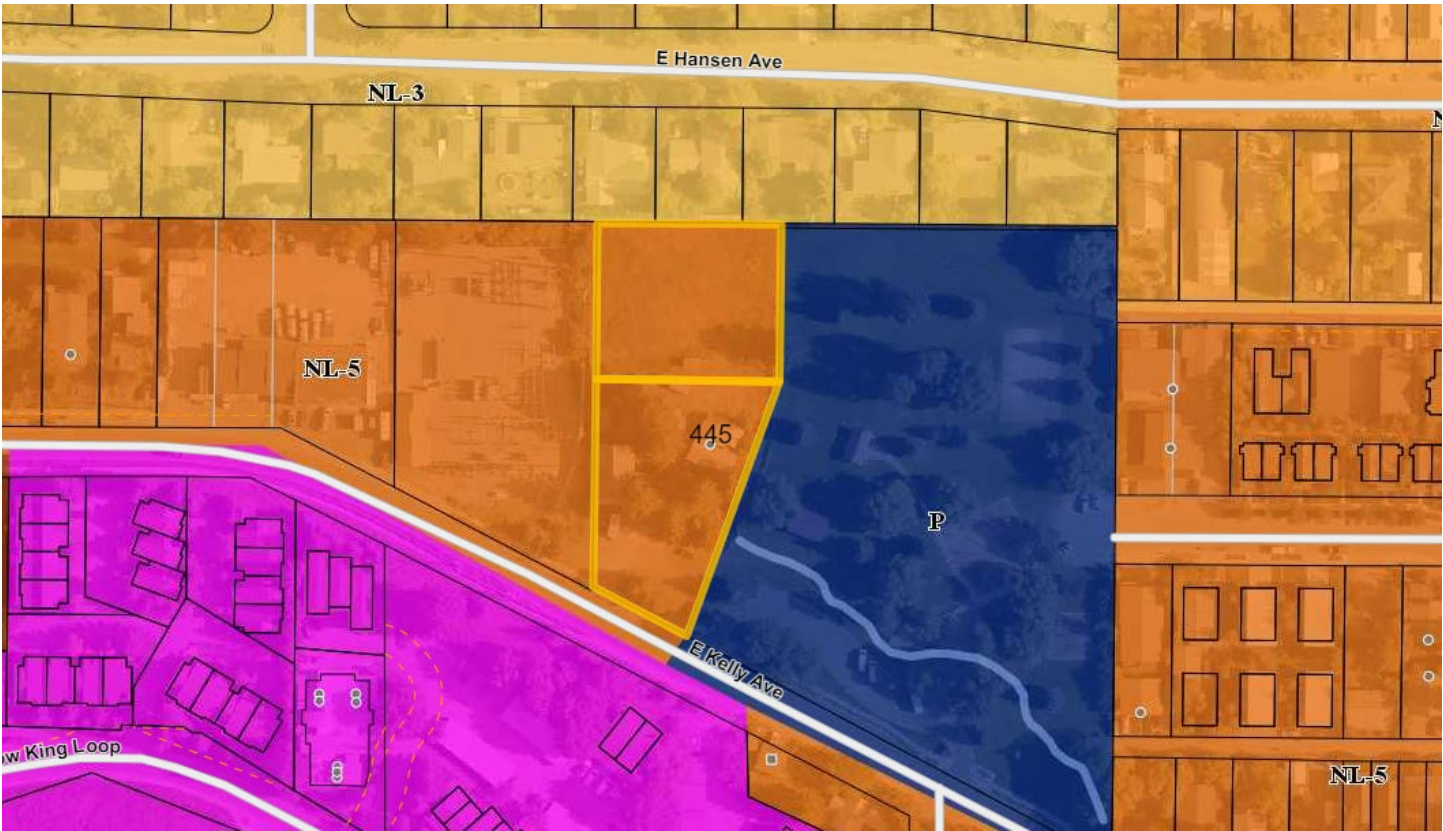
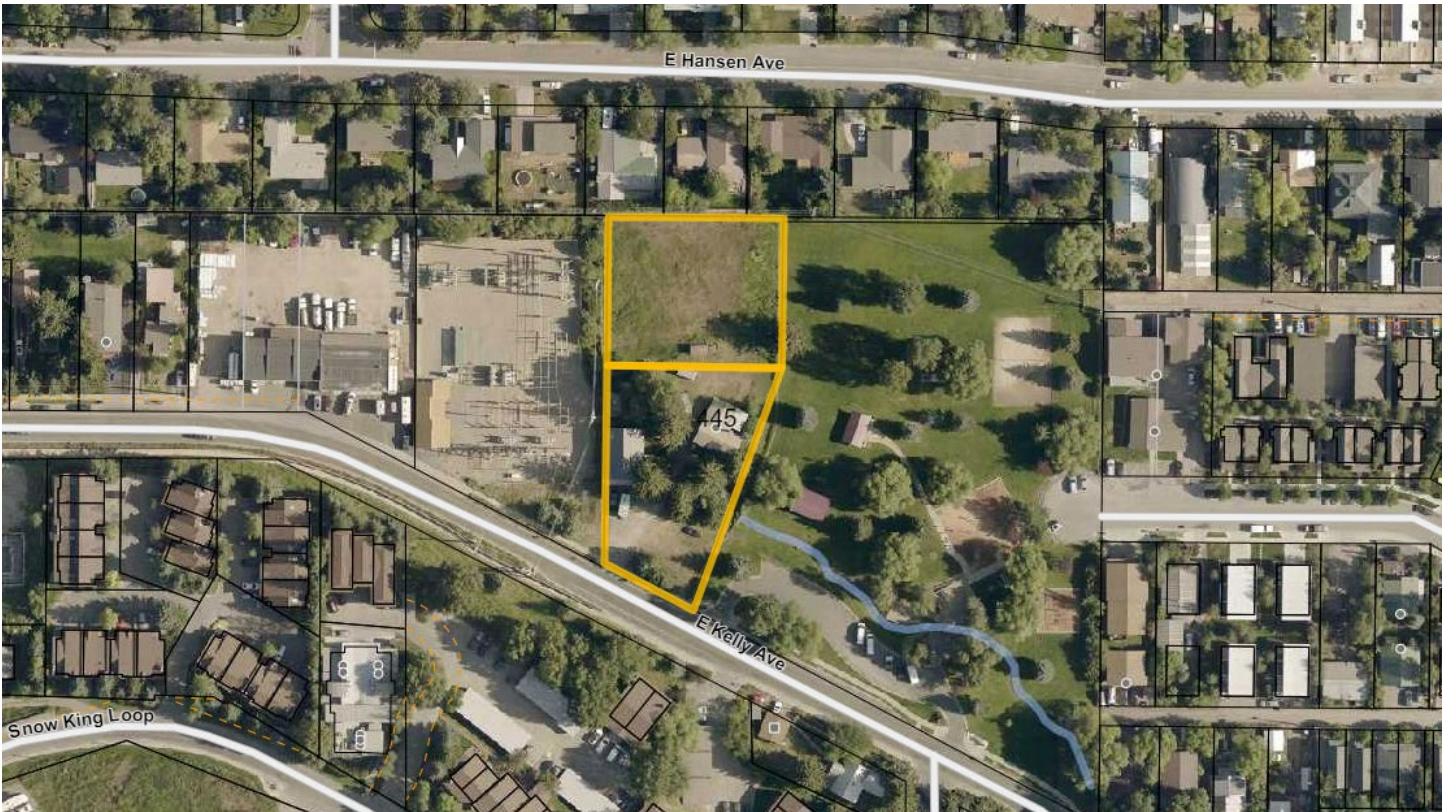
## **Recommendations.**

The Planning Director recommends **approval** of a Development Plan for a 6-lot subdivision at the properties addressed at 445 E. Kelly Avenue and the parcel to the north, subject to the Land Development Regulations, the department reviews attached hereto, and the following condition(s) of approval:

1. If the applicant does not submit a Subdivision Plat application within 18 months of Development Plan approval, the Development Plan will expire.
2. All habitable structures shall be fire sprinklered as long as the development does not include a fire turnaround.
3. Upon submittal of the first building permit(s), the applicant shall provide an overall phasing plan and construction management plan.
4. Upon submittal of the first building permit(s), the applicant shall demonstrate compliance with the snow storage standards in LDR Section 6.2.5.C.

## **Project Location.**

The properties are addressed as 445 E. Kelly Avenue (legally described as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.) and the parcel to the north (legally described as PT SE1/4NW1/4, SEC. 34, TWP. 41, RNG. 116.). An aerial photo and zoning map are shown on the following page:





### **Background/Project Description.**

The subject properties are located within the NL-5 zoning district. The surrounding zoning to the north is Neighborhood Low Density - 3, to the east is Park and Open Space (Mike Yokel Park), to the west is NL-5 (Lower Valley Energy Power Plant), and to the south across the street of East Kelly Avenue is Planned Resort – Snow King. The site consists of two parcels (1.08 acres total) containing a total of three structures: a 1,460 sf single-story home with 837 sf basement (historic Benson Home), a 1,800 sf taxidermy building with 1,200 sf basement, and a detached garage. The applicant plans to remove the two-story taxidermy building and garage but plans to maintain the historic Benson Home by relocating it to the southeastern corner of the property. The Benson Home recently was designated as a historically significant structure through the Town's new historic designation process (P21-289). As part of that designation, the home will be rehabilitated and relocated onto a new foundation on Lot 1. The applicant has also received approval for an Administrative Adjustment (P21-327) to reduce the eastern side yard structure setback of the Benson Home from 10 feet to 5 feet. Reduction of setbacks is just one of several LDR benefits of preserving historic structures.

In 2020, the Teton County Housing Authority purchased the two parcels described above. In partnership with Teton County Habitat for Humanity, the Housing Authority plans to use these lots to develop a 100% affordable workforce housing ownership project with six triplex townhomes for a total of 18 dwelling units. Each lot will include a triplex comprised of two, two-bedroom units and one, three-bedroom unit. Although the intended density and configuration of units is known at this time, this Development Plan is limited to land division and does not include a review of physical development. In addition, if the applicant plans to subdivide the individual triplexes into individual townhouse lots, then each of those triplexes will require another plat in the future. Review of each triplex building for LDR compliance will be done by staff during the building permit review process for each triplex (i.e., no public review of the triplex buildings is required).

This Development Plan is being submitted for review prior to a Subdivision Plat request to subdivide the existing 2 parcels into 6 lots. Lots will range in size from 7,590 sf – 8,389 sf which will exceed the 7,500 sf minimum lot size for the NL-5 zoning district. Lot configuration is unique in that 5 of the 6 lots are panhandle lots which is a result of consolidating parking to one area versus parking being located on individual lots. Since the parking area encumbers portions of Lots 1, 2, 3, 5, & 6, an easement will be recorded over this area to ensure legal access across lots. The parking lot includes 27 spaces. Vehicular access will remain off Kelly Avenue via a new 20'-wide curb cut and driveway. Internal sidewalks are proposed that connect all units to the parking lot, the Kelly Avenue sidewalk, and Mike Yokel Park to the east. When developed, each new lot would allow approximately 3,636 – 3,955 sf of habitable above ground floor area and a maximum of 3 units per lot. As a result of the recent NL-5 LDR Text Amendment (P21-093), all units can be subdivided into ownership units because all units will be permanently deed restricted through the Teton County Habitat for Humanity.

In addition to the proposed development described above, the applicant will also be relocating the Cache Creek ditch which currently runs west to east across the southern portion of 445 E. Kelly Avenue. The plan is to reroute the ditch to run north along the project's eastern boundary (just inside Mike Yokel Park) and then continue west across the project site in an underground culvert within the 25'-wide utility easement on the north side of the property.

## Analysis.

Staff has reviewed the proposed development for compliance with the applicable dimensional limitations of the NL-5 zone. The dimensional limitations for each lot are listed below:

|                                           | Allowed / Required                                                                                                                                                                                                   | Proposed                                                                                                                                           | Complies? |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Minimum Lot Size</b>                   | 7,500 sf                                                                                                                                                                                                             | Lot 1: 7,731 sf<br>Lot 2: 7,790 sf<br>Lot 3: 8,389 sf<br>Lot 4: 7,648 sf<br>Lot 5: 7,758 sf<br>Lot 6: 7,590 sf                                     | Yes       |
| <b>Maximum FAR</b>                        | 1 unit: 0.30 FAR<br>2 units: 0.35 FAR<br>3 units: 0.40 FAR + 600 sf*                                                                                                                                                 | None at this time.<br><br>Note: The applicant intends on building 3 units per lot.                                                                 | TBD       |
| <b>Minimum LSR</b>                        | Lot 1: 0.30 min (2,319 sf)<br>Lot 2: 0.30 min (2,339 sf)<br>Lot 3: 0.30 min (2,517 sf)<br>Lot 4: 0.30 min (2,294 sf)<br>Lot 5: 0.30 min (2,327 sf)<br>Lot 6: 0.30 min (2,277 sf)<br><b>Total Required: 14,073 sf</b> | Lot 1: 3,990 sf<br>Lot 2: 3,000 sf<br>Lot 3: 2,065 sf<br>Lot 4: 4,747 sf<br>Lot 5: 3,441 sf<br>Lot 6: 1,929 sf<br><b>Total Provided: 19,172 sf</b> | Yes**     |
| <b>Street Setback (south – Kelly Ave)</b> | 20 feet                                                                                                                                                                                                              | 20 feet                                                                                                                                            | Yes       |
| <b>Rear Setback</b>                       | 10 feet                                                                                                                                                                                                              | 10 feet                                                                                                                                            | Yes       |
| <b>Side Setback</b>                       | 10 feet                                                                                                                                                                                                              | 10 feet                                                                                                                                            | Yes       |
| <b>Side Setback</b>                       | 10 feet                                                                                                                                                                                                              | 10 feet                                                                                                                                            | Yes       |
| <b>Building Height</b>                    | 26 – 30 feet                                                                                                                                                                                                         | None at this time                                                                                                                                  | TBD       |
| <b>Density</b>                            | 3 units max per lot                                                                                                                                                                                                  | None at this time                                                                                                                                  | TBD       |
| <b>Vehicular Access</b>                   | 20-foot max curb cut and driveway                                                                                                                                                                                    | 20'-wide curb cut and driveway                                                                                                                     | Yes       |

\*The additional 600 sf of floor area is granted in the NL-5 zone if 3 units are built and all 3 units are permanently deed restricted. This is a bonus that was added to the NL-5 zone in 2021 (P21-093).

\*\*Please see the Landscaping section below for further analysis.

## Lot Configuration

After reviewing the request, staff is able to make the required findings for a Development Plan and find that the request is consistent with the LDRs. The NL-5 zone allows for land division provided that all new lots meet the minimum lot size of 7,500 sf with which this application complies. Although the “panhandle” configuration of Lots 2 - 6 is unique, all lots will allow reasonably sized building envelopes to accommodate future development. Typically, new subdivisions consist of rectangular lot configurations. However, the LDRs do not have any standards that address configuration. Thus, the proposed panhandle configuration is allowed provided that other applicable LDR standards can be met (i.e., parking, LSR, setbacks, etc.) and the expected character is maintained. The panhandle configuration is necessitated by the lack of street frontage on Kelly Avenue to

accommodate all 6 lots, resulting in a number of interior lots with no street frontage that still need parking. In addition, because this project will ultimately provide permanently deed-restricted housing to the community, maximizing the number of lots was another key consideration by the applicant and design team. In the future, the Town may want to consider adopting subdivision standards that address lot configuration, but as currently proposed, staff finds that the configuration and site layout complies with the LDRs.

#### Historic Benson Home

As it relates to the historic Benson Home, Lot 1 will technically have a 4<sup>th</sup> unit even though the maximum density in the NL-5 zone is 3 units per lot. Although the cabin will not be used for housing, it will be allowed as a 4<sup>th</sup> unit because the Benson Home was recently designated as a historically significant structure on the Town Historic Register through the Town's new historic preservation program. One LDR benefit of historic designation is that the density and floor area of the historic structure are exempted and do not count against the zoning maximums. In addition, the Town recently approved an Administrative Adjustment to reduce the eastern side yard structure setback of the home from 10 feet to 5 feet. Reduction of setbacks is another LDR benefit for historic structures.

#### Access/Parking

The proposed subdivision is providing compliant vehicular access and parking. All vehicular access will remain off Kelly Avenue via a 20'-wide curb cut and driveway. The driveway leads into a compliant parking lot that meets all required parking space dimensions and the 24' minimum drive aisle for perpendicular parking. Since this is a private development, all maintenance and snow plowing will fall to the responsibility of the homeowner's association. Although physical development and density are not formally part of this review, staff finds that the 27 parking spaces shown are sufficient to meet the demand of the future 18 units. No guest parking is being provided. In addition, 2 ADA spaces with an 8'-wide loading zone are provided which complies with the ADA requirements of the LDRs. Finally, since the development is not providing a cul-de-sac or fire turnaround, the owner plans to fire sprinkler all habitable structures and the Fire Department supports this proposal as noted in the Department Reviews. To ensure that all habitable structures are sprinkled, staff has added a condition of approval that all habitable structures be fire sprinklered as long as the development remains without a compliant fire turnaround.

#### Landscaping

Typically, landscaping is not reviewed during a Development Plan for land division. However, since the subdivision will function as one development with 18 owners sharing common elements (i.e., parking, walkways, snow plowing, trash, and landscape maintenance), staff finds it appropriate to review the overall landscaping with this Development Plan versus reviewing it with individual building permits.

After reviewing the proposed landscape plan, staff finds that as conditioned the landscape plan complies with the LDRs. The overall site layout includes ample landscaping, well-distributed plantings (i.e., trees and shrubs), a compliant trash enclosure, several dispersed pads for bike racks adjacent to all buildings, and adequate pedestrian circulation via internal sidewalks. The plan has not yet identified the location and plan for snow storage/removal. The applicant states that snow from the internal sidewalks will be stored in the 2 grassy areas in the center of the site. Regarding the parking lot, the applicant plans to store snow along the western property line and in the striped triangular area adjacent to Lot 1. It appears that these areas identified seem practical and sufficient enough to meet the Town's 2.5% snow storage requirement. However, staff has added a condition requiring a snow storage plan compliant with LDR Section 6.2.5.C to be submitted with the first building permit(s).

As shown in the LDR compliance table above, the overall development will provide 19,172 sf of landscape area which exceeds the minimum 14,073 sf requirement by 5,099 square feet. With that being said, Lots 3 & 6 individually do not meet the minimum LSR requirement because these two lots are encumbered by the parking lot more so than the other lots. Although this is a design choice, staff is comfortable with the fact that the overall LSR provided exceeds the minimum requirement by over 5,000 square feet. With regard to Lots 3 & 6, staff is essentially deducting the parking lot areas from the gross site area of each lot, then calculating the LSR from the remaining area. This method of calculating LSR has been applied to other areas of town, specifically Snow King Estates which has a road running through each lot. The Planning Director finds that the proposed LSR configuration spread across the 6 lots meets the intent of the NL-5 zone and, in fact, exceeds the minimum required landscape area by over 5,000 square feet.

### Phasing

The future developer, Habitat for Humanity, plans to phase the development similar to how The Grove Phase III was built. Similarly, Habitat plans to build 2 triplexes at a time starting with Lots 5 & 6, then Lots 3 & 4, and finally Lots 1 & 2. Upon applying for a building permit for the first building(s), staff will require an overall phasing plan and construction management plan. A condition of approval has been added to this effect. At this time, the applicant has verbally stated their intention to break ground in April.

### Park & School Exactions

Park and School Exactions are not required to be paid until the time of plat recordation. Since the first subdivision plat will create 6 lots out of the current 2 parcels, Park Exactions for 4 lots is estimated to be \$10,800.00 and School Exactions is estimated to be \$8,000.00. The applicant will later apply for a second subdivision plat to subdivide each of the 6 lots into townhome triplexes. Each of the 6 lots will be credited for 1 unit, thus the Park and School Exactions will be based on 2 units per lot when the triplexes are reviewed.

### **Planning Commission**

The Planning Commission reviewed this item on January 5, 2022, and unanimously recommended approval to Town Council as conditioned. Most of the Commissioners agreed with staff that the panhandle lot configuration is irregular but also acknowledged that the LDRs currently do not address lot configuration for new subdivisions and agreed that the Town should consider adopting lot configuration standards. Overall, all Commissioners were supportive of the project and commended all parties for their efforts to develop affordable housing.

### **Public Comment**

None at the time of writing this report.

### **Comprehensive Plan & Priority Alignment.**

Pursuant to Section 8.3.2 Development Plan of the Land Development Regulations, a development plan shall be approved upon finding the application:

1. ***Is consistent with the desired future character described for the site in the Jackson/Teton County Comprehensive Plan.***

This finding is not applicable according to the Wyoming Supreme Court.

2. ***Achieves the standards and objective of the Natural Resource Overlay (NRO) and Scenic Resources Overlay (SRO), if applicable.***

Complies. The proposed Development Plan is not located in the NRO or the SRO.

3. ***Does not have significant impact on public facilities and services, including transportation, potable water and wastewater facilities, parks, schools, police, fire and EMS facilities.***

Complies. The development will mitigate park and school impacts for the 4 newly created lots through payment of exactions at the ratio required in the LDRs for residential development at the time of Subdivision Plat recordation. Staff finds that the proposed subdivision as conditioned will not have a significant impact on other public facilities and services as the development does not expand the anticipated growth within the NL-5 zone based upon allowable lot size.

4. ***Complies with the Town of Jackson Design Guidelines, if applicable.***

Complies. Design Guidelines do not apply to this request.

5. ***Complies with all relevant standards of these LDRs and other Town Ordinances.***

Complies. As conditioned, staff finds that the Development Plan proposal is in compliance with all relevant LDR standards and Town Ordinances.

6. ***Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.***

Complies. Not applicable.

**Fiscal Impact.**

None at this time.

**Staff Impact.**

The amount of staff time to review, research and write this report is typical of that of a Development Plan for land division and is 30 hours.

**Attachments or Links.**

Department Reviews

Applicant Submittal

**Suggested Motion.**

I move to **approve** a Development Plan (P21-290) for a future 6-lot subdivision for the properties located at 445 E. Kelly Avenue and the parcel to the north based upon the findings presented in the staff report, the departmental reviews, and subject to the condition(s) of approval recommended in this staff report dated February 7, 2022.





**PLANNING PERMIT APPLICATION**  
**Planning & Building Department**

150 E Pearl Ave. | ph: (307) 733-0440  
P.O. Box 1687 | [www.townofjackson.com](http://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: 445 E Kelly Affordable Housing  
Physical Address: 445 E Kelly Avenue, Jackson, WY  
Lot, Subdivision: \_\_\_\_\_ PIDN: 22-41-16-34-2-00-027, 22-41-16-34-2-00-028

**PROPERTY OWNER.**

Name: Teton County Phone: 307-733-7030  
Mailing Address: PO Box 1727 ZIP: 83001  
E-mail: County Clerk Maureen Murphy, [mmurphy@tetoncountywy.gov](mailto:mmurphy@tetoncountywy.gov)

**APPLICANT/AGENT.**

Name: Jackson/Teton County Affordable Housing Phone: 307-732-0867  
Mailing Address: PO Box 714, Jackson WY ZIP: 83001  
E-mail: April Norton, [ahnorton@tetoncountywy.gov](mailto:ahnorton@tetoncountywy.gov)

**DESIGNATED PRIMARY CONTACT.**

\_\_\_\_\_ Property Owner ☒ \_\_\_\_\_ Applicant/Agent Please also send correspondence to Ryan Handy at [rhandy@y2consultants.com](mailto:rhandy@y2consultants.com)

**TYPE OF APPLICATION.** Please check all that apply; review the type of application at [www.townofjackson/200/Planning](http://www.townofjackson/200/Planning)

|                                    |                                                            |                                      |
|------------------------------------|------------------------------------------------------------|--------------------------------------|
| <b>Use Permit</b>                  | <b>Physical Development</b>                                | <b>Interpretations</b>               |
| _____ Basic Use                    | _____ Sketch Plan                                          | _____ Formal Interpretation          |
| _____ Conditional Use              | <input checked="" type="checkbox"/> _____ Development Plan | _____ Zoning Compliance Verification |
| _____ Special Use                  | _____ Design Review                                        | <b>Amendments to the LDRs</b>        |
| <b>Relief from the LDRs</b>        | <b>Subdivision/Development Option</b>                      | _____ LDR Text Amendment             |
| _____ Administrative Adjustment    | _____ Subdivision Plat                                     | _____ Map Amendment                  |
| _____ Variance                     | _____ Boundary Adjustment (replat)                         | <b>Miscellaneous</b>                 |
| _____ Beneficial Use Determination | _____ Boundary Adjustment (no plat)                        | _____ Other: _____                   |
| _____ Appeal of an Admin. Decision | _____ Development Option Plan                              | _____ Environmental Analysis         |

**PRE-SUBMITTAL STEPS.** To see if pre-submittal steps apply to you, go to [www.townofjackson.com/200/Planning](http://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 #: P21-071 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](http://www.townofjackson.com/200/Planning) and select the relevant application type for submittal requirements.

Have you attached the following?

n/a **Application Fee.** Fees are cumulative. Go to [www.townofjackson.com/200/Planning](http://www.townofjackson.com/200/Planning) and select the relevant application type for the fees.

n/a **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 <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

X **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](http://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.

*April Norton*

Signature of Property Owner or Authorized Applicant/Agent

April Norton

Name Printed

Date

Housing Director

Title



y2consultants.com  
307 733 2999

# CONSULTANTS

ENGINEERING, SURVEYING & PLANNING  
LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

November 5, 2021



## 445 E. KELLY AVENUE AFFORDABLE HOUSING DEVELOPMENT PLAN

**Prepared by:**

Ryan Maye Handy  
Y2 Consultants, LLC  
P.O. Box 2870  
Jackson, WY 83001  
rhandy@y2consultants.com

**Prepared for:**

Town of Jackson Planning and Building  
ATTN: Tyler Sinclair  
150 E Pearl Avenue  
PO Box 1687  
Jackson, WY 83001

November 5, 2021

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307 733 2999

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NATURAL RESOURCE SERVICES

# DEVELOPMENT PLAN



## INTRODUCTION

In 2020, the Teton County Housing Authority purchased two roughly half-acre lots along East Kelly Avenue, both neighboring Mike Yokel Park. In partnership with Teton County Habitat for Humanity, the Housing Authority plans to use these lots to develop a workforce housing project with six triplex townhomes with two two-bedroom units and one three-bedroom unit for a total 18 dwelling units.

The lots, (PID # 22-41-16-34-2-00-027 and PID # 22-41-16-34-2-00-028), are 0.58 acres and 0.50 acres respectively. This Development Plan will provide an overview of land division plans that will be used to split the two lots into six lots. It will outline existing and proposed lot configurations, compliance with minimum lot sizes, new building envelopes and overall compliance with utilities and required findings.

## EXISTING CONDITIONS

The two East Kelly Avenue lots are in the Neighborhood Low-Density 5 zone. Both are currently owned by Teton County. For the purposes of this report, these lots are labeled Lot 1 and Lot 2 (See Appendices: C1.1 Existing Conditions). Both lots are bordered by a Lower Valley Energy site to west and Mike Yokel Park to the east.

**Lot 1:** This lot, 445 East Kelly, fronts Kelly Avenue and is currently occupied by two single-family homes, one of which is the historic Benson-Brown Cabin. A section of Cache Creek, approximately 180 feet long, runs through the central portion of the parcel from east to west.

**Lot 2:** This lot, directly to the north of 445 East Kelly, is vacant. Adjacent parcels to the north, in the NL-3 zone, have single-family homes.

## PROPOSED LOT CONFIGURATIONS

For this development, Lot 1 and Lot 2 will be combined and subdivided into six lots—for purposes of this report, they will be labeled Lots 1–6 (See Appendices: C1.2 Site Plan). This section will provide an overview of the development and use of each lot. The site plans in the attached Appendices show the structure and site development setbacks (See Appendices: C1.4 Site Development Setbacks). The project common areas, to include paths, green spaces and the parking lot, will be placed under a common area easement.

Each lot will be between 7,405.2 square feet and 8,276.4 square feet. Most of the lots will include some shared areas, such as walking paths and a parking lot. All lots will have triplexes of 34 feet by 56 feet, with a 1,904 square foot footprint. An eight-to twelve-foot wall will be placed on the Lower Valley Energy parcel to screen the substation from the East Kelly development's western lots.

**Lot 1:** This lot is one of two that will front East Kelly Avenue. Notably, this lot will have two buildings. The southernmost building, fronting East Kelly, will be the relocated historic Benson-Brown Cabin. The lot will be 7,731 square feet.

**Lot 2:** This lot is immediately to the north of Lot 1 but will have an oblong section that reaches to East Kelly to provide the development's access. The lot is 7,790 square feet.

**Lot 3:** This lot is immediately to the north of Lot 2 but will have a section that stretches to East Kelly to include the eastern half of the development's parking lot. This lot has 8,389 square feet and is the largest in the development. The parking lot will have 27 spaces, two of them ADA, although only half of those spaces will be in Lot 3.

**Lot 4:** This lot is immediately north of Lot 3. This lot has 7,648 square feet. Its area includes southern section of internal walking paths

**Lot 5:** This lot is immediately west of Lot 4. This lot has 7,758 square feet. The proposed lot configuration has an oblong section that stretches south to include a portion of the parking lot.

**Lot 6:** This lot is immediately south of Lot 5. The lot has 7,590 square feet with three dwelling units and an oblong section that stretches south to include a portion of the parking lot.

## LANDSCAPE PLAN

A landscape plan for this development will be submitted separately from the development plan. Per discussions with town planners, Y2 will submit a landscaping plan for preliminary review separately from the development plan. While it is not typical to submit a landscape plan with a development plan for a subdivision, Y2 understands that such a plan maybe be a condition of development plan approval.

## UTILITY PLAN

The utility plan includes water, sewer, electric, communications, and stormwater. A copy of the concept utility plan is attached in the Appendices (See Appendices: C1.3 Utility Plan).

All utility connections will serve all buildings except the Brown Cabin, which will only have electrical service. The proposed water main will tee from the existing water main in East Kelly Avenue, run through the center of the development, and end at the north end of the development with a fire hydrant. The proposed sewer main will begin at a new manhole on the existing sewer main along the north property boundary. The proposed sewer main will continue south to serve all the triplexes.

Power and communications will come from the infrastructure at the northwest property corner and route around the development to the west of the west triplexes and the east of the east triplexes. New transformers and pedestals will be installed as needed. No gas service is proposed for the development.

Stormwater from the parking area will either be treated and discharged to the Kelly Tube to the south, discharged to Cache Creek to the north, or discharged into a rain garden. All other stormwater onsite will be contained in basins on site and allowed to percolate into the ground.

## USE STANDARDS

### PARKING STANDARDS

Per the parking requirements for this section, this project will have 1.5 parking spaces per unit. With 18 units, the project will develop 27 spaces, two of which will be ADA compliant. Of those two ADA spaces, both will be van accessible.

All parking spaces will be 18-feet long with a 2-foot overhang.

The parking lot's drive aisle will be 24-feet wide, with a 20-foot curb cut for access along East Kelly.

Fire apparatus turnaround requirements will be eliminated by requiring that all structures in subdivision will be fire sprinklered, per the conditions of the county fire marshal.



## SNOW REMOVAL

The project's snow removal plan will be approved as part of its Grading and Erosion and Control permit.

## FINDINGS

### IS CONSISTENT WITH THE DESIRED FUTURE CHARACTER DESCRIBED FOR THE SITE IN THE JACKSON/TETON COUNTY COMPREHENSIVE PLAN

**Complies.** This development plan is consistent with the Jackson/Teton County Comprehensive Plan's vision for District 3: Town Residential Core, which classifies the East Kelly neighborhood as a stable subarea that supports the development of medium density residences.

Consistent with the character definition of 3.1: East Jackson Stable Subarea, the 445 E. Kelly workforce housing development will continue to diversity the subarea's housing types, which are meant to include a mix of single-family, duplexes and triplexes. This project will conform with the subarea's desired character of residential units that are clustered, attached and have maximum two stories and three dwelling units per lot.

As a complete neighborhood, this developments in this area of Jackson area expected to provide access to recreation, public transit and workforce housing options. This development is an exclusively workforce housing development adjacent to a town park and along a major transit corridor, Snow King Avenue. Providing more workforce housing options is also consistent with the town and county's vision of District 3 as containing "a variety of residential densities...to maintain and meet our community's Growth Management and workforce housing goals."

As a Habitat for Humanity project, this development will introduce more homeowners to the neighborhood, encouraging the "strong sense of community ownership" indicated as a goal for this district. The Comprehensive Plan, furthermore, encourages redevelopment projects like this one to ensure the area becomes a desirable neighborhood.

Overall, this project satisfies the following common values for growth management and quality of life. The project:

- (4.1.b) Emphasizes a variety of housing types, including deed-restricted housing
- (4.3.a) Preserves and enhance Stable Subareas
- (4.4.d) Enhances natural features in the built environment
- (5.2.a) Provides a variety of housing options
- (7.1.a) Increases the capacity for walking, biking, carpooling and riding transit

### ACHIEVES THE STANDARDS AND OBJECTIVE OF THE NATURAL RESOURCE OVERLAY (NRO) AND SCENIC RESOURCES OVERLAY (SRO)

**Not applicable.** The property is not in either overlay.

**DOES NOT HAVE A SIGNIFICANT IMPACT ON PUBLIC FACILITIES AND SERVICES, INCLUDING TRANSPORTATION, POTABLE WATER AND WASTEWATER FACILITIES, PARKS, SCHOOLS, POLICE, FIRE AND EMS FACILITIES**

**Complies.** This project will not have a significant impact on various public facilities. No concerns were identified in previous meetings with Town of Jackson officials.

**COMPLIES WITH ALL RELEVANT STANDARDS OF THESE LDRs AND OTHER COUNTY RESOLUTIONS**

**Complies.** This project complies with all the standards to the Neighborhood Low Density-5 zone (LDRs 2.2.6. NL-5), which encompasses this project. This application also complies with all standards set for a Development Plan (LDRs 8.3.2).

**IS IN SUBSTANTIAL CONFORMANCE WITH ALL STANDARDS OR CONDITIONS OF ANY PRIOR APPLICABLE PERMITS OR APPROVALS.**

**Not applicable.** There have been no prior permits or approvals issued for this project.

# APPENDICES



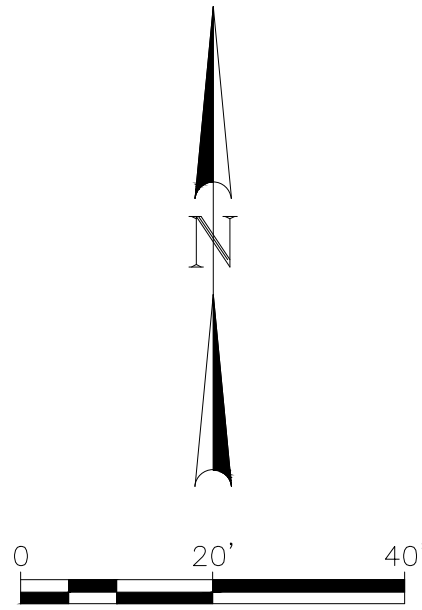


PROJECT NOTES:

SURVEY BY:

JORGENSEN ENGINEERING  
1315 HWY 89 S SUITE #201  
JACKSON, WY 83002  
(307) 733-5150

CONDUCTED ON NOVEMBER 10, 2020



BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY  
445 EAST KELLY AVENUE  
JACKSON, WYOMING 83001

EXISTING  
CONDITIONS

C1.1



Y2consultants.com  
307 733 2989

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LANDSCAPE ARCHITECTURE, GIS  
NATURAL RESOURCE SERVICES

DATE 11/04/2021

DRAWING SET TITLE

DEV. PLAN

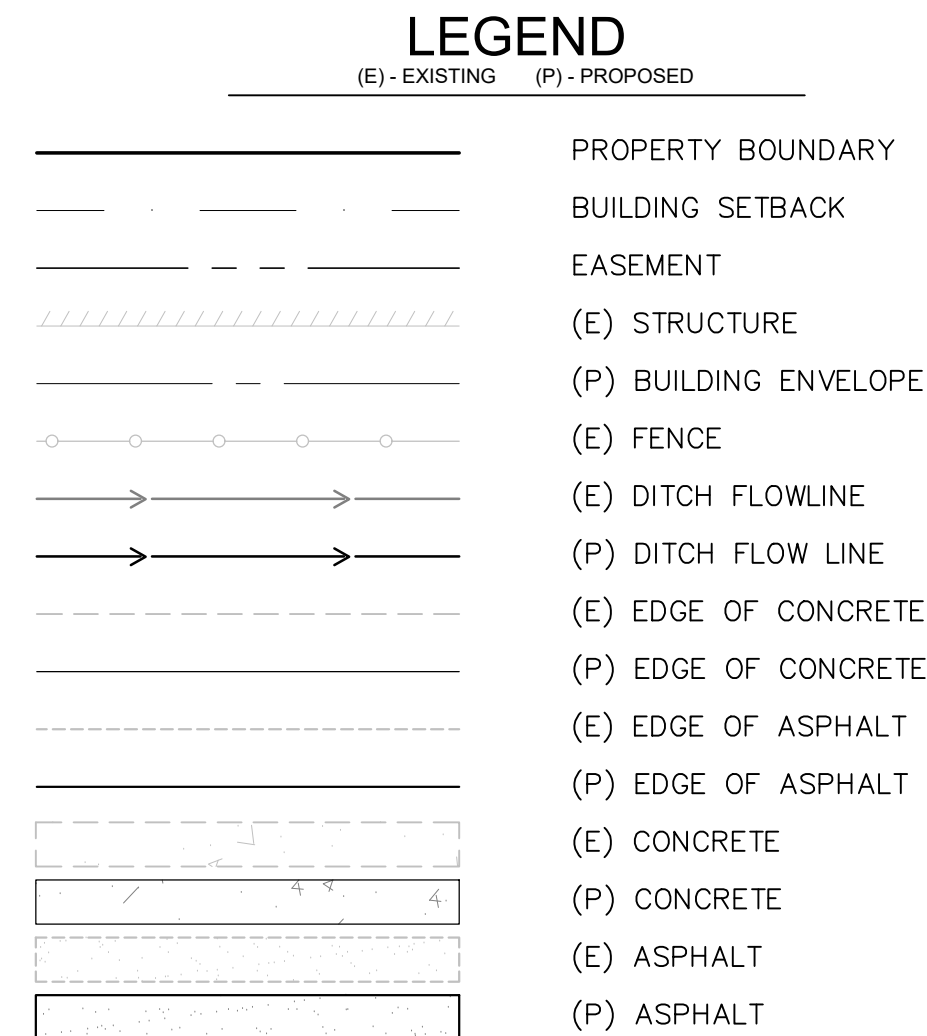
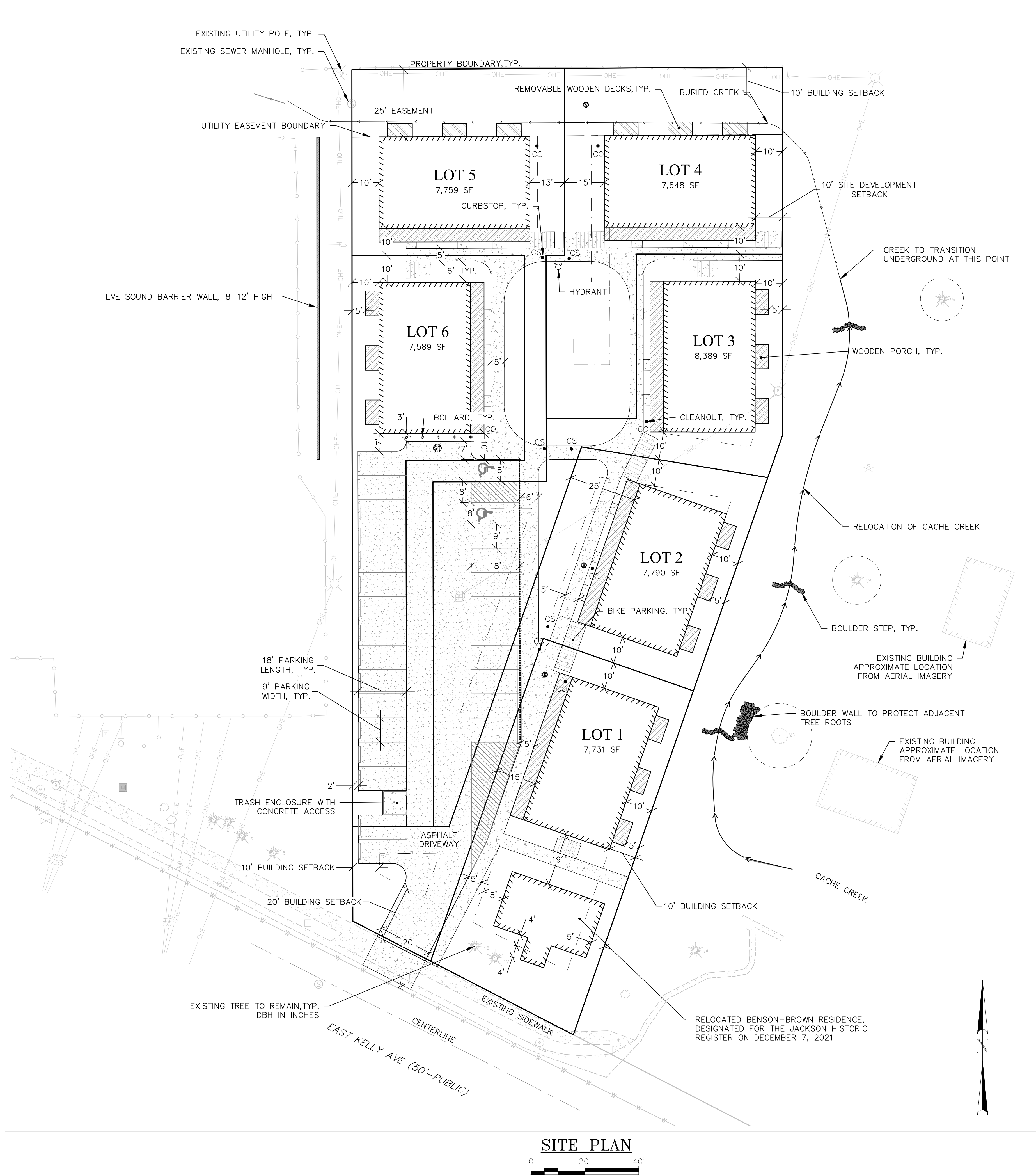
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CHECKED BY: KC

JOB #: 20263

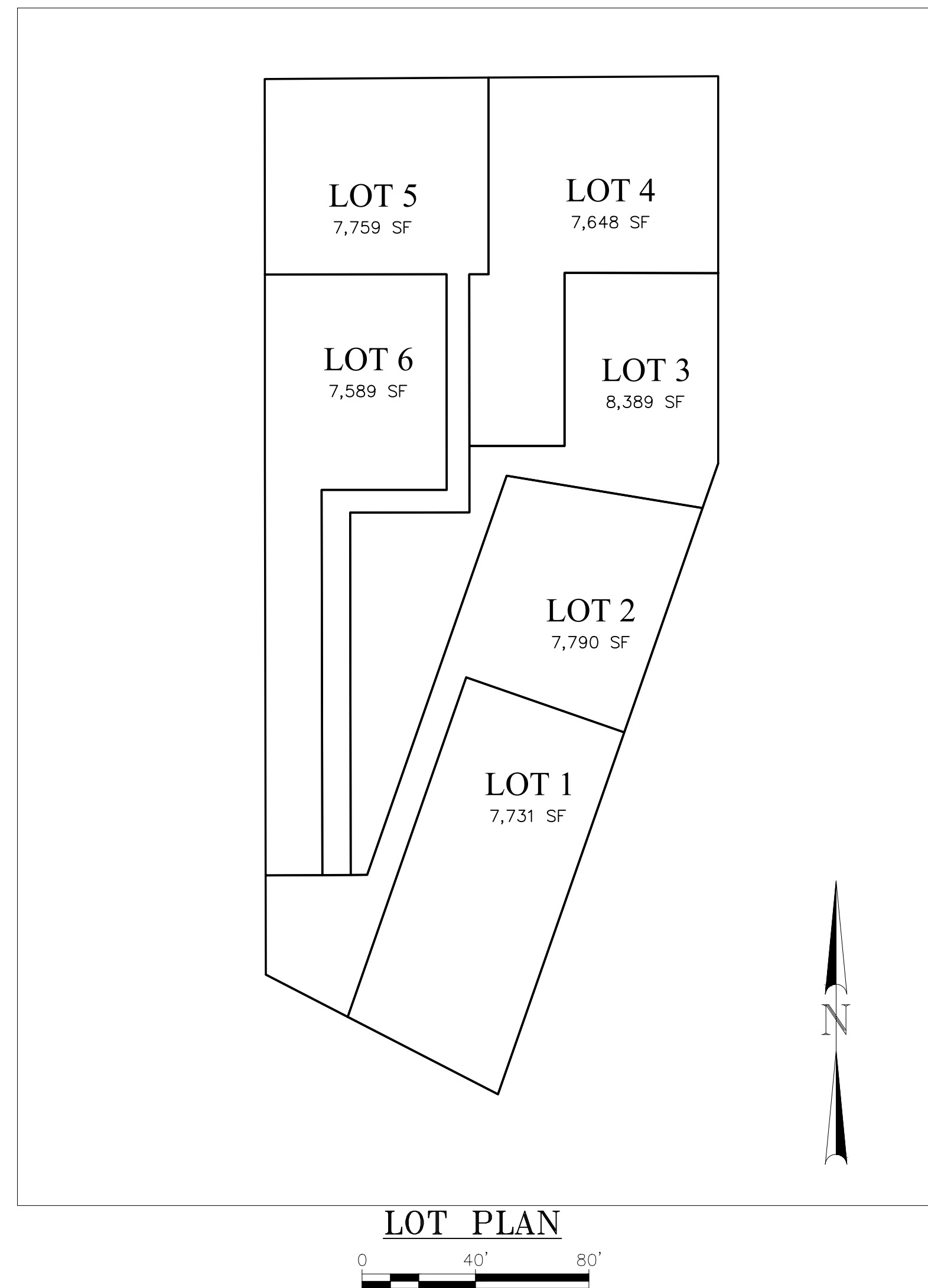


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### PARKING NOTES

**PARKING COUNT**  
TOTAL PARKING SPACES: 27  
ADA PARKING SPACES: 2  
VAN ACCESSIBLE ADA PARKING SPACES: 1



BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY

445 EAST KELLY AVENUE

JACKSON, WYOMING 83001

SITE PLAN

C1.2



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NATURAL RESOURCE SERVICES

Y2consultants.com

307.733.2989

DRAWING SET TITLE  
DEV. PLAN

DATE  
1/20/2022

DRAWN BY: TK

CHECKED BY: KC JOB #: 20263



PLANTING CONCEPT, meeting the standards of Town of Jackson Land Development Regulations, LDR Div. 5.5

SITE CALCULATIONS

ZONING DISTRICT:

Town of Jackson, NL-5 Neighborhood Low Density-5 (LDR 2.2.6)  
Minimum Lot Size = 7,500 sf

LSR, REQUIRED AND PROVIDED (@ 3 units/lot = 0.30)

| LOT # | BASE SITE AREA | Impervious Surface Area | LSR REQUIRED (Base X 0.30) | LSR PROVIDED (Base - Impervious) |
|-------|----------------|-------------------------|----------------------------|----------------------------------|
| LOT 1 | 7,648.0 sq.ft. | 3,658.0 sq.ft.          | 2,294.4 sq.ft.             | 3,990.0 sq.ft.                   |
| LOT 2 | 6,040.0        | 3,040.0                 | 1,812.0                    | 3,000.0                          |
| LOT 3 | 5,251.0        | 3,186.0                 | 1,575.3                    | 2,065.0                          |
| LOT 4 | 7,648.0        | 2,901.0                 | 2,294.4                    | 4,747.0                          |
| LOT 5 | 6,138.0        | 2,697.0                 | 1,841.4                    | 3,441.0                          |
| LOT 6 | 4,967.0        | 3,038.0                 | 1,490.1                    | 1,929.0                          |

PLANT UNITS, REQUIRED AND PROVIDED:

Plant units (min) = 1 per lot  
Parking Lot (all uses) = 1 per 12 parking spaces  
27 parking spaces provided = 2.25, or 3 plant units required  
NOTE: Parking Lot planting units shall be distributed throughout the site as appropriate to provide additional screening.

TOTAL = Eight (8) Plant Units Required and Provided.

NOTE: Lot boundary lines shown hereon are subject to review under the Town of Jackson subdivision permitting process.

NOTE: Owner reserves the right to install additional trees, shrubs and planting beds in future, in order to meet aesthetic and functional requirements.

LANDSCAPE SURETY: The cost opinion for good faith execution of the proposed enhancement, including a 25% contingency: Average Plant Unit Cost x Plant Units Required x 1.25, or  
\$ 2,385 x 9 x 1.25 = \$ 26,831.25

This surety shall be provided upon request by the Town of Jackson Planning Department, in the form of a performance bond, an irrevocable letter of credit, or by check.

LANDSCAPE REQUIREMENTS

PLANT UNIT ALTERNATIVES:

| Plant Unit               | Quantity of Plant Units                          | Quant. req'd by Plant Unit | Size and Type of Plant Required              | # of Plant Units x Quantity for each plant req'd | Est. Plant Cost (each) | \$ Value of plants | TOTAL Plant Unit |
|--------------------------|--------------------------------------------------|----------------------------|----------------------------------------------|--------------------------------------------------|------------------------|--------------------|------------------|
| A                        | 1                                                | 1                          | 3" caliper canopy tree                       | 1                                                | \$ 375                 | \$ 375             | \$ 2,395         |
|                          |                                                  | 6                          | 6'-8" tall large shrub or multi-stemmed tree | 6                                                | \$ 300                 | \$ 1,800           |                  |
|                          |                                                  | 4                          | #5 container shrubs                          | 4                                                | \$ 55                  | \$ 220             |                  |
| B                        | 1                                                | 2                          | 3" caliper canopy tree                       | 2                                                | \$ 375                 | \$ 750             | \$ 2,550         |
|                          |                                                  | 2                          | 6'-8" tall large shrub or multi-stemmed tree | 2                                                | \$ 300                 | \$ 600             |                  |
|                          |                                                  | 3                          | 8' high evergreen tree                       | 3                                                | \$ 400                 | \$ 1,200           |                  |
| C                        | 1                                                | 3                          | 6'-8" tall large shrub or multi-stemmed tree | 3                                                | \$ 300                 | \$ 900             | \$ 2,121         |
|                          |                                                  | 3                          | 8' high evergreen tree                       | 3                                                | \$ 400                 | \$ 1,200           |                  |
|                          |                                                  | 2                          | #5 container shrubs                          | 2                                                | \$ 55                  | \$ 110             |                  |
| AVERAGE PLANT UNIT VALUE |                                                  |                            |                                              |                                                  |                        |                    | \$ 2,385         |
| (Alternative)            | Planting Beds (10 sq.ft. = 4 ct #5 shrubs)       |                            |                                              |                                                  |                        | =                  | \$ 220           |
| (Alternative)            | Bike Parking (6 bikes = 1 ct 3" cal canopy tree) |                            |                                              |                                                  |                        | =                  | \$ 375           |

PLANT UNIT VALUE REQUIRED:

Lots 1 - 6 x \$ 2,385 average plant unit value = \$ 14,310  
3 Parking Lot units x \$ 2,385 average value = \$ 7,155  
TOTAL PLANT VALUE REQUIRED = \$ 21,465

PLANT UNIT VALUE PROPOSED:

Lots 1 - 6 = \$ 15,360.00  
3 Parking Lot units = \$ 6,312.50  
TOTAL PLANT VALUE PROPOSED = \$ 21,672.50

LANDSCAPE IMPROVEMENTS PROVIDED:

ONE PLANT UNIT REQUIRED PER LOT:

|                                                 |   |                     |              |             |
|-------------------------------------------------|---|---------------------|--------------|-------------|
| LOT 1                                           | 3 | 3" cal. Canopy Tree | \$ 375.00    | \$ 1,125.00 |
|                                                 | 2 | 6-Bike Parking      | \$ 375.00    | 750.00      |
|                                                 | 9 | #5 Container Shrubs | \$ 55.00     | 495.00      |
|                                                 |   |                     |              | \$ 2,370.00 |
| LOT 2                                           | 4 | 3" cal. Canopy Tree | \$ 375.00    | \$ 1,500.00 |
|                                                 | 2 | 6-Bike Parking      | \$ 375.00    | 750.00      |
|                                                 | 9 | #5 Container Shrubs | \$ 55.00     | 495.00      |
|                                                 |   |                     |              | \$ 2,745.00 |
| LOT 3                                           | 7 | 3" cal. Canopy Tree | \$ 375.00    | \$ 2,625.00 |
|                                                 | 9 | #5 Container Shrubs | \$ 55.00     | 495.00      |
|                                                 |   |                     |              | \$ 3,120.00 |
| LOT 4                                           | 5 | 3" cal. Canopy Tree | \$ 375.00    | \$ 1,875.00 |
|                                                 | 1 | 6-Bike Parking      | \$ 375.00    | 375.00      |
|                                                 |   |                     |              | \$ 2,250.00 |
| LOT 5                                           | 5 | 3" cal. Canopy Tree | \$ 375.00    | \$ 1,875.00 |
|                                                 | 1 | 6-Bike Parking      | \$ 375.00    | 375.00      |
|                                                 |   |                     |              | \$ 2,250.00 |
| LOT 6                                           | 6 | 3" cal. Canopy Tree | \$ 375.00    | \$ 2,250.00 |
|                                                 | 1 | 6-Bike Parking      | \$ 375.00    | 375.00      |
|                                                 |   |                     |              | \$ 2,625.00 |
| TOTAL PLANT UNIT VALUE PROPOSED (1 UNIT/ LOT) = |   |                     | \$ 15,360.00 |             |

THREE PLANT UNITS, TOTAL, PROVIDED FOR SITE PARKING:

|                                                     |   |                            |           |             |                   |           |
|-----------------------------------------------------|---|----------------------------|-----------|-------------|-------------------|-----------|
| LOT 1                                               | 2 | Evergreen Trees (existing) | \$ 400.00 | \$ 800.00   |                   |           |
|                                                     |   |                            |           | \$ 800.00   |                   |           |
| LOT 2                                               | 2 | 3" cal. Canopy Tree        | \$ 375.00 | \$ 750.00   |                   |           |
|                                                     |   |                            |           | 3           | 6'-8' Large Shrub | \$ 300.00 |
|                                                     |   |                            |           |             |                   | \$ 900.00 |
|                                                     |   |                            |           | \$ 1,650.00 |                   |           |
| LOT 3                                               | 2 | 3" cal. Canopy Tree        | \$ 375.00 | \$ 750.00   |                   |           |
|                                                     |   |                            |           | 2           | 6-Bike Parking    | \$ 750.00 |
|                                                     |   |                            |           | \$ 1,500.00 |                   |           |
| LOT 4                                               | 1 | 3" cal. Canopy Tree        | \$ 375.00 | \$ 375.00   |                   |           |
|                                                     |   |                            |           | 1.5         | 6-Bike Parking    | \$ 375.00 |
|                                                     |   |                            |           | \$ 562.50   |                   |           |
|                                                     |   |                            |           | \$ 937.50   |                   |           |
| LOT 5                                               |   |                            |           | \$ 0.00     |                   |           |
| LOT 6                                               | 3 | 3" cal. Canopy Tree        | \$ 375.00 | \$ 1,125.00 |                   |           |
|                                                     |   |                            |           | 1           | 6'-8' Large Shrub | \$ 300.00 |
|                                                     |   |                            |           | \$ 300.00   |                   |           |
|                                                     |   |                            |           | \$ 1,425.00 |                   |           |
| TOTAL PLANT UNIT VALUE PROPOSED (3 / PARKING LOT) = |   |                            |           | \$ 6,312.50 |                   |           |

LEGEND

EXISTING

EVERGREEN TREE (Existing, to remain)

PROPOSED

DECIDUOUS TREE (Aspen, Columnar Aspen)

MED-LOW SHRUBS (t.b.d.)

TALL SHRUBS (t.b.d.)

BIKE PARKING (Min. 6' x 1.5' per bike)

LAWN GRASS

NATIVE GRASS

CACHE CREEK, REALIGNED (Center line)

LOT LINES

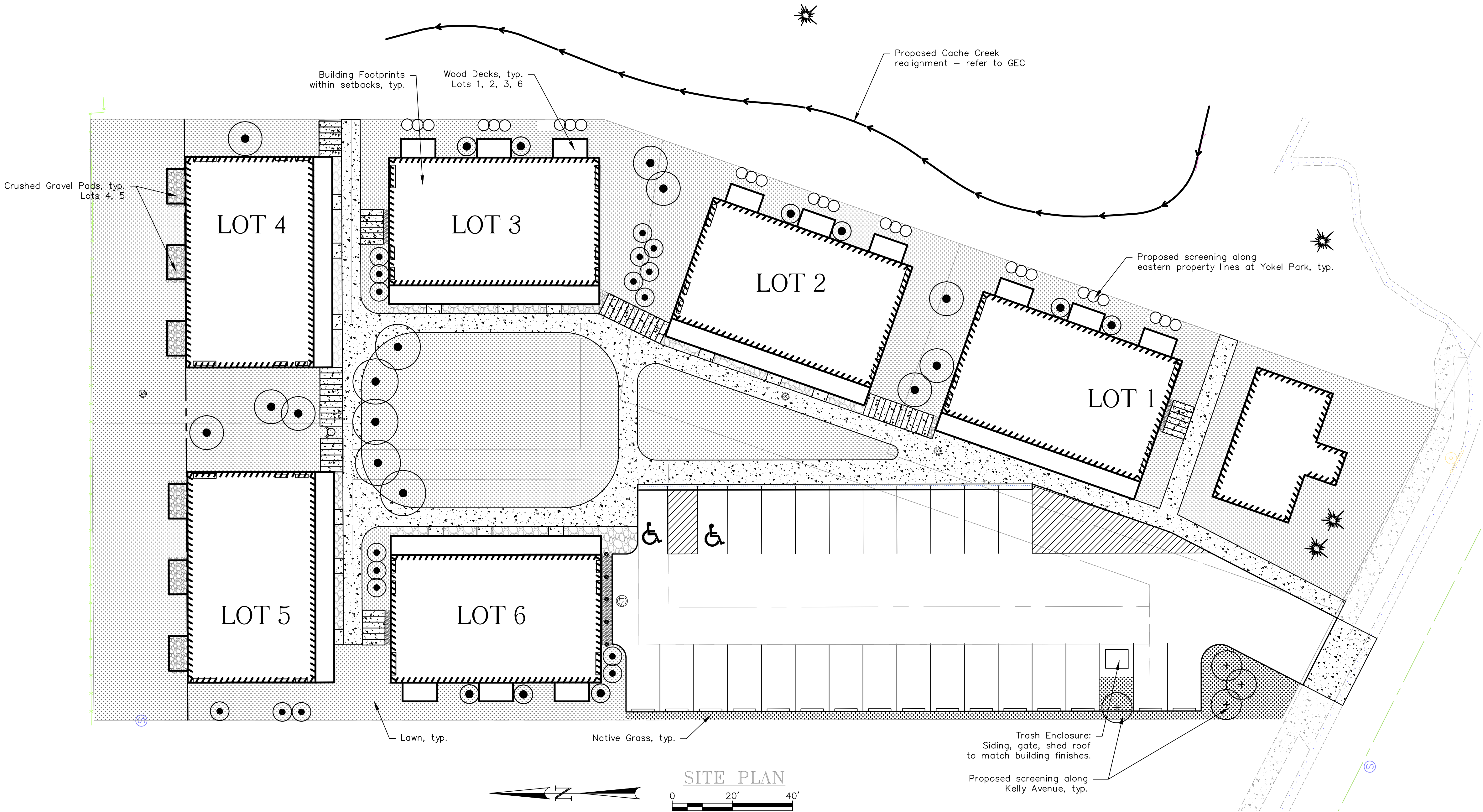
CONCRETE PAVING (Sidewalks)

NOTES

P21-290 DEVELOPMENT PLAN:  
CONCEPT LANDSCAPE PLAN  
REVISED TO MEET CONDITION OF  
APPROVAL #4 (STAFF REPORT,  
JANUARY 5, 2022) :

"4. PRIOR TO THE TOWN COUNCIL  
HEARING THIS DEVELOPMENT  
PLAN, THE APPLICANT SHALL  
REVISE THE LANDSCAPE PLAN  
TO INCLUDE MORE SCREENING  
ALONG THE EASTERN AND  
SOUTHERN PORTIONS OF THE  
DEVELOPMENT. IN ADDITION,  
THE TRASH ENCLOSURE  
SHALL BE RELOCATED TO  
MEET THE 30' SETBACK FOR  
ACCESSORY STRUCTURES.

(CONCEPT PLAN IS FOR PERMIT  
REVIEW AND APPROVAL ONLY, AND  
IS NOT INTENDED FOR  
CONSTRUCTION.)



| DATE       | DRAWING SET TITLE        |
|------------|--------------------------|
| 11/22/2021 | LANDSCAPE CONCEPT REVIEW |
| 01/19/2022 | LANDSCAPE CONCEPT        |

HARMONY  
DESIGN & ENGINEERING  
18 N MAIN STE 305 • DRIGGS ID 83422  
208.354.1331 • www.harmonydesigninc.com

Y2  
Y2consultants.com  
307.733.2999

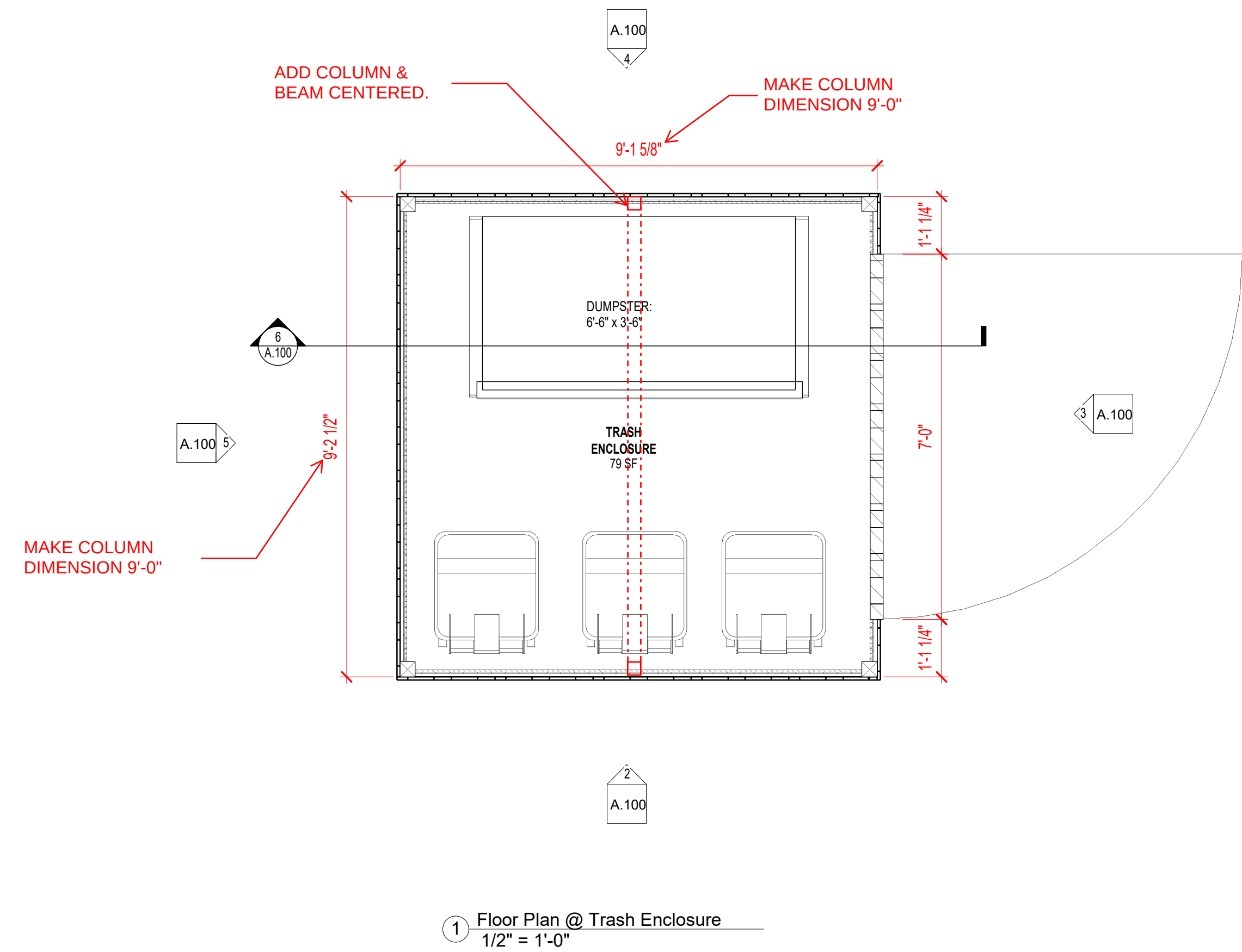
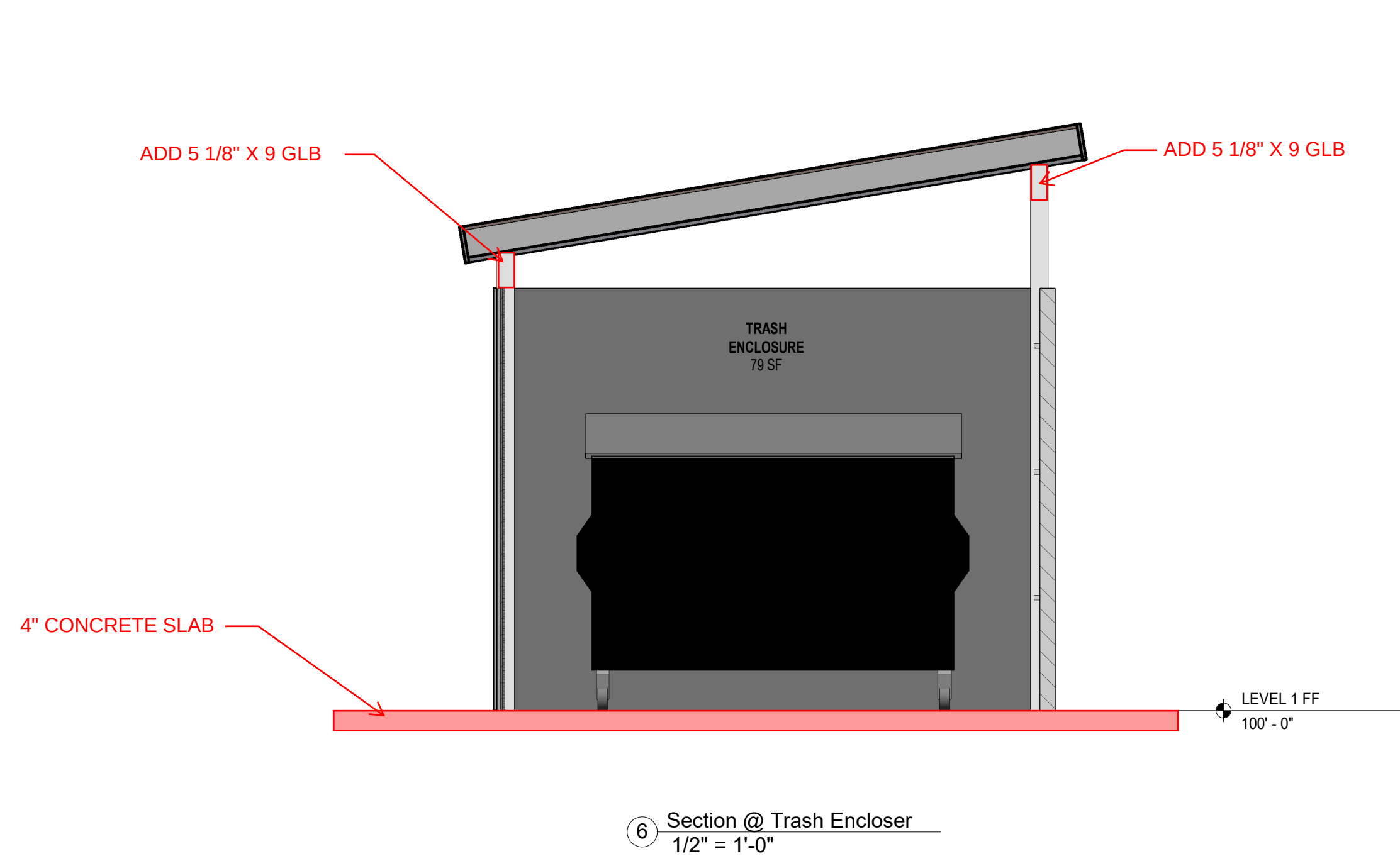
BROWN PROPERTY AFFORDABLE HOUSING DEV

TETON COUNTY  
445 EAST KELLY AVENUE  
JACKSON, WYOMING 83001

P21-290  
DEVELOPMENT PLAN  
REVISED  
CONCEPT  
LANDSCAPE PLAN

L.1.0





**Town of Jackson**  
**Project Plan Review History**  
**PLANNING**

|                       |                                     |                 |           |    |
|-----------------------|-------------------------------------|-----------------|-----------|----|
| <b>Project Number</b> | P21-290                             | <b>Applied</b>  | 11/9/2021 | AL |
| <b>Project Name</b>   | Development Plan - 445 E Kelly Ave. | <b>Approved</b> |           |    |
| <b>Type</b>           | DEVPLAN                             | <b>Closed</b>   |           |    |
| <b>Subtype</b>        | LAND DIVISION                       | <b>Expired</b>  |           |    |
| <b>Status</b>         | STAFF REVIEW                        | <b>Status</b>   |           |    |

|                  |              |              |              |
|------------------|--------------|--------------|--------------|
| <b>Applicant</b> | April Norton | <b>Owner</b> | TETON COUNTY |
|------------------|--------------|--------------|--------------|

|                     |             |              |            |
|---------------------|-------------|--------------|------------|
| <b>Site Address</b> | <b>City</b> | <b>State</b> | <b>Zip</b> |
| 445 E KELLY AVENUE  | JACKSON     | WY           | 83001      |

|                    |                  |                     |
|--------------------|------------------|---------------------|
| <b>Subdivision</b> | <b>Parcel No</b> | <b>General Plan</b> |
|                    | 22411634200027   |                     |

| Type of Review | Status   | Dates     |            |            |         |
|----------------|----------|-----------|------------|------------|---------|
| Contact        |          | Sent      | Due        | Received   | Remarks |
| Notes          |          |           |            |            |         |
| Building       | APPROVED | 11/9/2021 | 11/30/2021 | 11/11/2021 |         |
| Kelly Sluder   |          |           |            |            |         |

---

|                                                                                                         |                    |           |            |            |  |
|---------------------------------------------------------------------------------------------------------|--------------------|-----------|------------|------------|--|
| Fire                                                                                                    | APPROVED W/CONDITI | 11/9/2021 | 11/30/2021 | 12/20/2021 |  |
| Kathy Clay                                                                                              |                    |           |            |            |  |
| (12/20/2021 8:03 AM CLAY)                                                                               |                    |           |            |            |  |
| Fire department access is waived in lieu of the addition of fire sprinklers to all structures occupied. |                    |           |            |            |  |

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|                    |            |           |            |           |  |
|--------------------|------------|-----------|------------|-----------|--|
| Joint Housing Dept | NO COMMENT | 11/9/2021 | 11/30/2021 | 12/2/2021 |  |
| Stacy Stoker       |            |           |            |           |  |

---

|                |            |           |            |            |  |
|----------------|------------|-----------|------------|------------|--|
| Legal          | NO COMMENT | 11/9/2021 | 11/30/2021 | 11/29/2021 |  |
| Lea Colasuonno |            |           |            |            |  |

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|                               |                    |           |            |            |              |
|-------------------------------|--------------------|-----------|------------|------------|--------------|
| Parks and Rec                 | APPROVED W/CONDITI | 11/9/2021 | 11/30/2021 | 11/10/2021 | see comments |
| Steve Ashworth                |                    |           |            |            |              |
| (11/10/2021 9:38 AM AL)       |                    |           |            |            |              |
| Comments on P21-290 from P&R: |                    |           |            |            |              |

P&R would request landscape plan review at appropriate time. P&R has been working with, and will continue to work with, Y2 on design, Cache Creek improvements and property line landscaping transitions. P&R would also request a discussion regarding the possibility of language in HOA documents and/or additional signage at the property line regarding access to Mike Yokel Park from the southern and northern proposed sidewalks. Since no fencing or hard delineation has been proposed between the development and the Park, there are concerns about property owner/dog access and negative impacts on the Park at these locations. P&R will post signage at pedestrian entrances related to the Town Ordinance. Providing turf in the entirety of the proposed interior open space of the development would assist in providing an outlet for pet needs and alleviate unnecessary impacts on the Park. Thanks.

Andy Erskine, CPSI  
Parks Manager, Teton County/Jackson Parks & Recreation Department  
300 W Snow King Avenue  
PO Box 811  
Jackson, WY 83001  
Office: 307-732-5793



| Type of Review<br>Contact<br>Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status                | Dates     |            |            | Remarks      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------|------------|------------|--------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                       | Sent      | Due        | Received   |              |
| Pathways<br>Brian Schilling<br>(12/21/2021 4:36 PM AL)<br>P21-290 – 445 E. Kelly – Development Plan<br>Comments from Teton County/TOJ Pathways Department<br>Status: approved w/conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       | 11/9/2021 | 11/30/2021 | 12/21/2021 | see comments |
| <ul style="list-style-type: none"> <li>• Sidewalks and driveway crossings <ul style="list-style-type: none"> <li>o The driveway/sidewalk interface on Kelly shall be constructed so that the sidewalk remains at a consistent vertical alignment with the sidewalk legs on either side of the driveway. The sidewalk shall not ramp down when crossing the driveway access, rather the driveway should rise to the level of the sidewalk. Any vertical change from the street elevation to the sidewalk elevation should be restricted to the driveway apron in the buffer space between the sidewalk and street. The concrete sidewalk surface and texture shall continue uninterrupted across the entire access driveway.</li> </ul> </li> <li>• Bicycle Parking <ul style="list-style-type: none"> <li>o Thank you for noting the location of the bike parking pads on the plan views. Additional details are required for the site plan and the rack specifications.</li> <li>o Staff supports crediting the bike parking toward the development's overall parking requirement.</li> <li>o The bike parking for this development largely serves the purpose of "long-term" storage.</li> <li>? Short-term parking (for visitors or guests parking for a few hours or less): the recommended style for short-term bike parking is one or more "single inverted-U" racks. "Wave," "ribbon," and "toaster" style racks shall not be used. The best location for a rack area is immediately adjacent to the entrance it serves. The rack area should be as close as or closer to the front entrance than the nearest car parking space, visible from the front entrance, hardscaped, and should not obstruct pedestrian flow.</li> <li>? Long-term parking (for residents parking for more than a few hours—i.e. all-day or overnight): the recommendations for long-term parking include providing a secure, conveniently-accessed, well-lit, covered area with racks or lockers that will protect bikes from rain, snow and other elements and deter bike theft. The area does not have to be immediately adjacent to the access door for the residence, but should be located in a secure or monitored location or in a locked enclosure. Clustered inverted-U bike racks, wall racks, or external bike lockers are appropriate.</li> <li>o The bike parking should be constructed on a concrete pad. Grass surfaces will quickly deteriorate into mud from foot traffic during wet seasons and will be difficult to keep clear of snow. Also, a concrete surface will provide a more secure mounting surface for the racks and will discourage theft.</li> <li>o Staff supports including the bike parking towards the landscape surfacing requirement so that bike parking does not detract from the applicant's landscape requirements. Conversion of one or more car parking spots to bike parking would also be supported.</li> <li>o Rack details should be shown on site plans.</li> <li>o Jackson Hole Community Pathways will be happy to provide additional background information and guidance on site selection, layout, rack specification, and rack installation.</li> </ul> </li></ul> |                       |           |            |            |              |
| Planning<br>Tyler Valentine<br>(12/29/2021 3:05 PM TV)<br>Please see conditions of approval in staff report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | APPROVED W/CONDITIONS | 11/9/2021 | 11/30/2021 | 12/29/2021 |              |
| Police<br>Michelle Weber                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       | 11/9/2021 | 11/30/2021 |            |              |
| Public Works<br>Jeff Silliman                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | APPROVED W/CONDITIONS | 11/9/2021 | 11/30/2021 | 12/6/2021  | See Comments |

| Type of Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Status | Dates |     |          | Remarks |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|-----|----------|---------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        | Sent  | Due | Received |         |
| <b>Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |       |     |          |         |
| <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| (12/6/2021 4:33 PM BTL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |       |     |          |         |
| Development Plan – APPROVED with CONDITIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |       |     |          |         |
| P21-209                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |       |     |          |         |
| ADDRESS: 445 E Kelly                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |       |     |          |         |
| OWNER: Teton County                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| APPLICANT: Jackson/Teton County Affordable Housing                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |       |     |          |         |
| 12/6/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |       |     |          |         |
| Jeff Silliman, Brian Lenz, 733-3079                                                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| DATE OF SUBMITTAL: 11/9/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| DATE OF MATERIALS: 11/4/2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| REVISION NO.: 00                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |        |       |     |          |         |
| The engineering division has reviewed your application for a DEVELOPMENT PLAN submitted on and with application materials as dated above.                                                                                                                                                                                                                                                                                                                                                    |        |       |     |          |         |
| *The following comments are being provided for use in preparation of future applications and are required for sufficiency .                                                                                                                                                                                                                                                                                                                                                                  |        |       |     |          |         |
| CONDITIONS OF APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |       |     |          |         |
| 1. Show all existing easements on the plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |       |     |          |         |
| 2. Provide a grading plan that shows grading, erosion control, and stormwater plans. Plan shall include existing and proposed site contours with elevation labels, spot elevations, high and low points, grade breaks. Provide easements/agreements for grading proposed on adjacent properties.                                                                                                                                                                                             |        |       |     |          |         |
| 3. Provide running slopes, cross slopes, ramp details and pertinent information for all accessible routs.                                                                                                                                                                                                                                                                                                                                                                                    |        |       |     |          |         |
| 4. Provide Cache Creek channel grading, extents, typical section, slope, and capacity calculations. Include sizing calculations and capacity of the proposed conveyance pipe.                                                                                                                                                                                                                                                                                                                |        |       |     |          |         |
| 5. Specify size and location of water meter at each building. Show domestic branching from fire outside the building.                                                                                                                                                                                                                                                                                                                                                                        |        |       |     |          |         |
| 6. Include water service entry details with size, metering, type of backflow, irrigation, and fire/domestic shutoffs for each building/common areas.                                                                                                                                                                                                                                                                                                                                         |        |       |     |          |         |
| 7. Provide required clearances to all Fire Hydrants and Fire Department Connections. Hydrant shown between lots 4 and 5 appears to be blocked by bike parking.                                                                                                                                                                                                                                                                                                                               |        |       |     |          |         |
| 8. Include size of the proposed elliptical RCP pipe. Show the exterior dimensions of the pipe to better convey the footprint of the pipe. Given the proposed location it appears the exterior of the pipe may only be a couple of feet from the foundations. Provide a plan that is constructible and maintainable. A testable watertight large diameter pipe should be considered given the close proximity to the buildings.                                                               |        |       |     |          |         |
| 9. Revise the extents of the Cache Creek piped section to the north portion of the project, i.e. do not pipe within the park. Piped segments of the channel shall be straight or on an approved large radius. Provide access and maintenance structures at any bends. Provide a bridge, culvert, or some type of crossing of the relocated Cache Creek channel in the park so that residents of the development can safely and easily cross the creek from the north end of the development. |        |       |     |          |         |
| 10. A minimum 25-foot wide utility easement benefitting the Town must be provided across the northerly 25 feet of the project.                                                                                                                                                                                                                                                                                                                                                               |        |       |     |          |         |
| 11. Show the extents and details for the reclamation of the old ditch along west side of property and on Lower Valley 's property. Provide a Letter approval for the design of the proposed work on Lower Valley 's property and a Letter of Authorization to do the work.                                                                                                                                                                                                                   |        |       |     |          |         |
| 12. Grading on the adjacent properties requires authorization from the adjacent landowners. Provide Letters of Approval for the design and Letters of Authorization to do the work.                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| 13. Show snow storage area, suggest snow storage in triangle west of Lot 1.                                                                                                                                                                                                                                                                                                                                                                                                                  |        |       |     |          |         |
| 14. Provide irrigation service locations, sizes, metering, and backflow.                                                                                                                                                                                                                                                                                                                                                                                                                     |        |       |     |          |         |
| 15. ADA parking requires signage, including Van Accessible signage.                                                                                                                                                                                                                                                                                                                                                                                                                          |        |       |     |          |         |
| 16. Provide Easement or Agreement and engineered plans for the proposed LVE Sound Barrier Wall.                                                                                                                                                                                                                                                                                                                                                                                              |        |       |     |          |         |
| 17. Utility and access easements over, under, through, and across the various lots shall be provided as necessary to ensure access and maintainability in perpetuity. Water and sewer mains shall be under single ownership, e.g. a homeowners association. Minimum width for a private water or sewer main is 20 feet.                                                                                                                                                                      |        |       |     |          |         |
| 18. A DEQ permit to construct the water and sewer shall be obtained.                                                                                                                                                                                                                                                                                                                                                                                                                         |        |       |     |          |         |
| 19. Water, sewer, stormwater, and the Cache Creek channel within the development shall be privately owned and maintained, except for the existing Town sewer main along the northboundary.                                                                                                                                                                                                                                                                                                   |        |       |     |          |         |

| Type of Review                                                                                                                                                                                                                                                                                                                                                                                                    | Status | Dates     |            |          | Remarks |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------|------------|----------|---------|
|                                                                                                                                                                                                                                                                                                                                                                                                                   |        | Sent      | Due        | Received |         |
| Contact                                                                                                                                                                                                                                                                                                                                                                                                           |        |           |            |          |         |
| Notes                                                                                                                                                                                                                                                                                                                                                                                                             |        |           |            |          |         |
| 20. Plans provided shall show all work to be completed within the Town's right-of-way.                                                                                                                                                                                                                                                                                                                            |        |           |            |          |         |
| 21. A demolition permit is required for each existing structure to be removed from the site. Water and sewer services to be abandoned for the project shall be abandoned at the main during the demolition phase of the project.                                                                                                                                                                                  |        |           |            |          |         |
| 22. Provide a site lighting plan in conformance with the dark sky regulations.                                                                                                                                                                                                                                                                                                                                    |        |           |            |          |         |
| 23. Provide a plan for permanent reference monuments, property corners, etc.                                                                                                                                                                                                                                                                                                                                      |        |           |            |          |         |
| 24. Provide construction management and staging narrative and plans in accordance with the Town's checklist for Construction Management Plans. Specifically, address the proposed plan for staging and occupancy as the project is developed and built out. The access to Kelly Ave. shall be reconstructed as necessary to accommodate the new entrance and reclaim the old entrance.                            |        |           |            |          |         |
| RECOMMENDATIONS FOR CONSIDERATION                                                                                                                                                                                                                                                                                                                                                                                 |        |           |            |          |         |
| The following items are not required but should be considered in the planning as the project continues:                                                                                                                                                                                                                                                                                                           |        |           |            |          |         |
| A. Suggest replacing parking blocks with curb for ease of snow removal within parking lot.                                                                                                                                                                                                                                                                                                                        |        |           |            |          |         |
| B. Providing water and sewer services to the relocated Benson-Brown building. Based on records the existing property appears to be served by a sewer service out of Kelly Avenue, that would otherwise need to be abandoned. In this instance for a public building reusing this to better serve the preserved structure is reasonable. The quality and condition of the service would still need to be verified. |        |           |            |          |         |
| C. Locating the trash receptacle along the street frontage may not be great curb appeal, but if it remains in this location adjusting it to where it is parallel to the driveway or more accessible to the collection vehicles.                                                                                                                                                                                   |        |           |            |          |         |
| D. The trees are shown as points, show the driplines of the trees so that it is clear the proposed work will have the least impact. Specifically, the trees in Mike Yokel adjacent to the Cache Creek channel realignment. There is also considerable fill in the area of the proposed realignment that may be challenging to grade out and preserve the trees.                                                   |        |           |            |          |         |
| E. Recommend Exceeding minimum standards for sidewalk width along parking, e.g. go to at least 7 feet to minimize conflicts with parked cars overhanging the sidewalk.                                                                                                                                                                                                                                            |        |           |            |          |         |
| F. Recommend a 24 feet wide access off of Kelly Ave. if Planning allows it.                                                                                                                                                                                                                                                                                                                                       |        |           |            |          |         |
| START                                                                                                                                                                                                                                                                                                                                                                                                             |        | 11/9/2021 | 11/30/2021 |          |         |
| Darren Brugmann                                                                                                                                                                                                                                                                                                                                                                                                   |        |           |            |          |         |

# STAFF REPORT



|                               |                                        |                        |                                  |
|-------------------------------|----------------------------------------|------------------------|----------------------------------|
| <b>Meeting Date:</b>          | Monday February 7, 2022                | <b>Meeting Title:</b>  | Regular Meeting                  |
| <b>Submitting Department:</b> | Finance                                | <b>Presenter:</b>      | Kelly Thompson, Finance Director |
| <b>Agenda Item:</b>           | Fiscal Year 2022 Budget - Amendment #2 | <b>Public Comment:</b> | Yes                              |

## Purpose & Policy Considerations.

The purpose of this item is for Town Council to approve a resolution adopting amendments to the Town of Jackson's fiscal year 2022 budget.

## Requested Action.

Staff requests that the Mayor & Council approve the attached resolution.

## Recommendations.

Staff recommends that the Mayor & Council approve the attached resolution.

## Background.

The annual adoption of the fiscal year budget, and subsequent amendments, are critical to the Town's ability to accomplish its purpose and mission. The budget is a vehicle for the Council to address Common Values and give staff resources to provide core services.

## Analysis.

The attached resolution proposes modifications to the Town's current FY 2022 budget. The resolution represents the 2022 amended budget divided into budget divisions (Mayor & Council, Municipal Judge, Town Attorney, etc.). Significant items include budget amendment of \$161,339 for 2.5% wage adjustment, \$164,914 for bonuses, \$2,102,817 for capital projects rolled over from FY2021, \$65,000 increase to fund Affordable Housing position, \$39,300 for Town 45% of County wage increase, \$150,000 for IT server project, \$308,574 for Stormwater Manager Program, \$48,000 for Salt Lake Express transit contract, and \$48,400 for Transit Director Transition.

## Possible Alternatives.

None

## Comprehensive Plan & Priority Alignment.

Common Value #3 - Quality of Life, Section 8. Quality Community Service Provision

- Principle 8.1- Maintain current, coordinated service delivery
  - Policy 8.1.e: Budget for service delivery
- Principle 8.2 - Coordinate the provision of infrastructure and facilities needed for service delivery
  - Policy 8.1.S.1: Use budgeting to affirm desired service levels from government service providers that address all policies of Principle 8.1.

**Fiscal Impact.**

The proposed budget adjustments in the attached resolution include only the updates where current division estimates vary significantly from current budget. The proposed budget adjustments do not address small and relatively immaterial variances between expectations and budget.

**Staff Impact.**

Town Manager and Directors spend about 20 hours a month reviewing budget. About 10 hours is spent drafting quarterly budget amendments, Adoption of the resolution will require printing, signatures, and permanent record storage and archiving and will be approximately 1 hour of work by the Town Clerk.

**Attachments or Links.**

Resolution 22-01 adopting amendments to the Fiscal Year 2022 Budget.

Exhibit A – Schedule of Increases/Decreases.

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

I move to approve Resolution 22-01 adopting amendments to the fiscal year 2022 budget.

**RESOLUTION 22-01**

**A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2022 BUDGET  
OF THE TOWN OF JACKSON.**

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2022 budget is hereby amended as follows:

| <b>EXPENDITURES AND OTHER USES</b> | <b>Approved<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> | <b>Amended<br/>Budget</b> |
|------------------------------------|----------------------------|--------------------------------|---------------------------|
| Mayor & Town Council               | 395,091                    | -                              | 395,091                   |
| Town Attorney                      | 547,795                    | 8,594                          | 556,389                   |
| Municipal Judge                    | 279,131                    | 4,683                          | -                         |
| Administration                     | 310,836                    | 4,138                          | 314,974                   |
| Town Clerk & Personnel             | 780,755                    | 13,213                         | 793,968                   |
| Finance                            | 638,047                    | 10,855                         | 648,902                   |
| Community Development              | 640,305                    | 19,127                         | 659,432                   |
| Information Technology             | 850,143                    | 13,469                         | 863,612                   |
| Planning                           | 911,374                    | 11,720                         | 923,094                   |
| Town-Wide Services                 | 327,562                    | -                              | 327,562                   |
| Town Facilities                    | 739,306                    | -                              | 739,306                   |
| Police - Administration            | 648,987                    | 10,689                         | 659,676                   |
| Police - Investigations            | 646,819                    | 18,313                         | 665,132                   |
| Police - Patrol                    | 3,546,493                  | 57,184                         | 3,603,677                 |
| Police - Community Service         | 578,580                    | 12,390                         | 590,970                   |
| Police - Special Operations        | 21,176                     | 4,000                          | 25,176                    |
| Victim Services                    | 341,592                    | 6,878                          | 348,470                   |
| Animal Shelter/Control             | 284,925                    | 8,148                          | 293,073                   |
| Building Inspections               | 441,805                    | 7,945                          | 449,750                   |
| Public Works Administration        | 341,796                    | 6,329                          | 348,125                   |
| Streets                            | 1,822,345                  | 30,426                         | 1,852,771                 |
| Engineering                        | 619,333                    | 10,776                         | 630,109                   |
| Yard Operations                    | 49,709                     | -                              | 49,709                    |
| Cemetery                           | 25,400                     | 1,246                          | 26,646                    |
| Social Services                    | 1,114,659                  | -                              | 1,114,659                 |
| Community Initiatives              | 293,300                    | -                              | 293,300                   |
| County-Budgeted Joint Programs     | 3,988,638                  | 5,700                          | 3,994,338                 |
| Transfers Out                      | 8,087,686                  | 68,000                         | 8,155,686                 |
| Total General Fund                 | 29,273,588                 | 333,823                        | 29,607,411                |
| Affordable Housing                 | 1,587,444                  | 68,000                         | 1,655,444                 |
| Total Affordable Housing Fund      | 1,587,444                  | 68,000                         | 1,655,444                 |
| Parking Exactions Fund             | 26,600                     | -                              | 26,600                    |
| Total Parking Exactions Fund       | 26,600                     | -                              | 26,600                    |
| Parks Exactions                    | 30,000                     | -                              | 30,000                    |
| Total Park Exactions               | 30,000                     | -                              | 30,000                    |
| Employee Housing Fund              | 554,203                    | 27,980                         | 582,183                   |
| Total Employee Housing Fund        | 554,203                    | 27,980                         | 582,183                   |
| Animal Care Fund                   | 20,000                     | -                              | 20,000                    |
| Transfers Out                      | 35,000                     | -                              | 35,000                    |
| Total Animal Care Fund             | 55,000                     | -                              | 55,000                    |
| Lodging Tax Fund                   | 327,156                    | 28,900                         | 356,056                   |
| Transfers Out                      | 1,120,318                  | 19,420                         | 1,139,738                 |
| Total Lodging Tax Fund             | 1,447,474                  | 48,320                         | 1,495,794                 |
| START Administration               | 1,519,766                  | 4,655                          | 1,524,421                 |
| START Operations                   | 5,093,213                  | 183,448                        | 5,276,661                 |
| START Capital                      | 5,468,567                  | -                              | 5,468,567                 |
| START Transfers                    | 105,680                    | 1,508                          | 107,188                   |
| Total START Fund Expenditures      | 12,187,226                 | 189,611                        | 12,376,837                |
| Capital Outlay                     | 5,669,607                  | 826,255                        | 6,495,862                 |
| Transfers Out                      | 640,000                    | -                              | 640,000                   |
| Total Capital Projects Fund        | 6,309,607                  | 826,255                        | 7,135,862                 |

| <b>EXPENDITURES AND OTHER USES</b>   | <b>Approved<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> | <b>Amended<br/>Budget</b> |
|--------------------------------------|----------------------------|--------------------------------|---------------------------|
| Capital Outlay                       | -                          | 70,585                         | 70,585                    |
| Total 2006 SPET                      | -                          | 70,585                         | 70,585                    |
|                                      |                            |                                |                           |
| Capital Outlay                       | -                          | -                              | -                         |
| Total 2010 SPET                      | -                          | -                              | -                         |
|                                      |                            |                                |                           |
| Capital Outlay                       | 130,000                    | 91,416                         | 221,416                   |
| Total 2014 SPET                      | 130,000                    | 91,416                         | 221,416                   |
| Capital Outlay                       | 20,000                     | -                              | 20,000                    |
| Total 2016 SPET                      | 20,000                     | -                              | 20,000                    |
|                                      |                            |                                |                           |
| Capital Outlay                       | 414,928                    | 563,900                        | 978,828                   |
| Total 2017 SPET                      | 414,928                    | 563,900                        | 978,828                   |
|                                      |                            |                                |                           |
| Capital Outlay                       | 6,000,000                  | -                              | 6,000,000                 |
| Total 2019 SPET                      | 6,000,000                  | -                              | 6,000,000                 |
|                                      |                            |                                |                           |
| Water Maintenance & Operation        | 939,235                    | 11,905                         | 951,140                   |
| Water Wells                          | 254,374                    | -                              | 254,374                   |
| Water Billing & Accounting           | 251,355                    | 2,169                          | 253,524                   |
| Water Capital Outlay & Improvements  | 1,253,000                  | 180,393                        | 1,433,393                 |
| Water Debt Service                   | 66,970                     | -                              | 66,970                    |
| Water Transfers Out                  | 639,246                    | 8,583                          | 647,829                   |
| Sewage Plant Operations              | 1,081,837                  | 10,040                         | 1,091,877                 |
| Sewage Maint. & Operations           | 404,344                    | 6,020                          | 410,364                   |
| Sewage Billing & Accounting          | 251,626                    | 2,419                          | 254,045                   |
| Sewage Capital Outlay & Improvements | 1,105,500                  | 683,842                        | 1,789,342                 |
| Sewage Transfers Out                 | 639,246                    | 8,583                          | 647,829                   |
| Total Enterprise Funds               | 6,886,733                  | 913,954                        | 7,800,687                 |
|                                      |                            |                                |                           |
| Employee Insurance                   | 2,850,726                  | -                              | 2,850,726                 |
| Total Insurance Fund                 | 2,850,726                  | -                              | 2,850,726                 |
|                                      |                            |                                |                           |
| Fleet Expenditures                   | 2,096,556                  | 15,272                         | 2,111,828                 |
| Total Fleet Management Fund          | 2,096,556                  | 15,272                         | 2,111,828                 |
|                                      |                            |                                |                           |
| Central Equipment Expenses           | 549,500                    | -                              | 549,500                   |
| Total Central Equipment Fund         | 549,500                    | -                              | 549,500                   |
|                                      |                            |                                |                           |
| IT Services                          | 1,393,786                  | 161,500                        | 1,555,286                 |
| Total IT Service Fund                | 1,393,786                  | 161,500                        | 1,555,286                 |
|                                      |                            |                                |                           |
| <b>REVENUES AND OTHER SOURCES</b>    | <b>Approved<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> | <b>Amended<br/>Budget</b> |
| Taxes                                | 9,321,898                  | -                              | 9,321,898                 |
| Licenses & Permits                   | 1,279,143                  | -                              | 1,279,143                 |
| Intergovernmental Revenue            | 12,433,361                 | 7,164                          | 12,440,525                |
| Charges for Services                 | 656,549                    | 4,000                          | 660,549                   |
| Fines & Forfeitures                  | 350,000                    | -                              | 350,000                   |
| Miscellaneous Revenue                | 370,463                    | -                              | 370,463                   |
| Transfers In                         | 1,495,916                  | 20,029                         | 1,515,945                 |
| Total General Fund                   | 25,907,330                 | 31,193                         | 25,938,523                |
|                                      |                            |                                |                           |
| Licenses & Permits                   | 250,000                    | -                              | 250,000                   |
| Miscellaneous Revenue                | 12,400                     | -                              | 12,400                    |
| Transfers In                         | 1,462,444                  | 68,000                         | 1,530,444                 |
| Total Affordable Housing Fund        | 1,724,844                  | 68,000                         | 1,792,844                 |
|                                      |                            |                                |                           |
| Licenses & Permits                   | 101,000                    | -                              | 101,000                   |
| Miscellaneous Revenue                | 14,500                     | -                              | 14,500                    |
| Transfers In                         | 250,000                    | -                              | 250,000                   |
| Total Parking Exactions              | 365,500                    | -                              | 365,500                   |
|                                      |                            |                                |                           |
| Licenses & Permits                   | 40,000                     | -                              | 40,000                    |
| Miscellaneous Revenue                | 1,300                      | -                              | 1,300                     |
| Total Park Exactions                 | 41,300                     | -                              | 41,300                    |
|                                      |                            |                                |                           |
| Miscellaneous Revenue                | 543,060                    | -                              | 543,060                   |
| Transfers In                         | 500,000                    | -                              | 500,000                   |
| Total Employee Housing Fund          | 1,043,060                  | -                              | 1,043,060                 |



| <b>REVENUES AND OTHER SOURCES</b> | <b>Approved<br/>Budget</b> | <b>Increase<br/>(Decrease)</b> | <b>Amended<br/>Budget</b> |
|-----------------------------------|----------------------------|--------------------------------|---------------------------|
| Miscellaneous Revenue             | 60,200                     | -                              | 60,200                    |
| Total Animal Care Fund            | 60,200                     | -                              | 60,200                    |
|                                   |                            |                                |                           |
| Taxes                             | 918,085                    | -                              | 918,085                   |
| Miscellaneous Revenue             | 3,600                      | -                              | 3,600                     |
| Total Lodging Tax Fund            | 921,685                    |                                | 921,685                   |
|                                   |                            |                                |                           |
| Intergovernmental Revenue         | 9,133,935                  | 23,735                         | 9,157,670                 |
| Charges for Services              | 1,134,293                  | -                              | 1,134,293                 |
| Miscellaneous Revenue             | 13,000                     | -                              | 13,000                    |
| Transfers In                      | 1,470,318                  | 19,420                         | 1,489,738                 |
| Total START Fund Revenues         | 11,751,546                 | 43,155                         | 11,794,701                |
|                                   |                            |                                |                           |
| Intergovernmental                 | 649,434                    | -                              | 649,434                   |
| Miscellaneous Revenue             | 161,341                    | -                              | 161,341                   |
| Transfers In                      | 5,450,242                  | 18,000                         | 5,468,242                 |
| Total Capital Projects Fund       | 6,261,017                  | 18,000                         | 6,279,017                 |
|                                   |                            |                                |                           |
| Miscellaneous Revenue             | 2,200                      | -                              | 2,200                     |
| Total 2006 SPET                   | 2,200                      |                                | 2,200                     |
|                                   |                            |                                |                           |
| Miscellaneous Revenue             | 1,400                      | -                              | 1,400                     |
| Total 2010 SPET                   | 1,400                      |                                | 1,400                     |
|                                   |                            |                                |                           |
| Miscellaneous                     | 15,100                     | -                              | 15,100                    |
| Total 2014 SPET                   | 15,100                     |                                | 15,100                    |
|                                   |                            |                                |                           |
| Miscellaneous                     | 3,300                      | -                              | 3,300                     |
| Total 2016 SPET                   | 3,300                      | -                              | 3,300                     |
|                                   |                            |                                |                           |
| Miscellaneous                     | 4,100                      | -                              | 4,100                     |
| Total 2017 SPET                   | 4,100                      | -                              | 4,100                     |
|                                   |                            |                                |                           |
| Taxes                             | 6,147,490                  | -                              | 6,147,490                 |
| Miscellaneous                     | 48,128                     | -                              | 48,128                    |
| Total 2019 SPET                   | 6,195,618                  | -                              | 6,195,618                 |
|                                   |                            |                                |                           |
| Water Intergovernmental           | -                          | -                              | -                         |
| Water Charges for Services        | 2,839,893                  | -                              | 2,839,893                 |
| Water Miscellaneous               | 79,720                     | -                              | 79,720                    |
| Water Transfers In                | 320,000                    | -                              | 320,000                   |
| Sewage Intergovernmental          | 50,000                     | -                              | 50,000                    |
| Sewage Charges for Services       | 2,774,425                  | -                              | 2,774,425                 |
| Sewage Miscellaneous              | 54,200                     | -                              | 54,200                    |
| Sewage Transfers In               | 320,000                    | -                              | 320,000                   |
| Total Enterprise Funds            | 6,438,238                  | -                              | 6,438,238                 |
|                                   |                            |                                |                           |
| Charges for Services              | 2,718,099                  | -                              | 2,718,099                 |
| Miscellaneous Revenue             | 10,600                     | -                              | 10,600                    |
| Total Employee Insurance Fund     | 2,728,699                  | -                              | 2,728,699                 |
|                                   |                            |                                |                           |
| Charges for Services              | 1,911,318                  | -                              | 1,911,318                 |
| Miscellaneous Revenue             | 600                        | -                              | 600                       |
| Transfers In                      | 75,000                     | -                              | 75,000                    |
| Total Fleet Management Fund       | 1,986,918                  | -                              | 1,986,918                 |
|                                   |                            |                                |                           |
| Charges for Services              | 582,300                    | -                              | 582,300                   |
| Miscellaneous Revenue             | 3,900                      | -                              | 3,900                     |
| Total Central Equipment Fund      | 586,200                    | -                              | 586,200                   |
|                                   |                            |                                |                           |
| Charges for Services              | 1,317,446                  | -                              | 1,317,446                 |
| Miscellaneous Revenue             | 1,000                      | -                              | 1,000                     |
| Total IT Service Fund             | 1,318,446                  | -                              | 1,318,446                 |

| CHANGE OF FUND BALANCE  | Approved<br>Budget | Increase<br>(Decrease) | Amended<br>Budget |
|-------------------------|--------------------|------------------------|-------------------|
| General Fund            | (3,366,258)        | (302,630)              | (3,668,888)       |
| Affordable Housing      | 137,400            | -                      | 137,400           |
| Parking Exactions Fund  | 338,900            | -                      | 338,900           |
| Park Exactions Fund     | 11,300             | -                      | 11,300            |
| Employee Housing Fund   | 488,857            | (27,980)               | 460,877           |
| Animal Care Fund        | 5,200              | -                      | 5,200             |
| Lodging Tax Fund        | (525,789)          | (48,320)               | (574,109)         |
| Start Fund              | (435,680)          | (146,456)              | (582,136)         |
| Capital Projects        | (48,590)           | (808,255)              | (856,845)         |
| 2006 SPET               | 2,200              | (70,585)               | (68,385)          |
| 2010 SPET               | 1,400              | -                      | 1,400             |
| 2014 SPET               | (114,900)          | (91,416)               | (206,316)         |
| 2016 SPET               | (16,700)           | -                      | (16,700)          |
| 2017 SPET               | (410,828)          | (563,900)              | (974,728)         |
| 2019 SPET               | 195,618            | -                      | 195,618           |
| Enterprise Funds        | (448,495)          | (913,954)              | (1,362,449)       |
| Employee Insurance Fund | (122,027)          | -                      | (122,027)         |
| Fleet Management Fund   | (109,638)          | (15,272)               | (124,910)         |
| Central Equipment Fund  | 36,700             | -                      | 36,700            |
| IT Services Fund        | (75,340)           | (161,500)              | (236,840)         |

**PASSED, APPROVED, & ADOPTED this   7<sup>th</sup>   day of   February   , 2022**

**Town of Jackson**

**By: \_\_\_\_\_**  
**Hailey Morton Levinson**  
**Mayor**

**ATTEST:**

**By: \_\_\_\_\_**  
**Riley Taylor**  
**Town Clerk**

## Exhibit A -Schedule of Increases\Decreases

| General Fund Expenditures and Other Uses  |                       |                                                                    |
|-------------------------------------------|-----------------------|--------------------------------------------------------------------|
| <b>Town Attorney</b>                      |                       |                                                                    |
| Salaries & Benefits                       | 8,594                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Municipal Judge</b>                    |                       |                                                                    |
| Salaries & Benefits                       | 4,683                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Administration</b>                     |                       |                                                                    |
| Salaries & Benefits                       | 4,138                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Town Clerk &amp; Personnel</b>         |                       |                                                                    |
| Salaries & Benefits                       | 13,213                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Finance</b>                            |                       |                                                                    |
| Salaries & Benefits                       | 10,855                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Community Development</b>              |                       |                                                                    |
| Salaries & Benefits                       | 6,977                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Equity Task Force Stipend                 | 12,150                | Equity Task Force Stipend, approved at 1/10/2022 Council Meeting   |
| <b>Information Technology</b>             |                       |                                                                    |
| Salaries & Benefits                       | 13,469                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Planning</b>                           |                       |                                                                    |
| Salaries & Benefits                       | 10,020                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Professional Services                     | 1,700                 | Town 45% match for County wage adjustment                          |
| <b>Police - Administration</b>            |                       |                                                                    |
| Salaries & Benefits                       | 10,689                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Police - Investigations</b>            |                       |                                                                    |
| Salaries & Benefits                       | 13,313                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Overtime                                  | 5,000                 | Exceeded budget                                                    |
| <b>Police - Patrol</b>                    |                       |                                                                    |
| Salaries & Benefits                       | 57,184                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Police - Community Service Officer</b> |                       |                                                                    |
| Salaries & Benefits                       | 12,390                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Police - Special Operations</b>        |                       |                                                                    |
| Supplies & Materials                      | 4,000                 | Camp Postcard grant                                                |
| <b>Fire/EMS (County)</b>                  |                       |                                                                    |
| Fire/EMS Operations - Fund 13             | 3,500                 | Town 45% match for County wage adjustment                          |
| <b>Communications Center (County)</b>     |                       |                                                                    |
| Communications Center                     | 2,200                 | Town 45% match for County wage adjustment                          |
| <b>Victim Services</b>                    |                       |                                                                    |
| Salaries & Benefits                       | 6,878                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Animal Shelter/Control</b>             |                       |                                                                    |
| Salaries & Benefits                       | 6,148                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Overtime                                  | 2,000                 | Exceeded budget                                                    |
| <b>Building Inspections</b>               |                       |                                                                    |
| Salaries & Benefits                       | 7,945                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Public Works Administration</b>        |                       |                                                                    |
| Salaries & Benefits                       | 6,329                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Streets</b>                            |                       |                                                                    |
| Salaries & Benefits                       | 30,426                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Engineering</b>                        |                       |                                                                    |
| Salaries & Benefits                       | 10,776                | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Cemetery</b>                           |                       |                                                                    |
| Salaries & Benefits                       | 1,246                 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Transfers Out</b>                      |                       |                                                                    |
| Transfer to Affordable Housing            | 68,000                | Transfer to fund Affordable Housing for Budget Increase            |
| <b>Total General Fund</b>                 | <u><u>333,823</u></u> |                                                                    |

**Special Revenue Fund Expenditures and Other Uses****Affordable Housing Fund**

|                         |        |                                                             |
|-------------------------|--------|-------------------------------------------------------------|
| Housing Dept Operations | 65,000 | Affordable Housing FTE approved at 9/7/2021 Council Meeting |
| Housing Dept Operations | 3,000  | Town 45% match for County wage adjustment                   |

**Employee Housing Fund**

|                          |          |                                                                    |
|--------------------------|----------|--------------------------------------------------------------------|
| R&M - Wildflower Court   | (15,000) | Master Lease dedicated to START                                    |
| R&M - Heidelberg         | 15,600   | Heidelberg rent and utilities                                      |
| R&M - Wilson             | 18,025   | Fields Rent                                                        |
| R&M - Motel Rentals      | 8,000    | Hotel Housing - approved in TM                                     |
| Transfer to General Fund | 1,355    | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |

**START Administration**

|                     |       |                                                                    |
|---------------------|-------|--------------------------------------------------------------------|
| Salaries & Benefits | 4,655 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|-------|--------------------------------------------------------------------|

**START Operations**

|                                |          |                                                                    |
|--------------------------------|----------|--------------------------------------------------------------------|
| Salaries & Benefits            | 38,500   | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Bus & Battery Leases           | 11,600   | Property Taxes on Leased Electric Bus Batteries                    |
| Property Insurance             | 68,448   | Property insurance allocation                                      |
| TV Shuttle - Salt Lake Express | 48,000   | Salt Lake Express contract, net with part-time salaries            |
| Salaries & Benefits            | (48,000) | Salt Lake Express contract, net with part-time salaries            |
| R&M - Wildflower Court         | 35,900   | Master Lease dedicated to START, Floor and Paint Repairs           |
| Employee Housing Rent          | 9,000    | Master Lease dedicated to START                                    |
| Professional Services          | 48,400   | Transit Direct Transition, net with salaries                       |
| Salaries & Benefits            | (48,400) | Transit Direct Transition, net with salaries                       |
| Employee Recruitment           | 20,000   | Exceeded budget                                                    |

**START Transfers Out**

|                           |       |                                                                    |
|---------------------------|-------|--------------------------------------------------------------------|
| Indirect Cost Allocations | 1,508 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------------|-------|--------------------------------------------------------------------|

**Lodging Tax Fund**

|                               |        |                                                     |
|-------------------------------|--------|-----------------------------------------------------|
| Transfer to Start Bus System  | 19,420 | Transfer Town 45% match for wage adjustment & bonus |
| Parks & Recreation Operations | 27,900 | Town 45% match for County wage adjustment           |
| Pathways Operations           | 1,000  | Town 45% match for County wage adjustment           |

**Total Special Revenue Funds****333,911****Capital Project Fund Expenditures and Other Uses****Capital Projects Fund**

|                              |         |                                                                         |
|------------------------------|---------|-------------------------------------------------------------------------|
| Stormwater Upgrades          | 308,574 | Town Stormwater Management Program approved at 9/7/2021 Council Meeting |
| Cache Creek Tube - Phase I   | 296,624 | FY2021 Project Budget Roll-Over                                         |
| Si Ferrin Commercial Remodel | 153,023 | FY2021 Project Budget Roll-Over                                         |
| Hansen Sidewalk              | 48,460  | FY2021 Project Budget Roll-Over                                         |
| Rancher St - Water;Complete  | 19,574  | FY2021 Project Budget Roll-Over                                         |

**2006 SPET Fund**

|                               |        |                                 |
|-------------------------------|--------|---------------------------------|
| Downtown Amenities & Sidewalk | 37,126 | FY2021 Project Budget Roll-Over |
| North King Street Charter Bus | 33,459 | FY2021 Project Budget Roll-Over |

**2014 SPET Fund**

|                                |        |                                 |
|--------------------------------|--------|---------------------------------|
| Gregory Ln Complete St/Drainag | 91,416 | FY2021 Project Budget Roll-Over |
|--------------------------------|--------|---------------------------------|

**2017 SPET Fund**

|                                |         |                                 |
|--------------------------------|---------|---------------------------------|
| Hansen Sidewalk                | 16,047  | FY2021 Project Budget Roll-Over |
| Meadowlark/Simpson Sidewalk    | 218,420 | FY2021 Project Budget Roll-Over |
| Center Street Pedestrian Impro | 47,755  | FY2021 Project Budget Roll-Over |
| Pearl Ave Willow to Gros Ventr | 15,044  | FY2021 Project Budget Roll-Over |
| Thaw Well Design & Install     | 266,634 | FY2021 Project Budget Roll-Over |

**Total Capital Project Funds****1,552,156**

**Water Fund Expenditures and Other Uses****Maintenance & Operations**

|                     |        |                                                                    |
|---------------------|--------|--------------------------------------------------------------------|
| Salaries & Benefits | 11,905 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|--------|--------------------------------------------------------------------|

**Billing & Accounting**

|                     |       |                                                                    |
|---------------------|-------|--------------------------------------------------------------------|
| Salaries & Benefits | 2,169 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|-------|--------------------------------------------------------------------|

**Capital Outlay**

|                                |         |                                 |
|--------------------------------|---------|---------------------------------|
| North King water line Rec Cent | 33,637  | FY2021 Project Budget Roll-Over |
| PRV High School/S. Park        | 106,121 | FY2021 Project Budget Roll-Over |
| Meadowlark                     | 11,999  | FY2021 Project Budget Roll-Over |
| Rancher Street                 | 28,636  | FY2021 Project Budget Roll-Over |

**Transfers Out**

|                               |       |                                                                    |
|-------------------------------|-------|--------------------------------------------------------------------|
| Indirect Cost Allocation - GF | 8,583 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|-------------------------------|-------|--------------------------------------------------------------------|

**Total Water Fund****203,050****Sewer Fund Expenditures and Other Uses****Plant Operations**

|                     |        |                                                                    |
|---------------------|--------|--------------------------------------------------------------------|
| Salaries & Benefits | 10,040 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|--------|--------------------------------------------------------------------|

**Maintenance & Operations**

|                     |       |                                                                    |
|---------------------|-------|--------------------------------------------------------------------|
| Salaries & Benefits | 6,020 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|-------|--------------------------------------------------------------------|

**Billing & Accounting**

|                     |       |                                                                    |
|---------------------|-------|--------------------------------------------------------------------|
| Salaries & Benefits | 2,419 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|-------|--------------------------------------------------------------------|

**Capital Outlay**

|                               |         |                                   |
|-------------------------------|---------|-----------------------------------|
| SCADA                         | 33,847  | FY2021 Project Budget Roll-Over   |
| Flat Creek/Karns sewer study, | 36,545  | FY2021 Project Budget Roll-Over   |
| West Cache Creek Dr/Alley     | 390,094 | FY2021 Project Budget Roll-Over   |
| WWTP Wetland Upgrade          | 199,999 | FY2021 Project Budget Roll-Over   |
| Rancher St - Complete St      | 9,674   | FY2021 Project Budget Roll-Over   |
| Gill Ave & Alley              | 1,128   | FY2021 Project Budget Roll-Over   |
| Save the Block Alley - 225 LF | 7,555   | FY2021 Project Budget Roll-Over   |
| Cat - IT24F - Loader          | 5,000   | FY2021 Project Budget Roll-Over   |
| Solar Inverter Replacement    | 6,000   | Exceeded budget                   |
| Snow King Ballfield 650 LF    | (6,000) | Offset for Solar Inverter Project |

**Transfers Out**

|                               |       |                                                                    |
|-------------------------------|-------|--------------------------------------------------------------------|
| Indirect Cost Allocation - GF | 8,583 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|-------------------------------|-------|--------------------------------------------------------------------|

**Total Sewage Fund****710,904****Internal Service Fund Expenditures and Other Uses****IT Service Fund**

|                                |         |                                           |
|--------------------------------|---------|-------------------------------------------|
| Small Tools & Equipment <\$10K | 11,500  | Police On-Board Camera System Replacement |
| Rubrik Backup System Expansion | 150,000 | IT Sever Expansion                        |

**Fleet Management Fund**

|                     |        |                                                                    |
|---------------------|--------|--------------------------------------------------------------------|
| Salaries & Benefits | 15,272 | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
|---------------------|--------|--------------------------------------------------------------------|

**Total Internal Service Fund****176,772****Total Expenditures and Other Uses****3,310,616**

**General Fund Revenues and Other Sources**

|                                 |               |                                                                    |
|---------------------------------|---------------|--------------------------------------------------------------------|
| County Reimburse - Joint Depts. | 7,164         | County 55% match for wage adjustment & bonus                       |
| Special Police Services - Other | 4,000         | Camp Postcard grant                                                |
| Transfer In - START Fund        | 1,508         | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Transfer In - Employee Housing  | 1,355         | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| Transfer In - Utility Funds     | 17,166        | 2.5% Wage Adjustment & Bonus Approved at 1/10/2022 Council Meeting |
| <b>Total General Fund</b>       | <b>31,193</b> |                                                                    |

**Special Revenue Fund****Affordable Housing Fund**

|                       |        |                                                         |
|-----------------------|--------|---------------------------------------------------------|
| Transfer from General | 68,000 | Transfer to fund Affordable Housing for Budget Increase |
|-----------------------|--------|---------------------------------------------------------|

**START Fund**

|                                |        |                                                     |
|--------------------------------|--------|-----------------------------------------------------|
| Teton County Grant - Operation | 23,735 | County 55% match for wage adjustment & bonus        |
| Transfer In - Town Lodging Tax | 19,420 | Transfer Town 45% match for wage adjustment & bonus |

**Total Special Revenue Fund** **111,155**

**Capital Project Revenues and Other Sources****Capital Projects Fund**

|                              |        |                      |
|------------------------------|--------|----------------------|
| DEQ - Wyoming 205(j) Program | 18,000 | DEQ Stormwater Grant |
|------------------------------|--------|----------------------|

**Total Capital Projects Fund** **18,000**

**Total Revenues and Other Sources** **160,348**

# STAFF REPORT



|                               |                               |                        |                |
|-------------------------------|-------------------------------|------------------------|----------------|
| <b>Meeting Date:</b>          | February 7, 2022              | <b>Meeting Title:</b>  | Regular        |
| <b>Submitting Department:</b> | Legal                         | <b>Presenter:</b>      | Lea Colasuonno |
| <b>Agenda Item:</b>           | Changing Mayoral Appointments | <b>Public Comment:</b> | Yes            |

## Purpose & Policy Considerations.

The purpose of this item is for Council to consider changing the appointment procedure for boards, that are eligible for such change, from being *by the mayor with advice and consent* of Town Council to appointment by a *majority of the Town Council*.

## Requested Action.

Staff requests Council consider the information in the staff report and review the ordinance attached.

## Recommendations.

Staff makes no recommendation on this item.

## Background.

At the December 6, 2021 Council meeting, Council directed staff to present ordinances and necessary documents to change the appointments of the Design Review Committee and Public Art Task Force to majority of Council appointments.

## Analysis.

The Legal Department reviewed relevant boards and the following chart provides information regarding the authorization for each, how members are appointed, and whether the appointment structure can be changed.

Notably, the *initial membership* of the Public Art Task Force required appointment by “the Mayor, who [was able to] seek advice and consent of the Town Council,” however, as detailed below, *vacancies* are filled by a majority of Council. As a result, no change is necessary for this body since appointments now all are by a majority of Council.

As for the Design Review Committee, a draft ordinance is attached for Council review.

| TOWN OF JACKSON     |                                                                         |                                                                                                                                                                                          |                                      |
|---------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Board               | Authorization                                                           | How Members Appointed                                                                                                                                                                    | Can the Appointment Structure Change |
| Planning Commission | Commission authorized under WY ST § 15-1-502                            | Pursuant to state statute, Planning Commission members are “appointed by the Mayor with the consent of the governing body,” and, as a result, cannot be changed.                         | No, set by state statute.            |
| Board of Adjustment | The Board of Adjustment is authorized pursuant to Wyo. Stat. §15-1-605. | Pursuant to state statute “[t]he mayor, with the consent of the governing body, may appoint a board of adjustment consisting of not less than five (5) nor more than seven (7) members.” | No, set by state statute.            |



|                                   |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                     |                                                                              |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Design Review Committee</b>    | Committee created by the Town of Jackson Land Development Regulations                                                                                                                            | Members are currently appointed the Mayor with the consent of the Town Council (LDR 8.10.5.C.2)<br><br>An ordinance changing appointments to be by simple majority vote of Council is attached to this staff report.                                                | Yes, draft ordinance attached for Council review.                            |
| <b>Public Art Task Force</b>      | Created by Resolution 12-14 to effectuate Comp Plan strategy 3.2.S.7, which directs that the Town “coordinate with a public art task force to write a public art plan for the community . . . .” | Vacancies on the Public Art Task Force, whether by reason of an increase in the number of task force members or otherwise, is “filled by review by the Mayor and Town Council and by action of the Jackson Town Council by affirmative vote of a majority thereof.” | Yes, but meets Council’s current goal of appointment by majority of Council. |
| <b>Equity Task Force</b>          | Town of Jackson created commission                                                                                                                                                               | Members are appointed by a majority vote of Council                                                                                                                                                                                                                 | Yes, but meets Council’s current goal of appointment by majority of Council. |
| <b>Board of Examiners</b>         | Authorized pursuant to the International Building Code and International Residential Code                                                                                                        | Pursuant to JMC 15.36.010(A), members are appointed by the Town Council.                                                                                                                                                                                            | No, set by state statute.                                                    |
| <b>JOINT POWERS BOARDS</b>        |                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                     |                                                                              |
| <b>Travel &amp; Tourism Board</b> | Joint Powers Board pursuant to Wyo. Stat. Title 16                                                                                                                                               | Members jointly appointed by the Town Council and BCC.                                                                                                                                                                                                              | Yes, requires JPA amendment.                                                 |
| <b>START</b>                      | Joint Powers Board pursuant to Wyo. Stat. Title 16                                                                                                                                               | Members jointly appointed by the Town Council and BCC.                                                                                                                                                                                                              | Yes, requires JPA amendment.                                                 |
| <b>Housing Authority Board</b>    | Created by resolution in pursuant to WY ST § 15-10-116(b).                                                                                                                                       | The Jackson Town Council appoints one member on this three-person Board and a new member when necessary to fill a vacancy created by removal or resignation of their appointee.                                                                                     | Yes, requires Resolution amendment.                                          |
| <b>Housing Supply Board</b>       | Created by the 2016 <i>Joint Resolution Creating Advisory Affordable Housing Supply Board</i> .                                                                                                  | Members jointly appointed by the Town Council and BCC.                                                                                                                                                                                                              | Yes, requires Resolution amendment.                                          |
| <b>Museum Board</b>               | Administrative Board created pursuant to Wyo. Stat. 16-1-105(c).                                                                                                                                 | The Board of County Commissioners appoints two Commissioners and the Town Council appoints two Councilmembers (one of which can be the Mayor), and the Town and County jointly appoint one member.                                                                  | Yes, requires JPA amendment.                                                 |

|                                  |                                                           |                                                                                                                                                                                                                                                                                           |                              |
|----------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>Parks &amp; Rec Board</b>     | Joint Powers Board pursuant to Wyo. Stat. Title 16        | The Board consists of seven voting members, all of which are appointed by joint appointment of the Board of County Commissioners and the Town Council.                                                                                                                                    | Yes, requires JPA amendment. |
| <b>Pathways Task Force</b>       | Operating under MOU                                       | Members jointly appointed by the Town Council and BCC.                                                                                                                                                                                                                                    | Yes, requires MOU amendment. |
| <b>Energy Conservation Works</b> | Joint Powers Board pursuant to Wyo. Stat. Title 16        | The Jackson Town Council appoints one member that is either a town councilperson, a town employee or the Mayor; the Town Council and BCC jointly appoint two members that are either employees or board members of LVE; and the Town Council and BCC jointly appoint 5 community members. | Yes, requires JPA amendment. |
| <b>Airport Board</b>             | Joint Powers Board pursuant to Wyo. Stat. Title 10 and 16 | Members jointly appointed by the Town Council and BCC.                                                                                                                                                                                                                                    | Yes, requires JPA amendment. |

#### **Possible Alternatives.**

Council could elect not to change the appointment structure for the Design Review Committee.

#### **Comprehensive Plan & Priority Alignment.**

N/A

#### **Fiscal Impact.**

None.

#### **Staff Impact.**

The staff impact of this item was felt in the Legal Department, requiring researching the structure of boards, determining mutability of the appointment structure, and drafting, as appropriate, the ordinance. This item required 10 hours of work.

#### **Attachments or Links.**

Ordinance D

#### **Suggested Motion.**

I move to approve Ordinance D on first reading.

ORDINANCE D

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1267, 1049, AND 1191 AND SECTION 2 OF THE TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTION 8.10.5.C OF THE LAND DEVELOPMENT REGULATIONS OF THE TOWN OF JACKSON REGARDING APPOINTMENT OF DESIGN REVIEW COMMITTEE MEMBERS.

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

SECTION I.

Section 1 of Town of Jackson Ordinance Nos. 1267, 1049, 1191 and Section 2 of Town of Jackson Ordinance No. 1074 (part) and Section 8.10.5.C of the Land Development Regulations of the Town of Jackson is hereby amended and reenacted to read as follows:

C. Membership

- 1. Qualifications. Members of the DRC shall be residents of the Town of Jackson or Teton County. No member of the Town Council, Planning and Zoning Commission, Board of Adjustment, or Town Employees shall serve as a member. Although no certification is required for appointment, members shall be experienced or educated in architecture, landscape architecture, planning, and other design related fields. A diversity of members is encouraged from all professions and from a variety of design firms.
- 2. Appointment. The DRC shall be composed of 7 members, to be appointed by a simple majority vote of the Town Council.
- 3. Terms of Office. All members of the DRC shall be appointed for a term of 2 years, after the initial DRC has been appointed. Initial appointments shall be 3 members for one year and 4 members for 2 years. There shall be no limit on the number of terms a person may serve on the DRC. When a person is appointed to fill out the term of a departing member, that person’s term shall end at the time the departing member’s term would have ended.

(Ord. \_\_\_\_\_, § 1, 2022; Ord. 1267 § 1, 2021; Ord. 1049 § 1, 2014; Ord. 1191 §1 2018; Ord. 1074 (part) § 2, 2015)

SECTION II.

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

SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

SECTION IV.

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

PASSED 1ST READING THE \_\_\_\_ DAY OF \_\_\_\_, 2022.  
PASSED 2ND READING THE \_\_\_\_ DAY OF \_\_\_\_, 2022.  
PASSED AND APPROVED THE \_\_\_\_ DAY OF \_\_\_\_, 2022.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Hailey Morton Levinson, Mayor

ATTEST:  
BY: \_\_\_\_\_  
\_\_\_\_\_, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING                    )  
                                                  ) ss.  
COUNTY OF TETON                    )

I hereby certify that the foregoing Ordinance \_\_\_\_\_ 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 \_\_\_\_, 2022. I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_ of Book \_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
\_\_\_\_\_, Town Clerk

# ORDINANCE D

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 1267, 1049, AND 1191 AND SECTION 2 OF THE TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTION 8.10.5.C OF THE LAND DEVELOPMENT REGULATIONS OF THE TOWN OF JACKSON REGARDING APPOINTMENT OF DESIGN REVIEW COMMITTEE MEMBERS.

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

## SECTION I.

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### C. Membership

1. **Qualifications.** Members of the DRC shall be residents of the Town of Jackson or Teton County. No member of the Town Council, Planning and Zoning Commission, Board of Adjustment, or Town Employees shall serve as a member. Although no certification is required for appointment, members shall be experienced or educated in architecture, landscape architecture, planning, and other design related fields. A diversity of members is encouraged from all professions and from a variety of design firms.
2. **Appointment.** The DRC shall be composed of 7 members, to be appointed by a simple majority vote ~~the Mayor with the consent~~ of the Town Council.
3. **Terms of Office.** All members of the DRC shall be appointed for a term of 2 years, after the initial DRC has been appointed. Initial appointments shall be 3 members for one year and 4 members for 2 years. There shall be no limit on the number of terms a person may serve on the DRC. When a person is appointed to fill out the term of a departing member, that person's term shall end at the time the departing member's term would have ended.

(Ord. \_\_\_\_\_, § 1, 2022; Ord. 1267 § 1, 2021; Ord. 1049 § 1, 2014; Ord. 1191 §1 2018; Ord. 1074 (part) § 2, 2015)

## SECTION II.

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

### SECTION III.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

## SECTION IV.

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

PASSED 1ST READING THE                      DAY OF                      , 2022.

PASSED 2ND READING THE DAY OF , 2022.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

TOWN OF JACKSON

BY: \_\_\_\_\_

Hailey Morton Levinson, Mayor

ATTEST:

BY: \_\_\_\_\_

, Town Clerk

### ATTESTATION OF TOWN CLERK

[illegible]

I hereby certify that the foregoing Ordinance \_\_\_\_\_ 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 \_\_\_\_, 2022. I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_ of Book \_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

---

, Town Clerk

# STAFF REPORT



|                               |                                       |                        |                          |
|-------------------------------|---------------------------------------|------------------------|--------------------------|
| <b>Meeting Date:</b>          | February 7, 2022                      | <b>Meeting Title:</b>  | Town Council Special Mtg |
| <b>Submitting Department:</b> | Administration                        | <b>Presenter:</b>      | Roxanne Robinson         |
| <b>Agenda Item:</b>           | Potential Municipal Judge Appointment | <b>Public Comment:</b> | No                       |

## **Purpose & Policy Considerations.**

The Municipal Judge is appointed by the Mayor with the consent of Council pursuant to W.S. §5-6-103.

## **Requested Action.**

After deliberation is concluded, the Mayor may choose to make an appointment and the Council may choose to consent to the appointment. A motion is listed at the end of the staff report should the Mayor and Council be ready to move forward.

## **Recommendations.**

Staff recommends the Mayor and Council appoint a Municipal Judge.

## **Background.**

Town Council conducted interviews for the Municipal Judge with Brian Hultman, Richard Stout, and Christopher Leigh and deliberated in executive session at the January 24, 2022 Special Town Council meeting. No appointment was made at that meeting. Since that meeting, Brian Hultman withdrew from consideration for the position.

Once a Municipal Judge is selected and appointed, they will also need to execute a contract with the Town of Jackson and be administered the Oath of Office prior to assuming duties as the Municipal Judge. The proposed motion encompasses all of those additional tasks that need to be accomplished, should the Council be ready to move forward. Once those tasks are completed, staff will prepare and conduct orientation and onboarding activities for the newly appointed Municipal Judge.

The Municipal Judge contract, as written and attached, automatically renews each January unless the Town provides notice of termination on or before November 1 or if the judge provides notice of their intent to terminate the contract a minimum of 90 days prior to termination. The advertisement for the position indicated an annual salary of \$55,000 - \$65,000. The position is exempt and considered full time at 10-20 hours/wk. Staff recommends a salary of \$58,000 for this position with annual wage increases as provided to all other full-time staff at the Town of Jackson.

## **Analysis.**

## **Possible Alternatives.**

Should the Town Council not select someone from this group of finalists, the position can be readvertised, or other current applicants can be selected as finalists.

## **Comprehensive Plan & Priority Alignment.**

N/A

## **Fiscal Impact.**

The fiscal impact of executing this contract is already covered in the FY22 budget as this person replaces the current Municipal Judge. The fiscal impact would be \$58,000 per year plus the value of the benefit package, including retirement.

**Staff Impact.**

The staff impact of the process to date has been approximately 27 hours of work conducted by Administration and Personnel, the Legal Department, and the Town Clerk's office. Subsequent actions of executing a contract, administering the oath, and onboarding a new Municipal Judge will be an additional 4 hours of staff time, not including training time spent by the current Municipal Court Clerk. However, staff notes that a Municipal Judge is needed and the time investment is necessary.

**Attachments or Links.**

Draft contract for Municipal Judge.

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

Mayor: I hereby appoint \_\_\_\_\_ as Municipal Judge for the Town of Jackson.

Council: I move to consent to the appointment of \_\_\_\_\_ as Municipal Judge for the Town of Jackson, at the salary of \$58,000 per year, and move to authorize the Mayor to execute the draft contract attached to this staff report and to administer the oath of office upon execution of the contract.

## MUNICIPAL JUDGE CONTRACT

This Municipal Judge Contract ("**Agreement**") made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 ("**Effective Date**") by and between the Town of Jackson, a municipal corporation of the state of Wyoming, located at 150 East Pearl Avenue / P.O. Box 1687, Jackson, Wyoming 83001 ("**Employer**"), and \_\_\_\_\_, an individual, located at \_\_\_\_\_/ P.O. Box \_\_\_\_\_ Jackson, WY 83001 ("**Employee**").

WITNESSETH:

**WHEREAS**, Employer desires to employ the services of \_\_\_\_\_ as Municipal Judge of the Town of Jackson as provided by Chapter 1.16 of the Municipal Code of the Town of Jackson; and

**WHEREAS**, it is the desire of the Town Council to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

**WHEREAS**, it is the desire of the Town Council to secure and retain the services of Employee and to provide inducement for Employee to remain in such employment, and to set forth the means for terminating Employee's services; and

**WHEREAS**, Employee desires to accept employment as Municipal Judge.

**NOW THEREFORE**, in consideration of the mutual covenants herein contained and recitals stated above, the parties agree as follows:

1. DUTIES. Employer hereby agrees to employ Employee as Municipal Judge to perform the functions and duties specified in Chapter 1.16 of the Municipal Code of the Town of Jackson. The position is classified as exempt per the Fair Labor Standards Act and part time at approximately 10 - 20 hours/week, providing that the Municipal Judge is present for Municipal Court once each week on a pre-determined and regularly occurring day and time except for occasional occurrences where the Municipal Judge is on vacation and the regular alternate Municipal Judge is not available.
2. TERM.
  - A. The term of this Agreement begins on the Effective Date and terminates on December 31, 2022. Thereafter, the term of this Agreement shall be for one year, beginning on January 1 of each year and expiring each December 31.
  - B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from their position with Employer, subject only to the provisions set forth in Section 4 of this Agreement.
  - C. Employee agrees to remain in the employ of Employer on a yearly basis from the effective date of this contract expiring each December 31.



- D. Unless written notice of a desire to terminate this Agreement is given by the Employer on or before November 1st or by the Employee at least ninety (90) days prior to their desired termination date, this Agreement shall be extended on the same terms and conditions herein provided, for an additional period of one (1) year effective January 1 of each year.
- 3. SUSPENSION. Employer may suspend the Employee with full pay and benefits at any time during the term of this Agreement.
- 4. TERMINATION AND SEVERANCE PAY.
  - A. Employer may terminate Employee as set forth in Wyoming State Statute. In the event Employee is terminated by the Mayor prior to the 1<sup>st</sup> meeting in November of any given calendar year, and during such time that Employee is willing and able to perform their duties under this Agreement, Employer agrees to pay Employee their regular salary for three (3) months, provided that at such time as Employee shall take other employment, these payments shall terminate.
  - B. In the event Employee is terminated for just cause, incompetency, or neglect of duty then Employer shall have no obligation to pay any severance sum designated in this Agreement.
  - C. In the event Employee voluntarily resigns their position with Employer before expiration of the term of this Agreement, then Employee shall give Employer ninety (90) days notice in advance, unless the parties otherwise agree.
- 5. DISABILITY. If Employee is permanently disabled or is otherwise unable to perform their duties because of sickness, accident, injury, mental incapacity, or ill health for a period of ninety (90) successive days, Employer shall have the option to terminate this Agreement, subject to the severance pay requirements of Section 4.
- 6. SALARY. Employer agrees to pay Employee for services rendered at the rate of \$\_\_\_\_\_monthly. Said salary shall be payable in installments at the same time as other employees of Employer are paid. In addition, Employer agrees to increase said base salary and/or other benefits of Employee in such amounts and to such extent as the Town Council may determine that it is desirable to do so on the basis of economic conditions.
- 7. PERFORMANCE EVALUATION. The Council may, in its discretion, review and evaluate the performance of the Employee at least once annually, said review and evaluation to be in accordance with specific criteria developed by the Council, and shall be conducted by the Mayor. The Mayor shall provide opportunity for the Employee to discuss their evaluation with the Mayor and Council.
- 8. HOURS OF WORK. The position is part-time consisting of 10 - 20 hours/week and exempt from the Fair Labor Standards Act. It is understood that there may be times where less than 10

hours per week is necessary and times where more than 20 hours per week is necessary. Any change in hours of work requires the approval of the Mayor and Council.

9. DISABILITY, HEALTH AND LIFE INSURANCE. Employer agrees to put into force and to make all required premium payments for Employee for insurance policies for life, disability, dental, vision and medical insurance covering Employee and their qualified family members, equal to that which is provided for elected officials of Employer.
10. RETIREMENT. Employee may participate in any Employer sponsored program as provided for elected officials of Employer.
11. PTO. There are no Paid Time Off (PTO) benefits associated with this position.
12. TRAINING AND TRAVEL. Employer hereby agrees to budget for and pay the travel and expenses of Employee for professional and official meetings and training related to the Municipal Court, and to pursue the necessary organizational functions for the Employer.
13. JOB-AFFILIATED EXPENSES. Employer recognizes that certain expenses of a non-personal and job-affiliated nature are incurred by Employee and agrees to reimburse or pay for such expenses upon submittal of duly executed Town of Jackson reimbursement forms accompanied by appropriate substantiating documentation.
14. INDEMNIFICATION. Employer shall defend, save harmless and indemnify Employee against any unintentional tort, professional liability claim or demand or other legal action whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employer's duties as Municipal Judge with the exception of any such action brought by the Town. Employer will compromise or settle any such claim or suit and will be responsible for the payment of any settlement or judgment rendered. If Employer proposes to settle any claim which would call for the Employee to admit guilt or wrongdoing, then such settlement shall not be consummated without the written approval of Employee. In the event Employee refuses to consent to such settlement, then Employer's liability for payment shall be limited to the amount for which it offered to settle the matter.
15. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.
  - A. The Mayor and Council, in consultation with the Municipal Judge, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the Municipal Code of the Town of Jackson or any other law.
  - B. All other provisions of the Municipal Code of the Town of Jackson, and regulations and rules not otherwise modified by this Agreement shall apply to Employee the same as they do to all employees of the Employer.

16. NO REDUCTION OF BENEFITS. Employer shall not at any time during the term of this Agreement reduce the salary, compensation or other financial benefits of the Employee, except to the degree of such a reduction across-the-board for all employees of the Employer.

17. NOTICES. Notices pursuant to this Agreement shall be in writing and given by personal delivery or through certified mail of the United States Postal Service, postage prepaid and addressed as follows:

Employer  
Town of Jackson  
P.O. Box 1687  
Jackson, Wyoming 83001

Employee  
\_\_\_\_\_  
P.O. Box \_\_\_\_\_  
Jackson, WY 8300\_\_\_\_

All notices under this Agreement shall be in writing and shall be deemed to have been duly given (i) if delivered by hand and receipted for by the party to whom said notice shall have been directed, or (ii) mailed by certified or registered mail with postage prepaid, on the third (3rd) business day after the date on which it is so mailed.

18. GENERAL PROVISIONS.

- A. This text shall constitute the entire Agreement between the parties and may not be modified or amended except in a writing executed by both parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs and executors of the Employee.
- C. If any provision, or any portion thereof contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, and shall be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, The Town of Jackson has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its Town Clerk, and the Employee has signed and executed this Agreement as indicated below.

TOWN OF JACKSON, WYOMING

EMPLOYEE

\_\_\_\_\_  
Hailey Morton Levinson, Mayor

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Riley Taylor, Town Clerk

## MEMORANDUM

TO: Mayor and Town Council

FR: Larry Pardee, Town Manager

DT: February 7, 2022

RE: Town Manager's Report

### **FY23 Budget Meeting Schedule**

Below is a draft of the proposed budget meeting schedule for the FY23 budget. As noted, the below meetings are only those associated with the budget and there are other Town Council meetings occurring during this timeframe. Please review the schedule and let staff know if there are any dates that need to be changed. Staff is currently checking with Teton County to determine if April 25 and 26 work for their schedule for the 2 full days of budget meetings where the Council and Commission hear budget presentations from social and human service agencies as well as an overview of joint department budgets.

| FY2023 <i>PROPOSED</i> TOWN COUNCIL BUDGET MEETING SCHEDULE                                                                        |         |              |                                                                                                 |                                           |
|------------------------------------------------------------------------------------------------------------------------------------|---------|--------------|-------------------------------------------------------------------------------------------------|-------------------------------------------|
| There may be many other meetings occurring during this time - the below list only reflects those associated with the FY2023 Budget |         |              |                                                                                                 |                                           |
| Date                                                                                                                               | Day     | Time         | Event                                                                                           | Location                                  |
| 3/21/2022                                                                                                                          | Monday  | 1:30 P.M.    | Regular Town Council Workshop Meeting - Set FY23 Revenue Projections                            | Town Council Chambers OR Virtual          |
| 4/15/2022                                                                                                                          | Friday  | n/a          | Budget Distributed/Released to Town Council - Not a Meeting                                     | n/a                                       |
| 4/18/2022                                                                                                                          | Monday  | 9:00 - 11:00 | Special Town Council Workshop - Budget Discussion, Big Picture, Revenue Review                  | Town Council Chambers OR Virtual          |
| 4/19/2022                                                                                                                          | Tuesday | 2:00 - 5:00  | Special Town Council Workshop - Budget Discussion, Capital Project Review; Follow-Up            | Town Council Chambers OR Virtual          |
| 4/25/2022                                                                                                                          | Monday  | 9:00 - 5:00  | Special JIM - Human Services Budget Presentations ( <i>Not yet confirmed with TC or BCC</i> )   | County Commissioner's Chambers OR Virtual |
| 4/26/2022                                                                                                                          | Tuesday | 9:00 - 5:00  | Special JIM - Joint Department Budget Presentations ( <i>Not yet confirmed with TC or BCC</i> ) | County Commissioner's Chambers OR Virtual |
| 5/9/2022                                                                                                                           | Monday  | 2:00 - 5:00  | Special Town Council Workshop - Budget Discussion                                               | Town Council Chambers OR Virtual          |
| 5/23/2022                                                                                                                          | Monday  | 3:00 - 5:00  | Special Town Council Workshop - Budget Discussion ( <i>if needed</i> )                          | Town Council Chambers OR Virtual          |
| 6/13/2022                                                                                                                          | Monday  | 3:00 - 5:00  | Special Town Council Workshop - Budget Discussion ( <i>if needed</i> )                          | Town Council Chambers OR Virtual          |
| 6/20/2022                                                                                                                          | Monday  | 1:30 P.M.    | Regular Town Council Workshop Meeting - Budget Discussion ( <i>if needed</i> )                  | Town Council Chambers OR Virtual          |
| 6/20/2022                                                                                                                          | Monday  | 6:00 P.M.    | Regular Town Council Meeting - Budget Hearing and Adoption                                      | Town Council Chambers OR Virtual          |