

Regular Town Council Meeting

October 6, 2025

6:00 PM

Town Council Chambers

Chair: Arne Jorgensen

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

The Town reserves the right to close Public Comment via Zoom at any time. In-person comment will continue to be taken and written comments can always be submitted to Town Council by emailing electedofficials@jacksonwy.gov.

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/82452010666?pwd=62qG14VIMenNxPFaJt6yRzyQrKUw9D.1>

Or join at zoom.com with Webinar ID: **824 5201 0666** and Password: **83001** or by phone: **+1 346 248 7799**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Land Acknowledgement
- D. Announcements/Proclamations
 - 1. Indigenous Peoples Day
 - 2. Fall Clean Up Week
 - 3. Domestic Violence Awareness Month

III. PUBLIC COMMENT

This section is reserved for public comment about items not included in this agenda. Public comment is limited to 3 minutes. As a general practice, Council does not discuss, debate, or act on issues raised under public comment. Council may or may not discuss an issue raised under Public Comment later in the meeting during Matters from Mayor and Council at their discretion. If you would like to communicate with Council during the meeting about an item on the agenda, please wait until public comment has been called for that item. Public comment may also be submitted to Council at any time by emailing electedofficials@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. September 8, 2025 Special Town Council Meeting
 - 2. September 15, 2025 Regular Town Council Workshop
 - 3. September 15, 2025 Regular Town Council Meeting
 - 4. September 16, 2025 Special Town Council Workshop
- B. Disbursements
- C. Contracts
 - 1. Revocable License for Chairlift Seating - Miller Park

Please note that at any point during the meeting, the Mayor 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.

2. Amendment and Restatement Special Restriction for 105 Mercill Unit 306 (Mercill Condos)
3. Professional Services Contract with Navigate, LLC
- D. Request for Street ADA Parking Signage and Curb Markings at 252 & 254 E. Simpson Ave. (PM25-007) (Tyler Valentine)

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

- A. Administration
 1. Jackson Hole Fire/EMS Funding Alternatives (Tyler Sinclair)
- B. Planning & Building
 1. Text Amendment to LDR Section 6.3.2.C Introducing a New Exemption to Affordable Workforce Housing Mitigation (P25-031) (Andrew Bowen)
- C. Teton County Public Works
 1. Millward/Simpson Garage Overnight Pricing (Charlotte Frei)

VI. RESOLUTIONS

- A. Resolution 25-22: FY2026 Budget Amendment #1 (Kelly Thompson & Tyler Sinclair)

VII. ORDINANCES

- A. Ordinance A: An Ordinance Adding Conflicts of Interest to Title 2 (First Reading)
- B. Ordinance B: An Ordinance Amending Title 15 Regarding International Residential Code (Second Reading)
- C. Ordinance C: An Ordinance Amending Title 15 Regarding Contractor Licensing and Certification (Second Reading)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN

Please note that at any point during the meeting, the Mayor 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.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands,
one Nation under God, indivisible, with liberty and justice for all.

Land Acknowledgement

We recognize that the land we are gathering on is the ancestral homeland of the Mountain Shoshone People who stewarded it for thousands of years and that many other tribes also lived upon and cared for this area including the Bannock, Blackfoot, Crow, Eastern Shoshone, Gros Ventre, Nez Perce, Northern Arapaho tribes, and others. With gratitude, we honor Indigenous Peoples, past and present. We also acknowledge the sovereignty of the Native nations closest to Jackson whose land was taken through broken treaties that resulted in the creation of the Wind River and Fort Hall Indian Reservations. We recognize this acknowledgement is simply a first step. The Town of Jackson is committed to continued and informed action to connect with indigenous people.

INDIGENOUS PEOPLES' DAY

WHEREAS, Since time immemorial, American Indians have created vibrant and diverse cultures — safeguarding land, language, spirit, knowledge, and traditions across generations, and

WHEREAS, Our country was conceived on the promise of equality and opportunity for all people —a promise that, despite progress made, has not been fully realized, which is especially true when it comes to upholding the rights and dignity of the Indigenous people who were here long before colonization of the Americas began, and

WHEREAS, Despite historical efforts to erase Indigenous cultures and ways of life through forced assimilation, termination, relocation, and/or sterilization, Indigenous people continue to prosper, and

WHEREAS, Today, we recognize Indigenous peoples' strength, resilience, and the immeasurable positive impact that they have had on every aspect of American society, and

WHEREAS, The contributions that Indigenous peoples have made throughout history —in public service, entrepreneurship, scholarship, the arts, and countless other fields— are integral to our Nation, our culture, our society, and

WHEREAS, Today we also recommit to supporting a new, brighter future of promise and equity for Tribal Nations —a future grounded in Tribal sovereignty and respect for the human rights of Indigenous people here and around the world, and

WHEREAS, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations, and

WHEREAS, In January of 2024, the Town of Jackson's Council affirmed a recommendation from its Equity Task Force to recognize Indigenous Peoples' Day, and

WHEREAS, Many tribes have connections to Jackson and its surrounding area including the Bannock, Blackfoot, Crow, Eastern Shoshone, Gros Ventre, Mountain Shoshone, Nez Perce, Northern Arapaho, and other tribes, and

WHEREAS, With gratitude, we honor Indigenous Peoples, past and present. We also acknowledge the sovereignty of the Native nations closest to Jackson whose land was taken through broken treaties that resulted in the creation of the Wind River and Fort Hall Indian Reservations, and

WHEREAS, We acknowledge the Indigenous roots in our Town, County, and area and the cultural and familial ties that connect us all, and

WHEREAS, We acknowledge our existence as neighbors within the Greater Yellowstone ecosystem and continue to work on building relationships with local tribal members, and

WHEREAS, Indigenous Peoples' Day provides the opportunity to reflect on the ongoing struggles of Indigenous people of this land and to celebrate the invaluable contributions and resiliency that has maintained thriving cultures and values, and

WHEREAS, the Town encourages residents, businesses, organizations, and public institutions to celebrate and honor Indigenous Peoples' Day.

NOW, THEREFORE, BE IT RESOLVED that the Town of Jackson will commemorate

Indigenous People’s Day on Monday, October 13th, 2025, as a day to celebrate and honor Indigenous Peoples past and present.

DATED THIS 6th DAY of October 2025.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

2025 FALL CLEAN-UP WEEK

WHEREAS, it is customary in the fall of each year to declare a week for citizens of the Town of Jackson to clean up their property by incinerating only dry grass, leaves, twigs, small branches, and clean wood; and

WHEREAS, the Town of Jackson reminds citizens that as outlined in Jackson Municipal Code 12.24.080 Pruning – Corner clearance, every owner of any tree overhanging any street or right-of-way within the Town shall prune branches so such branches shall not obstruct the light from any street lamp or obstruct the view from any street intersection; and

WHEREAS, the Town of Jackson and Teton County Integrated Solid Waste and Recycling have partnered to create the Annual Fall Clean-Up with a common goal to encourage residents to divert yard-waste away from the landfill, so that it may be composted locally; and

WHEREAS, citizens may pick up free, compostable paper bags to collect their yard waste beginning **October 27th** at Town Hall and the Recycling Center; and

WHEREAS, residents participate in **Fall Clean-Up Day** and may drop off residential yard waste on Friday, **November 7th**, between 9:00 AM and 6:00 PM on the west side of Heritage Arena; and

WHEREAS, residents may also drop-off up to 500 pounds of residential yard waste at the Trash Transfer Station free-of-charge from **November 1 - 8** during normal operating hours; and

WHEREAS, residents appreciate Town and County staff who work hard during Fall Clean Up Week and strive to be respectful of them and of the allowed drop off times and locations.

NOW, THEREFORE, I, Arne Jorgensen, Mayor of the Town of Jackson, do hereby proclaim Friday, **November 7th** as **Fall Clean-Up Day** and encourage citizens to participate in this community event;

AND FURTHER, proclaim **October 27th-November 2nd** as **Fall Burn Week** and remind citizens to contact the Jackson Hole Law Enforcement Agency at 733-2331 prior to starting outside blazes.

DATED THIS 6th DAY OF OCTOBER 2025.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

Domestic Violence Awareness Month

WHEREAS, domestic violence is a serious crime affecting more than 10 million people in our country in a single year. In addition to destroying the dignity and agency of millions of survivors, domestic violence’s devastating effects extend out from the survivor like a web: children, families, schools, workplaces, economies, and entire communities all suffer from the dehumanizing force of domestic violence; and

WHEREAS, all of us deserve healthy relationships that promote our safety and well-being. It is an extreme cruelty of domestic violence that the person one should love and trust the most is the source of terror and suffering; and

WHEREAS, domestic violence does not happen in a vacuum. In fact, many societal beliefs support its prevalence. These harmful myths include that the only or worse kind of abuse is physical violence, that all victims are women, that domestic violence is a private issue, or that one can “just leave.” Psychological and financial abuse, for example, are just as insidious and challenging to escape as physical violence. While over 1 in 3 women have experienced stalking, rape, and/or physical violence from an intimate partner, 1 in 4 men have, as well. Leaving is the most dangerous time and often life-threatening. Lastly, domestic violence is not a private issue – it is a public health epidemic that relies on complicity to continue and will require all of us to embrace our roles in its dismantling; and

WHEREAS, domestic violence is preventable, and we all play a role in its end. A business owner may host Community Service Network (CSN) to train their employees on supporting survivors. A parent may teach their child the red flags of unhealthy relationships. A sibling may share CSN or Victim Service’s helplines. A stylist may encourage a client to believe they deserve better. A restaurant manager may place CSN stickers in every bathroom stall. A survivor may be supported by Victim Services throughout the investigation and criminal justice process. A neighbor may express their concern. Anyone can say “I believe you, you’re not alone”; and

WHEREAS, we are all advocates, and I invite all citizens of the Town of Jackson to embrace their individual roles towards building a future without domestic violence; and

WHEREAS, **Teton County Victim Services, The Community Safety Network, the Wyoming Division of Victim Services** and the **Wyoming Coalition Against Domestic Violence & Sexual Assault** encourages community leaders, co-workers, friends and loved ones to take a personal pledge to end domestic violence.

NOW, THEREFORE, I, Arne Jorgensen, Mayor of the Town of Jackson, do hereby proclaim October 2025 as **Domestic Violence Awareness Month** and encourage us all to be part of the solution by pledging to never commit, condone or remain silent about violence.

DATED THIS 6th DAY of October 2025.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

SEPTEMBER 8, 2025

JACKSON, WYOMING

The Jackson Town Council met in special session in the Town Hall Council Chambers located at 150 East Pearl in Jackson, at 6:02 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Sperry.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Johnny Ziem, Brian Lenz, Paul Anthony, Katelyn Page, Tyler Valentine, Andrew Bowen, Michelle Weber, Tanya Anderson, and Riley Hovorka.

The Pledge of Allegiance was led by Mayor Jorgensen. The Land Acknowledgement was read by Mayor Jorgensen. Mayor Jorgensen proclaimed National Suicide Prevention Month and International Day of Charity.

Public Comment. There was no public comment.

Consent Calendar. A motion was made by Devon Viehman and seconded by Jonathan Schechter to approve the consent calendar including items A-G as presented with the following motions:

A. **Meeting Minutes.** To approve meeting minutes from the August 18, 2025 Regular Town Council Workshop and August 18, 2025 Regular Town Council Meeting.

B. **Disbursements.** To approve the disbursements as presented. 842-NCPERS GROUP WYOMING \$80.00; ACE HARDWARE \$2,440.14; ADVANCED LINING LLC \$50,000.00; AFLAC \$1,574.03; ALPHAGRAPHICS \$1,009.33; AMAZON \$2,348.27; AMERICAN PUBLIC WORKS ASSOC \$1,374.00; AMERICAN TOWER CORPORATION \$532.80; AMERIWEST WATER SERVICES \$14,512.70; AMSOIL INC #774148 \$2,795.24; AT&T -\$2,446.82; AXON ENTERPRISES, INC \$67,073.50; BARGEN INCORPORATED \$110,374.00; BENCHMARK BUILDERS LLC \$4,000.00; BIG R RANCH & HOME \$55.97; BISON LUMBER \$201.50; BLACK HAWK INDUSTRIAL \$1,237.12; BRIGGS, ERIC L \$180.21; CARO, MAXIMUS \$100.00; CARQUEST AUTO PARTS INC. \$111.13; CASELLE INC. \$3,388.00; CENTURYLINK -\$573.37; CITY OF DRIGGS \$3,254.73; COLEMAN, TATE \$32.76; CONRAD & BISCHOFF INC. \$43,015.10; CONTROL SYSTEM TECHNOLOGY, INC. \$2,400.00; CORE & MAIN LP \$95.00; DAWSON INFRASTRUCTURE SOLUTIONS \$799.36; DECKER GLASS \$110.15; DELTA DENTAL PLAN OF WYOMING \$6,044.33; DEX IMAGING \$690.56; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DIVISION OF VICTIM SERVICES \$300.00; DYNAMIC CONTROLS, LLC \$1,903.00; E.R. OFFICE EXPRESS \$146.07; EDA LAND PLANNING \$503.75; EKOS, INC \$1,945.00; ELAN ONE CARD \$2,175.95; EMPLOYERS COUNCIL SERVICES \$8,350.00; ENERGY 1 \$9,598.38; ENERGY LABORATORIES INC. \$1,115.00; ENOW, INC. \$1,286.19; ENTENMANN-ROVIN CO \$433.50; EVOLUTION CONCRETE CUTTING \$10,840.00; EVOLUTION CONSTRUCTION, LLC \$29,157.00; FERGUSON ENTERPRISES, INC \$1,393.20; FIREHOSE SUPPLY \$267.88; FLAT CREEK WID \$12,000.00; FLEETPRIDE \$3,286.64; FREEDOM MAILING SERVICE INC. \$2,031.35; GARAMAN INC. \$64.95; GFOA \$250.00; GILLIG LLC \$2,116.88; GRAINGER \$112.94; GRAND TARGHEE RESORT \$8,413.00; HACH CHEMICAL CO. \$8,720.88; HD FOWLER COMPANY \$203.41; HIGH COUNTRY LINEN \$1,769.78; HOLLINGSWORTH, JASON \$75.00; IDAHO TRAFFIC SAFETY, INC. \$850.00; IGHANI, MEHRNAZ \$280.00; INTERSTATE BATTERY \$1,249.65; JACKSON CURBSIDE INC. \$3,406.00; JACKSON DOWNTOWNER, LLC \$116,507.86; JACKSON GROUP LOCKBOX \$7,218.13; JACKSON HOLE LAW, PC \$3,505.00; JACKSON HOLE NEWS & GUIDE \$4,323.00; JACKSON LUMBER INC \$428.25; JEFF GROVER \$100.00; JOE JOHNSON EQUIPMENT \$487,321.00; JORGENSEN ASSOCIATES, PC \$43,668.96; KYLE, ALISON \$175.00; LAKESIDE AUTO GLASS \$177.91; LEGEND HYDROVACING, INC \$3,800.00; LEPCO \$1,066.82; LEVEL 3 COMMUNICATIONS, LLC \$1,386.94; LOTUS ENGINEERING & SUSTAINABILITY, LLC \$2,905.00; M. NEILS ENGINEERING, INC \$5,973.12; MOTOROLA SOLUTIONS, INC \$4,521.46; MSC INDUSTRIAL SUPPLY CO \$132.42; NAPA AUTO PARTS INC. \$1,573.38; NATIONAL TRADE SUPPLY, LLC \$13,643.00; NELSON ENGINEERING \$30,407.20; NORTH PARK TRANSPORTATION \$1,500.00; ONE CALL OF WYOMING \$353.85; OTIS ELEVATOR COMPANY \$3,628.32; OUTBACK LANDSCAPE OF WYOMING, LLC \$651.00; PALAZZOLO, MICHAEL \$77.83; PATRICIA ANN TRUST WEBER \$9,500.00; PITTS, JASON \$633.00; PITTS, SAMANTHA \$77.83; PLATT \$27.44; POINT S REXBURG \$1,072.48; PREMIER TRUCK- SALT LAKE CITY \$1,095.28; QUADIENT LEASING USA, INC. \$541.68; REDDY, JENNIFER \$6,069.35; RICH, SAMUEL \$770.50; SILVER CREEK SUPPLY \$45.68; SNAKE RIVER MEP

COMPLETE, INC \$1,310.75; SPECTRUM \$99.99; SPRING CREEK ANIMAL HOSPITAL \$1,308.37; ST JOHN'S HOSPITAL \$65.00; STEPHENS, TALON \$77.83; SUNRISE ENVIRONMENTAL \$641.88; TETON COUNTY CLERK \$517,296.08; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$1,984.65; TETON COUNTY SHERIFF'S OFFICE \$5,559.12; TETON COUNTY SHERIFF'S-JAIL \$2,450.00; TETON COUNTY-FUND 10 \$92,076.45; TETON COUNTY-FUND 13 \$12,829.45; TETON MOTORS INC \$9,377.31; THE AFTERMARKET PARTS COMPANY, LLC \$1,931.86; THYSSEN KRUPP ELEVATOR CORP. \$6,693.22; TMSC LLC \$5,216.00; TOOLSON TELEPHONE, INC \$440.80; TRANSPORTATION MANAGEMENT & DESIGN INC \$26,636.78; UCM DIGITAL HEALTH, INC \$1,190.00; ULINE \$1,845.52; UPPER CASE PRINTING INK \$840.00; VERIZON WIRELESS \$10,120.73; VIRGINIAN VILLAGE CONDO HOA \$1,350.00; VISION SERVICE PLAN - (WY) \$1,961.00; VWR INTERNATIONAL LLC \$239.89; WAMCAT \$75.00; WATTS STEAM STORE ROCKY MT. INC \$817.24; WEST COAST CODE CONSULTANTS \$9,580.00; WHITE GLOVE CLEANING, INC. \$286.61; WSP USA INC. \$34,027.57; WYOMING LAW ENFORCEMENT ACADEMY \$170.00; YELLOW IRON WASTE, LLC \$183.68; ZOOM VIDEO COMMUNICATIONS, INC \$5,618.57

C. **July Municipal Court Report.** To approve the July Municipal Court Report as presented.

D. **Contracts.**

1. **Distribution Electric Easement for Elk Run Thaw Well.** To approve the Distribution Electric Easement with Lower Valley Energy.
2. **Agreement for Installation of Electric Service - Elk Run Thaw Well.** To approve the Agreement for Installation of Electric Service – Elk Run Thaw Well with Lower Valley Energy.
3. **Agreement for Installation of Electric Service - 810 West Thaw Well.** To approve the Agreement for Installation of Electric Service – 810 West Thaw Well with Lower Valley Energy.
4. **Amendment and Restatement Special Restriction for 440 W Kelly Unit 7.** To approve the Amendment and Restatement Special Restriction for 440 W. Kelly #7 (Kelly Place Condos).
5. **Amendment and Restatement Special Restriction for 1257 W Highway 22 Unit 402.** To approve the Amendment and Restatement Special Restriction for 1257 W. Highway 22 Unit 402 (Westview Condos).
6. **Contract with WY Department of Transportation.** To approve the Contract with Wyoming Department of Transportation.
7. **Contract with Secondary Manufacturers Settlements.** To approve the Contract with Secondary Manufacturers Settlements.
8. **Contract with Wyoming Energy Authority.** To approve the Contract with Wyoming Energy Authority.
9. **Contract with Port53 Technologies Inc.** To approve the Contract with Port53 Technologies Inc.
10. **Contract with Harmony Design Inc.** To approve the Contract with Harmon Design Inc.
11. **Contract with EcoConnect Consulting.** To approve the Contract with EcoConnect Consulting.

E. **Request for Proposals for Electric Vehicle Charging Stations.** To approve the release of the RFP for EV charging stations as presented in this staff report, subject to minor modifications by staff and/or as directed by the Federal Highway Administration.

F. **Deed Restriction for Affordable Rental Housing at 1120 South Park Loop Rd.** To approve the Restrictions for eight Affordable and four Workforce apartments at 1120 South Park Loop.

G. **Partial Vacation without Replat at 200 S. Willow Street, 252 & 254 E. Simpson Ave. (P25-120).** To acknowledge a Partial Vacation without Replat for Lots 1-6, Block 9, Cache 2 Addition to the Town of Jackson subject to the Town LDRs, the departmental reviews, minor staff edits, and this staff report dated September 8, 2025.

There was no public comment on the consent calendar. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Boundary Adjustment between Snow King Lots 58 & 59 (P25-117). Tyler Valentine made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to approve a Boundary Adjustment and Replat (P25-

117) between Snow King Lots 58 & 59 Grand View Lodges Third Addition, renamed as Lots 60 & 61 Grand View Lodges Fourth Addition, based upon the findings and condition presented in the staff report, the departmental reviews, and the staff report dated September 8, 2025.

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

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

Powderhorn Housing Boundary Adjustment (P25-128). Andrew Bowen made staff comment. Council held discussion with staff. George Putnam commented on behalf of the applicant. There was no public comment. A motion was made by Alyson Sperry and seconded by Devon Viehman to approve the Boundary Adjustment (P25-128) with Final Plat for Lots 4, 5, 6, and 7 of the Powderhorn Housing Addition to the Town of Jackson, Plat No. 1365, located at 625, 645, and 675 Powderhorn Lane. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Sketch Plan for a 3-story Mixed Use Development at 50 S. Millward St. Katelyn Page made staff comment. Council held discussion with staff. Shawn Gilbert, Dave Dufauex, and Amanda Mauceri commented on behalf of the applicant. Paul Hansen, Jessica Jaubert, Andrea Coffee, Vicki Rosenberg, Michael Stern, Rebecca Singer, Jeff Gottlieb, David Hardy, Patrick Dominick, Dannette Jolley, June Pomperring, Jane Barash, Patty Ewing, Mary Lynn Callahan, Tammy Christel, Louise Sanso, and Eleana Rocco made public comment.

Council recessed at 7:51pm and reconvened at 7:58pm.

Council held discussion.

Council recessed at 8:29pm and reconvened at 8:50pm.

Lea Colasuonno and Tyler Sinclair made staff comment. Council held discussion. Based upon the findings for a sketch plan as presented in the staff report, a motion was made by Devon Viehman and seconded by Jonathan Schechter to deny Sketch Plan P25-007 for an approximately 66,000sf mixed-use development at the property addressed at 50 S. Millward Street based on the inability to make the following findings:

- A) Finding 1, that the proposed project is consistent with the purposes and organization of the LDRs, because:
 - i. Section 1.3.2.c.2, sustainable community, assumes a development intensity on Town lots and as proposed the project exceeds those expectations; and
 - ii. Section 1.3.4, predictable regulations, predicts the amount, type, and location of growth to be expected, and using unanticipated below grade square footage undermines that predictability.
- B) Finding 3, that the proposed project does not have a have a significant impact on public facilities and services, including but limited to, transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities, because:
 - i. The project will have significant negative impacts on the transportation infrastructure in the area, including West Pearl Avenue, the adjacent alley, and nearby intersections;
 - ii. The anticipated 14–20% trip increase on Millward from the project would have a significant negative impact to that street; and
 - iii. The safety and experience of the public realm, sidewalk interface, and pedestrian infrastructure would be negatively impacted by the project as currently proposed.

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

A motion was made by Kevin Regan and seconded by Devon Viehman to add as a basis for denial of Sketch Plan P25-007, the inability to make Finding 3, that the proposed project does not have a have a significant impact on public facilities and services, including but not limited to, transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities, because the automated parking system proposed, upon failure, would have significant negative impacts on the public infrastructure systems of Jackson. Mayor Jorgensen called for the vote. The vote showed 3-2 with Devon Viehman, Kevin Regan, and Arne Jorgensen in favor and Alyson Sperry and Jonathan Schechter opposed. The motion carried.

Council held discussion about an error with the original motion. Lea Colasuonno made staff comment. A motion was made by Devon Viehman and seconded by Kevin Regan to deny Sketch Plan P25-007 for an approximately 66,000sf mixed-use development at the property addressed at 50 S. Millward Street based on the inability to make the following findings:

- A) Finding 1, that the proposed project is consistent with the purposes and organization of the LDRs, because:
 - i. Section 1.3.2.c.2, sustainable community, assumes a development intensity on Town lots and as proposed the project exceeds those expectations; and
 - ii. Section 1.3.4, predictable regulations, predicts the amount, type, and location of growth to be expected, and using unanticipated below grade square footage undermines that predictability.
- B) Finding 3, that the proposed project does not have a have a significant impact on public facilities and services, including but not limited to, transportation, potable water and wastewater facilities, parks, schools, police, fire, and EMS facilities, because:
 - i. The project will have significant negative impacts on the transportation infrastructure in the area, including West Pearl Avenue, the adjacent alley, and nearby intersections;
 - ii. The anticipated 14–20% trip increase on Millward from the project would have a significant negative impact to that street; and
 - iii. The safety and experience of the public realm, sidewalk interface, and pedestrian infrastructure would be negatively impacted by the project as currently proposed.

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

Resolution 25-21: FAA AIP Grant Agreement 88. Riley Hovorka made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Alyson Sperry and seconded by Kevin Regan to adopt Resolution 25-21, a resolution approving a FAA Grant Agreement to Construct Deicing Pad and Containment Facility (Phase 4 – Paving, Containment System, and Associated Equipment) at the Jackson Hole Airport with the FAA obligation under the grant being a maximum amount of \$21,732,914. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Matters from Mayor and Council. Board and Commission Reports. Jonathan Schechter provided an update from JH Air. Kevin Regan provided an update from the START Board. Devon Viehman provided an update from the TCSD Board. Alyson Sperry provided an update from the JH Public Art Taskforce.

Board of Examiners (BOE) Appointment. Roxanne Robinson made staff comment. A motion was made by Devon Viehman and seconded by Kevin Regan to appoint Mark Giger to the Board of Examiners for a two-year term ending July 31, 2027. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Justice Center Update – Hansen Court House. Tyler Sinclair and Lea Colasuonno made staff comment. Council held discussion with staff. No action was taken.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on tree removal and replacement at Albertsons, temporary sign permit for Jackson Hole Book Festival, funding request for Teton County Model United Nations Conference, and update to the County application for the DOT’s Rural & Tribal grant. A motion was made by Jonathan Schechter and seconded by Devon Viehman to approve the Town Manager’s Report. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Kevin Regan to adjourn. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 9:41 p.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: September 17, 2025

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

SEPTEMBER 15, 2025

JACKSON, WYOMING

The Jackson Town Council met in a regular workshop in the Town Hall Council Chambers, located at 150 East Pearl in Jackson, at 1:30 P.M. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present:

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Sperry.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Johnny Ziem, Michelle Weber, Susan Scarlata, Paul Anthony, Charlotte Frei, Miles Contreras, and Riley Hovorka.

Town Council Purpose & Roles: Overview and Consideration. Lea Colasuonno and Tyler Sinclair made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to direct staff to bring back a report identifying in the Town of Jackson's Rules and Procedures specific items that could be brought into alignment with WAM's policies and procedures by December 31, 2025. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Jonathan Schechter and seconded by Devon Viehman to include on the agenda of the Town Council 2026 Retreat an item exploring the role of Council and information needed by Council to most effectively do its job, with a particular emphasis on staff reports. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Council recessed at 3:10 pm and reconvened at 3:18 pm.

Parking Action Plan Update. Charlotte Frei and Miles Contreras made staff comment. Council held discussion with staff. Daniel Ragsdale made public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to:

1. Advance parking Action Plan priorities A, C, G, and J (listed below) from the action plan,
2. Continue evaluation of B, F, H, I, K, and L (listed below) and bring additional information to a future workshop;
3. Implement 20-foot daylighting at the five identified priority intersections; and
4. Initiate conceptual design for a mobility hub that includes additional parking capacity, and likely structured parking, at Home Ranch.
 - a. Consolidate Management of the Public Parking Supply
 - b. Extend Enforcement Hours Until 7 pm
 - c. Convert Home Ranch to 3-Hour Parking (Peak Season Only)
 - d. Develop Employee Parking Maps & Communication Program
 - e. Implement Overnight Paid Parking in the Parking Garage
 - f. Invest in Real-Time Space Availability Technology- On- and Off-Street
 - g. Initiate Regular Data Collection Program to Monitor Performance
 - h. Update Municipal Code to Require Drivers to Move at least One Block to Avoid a Time-Limit Citation
 - i. Add Additional On-Street ADA Stalls in Downtown
 - j. Conduct Regular Mode Choice Survey
 - k. Explore Revised Winter Parking Restrictions
 - l. Stripe All On-Street Parking Stalls on Commercial Streets in Downtown

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

Matters from Mayor and Council. No discussion.

Council Priorities and Upcoming Agendas. Tyler Sinclair reviewed Council's Workplan Calendar. Mayor Jorgensen added residential parking to the PI List. Council held discussion with staff. No motion was made.

Adjourn. A motion was made by Devon Viehman and seconded by Kevin Regan to adjourn. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The workshop adjourned at 4:44 p.m.

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: September 24, 2025

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

SEPTEMBER 15, 2025

JACKSON, WYOMING

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

TOWN COUNCIL: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Sperry.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Johnny Ziem, Paul Anthony, Michelle Weber, Tanya Anderson, Susan Scarlata, and Riley Hovorka.

The Pledge of Allegiance was led by Mayor Jorgensen. The Land Acknowledgement was read by Mayor Jorgensen. Mayor Jorgensen read proclamations for Hispanic Heritage Month, Hunger Action Month, and National Public Lands Day.

Public Comment. Michael Stern made public comment.

Consent Calendar. A motion was made by Jonathan Schechter and seconded by Kevin Regan to approve the consent calendar including items A-C as presented with the following motions:

A. **Disbursements.** To approve the disbursements as presented. A43 ARCHITECTURE \$3,287.50; ABEL, BRUCE \$146.00; ACE HARDWARE \$650.84; AMAZON \$856.39; AMERICAN PUMP AND DRILLING \$1,990.72; AT&T \$315.55; BISON LUMBER \$9,978.92; BLUE SPRUCE CLEANERS, INC. \$373.08; BOLAND, ANITA \$2,263.80; BURKHOLDER, SHAWN \$2,141.61; CASH \$188.83; COLEMAN, TATE \$219.00; CONTROL SYSTEM TECHNOLOGY, INC. \$1,200.00; CONWAY, LARS \$2,500.00; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; E.R. OFFICE EXPRESS \$107.97; ENERGY LABORATORIES INC. \$972.00; ETNA TRADE PARK LLC \$4,062.00; EVANS CONSTRUCTION INC \$1,115.26; EVOLUTION CONSTRUCTION, LLC \$16,791.00; FERGUSON ENTERPRISES, INC \$20.10; GRIFFITH PARTNERSHIP LLC \$1,600.00; HD FOWLER COMPANY \$5,203.41; HEBDON EXCAVATION LLC \$600.00; HIGH COUNTRY LINEN \$525.65; IVY OUTDOOR SERVICES LLC \$24,209.62; JACKSON HOLE NEWS & GUIDE \$9,019.70; JOE JOHNSON EQUIPMENT \$605.95; JORGENSEN ASSOCIATES, PC \$1,452.50; KEENAN, PETER \$2,357.50; KJ'S SERVICES INVESTMENTS LLC \$2,975.00; LOPEZ, CHRYSTAL \$35.00; LOWER VALLEY ENERGY INC \$46,221.30; MASTERCARE CLEANING JH, LLC \$1,202.00; MCCLURE, ANN \$146.00; MENTAL HEALTH & RECOVERY SERVICES \$45,250.00; MINUTEMAN SECURITY TECHNOLOGIES, INC. \$4,785.00; NAPA AUTO PARTS INC. \$238.05; OUTBACK LANDSCAPE OF WYOMING, LLC \$354.00; PITTS, JASON \$146.00; PREMIER CLEANING SERVICES LLC \$6,163.00; PREMIER TRUCK- SALT LAKE CITY \$8,480.46; R & A SAFETY LLC \$724.00; R & D SWEEPING AND ASPHALT MAINTENANCE \$60,055.87; RAMANATHAN, BRINDA \$2,500.00; SILVERSTAR \$4,001.19; SOSA'S JANITORIAL SERVICE \$6,120.00; SPACE EXPLORATION TECHNOLOGIES CORP \$660.00; SPSC POA - SOUTH PARK SERVICES CTR POA \$303.82; STONE, KIRK \$3,241.35; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$52.50; TETON COUNTY PUBLIC HEALTH \$200.00; TETON EVERGREENS LLC \$10,500.00; THE RADAR SHOP \$201.00; T-MOBILE \$31.55; TORONTO, MICHAEL \$1,918.83; WBC PROPERTIES \$2,150.00; WHITE GLOVE CLEANING, INC. \$1,975.00; WILSON, JOHN \$2,200.00; WYOMING GARAGE DOOR, LLC \$125.00; WYOMING.COM INC \$5.00; YELLOW IRON WASTE, LLC \$2,993.00; ZOOM VIDEO COMMUNICATIONS, INC \$218.09

B. **Contracts.**

1. **Amendment and Restatement Special Restriction for 105 Mercill Unit 204.** To approve the Amendment and Restatement Special Restriction for 105 Mercill Unit 204.

C. **August Municipal Court Report.** To approve the August Municipal Court Report as presented.

There was no public comment on the consent calendar. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Jackson Hole Fire/EMS Funding Alternatives. Tyler Sinclair and Mike Moyer made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to continue to the Jackson Hole Fire/EMS Funding Alternatives item to the next available meeting. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Sustainable Destination Management Plan. Tyler Sinclair made staff comment. Crista Valentino commented on behalf of the Travel and Tourism Board. Council held discussion with staff. Rick Howe made public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to endorse the Travel and Tourism Board’s Sustainable Destination Management Plan. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Justice Center – Clifford P. Hansen Courthouse. Tyler Sinclair, Michelle Weber, and Tracy Trefren made staff comment. Mark Erwin made comments on behalf of Teton County. Council held discussion with staff. Andrea Coffee made public comment. A motion was made by Devon Viehman and seconded by Kevin Regan to approve and authorize the Mayor to execute a comment letter to Teton County regarding the demolition of the Clifford P. Hansen Courthouse as proposed and as amended by Council. A friendly amendment was proposed by Alyson Sperry to strike the phrase “find space to” from the second sentence of the second paragraph of the letter. Devon Viehman and Kevin Regan accepted this amendment. Mayor Jorgensen called for the vote. The vote showed Devon Viehman, Kevin Regan, and Mayor Jorgensen in favor and Jonathan Schechter and Alyson Sperry opposed. The motion carried.

Council recessed at 7:59pm and reconvened at 8:05pm.

Conflicts of Interest Ordinance. Roxanne Robinson made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Devon Viehman and seconded by Alyson Sperry to direct staff to place the draft ordinance addressing Conflicts of Interest for Town Employees on the October 6, 2025 Town Council meeting for first reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Police Department Force Response Policy. Michelle Weber and Russ Russchill made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Jonathan Schechter and seconded by Kevin Regan to approve an update to Section 11 of the Police Department Policies and Procedures Manual regarding force response to change to a 40mm less lethal launcher with foam rounds as opposed to maintaining the 12-gauge shotgun with bean bag rounds. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinances. A motion was made by Jonathan Schechter and seconded by Devon Viehman to read ordinances in short title. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance B: An Ordinance Amending Title 15 Regarding International Residential Code.

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.17, INTERNATIONAL RESIDENTIAL CODE, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

Ordinance C: An Ordinance Amending Title 15 Regarding Contractor Licensing and Certification.

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.36, CONTRACTOR LICENSING AND CERTIFICATION, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

Lea Colasuonno made staff comment. There was no public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to approve Ordinances B and C at first reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Matters from Mayor and Council. Mayor Jorgensen provided an update from the Parks and Rec Board.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on a Temporary Sign Permit for Wyoming Wildlife Advocates and a Four-Wheel Drive Plow/Sander Dump Truck. A motion was made by Jonathan Schechter and seconded by Devon Viehman to approve the Town Manager’s Report. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn. A motion was made by Jonathan Schechter and seconded by Devon Viehman to adjourn. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 8:45 p.m.

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: September 24, 2025

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

SEPTEMBER 16, 2025

JACKSON, WYOMING

The Jackson Town Council met in a special workshop in the Town Hall Council Chambers, located at 150 East Pearl in Jackson, at 9:30 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: Mayor Arne Jorgensen, Jonathan Schechter, Devon Viehman, Kevin Regan, and Alyson Spery.

STAFF: Tyler Sinclair, Roxanne Robinson, Lea Colasuonno, Kelly Thompson, Johnny Ziem, Paul Anthony, Mike Toronto, Michelle Weber, Tyler Florence, Susan Scarlata, and Riley Hovorka. *Via Zoom*: April Norton and Tanya Anderson.

Announcements. None.

Strategic Budgeting. Tyler Sinclair and Kelly Thompson made staff comment. Council held discussion with staff. There was no public comment. No motions were made.

Executive Session/Adjourn. A motion was made by Jonathan Schechter and seconded by Alyson Spery to adjourn to an executive session pursuant to Wyoming Statute §16-4-405(a)(iii) on matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The workshop adjourned at 11:39 a.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: September 24, 2025

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
6634	107 WEST DESIGN, LLC	25-06	NORTH KING/NORTH WILLOW	09/10/2025	8,625.00	.00	
Total 6634:					8,625.00	.00	
328	842-NCBERS GROUP WYOMIN	842102025	PAYROLL DEDUCTIONS	09/01/2025	80.00	80.00	09/09/2025
Total 328:					80.00	80.00	
51	ACE HARDWARE	916543	PAINT	08/06/2025	7.49	.00	
51	ACE HARDWARE	918673	STOPPER BASIN	08/26/2025	3.49	.00	
51	ACE HARDWARE	918811	TRASH BAGS & CLOROX	08/27/2025	63.94	.00	
51	ACE HARDWARE	918850	SPRAY	08/27/2025	148.56	.00	
51	ACE HARDWARE	919446	RETURN SPRAY	09/03/2025	148.56-	.00	
51	ACE HARDWARE	919520	WIU CVR MET	09/04/2025	21.99	.00	
51	ACE HARDWARE	919593	HOOK	09/04/2025	9.99	.00	
51	ACE HARDWARE	919604	RETURNED SPONGE, CAULK, K	09/04/2025	43.96-	.00	
51	ACE HARDWARE	919619	TAPE, CORD, RINGS	09/04/2025	38.46	.00	
51	ACE HARDWARE	919649	CRIMPER & DISC	09/05/2025	37.98	.00	
51	ACE HARDWARE	919669	BATTERY	09/05/2025	11.99	.00	
51	ACE HARDWARE	919678	SCRUBBER, BUCKET, WRENCH	09/05/2025	349.75	.00	
51	ACE HARDWARE	919712	BOLTS & TAP	09/05/2025	25.89	.00	
51	ACE HARDWARE	919741	GLASS CLEANER	09/05/2025	4.49	.00	
51	ACE HARDWARE	919745	CAULK, JOINT COMPOUND & P	09/05/2025	30.97	.00	
51	ACE HARDWARE	919904	STORAGE BOXES	09/08/2025	111.92	.00	
51	ACE HARDWARE	919953	CASTER PLATE	09/08/2025	79.96	.00	
51	ACE HARDWARE	919954	CASTER PLATE	09/08/2025	79.96-	.00	
51	ACE HARDWARE	920012	PRY BAR	09/09/2025	49.99	.00	
51	ACE HARDWARE	920077	BITS	09/09/2025	27.97	.00	
51	ACE HARDWARE	920154	BATTERY & KEY	09/10/2025	20.98	.00	
51	ACE HARDWARE	920206	DOWEL & GLUE	09/10/2025	10.48	.00	
51	ACE HARDWARE	920215	EPOXY	09/10/2025	11.99	.00	
51	ACE HARDWARE	920347	KEYS	09/11/2025	55.93	.00	
51	ACE HARDWARE	920349	FILTER	09/11/2025	16.99	.00	
51	ACE HARDWARE	920427	PH RD MS	09/12/2025	1.70	.00	
51	ACE HARDWARE	920432	BATTERY & GRIP	09/12/2025	25.97	.00	
51	ACE HARDWARE	920542	CONNECTOR, TAPE & BOX	09/15/2025	20.46	.00	
51	ACE HARDWARE	920569	HINGE	09/15/2025	13.98	.00	
51	ACE HARDWARE	920570	UMBRELLA	09/15/2025	69.99	.00	
51	ACE HARDWARE	920597	SCREWS	09/15/2025	7.96	.00	
51	ACE HARDWARE	920631	BITS, PLIERS & SCREWDRIVER	09/15/2025	118.21	.00	
51	ACE HARDWARE	920806	STRING & FLAG MARKER	09/17/2025	22.49	.00	
51	ACE HARDWARE	920879	TOOLS, TAPE & HAMMER	09/17/2025	216.47	.00	
51	ACE HARDWARE	921010	CHAIN COIL, LINK & EYE BOLT	09/18/2025	43.90	.00	
51	ACE HARDWARE	921036	DRILL BITS & PLIERS	09/18/2025	51.97	.00	
51	ACE HARDWARE	921039	1/4-20 X 1/2 PHIL PANMSSS	09/18/2025	1.15	.00	
51	ACE HARDWARE	921099	CAULK GUN, TAPE & SEALANT	09/19/2025	30.47	.00	
51	ACE HARDWARE	921236	MULCH	09/21/2025	104.85	.00	
51	ACE HARDWARE	921333	MULCH	09/22/2025	76.89	.00	
51	ACE HARDWARE	921348	SCREWDRIVER	09/22/2025	5.49	.00	
Total 51:					1,680.67	.00	
2269	AFLAC	473350	ACCOUNT #y9599	10/01/2025	1,574.03	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2269:					1,574.03	.00	
6900	ALDER ENVIRONMENTAL LLC	5007	WATER TESTING	09/02/2025	1,083.75	.00	
Total 6900:					1,083.75	.00	
5726	AMAZON	111-6291587-8	DUMMY ROUNDS	09/13/2025	316.25	.00	
5726	AMAZON	13W1-PFVC-7	CONFERENCE CAMERA & CAB	09/12/2025	3,776.84	.00	
5726	AMAZON	1FDC-1WPV-4	TV MOUNT	09/16/2025	24.58	.00	
5726	AMAZON	1GCX-K31R-6	CLOTH NAPKINS	09/11/2025	184.07	.00	
5726	AMAZON	1J3T-H6LJ-6W	PORTABLE AIR CONDITIONER	09/04/2025	116.99	.00	
5726	AMAZON	1KWL-GVDG-9	BOOKS	09/15/2025	121.00	.00	
5726	AMAZON	1LDW-NHWW-	TABLECLOTHS & APRONS	09/19/2025	69.68	.00	
5726	AMAZON	1PWR-RLPL-M	KEYBOARD	09/09/2025	69.99	.00	
5726	AMAZON	1RGR-CT3P-T	BATTERIES & DUMMY ROUNDS	09/10/2025	172.11	.00	
5726	AMAZON	1RQQ-HJ7W-L	BATTERY CHARGER FOR POLA	09/06/2025	1,294.99	.00	
5726	AMAZON	1XPX-3W76-9	SUPPLIES	09/15/2025	28.51	.00	
5726	AMAZON	1XXW-9XCY-F	SHIRTS	09/02/2025	226.71	.00	
Total 5726:					6,401.72	.00	
1159	AMERICAN PUBLIC WORKS AS	000892097-2	DUES	08/01/2025	1,289.82	.00	
1159	AMERICAN PUBLIC WORKS AS	000892097-2	DUES	08/01/2025	859.88	.00	
1159	AMERICAN PUBLIC WORKS AS	000892097-2	DUES	08/01/2025	1,289.87	.00	
1159	AMERICAN PUBLIC WORKS AS	000892097-2	DUES	08/01/2025	1,504.79	.00	
1159	AMERICAN PUBLIC WORKS AS	000892097-2	DUES	08/01/2025	1,289.82	.00	
1159	AMERICAN PUBLIC WORKS AS	000892097-2	DUES	08/01/2025	1,289.82	.00	
Total 1159:					7,524.00	.00	
4389	APPLE INC	MC00895756	2 IPAD PROS , PLUG INS & KEY	09/11/2025	3,354.00	.00	
Total 4389:					3,354.00	.00	
6994	AUSTIN, CHRIS	09222025	BOOTS	09/22/2025	99.99	.00	
Total 6994:					99.99	.00	
7099	BAKER TILLY US, LLP	BT3303942	POSITION REVIEW	08/29/2025	300.00	.00	
Total 7099:					300.00	.00	
5681	BECKER ARENA PRODUCTS IN	616352	JET ICE WHITE 3000	06/25/2025	1,808.26	.00	
Total 5681:					1,808.26	.00	
4774	BIG R RANCH & HOME	000991/1	POSTS, FENCE, GARDEN SHUT	09/22/2025	824.52	.00	
4774	BIG R RANCH & HOME	550/1	NUTS/BOLTS/WASHERS	08/19/2025	10.07	.00	
4774	BIG R RANCH & HOME	A00929	PREVIOUS CREDIT	07/12/2025	11.96-	.00	
4774	BIG R RANCH & HOME	T00136	PREVIOUS INVOICE	06/25/2025	161.92	.00	
4774	BIG R RANCH & HOME	T00137	CREDIT FROM OLD INVOICE	04/25/2025	463.74-	.00	
Total 4774:					520.81	.00	
6727	BRIGGS, ERIC L	38059	SWIVEL	08/07/2025	50.71	.00	
6727	BRIGGS, ERIC L	38060	DEADBLOW	08/07/2025	93.91	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6727:					144.62	.00	
6051	CARPETS PLUS COLORTILE	12219	FLOORING	08/07/2025	9,764.50	.00	
Total 6051:					9,764.50	.00	
102	CASELLE INC.	INV-10824	OCTOBER SERVICE	09/02/2025	2,338.00	.00	
Total 102:					2,338.00	.00	
6769	CENTRALSQUARE	446104	FIELD OPS SUBSCRIPTION	09/09/2025	6,878.04	.00	
Total 6769:					6,878.04	.00	
5322	CHARGEPOINT, INC	IN336562	HEAD REPLACEMENT	05/02/2025	3,560.00	.00	
5322	CHARGEPOINT, INC	IN337161	LATCH REPLACEMENT	05/06/2025	197.00	.00	
Total 5322:					3,757.00	.00	
7089	CHARLIE'S PLUMBING OF JH	13665	PLUMBING	09/03/2025	885.00	.00	
7089	CHARLIE'S PLUMBING OF JH	13668	PLUMBING	09/03/2025	395.00	.00	
7089	CHARLIE'S PLUMBING OF JH	13704	CLEAR LINE	09/17/2025	579.00	.00	
Total 7089:					1,859.00	.00	
7577	CITCO WATER	S100306338.0	POTASSIUM HYDROXIDE	06/25/2025	3,600.00	.00	
Total 7577:					3,600.00	.00	
5967	CITY OF DRIGGS	BBSTART2025	BUS BARN RENT SEPT 2025	09/12/2025	1,749.07	.00	
Total 5967:					1,749.07	.00	
514	CONRAD & BISCHOFF INC.	IN-858358-25	FUEL & DIESEL	09/02/2025	27,958.17	.00	
514	CONRAD & BISCHOFF INC.	IN-864798-25	DEF BULK	09/08/2025	647.44	.00	
514	CONRAD & BISCHOFF INC.	IN-864799-25	DEF BULK	09/08/2025	333.69	.00	
Total 514:					28,939.30	.00	
4887	CONTROL SYSTEM TECHNOLO	11654	TROUBLESHOOT SCADA SYST	09/09/2025	300.00	.00	
4887	CONTROL SYSTEM TECHNOLO	11655	COOLING FAN KIT & FUSES	09/09/2025	894.00	.00	
4887	CONTROL SYSTEM TECHNOLO	11659	TROUBLESHOOT WELLS COM	09/15/2025	900.00	.00	
4887	CONTROL SYSTEM TECHNOLO	11670	DESIGN NEW THAW WELL CON	09/22/2025	50,456.50	.00	
Total 4887:					52,550.50	.00	
1691	CORE & MAIN LP	X346325	PROCODERS	08/20/2025	14,610.80	.00	
1691	CORE & MAIN LP	X568715	3/4 SL MACH10 USG	08/20/2025	18,610.80	.00	
Total 1691:					33,221.60	.00	
3001	CREATIVE ENERGIES, LLC	11309	MATERIALS & LABOR TO FIX C	09/16/2025	1,775.00	.00	
Total 3001:					1,775.00	.00	
7111	DAWSON INFRASTRUCTURE S	CM0105	SEAL ASSEMBLY RETURNED	06/05/2025	1,279.11-	.00	
7111	DAWSON INFRASTRUCTURE S	INV215217	SHIFTER, IGNITER & CIRCUIT B	03/19/2025	1,209.20	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7111	DAWSON INFRASTRUCTURE S	INV215317	RELAYS	04/08/2025	113.19	.00	
7111	DAWSON INFRASTRUCTURE S	INV215418	SCROLL LINER	04/29/2025	4,073.23	.00	
7111	DAWSON INFRASTRUCTURE S	INV215446	CAP, IMPELLER, SOCKET, KEY	04/30/2025	11,069.42	.00	
7111	DAWSON INFRASTRUCTURE S	INV215603	HOSES, FUEL TANK, RUBBER S	06/10/2025	2,653.69	.00	
Total 7111:					17,839.62	.00	
4918	DEAN'S PEST CONTROL LLC	103916	MOUSE CONTROL	08/14/2025	110.00	.00	
4918	DEAN'S PEST CONTROL LLC	104303	MOUSE CONTROL	08/08/2025	60.00	.00	
4918	DEAN'S PEST CONTROL LLC	104334	TRAPS	08/27/2025	100.00	.00	
4918	DEAN'S PEST CONTROL LLC	104750	TEMPO	08/16/2025	150.00	.00	
4918	DEAN'S PEST CONTROL LLC	104881	MOUSE CONTROL	08/29/2025	255.00	.00	
Total 4918:					675.00	.00	
7649	DECKER GLASS	IRSW009847	WINDSHIELD	09/04/2025	152.13	.00	
Total 7649:					152.13	.00	
7514	DELAY, JACK	09042025	PHYSICALS	09/04/2025	120.00	.00	
Total 7514:					120.00	.00	
148	DELL	10835511336	VLA ENTERPRISE PLANNER	09/10/2025	1,643.65	.00	
Total 148:					1,643.65	.00	
708	DELTA DENTAL PLAN OF WYOM	09012025	CLAIMS	09/01/2025	7,726.40	7,726.40	09/12/2025
708	DELTA DENTAL PLAN OF WYOM	09012025	ADMIN FEE	09/01/2025	405.93	405.93	09/12/2025
Total 708:					8,132.33	8,132.33	
6883	DIVISION OF CHILD SUPPORT	09192025	DCSE CASE #0005405448	09/19/2025	509.23	509.23	09/19/2025
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	09082025	Crime Victim SurchAGE	09/08/2025	600.00	.00	
Total 2175:					600.00	.00	
3408	E.R. OFFICE EXPRESS	23462	paper	08/14/2025	83.85	.00	
3408	E.R. OFFICE EXPRESS	23481	NOTARY STAMP	08/26/2025	35.99	.00	
3408	E.R. OFFICE EXPRESS	23483	CALENDAR & MOUSE PAD	09/02/2025	63.40	.00	
Total 3408:					183.24	.00	
7684	EDA LAND PLANNING	09-9603	LANDSCAPE ARCHITECT	09/18/2025	1,822.79	.00	
Total 7684:					1,822.79	.00	
7446	ELAN ONE CARD	08312025	Pet Place	08/31/2025	71.19	71.19	09/15/2025
7446	ELAN ONE CARD	08312025	Mobile Must Have	08/31/2025	425.67	425.67	09/15/2025
7446	ELAN ONE CARD	08312025	Powerwerx	08/31/2025	471.96	471.96	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	149.99	149.99	09/15/2025
7446	ELAN ONE CARD	08312025	Child Support Conv Fee	08/31/2025	1.50	1.50	09/15/2025
7446	ELAN ONE CARD	08312025	Doordash	08/31/2025	80.31	80.31	09/15/2025
7446	ELAN ONE CARD	08312025	Name Badges Intl	08/31/2025	12.51	12.51	09/15/2025
7446	ELAN ONE CARD	08312025	Expedia	08/31/2025	84.76	84.76	09/15/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7446	ELAN ONE CARD	08312025	CWI Lumens	08/31/2025	1,450.00	1,450.00	09/15/2025
7446	ELAN ONE CARD	08312025	Bank Supplies	08/31/2025	66.24	66.24	09/15/2025
7446	ELAN ONE CARD	08312025	ADJUSTMENT TO BALANCE ON	08/31/2025	83.92-	83.92-	09/15/2025
7446	ELAN ONE CARD	08312025	Hilton	08/31/2025	440.00	440.00	09/15/2025
7446	ELAN ONE CARD	08312025	Teton Co Bar Assn	08/31/2025	75.00	75.00	09/15/2025
7446	ELAN ONE CARD	08312025	Stillwest Brewery	08/31/2025	194.31	194.31	09/15/2025
7446	ELAN ONE CARD	08312025	Sherwin Williams	08/31/2025	51.69	51.69	09/15/2025
7446	ELAN ONE CARD	08312025	Snake River Roasting	08/31/2025	65.00	65.00	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	71.65	71.65	09/15/2025
7446	ELAN ONE CARD	08312025	Enterprise	08/31/2025	459.64	459.64	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	138.88	138.88	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	30.94-	30.94-	09/15/2025
7446	ELAN ONE CARD	08312025	Smiths	08/31/2025	129.82	129.82	09/15/2025
7446	ELAN ONE CARD	08312025	Teton Tails	08/31/2025	27.74	27.74	09/15/2025
7446	ELAN ONE CARD	08312025	Galls	08/31/2025	37.79	37.79	09/15/2025
7446	ELAN ONE CARD	08312025	Powerwerx	08/31/2025	37.66	37.66	09/15/2025
7446	ELAN ONE CARD	08312025	Jam Software	08/31/2025	35.00	35.00	09/15/2025
7446	ELAN ONE CARD	08312025	Overstock.com	08/31/2025	811.26	811.26	09/15/2025
7446	ELAN ONE CARD	08312025	Target	08/31/2025	26.15	26.15	09/15/2025
7446	ELAN ONE CARD	08312025	Canva	08/31/2025	182.00	182.00	09/15/2025
7446	ELAN ONE CARD	08312025	Town of Jackson Govt	08/31/2025	30.00-	30.00-	09/15/2025
7446	ELAN ONE CARD	08312025	Urisa	08/31/2025	475.00	475.00	09/15/2025
7446	ELAN ONE CARD	08312025	Allianz Travel	08/31/2025	28.37	28.37	09/15/2025
7446	ELAN ONE CARD	08312025	Snake River Roasting	08/31/2025	120.00	120.00	09/15/2025
7446	ELAN ONE CARD	08312025	United	08/31/2025	606.80	606.80	09/15/2025
7446	ELAN ONE CARD	08312025	Teton Co Clerk	08/31/2025	64.61	64.61	09/15/2025
7446	ELAN ONE CARD	08312025	GoDaddy	08/31/2025	132.54	132.54	09/15/2025
7446	ELAN ONE CARD	08312025	5.11	08/31/2025	203.30	203.30	09/15/2025
7446	ELAN ONE CARD	08312025	Exxon	08/31/2025	24.38	24.38	09/15/2025
7446	ELAN ONE CARD	08312025	Pet Place	08/31/2025	57.74	57.74	09/15/2025
7446	ELAN ONE CARD	08312025	ICMA	08/31/2025	600.00	600.00	09/15/2025
7446	ELAN ONE CARD	08312025	SupplyHouse.com	08/31/2025	12.46	12.46	09/15/2025
7446	ELAN ONE CARD	08312025	Snake River Roasting	08/31/2025	600.00	600.00	09/15/2025
7446	ELAN ONE CARD	08312025	Town of Jackson Govt	08/31/2025	.50	.50	09/15/2025
7446	ELAN ONE CARD	08312025	Hangar on the Wharf	08/31/2025	556.76	556.76	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	109.62	109.62	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	320.99	320.99	09/15/2025
7446	ELAN ONE CARD	08312025	Smiths	08/31/2025	39.03	39.03	09/15/2025
7446	ELAN ONE CARD	08312025	Smiths	08/31/2025	6.21	6.21	09/15/2025
7446	ELAN ONE CARD	08312025	Pinky G's	08/31/2025	82.91	82.91	09/15/2025
7446	ELAN ONE CARD	08312025	OC Mounts	08/31/2025	662.35	662.35	09/15/2025
7446	ELAN ONE CARD	08312025	Albertsons	08/31/2025	63.97	63.97	09/15/2025
7446	ELAN ONE CARD	08312025	WY DFS Registry	08/31/2025	10.00	10.00	09/15/2025
7446	ELAN ONE CARD	08312025	WY DFS Registry	08/31/2025	10.00	10.00	09/15/2025
7446	ELAN ONE CARD	08312025	MailChimp	08/31/2025	48.33	48.33	09/15/2025
7446	ELAN ONE CARD	08312025	Kully Supply	08/31/2025	370.66	370.66	09/15/2025
7446	ELAN ONE CARD	08312025	CWI Lumens	08/31/2025	1,450.00	1,450.00	09/15/2025
7446	ELAN ONE CARD	08312025	Hilton	08/31/2025	1,361.62	1,361.62	09/15/2025
7446	ELAN ONE CARD	08312025	REI	08/31/2025	56.71	56.71	09/15/2025
7446	ELAN ONE CARD	08312025	Int'l Code Council	08/31/2025	170.00	170.00	09/15/2025
7446	ELAN ONE CARD	08312025	AED Superstore	08/31/2025	2,702.82	2,702.82	09/15/2025
7446	ELAN ONE CARD	08312025	Kelly's Convenience	08/31/2025	19.51	19.51	09/15/2025
7446	ELAN ONE CARD	08312025	Circle S Mobile Vet	08/31/2025	341.18	341.18	09/15/2025
7446	ELAN ONE CARD	08312025	Teton Rental	08/31/2025	14.98	14.98	09/15/2025
7446	ELAN ONE CARD	08312025	American Red Cross	08/31/2025	194.40	194.40	09/15/2025
7446	ELAN ONE CARD	08312025	Target	08/31/2025	8.00	8.00	09/15/2025
7446	ELAN ONE CARD	08312025	Albertsons	08/31/2025	42.96	42.96	09/15/2025
7446	ELAN ONE CARD	08312025	Child Support Conv Fee	08/31/2025	1.50	1.50	09/15/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7446	ELAN ONE CARD	08312025	Hotel.com	08/31/2025	395.53	395.53	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	58.29	58.29	09/15/2025
7446	ELAN ONE CARD	08312025	Alaska Air	08/31/2025	35.00	35.00	09/15/2025
7446	ELAN ONE CARD	08312025	Alaska Air	08/31/2025	80.00	80.00	09/15/2025
7446	ELAN ONE CARD	08312025	Pines Motel	08/31/2025	115.00	115.00	09/15/2025
7446	ELAN ONE CARD	08312025	Snake River Roasting	08/31/2025	275.00	275.00	09/15/2025
7446	ELAN ONE CARD	08312025	United	08/31/2025	606.80	606.80	09/15/2025
7446	ELAN ONE CARD	08312025	Checkr	08/31/2025	272.46	272.46	09/15/2025
7446	ELAN ONE CARD	08312025	Savageutv	08/31/2025	264.78	264.78	09/15/2025
7446	ELAN ONE CARD	08312025	Dish Network	08/31/2025	316.36	316.36	09/15/2025
7446	ELAN ONE CARD	08312025	Mos Equipment	08/31/2025	895.06	895.06	09/15/2025
7446	ELAN ONE CARD	08312025	Ace	08/31/2025	28.86	28.86	09/15/2025
7446	ELAN ONE CARD	08312025	Purple Air	08/31/2025	339.09	339.09	09/15/2025
7446	ELAN ONE CARD	08312025	Grainger	08/31/2025	103.47	103.47	09/15/2025
7446	ELAN ONE CARD	08312025	Snake River Roasting	08/31/2025	65.00	65.00	09/15/2025
7446	ELAN ONE CARD	08312025	Delta	08/31/2025	286.18	286.18	09/15/2025
7446	ELAN ONE CARD	08312025	APA	08/31/2025	688.00	688.00	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	268.94	268.94	09/15/2025
7446	ELAN ONE CARD	08312025	Costco	08/31/2025	42.38	42.38	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	403.41	403.41	09/15/2025
7446	ELAN ONE CARD	08312025	Animal Adoption Center	08/31/2025	861.00	861.00	09/15/2025
7446	ELAN ONE CARD	08312025	5.11	08/31/2025	312.98	312.98	09/15/2025
7446	ELAN ONE CARD	08312025	UPS	08/31/2025	27.13	27.13	09/15/2025
7446	ELAN ONE CARD	08312025	Starlink	08/31/2025	495.00	495.00	09/15/2025
7446	ELAN ONE CARD	08312025	Child Support Conv Fee	08/31/2025	1.50	1.50	09/15/2025
7446	ELAN ONE CARD	08312025	Child Support Conv Fee	08/31/2025	1.50	1.50	09/15/2025
7446	ELAN ONE CARD	08312025	Promotions Now	08/31/2025	1,944.33	1,944.33	09/15/2025
7446	ELAN ONE CARD	08312025	Womentum	08/31/2025	82.40	82.40	09/15/2025
7446	ELAN ONE CARD	08312025	Enterprise	08/31/2025	1,091.26	1,091.26	09/15/2025
7446	ELAN ONE CARD	08312025	Delta	08/31/2025	286.19	286.19	09/15/2025
7446	ELAN ONE CARD	08312025	OAPA Conference	08/31/2025	366.90	366.90	09/15/2025
7446	ELAN ONE CARD	08312025	Caselle	08/31/2025	649.00	649.00	09/15/2025
7446	ELAN ONE CARD	08312025	United	08/31/2025	606.80	606.80	09/15/2025
7446	ELAN ONE CARD	08312025	Indeed	08/31/2025	193.48	193.48	09/15/2025
7446	ELAN ONE CARD	08312025	Hondo Garage	08/31/2025	147.01	147.01	09/15/2025
7446	ELAN ONE CARD	08312025	Audible	08/31/2025	16.00	16.00	09/15/2025
7446	ELAN ONE CARD	08312025	Galls	08/31/2025	163.09	163.09	09/15/2025
7446	ELAN ONE CARD	08312025	United	08/31/2025	652.70	652.70	09/15/2025
7446	ELAN ONE CARD	08312025	Target	08/31/2025	77.25	77.25	09/15/2025
7446	ELAN ONE CARD	08312025	Home Depot	08/31/2025	210.94	210.94	09/15/2025
7446	ELAN ONE CARD	08312025	Fix.com	08/31/2025	90.68	90.68	09/15/2025
7446	ELAN ONE CARD	08312025	MailChimp	08/31/2025	135.00	135.00	09/15/2025
7446	ELAN ONE CARD	08312025	5303 Speedway	08/31/2025	24.66	24.66	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	238.00	238.00	09/15/2025
7446	ELAN ONE CARD	08312025	Quality Logo Products	08/31/2025	189.00	189.00	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	268.94	268.94	09/15/2025
7446	ELAN ONE CARD	08312025	Vistaprint	08/31/2025	216.50	216.50	09/15/2025
7446	ELAN ONE CARD	08312025	STARLINK	08/31/2025	757.56	757.56	09/15/2025
7446	ELAN ONE CARD	08312025	Smiths	08/31/2025	68.92	68.92	09/15/2025
7446	ELAN ONE CARD	08312025	Keeper Security	08/31/2025	600.00	600.00	09/15/2025
7446	ELAN ONE CARD	08312025	Child Support Conv Fee	08/31/2025	1.50	1.50	09/15/2025
7446	ELAN ONE CARD	08312025	WY DFS Registry	08/31/2025	10.00	10.00	09/15/2025
7446	ELAN ONE CARD	08312025	The Spanish Group	08/31/2025	59.94	59.94	09/15/2025
7446	ELAN ONE CARD	08312025	UW CE Registration Center	08/31/2025	1,495.00	1,495.00	09/15/2025
7446	ELAN ONE CARD	08312025	Tailoring Shop	08/31/2025	72.00	72.00	09/15/2025
7446	ELAN ONE CARD	08312025	Urisa	08/31/2025	475.00	475.00	09/15/2025
7446	ELAN ONE CARD	08312025	APA	08/31/2025	641.42	641.42	09/15/2025
7446	ELAN ONE CARD	08312025	American Water Works	08/31/2025	431.00	431.00	09/15/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7446	ELAN ONE CARD	08312025	Amazon S&D Print Pay	08/31/2025	8.48-	8.48-	09/15/2025
7446	ELAN ONE CARD	08312025	Pet Place	08/31/2025	71.19	71.19	09/15/2025
7446	ELAN ONE CARD	08312025	Albertsons	08/31/2025	6.41	6.41	09/15/2025
7446	ELAN ONE CARD	08312025	Kore Essentials	08/31/2025	503.82	503.82	09/15/2025
7446	ELAN ONE CARD	08312025	Common Cents	08/31/2025	27.03	27.03	09/15/2025
7446	ELAN ONE CARD	08312025	Fed Ex	08/31/2025	42.72	42.72	09/15/2025
7446	ELAN ONE CARD	08312025	ICMA	08/31/2025	1,548.00	1,548.00	09/15/2025
7446	ELAN ONE CARD	08312025	Target	08/31/2025	12.18	12.18	09/15/2025
7446	ELAN ONE CARD	08312025	Casper Star Tribune	08/31/2025	36.99	36.99	09/15/2025
7446	ELAN ONE CARD	08312025	Town of Jackson Govt	08/31/2025	30.00	30.00	09/15/2025
7446	ELAN ONE CARD	08312025	Zerelda's Bistro	08/31/2025	46.72	46.72	09/15/2025
7446	ELAN ONE CARD	08312025	Windowcleaner.com	08/31/2025	343.34	343.34	09/15/2025
7446	ELAN ONE CARD	08312025	Silver Dollar Bar	08/31/2025	179.31	179.31	09/15/2025
7446	ELAN ONE CARD	08312025	United	08/31/2025	606.80	606.80	09/15/2025
7446	ELAN ONE CARD	08312025	Indeed	08/31/2025	260.00	260.00	09/15/2025
7446	ELAN ONE CARD	08312025	Starlink	08/31/2025	117.13	117.13	09/15/2025
7446	ELAN ONE CARD	08312025	Garmin	08/31/2025	64.95	64.95	09/15/2025
7446	ELAN ONE CARD	08312025	Amazon	08/31/2025	78.99	78.99	09/15/2025
7446	ELAN ONE CARD	08312025	WY DFS Registry	08/31/2025	10.00	10.00	09/15/2025
7446	ELAN ONE CARD	08312025	Silver Dollar Bar	08/31/2025	40.63	40.63	09/15/2025
7446	ELAN ONE CARD	08312025	Intermountain Concrete	08/31/2025	209.88	209.88	09/15/2025
7446	ELAN ONE CARD	08312025	Trudoor	08/31/2025	393.96	393.96	09/15/2025
7446	ELAN ONE CARD	08312025	Smiths	08/31/2025	84.29	84.29	09/15/2025
7446	ELAN ONE CARD	08312025	OAPA Conference	08/31/2025	366.90	366.90	09/15/2025
7446	ELAN ONE CARD	08312025	Int'l Code Council	08/31/2025	117.50	117.50	09/15/2025
7446	ELAN ONE CARD	08312025	Albertsons	08/31/2025	68.05	68.05	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	238.00	238.00	09/15/2025
7446	ELAN ONE CARD	08312025	Teton Tails	08/31/2025	14.99	14.99	09/15/2025
7446	ELAN ONE CARD	08312025	Bubba's BBQ	08/31/2025	385.87	385.87	09/15/2025
7446	ELAN ONE CARD	08312025	5.11	08/31/2025	406.60	406.60	09/15/2025
7446	ELAN ONE CARD	08312025	UPS	08/31/2025	13.91	13.91	09/15/2025
7446	ELAN ONE CARD	08312025	Starlink	08/31/2025	54.59	54.59	09/15/2025
7446	ELAN ONE CARD	08312025	WY DFS Registry	08/31/2025	10.00	10.00	09/15/2025
7446	ELAN ONE CARD	08312025	Target	08/31/2025	31.14	31.14	09/15/2025
7446	ELAN ONE CARD	08312025	Copyworks	08/31/2025	31.90	31.90	09/15/2025
7446	ELAN ONE CARD	08312025	Simons & Seaforts	08/31/2025	271.00	271.00	09/15/2025
7446	ELAN ONE CARD	08312025	Kelly's Convenience	08/31/2025	25.03	25.03	09/15/2025
7446	ELAN ONE CARD	08312025	Expedia	08/31/2025	550.10	550.10	09/15/2025
7446	ELAN ONE CARD	08312025	Delta Air	08/31/2025	420.37	420.37	09/15/2025
7446	ELAN ONE CARD	08312025	Staples	08/31/2025	84.44	84.44	09/15/2025
7446	ELAN ONE CARD	08312025	USPS	08/31/2025	10.48	10.48	09/15/2025
7446	ELAN ONE CARD	08312025	Proclip	08/31/2025	136.77	136.77	09/15/2025
7446	ELAN ONE CARD	08312025	GoDaddy	08/31/2025	11.99	11.99	09/15/2025
7446	ELAN ONE CARD	08312025	5.11	08/31/2025	417.30	417.30	09/15/2025
7446	ELAN ONE CARD	08312025	Guardian Alliance	08/31/2025	545.00	545.00	09/15/2025
7446	ELAN ONE CARD	08312025	EgaugeSystems	08/31/2025	20.00	20.00	09/15/2025
7446	ELAN ONE CARD	08312025	Kleen Rite	08/31/2025	7.17-	7.17-	09/15/2025
7446	ELAN ONE CARD	08312025	United	08/31/2025	586.19	586.19	09/15/2025
7446	ELAN ONE CARD	08312025	Hilton	08/31/2025	1,361.61	1,361.61	09/15/2025
7446	ELAN ONE CARD	08312025	Alaska Air	08/31/2025	35.00	35.00	09/15/2025
7446	ELAN ONE CARD	08312025	Fred Meyer	08/31/2025	12.84	12.84	09/15/2025
7446	ELAN ONE CARD	08312025	3 Rivers Motel	08/31/2025	130.00	130.00	09/15/2025
7446	ELAN ONE CARD	08312025	Holiday Inn	08/31/2025	30.94-	30.94-	09/15/2025
7446	ELAN ONE CARD	08312025	Pet Place	08/31/2025	166.66	166.66	09/15/2025
Total 7446:					47,716.24	47,716.24	
1134	ENERGY LABORATORIES INC.	733339	DISPOSAL - HAA'S & TRIHALOM	09/04/2025	438.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1134	ENERGY LABORATORIES INC.	733980	PHOSPHORUS	09/08/2025	183.00	.00	
1134	ENERGY LABORATORIES INC.	735095	OIL & GREASE	09/12/2025	172.00	.00	
1134	ENERGY LABORATORIES INC.	735671	OIL & GREASE	09/15/2025	172.00	.00	
Total 1134:					965.00	.00	
81	EVANS CONSTRUCTION INC	260188	CONCRETE	09/08/2025	557.63	.00	
81	EVANS CONSTRUCTION INC	525015	GREGORY LANE INFRASTRUC	09/09/2025	243,480.24	.00	
81	EVANS CONSTRUCTION INC	525015	GREGORY LANE INFRASTRUC	09/09/2025	203,166.05	.00	
81	EVANS CONSTRUCTION INC	525015	GREGORY LANE INFRASTRUC	09/09/2025	10,692.95-	.00	
81	EVANS CONSTRUCTION INC	525015	GREGORY LANE INFRASTRUC	09/09/2025	12,814.75	.00	
81	EVANS CONSTRUCTION INC	525015	GREGORY LANE INFRASTRUC	09/09/2025	12,814.75-	.00	
81	EVANS CONSTRUCTION INC	525015	GREGORY LANE INFRASTRUC	09/09/2025	10,692.95	.00	
Total 81:					447,203.92	.00	
7462	EVOLUTION CONSTRUCTION, L	1165	CONCRETE	08/04/2025	2,380.00	.00	
7462	EVOLUTION CONSTRUCTION, L	1176	CONCRETE	08/25/2025	1,508.00	.00	
7462	EVOLUTION CONSTRUCTION, L	11996	SIGNS	09/16/2025	917.50	.00	
Total 7462:					4,805.50	.00	
7725	FARNSWORTH, ALAN K & WEN	09102025	EASEMENT PMT FOR GREGOR	09/10/2025	15,000.00	.00	
Total 7725:					15,000.00	.00	
3195	FERGUSON ENTERPRISES, IN	3770060	HOSE REPAIR	06/11/2025	54.34	.00	
3195	FERGUSON ENTERPRISES, IN	3771481	HOSE & SHUTOFF	06/11/2025	72.59	.00	
3195	FERGUSON ENTERPRISES, IN	3846401	HOSE ADAPTERS	07/11/2025	203.01	.00	
3195	FERGUSON ENTERPRISES, IN	3900191	COUPLERS	07/31/2025	18.68	.00	
3195	FERGUSON ENTERPRISES, IN	3900513	TUBE	07/31/2025	11.93	.00	
3195	FERGUSON ENTERPRISES, IN	3900554	QUICK CONNECT	07/31/2025	61.51	.00	
3195	FERGUSON ENTERPRISES, IN	3901801	BATTERY SENSOR	07/31/2025	416.70	.00	
3195	FERGUSON ENTERPRISES, IN	3985444	WAX RING	09/03/2025	4.66	.00	
3195	FERGUSON ENTERPRISES, IN	3989098	WAX RING	09/04/2025	4.66	.00	
Total 3195:					848.08	.00	
7629	FIREHOSE SUPPLY	28652	FIRE HOSE & ADAPTERS	09/11/2025	2,219.76	.00	
Total 7629:					2,219.76	.00	
7340	FLORES, JUANITA	JULY-SEPT 20	INTERPRETING SERVICES	09/15/2025	400.00	.00	
Total 7340:					400.00	.00	
6605	FLOYD'S TRUCK CENTER	DE-01737	2026 FREIGHTLINER 108SD	09/02/2025	266,017.00	.00	
Total 6605:					266,017.00	.00	
668	FREEDOM MAILING SERVICE I	51240	UTILITY BILLING	09/11/2025	980.16	.00	
668	FREEDOM MAILING SERVICE I	51240	UTILITY BILLING	09/11/2025	980.15	.00	
Total 668:					1,960.31	.00	
7624	GANNETT PEAK SURVEYING, L	1422	CAD OF CEMETERY LOTS	09/23/2025	1,470.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7624:					1,470.00	.00	
6126	GARMIN USA	53895058-2	FLEX PREMIER PLAN	08/27/2025	64.95	64.95	09/09/2025
6126	GARMIN USA	54366268	FLEX PLAN	09/09/2025	39.81-	.00	
Total 6126:					25.14	64.95	
4212	GILLIG LLC	41350160	lamp	09/10/2025	95.92	.00	
Total 4212:					95.92	.00	
5734	GREENWAY PAINTING LLC	1995	WASH & FINISH EXTERIOR	09/16/2025	44,885.00	.00	
5734	GREENWAY PAINTING LLC	1996	WASH & FINISH EXTERIOR	09/16/2025	44,885.00	.00	
Total 5734:					89,770.00	.00	
5044	H&R ENTERPRISES	561	SHIRTS	08/27/2025	695.30	.00	
Total 5044:					695.30	.00	
7583	HAYES, BRANDY	09112025	SUICIDE BEREAVEMENT GROU	09/11/2025	238.00	.00	
Total 7583:					238.00	.00	
4988	HD FOWLER COMPANY	I7116523	HANDWHEEL	09/03/2025	107.71	.00	
4988	HD FOWLER COMPANY	I7116524	END CAP	09/03/2025	333.98	.00	
Total 4988:					441.69	.00	
96	HIGH COUNTRY LINEN	0498679	MATS	04/09/2025	308.79	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	13.05	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	8.57	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	15.75	.00	
96	HIGH COUNTRY LINEN	0500792	LAUNDRY	04/24/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0502276	IAUNDRY	05/05/2025	86.31	.00	
96	HIGH COUNTRY LINEN	0502277	IAUNDRY	05/05/2025	48.65	.00	
96	HIGH COUNTRY LINEN	0502277	IAUNDRY	05/05/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0502853	MATS	05/07/2025	308.79	.00	
96	HIGH COUNTRY LINEN	0503446	IAUNDRY	05/12/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0503446	IAUNDRY	05/12/2025	.40	.00	
96	HIGH COUNTRY LINEN	0503446	IAUNDRY	05/12/2025	5.28	.00	
96	HIGH COUNTRY LINEN	0503528	MATS	05/12/2025	23.45	.00	
96	HIGH COUNTRY LINEN	0504686	IAUNDRY	05/29/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0504686	IAUNDRY	05/29/2025	48.65	.00	
96	HIGH COUNTRY LINEN	0505319	MATS	05/21/2025	308.79	.00	
96	HIGH COUNTRY LINEN	0505928	IAUNDRY	05/26/2025	.40	.00	
96	HIGH COUNTRY LINEN	0505928	IAUNDRY	05/26/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0505928	IAUNDRY	05/26/2025	5.28	.00	
96	HIGH COUNTRY LINEN	0507267	IAUNDRY	06/02/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0507267	IAUNDRY	06/02/2025	48.65	.00	
96	HIGH COUNTRY LINEN	0507356	MATS	06/02/2025	11.17	.00	
96	HIGH COUNTRY LINEN	0507963	MATS	06/04/2025	308.79	.00	
96	HIGH COUNTRY LINEN	0508642	Laundry	06/09/2025	5.37	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0508642	Laundry	06/09/2025	.40	.00	
96	HIGH COUNTRY LINEN	0508642	Laundry	06/09/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0510089	IAUNDRY	06/16/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0510089	IAUNDRY	06/16/2025	40.19	.00	
96	HIGH COUNTRY LINEN	0510813	MATS	06/18/2025	308.79	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	18.58	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	9.76	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	9.12	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	15.75	.00	
96	HIGH COUNTRY LINEN	0510949	IAUNDRY	06/19/2025	37.30	.00	
96	HIGH COUNTRY LINEN	0511552	Laundry	06/23/2025	5.37	.00	
96	HIGH COUNTRY LINEN	0511552	Laundry	06/23/2025	.40	.00	
96	HIGH COUNTRY LINEN	0511552	Laundry	06/23/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0513009	IAUNDRY	06/30/2025	40.19	.00	
96	HIGH COUNTRY LINEN	0513009	IAUNDRY	06/30/2025	52.76	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	18.58	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	60.10	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	15.75	.00	
96	HIGH COUNTRY LINEN	0513920	IAUNDRY	07/03/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0514468	Laundry	07/07/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0514468	Laundry	07/07/2025	5.37	.00	
96	HIGH COUNTRY LINEN	0514468	Laundry	07/07/2025	.40	.00	
96	HIGH COUNTRY LINEN	0514554	MATS	07/07/2025	23.45	.00	
96	HIGH COUNTRY LINEN	0515937	IAUNDRY	07/14/2025	40.19	.00	
96	HIGH COUNTRY LINEN	0515937	IAUNDRY	07/14/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0517443	IAUNDRY	07/21/2025	.40	.00	
96	HIGH COUNTRY LINEN	0517443	IAUNDRY	07/21/2025	5.37	.00	
96	HIGH COUNTRY LINEN	0517443	IAUNDRY	07/21/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0517526	MATS	07/21/2025	53.45	.00	
96	HIGH COUNTRY LINEN	0518885	IAUNDRY	07/28/2025	86.44	.00	
96	HIGH COUNTRY LINEN	0518886	IAUNDRY	07/28/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0518886	IAUNDRY	07/28/2025	40.19	.00	
96	HIGH COUNTRY LINEN	0523250	LAUNDRY	08/18/2025	.40	.00	
96	HIGH COUNTRY LINEN	0523250	LAUNDRY	08/18/2025	5.37	.00	
96	HIGH COUNTRY LINEN	0523250	LAUNDRY	08/18/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0523333	short 5 cents on check 22247	08/18/2025	.05	.00	
96	HIGH COUNTRY LINEN	0524687	Laundry	08/25/2025	40.19	.00	
96	HIGH COUNTRY LINEN	0524687	Laundry	08/25/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0525291	MATS	08/27/2025	72.94	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	18.55	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0525565	IAUNDRY	08/28/2025	9.76	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	60.00	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0525565	LAUNDRY	08/28/2025	14.68	.00	
96	HIGH COUNTRY LINEN	0526133	Laundry	09/01/2025	37.06	.00	
96	HIGH COUNTRY LINEN	0526673	IAUNDRY	09/03/2025	69.58	.00	
96	HIGH COUNTRY LINEN	0526932	IAUNDRY	09/04/2025	18.55	.00	
96	HIGH COUNTRY LINEN	0526932	IAUNDRY	09/04/2025	6.65	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0526932	LAUNDRY	09/04/2025	9.76	.00	
96	HIGH COUNTRY LINEN	0526932	LAUNDRY	09/04/2025	22.21	.00	
96	HIGH COUNTRY LINEN	0526932	LAUNDRY	09/04/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0526932	LAUNDRY	09/04/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0526932	LAUNDRY	09/04/2025	14.68	.00	
96	HIGH COUNTRY LINEN	0526932	LAUNDRY	09/04/2025	37.30	.00	
96	HIGH COUNTRY LINEN	0528052	MATS	09/10/2025	72.94	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	18.55	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	9.77	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	9.00	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	14.68	.00	
96	HIGH COUNTRY LINEN	0528313	LAUNDRY	09/11/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0528956	LAUNDRY	09/15/2025	53.45	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	18.55	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	20.53	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	129.02	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	13.30	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	9.16	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	14.68	.00	
96	HIGH COUNTRY LINEN	0529719	LAUNDRY	09/18/2025	6.65	.00	
96	HIGH COUNTRY LINEN	0530318	MATS	09/22/2025	11.17	.00	
96	HIGH COUNTRY LINEN	S0499578	SUPPLIES	04/15/2025	169.01	.00	
96	HIGH COUNTRY LINEN	S0501754	SUPPLIES	04/30/2025	98.99	.00	
96	HIGH COUNTRY LINEN	S0505106	MR CLN CLOS LOOP	05/20/2025	68.05	.00	
96	HIGH COUNTRY LINEN	S0505350	IINER	05/21/2025	72.50	.00	
96	HIGH COUNTRY LINEN	S0506896	IINERS	05/30/2025	67.32	.00	
96	HIGH COUNTRY LINEN	S0507195	SUPPLIES	05/30/2025	178.25	.00	
96	HIGH COUNTRY LINEN	S0508050	IIVI TP	06/04/2025	413.66	.00	
96	HIGH COUNTRY LINEN	S0509124	SUPPLIES	06/10/2025	259.15	.00	
96	HIGH COUNTRY LINEN	S0509126	BAGS	06/10/2025	19.99	.00	
96	HIGH COUNTRY LINEN	S0509708	SUPPLIES	06/12/2025	360.97	.00	
96	HIGH COUNTRY LINEN	S0510029	SUPPLIES	06/13/2025	142.00	.00	
96	HIGH COUNTRY LINEN	S0510581	IINERS & DUSTERS	06/17/2025	89.83	.00	
96	HIGH COUNTRY LINEN	S0510622	MATS	06/20/2025	57.12	.00	
96	HIGH COUNTRY LINEN	S0513518	SUPPLIES	07/01/2025	561.10	.00	
96	HIGH COUNTRY LINEN	S0513854	SUPPLIES	07/02/2025	60.00	.00	
96	HIGH COUNTRY LINEN	S0513863	SUPPLIES	07/02/2025	169.76	.00	
96	HIGH COUNTRY LINEN	S0514990	SUPPLIES	07/08/2025	67.07	.00	
96	HIGH COUNTRY LINEN	S0514995	SUPPLIES	07/08/2025	67.07-	.00	
96	HIGH COUNTRY LINEN	S0514999	ADI 9' JRT TP	07/08/2025	74.60	.00	
96	HIGH COUNTRY LINEN	S0518277	MOPS	07/22/2025	35.00	.00	
96	HIGH COUNTRY LINEN	S0518751	SUPPLIES	07/25/2025	128.10	.00	
96	HIGH COUNTRY LINEN	S0519740	SUPPLIES	07/30/2025	182.00	.00	
96	HIGH COUNTRY LINEN	S0523764	TAYLOR	08/19/2025	9.99	.00	
96	HIGH COUNTRY LINEN	S0523773	ADI 9' JRT TP	08/19/2025	74.60	.00	
96	HIGH COUNTRY LINEN	S0525454	LINERS	08/26/2025	50.79	.00	
96	HIGH COUNTRY LINEN	S0525493	SUPPLIES	08/27/2025	91.00	.00	
96	HIGH COUNTRY LINEN	S0527371	LINERS	09/05/2025	158.67	.00	
96	HIGH COUNTRY LINEN	S0528200	SUPPLIES	09/10/2025	130.36	.00	
96	HIGH COUNTRY LINEN	S0529136	SUPPLIES	09/15/2025	97.04	.00	
96	HIGH COUNTRY LINEN	S0529137	SUPPLIES	09/15/2025	7.53	.00	
96	HIGH COUNTRY LINEN	S057091	DELIVERY	09/04/2025	25.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 96:					7,814.36	.00	
7059	HOVORKA, RILEY	09152025	FALL WAMCAT INSTITUTE	09/15/2025	227.45	.00	
Total 7059:					227.45	.00	
7064	HUB INTERNATIONAL	09012025	ADMIN FEES	09/01/2025	3,519.00	3,519.00	09/12/2025
Total 7064:					3,519.00	3,519.00	
36	IDAHO STATE TAX COMMISSIO	08312025	IDAHO TAX AUG 2025	09/01/2025	7,055.00	7,055.00	09/09/2025
Total 36:					7,055.00	7,055.00	
7726	INDIAN SPRINGS RANCH HOA	083025	REFUND DUPLICATE PAYMENT	08/30/2025	2,140.00	2,140.00	09/15/2025
Total 7726:					2,140.00	2,140.00	
106	INTERSTATE BATTERY	250004583	BATTERY	11/20/2024	35.90	.00	
106	INTERSTATE BATTERY	80120323	CORE	01/02/2025	120.00	.00	
106	INTERSTATE BATTERY	950007175	BATTERY	09/15/2025	158.95	.00	
Total 106:					74.85	.00	
2	JACKSON CURBSIDE INC.	00033031	RECYCLING	08/20/2025	775.00	.00	
2	JACKSON CURBSIDE INC.	00033135	RECYCLING	09/10/2025	2,266.00	.00	
Total 2:					3,041.00	.00	
6931	JACKSON DOWNTOWNER, LLC	JKD-1053	FUEL & HOURS FOR AUGUST &	09/08/2025	116,816.92	.00	
Total 6931:					116,816.92	.00	
7163	JACKSON GROUP LOCKBOX	703090IFX1	REMOVE INVOICE	08/12/2025	48.74	.00	
7163	JACKSON GROUP LOCKBOX	703645IF	REMOVE DOUBLE	08/19/2025	1,495.88	.00	
7163	JACKSON GROUP LOCKBOX	704477IF	OIL FILTER	08/28/2025	164.94	.00	
7163	JACKSON GROUP LOCKBOX	704668IF	WINDSHIELD	09/03/2025	237.58	.00	
7163	JACKSON GROUP LOCKBOX	705272IF	FILTERS & VALVE	09/11/2025	1,613.95	.00	
7163	JACKSON GROUP LOCKBOX	CM7022451FX	REMOVE DOUBLE	08/12/2025	57.02	.00	
Total 7163:					528.87	.00	
330	JACKSON HOLE HIGH SCHOOL	123	MODEL UN 2025	09/12/2025	1,000.00	.00	
Total 330:					1,000.00	.00	
131	JACKSON HOLE NEWS & GUID	377614	KARNS MEADOW	05/28/2025	70.00	.00	
131	JACKSON HOLE NEWS & GUID	381131	REGULAR MTG	09/03/2025	635.00	.00	
131	JACKSON HOLE NEWS & GUID	381132	WORKSHOP MTG	09/03/2025	140.00	.00	
131	JACKSON HOLE NEWS & GUID	381369	BID 26-07	09/10/2025	210.00	.00	
131	JACKSON HOLE NEWS & GUID	381370	POLICE TRUCK	09/10/2025	70.00	.00	
131	JACKSON HOLE NEWS & GUID	381371	WEST JACKSON WATER SUPPL	09/10/2025	250.00	.00	
131	JACKSON HOLE NEWS & GUID	381419	OLD BILLS	09/10/2025	125.00	.00	
131	JACKSON HOLE NEWS & GUID	381423	ADS	09/10/2025	30.00	.00	
131	JACKSON HOLE NEWS & GUID	381424	ADS	09/10/2025	35.00	.00	
131	JACKSON HOLE NEWS & GUID	381467	STREET OPERATOR AD	09/10/2025	456.00	.00	
131	JACKSON HOLE NEWS & GUID	381731	SP WORKSHOP	09/24/2025	50.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
131	JACKSON HOLE NEWS & GUID	381732	REGULAR MTG	09/24/2025	380.00	.00	
131	JACKSON HOLE NEWS & GUID	381733	WORKSHOP MTG	09/24/2025	170.00	.00	
131	JACKSON HOLE NEWS & GUID	381734	SP MTG	09/24/2025	785.00	.00	
Total 131:					3,406.00	.00	
114	JACKSON LUMBER INC	0001116238-00	DOWN SPOUTS	08/05/2025	35.46	.00	
114	JACKSON LUMBER INC	0001128990-00	STUD ANCHOR, BOLTS, WASHE	09/17/2025	31.07	.00	
114	JACKSON LUMBER INC	FC0825-01000	FINANCE CHARGE	08/29/2025	7.50	.00	
Total 114:					74.03	.00	
6890	JAMF SOFTWARE, LLC	90371773	JAMF SOFTWARE	09/08/2025	6,434.04	.00	
Total 6890:					6,434.04	.00	
7714	JEFF GROVER	09192025	DOT PHYSICAL	09/19/2025	155.00	.00	
Total 7714:					155.00	.00	
283	JEWISON, SAMUEL LEE	09292025	BOOTS	09/29/2025	100.00	.00	
Total 283:					100.00	.00	
239	JH20 WATER CONDITIONING &	9391	WATER	09/16/2025	110.00	.00	
Total 239:					110.00	.00	
7442	JOE JOHNSON EQUIPMENT	P03201	GREASE SEAL & BEARINGS	09/09/2025	1,339.36	.00	
Total 7442:					1,339.36	.00	
7118	JONES SIMKINS	67092	FILING FOR IRA TAX REBATE	08/31/2025	1,670.00	.00	
Total 7118:					1,670.00	.00	
139	JORGENSEN ASSOCIATES, PC	57021	SNOW KING TANK OVERFLOW	09/21/2025	1,887.20	.00	
Total 139:					1,887.20	.00	
6836	LEONHARD, SEAN	09162025	FBI CAST TRAINING	09/16/2025	170.00	.00	
Total 6836:					170.00	.00	
7681	LEVEL 3 COMMUNICATIONS, LL	752224777	INTERNET	09/01/2025	2,674.53	.00	
Total 7681:					2,674.53	.00	
7715	LOTUS ENGINEERING & SUSTA	0001873	ENGINEERING	09/04/2025	1,702.50	.00	
Total 7715:					1,702.50	.00	
7048	M. NEILS ENGINEERING, INC	17096	SERVER ROOM	09/22/2025	5,760.00	.00	
Total 7048:					5,760.00	.00	
7520	MAGNET FORENSICS, LLC	SIN085112	GRAYKEY LICENSE	09/08/2025	12,410.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7520:					12,410.00	.00	
6881	MATEOSKY CONSTRUCTION	092425	RELEASE BOND 885 WHATLEIG	09/24/2025	6,000.00	6,000.00	09/24/2025
Total 6881:					6,000.00	6,000.00	
998	METROQUIP INC	P34480	THERMOSTAT & FREIGHT	09/11/2025	110.18	.00	
Total 998:					110.18	.00	
7388	MID-AMERICA RESEARCH CHE	0857780-IN	OIL	08/28/2025	245.84	.00	
7388	MID-AMERICA RESEARCH CHE	0857781-IN	GUATRA-CIDE	08/28/2025	230.80	.00	
Total 7388:					476.64	.00	
7729	MILLER, LONDON	09092025	PHYSICAL REIMBURSEMENT	09/09/2025	175.00	.00	
Total 7729:					175.00	.00	
7732	MORRISON-MAIERLE, INC.	000258683	WASTEWTER CAPACITY ANALY	09/05/2025	2,359.00	.00	
Total 7732:					2,359.00	.00	
4623	MSC INDUSTRIAL SUPPLY CO	7897123001	NUTS, SCREWS, WASHERS, CA	08/15/2025	212.85	.00	
Total 4623:					212.85	.00	
257	NAPA AUTO PARTS INC.	328573	SPARK PLUG	08/07/2025	115.04-	.00	
257	NAPA AUTO PARTS INC.	333548	WHEEL BOLTS	08/26/2025	23.20	.00	
257	NAPA AUTO PARTS INC.	333687	STICK HOSE GOLD	08/27/2025	79.80	.00	
257	NAPA AUTO PARTS INC.	333976	4AB	08/28/2025	62.64	.00	
257	NAPA AUTO PARTS INC.	334448	WHEEL BOLTS	08/29/2025	23.20-	.00	
257	NAPA AUTO PARTS INC.	334785	OIL FILTER	09/02/2025	46.78	.00	
257	NAPA AUTO PARTS INC.	334807	OIL & AIR FILTER	09/02/2025	109.14	.00	
257	NAPA AUTO PARTS INC.	335308	HALOGEN BEAMS	09/03/2025	57.56	.00	
257	NAPA AUTO PARTS INC.	335488	WHEEL CHECK	09/04/2025	16.38	.00	
257	NAPA AUTO PARTS INC.	335908	DIE THREAD, SET & FLUTE TAP	09/05/2025	348.74	.00	
257	NAPA AUTO PARTS INC.	335960	WIPER BLADES	09/05/2025	59.50	.00	
257	NAPA AUTO PARTS INC.	336033	PIPE CONNECTOR	09/05/2025	21.99	.00	
257	NAPA AUTO PARTS INC.	336590	GREASE CART	09/08/2025	9.98	.00	
257	NAPA AUTO PARTS INC.	336691	ALARM	09/09/2025	30.00	.00	
257	NAPA AUTO PARTS INC.	337355	OIL FILTER & BELT	09/11/2025	36.70	.00	
257	NAPA AUTO PARTS INC.	337383	FUSE	09/11/2025	6.74	.00	
257	NAPA AUTO PARTS INC.	337509	KOOLER KLEEN	09/11/2025	22.76	.00	
257	NAPA AUTO PARTS INC.	337580	TRAILER JACK	09/11/2025	113.86	.00	
257	NAPA AUTO PARTS INC.	337721	ALTERNATOR & CORE DEPOSI	09/12/2025	393.26	.00	
257	NAPA AUTO PARTS INC.	337758	CORE DEPOSIT	09/12/2025	65.00-	.00	
257	NAPA AUTO PARTS INC.	338111	OIL FILTER	09/15/2025	4.55	.00	
257	NAPA AUTO PARTS INC.	338114	OIL & AIR FILTERS	09/15/2025	22.73	.00	
257	NAPA AUTO PARTS INC.	338117	SILENTGUARD	09/15/2025	41.99	.00	
257	NAPA AUTO PARTS INC.	338241	OIL FILTER & LAMP	09/15/2025	22.03	.00	
257	NAPA AUTO PARTS INC.	338534	ADAPTERS & CONNECTORS	09/16/2025	35.74	.00	
257	NAPA AUTO PARTS INC.	338622	TAP DIE	09/16/2025	572.00	.00	
257	NAPA AUTO PARTS INC.	338688	FUEL FILTER	09/16/2025	13.26	.00	
257	NAPA AUTO PARTS INC.	339113	LAMP	09/18/2025	97.14	.00	
257	NAPA AUTO PARTS INC.	38623	LED KIT	09/16/2025	179.13	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 257:					2,224.36	.00	
187	NELSON ENGINEERING	68294	CIVIL	09/03/2025	4,597.50	.00	
187	NELSON ENGINEERING	68384	23-302-02 TOJ HIGH SCHOOL W	09/11/2025	14,221.25	.00	
Total 187:					18,818.75	.00	
513	ON SIGHT LAND SURVEYORS I	5005	JOHN D HALL 8TH ADDITION S	09/12/2025	400.00	.00	
513	ON SIGHT LAND SURVEYORS I	P25-117	GRAND VIEW LODGES 4TH AD	08/27/2025	600.00	.00	
Total 513:					1,000.00	.00	
1504	ONE CALL OF WYOMING	76740	AUG CDC CODE	09/09/2025	165.90	.00	
1504	ONE CALL OF WYOMING	76740	AUG CDC CODE	09/09/2025	165.90	.00	
Total 1504:					331.80	.00	
6607	OPS STRATEGIES, LLC	25034	TOJ STRATEGIC BUDGET INITIA	09/15/2025	17,806.25	.00	
Total 6607:					17,806.25	.00	
5972	PEERY, JEREMIAH	09162025	FBI CAST TRAINING	09/16/2025	170.00	.00	
Total 5972:					170.00	.00	
7591	POINT S REXBURG	920000249	TIRES	09/03/2025	956.00	.00	
Total 7591:					956.00	.00	
6483	PREMIER TRUCK- SALT LAKE C	775699475-2	TOOK 2 CREDITS OFF BY MIST	04/08/2025	374.06	.00	
6483	PREMIER TRUCK- SALT LAKE C	775747962	EXHAUST KIT	09/03/2025	1,072.83	.00	
6483	PREMIER TRUCK- SALT LAKE C	775748002	SEAL & TUBE	09/03/2025	112.60	.00	
6483	PREMIER TRUCK- SALT LAKE C	775748216	TUBE	09/03/2025	70.15	.00	
6483	PREMIER TRUCK- SALT LAKE C	775750023	GASKET	09/09/2025	41.80	.00	
6483	PREMIER TRUCK- SALT LAKE C	775750922	SWITCH	09/11/2025	324.74	.00	
6483	PREMIER TRUCK- SALT LAKE C	775751873	TUBE	09/15/2025	167.90	.00	
6483	PREMIER TRUCK- SALT LAKE C	775751895	SENSOR, CORE DEPOSIT & EX	09/15/2025	1,941.71	.00	
6483	PREMIER TRUCK- SALT LAKE C	775752505	TUBE	09/16/2025	69.34	.00	
6483	PREMIER TRUCK- SALT LAKE C	CM775277197-	CORE RETURN	04/22/2025	107.07-	.00	
6483	PREMIER TRUCK- SALT LAKE C	CM775742778	CORE RETURN	09/10/2025	282.63-	.00	
6483	PREMIER TRUCK- SALT LAKE C	CM775743311	CORE RETURN	09/10/2025	831.25-	.00	
Total 6483:					2,954.18	.00	
532	QUICK BROWN FOX LLC	4095	BLUE TICKET BOOKS	08/04/2025	440.00	.00	
532	QUICK BROWN FOX LLC	4098	MONTHLY PASSES	08/19/2025	86.25	.00	
Total 532:					526.25	.00	
7341	RICH, SAMUEL	0902253705	PLIERS	09/02/2025	44.50	.00	
7341	RICH, SAMUEL	0909253995	IMP SKT	09/09/2025	52.00	.00	
7341	RICH, SAMUEL	0916254239	PUNCH, AIR HAMMER, WRENC	09/16/2025	770.95	.00	
Total 7341:					867.45	.00	
861	ROTARY CLUB OF JACKSON H	1831	Q4 2025 QUARTERLY DUES	07/01/2025	425.00	.00	
861	ROTARY CLUB OF JACKSON H	1851	Q3 2025 DUES	07/01/2025	375.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 861:					800.00	.00	
7728	SHANKLAND, ADAM	09102025	PHYSICAL	09/10/2025	155.00	.00	
Total 7728:					155.00	.00	
231	SHERVIN'S INDEPENDENT OIL	67532	ALIGNMENT	09/17/2025	151.05	.00	
Total 231:					151.05	.00	
4548	SILVER CREEK SUPPLY	0023045871-0	SEAL COMPOUND, PLUG & TAP	09/05/2025	38.46	.00	
4548	SILVER CREEK SUPPLY	0023251689-0	PLUGS, ADAPTERS, ETC	09/17/2025	340.88	.00	
Total 4548:					379.34	.00	
7106	SMITH PSYCHOLOGICAL SERVI	12194	EVALUATION	05/09/2025	400.00	.00	
Total 7106:					400.00	.00	
7063	SNAKE RIVER EXCAVATION	091125	RETURN BOND E25-0159 110 S	09/11/2025	4,000.00	4,000.00	09/11/2025
Total 7063:					4,000.00	4,000.00	
3961	SPECTRUM	173067801090	INTERNET	09/07/2025	100.00	.00	
Total 3961:					100.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	101291053930	EXAM	09/10/2025	60.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334650362	VACCINE	08/12/2025	2.50	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652084	EXAM	09/10/2025	91.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652085	EXAM	09/01/2025	91.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652086	EXAM	09/10/2025	55.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652089	EXAM	09/10/2025	195.75	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652090	EXAM	09/10/2025	96.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652091	MEDICINE	09/10/2025	430.73	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652092	EXAM	09/10/2025	96.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652093	VACCINE	09/10/2025	35.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652094	EXAM	09/10/2025	72.56	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652095	EXAM	09/10/2025	96.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652096	SPAY	09/10/2025	150.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652097	EXAM	09/10/2025	268.94	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652098	VACCINE	09/10/2025	35.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652099	EXAM	09/10/2025	60.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652100	EXAM	09/10/2025	60.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652101	EXAM	09/10/2025	60.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652102	SPAY	09/10/2025	120.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652104	SPAY	09/10/2025	167.46	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652105	EXAM/NEUTER	09/10/2025	211.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652106	MEDICINE & EXAM	09/10/2025	168.53	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652107	NEUTER	09/10/2025	65.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334652108	EXAM	09/10/2025	235.07	.00	
Total 1505:					2,922.75	.00	
6871	STANDARD INSURANCE COMP	08052025	INSURANCE JULY2025	08/05/2025	2,658.41	2,658.41	08/31/2025
6871	STANDARD INSURANCE COMP	08132025	INSURANCE JULY 2025	08/13/2025	9,949.24	9,949.24	08/31/2025
6871	STANDARD INSURANCE COMP	09012025	SEPTEMBER	09/01/2025	9,196.08	9,196.08	09/23/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6871	STANDARD INSURANCE COMP	09302025	INSURANCE	09/01/2025	2,687.38	2,687.38	09/23/2025
Total 6871:					24,491.11	24,491.11	
7553	STAR VALLEY DISPOSAL	141498	TRASH 268 SAWMILL ROAD	10/01/2025	117.00	.00	
Total 7553:					117.00	.00	
7682	STEVENSON, HUNTER	09222025	BOOTS	09/22/2025	100.00	.00	
Total 7682:					100.00	.00	
5055	STOTZ EQUIPMENT	042486	CUTTERBAR	09/03/2025	127.25	.00	
Total 5055:					127.25	.00	
1054	SUNRISE ENVIRONMENTAL	156044	AEROSOL KRYSTAL ICE, STAY	08/27/2025	515.79	.00	
Total 1054:					515.79	.00	
7076	SUSTAINABLE STRATEGIES DC	4600	CONSULTING	09/01/2025	7,500.00	.00	
Total 7076:					7,500.00	.00	
4933	SYMBOLARTS, LLC	0539171	BADGE PATCHES	09/04/2025	1,807.30	.00	
Total 4933:					1,807.30	.00	
1443	TETON COUNTY CLERK	08012025	AUGUST HOUSING CONTRIBUT	08/01/2025	49,582.08	.00	
1443	TETON COUNTY CLERK	08012025	AUGUST P&R CONTRIBUTION	08/01/2025	205,545.42	.00	
1443	TETON COUNTY CLERK	08012025	AUGUST FIRE EMS CONTRIBUT	08/01/2025	262,168.58	.00	
Total 1443:					517,296.08	.00	
581	TETON COUNTY INTEGRATED	09182025	2ND QUARTER BAG FEE	09/18/2025	29,237.08	.00	
581	TETON COUNTY INTEGRATED	11269	DISPOSAL	09/03/2025	13.25	.00	
Total 581:					29,250.33	.00	
2362	TETON COUNTY PUBLIC HEALT	26-0207	water testing	09/08/2025	300.00	.00	
Total 2362:					300.00	.00	
6902	TETON COUNTY PUBLIC WORK	2026-1	TASK WORK ORDER #2 TRANS	09/12/2025	3,267.70	.00	
6902	TETON COUNTY PUBLIC WORK	2026-1	TASK WORK ORDER #1 GRANT	09/12/2025	7,526.18	.00	
Total 6902:					10,793.88	.00	
2327	TETON COUNTY SHERIFF-DISP	09112025	RADIO BUDGET	09/11/2025	26,224.49	.00	
Total 2327:					26,224.49	.00	
55	TETON COUNTY SHERIFF'S-JAI	710	AUGUST	09/09/2025	3,850.00	.00	
Total 55:					3,850.00	.00	
1614	TETON COUNTY-FUND 10	08312025	COUNTY PLANNING STAFF AU	08/31/2025	9,554.38	.00	
1614	TETON COUNTY-FUND 10	08312025	COUNTY TRANSPORTATION ST	08/31/2025	11,415.27	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1614	TETON COUNTY-FUND 10	08312025B	PATHWAYS AUGUST 2025	08/31/2025	9,028.50	.00	
1614	TETON COUNTY-FUND 10	08312025C	DISPATCH AUGUST 2025	08/31/2025	78,210.61	.00	
1614	TETON COUNTY-FUND 10	08312025D	EMERGENCY MGT AUGUST 202	08/31/2025	22,258.92	.00	
Total 1614:					130,467.68	.00	
268	TETON MOTORS INC	5111218 1	CORE REFUND	09/18/2024	250.00-	.00	
268	TETON MOTORS INC	5114184 1	RETURN - GEAR	09/02/2025	38.16-	.00	
268	TETON MOTORS INC	5114185 1	RETURNS - GASKETS, PUMP, S	09/02/2025	1,690.00-	.00	
268	TETON MOTORS INC	5114186 1	RETURN - NUT	09/02/2025	11.68-	.00	
268	TETON MOTORS INC	5114196 1	TPMS	09/03/2025	257.56	.00	
268	TETON MOTORS INC	5114219 1	GEAR ASY & CORE CHARGE	09/08/2025	2,321.70	.00	
268	TETON MOTORS INC	5114220 1	GASKET & SEAL	09/08/2025	15.27	.00	
268	TETON MOTORS INC	5114228 1	TRANSMISSION	09/09/2025	6,262.38	.00	
268	TETON MOTORS INC	5114229 1	OUTLET & SENSOR	09/09/2025	111.62	.00	
268	TETON MOTORS INC	5114271 1	CORE REFUND	09/12/2025	2,000.00-	.00	
268	TETON MOTORS INC	5114296 1	CORE	09/16/2025	400.00-	.00	
Total 268:					4,578.69	.00	
3237	THE AFTERMARKET PARTS CO	83942129	CABLES	09/03/2025	226.94	.00	
3237	THE AFTERMARKET PARTS CO	83946258	SENSOR	09/04/2025	242.96	.00	
Total 3237:					469.90	.00	
7727	TIPPETS, MARY	09162025	NOTARY REIMBURSEMENT	09/16/2025	60.00	.00	
Total 7727:					60.00	.00	
6363	TMSC LLC	2025-005-14	REPLACED LIGHTS	09/08/2025	1,234.00	.00	
6363	TMSC LLC	2025-005-14-2	#23 & #39	09/08/2025	3,940.00	.00	
6363	TMSC LLC	2025-005-14-3	REPLACE PUMP MOTOR	09/24/2025	479.11	.00	
6363	TMSC LLC	2025-005-14-3	REPLACE PUMP MOTOR	09/24/2025	120.00	.00	
6363	TMSC LLC	2025-005-14-4	PANDUIT JACK COUPLERS & P	09/24/2025	1,322.96	.00	
6363	TMSC LLC	2025-005-14-5	PANDUIT JACK COUPLERS & P	09/24/2025	16,164.92	.00	
Total 6363:					23,260.99	.00	
7617	TRANSPORTATION MANAGEME	1156-07	5 YEAR TRANSIT DEVELOPME	09/15/2025	14,102.26	.00	
Total 7617:					14,102.26	.00	
4503	TRAPHAGEN, JEROMIE	09112025	BOOTS	09/11/2025	100.00	.00	
Total 4503:					100.00	.00	
7284	UCM DIGITAL HEALTH, INC	09012025	SEPT PREMIUM	09/01/2025	1,071.00	1,071.00	09/12/2025
Total 7284:					1,071.00	1,071.00	
4649	ULINE	196978467	BRACKETS	08/21/2025	166.18	.00	
Total 4649:					166.18	.00	
706	USA BLUE BOOK	INV00703989	HYDRANT TAGS	05/07/2025	564.95	.00	
706	USA BLUE BOOK	INV00826754	PRESSURE GAUGES & LIQUID	09/12/2025	763.83	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 706:					1,328.78	.00	
7731	VARGAS, JOSE	092425	RELEASE BAIL BOND 25-09-009	09/24/2025	1,500.00	1,500.00	09/24/2025
Total 7731:					1,500.00	1,500.00	
5022	VISION SERVICE PLAN - (WY)	09012025	VISION PLAN	09/01/2025	1,957.29	1,957.29	09/12/2025
Total 5022:					1,957.29	1,957.29	
1640	WESTERN STATE	IN003329912	BATTERIES	09/11/2025	950.00	.00	
1640	WESTERN STATE	IN003331505	TRAVEL & INSPECTION	09/12/2025	541.80	.00	
Total 1640:					1,491.80	.00	
2802	WESTWOOD CURTIS	24-918	2024 WEST JACKSON WATER P	09/24/2025	6,720.50	.00	
2802	WESTWOOD CURTIS	24-918	2024 WEST JACKSON WATER P	09/24/2025	127,689.50	.00	
2802	WESTWOOD CURTIS	24-918	2024 WEST JACKSON WATER P	09/24/2025	6,720.50	.00	
Total 2802:					127,689.50	.00	
472	WHITE GLOVE CLEANING, INC.	13079	CLEANING PARKING GARAGE	04/30/2025	250.00	.00	
472	WHITE GLOVE CLEANING, INC.	13202-2	CLEANING	07/31/2025	250.00	.00	
472	WHITE GLOVE CLEANING, INC.	2313B	HOUSE CLEANING	08/02/2025	226.71	.00	
Total 472:					726.71	.00	
6523	WHITE, AMANDA	09092025	TRAVEL REIMBURSEMENT	09/09/2025	316.00	.00	
Total 6523:					316.00	.00	
7696	WINDCAVE INC	2983530	AUGUST SERVICE FEE	08/31/2025	10.00	.00	
Total 7696:					10.00	.00	
4493	WRIGHT, JASON	09082025	MONTHLY IT HARDWARE PMT	09/08/2025	77.83	.00	
Total 4493:					77.83	.00	
4139	WY WORKERS' SAFETY & COM	082025	WORKERS COMP AUG 2025	08/30/2025	12,041.22	12,041.22	09/09/2025
4139	WY WORKERS' SAFETY & COM	09102025	TWO MISSED EMPLOYEES	09/10/2025	137.42	137.42	09/10/2025
Total 4139:					12,178.64	12,178.64	
504	WYDOT	09082025	plate transfer	09/08/2025	4.00	.00	
Total 504:					4.00	.00	
1767	WYOMING DEPARTMENT OF T	0000151322	LAB & DESIGN	02/03/2025	10.48	.00	
1767	WYOMING DEPARTMENT OF T	0000154046	PROJECT N104A09 ARS/JACK S	08/04/2025	218.14	.00	
1767	WYOMING DEPARTMENT OF T	09252025	EV CHARGING STATION LICEN	09/25/2025	125.00	125.00	09/25/2025
Total 1767:					353.62	125.00	
7516	WYOMING IMMIGRANT ADVOC	1009	Q2 CONTRACT FUNDING	10/01/2025	3,750.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7516:					3,750.00	.00	
7065	WYOMING LAW ENFORCEMEN	09082025	OFFICER EDUCATION TRAININ	09/08/2025	140.00	.00	
Total 7065:					140.00	.00	
329	WYOMING RETIREMENT SYST	083125	WYOMING RETIREMENT AUGU	08/31/2025	216,798.47	216,798.47	09/15/2025
Total 329:					216,798.47	216,798.47	
1208	WYOMING SECRETARY OF STA	09222025	NOTARY APPLICATION FOR AN	09/22/2025	60.00	.00	
Total 1208:					60.00	.00	
2842	YELLOW IRON WASTE, LLC	250701741011-	PAID TWICE	06/30/2025	100.00-	.00	
2842	YELLOW IRON WASTE, LLC	250828293404	TRASH 55 KARNs MEADOW	08/31/2025	168.00	.00	
2842	YELLOW IRON WASTE, LLC	250828293459	TRASH	08/31/2025	55.00	.00	
Total 2842:					123.00	.00	
Grand Totals:					2,500,341.24	337,338.26	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Standard Contract Consideration for Approval	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to review and consider contracts to which the Town of Jackson would be a party.

Requested Action.

Staff request that the Council review and consider the contracts included with the staff report.

Recommendations.

Staff recommend that the Council approve the contracts included with this staff report.

Background, Analysis, and Key Policy Questions.

1. Revocable License for Chairlift Seating – Miller Park

- **Purpose:** The purpose of this item is to seek Council approval for a Revocable License for Chairlift Seating for the installation of refurbished chairlifts for the Summit Connector Chair Placemaking Project. The Summit Connector Chair Placemaking Project is a public/private partnership designed to enhance downtown Jackson, the Cache Street corridor, and preserve Snow King Mountain Resort heritage. This partnership uses Snow King Mountain's historic double chairs from the Summit Chairlift to visually connect Snow King Mountain with downtown core of Jackson via the Cache Street corridor. The project consists of installing refurbished and repainted Snow King chairlift chairs at various places along the Cache Street corridor and downtown. The location for this license is Miller Park. Town staff, working with Jackson Hole Public Art, recognized there were additional chairs not being used and seek to add this additional site for a new installation.
- **Term:** The term of this agreement runs from its execution until December 31, 2038.
- **Cost and payment terms:** \$0.00. The costs for the chairlift refurbishment and installation were paid by Jackson Hole Public Art.
- **Notable Condition:** Notable conditions of this Agreement are the initial cost and long-term maintenance for the project. Jackson Hole Public Art, as the licensee, is responsible for installing, constructing, inspecting, repairing, maintaining, removing, replacing, and reinstalling the chairlift seat, which includes snow removal from the area being licensed to Jackson Hole Public Art.
- **Department & Budget Detail:** This item is for the Public Works Department and, since there are no costs associated with the Agreement, there is no line item associated with it.

2. Amendment and Restatement Special Restriction for 105 Mercill Unit 204 (Mercill Condos)

- **Purpose:** The purpose of this item is for the Council to consider an Amended and Restated Special Restriction for 105 Mercill, Unit 204. The home is selling and requires a new restriction. This Restriction uses the template restriction approved by the Council in February 2023.
- **Term:** The deed restriction is perpetual.
- **Cost and Payment Terms:** \$0.00

- *Department & Budget Detail:* This item is for the Housing Department and is included in the Departmental budget for the recording fee line item.

3. Professional Services Contract with Navigate, LLC

- *Purpose:* The purpose of this item is for the Council to review a proposed scope of work is for Navigate, LLC to complete an Employee Housing Assessment and Strategy for the Town of Jackson. The assessment will be informed by employee survey data, employee focus groups, Town Council interviews, select department head interviews, and researching the Town's housing inventory and regional market conditions. Using the assessment as baseline data, Navigate, LLC will lead a working group of Town employees through a process to craft an employee housing strategy that meets the objectives of the organization.
- *Term:* October 7, 2025 – June 1, 2026
- *Cost and Payment Terms:* An amount not to exceed \$34,000.
- *Department & Budget Detail:* This item is for the Administration Department and is included in the Departmental budget for the 205-4510-53510-000 Professional Services line item, through the Budget Amendment on the October 6, 2025 agenda.

The key policy question with respect to each contract listed above is whether the Town Council approves of the agreement as presented by staff.

Possible Alternatives.

For each contract included with the staff report the Council has the option to:

- A. Direct staff to negotiate different terms or conditions with the contracting party.
- B. Not to enter the contract.

Comprehensive Plan & Priority Alignment.

Section 8.1 and 8.2: Timely, efficiently, and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

Fiscal Impact.

The fiscal impact for each contract is set forth above.

Staff Impact.

The primary impact on staff for contracts falls in the Legal Department, and averages 3 hours for each contract. Secondary impacts on staff for contracts are felt in each department to which the contract is relevant, and averages two hours for each contract.

Attachments or Links.

The contracts in the order listed above are attached to the staff report as follows:

1. Revocable License for Chairlift Seating – Miller Park
2. Amendment and Restatement Special Restriction for 105 Mercill Unit 204 (Mercill Condos).
3. Professional Services Contract with Navigate, LLC

Suggested Motion.

1. I move to approve the Revocable License for Chairlift Seating – Miller Park, subject to minor changes by staff.
2. I move to approve the Amendment and Restatement Special Restriction for 105 Mercill Unit 204 (Mercill Condos), subject to minor changes by staff.
3. I move to approve the Professional Services Contract with Navigate, LLC, subject to minor changes by staff.

REVOCABLE LICENSE FOR CHAIRLIFT SEATING

This Revocable License for Chairlift Seating (*“Agreement”*) is made and entered into on this ____ day of _____, 2025 (the *“Effective Date”*), by and between the Town of Jackson, Wyoming, a municipal corporation of the State of Wyoming, and its successors and assigns, having a mailing address of P.O. Box 1687, Jackson, Wyoming 83001 and Jackson Hole Public Art, a Wyoming 501C(3) corporation, and its successors and assigns, with a mailing address of P.O. Box 4413, Jackson, Wyoming 83001 (*“Licensee”*).

RECITALS

WHEREAS, Licensors are the owner of real property located in Teton County, Wyoming, and described more fully as:

Street Address: 255 West Deloney Avenue
Legal Description: Lots 1 Thru 20, BLK 5, Jackson Original Townsite (Miller Park)
PIDN: 22-41-16-28-4-18-001
(*“Licensors’ Property”*);

WHEREAS, the Town of Jackson is a municipal corporation that supports the incorporation of public artwork in the Town of Jackson as it promotes a sense of community, and improves the quality of life for persons living, working, and visiting the Town of Jackson;

WHEREAS, Licensee is a non-profit organization that places artwork projects in public spaces, and desires to install an artwork project comprised of restored Snow King Mountain chairlift chairs in the form of a bench or swing (*“Chairlift Seating”*) on Licensors’ property; and

WHEREAS, Licensors desire to grant a license to and for the benefit of Licensee and the public for the installation, maintenance, and use of the chairlift seating artwork project on that portion of Licensors’ Property described and shown on Exhibit A, attached hereto and made a part hereof by this reference (the *“License Area”*).

NOW, THEREFORE, for and in consideration of the aforesaid recitals, which are incorporated herein by this reference as if set forth in their entirety below, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Licensors and Licensee agree as follows:

1. Grant of License. Licensors hereby grants to Licensee a revocable license during the Term (as defined below) to use and occupy the License Area for installing, constructing, inspecting, repairing, maintaining, removing, replacing, and reinstalling the Chairlift Seating (*“License Purpose”*). Licensee, its agents, employees, and contractors shall have the right of ingress and egress to and from the License Area across the Licensors’ Property for the License Purpose. In the event Licensee fails to construct and install the Chairlift Seating within 18 months of the Effective date, this Agreement shall automatically terminate.
2. Term of Agreement. This Agreement shall take effect on the Effective Date and shall expire on December 31, 2038 (*“Term”*), unless an extension is agreed to in writing by both parties.
3. Limitations on Licensee Use. Licensee shall exercise its rights granted herein with due regard to the rights of others and shall not use the License Area in a way that would impair the rights of Licensors or others. Licensee’s activities authorized by this Agreement will be undertaken in a fashion so as not to unreasonably interfere with Licensors’ use of Licensors’ Property.
4. Cost; Maintenance. Licensee shall exclusively be responsible at its sole expense for installing, constructing, inspecting, repairing, maintaining, removing, replacing, and reinstalling the Chairlift Seating. Licensors shall be responsible for daily upkeep for the grounds around the Chairlift Seating (landscaping), to include snow removal from the License Area.

Licensee shall give Licensors at least 14 calendar days’ advance written notice of its intent to exercise its privilege under this Agreement for any planned installation, construction, inspection, repair, maintenance, removal, replacement, and reinstallation work regarding the Chairlift Seating. Notwithstanding the foregoing, no such notice shall be required for emergency or unplanned work; however, Licensee shall use reasonable efforts to notify Licensors of its intent to exercise its right under this Agreement for such emergency or unplanned work.

5. Revocable License; Removal. At any time during the Term, upon 90 days’ prior written notice given by Licensors to Licensee, or at the expiration of the Term, whichever is sooner, Licensee shall remove the Chairlift Seating and all of its other materials and equipment from the License Area and the license granted hereunder shall be deemed revoked. Upon removal of the Chairlift Seating, the License Area shall be restored in accordance with paragraph 6.

6. Restoration. Licensee covenants and warrants that within 30 days of completion of any of Licensee's work on the License Area, including removal of the Chairlift Seating, Licensee shall, at Licensee's sole cost and expense, restore the surface of the License Area disturbed by Licensee's work to the condition it was in immediately prior to the commencement of its work by Licensee.
7. Ownership. Licensee is the owner of the Chairlift Seating and shall retain such ownership rights for the duration of the Term. At the end of the Term, the parties shall come to an agreement on the disposition and final ownership of the Chairlift Seating.
8. Compliance with Laws, Rules, and Regulations. Licensee shall comply with and require its employees, agents, and contractors to comply with all applicable laws, ordinance, and regulations, including but not limited to all applicable regulatory, environmental, and safety requirements in its use of the License Area during the Term at Licensee's sole cost and expense.
9. Indemnification. Licensee agrees to indemnify, defend and hold harmless Licensor, their respective officials, directors, officers, employees, agents successors and assigns ("*Indemnified Parties*") from and against any and all liabilities, loss, claims, demands, liens, damages, penalties, fines, costs and expenses, including reasonable attorneys' fees in connection with loss of life, personal injury, and/or damage to property (collectively, "*Losses*"), arising out of or attributable to use of the License Area by Licensee and its employees, agents, contractors, licensees, and invitees (including all users of the Chairlift Seating) during the Term, unless such Losses are caused solely by the willful misconduct or gross negligence of Licensor or their employees or agents. Nothing in this Agreement shall alter, amend, modify, or diminish the existing statutory, constitutional, or legal defenses of the Licensor in relation to such claims under Wyoming law.
10. Notices. All notices or other communications to be given to the parties to this Agreement shall be transmitted by one of the following methods: prepaid overnight courier; or by postage paid certified mail, return receipt requested, to the addresses noted above, or at such other address as one party notifies the other in writing pursuant to this Section. Notice shall be effective 1 day after being deposited with an overnight courier, or 5 business days after being placed in the mail.
11. Successors and Assigns. This Agreement binds and shall inure to the benefit of the parties and their heirs, assigns, and successors in interest.
12. Governing Law; Jurisdiction; Construction. This Agreement shall be constructed, performed, and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The parties hereto irrevocably elect as the sole judicial forum for the adjudication of any matters arising under or in connection with this Agreement, and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States District Court for the District of Wyoming.
13. Severability. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein
14. Entire Agreement; Modification. This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be modified or amended, in whole or in part, unless agreed to in writing by the parties hereto.
15. Enforcement; Remedies. Licensor and Licensee shall be entitled to enforce this Agreement by specific performance, injunction, or by bringing an action for damages. The prevailing party in an action brought under this Agreement shall be entitled to recover from the other party, as the case may be, reasonable attorneys' fees and costs, in addition to all other relief provided by law or in equity.
16. Immunity. Licensor does not waive its immunity by entering this Agreement, and fully retains all immunities and defenses provided by law with respect to any action based on or arising out of this Agreement.
17. Counterparts; Digital 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) 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.

18. Authority. The individuals executing this Agreement warrant and represent that they are duly authorized to execute and deliver this Agreement.

LICENSEE:

Jackson Hole Public Art,
a Wyoming 501C (3) corporation

By: _____
Carrie Geraci, Executive Director

[illegible]

This foregoing instrument was acknowledged before me on _____ day of _____, 2025 by Carrie Geraci, as Executive Director of Jackson Hole Public Art, who is personally known to me or has established their identity and authority to me by reasonable proof.

Notary Public
My commission expires: _____

LICENSOR:

TOWN OF JACKSON

By: Arne O. Jorgensen
Its: Mayor

ATTEST:

By: Riley Hovorka
Its: Town Clerk

STATE OF WYOMING)
)ss
COUNTY OF TETON)

This foregoing instrument was acknowledged before me by Arne O. Jorgensen and Riley Hovorka, as the Mayor and Town Clerk of the Town of Jackson, respectively, who are each personally known to me or have each established their identity and authority to me by reasonable proof, this _____ day of _____, 2025.

Notary Public
My commission expires: _____

EXHIBIT

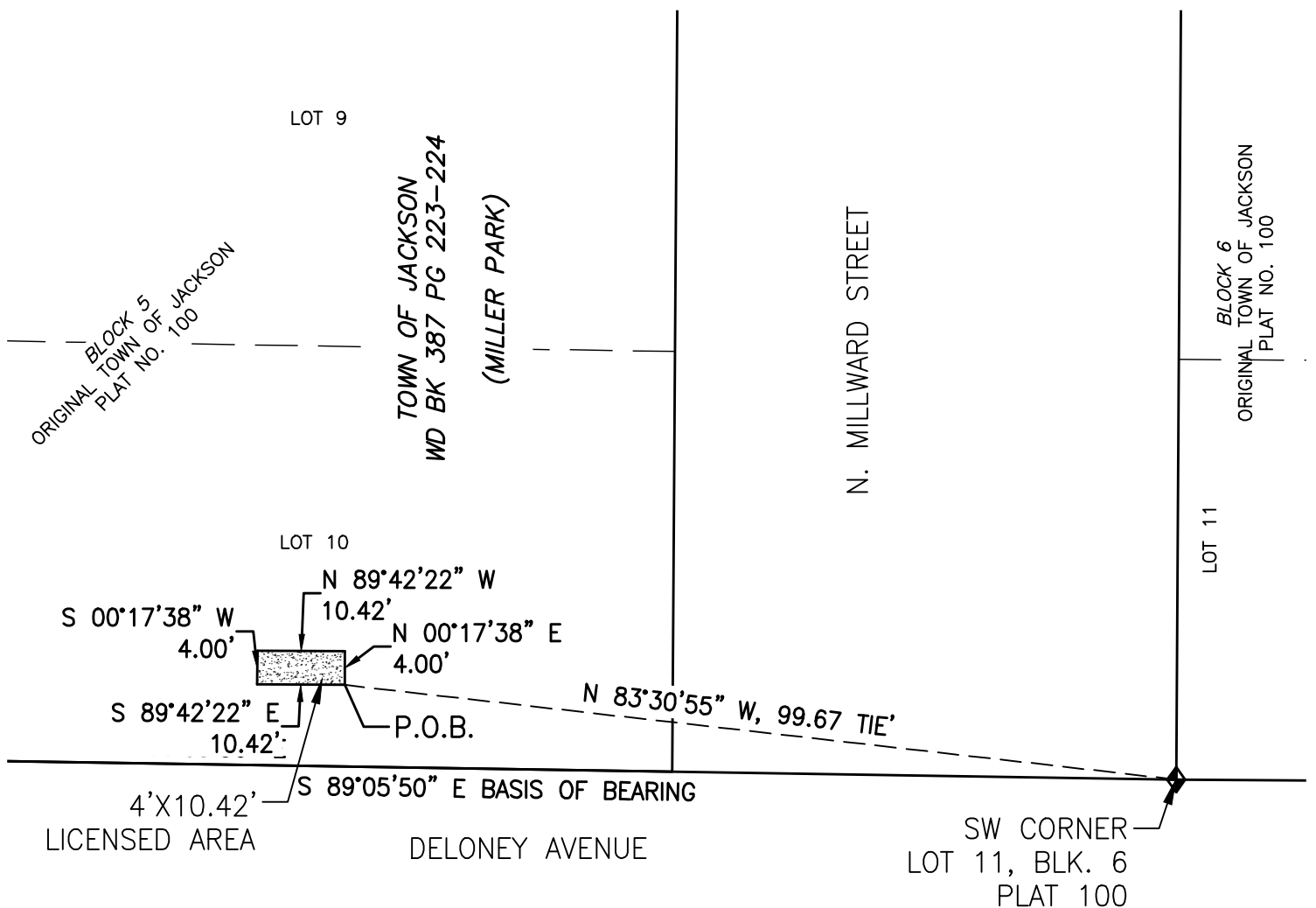
A 4 foot by 10.42 foot wide Licensed Areas located within the SE 1/4 SE 1/4, Section 28, Township 41 North, Range 116 West, 6th P.M., Town of Jackson, Teton County, Wyoming, and being located within Lot 10, Block 5, Original Town of Jackson, Plat No. 100, property as described in Warranty Deed, Book 387, page 223-224, records of the Office of the Teton County Clerk, and being described as follows:

Beginning at a point being N83°30'55"W, a distance of 99.67 feet from the southwest corner of Lot 11, Block 6 of Said Plat 100;;
Thence N00°17'38"E, a distance of 4 feet;
Thence N89°42'22"W, a distance of 10.42 feet;
Thence S00°17'38"W, a distance of 4 feet;
Thence S88°42'22"E, a distance of 10.42 feet to the Point of Beginning.

Said Licensed Area contains 41.67 square feet, more or less, and is subject to any easements, rights-of-way, reservations or restrictions of sight and/or of record.

The Basis of Bearing being S89°05'50" E along the southerly line of Block 5 of Said Plat No. 100.

As shown hereon and by this reference made a part hereof.



0 20'

SCALE 1" = 20'

LOCATED WITHIN
SE 1/4 SE 1/4,
SECTION 28, T41N, R116W, 6th P.M.
TOWN OF JACKSON
TETON COUNTY, WYOMING

DRAWING NO 1	DRAWING TITLE SNOW KING CHAIR LICENSED AREA	 NELSON ENGINEERING P.O. BOX 1599, JACKSON WYOMING (307) 733-2087	DATE 7/22/2025
JOB NO 22-040-01	TOWN OF JACKSON MILLER PARK		ENGINEERED SK
			DRAWN SK
			CHECKED LR
			APPROVED LR

**Amendment and Restatement Deed Restriction for Property
Located at 105 Mercill Avenue Unit 306: Mercill Avenue Condominium Addition to the Town of Jackson
Workforce Ownership**

This Deed Restriction ("Restriction") is made and entered into this ____ day of _____, 2025, by the undersigned owner of the property ("Declarant") and Choose an item., Wyoming.

RECITALS:

WHEREAS, Declarant holds fee ownership interest in that certain real property, located in Choose an item., Wyoming, and more specifically described as follows:

Unit 306 of the Mercill Avenue Condominiums Addition to the Town of Jackson, Wyoming, according to that Plat recorded in the Office of the Teton County clerk on March 28th, 2023 as Plat No. 1450 and as further defined and described in that Declaration of Condominium for Mercill Avenue Condominiums recorded in the Office of the Teton County Clerk on March 28th, 2023 as Document Number 1056241, and any amendments and supplements thereto recorded in the Office of the Teton County Clerk of Teton County, Wyoming from time to time.

PIDN: 22-41-16-28-4-35-026 ("Residential Unit")

WHEREAS, as a condition of its approval for Building Permit #B20-0512 and the Condo Plat Approval P22-298 (collectively, "FDP Approval") Owner was required to dedicate thirty (30) Workforce units whose owners or tenants will occupy the units as their sole primary residences and to place a Workforce Program restriction on said housing in accordance with the Jackson/Teton County Housing Department Rules and Regulations (Rules and Regulations"). Declarant is amending and restating the restrictions for the following Residential Unit with these restrictions:

- Unit 306, with 1 bedroom. ("Residential Unit").

WHEREAS, this Restriction amends, restates, supersedes, and replaces in its entirety the Special Restrictions for Workforce Ownership Housing Located at 105 Mercill Avenue recorded on March 28, 2023, as Document Number 1056244 in the Teton County Clerk's Office;

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners resolved to form the Jackson/Teton County Housing Authority, a duly constituted housing authority pursuant to Wyo. Stat. §15-10-116, as amended, and its successors or assigns, known as the Jackson/Teton County Housing Authority ("JTCHA");

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners further resolved to create the Jackson/Teton County Affordable Housing Department ("Housing Department") who are employees of Teton County and agents acting on behalf of the JTCHA, empowered to enforce this Restriction;

WHEREAS, the Jackson Town Council and Teton County Board of County Commissioners have duly enacted the Jackson/Teton County Housing Department Rules and Regulations (“Rules and Regulations”) and this Restriction is subject to such Rules and Regulations as they are amended from time to time;

WHEREAS, in furtherance of the goals, objectives, requirements, and conditions of the FDP Approval and with the Town of Jackson’s goal of providing decent, safe, and sanitary housing to qualified employees working in Teton County, Wyoming, that is affordable, Declarant agrees to restrict the use and occupancy of the Residential Unit as set forth herein;

WHEREAS, Declarant desires to record this Restriction and declare that the Residential Unit shall be held, sold, and conveyed in perpetuity subject to this Restriction and the Rules and Regulations, as they may be amended from time to time, which Restriction shall be in addition to all other covenants, conditions, or restrictions of record affecting the Residential Unit, and shall be enforceable by JTCHA and the Town of Jackson, Wyoming. Furthermore, Declarant hereby declares that where the term “Declarant” is used in this Restriction it includes and means each and every subsequent owner, unless otherwise specifically clarified.

NOW, THEREFORE, in satisfaction of the conditions in and consideration of the Approval, Declarant hereby declares, covenants, and agrees for itself and each and every person acquiring ownership of the Land and/or Residential Unit, that they shall be held, used, occupied, developed, transferred, and conveyed subject to this Restriction in perpetuity.

ARTICLE I

OWNERSHIP

1.1 Qualified Household. The ownership of the Residential Unit shall be limited to natural persons who meet the definition of a Qualified Household, as set forth herein and as further defined in the Rules and Regulations (“Qualified Household”).

1.1.1 Employment. At time of purchase and in perpetuity during ownership, at least one member of the Qualified Household must work a minimum of 1,560 hours per year for a Local Business, as that term is defined in the Rules and Regulations.

1.1.2 Income Limit. At time of purchase and in perpetuity during ownership, the Qualified Household must earn, at minimum, 75% of its income from a Local Business, as that term is defined in the Rules and Regulations. .

1.1.3 Residential Real Estate. At time of purchase and in perpetuity during ownership, no member of the Qualified Household may own (whether individually, in trust, or through an entity including without limitation a partnership, limited partnership, limited liability company, corporation, association, or the like) real estate except as set forth in the Rules and Regulations.

1.1 Qualification Determination by the Housing Department. The Housing Department shall determine, in its sole discretion, whether a prospective buyer is a Qualified Household. The Department shall use written applications, representations, and information to make the determination, which shall include the verification of those materials as necessary and appropriate to establish and substantiate eligibility.

- 1.2 Ownership by Housing Department. Notwithstanding the foregoing, JTCHA may purchase and own the Residential Unit.

ARTICLE II OCCUPANCY, IMPROVEMENT, AND USE

- 2.1 Rules and Regulations Applicability. All applicable limitations on occupancy, improvement, and use set forth in the Rules and Regulations, apply to the Residential Unit.
- 2.2 Business Activity. No business activities shall be carried out in a Residential Unit, except to the extent allowed in the Rules and Regulations.
- 2.3 Guests. No persons other than those comprising the Qualified Household, as set forth in the Rules and Regulations, may occupy the Residential Unit.
- 2.4 Maintenance. Declarant shall be responsible for the cost and expense to keep and maintain the interior of the Residential Unit, and all other aspects of the Residential Unit not otherwise maintained by a homeowner's association in a safe, decent, and sanitary condition pursuant to the Rules and Regulations. In the event Declarant fails to maintain the Residential Unit in a safe, decent, and sanitary condition, the Housing Department may take action, and be reimbursed for costs thereof, all as set forth in the Rules and Regulations.
- 2.5 Capital Improvements. Declarant may only undertake capital improvements to the Residential Unit, and only get reimbursed for such, to the extent set forth in the Rules and Regulations.
- 2.6 Insurance. Declarant shall keep the Residential Unit continuously insured as set forth in the Rules and Regulations. Declarant shall, as often as necessary to prove compliance herewith at all times, furnish and deposit with the Housing Department certificates of such insurance policy to be maintained by Declarant with evidence of payment of the premiums thereon.
- 2.7 Compliance with Laws and CC&Rs. The Residential Unit shall be occupied in full compliance with this Restriction; the Rules and Regulations; all laws, statutes, codes, rules, regulations of state, local, and federal law; Covenants, Conditions & Restrictions; and all supplements and amendments thereto.
- 2.8 Inspection. Upon reasonable notice to Declarant, the Housing Department shall have the right to inspect the Residential Unit from time to time as set forth in the Rules and Regulations.
- 2.9 Records. Declarant shall maintain records of service, rental, repair, and maintenance for a period of 2 years after their issuance. The Housing Department shall have the right to review the written records required to be maintained by Declarant.

*CHOOSE ONE OF THE BELOW AND DELETE THE OTHER (AND THIS INTRODUCTION) DEPENDING ON
WHETHER RENTAL OR NOT*

2.10 <u>Renting.</u> The Residential Unit may be rented to the extent allowed in the Rules and Regulations. In addition to that set forth in the Rules and Regulations, the Residential Unit may only be rented for a minimum period of 31 days.

2.11 <u>Periodic Reporting.</u> To confirm compliance with this Restriction, the Rules and Regulations, and other covenants, regulations, ordinances, or rules governing the ownership, occupancy, use, improvement, or transfer of the Residential Unit, Declarant shall timely comply with information requests, application material submission, and all supplemental requests as set forth in the Rules and Regulations.

2.12 Occupancy. The Residential Unit must be occupied as the Qualified Household's sole and exclusive primary residence, and they must physically reside therein on a full-time basis pursuant to the Rules and Regulations.

ARTICLE III SALE

- 3.1 Initial Sale of Residential Unit. At the time of sale from Declarant to a new owner ("Initial Sale"), the Residential Unit may only be sold to a Qualified Household at a purchase price as Declarant and prospective buyer may determine and subject to this Restriction. After Declarant and a prospective buyer enter into an agreement for the purchase and sale of the Unit, and at least 30 days prior to purported closing of the purchase and sale, the prospective buyer shall provide such information as may be required by the Housing Department for it to determine if the prospective buyer is a Qualified Household. If the prospective buyer does not qualify as a Qualified Household, such buyer may not purchase the Unit. All subsequent sales shall be executed in accordance with Article 3.2.
- 3.2 Resale. The seller of a Residential Unit shall give written notice to the Housing Department of their intention to sell ("Notice to Sell"), and after receipt of such notice, the Housing Department shall determine the Maximum Resale Price, as provided in Article 3.2. Upon the Housing Department's determination of the Maximum Resale Price, the sale of the Residential Unit shall be facilitated by the Housing Department and shall be completed in accordance with the Rules and Regulations, as they may be amended from time to time. Every conveyance of a Residential Unit shall be subject to this Restriction and the Rules and Regulations, as they may be amended from time to time. Notwithstanding the foregoing, upon receipt of a Notice to Sell, the Housing Department may purchase such Residential Unit.
- 3.3 Maximum Sale Price. A Residential Unit may not be sold for a purchase price in excess of the "Maximum Sale Price." The Maximum Sale Price is the Maximum Sale Price as calculated by the Housing Department in accordance with the Rules and Regulations, as they may be amended from time to time. The Maximum Sale Price for a prospective purchaser is the current owner's purchase price plus an increase in price of the Denver-Aurora-Lakewood CPI (if such ceases to exist then a comparable CPI Index as determined in the sole discretion of the Housing Department) or 3%, whichever is lower per year of ownership compounded annually, plus the depreciated cost of pre-approved or government-required capital improvements, plus any other costs allowed by the Housing Department, less any required maintenance and/or repair adjustment, all as more fully described in the Rules and Regulations. Notwithstanding the determination of the Maximum Sale Price, the actual sales proceeds delivered to a seller may be reduced to account for restoration or repair of a Residential Unit (including without limitation, replacement of carpets, painting, roof repair, siding maintenance/replacement, etc.) determined necessary in the Housing Department's sole discretion. To ensure that the sales price of any Residential Unit is limited to the Maximum Sale Price, no purchaser of a Residential Unit shall assume any obligation of a seller, nor shall such purchaser pay or provide to a seller any other form of consideration in connection with the sale of the Residential Unit. The calculation of the Maximum Sale Price, as made by the Housing Department, shall be final and binding on all parties. Nothing herein shall be construed to constitute a representation or guaranty that upon the sale of a residential unit, a seller shall obtain the entire maximum sale price.

ARTICLE IV

TERMINATION, AMENDMENT, CORRECTION

- 4.1 Termination by the Town of Jackson Wyoming. This Restriction may be terminated after a determination by the Town of Jackson, Wyoming that this Restriction is no longer consistent with the goal of providing affordable housing.
- 4.2 Termination Resulting from Foreclosure by a Qualified Mortgagee. This Restriction as applied to a Residential Unit may be terminated by a Qualified Mortgagee in the event of a lawful foreclosure of the Residential Unit by such Qualified Mortgagee, as follows:
- 4.2.1 The Qualified Mortgagee provided to the Housing Department copies of all notices of intent to foreclose and all other notices related to the foreclosure contemporaneously with its service of such notices upon Declarant.
- 4.2.2 JTCHA did not exercise its rights as provided in Article IV Qualified Mortgage.
- 4.2.3 Termination may occur only after expiration of all applicable redemption periods and subsequent recordation of a Sheriff's Deed (or other transfer document as approved by the JTCHA in its sole and absolute discretion) conveying title to a purchaser, who is not (i) Declarant, (ii) a member of the Qualified Household, (iii) a person affiliated with or related to a Declarant or any member of the Qualified Household, or (iv) JTCHA.
- 4.2.4 In the event of a foreclosure hereunder, the Qualified Mortgagee shall pay to the Housing Department all proceeds remaining, if any, after payment of the Qualified Mortgage loan amount, interest, penalties, and fees, which proceeds would have been payable to Declarant of the foreclosed Residential Unit.
- 4.2.5 Notwithstanding the notice requirements to the Housing Department in this Section, if a Qualified Mortgagee has failed to provide the Housing Department copies of all notices of intent to foreclose and all notices related to the foreclosure contemporaneously with its service on Declarant, such Qualified Mortgagee, prior to foreclosing on the Residential Unit, shall provide the Housing Department with notice of its intent to foreclose ("Mortgagee Notice"). The Mortgagee Notice shall include all information relevant to Declarant's default and the actions necessary to cure such default. JTCHA shall have 45 days from the date of the Mortgagee Notice to exercise its rights under Article IV, Qualified Mortgage. If JTCHA fails to exercise its rights within such 45-day period, the Qualified Mortgagee may foreclose on the Residential Unit as provided herein.
- 4.2.6 Nothing herein shall limit or restrict Declarant's right of statutory redemption, in which event this Restriction shall remain in full force and effect.
- 4.3 Amendment. This Restriction may be amended by a signed, written amendment executed by both the Town of Jackson, Wyoming and Declarant and recorded in the Teton County Clerk's Office against title to the Residential Unit.
- 4.4 Correction. JTCHA may unilaterally correct this Restriction to address scrivener's errors, erroneous legal descriptions, or typographical errors.

ARTICLE V QUALIFIED MORTGAGE

- 5.1 Qualified Mortgage. Only a mortgage which is a "Qualified Mortgage" shall be permitted to encumber a Residential Unit. A "Qualified Mortgage" is a mortgage that:

- 5.1.1 Is the primary construction financing loan and mortgage for initial construction of the Residential Unit and related project, or any refinancing of such loan and mortgage, as long as such mortgage has a maximum loan to value ratio of 100%; and
- 5.1.2 Is a mortgage solely for the purchase or refinance of the loan for the purchase (specifically excluding loans taken out for any other purpose, unless otherwise approved by the Housing Department) as long as the principal amount of such mortgage at purchase does not exceed 96.5% of the purchase price, and thereafter the principal amount of such mortgage, any refinanced mortgage and/or additional mortgages combined does not exceed 95% of the then current Maximum Resale Price as the same is determined by the Housing Department at the time or times any such mortgage purports to encumber the Residential Unit; and
- 5.1.3 runs in favor of a "Qualified Mortgage," defined as:
 - 5.1.3.1 An "institutional lender" such as, but not limited to, a federal, state, or local housing finance agency, a bank (including savings and loan association or insured credit union), an insurance company, or any combination of the foregoing, the policies and procedures of which institutional lender are subject to direct governmental supervision; or
 - 5.1.3.2 A "community loan fund", or similar non-profit lender to housing projects for income-eligible persons (e.g., is not given to or acquired by any individual person); or
 - 5.1.3.3 A non-affiliated, legitimate, "finance company." In no event may such finance company be an individual or any company that is affiliated with or has any affiliation with Declarant or any family member of Declarant; or
 - 5.1.3.4 JTCHA or Housing Department for any monies advanced by JHTCA or Housing Department in connection with a mortgage or other debt with respect to Residential Unit; or
 - 5.1.3.5 the provider of a loan as described in Article 4.1.
- 5.2 Any mortgage, lien, or other encumbrance executed or recorded against a Residential Unit that is not a Qualified Mortgage shall:
 - 5.2.1 be deemed unsecured; and
 - 5.2.2 only be a personal obligation of a Declarant and shall not affect or burden, and shall not be enforceable against, such Residential Unit.
 - 5.2.3 Additionally, the execution or recordation of such mortgage, lien or other encumbrance shall be deemed a Breach hereunder and JTCHA and/or the Housing Department may exercise any and all of its remedies hereunder or otherwise, including without limitation the right to exercise its Purchase Option and Forced Sale.
- 5.3 In the event an Declarant fails to make timely payment owed or otherwise breaches any of the covenants or agreements made in connection with any mortgage (Qualified or otherwise), lien, or other encumbrance purporting to affect the Residential Unit, or fails to timely make any other payment required in connection with the Residential Unit (including without limitation homeowner's association dues and fees, assessments, payments to contractors, materialmen, or other vendors for work undertaken for which a lien could be filed against the Residential Unit), the Housing Department shall have (in addition to the any other remedies) the right to:
 - 5.3.1 Cure such default and assume the payments and other obligations of Declarant. In such event, Declarant shall be in Breach of this Restriction, and the JTCHA may exercise any and all of its remedies hereunder or otherwise, including without limitation the right to exercise its Purchase Option and Forced Sale. In addition to such remedies, Declarant shall also be liable to the Housing Department for any amounts of money advanced.

5.3.2 Acquire the loan from the lender by paying the balance due together with reasonable accrued interest and costs, and the JTCHA shall thereafter have the right to foreclose upon the Residential Unit in accordance with the mortgage and other loan documents or take such other action as the JTCHA t shall determine.

5.3.3 Purchase the Residential Unit at any foreclosure sale, and in such event, notwithstanding anything to the contrary herein, the Residential Unit shall remain subject to this Restriction.

ANY LENDER BY ENTERING INTO A LOAN TRANSACTION WITH DECLARANT OF A RESIDENTIAL UNIT HEREBY CONSENTS TO THE FOREGOING AND ACKNOWLEDGES THAT ANY INTEREST ACQUIRED BY VIRTUE OF ITS LIEN OR MORTGAGE SHALL BE SUBJECT AND SUBORDINATE TO THIS RESTRICTION.

ARTICLE VI TRANSFER

6.1 Transfer. The Residential Unit may only be sold in accordance with Articles 3.2 and 3.3, and only or transferred as follows:

6.1.1 Divorce. The provisions contained in this Article 3.1.1 apply only after the Initial Sale of the Residential Unit. In the event of the divorce of Declarant, the Housing Department may consent to the transfer of the Residential Unit to the spouse, which spouse may not otherwise qualify as a Qualified Household, only upon receipt of an order issued by a Court of competent jurisdiction ordering such transfer.

6.1.2 Death. The provisions contained in this Article 3.1.2 apply only after the Initial Sale of the Residential Unit. In the event of the death of Declarant, the Housing Department may consent to the transfer of the Residential Unit to an heir or devisee of the deceased, which heir or devisee may not otherwise qualify as a Qualified Household, only upon receipt of an order issued by a Court of competent jurisdiction ordering such transfer.

6.1.3 Nonqualified Transferee. If title to the Residential Unit vests in a Nonqualified Transferee, as defined in the Rules and Regulations, the Residential Unit shall immediately be listed for sale in accordance with the Sale Provisions of this Restriction and in compliance with the Rules and Regulations, or in the alternative, the Housing Department may exercise its option herein to purchase the Residential Unit. The following shall apply when the Housing Department determines there is a Nonqualified Transferee:

6.1.3.1 The Housing Department shall provide the Nonqualified Transferee a reasonable period within which to qualify as a Qualified Household.

6.1.3.2 If the Nonqualified Transferee does not qualify as a Qualified Household within such reasonable period, they shall cooperate with the Housing Department to effect the sale, conveyance, or transfer of the Residential Unit to a Qualified Household and shall execute any and all documents necessary to such sale, conveyance, or transfer.

6.1.3.3 A Nonqualified Transferee shall comply with this Restriction, the Rules and Regulations, the Covenants, Conditions & Restrictions, zoning, and all laws governing the ownership, occupancy, use, development, improvement, and transfer of the Residential Unit.

6.1.3.4 A Nonqualified Transferee may only occupy the Residential Unit with the prior written consent of the Housing Department.

ARTICLE VII GENERAL PROVISIONS

7.1 Breach.

7.1.1 Breach Defined. Each of the following shall be considered a breach hereof ("Breach").

7.1.1.1 A violation of this Restriction, the Rules and Regulations, the Declaration of Covenants, Conditions & Restrictions, or any rule or law a violation of which could result in a lien recorded against a Residential Unit.

7.1.1.2 Failure to pay any financial obligation due or failure to perform a non-monetary obligation with respect to the Residential Unit which failure to pay or perform could result in a lien recorded against a Residential Unit. This includes, without limitation, homeowner dues, property taxes, contractor and servicer bills, and payment required by a promissory note secured by a mortgage recorded against a Residential Unit. Declarant shall notify the Housing Department in writing of any notification received from any party of past due payments or failure to perform within ten (10) calendar days of the date on the first notice of any such failure to pay or perform.

7.1.1.3 The Residential Unit is taken by execution or by other process of law, or Declarant is judicially declared insolvent, or Declarant assigns or attempts to assign the property for the benefit of creditors, a receiver, trustee, or other similar officer being appointed to take charge of any substantial part of the Residential Unit or Declarant's property by a court of competent jurisdiction.

7.1.1.4 Fraud or material misrepresentation by Declarant or an occupant in the provision of information or documents included in an application, or additional submissions of requested documentation by the Housing Department, and related to the mission, goals, objectives, requirements, and conditions of JTCHA and its programs.

7.1.2 Administrative Process. Upon any alleged Breach, the parties must proceed in accordance with the default process set forth in the Rules and Regulations, as they may be amended from time to time.

7.1.3 Court Enforcement. After exhausting the administrative process required by Article 5.2 any order of the Housing Authority Board may be appealed via a court of competent jurisdiction.

7.1.4 Breach Remedies. In addition to any other remedies the JTCHA may have at law or equity, in the event of Breach, the JTCHA's remedies shall include, without limitation, the following:

7.1.4.1 Purchase Option. JTCHA shall have the option to purchase the Residential Unit for the lesser of the Maximum Resale Price or the appraised value, subject to the restrictions of this Article ("Option") and Article III.

7.1.4.1.1 If the Option is exercised and a loan described in Article 4.1.1.1 is outstanding, the purchase price for the Option shall be the outstanding principal, accrued interest, and reasonable costs of such loan, regardless of any other provision of this Restriction ("Purchase Price").

7.1.4.1.2 If Declarant has not completed the Initial Sale of all Residential Units and the Housing Department exercises the Option against those Residential Units which have not had an Initial Sale, the Purchase Price shall be prorated. In such event, the formula for establishing JTCHA's Purchase Price shall be Purchase Price multiplied by [# of units to which Option is exercised / (total built - # of Initial Sales)]. By way of example only, if 16 Residential Units are built and 4 have Initial Sales and the Housing Department exercises the Option on 6 units, the formula would be: Purchase Price x $[6/(16-4)]$...Purchase Price x .50.

- 7.1.4.1.3 In exercising its Option, JTCHA shall provide written notice of such to Declarant. Such notice shall include the Purchase Price and the timing for the closing of the purchase. The Option must be exercised within 90 days from receipt of a notification of a borrower Breach or the property foreclosure.
- 7.1.4.2 Forced Sale. JTCHA may require Declarant to sell the Residential Unit in accordance with the resale procedures set forth in Article III and the Rules and Regulations. Such sale shall be subject to this Restriction.
- 7.1.4.3 Whether JTCHA elects to exercise its Option or requires a Forced Sale, all proceeds, unless otherwise required by statute, will be applied in the following order:
 FIRST, to the payment of any unpaid taxes;
 SECOND, to the payment of any Qualified Mortgage;
 THIRD, to assessments, claims and liens on the Residential Unit (not including any mortgage or lien purportedly affecting the Residential Unit which is not a Qualified Mortgage);
 FOURTH, to the payment of the closing costs and fees;
 FIFTH, to the 2% facilitation fee to JTCHA;
 SIXTH, to the payment of any penalties assessed against Declarant by JTCHA;
 SEVENTH, to the repayment to JTCHA of any monies advanced by it in connection with a mortgage or other debt with respect to a Residential Unit, or any other payment made in Declarant's behalf;
 EIGHTH, to any repairs needed for the Residential Unit; and
 NINTH, any remaining proceeds shall be paid to Declarant.
 If there are insufficient proceeds to satisfy the foregoing, Declarant shall remain personally liable for such deficiency.
- 7.1.4.4 Appointment of Housing Manager as Attorney-in-Fact. In the event JTCHA exercises its Option or requires a Forced Sale, Declarant hereby irrevocably appoints the Housing Manager as their attorney-in-fact to effect any such purchase or sale on their behalf (including without limitation the right to cause an inspection of the Residential Unit and make such repairs to the Residential Unit as JTCHA, or its designee, may reasonably deem necessary), and to execute any and all deeds of conveyance or other instruments necessary to fully effect such purchase or sale and conveyance.
- 7.1.5 Limitation on Appreciation at Resale. JTCHA may fix the Maximum Resale Price of a breaching owner's Residential Unit to the Maximum Resale Price for the Residential Unit as of the date of an owner's Breach (or as of such date after the Breach as JTCHA may determine), and in such event, the Maximum Resale Price shall cease thereafter to increase.
- 7.1.6 Remedies. JTCHA may, at its discretion, invoke any additional remedies available to it and seek any such relief, at law or equity, as may be appropriate, including but not limited to, specific performance of this Restriction and the Rules and Regulations; temporary, permanent, or preliminary injunctive relief (including prohibiting a proposed sale or transfer); a declaration that a sale or transfer is void; a forced sale; and monetary damages. Any equitable relief may be sought singly or in combination with such other remedies the JTCHA may be entitled to, either pursuant to this Restriction, the Rules and Regulations, the applicable Land Development Regulations, or under the local, state, or federal law.
- 7.1.7 Hold Harmless. In the event of a Breach, Declarant hereby holds the Town of Jackson Wyoming, JTCHA, and the Housing Department, their officials, employees, and agents harmless against any and all claims, suits, or actions of every name, kind, and description and any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of

the Town of Jackson, Wyoming, JTCHA, and the Housing Department, their officials, employees, and agents.

7.1.8 Reimbursement. In the event of a Breach, Declarant hereby agrees to reimburse the actual expenses, attorney's fees, and costs for any action the JTCHA and/or Housing Department expends to enforce this Restriction.

7.2 Jackson/Teton County Housing Department Housing Rules and Regulations. The term "Rules and Regulations" is defined as the Jackson/Teton County Housing Department Rules and Regulations, as the same may be amended from time to time and which are codified in the Municipal Code of the Town of Jackson, and enacted by resolution of Teton County, Wyoming pursuant to the Wyoming Administration Procedures Act. If there are no such written policies, procedures, or guidelines (or a written policy, procedure, or guideline with respect to a specific matter) then the reference shall be to the current applied policy or policies of the Housing Department or its successor. Procedural and administrative matters not otherwise addressed in this Restriction shall be as set forth in the Rules and Regulations, as the same may be amended from time to time. In the case of a conflict between this Restriction and the Rules and Regulations, this Restriction shall apply.

7.3 No Legal Action. Neither the Declarant, nor any prospective purchaser, tenant, renter, occupant, or other party shall have the right to sue or bring other legal process against the Town of Jackson, Wyoming or the Housing Department, or any person affiliated with the Town of Jackson, Teton County, Wyoming, or the Housing Department arising out of this Restriction. Neither the Town of Jackson, Teton County, Wyoming, nor the Housing Department shall have any liability to any person aggrieved by the decision of the Town of Jackson, Teton County, Wyoming, or the Housing Department regarding eligibility of a Qualified Household or any other matter relating to this Restriction.

7.4 Restriction as a Covenant. This Restriction shall constitute covenants running with the Land and the Residential Unit, as a burden thereon, and shall be binding on all parties having any right, title, or interest in the Land, the Residential Unit, or any part thereof, their heirs, devisees, successors and assigns, and shall inure to the benefit of and shall be enforceable by JTCHA, the Housing Department, and the Town of Jackson, Wyoming.

7.5 Notices. All notices required to be served upon Declarant and the Town of Jackson, Wyoming and shall be transmitted by one of the following methods: prepaid overnight courier; or by postage paid certified mail, return receipt requested, at the address set forth below for said party. Notice shall be effective 1 day after being deposited with an overnight courier, or 5 business days after being placed in the mail.

To JTCHA / Housing Department:
Jackson/Teton County Affordable Housing Department
P.O. Box 714
Jackson, WY 83001

With a Copy to:
Town of Jackson, Wyoming.
Attn: Clerk
P.O. Box Insert 1687
Jackson, WY 83001.

Declarant
To the Address on file with the Teton County Clerk's Office

7.6 Attorney's Fees. In the event any party shall be required to retain counsel and file suit for the purpose of enforcing the terms and conditions of this Restriction, the prevailing party shall be entitled to

recover, in addition to any other relief recovered, a reasonable sum as determined by the court for attorney's fees and costs of litigation.

- 7.7 Incorporation of Recitals. All of the recitals hereof are incorporated by this reference and are made a part hereof as though set forth at length herein.
- 7.8 Choice of Law, Forum. This Restriction and each and every related document, are to be governed by and construed in accordance with the laws of the State of Wyoming. The parties agree that the appropriate court in Teton County, Wyoming and/or the Ninth Judicial District for the State of Wyoming shall have sole and exclusive jurisdiction over any dispute, claim, or controversy which may arise involving this Restriction or its subject matter. Declarant by accepting a deed for the Residential Unit hereby submits to the personal jurisdiction of any such court in any action or proceeding arising out of or relating to this Restriction.
- 7.9 Severability. Each provision of this Restriction and any other related document shall be interpreted in such a manner as to be valid under applicable law; but, if any provision, or any portion thereof, of any of the foregoing shall be invalid or prohibited under said applicable law, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable, or if such modification is not possible, such provision shall be ineffective to the extent of such invalidity or prohibition without invalidating the remaining provision(s) of such document.
- 7.10 Section Headings. Paragraph or section headings within this Restriction are inserted solely for convenience or reference, and are not intended to, and shall not govern, limit or aid in the construction of any terms or provisions contained herein.
- 7.11 Waiver. No claim of waiver, consent or acquiescence with respect to any provision of this Restriction shall be valid against any party hereto except on the basis of a written instrument executed by the parties to this Restriction. However, the party for whose benefit a condition is inserted herein shall have the unilateral right to waive such condition.
- 7.12 Indemnification. Declarant shall indemnify, defend, and hold JTCHA, the Housing Department, and the Town of Jackson, Wyoming, and each entity's directors, officers, agents and employees harmless against any and all loss, liability, claim, or cost (including reasonable attorneys' fees and expenses) for damage or injury to persons or property from any cause whatsoever on or about the Residential Unit, or for Declarant's breach of any provision of this Restriction. Declarant waives any and all such claims against JTCHA, the Housing Department and the Town of Jackson, Wyoming.
- 7.13 Successors and Assigns. This Restriction shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, heirs, devisees, administrators, and assigns.
- 7.14 Governmental Immunity. Neither the Town of Jackson, Wyoming nor the JTCHA or Housing Department waives governmental immunity by executing this Restriction and each specifically retain immunity and all defenses available to either of them as government pursuant to Wyo. Stat. Ann. § 1-39-104(a) and any other applicable law.

IN WITNESS WHEREOF, Declarant has executed this instrument on the _____ day of _____, 2025 (the "Effective Date").

OWNER:

Paul Franzeim

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____ 2025, the foregoing Restriction was acknowledged before me by Paul Franzeim as owner of 105 Mercill Avenue #306

Witness my hand and official seal.

(Seal)

Notary Public

TOWN OF JACKSON

Arne Jorgensen, Mayor

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____ 2025, the foregoing Restriction was acknowledged before me by Arne Jorgensen as Mayor of the Town of Jackson.

Witness my hand and official seal.

(Seal)

Notary Public

ATTEST:

Riley Hovorka, Town Clerk

JACKSON/TETON COUNTY AFFORDABLE HOUSING DEPARTMENT

Stacy A. Stoker, Housing Manager

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

On the _____ day of _____ 2025, the foregoing Restriction was acknowledged before me by Stacy A. Stoker as Housing Manager for the Jackson/Teton County Affordable Housing Department.

Witness my hand and official seal.

(Seal)

Notary Public

PROFESSIONAL SERVICES AGREEMENT

This Agreement for Professional Services ("**Agreement**") dated as of _____, 2025 ("**Effective Date**"), is by and between the Town of Jackson, Wyoming, P.O. Box 1687 Jackson, Wyoming 83002 ("**Town**"), and Navigate, LLC, an LLC, P.O. Box _____ Jackson, Wyoming 8300 _____ ("**Contractor**").

1. Statement of Services

Contractor shall provide professional services to Town. The professional services are set forth in **Exhibit A, Scope of Work** (hereinafter, the "**Services**"), which is incorporated as if fully set forth herein.

2. Term

The term of this Agreement shall be for eight (8) months commencing on the Effective Date and terminating eight months thereafter ("**Term**"). Contractor or Town may terminate this Agreement at any time by giving the other ten (10) days prior written notice of termination; provided, however, that all compensation earned and costs incurred prior to such termination shall be payable to Contractor.

3. Compensation

The Town agrees to pay Contractor, as compensation for all of the Services for the Term \$195.00/hour and \$125/hour, with a total amount that shall not, in any event, exceed \$34,000.00 ("Cap Amount"). It is specifically understood and agreed by Contractor that the Cap Amount for the Services is a "not to exceed" amount for completion of all of the Services and work done by Contractor for Town. If work beyond the Services are desired, they shall be agreed to in writing prior to the Contractor embarking on them. Any work beyond the Services agreed to, shall be invoiced and paid at rates of \$195.00 and \$125.00 per hour. The amount of compensation shall not vary as a result of the time of day the Services are performed or the number of hours over which Services are performed in any given period of time. Contractor shall submit properly detailed, appropriate invoices evidencing the Services performed to Town on or before the 10th of each month. Town may examine all records of Contractor during reasonable hours for a period up to and including one (1) year after termination of this Agreement to audit and verify the aforesaid Services.

4. Performance Schedule

Contractor shall be available pursuant to the proposed timeline in **Exhibit A, Scope of Work**.

5. Expenses

In addition to the above compensation, Town agrees to reimburse the Contractor for expenses incurred, which are ordinary and necessary to perform the Services required by this Agreement up to a maximum amount of \$150 per month. All requests for reimbursement must be submitted on or before the 10th of each month, and must include an itemized original receipt and narrative description of the purpose of the expense to document actual expenses incurred. The Contractor is personally responsible for these expenses until valid receipts and descriptions are presented for proper reimbursement.

6. Independent Contractor Status

It is understood and agreed that Contractor will provide the Services on a professional basis and as an independent contractor and that during the performance of the Services, Contractor will not be considered an employee, partner, agent, or joint venture partner of Town within the meaning or the applications of any federal, state, or local laws or regulations, including but not limited to laws or regulations covering unemployment insurance, old age benefits, worker's compensation, industrial accident, labor, or taxes of any kind. Contractor shall not be entitled to any benefits that may be afforded from time to time to Town employees, including without limitation, vacation, holidays, sick leave, retirement benefits, health or disability benefits, worker's compensation,

unemployment insurance, and any other employment benefits of any kind. Further, the Town shall not be responsible for any such withholding or paying of taxes or social security. Neither party shall have the right, power, or authority to obligate or bind the other in any manner whatsoever, except as otherwise agreed to in writing.

7. Insurance

The Contractor shall secure and maintain customary liability insurance coverage for the Term.

8. Place of Performance

Contractor shall be responsible for maintaining their own office facilities and will not be provided with either office facilities or secretarial support by Town. Contractor shall supply at their own expense, all materials, supplies, equipment, and tools required to accomplish the Services agreed to be performed in accordance with this Agreement.

9. Notice

Any notice, request, demand, consent, approval, or other communication required or permitted under this Agreement shall be in writing and shall be deemed duly given (i) when delivered personally to the recipient, (ii) when sent by certified mail, return receipt requested, to the address specified below, or (iii) when sent by email to the email address specified below, provided that the sender has not received a delivery failure notification. A notice sent by email shall be deemed received on the date and time the email is sent, provided that (a) the email is sent to the recipient's designated email address as set forth below, (b) the sender does not receive a bounce-back or delivery failure notification, and (c) if the notice is sent outside of normal business hours (9:00 AM to 6:00 PM on business days), the notice shall be deemed received at 9:00 AM on the following business day:

Town:

Attn: Jackson Town Attorney
Town of Jackson
P.O. Box 1687
Jackson, Wyoming 83002
clerk@jacksonwy.gov

Contractor:

Attn: Christine Walker
Navigate LLC
P.O. Box _____
Jackson, Wyoming 8300 ____

Either party may change its address or email address for notice purposes by providing written notice to the other party in accordance with the terms of this provision.

10. General Provisions

- A. Entire Agreement; Modification. This Agreement embodies and constitutes the entire agreement with respect to the subject matters hereof and all prior or contemporaneous agreements, understandings, representations, and statements are merged into this Agreement. Neither this Agreement nor any provision hereof may be waived, modified, amended, discharged, or terminated in whole or in part, unless agreed to in writing by the parties.
- B. Waiver. The failure of either Party to require performance by the other of any provision hereof shall in no way affect the right to require performance at any time thereafter, nor shall the waiver of a breach of any provision hereof be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself. All remedies afforded in this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy available at law or in equity.
- C. Assignment and Delegation. Neither Party shall assign or delegate this Agreement or any rights, duties, or obligations hereunder without the express written consent of the other. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding upon the successors, legal representatives, and assignees of the Parties.

- D. Severability. If any provision of this Agreement is declared invalid or unenforceable, such provision shall be deemed modified to the extent necessary and possible to render it valid and enforceable. In any event, the unenforceability or invalidity of any provision shall not affect any other provision of this Agreement, and this Agreement shall continue in force and effect, and be construed and enforced, as if such provision had not been included, or had been modified as provided above, as the case may be.
- E. Governing Law; Jurisdiction; Construction. This Agreement shall be constructed, performed, and enforced in accordance with, and governed by, the laws of the State of Wyoming, without giving effect to the principles of conflict of laws thereof. The parties hereto irrevocably elect as the sole judicial forum for the adjudication of any matters arising under or in connection with this Agreement and consent to the jurisdiction of, the courts of the County of Teton, State of Wyoming, or the United States District Court for the District of Wyoming. This Agreement was negotiated by both parties and thus it shall not be construed against or in favor of any party by virtue of which party drafted it or any portion thereof.
- F. Section Headings. The section headings set forth in this Agreement are solely for the convenience and reference of the parties, and in no way do the headings define, limit, or describe the scope or intent of the Agreement and are to be given no legal effect.
- G. Declaration by Independent Contractor. The Contractor declares and states that it has complied with all federal, state, and local laws regarding business permits and licenses that may be required to carry out the Services to be performed under this Agreement.
- H. Governmental Immunity. Town 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 arising out of this Agreement.
- I. Authority. The individuals executing this Agreement warrant and represent that they are duly authorized to execute and deliver this Agreement.
- J. Counterparts; Digital 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 E-SIGN Act of 2000, e.g., 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 parties have caused this Agreement to be executed by their duly authorized representatives and effective as of the Effective Date.

Navigate LLC

Christine Walker, _____

Town of Jackson, Wyoming

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovoka, Town Clerk

EXHIBIT A SCOPE OF WORK

Town of Jackson, Wyoming Employee Housing Strategy

Overview

This proposed scope of work is for Navigate, LLC to complete an Employee Housing Assessment and Strategy for the Town of Jackson. The assessment will be informed by employee survey data, employee focus groups, Town Council and select department head interviews, and research of the town's housing inventory and regional market conditions. Using the assessment as baseline data, Navigate will lead a working group of town employees through a process to craft an employee housing strategy that meets the objectives of the organization.

Proposed Scope of Work

A proposed six-month process to complete the assessment and create the plan is summarized below. Deliverable dates will be designed to coincide with Town Council meetings, streamlining progression.

Task 1 - Goal and Objectives (Nov-Dec)

Navigate proposes a 3 step process to determine the initial goal and objectives for the TOJ's Housing Strategy.

1. Interviews with the Mayor and each member of the Town Council to create a draft goal and objectives.
2. Facilitate a conversation with the working group to edit and add staff perspective to the draft goal and objectives.
3. Town Council meeting or workshop to review and approve the initial goal and objectives.

Example objectives include:

- number of units
- other housing support
- type of units
- tenure
- location
- key features

Although the goal and objectives may shift through the process, this is foundational work that ensures alignment between objectives and strategy recommendations.

Task 2 - Housing Needs and Demand (Jan – Feb)

Navigate will gather primary data on Housing Needs and Demand by conducting a confidential on-line Town of Jackson employee housing survey, hosting two employee focus groups, and interviewing up to 5 key staff members. Secondary data will also be collected, including existing TOJ employee housing inventory and support, and review of existing housing studies commissioned by the TOJ and/or Teton County

This data collection is to help understand:

- Current and projected workforce numbers with anticipated turnover rates.
- Available TOJ housing and its suitability to employees.
- TOJ housing policies, including rental rates, stay limits, pet policies, details of partnership agreements (rights of first rental/purchase), and eligibility requirements.

- Household income compared to employee income.
- Housing conditions of employees, including location, product, cost, satisfaction, etc.
- Housing product/support that employee households seek to keep them employed at the TOJ.

This information will be utilized to summarize housing needs of the organization and employee demand for specific housing support, as well as gaps between the existing inventory and identified needs. Following this data collection and analysis, Navigate will facilitate a meeting with the working group to review the data and get feedback on the summary of housing needs and demand.

Task 3 - Opportunities and Challenges (Mar)

Navigate will identify opportunities and challenges in increasing the TOJ's employee housing inventory and offering housing support for TOJ employees through the review of data previously collected and interviews, and the collection and review of additional secondary data about the regional housing market (e.g., Multiple List Service data)

Additionally, Navigate will delve into the viability of adding employee housing inventory, purchasing rights of rental/ownership, and other forms of housing support. This will include the financial resources, staff capacity, and partners to both increase inventory and manage the employee housing inventory.

Task 4 - Options and Prioritization (Apr)

Navigate will lay out strategy options for the TOJ to practically address its employee housing needs. Navigate will facilitate a meeting with the working group to review the employee housing opportunities and challenges and then guide the working group through an exercise to evaluate options, refine objectives and prioritize housing strategies in the near-term (1-5 years) and long-term (5-10 years).

Once the options are prioritized by the working group, a meeting will be held with the Town Council that includes a summary of the process, review of data, and recommendations from the working group for the Town Council review, feedback and approval.

Working Group Sessions and Town Council Presentation

Kick-off meeting. Early in the process we will facilitate a kick-off meeting to verify project goals/outcomes, clarify respective consultant and staff tasks, identify working group members, establish data, survey, interviews, and working group needs and schedule.

Working group sessions. We anticipate one working group session each for Tasks 1 and 2, and just 1 working group session for Tasks 3 and 4.. Consultants will provide agendas and materials to facilitate discussions for each working group session. Working group session will be conducted in person at Navigate office.

Town Council workshops/meetings. We anticipate two Town Council workshops/meetings. One to approve the initial goal and objectives and the second at the end of the process to review each step in the process, provide feedback and approve prioritized housing strategies.

Client Assistance

We seek client assistance with the following tasks:

- Identifying and securing commitments from 3-5 Town staff members to serve on the working group who will provide input and leadership throughout the process.
- Notifying all staff via email that Navigate will be conducting an employee housing survey.
- Scheduling Town Council workshops/meetings.
- Communicating regularly with consultant to facilitate the process moving forward in a timely manner.

Deliverables

Throughout the process, Navigate will track decisions of the working group and Town Council utilizing a slide deck. At the end of the process, Navigate will provide a brief report or Employee Housing Strategy that summarizes the process, goal and objectives, housing needs and demand, opportunities and challenges, and approved prioritized strategies to provide housing support to TOJ employees.

Timeline

The following table summarized the anticipated project schedule. We envision beginning work in November and completing all final deliverables by the end of April.

Proposed Timeline

Budget

We propose a not-to-exceed budget of \$34,000. We will bill for time spent at the following hourly rates, within the limits of the not-to-exceed amount:

- Christine Walker, Principal: \$195/hour
- Maggie Schilling, Associate: \$125/hour

Proposed Budget

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Council Regular Meeting - Consent
Submitting Department:	Planning & Engineering	Presenter:	Tyler Valentine
Agenda Item:	Request for street ADA parking signage and curb markings adjacent to 252 & 254 E. Simpson Avenue (PM25-007)	Public Comment:	Yes

Purpose & Policy Considerations.

This is the Council's opportunity to consider a request to install street signage and markings for one Public Right-of-Way Guidelines (PROWAG) accessible parallel parking space along the south side of East Simpson Avenue. The request is being made under Municipal Code Section 10.04.392 – Signs and curb markings, which allows such markings at the direction of the Town Council.

Requested Action.

The applicant, Jason Berning on behalf of Teton County, is requesting approval to designate one PROWAG accessible parking space within the Town right-of-way on the south side of East Simpson Avenue just east of the County Administrative building. This space would serve as the required ADA parking for the temporary courtroom trailers proposed at 252 and 254 E. Simpson Avenue, which are expected to operate for approximately 2.5 years during construction of the Justice Center.

Recommendations.

The Town Engineer recommends Town Council direct the Town Manager, or their designee, to place signage and curb markings for one ADA parking space within the Town right-of-way on East Simpson Avenue, subject to the following conditions:

1. The final ADA parking design, markings, and signage shall comply with applicable code standards, and final design (including a compliant sidewalk across the existing parking egress) and inspection shall be to the satisfaction of the Town Engineer.
2. The temporary ADA space shall be removed by the Applicant within 60 days of issuance of the Certificate of Occupancy of the Justice Center building.

Background.

Teton County owns 252 and 254 E. Simpson Avenue, which are currently located within the Office Residential (OR) zone and total approximately 15,000 square feet. Both lots are currently vacant and can be accessed from East Simpson Avenue and the alley to the south. The County is in the process of developing the site for temporary courthouse and office facilities for the duration of demolition of the existing courthouse and construction of the new Justice Center.

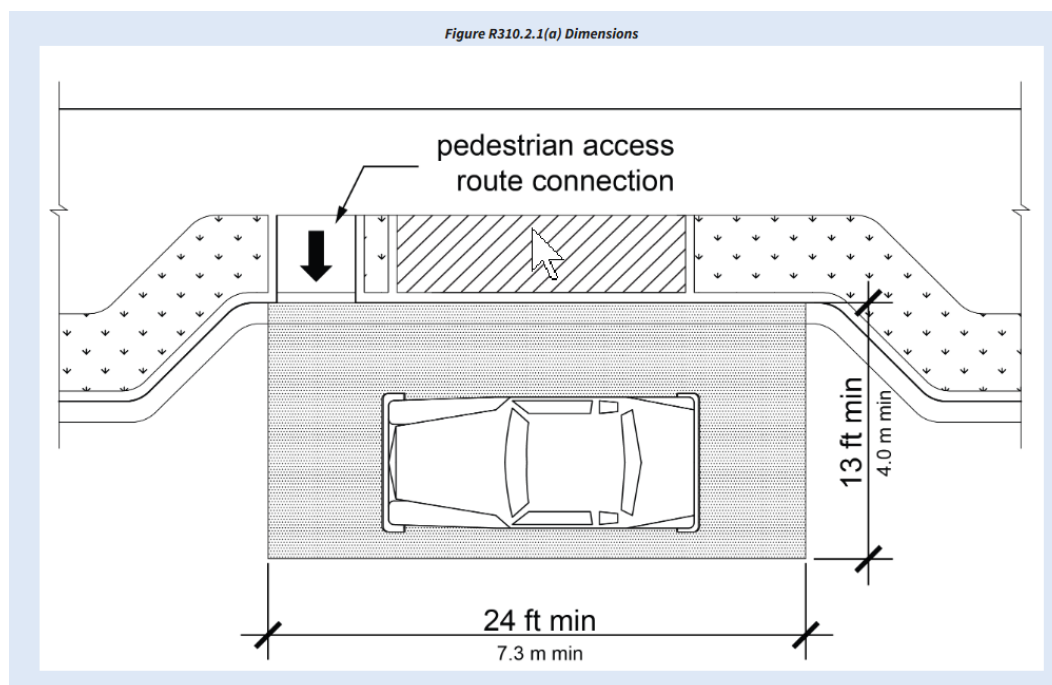
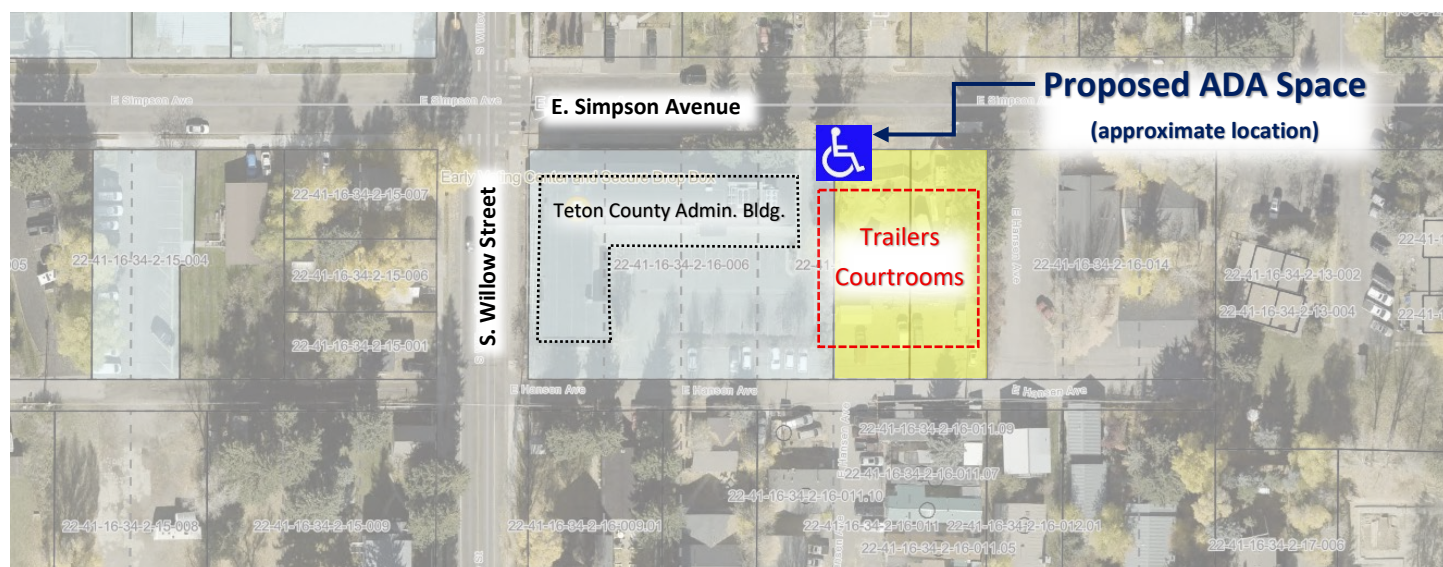
On August 14, 2025, Town Planning approved a Basic Use Permit (BUP P25-118) to allow four trailers to be used as temporary office and courtroom space for Teton County. The following conditions accompanied the approval:

1. Prior to occupancy of the trailers, the applicant shall receive approval for the proposed accessible space in the right-of-way (Simpson Ave) from the Town Council.

2. Within 60 days of issuance of a Certificate of Occupancy for the new Justice Center, all trailers shall be removed from the site. The trailers shall not be relocated or stored elsewhere within Town limits without proper approval. The site shall also be restored to its current condition as a vacant site.

Since the approval of the BUP, the applicant has submitted a building permit for the temporary trailers, which is currently under review.

An aerial image of the subject properties is provided below in yellow, along with the approximate location of the ADA space:



Standard dimensions of a PROWAG Parallel Parking space, [PROWAG R310.2.1](#). Curb ramp location may vary.

Analysis.

According to Municipal Code Section 10.04.392 – Signs and curb markings, the Town Manager, or their designee, at the direction of the Town Council, may place signs, pavement markings, and curb markings to indicate stopping, standing, and/or parking regulations as deemed appropriate. One of the applicable types of curb markings listed under subsection “c” is blue, which means no stopping, standing, or parking at any time, except for vehicles which display appropriate state-issued markings, decals, or plates identifying the vehicle as one for persons with disabilities. Because there are no required findings, the Council may choose to approve or deny the request for any reason.

The street frontage along East Simpson Avenue adjacent to the existing County Administrative building at 200 S. Willow Street has one street ADA space near the South Willow Street intersection, with the remaining curb painted yellow for 15-minute loading/unloading. Staff mentions this because the Council may want to consider the alternative of approving a permanent accessible space in front of the BCC chambers (rather than the requested temporary ADA space in front of the temporary trailers).

Based on the information provided in this request application, there is sufficient room to provide a compliant accessible space at the proposed location. A permanent space to the west, has not been reviewed but preliminary analysis indicates it should be feasible with some reconstruction of the existing sidewalk.

Possible Alternatives.

If any alternative from the recommendation and motion are preferred, the item should be pulled from the consent agenda for a discussion.

1. Deny the request for the parking ADA accessible parking space within the public way and direct the applicant to provide the space on site.
2. Require that the space be constructed west of the proposed location to permanently serve the County Commission Chambers and NOT require its removal.

Fiscal Impact.

The applicant is responsible for all costs to install and remove the accessible parking space. Any materials or labor provided by the Town will be paid for by the applicant as assessed with a Public Right-of-Way Permit, or other process.

Staff Impact.

The amount of staff time to review, research, and write this report, including future work to install signage and curb markings, is estimated at 6 hours.

Attachments or Links.

Department Reviews
Applicant Submittal

Suggested Motion.

I move to direct the Town Manager, or their designee, to authorize the applicant to construct, one temporary PROWAG accessible parking space, including signage and markings, within the Town right-of-way on East Simpson Avenue, based upon the conditions presented in the staff report, the departmental reviews, and this staff report dated October 6, 2025.



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: Teton County Courts - Modulares
Physical Address: 200/252/254 E. Simpson Ave. Jackson WY
Lot, Subdivision: Lot 5 & 6, BLK. 9, Cache 2 PIDN: _____

PROPERTY OWNER.

Name: Teton County Phone: 307-732-8200
Mailing Address: PO Box 1727, Jackson WY ZIP: 83001
E-mail: jodie.pond@wyo.gov

APPLICANT/AGENT.

Name: Jason Berning - Berning Project Management Phone: 307-699-3733
Mailing Address: PO Box 485 Victor, ID ZIP: 83455
E-mail: berningpm@gmail.com

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

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

X _____ other: ADA parking spot ad
_____ Environmental Analysis

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

Pre-application Conference #: Held 7/22/25 Environmental Analysis #: _____
Original Permit #: _____ Date of Neighborhood Meeting: _____

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

Have you attached the following?

N/A **Application Fee.** Fees are cumulative. Go to 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 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	<u>8/20/25</u> Date
<u>Jason Berning</u> Name Printed	_____ Owner's Rep / Project Manager
	_____ 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: 5-29-2025

LETTER OF AUTHORIZATION

NAMING APPLICANT AS AUTHORIZED REPRESENTATIVE

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 : Teton County

Being duly sworn, deposes and says that Teton County is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: 200/252/254 E. Simpson Ave

Legal Description: Lots 1-4, 5 & 6, Blk . 9, Cache 2. PIDN 22-41-16-34-2-16-006, 22-41-16-34-2-16-005, & 22-41-16-34-2-16-004

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/Authorized Representative: Jason Berning

Mailing address of Applicant/Authorized Representative: _____

Email address of Applicant/Authorized Representative: berningpm@gmail.com

Phone Number of Applicant/Authorized Representative: 307-669-3733

Is authorized to act as property owner's representative 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) Pre-application Conference Request

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.

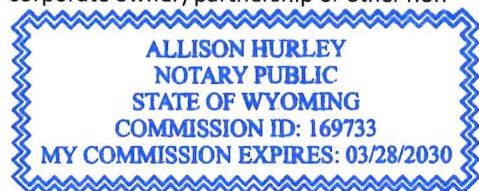
Jason Berning

Property Owner Signature

Director of General Services

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 Allison Hurley this May day of 29. WITNESS my hand and official seal.

Allison Hurley

Notary Public

My commission expires: 3/28/2030

August 27, 2025

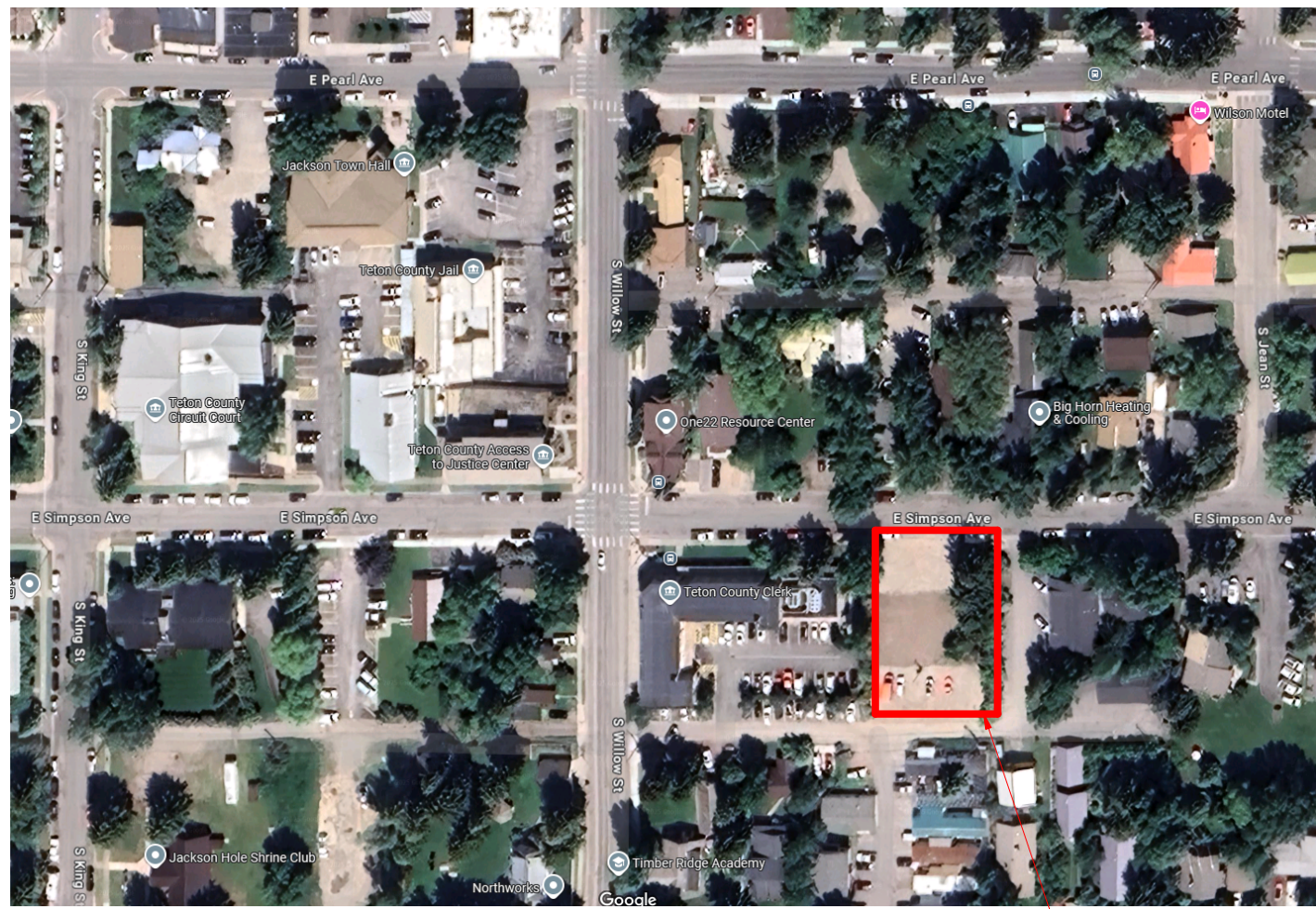
Dear Town of Jackson Planning:

This letter is to serve as a request by Teton County to add an ADA parking stall in front of lots 252 and 254 E. Simpson Avenue. The ADA parking spot is proposed to satisfy ADA parking requirement for temporary Teton County courtroom and clerk operations through the course of constructing the new Teton County Justice Center. The space will be utilized from January, 2026 through Summer of 2028. The request is for the parking stall to be utilized for the duration of the project. The proposed location is shown in the attached site plan. Teton County only requests adding the ADA stall for the course of Teton County Justice Center construction but is open to keeping in place beyond construction if seen as a benefit by Town of Jackson and Teton County.

Please reach out if you have any questions. Thank you.

Best,
Jason Berning PE, LEED AP
Berning Project Management
berningpm@gmail.com
307-699-3733

VICINITY MAP



PEARL AVE.

SIMPSON AVE.

KING ST.

WILLOW ST.

PROJECT SITE
PROPERTY

LANDSCAPE MATERIALS LEGEND

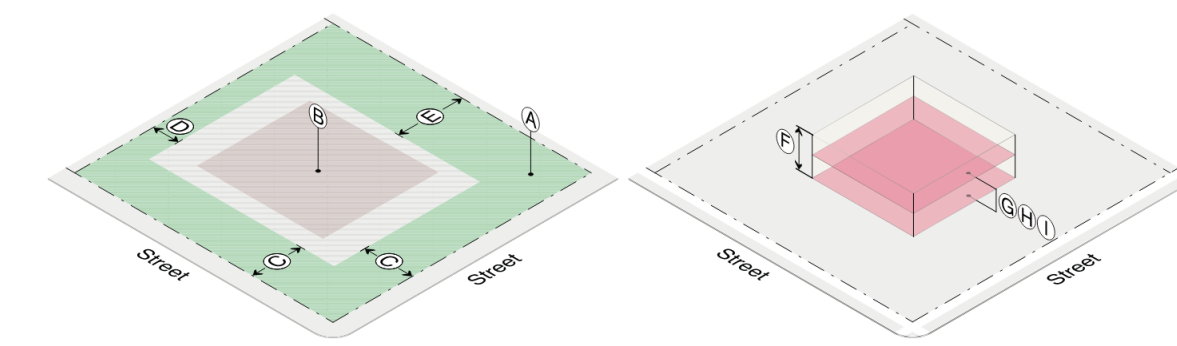
	CONCRETE PAVING		SOD (DESIGN BUILD IRRIGATION SCOPE)
	SNOW STORAGE		MINERAL MULCH OVER WEED BARRIER FABRIC

PLANT LEGEND

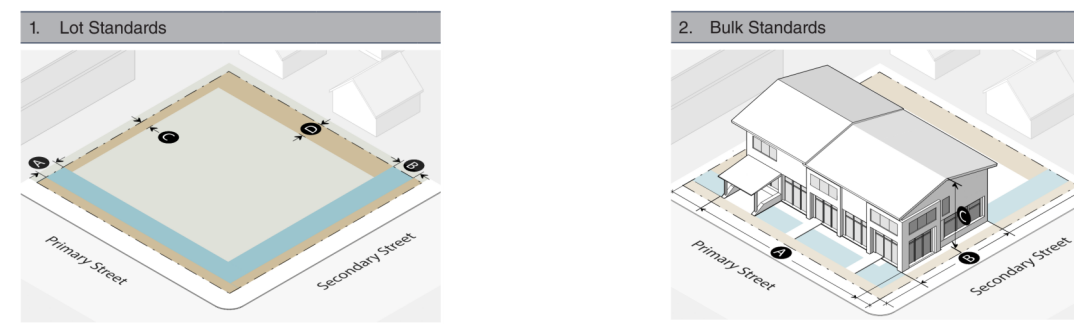
ABBR.	BOTANICAL NAME	COMMON NAME	SIZE	COMMENTS
AFA	DECIDUOUS TREES			
PA	ACER FREEMANII / AUTUMN BLAZE	AUTUMN BLAZE MAPLE	2-5" CAL.	B&B, STAKE & GUY
PT	POPULUS X ACUMINATA	LANCELEAF COTTONWOOD	2-5" CAL.	B&B, STAKE & GUY
	POPULUS TREMULOIDES	QUAKING ASPEN	6-10 CLUMP	B&B, STAKE & GUY

Teton County requests to add a ADA parking spot in front of 250 E Simpson Ave for use by temporary courthouse and offices utilized for construction of the new Justice Center.

4.2.1 PUBLIC / SEMI-PUBLIC - TOWN (P/SP-ToJ) LOT STANDARDS AND BULK STANDARDS (FOR REFERENCE ONLY)



2.2.10 OFFICE RESIDENTIAL (OR) LOT STANDARDS AND BULK STANDARDS (FOR REFERENCE ONLY)



PROPOSED TEMPORARY MODULAR BUILDINGS / PROJECT DATA

THE PROPOSED BUILDINGS ARE TEMPORARY MODULAR STRUCTURES TO REMAIN ON SITE THROUGH THE CONSTRUCTION AND MOVE-IN OF THE NEW TETON COUNTY JUSTICE CENTER
LOT SIZE: 15,000 SQ. FT.
BUILDING AREA: 8,998 SQ. FT.
NUMBER OF STORIES: 1 STORY
BUILDING HEIGHT: 14' TO TOP OF ROOF
ZONING CHANGE PROPOSED: FROM OFFICE/ RESIDENTIAL (OR) TO (P/SP)

PROPOSED ZONING CHANGE | 4.2.1 PUBLIC / SEMI-PUBLIC - TOWN (P/SP-ToJ)

STRUCTURE LOCATION AND MASS

A. LSR (MIN):	N/A
B. LOT COVERAGE (MAX):	N/A
C. STREET SETBACK (MIN):	N/A
D. SIDE SETBACK (MIN):	N/A
E. REAR SETBACK (MIN):	N/A
F. HEIGHT (MAX):	N/A
G. STORIES (MAX):	N/A
H. STORIES (LO) (MAX):	N/A
I. FAR (MAX):	N/A

BASIC USE PERMIT COMPLIANCE DATA

THE FOLLOWING REQUIREMENTS ARE TO BE MET

- (BUP) BASIC USE PERMIT
- PARTIAL VACATION OF INTERNAL COUNTY OWNED PROPERTY LINES (IDENTIFIED ON PLAN)
- ZONING CHANGE (FROM OFFICE/ RESIDENTIAL TO PUBLIC / SEMI-PUBLIC (P/SP-ToJ))
- ADA ACCESSIBLE PARKING (IDENTIFIED ON PLAN)
- BUILDING, ENGINEERING AND FIRE TOJ REQUIREMENTS

ZONING STANDARDS ARE NOT REQUIRED (I.E. BY PARKING, LANDSCAPING, BIKE PARKING, SETBACK, FAR OR HEIGHT LIMITS, PAVED PARKING, SIDEWALKS, ETC.) AS DETERMINED BY THE TOJ PLANNING DEPT. FOR THE TEMPORARY NATURE OF THE PROPOSED STRUCTURES AND (BUP) BASIC USE PERMIT

THE DATA TABLE BELOW PROVIDES REFERENCE TO (2.2.10) OFFICE RESIDENTIAL (OR) ZONING - THIS IS ONLY TO DEMONSTRATE THE PROJECT GOAL TO FIT WITHIN THE CONTEXT AND SCALE OF THE SURROUNDING NEIGHBORHOOD.

1) LOT STANDARDS (BUP) NOT REQUIRED (OR) REFERENCE PROPOSED

BUILDING SETBACKS	N/A	5' min - 15' max	12'-8"
A. PRIMARY STREET SETBACK RANGE	N/A	5' min - 15' max	N/A
B. SECONDARY STREET SETBACK RANGE	N/A	5' min	5'-1"
C. SIDE INTERIOR SETBACK	N/A	10' min	26'
D. REAR SETBACK	N/A		

LANDSCAPING (% of Lot Surface) PLANT UNITS

N/A	20%	21% (3,150sf)
N/A	1/1000 Landscape Area 3	Parking 1/12 Spaces 1

FENCING HEIGHT IN PRIMARY / SECONDARY HEIGHT IN INTERIOR SIDE / REAR

N/A	4'	None
N/A	6'	None

PARKING SETBACKS PRIMARY STREET SECONDARY STREET

N/A	30'	None
N/A	14'	None

ACCESS (Curb Cut Width) N/A 24' max None

2) BULK STANDARDS (N/A) (OR) REFERENCE PROPOSED

STREET FACADE A. WIDTH OF GROUND & 2ND STORY IN PRIMARY STREET SET BACK RANGE (% OF LOT WIDTH)

N/A	70%	84%
-----	-----	-----

B. WIDTH OF GROUND & 2ND STORY IN SECONDARY STREET SET BACK RANGE (% OF LOT WIDTH)

N/A	35%	N/A
-----	-----	-----

BUILDING HEIGHT HEIGHT (MAX) STORIES (MAX)

N/A	30'	14'
N/A	2	1

BUILDING STEP BACK N/A

SCALE OF DEVELOPMENT FLOOR AREA RATIO (FAR max)

N/A	0.46	0.59
-----	------	------

PARKING SPACES (N/A FOR BASIC USE PERMIT)

INSTITUTIONAL USES COURT FUNCTIONS (OFFICE & ASSEMBLY) Independent Calc. 11 (off street) 4 (on street)

15 total

TOTAL PARKING SPACES PROVIDED

PARKING DEMAND SUMMARY (INDEPENDENT CALCULATION BASED ON USE)

*NOT REQUIRED FOR TEMPORARY CONDITION / BASIC USE PERMIT

INSTITUTIONAL USE: COURT FUNCTIONS OFFICE / SMALL ASSEMBLY

*NOTE: JURY TRIALS WILL NOT BE ACCOMMODATED ON THIS SITE, ONLY SMALLER COURT FUNCTIONS AND HEARINGS

DEPARTMENT CLERK OF THE DISTRICT COURT 6

DISTRICT COURT	4
CIRCUIT COURT	4
VISITORS / DELIVERIES	4
SUB-TOTAL	18

ASSUME 15% OF TRIPS NON-AUTOMOBILE (-3 spaces)

TOTAL PARKING DEMAND 15 SPACES OF DEMAND

EVSE REQUIREMENTS (DIV 6.2.2) - N/A FOR BASIC USE PERMIT / TEMPORARY CONDITION

SNOW STORAGE PER LDR 6.2.5.C

REQUIRED: A MINIMUM SITE AREA REPRESENTING 2.5% OF THE TOTAL REQUIRED OFF STREET PARKING AND LOADING AREA.

TOTAL OFF STREET PARKING AREA: 1,990 SF
SNOW STORAGE AREA REQUIRED (2.5% of 1,990): 49.75 SF

SNOW STORAGE PROVIDED: 55 SF

BIKE PARKING CALCULATIONS NONE REQUIRED PROPOSED

DESCRIPTION:	BIKE PARKING SPACES	BIKE PARKING SPACES
ASSEMBLY: 2357 SF	N/A	2357/2200 - 2 SPACES
BUSINESS/OFFICE: 2556 SF	N/A	2556/1650 - 2 SPACES

LEGEND

	PROJECT PROPERTY LINE
	ADJACENT PROPERTY LINES
	SETBACKS
	PUBLIC BUILDING ENTRY POINTS
	SECURE / STAFF ENTRY POINTS

WORK NOTES

- 3203 BIKE RACKS
- 3206 ACCESSIBLE SIGNAGE
- 3207 MATCH / TERMINATE NEW DETACHED SIDEWALK INTO EXISTING DETACHE SIDEWALK
- 3209 ACCESSIBLE PARKING SPACE W/ ACCESSIBLE CURB RAMPS
- 3210 ACCESSIBLE CURB RAMP
- 3213 FLAG POLE (PROVIDE FINAL DOWN LIGHT FIXTURE)
- 3216 MINERAL MULCH OVER WEED BARRIER FABRIC
- 3219 PARKING / PAVEMENT STRIPING
- 3220 NO PARKING IN DRIVE AISLE SIGN
- 3221 EXISTING CURB AND DRIVE AISLE TO REMAIN UNDISTURBED

GENERAL NOTES

- THIS DRAWING IS NOT FOR CONSTRUCTION
- GENERAL SITE PLAN FOR TOWN OF JACKSON BUILDING USE PERMIT SUBMITTAL

AndersonMasonDale

3198 SPEER BOULEVARD
DENVER, COLORADO 80211

303.294.9448
AMDARCHITECTS.COM

TETON COUNTY -
TEMPORARY USE
MANUFACTURED
BUILDINGS

250 E Simpson Ave
Jackson, WY 83001

24-031.03

TETON COUNTY

Teton County
P.O. Box 3594
185 S. Willow Street
Jackson, WY, 83001
307 732 8409

Architect

Anderson Mason Dale
3198 Speer Boulevard
Denver, Colorado 80211
303 294 9448
www.amdarchitects.com

Structural Engineer

KLA&A
2115 North 12th St, Unit E
Carbondale, CO 80623
970 510 5703
www.klaa.com

Mechanical, Electrical
& Plumbing Engineers

Cator, Ruma & Associates, Co.
896 Tabor Street
Lakewood, CO 80401
303 232 2200
www.catoruma.com

Technology, AV & Security
Engineers

BCER Engineering Inc
5420 Ward Road
Arvada, CO 80002
719 533 1112
www.bcer.com

Civil Engineer

Jorgensen Associates
1315 HWY 89 S., Suite 201
PO Box 9550
Jackson, WY 83002
307 733 5150
www.jorgeng.com

Owner's Representatives

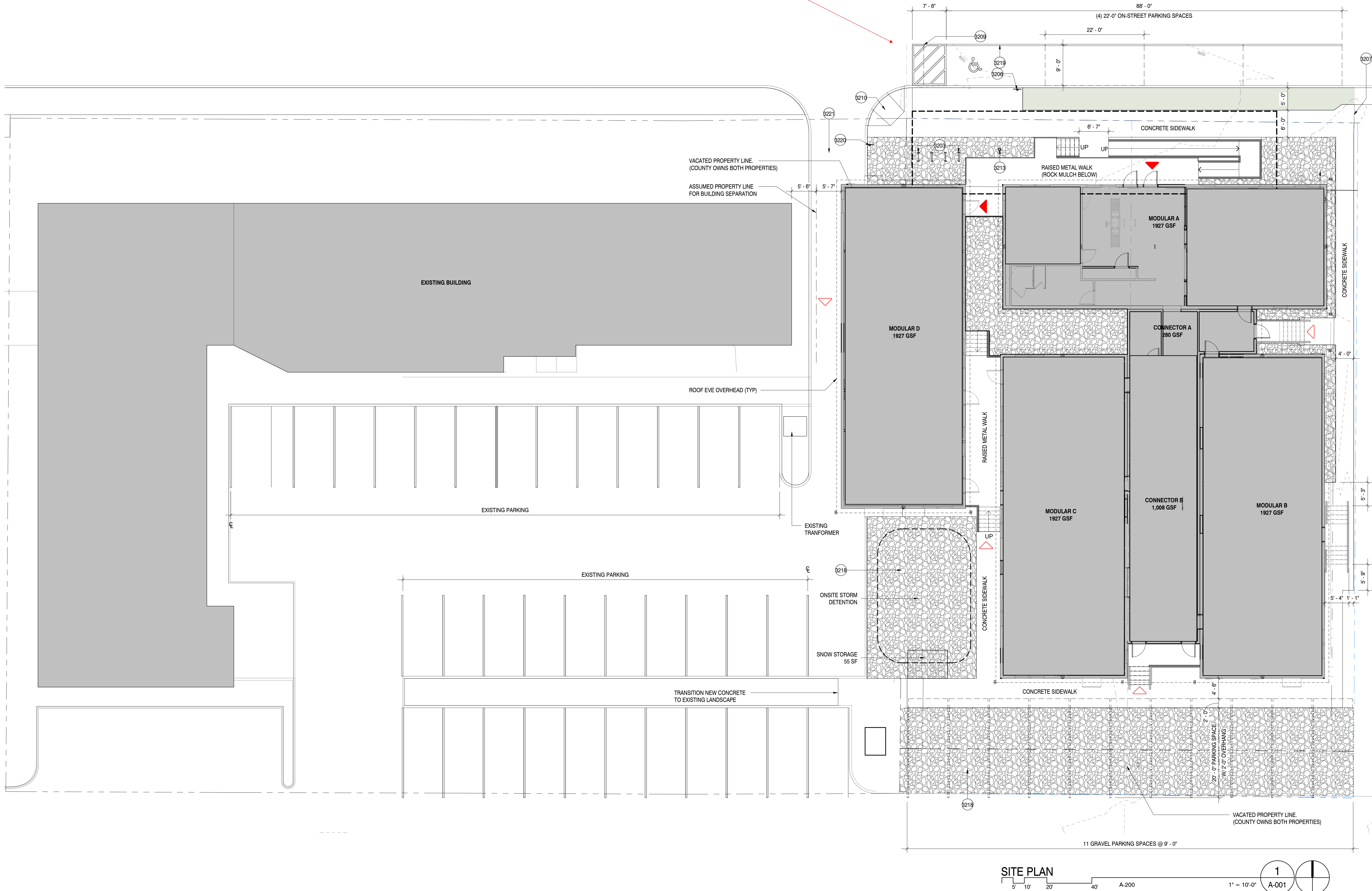
Berning Project Management
PO Box 485
Victor, ID 83455
307 699 3733

Wiemer
7350 E Progress Pl #100
Greenwood Village, CO 80111
303 378 4130

PRE APPLICATION 20 JUNE 2025
CONSTRUCTION DOCUMENTS 06 SEPTEMBER 2025

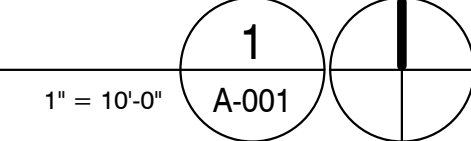
SITE PLAN

A-001



SITE PLAN

5' 10' 20' 40' A-200



Workflow Notes

Permit Number	Begin Date	Step Type	Text	Created By	End Date
PM25-007		ENGINEERING DEPARTMENT COMMENTS	CONDITIONS OF APPROVAL 1.The proposed ADA parking space submitted does not comply with ADA requirements for an on-street parallel parking space. 2.Provide a PROWAG compliant on-street parallel parking space design with the building permit submittal for approval. 3.Complete the sidewalk to the Commissioners Chambers. 4.Additional Water or Sewer Capacity fees may be assessed with the building permit.		
PM25-007		PLANNING DEPARTMENT COMMENTS	One ADA space is required for the temporary modular buildings. Is the space is approved in the street. Planning staff has no concerns. However, a building permit for the modulares cannot be issued until an ADA space is provided, either in the street or on private property.		
	09/10/2025	LEGAL DEPARTMENT COMMENTS		SMOHROR@JACKSONWY.GOV	09/10/2025
	09/12/2025	DETERMINATION OF SUFFICIENCY		TVALENTINE@JACKSONWY.GOV	
		FINAL LETTER			
		TOWN COUNCIL MEETING			
		POLICE DEPARTMENT COMMENTS			
		COMPLETENESS REVIEW			

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Town Council Meeting
Submitting Department:	Administration	Presenter:	Tyler Sinclair
Agenda Item:	Jackson Hole Fire/EMS Funding Alternatives	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to review the Joint Powers Funding Assessment report prepared by Emergency Services Consulting International (ESCI) and determine the Town's desired approach to fund the Joint Fire/EMS Department moving forward.

Requested Action.

Staff requests that Council determine a desired approach to fund the Joint Fire/EMS Department.

Recommendation.

Staff recommends utilizing a combined weighted factor to fund the Joint Fire/EMS Department moving forward as described in this report.

Background.

At the [August 4, 2025 Joint Meeting](#) (meeting video link), the Town Council (Council) and Board of County Commissioners (BCC) were presented the Joint Powers Funding Assessment report prepared by Emergency Services Consulting International (ESCI). This was an informational item with no action required. The purpose of that item was to provide an overview of the report and allow the Boards to ask the consultant questions prior to each board individually discussing how best to move forward.

On [August 25, 2025, Board of County Commissioners \(BCC\)](#), (meeting video link), met to discuss this item and approved the recommendation from the County Administrator to consider a combined weighted factor to fund the Joint Fire/EMS Department moving forward as follows:

- Incident Count 35%
- Population Served 35%
- Staffing 15%
- Fleet Costs 15%

Analysis.

The Joint Powers Funding Assessment report provided 6 factors by which the Town and County could consider funding the Joint Fire/EMS Department moving forward as follows:

- 1) Call volume
- 2) Assessed valuation
- 3) Response area
- 4) Facility/fleet budgets
- 5) Staffing
- 6) Population served

In addition to the detailed description and analysis of each factor provided in the attached report staff have provided a summary of the advantages and drawbacks of utilizing each factor as follows:

1. Call Volume

Advantages

- Reflects actual work completed
- Factual data of where incidents are located
- Commonly utilized data point. Rolling averages balances out variabilities

Drawbacks

- Variability of effort
- Does not reflect prevention and administrative functions
- Can underrepresent effort during longer duration incidents, i.e., transfers, multiple day fires and investigations

2. Assessed valuation

Advantages

- Factual calculation.
- Demonstrates protection comparative to values at risk, like insurance coverage
- Higher value residences generate a higher percentage of residential fire false alarms

Drawbacks

- Applies only to fire protection. Does not directly correlate with EMS, HazMat, rescue, etc. risk
- Higher property values do not directly result in higher fire or medical call volume
- Lower socioeconomic areas often result in more reliance upon emergency services

3. Response Area

Advantages

- Clear boundaries and ease of incident tracking
- Large areas require more stations, resulting in additional operational & facilities expenses

Drawbacks

- Much of Teton County has limited accessibility with rural areas less densely populated and generating few incidents

4. Facility/Fleet Budgets

Advantages

- Clear assignments by specific stations
- Vehicle life expectancy method provides a clear method for allocation

Drawbacks

- All apparatus are shared resources and critical to service provision in both jurisdictions

5. Staffing

Advantages

- Clear assignment to specific stations
- Staffing is the largest expense
- Areas with career staffing reflect higher expense and higher level of service

Drawbacks

- Both career and volunteer personnel are shared resources and critical to service provision across jurisdictions
- Staff are shifted between stations based upon operational needs, i.e., emergency calls, special events
- Volunteer station staffing is often dependent on the ability to attract and retain volunteers in each area and may not reflect actual personnel needs

6. Population Served

Advantages

- Reflects incident potential and generally corresponds with call volumes
- Provides factual data
- Census data is updated regularly

Drawbacks

- Does not reflect visitation or seasonal populations
 - 2nd homeowners impacts

Next, the report also suggests that a **combination of the above factors** may be utilized to determine the appropriate funding split when the 2 jurisdictions have different characteristics and values. Finally, the report suggests that a different **weight (%) may be assigned to the combination of factors** selected to best represent the characteristics and values important to each jurisdiction.

The consultant and Town and County staff recommend that the following four (4) factors be utilized in a combined weighted formula to determine the future funding split for the Fire/EMS department.

- Incident Count
- Population Served
- Staffing
- Fleet Costs

All concur that these four (4) factors best represent the unique characteristics of the Town and County. Please see the report from ESCI for further discussion.

Key Questions #1: Does the Council concur with utilizing the combined factors of Incident Count, Population Served, Staffing and Fleet Costs in a weighted approach to determine the future funding split for the department?

Town Considerations

When considering what is important to the Town in this discussion, and how this might affect the Town's approach to the weighting of factors, staff have identified a rising level of service, and associated increases in staffing and fleet in the County as a consideration for the Town. As seen currently, the County has a much higher demand for fleet at 66% compared to the Town 34%, with the potential for this to continue to grow. In addition, Town staff see staffing levels as the primary expense of the department and the most significant indicator of a change in level of service. Town staff find that an increase in the County level of service through increased staffing, fleet, and additional stations has the potential to impact the Town disproportionately moving forward. To address future County increases in level of service, Town staff recommend a weighted factor approach equally splitting the four identified factors, 25% each, to determine the appropriate division of funding. By increasing the percentage that staffing and fleet make up in the formula, the Town and its residents will not be asked to pay such a large portion for future increased levels of service in the County should it occur. Town staff propose the following weighed factors for consideration with the County:

- Incident Count 25%
- Population Served 25%
- Staffing 25%
- Fleet Costs 25%

Key Question #2: Does Council agree to propose to the County equally splitting the identified factors by four, 25% each, to determine the appropriate division of funding for the Joint Fire/EMS Department going forward?

An additional factor considered was **assessed valuation**, with the County representing 77.5% and Town 22.5%. Town staff see this factor as an indication of the ability of each jurisdiction to fund Joint Departments and Services overall, but less applicable to how to approach funding the Joint Fire/EMS department specifically. The Town and County may want

to have a general discussion about the ability to pay as a lead into discussions about funding individual joint departments and services.

Key Question #3: Does Council want to propose to the discuss with the County the overall ability to pay by each jurisdiction prior to discussing individual joint department and service funding?

As it relates to Joint Departments, staff have determined that the Town and County approach to building maintenance and indirect expenses such as IT, training, housing, etc. has not been consistent. Staff recommend that as part of this effort staff will develop consistent methodologies to determine building maintenance and indirect expenses for all joint departments going forward.

Key Question #4: Does Council concur that as part of this effort, staff will determine consistent methodologies to determine building maintenance and indirect expenses for all joint departments?

Possible Alternatives.

The provided report, describes many different alternatives to funding that Council may considered.

Comprehensive Plan & Priority Alignment.

The review and update of this joint agreement is consistent with Section 8: Quality Community Service Provision goal for: *Timely, efficiently and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.* In addition, Section 8: Quality Community Service Provision provides policy direction on this topic as follows:

Policy 8.1.e: Budget for service delivery Budgeting allows for an annual commitment to service delivery objectives. Each year, the Town and County will evaluate service delivery objectives during the budgeting process, make appropriate modifications to the delivery approach, and affirm the desired service level with the appropriate amount of funding. Without adequate funding, even the most thoughtful and strategic approach will fall short of its objectives, so a careful budgeting process is essential.

Fiscal Impact.

As discussed in the report, the recommendation of the consultant was to first consider the factors that best represented our community characteristics prior to considering the fiscal impact.

Staff Impact.

Staff have spent approximately 40 hours reviewing the consultants work, and preparing staff reports and analysis for Council on this topic.

Attachments or Links.

2025 Jackson Hole Fire & EMS Joint Powers Funding Assessment

Suggested Motion.

I move to direct staff to advise Teton County of the following desired Town approach to funding the joint Fire & EMS department and related areas of discussion for consideration at the November 2, 2025, Joint Meeting:

- Utilize the combined factors of Incident Count, Population Served, Staffing, and Fleet Costs in a weighted approach to determine the future funding split for the joint department.
- Equally split the four identified factors, 25% each, to determine the appropriate funding for the joint department.
- Propose to the County discussion of overall ability to pay by each jurisdiction before addressing individual joint department and service funding.
- For staff to determine consistent methodologies for building maintenance and indirect expenses to be applied to all joint departments.



2025 JACKSON HOLE FIRE & EMS JOINT POWERS FUNDING ASSESSMENT

Jackson, WY

Teton County, WY

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Emergency Services Consulting International
Helping Change the World, One Community at a Time



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Background & Process

In 2024, Teton County and the Town of Jackson agreed to revisit the funding elements of their Joint Powers Agreement, which provides for a shared fire department between the two entities. The original agreement states that funding for the department (through a separate accounting fund) will consist of contribution percentages based on the most recent census data of the two communities. (If both communities had equal populations, their funding contributions would be equal.) The current funding split is 54% County and 46% Town.

However, the updated funding commitments lay out a three-year transition to sharing percentages consisting of:

- 57% County/43% Town (as of July 1, 2025)
- 60% County/40% Town (as of July 1, 2026)
- 62% County/38% Town (as of July 1, 2027)

These temporary numbers were agreed upon until a permanent funding allocation could be established by January 1, 2031. If no agreement is reached by that date, the funding formulas will revert to the population-based agreement on July 1, 2031, as stated in the original language.

Teton County and the Town of Jackson retained Emergency Services Consulting International (ESCI) to produce a report outlining cost-sharing options for the Jackson Hole Fire and EMS agency. The project involved uploading data and documents from both this project and the previous year's Jackson Hole Fire and EMS (JHFEMS) Strategic Planning project. Information was collected from the prior project, along with additional information not previously provided, such as property valuations.

ESCI is an international firm offering specialized, high-quality consulting services in fire, EMS, police, and communications to organizations across the United States. As the trusted consulting arm of the International Association of Fire Chiefs (IAFC), ESCI has been meeting the needs of emergency service providers since 1976. ESCI consistently offers innovative and sustainable recommendations that are easy for the public to understand and valuable to elected officials in formulating sound public safety policies. Utilizing consultants nationwide who are leaders in their fields, ESCI provides consulting services to municipalities, districts, and non-profit organizations, as well as serving industrial and commercial sectors.

ESCI's broader Cooperative Services Feasibility Study, which encompasses a larger scope than this project, thoroughly evaluates the administrative, operational, and support elements of study participants. This study includes governance, organizational structures, staffing, programs and processes, service delivery, infrastructures, finances, contractual relationships, community risk, and response performance, after which it offers various strategies for jointly enhancing community services.



Executive Summary

The Jackson Hole Fire & EMS Department (JHFEMS) provides comprehensive emergency services to the communities of Teton County and the Town of Jackson. This report, prepared by Emergency Services Consulting International (ESCI), evaluates the funding mechanisms for the Joint Powers Agreement (JPA) that governs the shared fire department between these two entities.

The report outlines eight cost-sharing strategies to ensure an equitable distribution of funding between the County and the Town. These strategies consider factors such as call volume, assessed valuations, response area, fleet budgets, staffing, and the population served. The current funding split is transitioning from 54% County/46% Town to 62% County/38% Town by July 1, 2027. If no permanent agreement is reached by January 1, 2031, the funding formulas will revert to the original population-based contract in July of that year.

ESCI recommends using a weighted combined formula to determine funding contributions. This approach considers the dominant factors of incident count and population served, along with staffing and capital costs, to ensure a fair and sustainable funding model. By updating these factors annually and using rolling averages for projections, JHFEMS can maintain financial stability while continuing to deliver high-quality emergency services funded by both organizations.

The collaborative nature of the JPA highlights the importance of cooperation and shared responsibility in achieving the best outcomes for the community. The report emphasizes the need for a balanced approach to funding, considering the unique characteristics and needs of both the County and the Town.



Acknowledgments

Teton County

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Mark Newcomb
Chairman

Wes Gardner
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ESCI would also like to thank the following individuals for their contributions to the report:

- * **Mike Moyer**, Jackson Hole Fire/EMS Fire Chief
- * **Melissa Shinkle**, Teton County Assessor



Community Overview

Service Area Population & Demographics

Teton County, Wyoming (referred to “County” in this report), spans approximately 4,216 square miles, making up 3,995 square miles of land and 221 square miles of water. Nestled in the northwest corner of Wyoming, the county is renowned for its stunning natural landscapes, including the majestic Teton Range and significant portions of Grand Teton and Yellowstone National Parks. As of the 2020 census, Teton County had a population of 23,331 citizens. The population density is sparse, averaging about 5.5 people per square mile. However, the distribution varies significantly across the county, with higher concentrations of people in Jackson and its surrounding areas, while more remote regions remain less populated. Seasonal populations also fluctuate, with estimates ranging from 43,000 to 58,000 people in the winter and summer, respectively. The community is diverse in age, with 18.5% of residents aged 65 years or older and 16.8% under the age of 18.

Income levels in Teton County are high, with a median household income of \$112,681 and a per capita income of \$75,541. The median value of owner-occupied housing units is also elevated, reflecting the town's desirability and the demand for property in the area. Despite these high-income levels, about 6.1% of the population lives below the poverty line. The county's appeal lies in its unique blend of natural beauty, recreational opportunities, and strong sense of community. The area is a haven for outdoor enthusiasts, with national parks and protected areas ensuring that the natural environment remains pristine and accessible. Additionally, the community is known for its commitment to sustainability and conservation.

The county seat, Jackson (referred to “Town” in this report), is the largest town in Teton County and serves as a hub for both residents and visitors, offering a mix of small-town charm and access to outdoor adventures. Jackson covers an area of approximately three square miles, or less than 1/10 of 1% of the entire county. Nestled in Jackson Hole Valley, the town, as of the 2020 census, had a population of 10,760, accounting for 46% of the county's population. The business community in Jackson is diverse and vibrant, featuring a mix of local shops, art galleries, cafes, and restaurants. The town is also home to several high-end boutiques and outdoor gear stores, catering to the needs of both locals and visitors. The local economy is heavily influenced by tourism, with many businesses thriving on the year-round influx of visitors. Housing in Jackson consists of a mix of single-family homes, duplexes, and apartment complexes. Despite high property values, the town maintains a balance of owner-occupied and rental properties.

Future Growth

Teton County has substantial growth potential, driven by its unique combination of natural beauty, recreational opportunities, and sense of community. The county's location within the Greater Yellowstone Ecosystem, along with its proximity to Grand Teton and Yellowstone National Parks, positions it as a prime destination for tourism, which continues to boost the local economy.



The Jackson/Teton County Comprehensive Plan, updated in 2020, incorporates innovative zoning tools and housing programs designed to balance development with conservation, promoting growth in complete neighborhoods with existing infrastructure. Growth in areas lacking infrastructure will be limited.

Despite the challenges posed by high real estate prices and limited private land availability, Teton County's commitment to affordable housing initiatives and workforce housing development is paving the way for future growth. The county's planning departments collaborate closely with the Affordable Housing Department to create zoning incentives for higher-density developments in town, ensuring that new growth is concentrated in areas with adequate infrastructure and amenities.

Finally, the plan anticipates an annual growth rate of approximately 1.5%, with a provision to reassess its strategy once a total growth reaches 7%. Since the plan's inception in 2020, the county has had time to monitor development and consider potential funding needs.



Organizational Overview

Governance And Lines of Authority

The Jackson Hole Fire/EMS Department (JHFEMS) is jointly managed and funded by two separate governmental organizations, Teton County and the City of Jackson. For administrative purposes, the department is considered a division of the Teton County government. Department members are either employees or volunteers of the county, and all department finances are handled through the county's finance processes. The fire department's finances are managed through a separate special governmental fund.

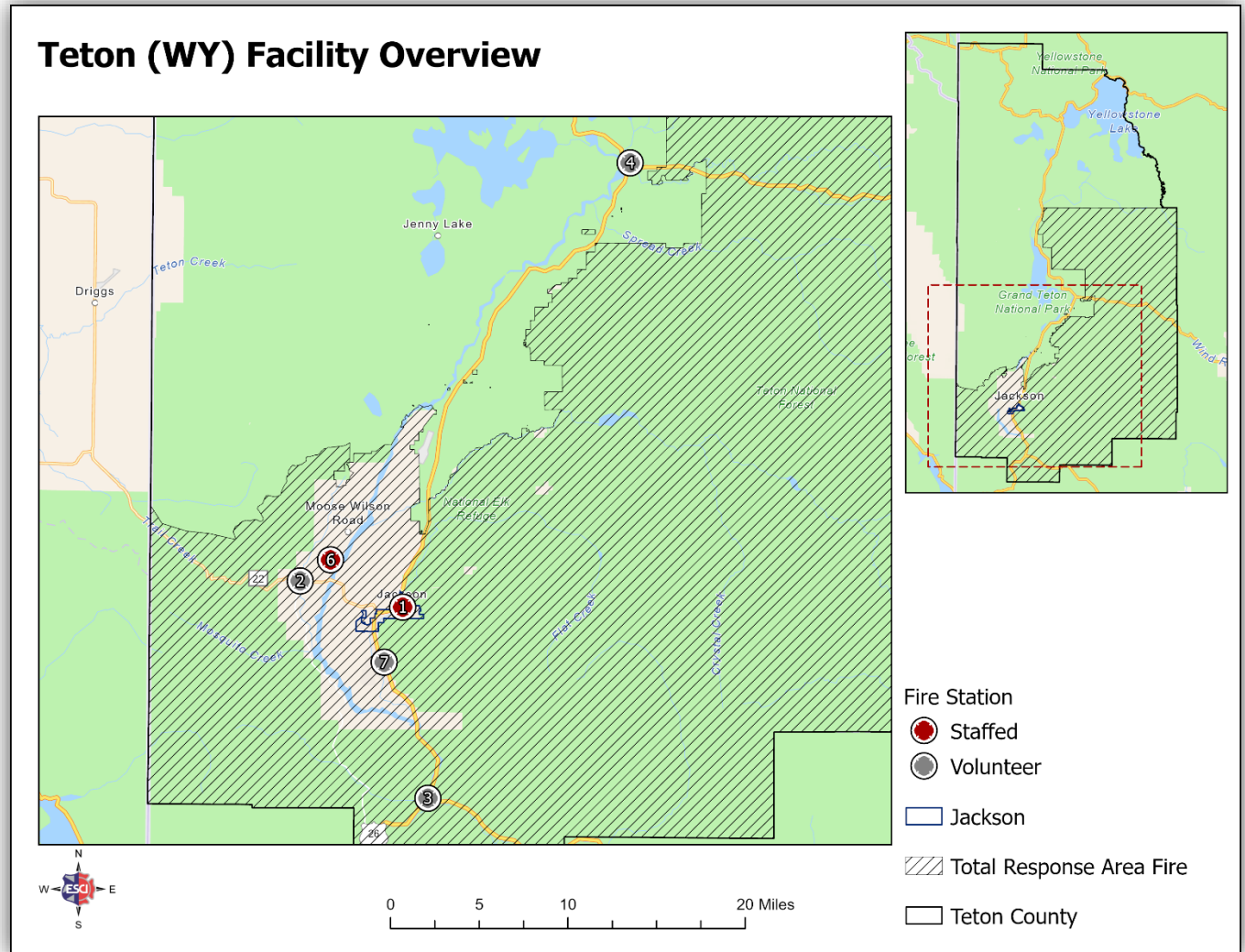
The formal joint governance of the organization is detailed in a Joint Power Agreement (JPA), now renewed through June 2028. The agreement states that the fire chief "shall have the power to manage the day-to-day affairs of the Department." It is overseen by the County Commissioners' Administrator in consultation with the Town Manager. The agreement also specifies that the County and the Town must both be involved in decisions, and approval is required from both parties for capital expenditures and land acquisitions. The JPA does not establish a joint oversight board or commission specifically for the fire department but requires both organizations to approve major decisions in a manner each considers appropriate. As a result, the entire Board of County Commissioners and the Jackson Town Council oversee the organization.

Response Area

The department is responsible for handling all emergencies across approximately one-half of the county, including the Teton National Forest and the National Wildlife Refuge area. It spans an area of roughly 1,935 square miles. Excluding federal properties, the department covers approximately ninety-one square miles of county and municipal lands. Most calls and stations are in the southwestern part of the county, near the highest population areas. The department does have conventional standard response times for these areas. However, the department does cover very remote areas, sometimes having response times that exceed one hour.

Below is a map of the fire station locations:

Figure 1: Jackson Hole Fire & EMS Stations





Organizational Design

The Jackson Hole Fire & EMS Department is a combination department consisting of 46 employees and 64 volunteers. The department operates out of six fire stations, with two staffed by full-time employees and the other four staffed by volunteers. The two staffed stations with full-time employees are:

- Station 1 – 60 E Pearl Ave (Jackson)
- Station 6 – 2505 N Moose Wilson Rd (Moose-Wilson Rd area)

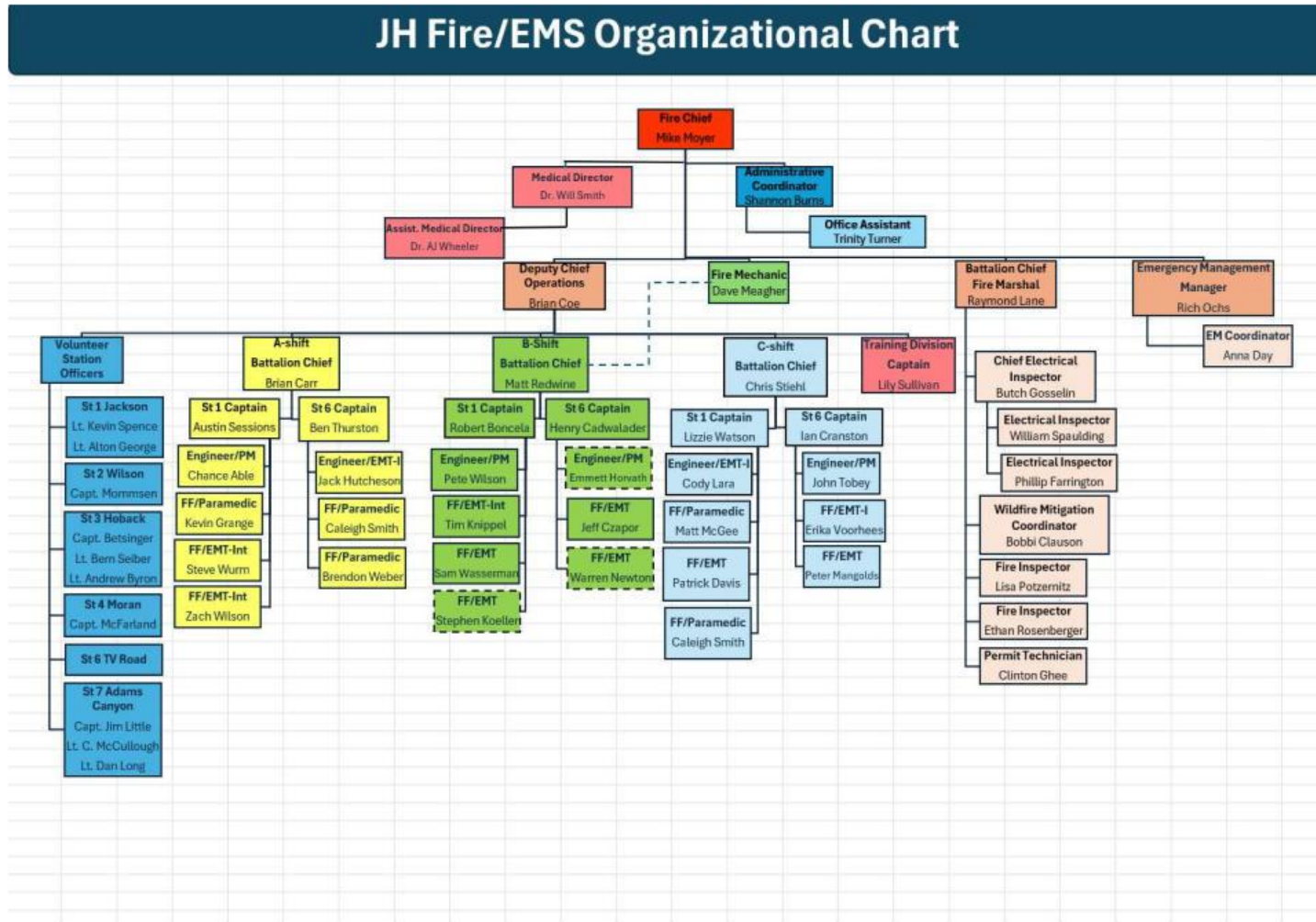
The stations staffed with volunteers are:

- Station 2 – 1315 N West St (Wilson area)
- Station 3 – 10995 S Hwy 89 (Hoback Junction area)
- Station 4 – 4 Moran Town Rd (Moran and Buffalo Valley areas)
- Station 7 – 3230 Adams Canyon Rd (South Park and Hwy 89 areas)

The fire department is led by the fire chief, with a deputy chief leading all operational elements, including both career and volunteer companies. In addition to the deputy chief, the chief oversees the fire marshal, who oversees fire prevention and public education, and the county's emergency manager. Rounding out the JHFEMS organization is the administrative staff and EMS medical directors, who provide oversight and accountability to the department's EMS services. Below is the current JHFEMS organizational chart.



Figure 2: JHFEMS Organizational Chart





Services Provided and Delivery Model

The fire department is an all-hazards department, which effectively means they respond to fire, EMS, rescues, hazardous materials, wildland responses, and all forms of community hazards. In addition, the department provides code enforcement, fire prevention services, and public education for all of Teton County, except Yellowstone National Park. Lastly, the department employs two emergency managers, who provide guidance on large-scale or unusual incidents that affect the communities.

The department operates from six fire stations across the county. Two of these stations, 1 and 6, are staffed with career firefighters, while the remaining four stations, 2, 3, 4, and 7, are staffed with volunteers who either respond on an as-needed basis or provide complementary staffing to the career stations. Various call types and locations can result in either a career station response without volunteers or a department-wide response involving both career and volunteer members.

Non-emergency services are provided by administrative and fire prevention staff who all operate out of Station 1 in Jackson.

The department also responds to aircraft emergencies, ranging from emergency situations such as simple standbys to a confirmed crash. This department partners with the Jackson Hole Airport Fire Department, located approximately ten miles north of Jackson.

Staffing

The two staffed stations have a daily complement of seven personnel, with four assigned to Station 1 and three to Station 6. The department has responses that include one or more vehicles, depending on the nature of the incident and the staffing (paid) of the appropriate station. If staffing allows, two vehicles will respond in tandem from a single station; otherwise, calls are handled by multiple stations if more than one vehicle is required.

The following is the staffing distribution across the six stations and the administration.

Figure 3: JHFEMS Staffing Distribution

	Paid	Volunteer
Station 1	15	18
Station 2	0	9
Station 3	0	6
Station 4	0	7
Station 6	12	6
Station 7	0	18
Administration	19	0



Facilities

JHFEMS operates out of six fire stations, a separate administration, and an EOC (Emergency Operations Center). Below is a graphic that identifies the general characteristics of each fire station and its current condition, as reported by JHFEMS staff.

Figure 4: JHFEMS Facilities

	Size (ft ²)	Bays	#Vehs	Condition	Built/Improvement
Station 1	18,200	4 (BI)	8	Very Good	2021
Station 2	2,800	2 (BI)	4	Poor	1965
Station 3	2,500	2 (BI)	4	Poor	1975
Station 4	2,100	2 (BI)	3	Fair	1975 /1985
Station 6	8,000	2 (BI)	5	Good	1994/2006
Station 7	9,800	4 (BI)	4	Good	1994
Administration	5,000	*		Good	1992
EOC	5,000	*		Good	1995/2010

Planned capital improvements for the facilities include the following:

- Station 4 roof replacement (2026)
- Station 6 renovations (2029)
- Station 6 alerting system (2026)
- Station 7 apparatus bay renovations (2027,2028)
- Station 7 exhaust extraction (2026)

Stations 2 and 3 were rated in 'Poor' condition, with the department receiving \$15,000,000 in SPET (Special Purpose Excise Tax) funds allocated for the replacement of both stations. There are no capital plans for either station. The 2026 capital plans refer to project funds for Stations 2 and 3, as well as future Stations 8 and 9; however, no funding has been identified yet for Stations 8 and 9.



Fleet

JHFEMS has a sizable fleet to cover the large response area, with a fleet replacement plan that projects out over the next five years.

The fleet consists of the following:

- 7 front-line engines/ 1 reserve
- 1 ladder truck
- 5 medic units
- 6 water tenders
- 4 wildland units
- 17 admin, support, and specialized vehicles

Over the next five years, the department plans to replace the ladder truck (2030), two ambulances (2027 and 2029), and three command vehicles (2026, 2028, and 2030). Estimated replacement costs are included in the 2026 CIP plan.



Finances

Current Funding

Joint contributions of Teton County and the Town of Jackson fund JHFEMS. Funding mechanisms are outlined in the terms of a Joint Powers Agreement, which sets funding percentages through June 30, 2025, and then transitions them to temporary funding formulas, the last of which will occur in July 2027. These formulas are temporary because the organizations would like to have a long-term funding formula agreed upon by January 1, 2031.

The agreement stipulates that if no alternative funding formulas can be agreed upon by January 1, 2031, the funding formulas will revert to one based solely on 2030 US Census numbers, divided by population percentages. As of June 30, 2025, the funding allocation between the two organizations was set at 46% for the Town and 54% for the County. Beginning July 1, 2025, the formulas will change as follows:

- 43% Town/57% County (eff: July 1, 2025)
- 40% Town/60% County (eff: July 1, 2026)
- 38% Town/62% County (eff: July 1, 2027)

Procedurally, the JHFEMS budget is approved as a part of the county's budgeting processes. However, both the County and the Town must approve the department's budget. Budgeted funds from both entities are transferred into the county's Fire/EMS fund, where all fire department finances, including capital expenditures, are managed. As recently as 2021, the fund had a healthy ending-year balance; however, over the last three years, including the current budget year, it has shown diminishing or near-zero fund balances.



Below is a review of the fire department's operations budget for the past five years.

Figure 5: JHFEMS Budget (2021-2025)

	2021	2022	2023	2024	2025 (Adopt)
REVENUES					
Intergovern	0	1,525	303	0	0
Serv Charges	1,943,917	2,308,230	1,932,724	4,258,348	4,591,486
Contrib	74,319	250	0	0	0
Miscellaneous	18,139	8,024	547,913	165,172	236,144
TOTAL	2,036,375	2,318,029	2,480,940	4,423,520	4,827,630
EXPENSES					
Wages/Benefits	3,919,973	3,597,929	4,541,783	6,129,870	6,689,647
Operations	819,118	1,157,161	1,380,069	1,228,085	2,250,144
Capital	5,834	51,945	557,359	191,351	1,441,332
TOTAL	4,744,925	4,807,035	6,479,211	7,549,306	10,381,123
FUNDING					
General Fund	4,544,269	2,491,406	2,707,097	3,625,626	6,496,610
Lodging Tax	150,000	150,000	150,000	150,000	150,000
Transfers Out	0	(1,546,795)	(851,279)	(429,298)	(1,160,114)
TOTAL	4,694,269	1,094,611	2,005,818	3,346,328	5,486,496
Beg Fund Balance	1,401,128	3,386,847	1,992,452	0	66,997
End Fund Balance	3,386,847	1,992,452	1	220,542	0
Fund Bal Change	1,985,719	(1,394,395)	(1,992,453)	220,542	(66,997)



Funding Strategies

In general, establishing funding mechanisms for a Joint Powers Agreement (JPA) involving multiple government agencies can be complex. JPAs do not have taxing ability, as they exist as a sub-organization of the participating agencies. Consequently, shared cost allocation strategies are confined to budget percentages funded by the participating agencies. It is up to each agency's elected officials to determine the source of revenue for their agency's contribution, and each board of elected officials must approve their contribution.

All agencies that participate in a JPA recognize the benefits of collaborative operations, including reduced costs due to the elimination of redundancy, increased efficiencies, and potential volume purchasing discounts. Determining what each participating agency's contribution should be involves agreeing on how each participating community receives services and contributing the appropriate proportion that is equitable to the services they receive.

Determining a fair cost-sharing formula can be contentious, as agencies may have varying levels of resources and differing views on how costs should be allocated, as well as different funding philosophies. Factors such as the population served, usage rates, and geographic considerations must be considered, which can complicate negotiations. Additionally, agencies may be concerned about the transparency and accountability of the funding process, requiring robust mechanisms for monitoring and reporting.

Political and administrative hurdles can also impede the establishment of funding mechanisms for a JPA. Agencies may have different governance structures, decision-making processes, and political agendas, which can lead to conflicts and challenges to collaboration.

Since 2004, JHFEMS has been one of several collaborations between Teton County and the Town of Jackson. This has demonstrated that collaboration between the two entities, not just with the fire department, but also with other elements of government, has been successful, as these two communities interact with each other extensively.

Given the above potential challenges to determining equitable funding, many organizations negotiate an arbitrary amount that is agreeable to all parties. This simplifies the negotiation process, as the process does not have to factor in the differences between the participating organizations. However, it works only until one party begins to feel that the equity is being lost.

When arbitrary amounts no longer fit, the other form of determining equity is to base it on characteristics of the jointly funded organization, specifically those characteristics that may have a financial contribution. For example, a participating jurisdiction that receives more calls than a jurisdiction with fewer calls can be seen as utilizing more of the organization's finances and therefore should contribute more to its budget. To accommodate these characteristics, funding formulas are used that represent the various characteristics.



Some of those characteristics include:

- Incident counts within each jurisdiction (Total, Fire, EMS, or other)
- Area served, usually in square miles
- Population served
- Assessed value of each jurisdiction
- Staffing levels within each jurisdiction
- Capital requirements of each jurisdiction

Funding formulas can be based on any of the characteristics, all of them, or a combination of them. The simplest formulas use one characteristic but may not accurately reflect how the organization utilizes finances. The more complicated formulas take into consideration all the factors but can yield disagreement as to which percentage of a particular characteristic has a greater fiscal impact. The remaining part of this report will provide explanations and examples of all of them.

Shared Cost Allocations

The funding of this relationship is spelled out in the agreement. It is usually a formula that combines percentages of elements within the organization, such as population and/or area served, call volume, staffing numbers, assessment value, and/or any other factors the agencies believe should be factored into the formula. A weighting factor may also be introduced, when it is agreed upon that one formula factor should carry more weight than the others. The determination of how to allocate costs to individual communities is called cost allocation.

For a simple example, in a joint organization of two agencies where one organization has twice the call volume of the other, the busier organization may contribute two-thirds of the total cost of the agreement if call volume is the agreed-upon factor.

The following are eight different strategies for determining potential cost allocations. They include costs based on:

- 1) call volume
- 2) assessed valuation
- 3) response area
- 4) facility/fleet budgets
- 5) staffing
- 6) population served
- 7) combinations of factors
- 8) weighted combinations of factors

The strategies outlined below, and the numbers generated, are based on the most recent data provided by the two participating agencies. Since call volume data and population were determined



for 2024, JHFEMS's 2024 budget number (\$7,549,306) is the amount used to split between the two jurisdictions throughout the examples. Since the department's capital budget is included in this fund, no distinction is made between operational and capital expenditures.



Cost Sharing Strategy 'A': Call Volume

The first cost-sharing strategy involves basing costs on the volume of calls in specific areas. The department's call volumes would be split between calls that were within the Town boundaries and all other calls (County). Calls for mutual/automatic aid, which are calls outside both communities' boundaries, would be excluded from the count. Below is the distribution of calls between the two entities for the 2024 calendar year. In this strategy, the Town contributes 50.2% of the department's budget, and the county contributes 49.8%.

Figure 6: Cost Sharing Strategy (Call Volume)¹

Locale	2024
TOTAL CALL VOLUME	2,282
JACKSON	1,146
Percentage of Call Volume	50.22%
TETON COUNTY (No Jackson)	1,136
Percentage of Call Volume	49.78%
2024 JHFEMS BUDGET	\$7,549,306
Jackson Contribution	\$3,791,261
Teton County Contribution	\$3,758,045

¹JHFEMS and ESCI employed two different methodologies to determine the percentages of calls in and outside of Jackson, resulting in different call volumes. The purpose of the report is to show the funding methodology options and not focus on the accuracy of the figures, even though ESCI strived to be as precise as possible. The JHFEMS chief has stated that he will resolve the discrepancy and determine the algorithm for best accuracy.



Cost Sharing Strategy 'B': Assessed Valuations

The following cost-sharing strategy is based on assessed valuations of the communities. Assessed values are used rather than market values, as market values can fluctuate throughout the year, while assessed values are typically updated no less than annually.

Using assessed valuations comes from the perspective that service delivery costs are based on the value of the properties being served. This greater value may be in certain occupancy types, like business versus residential, or it could be one occupancy type where one agency has a greater quantity of properties. The higher the protected value, the higher the protection should cost, as more resources are required to protect areas or buildings of higher value. Below are the assessed valuations for both the Town and the County (without the Town) as of 4/30/2025². In this strategy, the Town contributes 22.49% of the department's budget, and the county contributes 77.51%.

Figure 7: Cost Sharing Strategy (Assessed Valuation)

Locale	2025
TOTAL ASSESSED VALUATION³	\$3,878,284,610
JACKSON	\$872,388,798
Percentage of Assessed Value	22.49%
TETON COUNTY (No Jackson)	\$3,005,895,812
Percentage of Assessed Value	77.51%
2024 JHFEMS BUDGET	\$7,549,306
Jackson Contribution	\$1,697,839
Teton County Contribution	\$5,851,467

To demonstrate consistent measurement differences based on a single budget amount, the 2025 assessment value was compared to the 2024 budget.

³ Figures provided by the Teton County Assessor's Office are the valuations as of 4/30/2025.



Cost Sharing Strategy 'C': Response Area

The next cost-sharing strategy is to base costs on coverage. Communities with larger areas may have a greater impact on fleet services and, consequently, higher costs. A variation of this would be where there is a high-coverage area with low accessibility and associated low call volumes; road miles could be used. For example, Teton County (excluding national lands) has an area nearly thirty times that of the Town, but much of it is national forest with minimal call volumes.

The two examples below are based on total response coverage area in square miles, independent of any call volumes, and total existing road miles (according to ESRI data), in the two jurisdictions. In this strategy, the Town contributes 3.29% of the department's budget, and the county contributes 96.71%. Using street miles, the Town contributes 13.46% of the department's budget, and the County contributes 86.54%.

Figure 8: Cost Sharing Strategy (Response Area/Road Miles)

Locale	2024		Locale	2024
TOTAL RESPONSE AREA	91.17 mi²		TOTAL ROAD MILES⁴	329.45
JACKSON	3.00 mi ²		JACKSON	44.36
Percentage of Response Area	3.29%		Percentage of Road Miles	13.46%
TETON COUNTY (No Jackson)	88.17 mi ²		TETON COUNTY (No Jackson)	285.09
Percentage of Response Area	96.71%		Percentage of Road Miles	86.54%
2024 JHFEMS BUDGET	\$7,549,306		2024 JHFEMS BUDGET	\$7,549,306
Jackson Contribution	\$248,372		Jackson Contribution	\$1,016,136
Teton County Contribution	\$7,300,934		Teton County Contribution	\$6,533,169

⁴ Excluding roads in federal lands



Cost Sharing Strategy 'D': Facility/Fleet budgets

The next cost-sharing strategy is based on the square footage of buildings and/or the number of apparatus housed in each station. These parameters would likely not be used in isolation, but, rather, as one of the factors in a combination formula or a weighted combination formula.

Currently, the department does not separate its operational costs by facility, but it should not be difficult to break out facility expenditures by facility. Facilities that support both organizations, such as the Administration and EOC, would have their costs split. Creating this formula would use all non-personnel expenditures. (Personnel expenditures will be handled in a staffing strategy outlined later in the report.)

A similar comparison can be made with the fleet where fleet costs are used as a parameter based on where a vehicle is permanently assigned. Some might suggest that fleet is an unfair parameter since units respond into the other's area and therefore costs for that unit may be distorted in one organization's favor. There are two responses to this situation. The first response is that the organizations could go to that level of detail and determine what percentage of response each unit made into the other's jurisdiction. This would involve analyzing response times for each unit over a year, a task that the department's CAD or RMS system may be able to provide. The second response is that it can be assumed that units that respond into the Town from the County, and vice-versa, are approximately equal or that the differences would be nominal.

To accommodate a fleet parameter, it is best to use annual allocations towards a fleet "lease" type of funding arrangement, where funds are set aside each year for vehicle replacement. This is typically achieved through a calculation that divides the calculated future purchase price of a vehicle by its expected lifespan in years. Life expectancy for frontline vehicles uses the standard recommended in NFPA 1910⁵; however, actual historical life expectancies for the JHFEMS fleet should be used.

The chart below displays the fleet type listing of the JHFEMS apparatus, along with a calculation based on an approximate 2025 purchase price for that vehicle type and its corresponding annual funding allocation. In practice, the purchase price to be used should be the anticipated future purchase price in the year of purchase.

⁵ NFPA 1910: Standard for the Inspection, Maintenance, Refurbishment, Testing, and Retirement of In-Service Emergency Vehicles and Marine Firefighting Vessels

**Figure 9: Current Vehicle Cost Allocation**

Veh Type	Purchase Price	Veh Life Expectancy	Annual allocation per vehicle
Engine	\$1,200,000	20 years	\$60,000
Truck	\$2,000,000	25 years	\$80,000
Medics	\$325,000	5 years	\$65,000
Rescues	\$300,000	15 years	\$20,000
Wildland	\$350,000	20 years	\$17,500
Tenders (Pumpers)	\$900,000	20 years	\$45,000
Misc Vehs	\$50,000	10 years	\$5,000

Below is a summary list of each station, including the total cost of the fleet within that station, categorized by vehicle type. The pricing used is estimated for 2025 purchases. The Cost column is the amount that would be set aside each year to fund the future purchase of that vehicle type.

**Figure 10: Cost Sharing Strategy (Fleet Size/Allocations)**

	Town	Cost	County	Cost
Station 1	Engines (2)	\$120,000		
	Truck (1)	\$80,000		
	Medics (2)	\$130,000		
	Tenders (1)	\$45,000		
	Misc (10)	\$25,000		
Station 2			Engines (1)	\$60,000
			Tender (1)	\$45,000
			Wildland (1)	\$17,500
Station 3			Engine (1)	\$60,000
			Rescue (1)	
			Tender (1)	\$45,000
			Wildland (1)	\$17,500
Station 4			Engine (1)	\$60,000
			Rescue (1)	
			Tender (1)	\$45,000
Station 6			Engine (1)	\$60,000
			Tender (1)	\$45,000
			Medic (2)	\$130,000
			Wildland (1)	\$17,500
Station 7			Engine (1)	\$60,000
			Rescue (1)	\$20,000
			Tender (1)	\$45,000
			Medic (1)	\$65,000
			Wildland (1)	\$17,500
Admin	Misc (5)	\$25,000	Misc (5)	\$25,000
TOTAL		\$425,000		\$835,000



Once the annual allocations are calculated, percentages are calculated, just like the other factors. Here, the total annual allocation for the fleet is \$1,260,000, such that the Town covers 33.73% of the cost and the County covers 66.27%. Below is how this translates to financial contributions.

Figure 11: Cost Sharing Strategy (Fleet Costs)

Locale	2025
TOTAL ANNUAL FLEET ALLOCATION	\$1,260,000
JACKSON	\$425,000
Percentage of Assessed Value	33.73%
TETON COUNTY (No Jackson)	\$835,000
Percentage of Assessed Value	66.27%
2024 JHFEMS BUDGET	\$7,549,306
Jackson Contribution	\$2,546,381
Teton County Contribution	\$5,002,925



Cost Sharing Strategy 'E': Staffing

The next cost-sharing strategy is based on staffing. The application is that a greater number of staff require greater financial commitment. While the staff interact with each other throughout the jurisdiction, for the purposes of calculations, personnel assigned to each station are technically primary responders to that station's area. Non-responding personnel, such as administration and fire prevention, are split evenly between the Town and the County. In addition, to measure personnel equivalence between career and volunteer personnel, a widely accepted ratio is to count three volunteer firefighters for every one career firefighter. This means the Town would count as 30.5 personnel (Station 1 and one-half administration), and the remaining stations and one-half administration would count as 36.8 members. The number below is based on these numbers.



The total allocation in the staffing factor for 67.3 equivalent personnel is 45.30% for the Town and 54.70% for the County.

Figure 12: Cost Sharing Strategy (Staffing)

Locale			2024
TOTAL PERSONNEL			110
-Career			46
-Volunteers			64
TOTAL EQUIVALENT PERSONNEL			67.33
	Career	Volunteer	Equivalents
Station 1	15	18	21
Station 2	0	9	3
Station 3	0	6	2
Station 4	0	7	2.33
Station 6	12	6	14
Station 7	0	18	6
Admin/Supp	9.5	9.5	19
JACKSON (Station 1/Admin-Career)			30.5
Percentage of Staff			45.30%
TETON COUNTY (No Jackson)			36.83
Percentage of Staff			54.70%
2024 JHFEMS BUDGET			\$7,549,306
Jackson Contribution			\$3,419,836
Teton County Contribution			\$4,129,470



Cost-Sharing Strategy 'F': Population Served

The next cost-sharing strategy is based on the population served. The application is that higher populations translate to higher call volumes, or demands, for service. Given that the Jackson/Teton County area experiences seasonal fluctuations, an average year-round population number can be developed based on census data for permanent residents and local estimates of visiting populations. For this example, population estimates from the 2023 American Community Survey, conducted by the US Census Bureau, are utilized.

In this example, the Town would be responsible for 46.01% and the County, 53.99%.

Figure 13: Cost Sharing Strategy (Population Served)

Locale	2024
TOTAL POPULATION SERVED	23,358
JACKSON	10,746
Percentage of Population	46.01%
TETON COUNTY (No Jackson)	12,612
Percentage of Population	53.99%
2024 JHFEMS BUDGET	\$7,549,306
Jackson Contribution	\$3,473,436
Teton County Contribution	\$4,075,870



Cost Sharing Strategy 'G': Combined Factors

The next cost-sharing strategy acknowledges that there may not be a single factor that can uniquely represent how finances are best allocated. The size of the community, whether geographically or demographically, as well as call volume and property values, all contribute to financing distinctions. If the participating organizations believe that all the factors contribute to the finances but from different perspectives, combining their contributions and splitting the costs between the parameters can be utilized. For example, if Jackson and Teton County agree that population, incident count, and assessed value all have a contributing value, then all three factors may be included.

This involves dividing the total budget by the number of factors to be included, in this example, three. Once this is complete, the individual factor splits (or percentages) with the previously outlined calculations are then used to arrive at the number that makes up that factor. Lastly, the factors are then added up to recommend a total contribution for each organization.

The example below cites this. Using the three factors of assessed value, incident count, and population served, Jackson would contribute 47.17% and Teton County would contribute 52.83%.

Figure 14: Cost Sharing Strategy (Combined Factors)

Budget Info	Budget Split 1	Budget Split 2	Budget Split 3	
JHFEMS Budget	\$7,549,306			
# of Factors Used	3			
Budget Split	\$2,516,435	\$2,516,435	\$2,516,435	
Locale	Staffing	Incident Count	Population Served	TOTAL
Jackson	30.5	1,146	10,746	
	45.30%	50.22%	46.01%	
Outside of Jackson	36.83	1,136	12,612	
	54.70%	49.78%	53.99%	
TOTAL	67.33	2,282	23,358	
Jackson Contribution	\$1,139,945	\$1,263,753	\$1,157,812	\$3,561,510 (47.17%)
Teton County Contribution	\$1,376,490	\$1,252,681	\$1,358,623	\$3,987,794 (52.83%)



Cost Sharing Strategy 'H': Weighted Combined Factors

The last cost-sharing strategy involves assigning different weights to combined factors. Besides an agreement that may include multiple elements affecting the organization's finances, there might be a belief that certain factors should carry more emphasis than others. This stems from understanding that a specific factor within the organization, community, or operation has a greater impact on finances than others. Weighting can also serve as a compromise method when agreement on the value of any factor cannot be reached.

Building on the previous example, if there is a belief that call volume should carry greater weight in calculations than staffing or population served, then a weighting factor can be applied. When using weight factors, the factors must sum to 100% to cover the entire budget. For example in Figure 15, the incident count might account for 50% of the calculation, while staffing and the population served each account for 25%. ($50\% + 25\% + 25\% = 100\%$). To do this, the total budget is divided by the percentages allocated to each factor. After that, the individual percentages from each factor are applied. The calculation below divides the total budget according to the assigned weights. The individual factor calculations are then allocated to the relevant categories. Using 'staffing' and 'population served', 25% of the department's total budget amounts to \$1,887,326 for each category, and 50% for 'incident count' is \$3,774,653. Using the 45.30% percentage for staffing results in a Jackson contribution of \$854,959 and a county contribution of \$1,032,368 for that part of the budget. The same approach is used for the other two factors, 'incident count' and 'population served'. Each jurisdiction's contributions for all factors are then summed to determine the final jurisdictional contribution. In this case, Jackson's contribution would be \$3,618,949 and Teton County's would be \$3,930,358.



Figure 15: Cost Sharing Strategy (Weighted Combined Factors)

	Budget Split 1 w/Pct	Budget Split 2 w/Pct	Budget Split 3 w/Pct	
JHFEMS Budget	7,549,306	7,549,306	7,549,306	
WEIGHTING FACTOR	25.0%	50.0%	25.0%	
Budget Split	1,887,327	3,774,653	1,887,327	
Locale	Staffing	Incident Count	Population Served	2024
Jackson	30.5	1,146	10,746	
	45.30%	50.22%	46.01%	
Outside of Jackson	36.83	1,136	12,612	
	54.70%	49.78%	53.99%	
TOTAL	67.33	2,282	23,358	
Jackson Contribution	\$854,959	\$1,895,631	\$868,359	\$3,618,949 (47.94%)
Teton County Contribution	\$1,032,368	\$1,879,022	\$1,018,968	\$3,930,358 (52.06%)



Strategy Summary

The following summarizes all the different strategies based on the latest numbers the organizations have provided and have been used in the examples. These strategies utilized the 2024 JHFEMS total budget of \$7,549,306.

Figure 16: Strategy Summaries

Strategy	Jackson Pct	Teton County	Jackson Contribution	Teton County Contribution
Call Volume	50.22%	49.78%	\$3,791,261	\$3,758,045
Assessed Valuations	22.49%	77.51%	\$1,697,837	\$5,851,467
Response Area	3.29%	96.71%	\$248,372	\$7,300,394
Resp Area (Road Miles)	13.46%			\$6,533,169
Fleet Budgets	33.73%	66.27%	\$2,546,381	\$5,002,925
Staffing	45.30%	54.70%	\$3,473,436	\$4,075,870
Population Served	46.01%	53.99%	\$3,473,436	\$4,075,870
Combined Factors	Call Vol/Staffing/Population		\$3,561,510	\$3,987,794
Weighted Factors (25/50/25)	Call Vol/Staffing/Population		\$3,618,949	\$3,930,358



Recommendations

When developing a particular formula, it is vital to attempt to establish the formula based on principles BEFORE looking at dollar amounts. If done the other way, where a funding amount or percentage is already in someone's mind, then the negotiations just become an exercise in trying to justify a particular amount that is desired. It is advised to negotiate based on principle first.

When recommending a particular strategy, using a formula with a single factor is effective if the organizations contributing to the cost are remarkably similar across all aspects. For example, two towns that have similar staffing, response models, populations, community demographics, and fleet distributions would work well with a model that only uses incident count as its funding factor.

The Town and the County are not like this. There are several characteristics that both communities share; consequently, a formula that combines factors and assigns weights seems appropriate. Given the vast differences between the communities and the potential for negotiating various factors, ESCI recommends using a weighted combined formula.



The dominant factors used most often in these formulas are the incident count and population served. These factors typically best reflect the services that the community uses.

In addition, assessed valuations and capital costs do contribute to the requirements, but as lesser indicators. ESCI recommends that these four factors be used in a weighted capacity as illustrated below using the 2024 budget number. The factors and weights used below are:

- Incident Count 35%
- Population Served 35%
- Staffing 15%
- Fleet Costs 15%

ESCI recommends that these factors and numbers serve as *starting points* for negotiations between the two communities.

Figure 17: ESCI Recommended Strategy (Weighted Combined Factors)

	Budget Split 1 w/Pct	Budget Split 2 w/Pct	Budget Split 3 w/Pct	Budget Split 4 w/Pct
JHFEMS Budget	\$7,549,306	\$7,549,306	\$7,549,306	\$7,549,306
WEIGHTING FACTOR	35%	35%	15%	15%
Budget Split	\$2,642,257	\$2,642,257	\$1,132,396	\$1,132,396
Locale	Incident Count	Population Served	Staffing	Fleet Costs
Jackson	1,146	10,746	30.5	\$425,000
	50.22%	46.01%	45.30%	33.73%
Outside of Jackson	1,136	12,612	36.83	\$835,000
	49.78%	53.99%	54.70%	66.27%
TOTAL	2,282	23,358	67.33	\$1,260,000
Jackson Contribution	\$1,326,941	\$1,215,702	\$512,975	\$381,957
Teton County Contribution	\$1,315,316	\$1,426,555	\$619,421	\$750,439
TOTAL JACKSON CONTRIBUTION	\$3,437,575	45.53%		
TOTAL TETON COUNTY CONTRIBUTION	\$4,111,731	54.47%		



While the above factor reflects the current year, most JPAs cover several years, which means that each of these factors, in combination, should be updated annually or projected out for several years.

- Incident Count can be projected based on past trends. Rather than calculating the average of the past five years, incident counts, which is most often used for trending, ESCI recommends a 3-year rolling average of the past five years. This rolling average tends to reduce the number of annual fluctuations, especially since early in the previous years, departments were still addressing the impact of COVID.
- The Population Served can be updated using the American Community Survey⁶, an element of the US Census Bureau. While the Census Bureau conducts an “in-person” decennial census survey, the ACS section provides annual calculated estimates that can offer a bit more accuracy.
- Staffing is a number that can be updated annually, and it can be decided whether it includes staffing levels at the end of a year or for the entire term of the JPA. It can also be discussed whether staff who are on the books but do not participate significantly (i.e., do not meet the accepted participation thresholds) should be included.
- Updated fleet costs can be calculated annually by adjusting the anticipated purchase price every year in a fleet replacement schedule spreadsheet. Most fleet replacement schedules only use an anticipated inflation index to project future costs. However, recently, costs have increased faster than inflation due to several issues. This means the base price of a vehicle must be adjusted to account for a possible higher inflation rate.

All these factors can be incorporated into a spreadsheet that is updated annually or as needed.

⁶ <https://www.census.gov/programs-surveys/acs/>



Conclusion

Jackson Hole Fire & EMS Department (JHFEMS) provides comprehensive emergency services to the communities of Teton County and the Town of Jackson. The collaborative efforts between these two entities, facilitated by the Joint Powers Agreement (JPA), have yielded well-coordinated and efficient fire and EMS services. The various cost-sharing strategies outlined in this report provide a detailed analysis of how funding can be equitably distributed between the County and the Town, considering factors such as call volume, assessed valuations, response area, fleet budgets, staffing, and the population served.

Moving forward, it is recommended that a weighted combined formula be used to determine the funding contributions of each entity. This approach considers the primary factors of incident count and population served, along with assessed valuations and capital costs, to ensure a fair and sustainable funding model. By updating these factors annually and using a rolling average for projections, the JHFEMS can continue to provide high-quality emergency services while maintaining financial stability.



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JACKSON HOLE FIRE & EMS

Joint Powers Funding Assessment





Jackson Hole Fire and EMS Department

Presentation Agenda



About ESCI/Project Nature

Community Overview/Organizational
Structure

Joint Organizational Cost-Sharing/Funding

Contributing Elements to Strategy
Development

Joint Funding Strategies

Recommendations for Funding Model





Jackson Hole Fire and EMS Department

Project Outline



**Emergency Services
Consulting International**

About ESCI

ESCI has been in existence since 1976 started by a west coast retired fire chief. It is the consulting arm of the International Association of Fire Chiefs. Most consultants are past fire chiefs or chief officers.

Project Objective/Methodology

The objective of the project was to provide options on how to jointly fund the Jackson Hole Fire and EMS Department. Current data was provided by both city and county staff along with data provided on a previous strategic plan project.





Jackson Hole Fire and EMS Department

Community Demographics



Geographic Size and Landscape

Non-federal Teton County spans 1,936 square miles of which, featuring majestic mountains and national parks like Grand Teton and Yellowstone. Majority is federal lands. The Town of Jackson occupies 3 square miles.

Population and Density

As of 2024, the county has a sparse population of 23,358 with density around 5.5 people per square mile, concentrated mainly in Jackson. Jackson has a population of 12,612. Community planning assumes a 1 ½% percent growth rate in the future.

Economic and Housing Profile

High median household income and property values reflect the area's desirability despite some poverty among residents. Jackson offers diverse housing types with balanced owner-occupied and rental properties amid high property values.

Community and Tourism

Jackson is a vibrant hub with diverse businesses, thriving on tourism and outdoor recreational opportunities year-round.

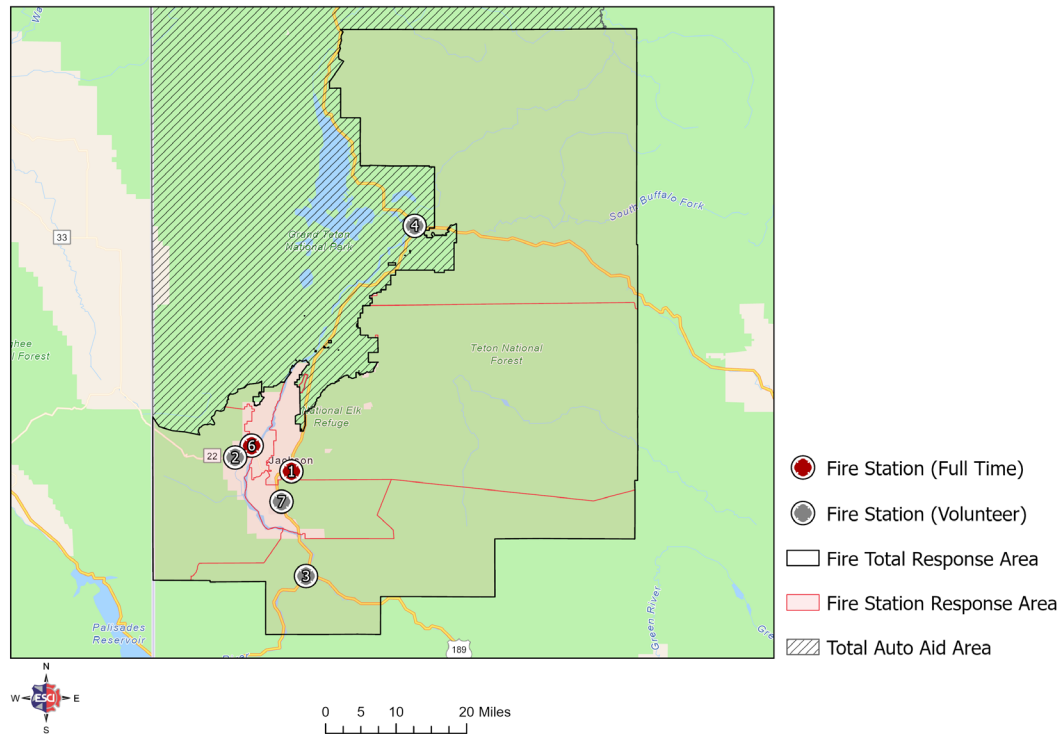




Jackson Hole Fire and EMS Department

Organizational Demographics

Fire Response Area



Fire Station Distribution

- 6 Fire Stations –
- 2 staffed w/career (Stations 1/6)
- 4 staffed w/volunteers (Stations 2, 3, 4, and 7)
- Condition
 - Very good condition – 1
 - Good condition – 2
 - Fair condition – 1
 - Poor Condition - 2

Staffing

- 46 career personnel between operations and administration
- 64 volunteers

Fleet

- 7 front-line engines/ 1 reserve
- 1 ladder truck
- 5 medic units
- 6 water tenders
- 4 wildland units (brush trucks)
- 17 administration, support, and specialized vehicles





Jackson Hole Fire and EMS Department

Governance and JHFEMS Demographics



Joint Governance Structure

JHFEMS is jointly managed by Teton County and the City of Jackson under a Joint Power Agreement valid through 2028, but is administratively a division of the county government.

Administrative Oversight

The fire chief manages day-to-day operations under oversight from County Commissioners and the Town Manager of Jackson.

Financial Management

Teton County handles department finances with a separate special fund for fire operations. 2025 adopted budget was for \$10,381,123 and a fund balance of \$0. Non-capital expenditures were 21.5% over the prior year.

Emergency Response Area

JHFEMS covers approximately 1,935 square miles, including automatic aid and remote areas, with some response times exceeding one hour.





Jackson Hole Fire and EMS Department

Current Funding Mechanisms



Joint Funding Contributions

Teton County and Town of Jackson jointly fund JHFEMS under a Joint Powers Agreement with defined percentages.

Transition of Funding Formulas

Funding percentages transition from 46% Town/54% County to 38% Town/62% County by 2027.

Budget Approval Process

Both County and Town approve the JHFEMS budget, which is managed within the county's Fire/EMS fund.

Financial Health Trends

The fund showed healthy balances in 2021 but has experienced decline over the past three years.





Jackson Hole Fire and EMS Department

Five-year JHFEMS Budget Review

	2021	2022	2023	2024	2025 (Adopt)
REVENUES					
Intergovern	0	1,525	303	0	0
Serv Charges	1,943,917	2,308,230	1,932,724	4,258,348	4,591,486
Contrib	74,319	250	0	0	0
Miscellaneous	18,139	8,024	547,913	165,172	236,144
TOTAL	2,036,375	2,318,029	2,480,940	4,423,520	4,827,630
EXPENSES					
Wages/Benefits	3,919,973	3,597,929	4,541,783	6,129,870	6,689,647
Operations	819,118	1,157,161	1,380,069	1,228,085	2,250,144
Capital	5,834	51,945	557,359	191,351	1,441,332
TOTAL	4,744,925	4,807,035	6,479,211	7,549,306	10,381,123
FUNDING					
General Fund	4,544,269	2,491,406	2,707,097	3,625,626	6,496,610
Lodging Tax	150,000	150,000	150,000	150,000	150,000
Transfers Out	0	(1,546,795)	(851,279)	(429,298)	(1,160,114)
TOTAL	4,694,269	1,094,611	2,005,818	3,346,328	5,486,496
Beg Fund Balance	1,401,128	3,386,847	1,992,452	0	66,997
End Fund Balance	3,386,847	1,992,452	1	220,542	0
Fund Bal Change	1,985,719	(1,394,395)	(1,992,453)	220,542	(66,997)

Revenue Trends

Revenues grew steadily from 2021 to 2025, driven by service charges and miscellaneous income.

Expense Increases

Expenses increased significantly, especially wages, operations, and capital costs from 2021 to 2025.

Funding Sources

General fund contributed most funding, with lodging taxes constant and transfers fluctuating over years.

Fund Balance Changes

Beginning and ending fund balances fluctuated, showing changes in financial health over the five years.





Jackson Hole Fire and EMS Department

Considerations in JPA Funding Mechanisms



Complexity of JPA Funding

Funding JPAs is complex due to lack of taxing authority and reliance on budget percentages from agencies.

Equitable Cost Allocation

Fair cost-sharing depends on service reception, population, usage rates, and geographic factors.

Political and Administrative Challenges

Different governance and agendas can cause conflicts and impede funding collaboration.

Negotiation Approaches

Arbitrary amounts simplify negotiations but may lose equitability; formulas based on usage improve fairness.





Jackson Hole Fire and EMS Department

Key Characteristics for Cost Allocation Formulas



Cost Allocation Characteristics

Key factors include incident counts, area served, population, assessed value, staffing, and capital needs.

Simple vs Complex Formulas

Simple formulas use one factor but may misrepresent costs; complex ones combine multiple factors for accuracy.

Strategies for Cost Allocation

Eight formulas and strategies include call volume, assessed valuation, response area, facility budgets, staffing, population, and weighted combinations.

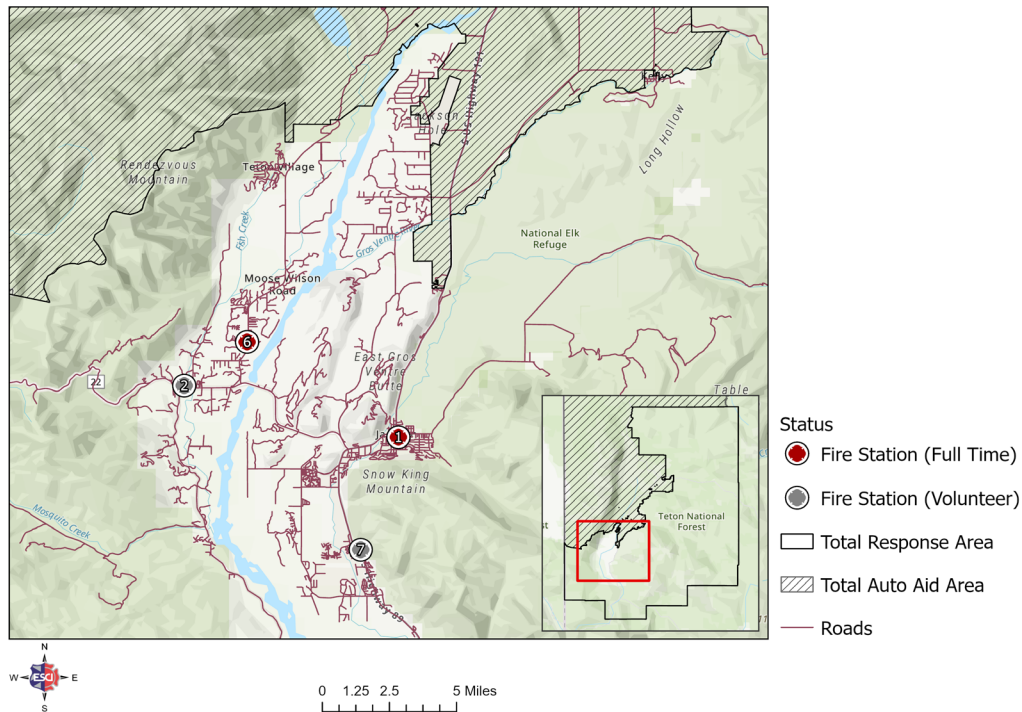




Jackson Hole Fire and EMS Department

Overview of eight cost-sharing strategies

Topographic & Road Density Challenges



- 1) Call Volume
- 2) Assessed Valuations
- 3) Response Area
- 4) Facility/Fleet expenses
- 5) Staffing
- 6) Population Served
- 7) Combined Factors
- 8) Combined/Weighted Factors

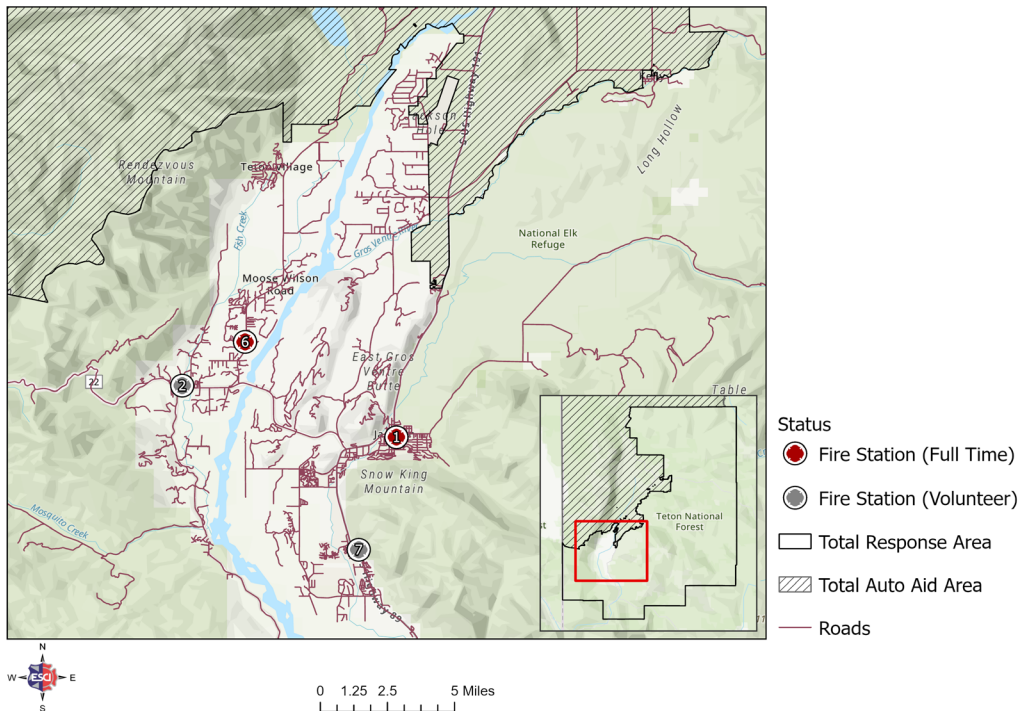




Jackson Hole Fire and EMS Department

Strategy Option #1: Call Volume

Topographic & Road Density Challenges



	Town of Silver Creek	Frontier County	Total Calls	Silver Creek Percent	Frontier Percent
2024	1,000	2,000	3,000	33.33%	66.67%
2023	500	2,000	2,500	20.00%	80.00%
Rolling Avg				26.65%	73.35%

- Straightforward factual calculation of where incident is located
- Based on costs are tied to usage
- Rolling averages can be used to avoid annual fluctuations

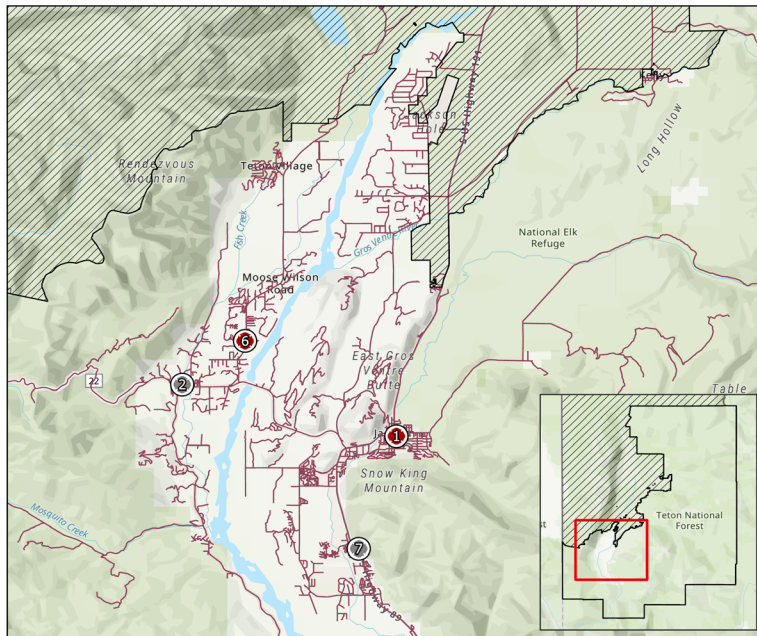




Jackson Hole Fire and EMS Department

Strategy Option #2: Assessed Value

Topographic & Road Density Challenges



Status

- Fire Station (Full Time)
- Fire Station (Volunteer)
- Total Response Area
- ▨ Total Auto Aid Area
- Roads

	Town of Silver Creek	Frontier County	Total Valuation	Silver Creek Percent	Frontier Percent
2024	100M	300M	400M	20%	80%
2023	90M	270M	360M	25%	75%
Rolling Avg				22.5%	77.5%

- Straightforward factual calculation
- Based on belief that it costs more to protect higher value items
- Rolling averages can be used to avoid annual fluctuations

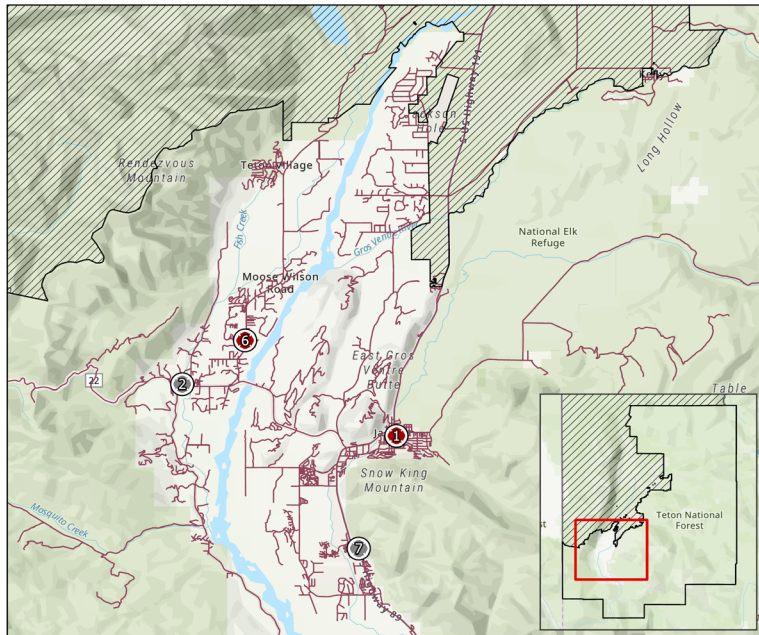




Jackson Hole Fire and EMS Department

Strategy Option #3: Response Area

Topographic & Road Density Challenges



Status

- Fire Station (Full Time)
- Fire Station (Volunteer)
- Total Response Area
- ▨ Total Auto Aid Area
- Roads

	Town of Silver Creek	Frontier County	Total Area	Silver Creek Percent	Frontier Percent
2024	10 mi ²	50 mi ²	60 mi ²	16.67%	83.33%

- Straightforward factual calculation
- Based on determination of cost per square unit of area covered

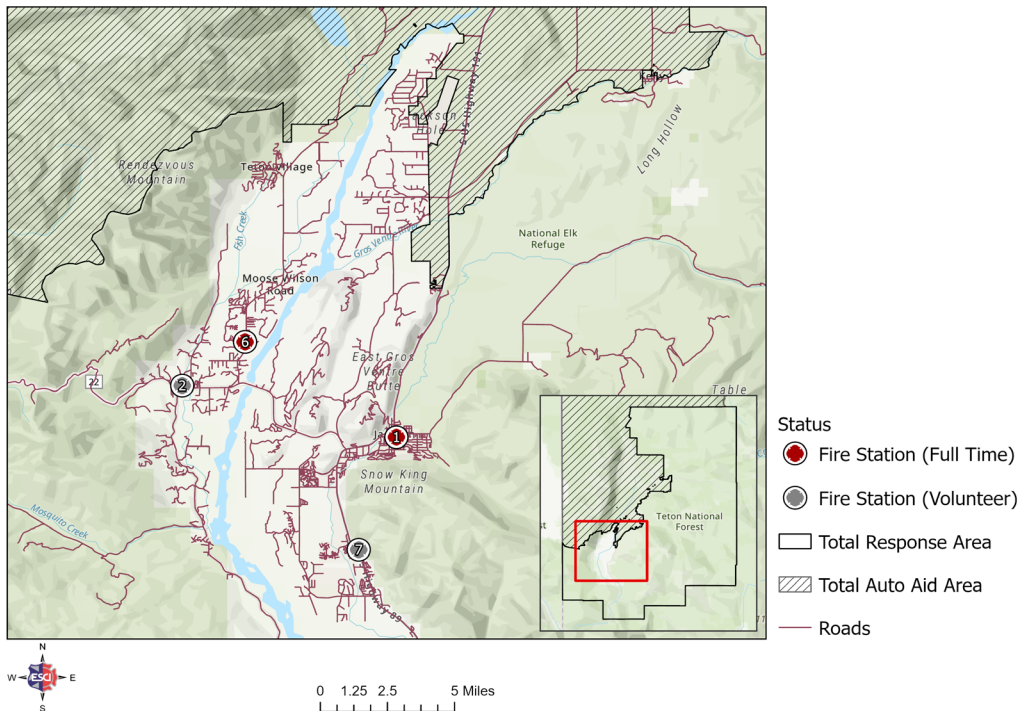




Jackson Hole Fire and EMS Department

Strategy Option #4: Facility/Fleet Expenses

Topographic & Road Density Challenges



	Town of Silver Creek	Frontier County	Total Calls	Silver Creek Percent	Frontier Percent
2024	1,000	2,000	3,000	33.33%	66.67%
2023	500	2,000	2,500	20.00%	80.00%
Rolling Avg				26.65%	73.35%

- Straightforward factual calculation of where facilities and fleets are located
- Based on costs are tied actual costs of service and that most incidents are handled by units in that area
- Rolling averages can be used to avoid annual fluctuations.
- Can be part of multi-factor calculation

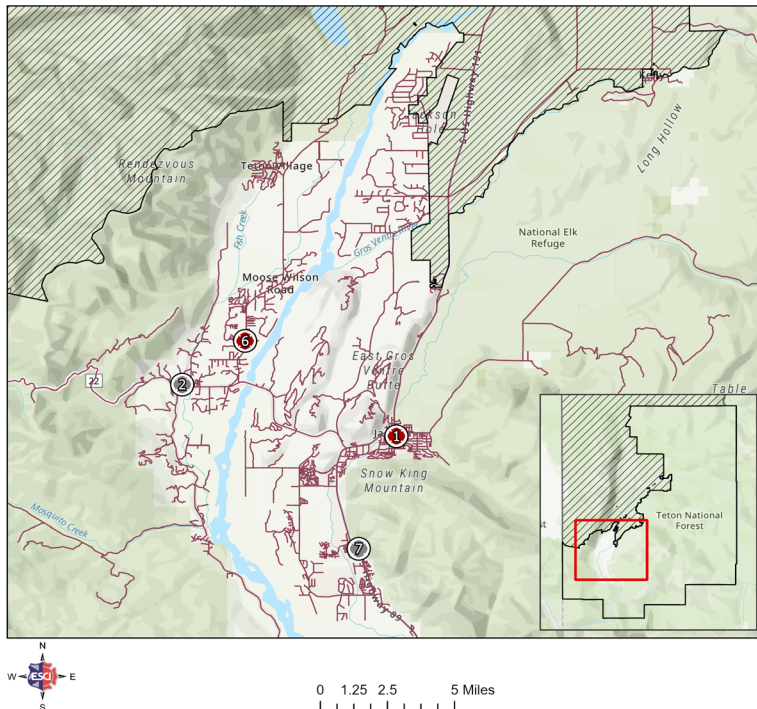




Jackson Hole Fire and EMS Department

Strategy Option #5: Staffing

Topographic & Road Density Challenges



	Town of Silver Creek	Frontier County	Total Staff	Silver Creek Percent	Frontier Percent
2024	28	14	42	66.67%	33.33%

- Straightforward factual calculation of where staff is located. Administration is split.
- Based on costs are tied actual costs of staff that service an area.
- Can be part of multi-factor calculation

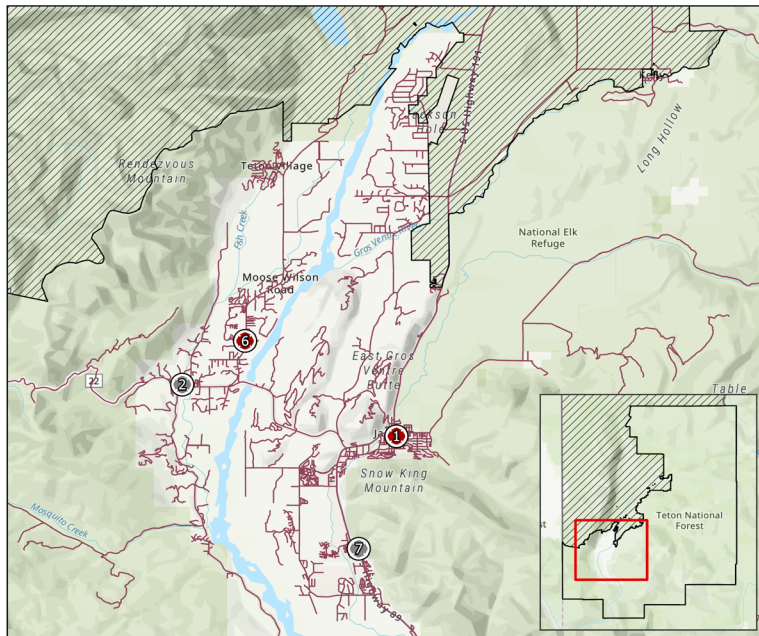




Jackson Hole Fire and EMS Department

Strategy Option #6: Population Served

Topographic & Road Density Challenges



	Town of Silver Creek	Frontier County	Total Population	Silver Creek Percent	Frontier Percent
2024	5,000	7,500	12,500	40.00%	60.00%
2023	4,000	7,000	11,000	36.36%	63.64%
Rolling Avg				38.18%	61.82%

- Straightforward factual calculation of populations of two jurisdictions
- Based on costs tied to the number of people protecting
- Rolling averages can be used to avoid annual fluctuations.





Jackson Hole Fire and EMS Department

Strategy Option #7: Combined Factors

Total Budget: \$6 million									
	Budget Percent (3 factors)		Town of Silver Creek	Frontie r County	Total	Silver Creek Percent	Frontier Percent	Silver Creek Percent	Frontier Percent
33.33%	\$2M	STAFFING	24	14	42	66.67%	33.33%	\$1,333,400	\$666,600
33.33%	\$2M	INC COUNT	1,000	2,000	3,000	33.33%	66.67%	\$666,600	\$1,333,400
33.34%	\$2M	POP SERVED	5,000	7,500	12,500	40.00%	60.00%	\$800,000	\$1,200,000
100%	\$6 M						TOTAL	\$2,800,000	\$3,200,000

- Factual calculation using negotiated multiple factors
- Total budget is split by number of factors to be used
- Percentages are calculated on the split portion of the budget





Jackson Hole Fire and EMS Department

Strategy Option #8: Combined Factors w/Weighting

Total Budget: \$6 million									
Weight	Budget (3 factors)		Town of Silver Creek	Frontier County	Total	Silver Creek Percent	Frontier County Percent	Silver Creek Percent	Frontier County Percent
20%	\$1.2M	STAFFING	24	14	42	66.67%	33.33%	\$800,040	\$399,960
50%	\$3M	INC COUNT	1,000	2,000	3,000	33.33%	66.67%	\$999,900	\$2,000,100
30%	\$1.8M	POP SERVED	5,000	7,500	12,500	40.00%	60.00%	\$720,000	\$1,080,000
100%	\$6 M						TOTAL	\$2,519,940	\$3,480,060

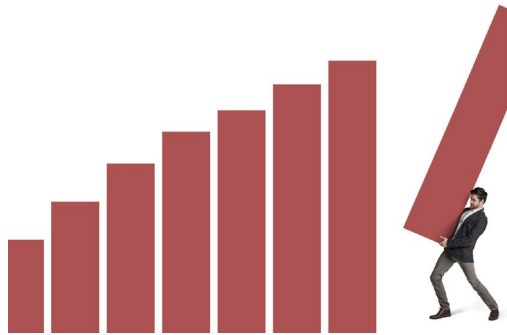
- Factual calculation using NEGOTIATED multiple factors with each having a NEGOTIATED assigned weight
- Total budget is split by weight percentages
- Percentages are calculated on the split portion of the weighted budget





Jackson Hole Fire and EMS Department

Cost Sharing Options Summary



Call Volume

Funding allocated based on the volume of emergency calls within town and county boundaries, excluding mutual aid calls.

Assessed Value

Funding allocated based on assessed values of each jurisdiction with Teton County's Assessed Value being exclusive of Jackson's Assessed Value.

Response Area

Funding allocated based on coverage area or road miles.

Fleet/Facilities Cost

Funding allocated based on expenses associated with fleet and facilities both current and future (capital expenses).

Staffing

Funding allocated based on how staff is distributed across its coverage area. Administration is split.

Population

Funding allocated based on populations of two jurisdictions with Teton County's population being exclusive of Jackson's population.

Combination Factors

Funding allocated based on a combination of the previous factors.

Weighted Combination Factors

Funding allocated based on a weighted percentage of a combination of the previous factors.





Jackson Hole Fire and EMS Department

Cost-Sharing Strategy Principles



- There is no right/wrong formula for cost-sharing, only one that everyone can agree upon.
- Determine cost-sharing principles BEFORE looking at actual numbers
- If using formulas, expect that some of the formula factors may be objective and some may be subjective to be negotiated.
- If possible, use rolling averages as they remove annual fluctuations.
- Agree on sources of information.
- Establish a periodic timeframe in which the contribution factors/ amounts will be updated and/or reviewed.





Jackson Hole Fire and EMS Department

Conclusion

Funding Complexities

Funding JHFEMS involves complexities due to joint powers agreements and diverse stakeholder interests.

Equitable Cost-Sharing

Applying fair cost-sharing formulas ensures sustainable financial support for emergency services.

Sustainable Emergency Services

Effective funding supports long-term, reliable emergency services benefiting the entire community.

Recommendation

Weighted Combined Factors





Jackson Hole Fire and EMS Department

Conclusion

Questions?



STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Regular Town Council
Submitting Department:	Planning Department	Presenter:	Andrew Bowen
Agenda Item:	P25-031: Text Amendment to LDR Section 6.3.2.C introducing a new Exemption to Affordable Workforce Housing Mitigation	Public Comment:	Yes

Purpose & Policy Considerations.

Text Amendments to the Town of Jackson Land Development Regulations (LDRs) require review and approval by the Planning Commission and Town Council according to LDR Section 8.7.2. The purpose of this review is to *“publicly review a change to these LDRs to ensure that it improves implementation of the Jackson/Teton County Comprehensive Plan or address other health, safety, or welfare issues in the community.”*

Requested Action.

The Applicant, Mental Health and Recovery Services of Jackson Hole (Deidre Ashley, Executive Director), requests an amendment to LDR Section 6.3.2.C.14 to exempt nonprofit organizations that provide a government-mandated public services through a public-private partnership from the affordable workforce housing requirements.

Recommendation.

The Planning Director and Planning Commission recommend **approval** of LDR Text Amendment P25-031 to amend LDR Section 6.3.2.C.14, to include an exemption from the affordable workforce housing requirements for Public/Semi-public uses as shown below:

14. Public/Semi-public Zone. Employee generating development in the Public/Semi-public zone; or use of a Public/Semi-public nature as defined below:

- a. A Public/Semi-public use shall meet all of the following criteria:
 - i. The use is allowed in the P/SP zone;
 - ii. It is operated by a 501(c)(3) nonprofit;
 - iii. It provides a community service required by law or court order; and
 - iv. At least 50% of its annual funding comes from federal, state, or local government.
- b. Prior to approval of the exemption, an Affidavit Affecting Title shall be recorded stating that any change of use or structural expansion that does not meet the exemption criteria of this section shall be subject to all applicable affordable workforce housing requirements.

Note: This Amendment reflects changes made by Planning and Housing Staff, which have been accepted by the Applicant as the proposed Amendment.

Key Policy Question.

Does the Town Council support the goal of this amendment and is this amendment narrowly tailored to avoid exempting nonprofit organizations that should still be subject to mitigation requirements?

Background/Amendment Description.

Applicant Background:

Per the Applicant's narrative, Mental Health and Recovery Services of Jackson Hole (MHRS) has been addressing the mental health needs of Teton County since 1974. Originally operating as two separate entities, Jackson Hole Community Counseling Center and Curran Seeley Foundation, the organizations merged and rebranded in 2022 to streamline services, increase efficiency, and better meet the needs of the community.

Applicant Nonprofit Status:

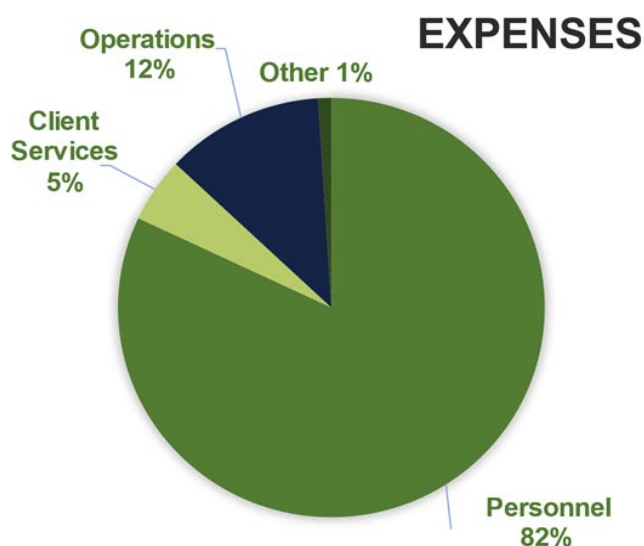
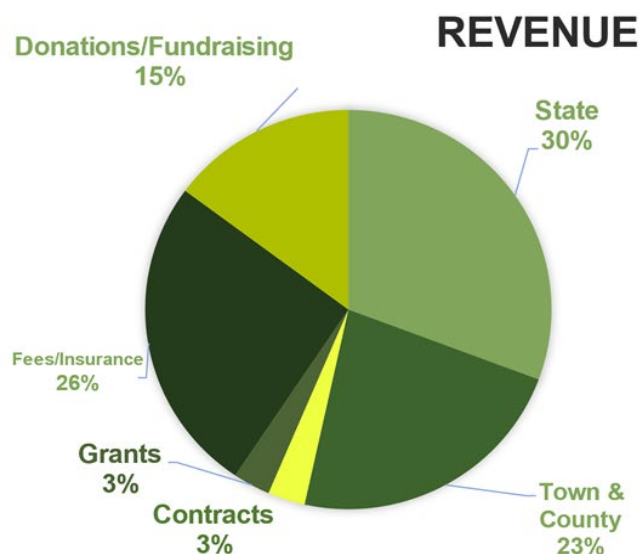
MHRS is a 501(c)(3) nonprofit organization, designated and certified by both the Wyoming Department of Health and the federal Substance Abuse and Mental Health Services Administration (SAMHSA) as a Community Mental Health Center. The organization is also accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

Revenue Funding Sources:

According to the Applicant, the majority of MHRS's funding and contracts come from governmental and community sources. As shown in the graphic below, approximately 60% of its annual funding is provided by the Town, County, TCSD, and state agencies.

MHRS FY Budget Breakdown

Budget FY 2024 \$4,000,000



Teton County Compliance with Wyoming Statute Title 25:

As noted in the submittal documents, MHRS contracts with the State of Wyoming, which administers federal mental health and substance use funds. MHRS also holds contracts with Teton County and the Town of Jackson to provide intensive outpatient treatment, 24/7 emergency services, crisis response, and walk-in support. Clinicians are credentialed through St. John's Health.

MHRS plays a key role in Wyoming's Title 25 involuntary hospitalization process, a mandated county responsibility by the State of Wyoming, in coordination with the County Attorney's Office. It also contracts with the Teton County School District for student crisis assessments and maintains MOUs with local agencies including the Town, County, hospital, law enforcement, Wyoming State Hospital, and the School District.

MHRS supports the Teton County Court Treatment Program, participates in Child and Adult Protective Teams, the Prevention Program, and serves as a disaster response partner through Volunteer Organizations Active in Disasters (VOAD).

On May 16, 2017, the Teton County Board of County Commissioners formally designated MHRS (formerly JHCCC) as the county's Title 25 gatekeeper through an MOU with the Wyoming Department of Health, building on over 20 years of prior service in that role.

Proposed Development Requiring Mitigation:

MHRS owns the property at 640 E. Broadway and this is the main location of MHRS's services except that it currently houses its substance use programs and staff in a separately leased location. To consolidate operations and reduce costs, MHRS is constructing an 2,912sf addition at 640 E. Broadway (under permit B24-0195). The expansion will bring all programs under one roof, eliminate approximately \$150,000 in annual rent, and add six offices and additional meeting space. As a result, MHRS incurred a mitigation requirement of \$195,362.20 for 0.718 units associated with the expansion.

Original Amendment Description:

The Applicant's proposed amendment would apply the existing exemption in LDR Section 6.3.2.C.14, currently limited to properties within the Public/Semi-public (P/SP) zoning district, to genuine semi-public uses located outside the P/SP zone.

To ensure the exemption is narrowly applied, the Applicant proposes that eligible organizations must be non-profits providing a government-mandated service through a public-private partnership. The Applicant further states that this distinction excludes general non-profits or contractors, limiting the exemption to entities such as the Applicant, Teton Youth & Family Services, Community Entry Services, or the Senior Center, when expanding office space to deliver essential public services.

The text originally proposed by the Applicant in their submittal is shown on the next page.

14. Public/Semi-public ~~Zone~~. Employee generating development in the Public/Semi-public zone; and use by a non-profit organization responsible for providing a publicly mandated community service through a public-private partnership, regardless of zone.

Applicant Justification for Text Amendment:

As stated by the Applicant, semi-public organizations share this ongoing responsibility and, like government entities, raise funds to support their workforce. While the current exemption only applies to public agencies due to their P/SP zoning, the policy rationale should apply equally to semi-public service providers.

Analysis.

As noted above, MHRS is currently constructing an expansion that triggers housing mitigation fees. Over the past several months, the Applicant and staff have discussed the organization's unique use and funding structure as potential justification for an exemption. Staff agree that MHRS's use is similar to other exempt uses in the P/SP zone. However, LDR Section 6.3.2.C.14 clearly states that a mitigation exemption may only be granted to *"employee-generating development in the Public/Semi-public zone,"* not to similar uses located in other zone districts.

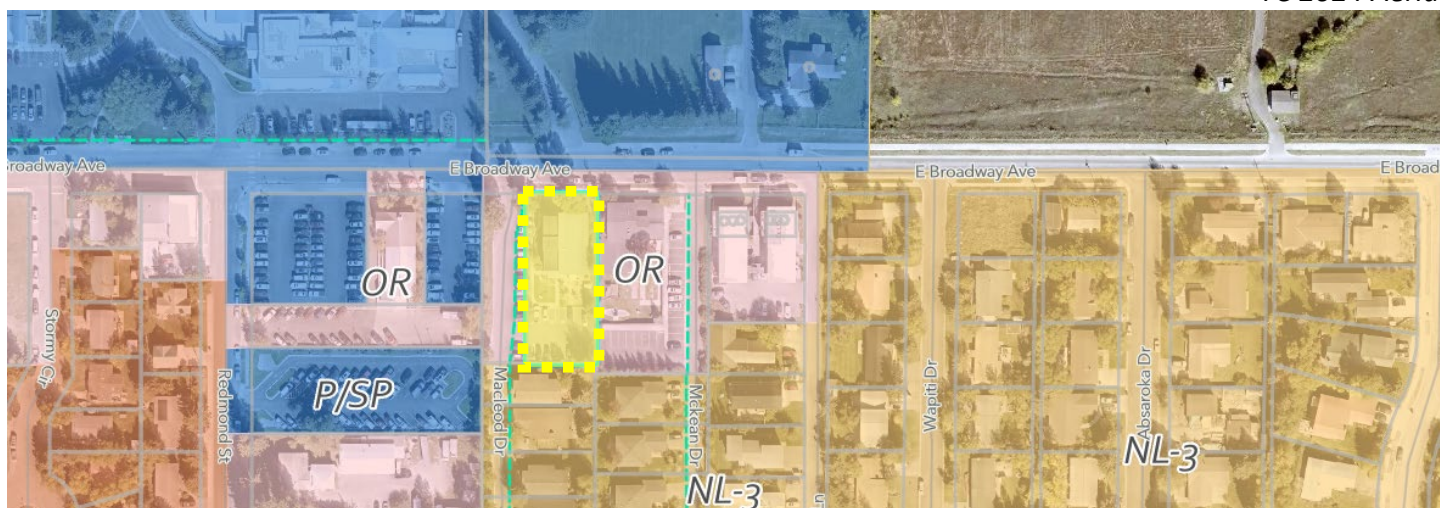
Therefore, the only options for exempting MHRS from mitigation are either rezoning 640 E. Broadway from OR to P/SP or pursuing an LDR text amendment. Staff prefers the latter approach and so directed the Applicant to submit a text amendment which resulted in this application. However, to provide full context, Staff has provided a brief analysis for both options below:

Option 1: Rezone Property to Public/Semi Public (P/SP) Zone:

While Planning staff considered rezoning as an option, there are compelling reasons to limit expansion of this zoning designation. Primarily, the P/SP zone is intended to accommodate new and existing public or semi-public uses, offering flexibility for often large facilities with unique needs, such as increased height, floor area, setbacks, or impervious surface, that other zones cannot support.

As shown on the next page, the property is located at the edge of a residential zoning district. Upzoning to P/SP could allow a future development scale or intensity that is incompatible with neighboring residential properties, particularly to the south.

TC 2024 Aerial



Option #2: LDR Text Amendment to Create Exemption for Applicant's Use:

This option involves amending the LDR's text to add a narrow exemption that exempts from housing mitigation fees only those non-profits that truly provide a quasi-governmental service, typically working directly with governmental entities for funding and operational direction. The advantage of the text amendment is that it provides better predictability for neighbors, protects against unforeseen future uses of the property, and limits the exemption on a case-by-case basis.

Alternative Text Drafted by Staff

In reviewing the proposed amendment, staff determined that there was a clearer way to both meet the Applicant's goals and make the text work better with the LDR's organization and intent. Therefore, staff drafted an alternative text that the Applicant has now agreed to and which the Planning Commission also preferred. This alternative text is provided in redline in the recommendation above in this staff report.

In short, staff wanted to provide very specific criteria that will make it clear which non-profits can qualify for the exemption and that we avoided any unintended consequences of adding this exemption. Toward this end, to ensure that any future use, unrelated to a Public/Semi-public function, does not try to avoid paying mitigation fees if MHRS sells or leases the property, staff recommends that exempted entities be required to record an Affidavit Affecting Title that states: "Any change of use or structural expansion that does not meet the exemption criteria above shall be subject to all applicable Affordable Workforce Housing requirements."

Planning Commission (PC)

The Planning Commission reviewed this item during its regularly scheduled meeting on August 20, 2025, and unanimously recommended approval to the Town Council. The Commission concurred with staff's analysis of compliance, alternatives, and all factors of consideration pursuant to LDR Section 8.7.2.

Public Comment.

As of the writing of this staff report, no public comments have been received.

LDR Text Amendment Factors of Consideration.

Pursuant to LDR Section 8.7.2 of the Town of Jackson LDRs, the decision to amend the text of the LDRs is at the legislative discretion of the Town Council and is not determined by any single factor. In deciding whether to adopt, modify, or deny a proposed text amendment, the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs;

Complies as Conditioned. Is consistent with the purpose and organization of the LDRs, as it provides a targeted exemption to the specific standard in question while seeking to minimize effects on other regulations intended to preserve the community's affordable and workforce housing stock.

2. Improves the consistency of the LDRs with other provisions of the LDRs;

Complies as Conditioned. The proposed amendment helps clarify the application of the LDRs by providing an option for properties that deliver Public/Semi-public services but are not suitable for P/SP zoning due to neighborhood context. It offers a clear approach to aligning the intent of the P/SP zone with the corresponding exemption from the Affordable Workforce Housing Standards.

3. Provides flexibility for landowners within standards that clearly define desired character;

Complies as Conditioned. The proposed amendment provides flexibility for some landowners and uses while keeping the development standards of the non-P/SP zone, which provides predictability for the surrounding neighborhood.

4. Is necessary to address changing conditions, public necessity, and/or state or federal legislation; and

Complies as Conditioned. LDR Section 6.3.2.C has been incrementally updated over time to reflect changing conditions. The proposed amendment continues this pattern by responding to current needs.

5. Is consistent with other adopted Town Ordinances.

Complies. The proposed amendment does not conflict with any other adopted Town Ordinances.

Fiscal Impact.

Staff estimates the proposed amendment would have a direct fiscal impact of \$195,362.20, based on MHRS's mitigation requirement for 0.718 units associated with its 2,912-square-foot office expansion. Additional fiscal impacts may result if future uses also qualify for this exemption.

Staff Impact.

The amount of Staff time to review this Text Amendment, including research and report drafting, is approximately 65 hours. This total also includes time spent on a withdrawn Formal Interpretation.

Attachments or Links.

- Redline Text Amendment

Suggested Motion.

I move to ***approve*** LDR Text Amendment P25-031 to amend LDR Section 6.3.2.C, to include an exemption from the Affordable Workforce Housing requirements for Public/Semi-public uses as presented in this staff report dated October 6, 2025, and direct staff to present the ordinance for first reading at a future Council meeting.



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: Mental Health & Recovery Services of Jackson Hole MHRSJH
Physical Address: 640 E. Broadway
Lot, Subdivision: 3rd Redmond additional Plat 836 Lot18 PIDN: 22-41-16-34-1-56-003

PROPERTY OWNER.

Name: MHRSJH Phone: 3077332046
Mailing Address: PO Box 1868 ZIP: 83001
E-mail: dashley@mhrsjh.org

APPLICANT/AGENT.

Name: Deidre Ashley Phone: 3077332046 207
Mailing Address: PO Box 1868 ZIP: 83001
E-mail: dashley@mhrsjh.org

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ _____ Applicant/Agent

TYPE OF APPLICATION. Please check all that apply; review the type of application at www.townofjackson/200/Planning

Use Permit

_____ Basic Use
_____ Conditional Use
_____ Special Use

Relief from the LDRs

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

Physical Development

_____ Sketch Plan
_____ Development Plan
_____ Design Review

Subdivision/Development Option

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

Interpretations

_____ Formal Interpretation
_____ Zoning Compliance Verification

Amendments to the LDRs

☒ _____ LDR Text Amendment
_____ Map Amendment

Miscellaneous

_____ Other: _____
_____ Environmental Analysis

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

Pre-application Conference #: _____ Environmental Analysis #: _____
Original Permit #: B24-0195 Date of Neighborhood Meeting: _____

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

Have you attached the following?

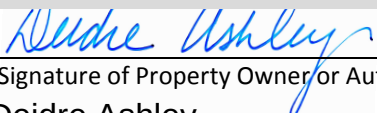
X **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

NA **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 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
Deidre Ashley

Name Printed

6/20/2025

Date
Executive Director

Title

June 20, 2025

Paul Anthony
Planning Director
Town of Jackson
PO Box 1687
Jackson WY 83001

To Whom it May Concern:

Mental Health & Recovery Services of Jackson Hole would like to apply an LDR Text Amendment under Section 6.3.2.C- uses exempt from housing mitigation fees for our project B24-0195.

Semi-Public Housing Exemption

Request

Amend the text of the Land Development Regulations pursuant to Section 8.7.1. to:

Exempt non-profit organizations providing a mandated public service through a public-private partnership, from the Affordable Workforce Housing requirements.

Project Description

Background

Affordable Workforce Housing Standards Background

In 2018, the Town of Jackson and Teton County adopted Div. 6.3: Affordable Workforce Standards to replace Div. 6.3: Employee Housing Standards and Div. 7.4: Affordable Housing Standards. The adoption was the culmination of an 18-month process that reviewed the existing housing mitigation standards and replaced them with a requirement that new development be mitigated for a portion of the year-round employees generated by the development, who cannot afford market housing. As part of that process, the Town and County reviewed the appropriate applicability of the requirement to public and semi-public uses.

After considering public comments and the Planning Commissions' recommendations, in October 2017, the Town and County directed staff to exempt public and semi-public development from the requirements. (see attached November 13, 2017 Policy Direction, Item 8) The rationale for this is that the public's desire to house its own employees does not have to be guaranteed at the time of public and semi-public development in the same way it has to be required for private development. The public can provide its own employee housing as needed without relying on regulatory concurrence to ensure its goals are met. In addition, some public projects are tied to funding sources that cannot be used for housing, and the



concurrency requirement would jeopardize that funding.

In the execution of that October 2017 direction, the Land Development Regulations that were approved exempted development in the P/SP (Public/Semi-Public) zone from the housing requirements. This exemption and the above rationale were affirmed through the adoption process in the summer of 2018 (see attached June 26, 2018, Council and Board Straw Poll Direction, Item 36). However, the P/SP zone exemption does not apply to public/semi-public development in other zones. The purpose of this amendment is to apply the intended public/semi-public exemption when public interest is being met in other zones.

P/SP Zone Background

The purpose of the P/SP zone is to, “provide locations for new and existing uses and facilities of a public or semi-public nature. In particular, the P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs, such as for height, floor area, setbacks, and impervious surface, which cannot be accommodated in other zoning districts. Land in the P/SP zone and/or facilities operated therein may be under the control of federal, state, or local governments, or other governmental entities such as a school district or hospital district.” (LDR Sec. 4.2.1.A)

The P/SP zone exists to relax bulk, scale, and intensity requirements for projects with unique needs and public necessity and is limited to public entities, although some semi-public organizations have also been granted P/SP zoning. In the applicant’s situation, there are no unique building character requirements, and retaining the underlying zoning maintains the community’s built character. However, the Affordable Workforce Housing Standards exemption applicable in the P/SP is also applicable to the applicant, even though P/SP zoning is not needed for their particular semi-public use.

Applicant Background

Mental Health and Recovery Services of Jackson Hole (“MHRS”) has been serving Teton County’s mental health needs since 1974. Formerly Jackson Hole Community Counseling Center and Curran Seeley Foundation. The organizations decided to merge and rebrand in 2022 to integrate services, provide synergies and efficiency, and better serve the community. The building at 640 E. Broadway is currently under their ownership. The current space for the substance use programs and staff is located in another rented location within the town limits. MHRS is currently building an addition on the 670 E. Broadway location – in order to combine its programs under one roof, save \$150,000 per year in rent and. add meeting space and 6 more offices.

The agency is a 501(c)3 that is designated and certified by the State of Wyoming Department of Health and SAMHSA as a Community Mental Health Center. MHRS is also accredited by the Commission for Accreditation for Rehabilitation Facilities (CARF). There is a center in every county in WY that contracts with the state to provide essential mental health and substance use services. In several counties in Wyoming, the centers are situated in the local hospitals or within the county government. MHRS sees anyone, no matter the presenting issue, age, race, sexual orientation, or ability to pay and provides the services at a low/no fee for most. Government funding /contracts (Town, County, TCSD, WY Department of Health) makes up roughly 60% of their budget. Another 20% is provided through local philanthropic support for their mission and critical services for the community.

Community Mental Health Center and Substance Use Disorder Center Definition: *(In other states, these services would be provided by a government agency such as a Health and Human/Social Services Dept. Instead, Teton County has a public/private partnership relationship with the Town of Jackson and Teton County, WY.)* A Community Mental Health or Substance Use Disorder Treatment Center is an organization which is licensed to conduct business in the State of Wyoming; is nationally accredited; is governed by a citizen board; has a local identity; participates as a member of the community and is responsive to community needs; operates at least one (1) full-time office in each county served, staffed a minimum of forty (40) hours per week, Monday through Friday; provides affordable, accessible, and effective treatment services that address individual needs and are available to all persons who need services, regardless of the ability to pay for services; and provides a comprehensive range of services for persons with behavioral health disorders, including specialized services for the priority populations.

Services required by a Community Mental Health Center, either locally or through a regional Memorandum of Understanding, are:

- Case Management.
- Clinical Assessment.
- Crisis Clinical Response Services.
- Emergency Care Coordination (Crisis) and Gatekeeping Services.
- Medication Management Services.
- Peer Specialist Services.
- Specialty Services for adults with Severe Mental Illness, are:
 - Case Management,
 - Medication Management and Monitoring,
 - Community Living Environments,
 - Rehabilitative Services, and
 - Recreation/Socialization.

In addition to specialty services for adults with Serious Mental Illness (“SMI”), specialty services for children and adolescents with Serious Emotional Disturbance (SED) are provided according to the System of Care Principles.

- Agency-based Individual and Family Therapy.
- Community-based Individual and Family Therapy; and
- Group Therapy.

Services required by a Community Substance Use Disorder Center are:

- Case Management.
- Clinical Screening and Assessment.
- Intensive Outpatient Program: (We are the only organization that provides this level of care)
- Agency-based Individual and Family Therapy.
- Community-based Individual and Family Therapy.
- Group Therapy; and
- Peer Specialist Services.



Mental Health and Recovery Services of Jackson Hole contracts with the state, who also administers federal mental health and substance use block grant funds). In addition, MHRS also contracts with Teton County and the Town of Jackson to provide intensive outpatient mental health and substance use programs. MHRS contracts with Teton County to provide emergency services, provide 24/7 with walk-in, crisis line and Title 25 (Involuntary Hospitalization) assessments (our clinicians respond 24/7 and are credentialed through St. Johns Health). Title 25 is a required civil process for counties, and we partner with the Teton County Attorney's office. MHRS contracts with the schools and provides crisis assessment services for students in crisis. MHRS is required to have MOUs with the Town, County, hospital, law enforcement, the Wyoming State Hospital and Teton County School District. MHRS provides services for Teton County Court Treatment Program and participates in Child Protective and Adult Protective Teams as well as the Prevention Program. MHRS is a member of Volunteer Organizations Active in Disasters and works with the Emergency Management Office for services during community events and disasters.

Proposed Allowance

The proposed amendment would apply the existing P/SP exemption from Division 6.3: Affordable Workforce Housing Standards, to semi-public use of a building outside of the P/SP zoning district. The proposed amendment includes criteria for determining whether an organization is semi-public - the organization shall be a non-profit responsible for providing a publicly mandated service through a public-private partnership.

This requirement ensures that the exemption will not apply to all non-profits or all government contractors. It is narrowly tailored to apply to organizations like the applicant that provide services mandated by the government with substantial government funding, augmented by philanthropic support. Other organizations that would qualify for the proposed exemption include organizations like Teton Youth & Family Services, Community Entry Services or the Senior Center if they were to expand existing office facilities.

The proposed allowance is consistent with the Town and County intent from 2018 that public provision of the housing needed to ensure public service provision does not have the same concurrency requirements as private development. In order to address the housing demand generated by private development, the cost must be incorporated into the private development by requiring the housing be provided with the development. Once the development is complete, there is no way to go back to the developer and address the generated housing demand. Dissimilarly, the public retains responsibility to staff its public facilities, including to provide the necessary housing, after the development is complete. As a result, public and semi-public development is exempt from the Affordable Workforce Housing Standards, because the public already has a responsibility to provide the housing it needs to provide public services and concurrency is not the issue.

The applicant and other semi-public organizations have the same ongoing public responsibilities as the public and thus the same rationale applies. They will continue to raise money to ensure they have staff to provide mandated community services. The Town and County recognize this relationship by providing preference to critical service providers through the public housing process. While the rationale applies to the applicant and similar organizations in the same way it applies to the Town, County, Hospital District, and School District, the existing exemption only applies to those governmental entities because of the intent of the P/SP zone.

The P/SP zone is intended to allow larger buildings than would be allowed in other zones in order to allow for institutional developments that are uncommon and have unique requirements. Applying the P/SP zone

to the applicant's property (as the County did for the TYFS property in Redtop) would sacrifice the built character protection of the existing zoning in order to meet the intent of the Affordable Workforce Housing exemption. The proposed amendment allows semi-public organizations such as the applicant to realize the intended Affordable Workforce Housing exemption, without sacrificing the built character constraints of the underlying zoning.

The recent amendment to the LDRs to exempt change of use from Affordable Workforce Housing Standards raises a question about the long-term implications of this proposal, but the implications are minimal for a few reasons.

- First, non-profit organizations providing public service through public-private partnership are not active real estate traders - they are looking for long-term stability and cost control. They need the exemption to build facilities where they have secured land. They are focused on service provision, flipping property and developing somewhere else. Land is scarce and securing a property or long-term lease on which a construction project is worth the investment is referred to in the non-profit world as a "forever solution".
- Second, in the overall analysis of the implications of the change of use amendment on housing provision, this situation is an outlier. There are few organizations who would qualify for this exemption and the potential loss of housing revenue from an (unlikely) future change of use by one of these organizations represents a small fraction of the lost revenue from the overall change of use exemption. The Town has already determined the benefits of the change of use exemption outweigh the costs; this proposed exemption does not add any new dimensions to that determination.
- Finally, as discussed above, the proposed amendment is consistent with the idea that the public's service and housing provision goals are better addressed holistically. While private development housing demand must be mitigated on a project-by-project basis in order to be incorporated into the economics of each development, the public does not have to allocate its social service and housing dollars concurrently in order to ensure each public need is met. The proposed exemption does not mean needed public service provider housing will not be built, it just uncouples the housing provision from the space for the service provision.

Proposed Amendment

6.3.2. - Applicability

These affordable workforce housing standards apply to any employee generating development, unless exempted below.

C. Exemptions. The following are exempt from the standards of this division.

14. **Public/Semi-Public Zone.** Employee generating development in the public/semi-public zone; and use by a non-profit organization responsible for providing a publicly mandated community service through a public-private partnership, regardless of zone.

Proposed Findings

The advisability of amending the text of these LDRs is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In deciding to adopt or deny a proposed LDR text amendment the Town Council shall consider factors including, but not limited to, the extent to which the proposed amendment:

1. Is consistent with the purposes and organization of the LDRs;

The proposed amendment is consistent with the purpose of the LDRs to implement the community's vision by enabling the provision of public services. It is consistent with the organization of the LDRs by providing an exemption to only the standard in question without creating waterfall effects to throughout other aspects of the LDRs intended to protect the built character of the community.

2. Improves the consistency of the LDRs with other provisions of the LDRs;

The proposed amendment improves the consistency of the LDRs by creating a solution for properties that are providing semi-public services but do not qualify for P/SP zoning. The proposed amendment is a simple solution to address an inconsistency between the intent of the P/SP zone and the intent of the P/SP exemption from the Affordable Workforce Housing Standards (Div. 6.3).

3. Provides flexibility for landowners within standards that clearly define desired character;

The proposed amendment maintains character defining standards by proposing an Affordable Workforce Housing Standards exemption while maintaining the underlying zoning on semi-public properties that define the appropriate bulk, scale, and intensity of development that define our built character.

4. Is necessary to address changing conditions, public necessity, and/or state or federal legislation; and

The proposed amendment implements the Town and County intent in adopting the Affordable Workforce Housing Standards in 2018 that public and semi-public organizations provide services that are a public necessity. While those services require employees, who need housing, the public's efforts to provide services and housing can be viewed holistically rather than project by project in a way that is unique from private development.

5. Is consistent with other adopted Town Ordinances.

The proposed amendment does not conflict with any existing Town Ordinances.

In addition, we are also applying for a fee waiver for applicable review fees by all departments. The summary of fees is listed below (we have added the LDR Text Amendment):



Project number	Note	Amount
B24-0195	Building Review Fee – “remodel plan review”	\$10,183.55
B24-0195	Building Review Fee – “remodel and alterations”	\$15,667.00
P23-222	DRC review (Krikor Arch. Paid)	\$255.00
E24-0010	Grading Pre-Application (Y2 consultants paid)	\$192.00
TBD	Formal Interpretation – Similar Use	\$662.00
TBD	LDR Text Amendment	\$1986

Fee

Waiver

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

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

Thank you for all the work your department does for our community. Thank you also for your consideration for the LDR Text Amendment. Please feel free to contact us if you have questions or need additional information to make your determination.

Regards,

Deidre Ashley, MSW, LCSW
Executive Director

MHRS Board of Directors

Paul Clementi – Co Chair
Clay Moorhead – Co Chair
Emmie Hill
Pier Trudelle
Shannon Hasenack
Jeff Ward
Meagan Murtagh
Avi Kantor
Hadyn Peery
Judy Singleton
Anne Schuler
James Blackburn

The below list of proposed modifications is from Town Council, Board of County Commissioner, and Planning Commission proposals, as well as proposals from staff review, the April 12 public open house, and other public comment. All proposed modifications considered, including those denied are presented. The direction provided on approved modifications informed the June 27, 2018 Adoption Draft of the updated housing mitigation LDRs. The Adoption Draft, March 16 Public Review Draft, and all materials that informed and supplement the drafts are available at www.engage2017.jacksontetonplan.com/housingrequirements.

All proposed modifications in the table reference the March 16 Public Review Draft of the updated housing mitigation standards. However, to assist in referencing how the approved modifications informed the June 27 Adoption Draft, if an approved modification caused a change to the section numbering, the section number in the table was updated to reflect the June 27 Adoption Draft. To the right of the Proposed Modification is a column for Staff's Recommendation, the Planning Commissions' Recommendation, and the JIM Direction on the modification. These columns are populated with a simple abbreviation: A = Approve, D = Deny, T = Table for future consideration outside the scope of this project. Finally, is a discussion column. The discussion column includes both staff, Planning Commission, Town Council, and Board of County Commissioners analysis. Where discussion from the JIM meeting has been added, the modification number(s) is highlighted. Where the discussion column is merged for multiple modifications it is because the modifications are related and the discussion applies to all modifications. The discussion is most understandable after first reading the modification(s) and direction to which it applies. Throughout the discussion "November policy direction" refers to the final policy direction provided by the Town Council and Board of County Commissioners on November 13, 2017, which is available on the project webpage linked above. Staff and Planning Commission recommendations on that policy direction, provided in October 2017, are also available on the project webpage.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
K1	6.3.1.A	Eliminate requirements to provide housing and free up more housing supply instead	D	D	D	The November policy direction is to require development to include affordable housing for the year-round, full-time employees generated who cannot afford market housing. The community's housing goal is to balance a supply and demand imbalance that cannot be solved through purely supply or demand side approaches. The annual demand for workforce housing to house 65% of the workforce locally is 280 units. The annual supply of workforce housing by the market, mitigation requirements, and public funding is about 80 units. In fact, only 150 units total – workforce and non-workforce – are built each year. A supply side only solution is inconsistent with other goals of the community, which is why the Comprehensive Plan calls for housing mitigation requirements that ensure balance between the generation of demand and supply of workforce housing when new development occurs. But new development is not the only source of demand, which is why the Comprehensive Plan also calls for allowances and incentives for the market to provide workforce housing, and public funding for workforce housing as well. Council and the Board discussed the supply side solutions that are a part of the puzzle, namely the District 3-6 zoning updates the Town is finalizing. They also identified that northern South Park may have a role in providing housing supply depending on the outcomes of the current projects.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
K2	6.3.1.B.2	Complete a new housing Nexus Study that considers the affordability of rental product	D	D	D	Housing mitigation requirements address the affordable housing demand from new development. New employees need new housing, because existing housing is already occupied. How much a new employee will make is estimated based on looking at what other employees make. However who can afford a new home is based on how much it costs to build a new home, because a new home will not be built unless the cost can be recovered. Therefore, the Nexus Study calculates the cost of constructing a new home and then calculates what percentage of households can cover that cost. The Nexus Study uses an affordability calculation that a household can afford a home worth 333% of its income. You can think about that as a 30 year mortgage or the present value of 30 years of rent, but the factor is the same. Whether the project gets built as an ownership or rental project is then determined by whether the developer can get the sales price or the rent on the market. The 333% affordability factor is a standard affordability factor used and defended in housing affordability studies and requirements across the nation. The Nexus Study is not about ownership versus rental affordability it's about affordability of a new unit. Therefore, the Nexus Study does not need to be updated to study rents and rent trends on existing units. Such a rental study would benefit the community's understanding of the local housing stock, but is not necessary to implement these requirements. Staff recommends adopting updated regulations based on the completed Nexus Study, which is accurate, defensible, and the academic standard. If a "safety factor" is desired the requirement can be reduced (see next discussion) but history has shown that delaying adoption of updates to these requirements in order to further the study the issue does not reduce the requirement, it only increases the increment of the increase the next time it is discussed.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
K3	6.3.3.A	Reduce the mitigation amount to account for job growth that is not associated with physical development, ensure physical development is only paying its fair share	D	D	D	The demand for workforce housing comes from three sources: job growth, retirement, and an existing shortfall. Housing mitigation requirements can only address job growth, and furthermore can only address job growth from development – either physical development or change of use. Data show that since 2000 jobs have grown at an annual rate of 2.1%, while physical development has only grown at an annual rate of 1.6%. Housing mitigation can only address that 1.6% rate of growth, the rest of the job growth, retirement, and existing shortfall have to be addressed using other tools such as zoning allowances, incentives, and public funding.
K4	Beyond Scope	How do we mitigate for new jobs that do not need physical space?	T	T	T	The 2013 Nexus Study calculation of employees per square foot is based on a local survey, not a calculation of total employees divided by total floor area. There is no job growth unassociated with development to delete from the proposed requirements. The Planning Commissions recommend a reduction of the amount of housing required (see below), but their recommendation is not based on a finding that the proposed requirements attempt to mitigate for non-development job growth. The Housing Action Plan identifies a need for mitigation requirements, zoning allowances and incentives, and additional funding sources for workforce housing. This effort is focused on requirements and zoning. Future efforts could explore other methods for addressing housing need. If such efforts are a goal of the Council and Board they can be added to a future Comprehensive Plan Implementation Work Plan. The Planning Commissions are supportive of exploring other mechanisms to address job growth such as business licenses. In developing alternatives last fall staff explored a business license approach. It would likely require some work at the State level, and the County cannot implement business licenses. It is something that staff can work on as an additional funding source for housing.
K5	Beyond Scope	Could employee generation by virtual businesses be addressed with Business Licenses?	T	T	T	
K6	6.3.3.A	Reduce mitigation so that the amount of housing built is not actually reduced	D	D	D	New development is only being asked to address its own impacts, and addressing housing demand does as much to address the lack of housing as providing housing supply. If the mitigation requirements cause less housing supply to be built it will be because less housing demand is generated. Given the current shortfall of workforce housing supply compared to workforce housing demand, reducing each will reduce the housing shortage not increase it. That said, the proposed requirements would reduce the mitigation requirement on multi-unit residential development, which may actually result in more market workforce housing being built to offset a decrease in restricted housing being built, further reducing the workforce housing shortage. The Planning Commissions’ recommended reduction is below. While they did discuss the “Laffer Curve” idea that over-taxation can end up resulting in less revenue (in this case housing), they ultimately based their recommendation on other rationale.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
K7	6.3.3.A	Reduce the requirement from 73% of year-round workers to 38%. If the goal is to house 65% of the workforce locally and 27% of employees generated can afford housing, that leaves 38% of year-round employees generated (65-27=38) in need of housing.	D	A	D	The November policy direction is to mitigate for year-round, full-time employees who cannot afford housing. The proposed regulations implement that direction. The requirement cannot be legally increased, but it can be decreased. If the requirement feels too high, staff recommends a reduction of the requirement rather than a series of exemptions and workarounds that will be difficult to administer in the future. That said, staff does not recommend a reduction. The November policy direction also asked staff to provide analysis of what zoning, incentives, and funding would have to do if the requirement were lowered. Zoning, incentives, and funding are the workforce housing supply tools that have to address workforce housing demand from retirement, the existing shortfall of workforce housing, and job growth not associated with development. That demand equals about 130 units per year. Historically those tools have provided about 60 units per year. Updates to Town zoning include additional allowances and incentives that the market and public will use to provide more workforce housing, but it is unrealistic that those allowances and incentives will double the historic production of workforce housing by the market and public. Staff's analysis is that in order to meet the community's housing goal all tools – mitigation, zoning, incentives, and public funding – must be deployed to the maximum extent. The Planning Commissions find the requirement to be too onerous on developers, forcing them to take on risk in the form of increased cost without increased revenue. Their analysis focused on the impacts of the proposal on development. The Planning Commissions are concerned the draft requirement will be bad for business and have the impact of generating more home business in residential neighborhoods. They believe that businesses will provide housing out of necessity and are generally more supportive of supply-side solutions that allow and encourage more housing to be built. They discussed their recommendation as an approach that shifts to the employee mitigation based system in a small increment first, which always allows for an increase in the amount of the requirement once the initial shift is understood. The Planning Commissions' recommendation effectively cuts the proposed mitigation requirement in half for all development types except single-family homes over 4,500 sf. It would mean that the community's goal that at least 65% of the workforce live locally will shift from an "at least" to an "at most" aspiration. The math used by the Planning Commission to arrive at their recommendation does not take into account the overall lack of supply of housing, which is also an issue. Council and the Board analyzed the various proposals by considering the Planning Commissions concerns in the context of the overall mitigation requirement which already removes any requirement to house seasonal employees generated. Modifications #K7, #K8, and #K9 would each reduce the overall community mitigation rate from what was found to be needed in 1994, when we know that need has more than doubled from 33% of the workforce needing housing assistance in 1994 to 73% today. Modification #K10 is intended to address the overall mitigation rate directly by supporting the
K8	6.3.3.A	Reduce the requirement across the board to 65% of what is proposed	D	D	D	
K9	6.3.3.A	Reduce the requirement by 34% because households making less than 50% of median income should be housed by public funding	D	D	D	
K10	6.3.3.A	Reduce the requirement from 73% to 55% so that the overall mitigation rate is unchanged by the focus on year-round employees	D	-	A	
K11	6.3.3.A	Reduce the requirement from 73% to 61% to account for the 12% average vacancy rate of rental units in Town, which are affordable to median income	D	-	D	
K12	6.3.3.A	Reduce the requirement on nonresidential, but not lodging or residential	D*	D	A	

Proposed Modification			Rec/Direction			Discussion																																																																																										
#	Sec.	Proposed Modification	Staff	PC	JIM																																																																																											
K 13	6.3.3.A	Apply the reduction to all development except a single-family home over 4,500 sf	D	A	D	programmatic shift to year-round employee mitigation, while minimizing the practical impact on mitigation requirement without reducing the overall mitigation rate. Modifications #K10 and #K11 were proposed following the Planning Commission meeting. *If a reduction is made because the nonresidential requirement feels too high, staff recommends that it only be made to nonresidential uses and not residential and lodging uses, especially if an exemption for small residential units is also approved. Multi-unit residential development is already seeing a significantly decreased requirement. Staff has already seen examples where the proposed lodging and residential requirements have incentivized residential over lodging. The Planning Commissions’ recommended reduction to all types of development, except large single-family homes is the type of very narrow application of the full requirement that undermines the defensibility of the entire housing mitigation requirement. The majority of the Council and Board discussion was on modifications #K7-K12 with the direction to approve the combination of #K10 and #K12 effectively creating a new column in the table below. About 75% of year-round employee generation is from nonresidential development, while 5% is from lodging and 20% is from residential. As a result, the weighted year-round mitigation rate for all uses is 60% after applying a 55% mitigation rate to nonresidential and 73% mitigation rate to lodging, and residential. <table><tr><th colspan="10">Comparison of % Housing Demand Required by Proposed Modifications</th></tr><tr><th></th><th></th><th colspan="8">% of Housing Demand Required to be Supplied</th></tr><tr><th></th><th>Total</th><th>Current</th><th>Draft</th><th>JIM Dir</th><th>#K7 (PC)</th><th>#K8</th><th>#K9</th><th>#K10</th><th>#K11</th></tr><tr><td>Year-Round Employee Hsg. Demand</td><td>60%</td><td>33%</td><td>73%</td><td>60%</td><td>38%</td><td>47%</td><td>48%</td><td>55%</td><td>61%</td></tr><tr><td>- Nonresidential</td><td></td><td></td><td></td><td>55%</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>- Lodging</td><td></td><td></td><td></td><td>73%</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>- Residential</td><td></td><td></td><td></td><td>73%</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Seasonal Employee Hsg. Demand</td><td>40%</td><td>33%</td><td>0%</td><td>0%</td><td>0%</td><td>0%</td><td>0%</td><td>0%</td><td>0%</td></tr><tr><td>Overall</td><td>100%</td><td>33%</td><td>43%</td><td>36%</td><td>23%</td><td>28%</td><td>29%</td><td>33%</td><td>37%</td></tr></table> Council and the Board identified that while increased mitigation is difficult and unpopular so are supply side solutions. The Town is making a heavy lift on the supply side now, but there is a need to come close to breaking even through mitigation because it is the piece of demand where we can require that housing supply keep up with demand. The Council and Board also identified that exemptions from the mitigation requirements that are intended to encourage supply of market workforce housing are ineffective if the requirements are overly reduced. The Councilmember and Commissioners opposed to the direction identified the requirement as a large jump and pushed for additional supply side	Comparison of % Housing Demand Required by Proposed Modifications												% of Housing Demand Required to be Supplied									Total	Current	Draft	JIM Dir	#K7 (PC)	#K8	#K9	#K10	#K11	Year-Round Employee Hsg. Demand	60%	33%	73%	60%	38%	47%	48%	55%	61%	- Nonresidential				55%						- Lodging				73%						- Residential				73%						Seasonal Employee Hsg. Demand	40%	33%	0%	0%	0%	0%	0%	0%	0%	Overall	100%	33%	43%	36%	23%	28%	29%	33%	37%
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		(continuation of #K7-K13 discussion)				allowances and incentives. That said, the opposition was to the application of #K10 to nonresidential use, there was general support for #K12 that the reduction only apply to nonresidential uses. Below is a table the compares the practical effect of the current requirements, March 16 Public Review Draft, and June 27 Adoption Draft. The list of modifications released May 31 has the same table with the PC Recommendation instead of the JIM Direction, please refer to that table if you would like to compare the JIM Direction with the PC Recommendation. <table border="1"> <thead> <tr> <th colspan="7">Current vs. Draft vs. JIM Direction Housing Requirement</th></tr> <tr> <th rowspan="2">Development Type</th><th colspan="2">Current</th><th colspan="2">March 16 Draft</th><th colspan="2">JIM Direction</th></tr> <tr> <th>Units</th><th>Fee-In-Lieu</th><th>Units</th><th>Fee-In-Lieu</th><th>Units</th><th>Fee-In-Lieu</th></tr> </thead> <tbody> <tr> <td>3,000 sf restaurant</td><td>1.8</td><td>provide unit</td><td>4.768</td><td>provide units</td><td>3.592</td><td>provide units</td></tr> <tr> <td>5,000 sf retail</td><td>1.244</td><td>provide units</td><td>2.863</td><td>provide units</td><td>2.157</td><td>provide units</td></tr> <tr> <td>10,000 sf office</td><td>0.222</td><td>\$ 25,872</td><td>6.549</td><td>provide units</td><td>4.934</td><td>provide units</td></tr> <tr> <td>5,000 sf industrial</td><td>0.067</td><td>\$ 7,761</td><td>1.631</td><td>provide units</td><td>1.229</td><td>provide units</td></tr> <tr> <td>50,000 sf private school</td><td colspan="2">exempt</td><td>34.90</td><td>provide units</td><td colspan="2">independent calc.</td></tr> <tr> <td>20 – 2 bedroom short-term rentals</td><td>5</td><td>provide units</td><td>8.172</td><td>provide units</td><td>8.172</td><td>provide units</td></tr> <tr> <td>40 unit conventional hotel</td><td>3.378</td><td>provide units</td><td>8.172</td><td>provide units</td><td>8.172</td><td>provide units</td></tr> <tr> <td>1,500 sf single-family unit</td><td colspan="2">exempt</td><td colspan="2">exempt (County)</td><td colspan="2">exempt (County)</td></tr> <tr> <td>4,500 sf single family unit</td><td>-</td><td>\$ 14,789</td><td>0.126</td><td>\$ 29,251</td><td>0.132</td><td>\$ 27,544</td></tr> <tr> <td>8,000 sf single family unit</td><td>-</td><td>\$ 40,669</td><td>0.261</td><td>\$ 60,306</td><td>0.275</td><td>\$ 57,265</td></tr> <tr> <td>12 unit PRD subdivision</td><td>7.92</td><td>provide units</td><td>3.129</td><td>provide units</td><td>3.129</td><td>provide units</td></tr> <tr> <td>90 – 850 sf, 2 bedroom apartments</td><td>20</td><td>provide units</td><td>2.490</td><td>provide units</td><td>2.490</td><td>provide units</td></tr> <tr> <td>Replace 8 mobile homes w/ 12 apts.</td><td>0.889</td><td>\$ 359,092</td><td>0.332</td><td>\$ 76,789</td><td>0.350</td><td>\$ 79,912</td></tr> </tbody> </table>	Current vs. Draft vs. JIM Direction Housing Requirement							Development Type	Current		March 16 Draft		JIM Direction		Units	Fee-In-Lieu	Units	Fee-In-Lieu	Units	Fee-In-Lieu	3,000 sf restaurant	1.8	provide unit	4.768	provide units	3.592	provide units	5,000 sf retail	1.244	provide units	2.863	provide units	2.157	provide units	10,000 sf office	0.222	\$ 25,872	6.549	provide units	4.934	provide units	5,000 sf industrial	0.067	\$ 7,761	1.631	provide units	1.229	provide units	50,000 sf private school	exempt		34.90	provide units	independent calc.		20 – 2 bedroom short-term rentals	5	provide units	8.172	provide units	8.172	provide units	40 unit conventional hotel	3.378	provide units	8.172	provide units	8.172	provide units	1,500 sf single-family unit	exempt		exempt (County)		exempt (County)		4,500 sf single family unit	-	\$ 14,789	0.126	\$ 29,251	0.132	\$ 27,544	8,000 sf single family unit	-	\$ 40,669	0.261	\$ 60,306	0.275	\$ 57,265	12 unit PRD subdivision	7.92	provide units	3.129	provide units	3.129	provide units	90 – 850 sf, 2 bedroom apartments	20	provide units	2.490	provide units	2.490	provide units	Replace 8 mobile homes w/ 12 apts.	0.889	\$ 359,092	0.332	\$ 76,789	0.350	\$ 79,912
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K 14	6.3.3.A	Phase the mitigation requirement in at 65% of the amount proposed now escalating to fully calculated need upon Nexus Study Update in 2020	D	D	D	This proposed modification respects the November direction, but phases the requirement in to lessen the impact. Staff does not find the intent of the modification realistic for two reasons. First, the current Council and Board cannot bind the 2020 Council and Board. Second, even at 65% of the proposed requirement, the increase would be significant enough that it would take more than 2 years for the market to adjust to the new sideboards, only have them move again. It is also worth noting that there will be a “run-on-the-bank” at each step. Staff is aware that many architects have been offered “whatever it costs” to get a building permit in by July 2. Council and the Board discussed the importance of the indicators in evaluating the impact of these updates. Discussion of triggers for future action was deferred to the discussion in #K61 of updates to the Nexus Study and in-lieu fees.																																																																																																															

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15	General	Make content neutral editorial and clarifying changes as identified	A	A	A	As the draft LDRs are reviewed and updated, edits beyond those explicitly identified will be needed. Staff will makes such edits when they do not affect the content of requirements. For example, confirm the correct name of the fund in which the in-lieu fees are placed. Edits made include addition of the Housing Directors roles to Division 8.10. Duties and Responsibilities, and renaming the fund into which in-lieu fees are paid to match the existing fund names.
16	General	Make edits to implement the housing mitigation LDRs in the new Character District 3-6 zones.	A	A	A	Concurrently with review of the housing mitigation requirements the Town is updating the zoning in Character Districts 3-6. Changes made to the District 3-6 zoning may affect where and how the housing mitigation regulations are cross-referenced. Such changes will not affect the housing requirements, only how they are implemented. The primary edit made to implement this modification direction is the exemption of apartment units in the NL-5 because they are subject to the same occupancy restriction as an ARU.
17	General	Make any additional modifications required by legal review	A	A	A	While an initial legal review has been complete any additional, legally necessary modifications identified as the requirements are revised should be incorporated.
18	6.3.1.B	Add a finding related to job growth outpacing housing growth	A	A	A	The legislative findings focus on affordability as the primary factor impacting the availability of workforce housing but even without the affordability issue, the rate of job growth compared to housing growth would indicate a housing shortage.
19	6.3.2.B.2	Define “substantially amended”	D	D	D	The proposed modification is unnecessary. “Substantial amendment” is already defined in the text of 6.3.2.A.2. The definition is the last sentence prior to the example, “A substantial amendment is any amendment that would increase the amount of affordable workforce housing required. Staff does not recommend adding the definition to Article 9 because the definition is specific to 6.3.2.A.2 and should not be construed as intended to apply to other LDRs.
20	6.3.2.C	Delete all exemptions except those legally required.	D	D	D	The November policy direction included a specific list of exemptions. The March 16 draft reflects that direction. One of the policy alternatives (Alternative 8A) considered in November was to only include the exemptions that were legally required. That alternative had support in the online survey, but was not recommended by staff, the Planning Commissions, or the elected bodies.
21	6.3.2.C	Add an exemption for change of use within an historic structure and further incentivize historic preservation by exempting additional floor area equal to the floor area in the historic structure retained on-site	A	A	A	Council and the Board have each expressed interest in historic preservation incentives. The proposed affordable workforce housing requirements represent a potential barrier to historic preservation. The change of use exemption encourages the continued use of historic buildings. The exemption to keep historic structures on site is to encourage that historic structures not only be saved, but saved in their historic location. While the historic structure exemptions will increase the amount of housing required to be provided by other tools staff recommends the exemption as a necessary part of encouraging another community goal – historic preservation.

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22	6.3.2.C	Add an exemption for temporary uses	A	A	A	By definition a temporary use only exists for a finite period of time and would not generate year-round, fulltime employees. Temporary uses should have been exempted in the draft requirements based on the November policy direction. The temporary use Section of the LDRs needs to be updated, but it's other shortcomings to not change the logic relative to the housing requirement. Council and the Board also identified a need to update the temporary use standards.
23	6.3.2.C	Add an exemption for entrepreneurial nonresidential development	D	D	D	An exemption for entrepreneurial development already exists in the form of the home business and home occupation exemptions that are part of the accessory use exemption. Most entrepreneurial businesses start at home or in existing space where no requirement would apply. At the point that the business is buying commercial property and developing space it has grown to the point that provision of workforce housing is appropriate.
24	6.3.2.C.6	Add an exemption for replacement of a unit destroyed by natural disaster that is similar to the equivalent exemption for nonconformities	A	A	A	The standards governing nonconforming structure require that a nonconforming structure destroyed by natural disaster may be replaced if a sufficient application for the replacement is received within 18 months. An equivalent exemption for replacement of an existing employee generating development destroyed by natural disaster is appropriate.
25	6.3.2.A.1	Give a landowner credit for any use existing prior to 1995 or legally established since 1995, but place the burden on the land owner to prove existence of a prior use.	A	A	A	The November policy direction was for staff to explore applying the housing requirement to redevelopment. Because any development that has already provided mitigation must be exempt, staff proposed requirements for the redevelopment of employee generating development that had not previously provided mitigation, which is primarily development that existed prior to any housing requirements (1995). For nonresidential use staff recommended replacement of a preexisting uses abandoned for longer than 12 months be required to mitigate. The current regulations give a landowner credit for the use that existed in 1995 and any mitigation provided since. To maintain consistency in the regulations staff supports maintaining the credit allowance, but does recommend a landowner burden of proof standard similar to the standard proposed in the modification, which would mirror the standard for proving a nonconformity.
26	6.3.2.A.1	Clarify that the 12 month abandonment rule does not apply to previously mitigated space.	A	A	A	
27	6.3.2.A.1	Exempt existing single-family floor area when replacing single-family with single family.	A	A	A	

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28	6.3.2.C.5	Delete the County exemption for a 2,000 sf single-family unit	A	D	D	The November policy direction was to include an exemption for County single-family homes less than 2,500 square feet (or a lower threshold). In providing that direction Council and the Board considered staff's recommendation of no exemption for single-family homes and the Planning Commissions' recommendation of an exemption for Town and County single-family units under 2,500 sf. The proposed requirements exempt detached single family units in the County that are under 2,000 sf. Given the split direction from the Town and County in November, staff continues to recommend no exemption for any single-family home, unless a deed restriction is recorded on the unit. A landowner who places a workforce restriction on their property would be exempt. That restriction could be removed at the time the property is sold if housing mitigation is provided at that time. The Planning Commissions affirmed their recommendation from October that that single-family units under 2,500 sf are typically occupied by the workforce and should be exempt, just like a unit with a workforce deed-restriction would be. The Planning Commission finds that it is the larger units that are more likely to be second homes. *If the exemption is retained, staff would recommend clarifying how the exemption works. Staff's intent is that any unit proposed to remain under the threshold is exempt. Any unit that is proposed to be over the threshold is subject to the requirement of the proposed size minus the requirement that would apply to the existing size. For example, a 1,700 sf home being expanded to a 2,700 sf home would be required to mitigate for the 1,000 sf difference. A 4,500 square foot home on a vacant lot would be required to mitigate for the entire 4,500 sf. The Board continues to support an exemption for small single family development because it provides workforce housing. The Board found that that reducing the current requirement to 2,000 sf would only cause confusion. Council continues to find that given the sliding scale on residential development, there should not be an exemption for smaller units.
29	6.3.2.C.5	Increase the County exemption for a detached single family unit from the 2,000 sf proposed to the current 2,500 sf; and add exemption in Town	D	A	A ^C D ^T	
30	6.3.2.C.5	Reduce the single-family unit exemption to 1,500 sf	D	D	D	
31	6.3.2.C.5	Clarify how the single-family unit exemption applies in general and how it applies to an addition that pushes an existing unit over the threshold	D*	A	A	The Board continues to support an exemption for small single family development because it provides workforce housing. The Board found that that reducing the current requirement to 2,000 sf would only cause confusion. Council continues to find that given the sliding scale on residential development, there should not be an exemption for smaller units.
32	6.3.2.C	Add an exemption for apartments if they remain apartments	D	D	D	The November policy direction specifically addressed removing the apartment exemption due to the significant decrease in the requirement for large apartment buildings. The requirement on a 90 unit apartment building is currently that 18 of the units would have to be restricted. The proposed requirement is that 2 of the units would have to be restricted. The policy direction considered staff's October recommendation to remove the existing exemption in place for large apartment buildings and the Planning Commissions' October recommendation to retain the exemption. Modification #34, recommended by the Planning Commission, was proposed at the meeting as a more specific alternative to Modification #33. The Planning Commissions continue to support some exemption for small apartment units, but recommended a small unit exemption rather than the existing exemption that applies to an entire building. However, the unit sizes used in the Planning Commissions' recommendation are from the current Town exemption. As discussed above, staff recommends no exemption for any single-family unit.
33	6.3.2.C	Reduce the requirement on smaller residential projects	D	-	D	
34	6.3.2.C	Expand the small unit exemption to attached single-family units and apartments under 450 sf for a studio, 675 sf for a 1-bed, 975 sf for a 2-bed, and 1,175 for a 3-bed.	D	A	D	

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35	6.3.2.C.11	Exempt bed and breakfast with the rest of the accessory uses	A	A	A	The owner or operator of the bed and breakfast is already required to live on site by definition, and the size of a bed and breakfast is limited to 4 lodging units (which would have a housing requirement of less than 1 unit) so the requirement is unnecessary.
36	6.3.2.C.14	Delete the exemption for employee generating development in the public/semi-public zone.	D	A	D	The November policy direction specifically addresses the public/semi-public exemption. In providing that direction Council and the Board considered staff recommendation to exempt public/semi-public and the Planning Commissions' recommendation not to. The rationale for the exemption in November was to avoid a situation where a public service could not be provided because the housing could not be provided concurrently. The Town and County each have employee housing programs and have an adopted policy in the Housing Action Plan to lead by example. The direction does not preclude the Town and County from providing housing. The exemption would also apply to the School District, Hospital District, State, and other governmental entities.
36 A	6.3.2.C	Add an exemption for Daycare and early childhood education and make other education uses an independent calculation	-	-	A	The Planning Commissions affirmed their recommendation from October that if private sector development is required to internalize its housing demand, public sector development should as well. The Planning Commissions also saw this modification as an offset for the recommended reduction in the amount of the requirement. Council and the Board affirmed their November direction with regard to the P/SP exemption noting that they have to assume the public will act to benefit the public. The issue of exemptions for private schools did not arise until the JIM hearing. Council and the Board acknowledged the employee generation from private schools but discussed that the true employee generation may not be represented by the proposed requirement. The proposed requirement for private schools is based on the average employee generation of all institutional uses included schools, churches, museums, and conference centers. Council and the Board identified a wide variation in intensity of those uses and directed staff to utilize an independent calculation requirement instead of a set number for private schools because of the variation in institutional use average. Based on this rationale staff has also applied the independent calculation to the other institutional uses. Council and the Board identified private daycare and early childhood education as unique from other private institutional uses due to its need in the community and the lack of public provision for that need, which is why they directed staff to fully exempt that specific sub-use.

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37	6.3.2.C.15	Remove the Alta exemption.	D	D	D	The Alta exemption was included in the draft for two reasons, first the generally applicable data on wages and home prices does not apply to Alta in the same way it applies generally in Teton County. Second, the community's goal is to provide housing in Jackson Hole for the workforce earning money in Jackson Hole. This goal has community character and environmental benefits, but it also limits the impact Teton County has on the affordability of housing in neighboring communities. While development in Alta does not generate Jackson Hole jobs that generate commuters, there is a land value difference between Alta and Teton County, Idaho that would indicate that development in Alta does impact housing affordability in our neighboring community. In fact our neighbors have asked that we refrain from exempting Alta as they establish their own housing programs. Until additional coordination can be completed, staff recommends that instead of a full exemption the Alta requirement be 25% of the Jackson Hole requirement. Targhee Resort is the significant employee generating development in Alta, because it is a Planned Resort subject to PUD approval, the Board still has the ability to evaluate the employee generation and the need for workforce housing at Targhee. Since 2009 about \$185,000 in in-lieu fees have been collected from Alta. The housing built with those fees has been in Jackson Hole. This is another issue our Teton County, Idaho neighbors would like to continue to discuss.
38	6.3.2.C.15	Replace the Alta exemption with a requirement that the amount of housing required west of the Tetons is only 25% of the requirement calculated in Section 6.3.3.	A	A	A	
39	6.3.3.A	Increase nonresidential mitigation from 43% to 100%	D	D	D	The November policy direction is to mitigate for year-round, full-time employees who cannot afford housing. The proposed regulations implement that direction. The requirement cannot be legally increased.
40	6.3.3.A	Simplify the residential requirement calculations to not include an exponential equation.	D	D	D	The residential requirement is an exponential equation because the relationship between the size of a unit and the employees generated is an exponential relationship. Breaking the exponential equation into a series of linear equations also results in a complex requirement. The reality is that most people use calculators or worksheets provided by staff to calculate their requirement, and never interface with the actual regulation. As a result, staff recommends using the actual equation identified in the Nexus Study rather than a proxy for the actual equation. The Planning Commissions agree with Staff's recommendation, but would like to see more examples included in the LDR language wherever possible.
41	6.3.3.A	Amend the denominator in the second part of the residential calculation from 2.414 to 2.176 to correct error.	A	A	A	The second part of the residential equation represents the housing need for the employees generated who operate and maintain the residential unit once it is built, for example landscapers and housekeepers. The number in question accounts for the percent of such employees who can afford market housing and the presence of a second income in the household of such an employee. The draft errantly used the number for a Fire/EMS employee instead of an operations and maintenance employee.

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42	6.3.3.A	Adopt a ministorage requirement that is based on Tim Bradley's employee generation numbers, but otherwise utilizes industrial data.	A	A	A	Mini-storage warehouse has different employment characteristics from other industrial type uses. Tim Bradley provided national standards and local data from a number of mini-storage warehouses, requesting that the independent calculation methodology be used to establish a mini-storage specific standard. Staff supports the request and finds the data provided to be a good example of how the independent calculation can work. Staff will calculate a mini-storage requirement based on Tim's data.
43	6.3.3.A	Make the Heavy Retail/Service requirement 0.000326, consistent with industrial uses	A	A	A	Heavy Retail/Service uses are more similar to industrial uses than other retail uses in many ways, especially in the density of employees needed. Heavy Retail/Service uses also primarily allowed in industrial zones so aligning the requirements would eliminate change of use concerns.
44	6.3.3.A	If office and retail are close enough just make them the same	D	-	D	The difference between the office requirement and retail requirement is 0.082 units per 1,000 square feet, meaning that it would take 12,000 square feet of office versus retail to generate a difference of 1 unit. While that sounds like a lot of floor area, it is the size of a typical office building. If other changes to the requirements make the office and retail requirements more similar staff would support a single requirement to avoid change of use complexity, but as proposed the difference represents a unit for a typical office development. The modification was proposed after the Planning Commissions' meeting.
45	6.3.3.A	Reduce the requirement for nonresidential development that includes housing on-site	D	D	D	The updates to the zoning in Town already create an incentive for providing the required housing on-site. Because the floor area to provide the housing does not count against the Floor Area Ratio (FAR) the land to build the units on-site is already paid for, land to build the units off-site is not. Staff finds that reducing the amount of housing provided to further incentivize on-site housing works against the purpose of the requirement for limited benefit.
46	6.3.3.A.3	Add examples to clarify how additions are calculated.	A	A	A	Examples will help clarify the expansion and change of use requirements. For the residential requirement it is important to clarify that because of the exponential relationship the requirement that would apply to a unit of the existing size must be subtracted from the requirement that would apply to a unit of the proposed size because an additional 500 sf on a bigger home generates more employees than an additional 500 sf on a smaller home.

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47	6.3.3.A.5.a	Clarify that a previously unmitigated vacant lot must provide housing	A	A	A	After reevaluating the types of single-family subdivision likely to occur, staff recommends that the requirement be implemented at the time of building permit for single-family development. The only types of single family subdivision allowed are County conservation subdivisions (PRDs) the community encourages, exempt subdivisions where the requirement cannot be collected at subdivision, and small subdivisions in the Town unlikely to have a housing requirement over 1 unit. After further analysis staff recommends that implementing the requirement at building permit is the most consistent approach with the community goals for predictability, simplicity, and conservation incentives. Implementing the requirement at building permit (Mod. #48) eliminates any confusion that a previously unmitigated lot must provide housing (Mod. #47). It also renders Modifications #49 and #50 moot, because each of those modifications was a proposal on how to amend a subdivision based approach. With the requirement being due at building permit there is no need for a rebate program or at-first-sale requirement.
48	6.3.3.A.5.a	Require the housing at the time of single-family home construction rather than subdivision.	A	A	A	
49	6.3.3.A.5.a	In order to incentivize smaller buildings, when platting single family lots use the maximum but allow for rebate similar to Energy Mitigation Program if total sf per home comes in at least 20% lower than maximum	D	D	D	
50	6.3.3.A.5.a	Require the housing at sale of single-family lots.	D	D	D	
51	6.3.3.A.5	Require housing at the time a use is established not the time the space is built.	D	D	D	The November policy direction is to implement the requirements consistent with the overall policy direction, which includes preference for construction of units. The best opportunity for construction of units is when the employee generating development is built, especially in the case of nonresidential development in Town, where the “fill-the-box” tool is available. The proposed requirement for proposed building without a defined use actually has little effect on commercial development of undefined use since commercial uses all have a similar requirement.
52	6.3.3.A.5	Develop a single nonresidential requirement that is a weighted average of all uses in a zone.	D	D	D	The Comprehensive Plan and 2013 Nexus Study look at employee generation by use. The November policy direction is to mitigate for the housing need from that understanding of employee generation. The benefit of a single standard by zone is that change of use issues would be eliminated, which would mean the requirement would be passed on to a new businesses as rent rather than an up-front, capital cost, placing the risk on the landowner/developer rather than the business. A single standard by zone would make tracking of exemption credits unnecessary and make implementation at physical development simple. However, a standard specific to the use is the most defensible requirement on a developer, and as discussed above the proposed requirement for development without a defined use almost achieves the same goal. (A new restaurant in an existing space is the exception.) Implementing this modification would require additional Nexus Study revision that staff does not find necessary.

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53	6.3.3.A.6	Exempt basements from the calculation of the amount of housing required	D	D	D	In November, Council and the Board directed that all development include affordable workforce housing for the year-round, fulltime employees generated, who cannot afford market housing. Basement floor area generates employees, so a basement exemption would be contrary to the policy direction. For the same reason, basement floor area is not currently exempt from the calculation of required housing. If there is a desire to reduce the requirement, the appropriate mechanism is a modification of the amount of housing required, not the introduction of an exemption that is contrary to the rationale of the requirement. For comparison, basements are exempt from Floor Area Ratio (FAR) and maximum building size because those are bulk and scale regulations and basements do not affect bulk and scale. The Planning Commissions' recommended modification was proposed at the meeting. The Planning Commissions' believe basement floor area generates fewer employees than above grade floor area. In response to the Planning Commissions' recommendation, staff notes that the 2013 Nexus Study made no distinction between above grade floor area and basement floor area, therefore any difference in employee generation from basement floor area is already factored into the average employee generation calculated. Also, any non-habitable storage space in a basement is exempt from the housing calculation.
54	6.3.3.A.6	Only require basements to mitigate at 50% of the requirement for above ground floor area	D	A	D	
55	6.3.3.A.6.c	Delete the application of the requirement to outdoor seating because it is only seasonal and the intent is to mitigate the housing need of year-round employees	A	A	A	This requirement was a carry-over from the existing regulations that is inconsistent with the November policy direction to house year-round, full-time employees.

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56	6.3.3.A.8	Remove the local occupancy restriction provision, it is confusing and inconsequential	D	A	D	The 2013 Nexus Study found 3 significant variables in determining employee generation from residential development: unit size, whether the unit was detached or attached, and whether the unit was locally occupied or not. The local occupancy restriction only requires that the unit be occupied as defined in the Rules and Regulations. That means that there are no income, asset, appreciation, or workforce requirements. It also means that occupancy has to be verified with the Housing Department annually. Making it available makes the regulations more defensible. Section 6.3.3.A.8 can be clarified with an example and better cross referencing to the requirements in the 6.3.3.A table. The Planning Commissions do not find the local occupancy option to be necessary. They find the financial incentive for a detached single-family home to be inconsequential when compared to the cost of clouding title with a deed restriction. However, staff notes that while the local occupancy restriction may be rarely used for detached single-family (it only represents a \$2/sf savings on an 8,000 sf house), it has a much more significant impact on condo, townhouse, and apartment development (nearly halving the requirement on larger units). The Planning Commissions also find the housing requirements defensible without the addition of a provision that is unlikely to be used. Their recommendation to approve Modification #56 dictated their recommendation on Modifications #57-#60.
57	6.3.3.A.8	Add examples to clarify local occupancy standard	A	D	A	
58	6.3.3.A.8	Clarify the relationship between the local occupancy definition and the chart on page 5	A	D	A	
59	6.3.2.C.1	Clarify that the statement that a unit subject to only a local occupancy restriction is only meant to clarify the local occupancy standard.	A	D	A	The intent of the parenthetical statement was to be clear that an occupancy only restriction, as required pursuant to Section 6.3.3.A.8 to achieve the lower residential requirement, did not meet the exemption. In order to clarify that it was not intended to modify the exemption for Housing Trust and Habitat projects it should be moved to its own subsection.
60	9.5.L 9.5.N	Remove the definitions of local occupancy and non-local occupancy from the definitions article because the only apply to 6.3.3.A	A	A	A	Local occupancy and non-local occupancy are terms specific to Section 6.3.3, which are defined in that section and do not need to be in the Definitions article where they might be applied to standards other than 6.3.3.
61	6.3.3.A.10	Specify the intent and timing for regularly updating the underlying data and the methods to use.	D	D	D	Section 6.3.3.A.9 already establishes an intent, method, and timing for updating the data underlying the requirements. The intent is to determine the need for affordable workforce housing. The methods are based on the Nexus Study. The timing is every five years. The 2013 Nexus Study is being revised to reflect changes to the calculations that resulted from the November policy direction and updated data. The revised Nexus Study that reflects the adopted regulations will be complete by adoption. Council and the Board confirmed that while the Nexus Study is updated every 5 years to update the survey of employees per square foot and overall affordability, the in-lieu fee is updated every year (6.3.5.D.5.c) to reflect changes in the cost of construction and local median income.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
62	6.3.3.B	Clarify when and why the independent calculation can or should be used	A	A	A	Section 6.3.3.B.1 establishes when an applicant can provide an independent calculation and when the Planning Director can require an independent calculation. (The rest of Section 6.3.3.B establishes how the independent calculation shall be provided.) However, clarification can be added that the intent of the independent calculation is to ensure the numbers used to calculate a development's requirement are relevant and proportional to the proposed use.
63	6.3.3.B.1.b	Clarify the applicability of the independent calculation requirements to the calculation of a requirement for a Planned Resort (Sec. 4.3.1.F.6)	A	A	A	Section 4.3.1.F.6 of the LDRs requires an application for a Planned Resort to estimate its employee generation and housing need, then finalize its housing need calculation as development occurs. Especially as it relates to the outdoor recreation development associated with the Planned Resort, which may be on federal land, the independent calculation should be used.
64	6.3.3.B.3.b	Clarify that variation of "B" (the number of post-construction workers generated) should take into account dual seasonal full-time post-construction jobs.	A	A	A	Variable "B" in the independent calculation equation represents the number of post-construction employees generated by a development, such as the staff of a restaurant. For a building with multiple seasonal uses the year-round full-time occupancy of the building should be calculated. For example if an outdoor recreation space supports a rafting company with 20 full-time employees in the summer and snowmobile company with 17 full-time employees in the winter, that space generates 17 year-round, full-time, post-construction employees.
65	6.3.3.B.3.a	Allow variation of "X" (workers per household) and "Y" (worker households who can afford market housing) using industry specific, not business specific, data, if A or B is being varied	A	A	A	The purpose for not allowing variation of the workers per household per industry and wages per household per industry is to avoid calculations based on business models that can change over time. However, if the industry proposed is unique enough to warrant an independent calculation of the employee generation, it makes sense that the other factors may need variation as well. Staff is only in support of this modification if the varied data is still pulled for an entire local industry, not just a specific business. For example, an outdoor recreation business should still pull wage information on outdoor recreation employees in general not its own wages.
66	6.3.3.B.3.a	Do not allow an alternate value for "C".	A	A	A	Variables "C" and "D" in the independent calculation equation represent the number of Fire/EMS ("C") and law enforcement ("D") employees needed to protect each new square foot of development. The draft inconsistently allowed variation of "C" but not "D". The number of first responders per square foot of development is based on overall emergency responses and overall residential unit and nonresidential floor area counts. These are not numbers that can be unique to a certain type of development. They will be updated every 5 years as the Nexus Study is updated. Staff's recommendation is that neither be subject to independent calculation. There recommends deleting the allowance for variation of variable "C" from the draft (Mod. #65).
67	6.3.3.B.3.a	Allow an alternate value for "D".	D	D	D	

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
68	6.3.4.A	Allow more flexibility in the types of housing units allowed to meet the requirement	D	A	D	The proposed requirements, the residential unit types not allowed as required workforce housing are Mobile Home, Dormitory, and Group Home. (Live-Work is being deleted as a separate use as part of the District 3-6 Zoning update.) Mobile Homes are not allowed because they are a use that is only allowed where they already exist. Unless that changes in the zoning it would be inconsistent to allow them to meet a mitigation requirement. Dormitories are typically a seasonal housing type and because the November policy direction is that required housing be for year-round employees they do not make sense as an allowed housing type for mitigation. Group Homes have a specific institutional component that is inconsistent with use as housing mitigation.
69	6.3.4.A	Allow mobile homes to meet requirement	D	A	T	
70	6.3.4.A	Allow tiny homes to meet requirement	D	A	T	
71	6.3.4.A	Allow dormitories to meet requirement if requirement is over 8 units.	D	A	T	The Planning Commissions find that preemptively allowing mobile homes as mitigation would enable their use as mitigation if they ever become allowed in more zones. The Planning Commissions also find that dormitories represent a viable year-round employee housing option, but would not want to see it be the only type of unit built so recommends limiting the ability to use dorms to only larger projects. Similarly, the Planning Commissions recommend that tiny homes should be enabled in anticipation that tiny home incentives will become a part of the LDRs in the future. Tiny homes in the context of the Planning Commission discussion refer to small units that meet the building code. Such units are already allowed as mitigation because they would be considered detached single-family units, but do not currently have any special allowances in the LDRs. Specific acknowledgment of small units would create confusion until an actual tiny home incentive exists. While Council and the Board agree with staff's recommendation related to these updates, Council is interested in coming back to the mobile home, tiny home, and dormitory standards when they revisit those zoning allowances, which they have already committed to do through the District 3-6 zoning update.
72	6.3.4	Simplify the requirement for the types of housing units required	D	D	D	The November policy direction is that the type of units provided should be based on actual income distribution and a minimum bedrooms per employee to ensure the required housing is provided. The combination of these two requirements has always been a complex part of the housing requirements. The proposed bedroom allocation ensures the generated employees are housed while avoiding case-by-case review of the bedroom mix. The calculator handles the distribution so that there is no ambiguity in the relationship between the two requirements. Staff's experience is that the proposed allocation requirements will be simpler to administer in the long-run even if they make for a longer LDR.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
73	6.3.4.B	Remove the income categories, just require a workforce restriction on required housing	D	D	D	The November policy direction is to mitigate for the entire income range of households that cannot afford housing, but focus the requirements on the lower income households with a greater need. The allocation of affordability restrictions represents the distribution of households making less than 200% of median income. The allocation of income categories ensures the requirements focus on the lower income households. If the public is going to provide the lowest income units it means that it will take more public money for the public to provide its portion of supply. The Planning Commissions discussed the Grove development as an example of how hard it is to subsidize low income units. They believe that if the public sector cannot finance such projects without accessing state and federal funding, it is unrealistic to expect the private sector to finance such projects. The modification regarding distribution was proposed after the Planning Commissions' meeting. The proposed regulations utilize Census data to distribute the requirement across all households making less than 200% of median income. The Census data includes non-workforce households. The 2014 Needs Assessment was based on a survey of residents. It may be more representative of the workforce, but the survey was not limited to the workforce. It found more households to be in the 80-120% of median income range than the Census does. A third data point is the data from the Housing Department's application forms, which shows a distribution mostly concentrated in the 50-120% of median income range, but that is to be expected given that range accounts for the majority of Housing Department programs. Given the variability in the available data, staff recommends use of the Census distribution until a reliable method of looking at only workforce households is available. Council and the Board find that the concept represented by #75, to use the best available data, is the right approach. In implementing #75, staff used Census household median income data compared to Census household data instead of HUD family median income data compared to Census household data. The result is a Census-based answer that matches 2014 Needs Assessment and is available without custom survey work.
74	6.3.4.B.1	Remove the requirement that any of the units be for household earning less than 50% of median income – housing those households is the government's role	D	A	D	
75	6.3.4.B.2	Redistribute the allocation based on the 2014 Needs Assessment instead of the Census data in order to better represent workforce households.	D	-	A	
76	6.3.4.B.1	Remove requirement that units affordable to households making less than 80% of median income have to be rental	D	D	D	The requirement that units affordable at less than 80% of median be rental has a number of purposes. First it addresses the Housing Action Plan identification of low income rental as one of the greatest needs in the community. It also provides incentive for households to move up to higher income units when they are able so that there is more turnover of the lower income units. The downside of the requirement is that it mandates a unit type within a development that may not be consistent with the rest of the development. The way the rental restrictions work is that the units cannot be owner occupied, but the owner selects the tenant from the applicants who have qualified with the Housing Department. Still, developers who are condominiumizing the rest of a project or do not want to be a residential landlord may be less inclined to build units onsite given the requirement. Staff believes that the downside will be addressed by clarifications to the rental deed restrictions and improvements to the qualification process. A developer who wants to sell a rental unit could still sell it to a business owner looking for employee housing or an investor looking for a rental property.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
77	6.3.4.C	Remove the bedroom allocation schedule and just require that the total employees housed equal 1.8 per required unit based on the employees per bedroom.	D	-	D	The purpose of the bedroom allocation schedule is to ensure a mix of unit types that represents the housing demand generated by development and the housing demand the Housing Department sees. It also makes for a simpler and more predictable requirement. Removing the schedule will mean the developer chooses the unit size and the distribution of deed restriction across the chosen unit types is evaluated on a case-by-case basis. The modification was proposed after the Planning Commissions' meeting.
78	6.3.4.C	Assume one employee per bedroom in every instance	D	D	D	The November policy direction is to require an employee per bedroom average that ensures the generated workforce is housed. For example, some 1-bedroom unit are occupied by a single person (1 employee), others are occupied by a couple with only 1 income (1 employee), and others are occupied by a couple with 2 incomes (2 employees). The result is that on average a 1-bedroom unit houses 1.45 employees. As another example, some 3-bedroom units are occupied by 3 unrelated employees, others by a family with one income (1 employee) others by the stereo typical 2 employee, 2 child 4 person household. The result is that on average a 3-bedroom unit has 2.1 employees. The employees per bedroom assumed are based on Census data of the number of employees per household by household size. The employees per bedroom were calculated by a weighted average of the employees per household for all households that would qualify for a unit based on the Rules and Regulations. However, there was a mistake in the 2-bedroom calculation because a couple without dependents does not qualify for a two bedroom unit, so that number should be amended as proposed. The Planning Commissions agreed with staff's discussion and recommendation with regard to 1 and 2 bedroom units. However, the Planning Commissions believe that an employer building a required 3 bedroom unit is likely to rent it to 3 employees not a family and therefore recommends 3 employees be assumed for a 3 bedroom unit.
79	6.3.4.C	Assume 2.0 employees per 2-bedroom unit to account for the fact that a couple without kids does not qualify for a 2-bedroom unit	A	A	A	
80	6.3.4.C	Assume 3.0 employees per 3-bedroom unit instead of 2.1	D	A	D	
81	6.3.4.C	Differentiate between a one bedroom and studio	D	D	D	The data does not exist for many of the inputs into the calculations to differentiate between studio and one bedroom units.
82	6.3.4.C	Increase the allocation of 1-bedroom units because 60% of households are single or couples without children, who do not qualify for a 2 bedroom unit under the new Rules and Regulations.	D	D	D	It is true that 60% of households would not qualify for a 2 or 3 bedroom unit; and Housing Department applications mirror household demographics. However, pursuant to November direction, the allocation of unit sizes (in bedrooms) is set to ensure housing supply is provided for the employees generated. As a result the allocation is based on Census data that establishes the number of employees per household, not the number of people per household. A shift to 60% 1-bedroom units would under supply housing for the number of employees generated. However, a shift to 40%-40%-20% would supply an adequate amount of housing for the employees generated, while providing more one-bedroom product, which is in highest demand.
83	6.3.4.C	Change the allocation to 40% 1 bed, 40% 2 bed, and 20% 3 bed.	A	A	A	The Planning Commissions support the staff recommended approach to amending the allocation, but note that their allocation will be weighted even more toward 1-bedroom and/or 2-bedroom units because of their recommendation to assume 3 employees per three bedroom unit (Mod. #80).

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
84	6.3.4.C	Include a minimum square footage requirement for each unit size	D	D	D	The November policy direction specifically provides that minimum square footages not be included in order to provide flexibility for good design. That direction was based on the Planning Commissions' recommendation. Minimum square footage requirements have been removed from the proposed Rules and Regulations as well.
85	6.3.4.E	Remove the ability of the Housing Department to fundamentally and materially revise rules over time.	D	A	D	The Housing Department Rules and Regulations are adopted by the Board of County Commissioners and Town Council through the same process as the LDRs (except that there is no Planning Commission review). Town first reading and notice of County review was approved April 11. Second reading was approved June 25, and Third reading and adoption is scheduled for July 2. The Housing Department has administrative authority to revise templates and otherwise administer the Rules and Regulations the same as any other agency of the Town and County, but cannot amend the Rules and Regulations. The Rules and Regulations include livability standards that the Housing Department enforces, but do not grant the Housing Department design review authority. The Rules and Regulations apply to any unit generated by the LDRs whether by requirement or incentive. The Planning Commissions find a deed restriction to be a contract, which is a 2-sided agreement, and do not support requiring a developer to be subject to a deed restriction for which the terms could change with a change in the Council and Board. With regard to Modification #86, the Planning Commissions clarified that the modification would be to delete subsections b and c.
86	6.3.4.E.2	Clarify that the Rules and Regulations are established by the Town Council and Board of County Commissioners.	A	A	A	
87	6.3.4.E.2	Clarify that the Rules and Regulations establish livability standards, but do not authorize the Housing Department to approve design and building materials	A	A	A	
88	6.3.5.B	Allow for market creativity in proposal of new methods for meeting the housing requirement.	D	D	D	The November policy direction is that any method of meeting the housing mitigation requirement that is not identified in the LDRs be prohibited. Adding that prohibition ensures that all methods equitably provide the required housing. Allowing proposal of new methods on a case-by-case basis erodes the consistency and defensibility of the requirements.
89	6.3.5.B	Allow an on-site ARU to count as mitigation for a residential unit, without requiring a deed restriction on the ARU	D	D	D	An ARU without a deed restriction must be rented to a member of the workforce if it is rented. But it can be also be used as a guest house and sit vacant most of the year, or be occupied by family member of the occupant of the principal unit. Unless the ARU is restricted it should not count as fulfilling the housing requirement. That said, an ARU that is restricted can fulfill the housing requirement.
90	6.3.5.B	Remove land conveyance as an option, it is unlikely to be used and complex	D	-	D	The November policy direction clearly defined the order of priority, consistent with the staff and Planning Commissions' October recommendations. Prioritizing construction represents the greatest opportunity to construct units at an economy of scale. Land conveyance, if it were ever feasible represents the next quickest path to new units to meet the new demand from development. The modifications were proposed after the Planning Commissions' meeting.
91	6.3.5.B	Incentivize banking of units by making it a higher priority	D	-	D	

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
92	6.3.5.B	Allow real estate transfer fee as a mitigation option	D	-	D	Transfer fees make the most sense for a large residential subdivision where a lot of small individual fees over time would produce more housing than a one-time fee up front. The zoning is not set up to allow large residential subdivisions and the long-term difficulties in managing existing transfer fees has outweighed many of the long-term benefits. The modification was proposed after the Planning Commissions' meeting.
93	6.3.5.B.1	Add a cross-referenced list of the housing tools that exist in the LDRs that could be used to provide the required housing.	A	A	A	A list of the tools available to meet the requirement such as the "fill-the-box" floor area exemption in Town and ARU allowances in the Town and County can be added to encourage developers to use the tools available in the LDRs for their intended purpose.
94	6.3.5.C	Make the findings for proving impracticality more strict.	D	D	D	The presence of findings increases the predictability and rigor of the requirements over the current requirements. It would be difficult to make the findings stricter and still account for the realities of development. Staff does not recommend making the findings stricter, but agrees that the
95	6.3.5.C.2.a	Delete reference to consistency with the Comprehensive Plan as that evaluation is overbroad	A	A	A	Comprehensive Plan reference in 6.3.5.C.2.a opens an overbroad evaluation at a higher policy level than should be discussed in evaluating a single application.
96	6.3.5.C.1	Allow any requirement under 2 units to go straight to fee-in-lieu	D	A	D	It would take about 2,000 sf of commercial or 3,000 sf of industrial to generate a requirement of over 1 unit, as the regulations are drafted. At that level of construction there may be opportunity to construct a unit, and if not the applicant can demonstrate why it is impractical through the findings. The November policy direction is to prioritize construction of units by the developer because that is the most efficient use of zoning allowances and construction resources, while also providing the housing supply concurrently with the housing demand. The Planning Commissions find that, given the cost of construction, it is unreasonable to expect construction until there is an economy of scale of at least a 2 unit requirement.
97	6.3.5.D.2	Require that the land conveyance utilize the Town/County deed template	A	A	A	Issues have arisen in the past when developers draft their own deeds to convey land to the Town/County. This requirement would make it clear that the conveyance must use the Town/County templated to avoid case-by-case negotiation as to the form of the conveyance.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
98	6.3.5.D.4	Eliminate the requirement that existing units must be less than 15 years old	D	A	A	The 15 year old requirement is in place as a simple way to ensure the existing unit is in relatively good shape. Restriction of existing units is not a preferred method for providing housing mitigation and staff does not recommend relaxing the standard because it is important that if an existing unit is restricted it is in relatively good condition. The Planning Commission finds age to be less important than functionality and livability. They cited many examples of well-maintained units and remodeled units originally built in the 70s that are more livable than cheaply built 15-year old units. They suggested looking into the Assessor's condition classification as an alternate metric to age. Council and the Board find that looking to standards that ensure livability makes the more sense than a unit age requirement. In implementing the direction, staff utilized the Rules and Regulations livability standards to replace the age requirement.
99	6.3.5.D.5.c	Utilize the middle of the current range of unit sizes in the Rules and Regulations when calculating the fee-in-lieu	A	A	A	The middle of the current range of unit sizes is 650 sf for a 1 bedroom, 900 sf for a 2 bedroom, and 1,150 sf for a 3 bedroom. Those unit sizes are consistent with recent Housing Department developments and ultimately the purpose of the fee-in-lieu is to represent the cost of the Housing Department providing the required units.
100	6.3.5.D.5.c	Update the fee-in-lieu to reflect cost to construct livable square footage so that it represents the actual cost	A	A	A	The in-lieu fee calculation should represent the cost to the Housing Department of providing the required units. Simplistically that calculation is the cost to construct the unit (land + construction) minus the amount the unit can be sold or rented for. The biggest change proposed is #100. Cost to construct housing in the proposed regulations (and historically) is based on construction cost per square foot of gross floor area, but is then applied to a habitable floor area unit size. Because Housing Department projects typically have gross floor area that is about 1.4 times the habitable floor area, the construction cost used ends up being only about 2/3 what it will cost the Housing Department to construct the units. The increase from modification #100 is somewhat offset by modification #101, which acknowledges that the size of the household in a unit is almost always larger than the number of bedrooms in the unit and that the approved Rules and Regulations require that the occupancy meet or exceed 1 person per bedroom. Increasing the assumed household size per unit size increases the maximum sales/rental price of a unit.
101	6.3.5.D.5.c	Update the fee-in-lieu to calculate the income for a unit based on HUD income values applied to the housing department applicant pool, instead of assuming only one person per bedroom	A	A	A	
102	6.3.5.D.5.c	Update the fee-in-lieu calculation to represent the rules and regulations for calculating maximum rental rate and maximum sales price	A	A	A	Modification #102 has little effect but provides for consistency with the approved Rules and Regulations. The net impact of all of the modifications is an increase in the in-lieu amount of about \$90,000 per unit. Meaning that the fee on a 3,000 sf detached single-family unit would go from \$17,861 to \$25,529.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
103	6.3.5.D.5.g	Include allowance for a “claw-back” provision that lets a developer get a refund of the in-lieu fee if housing can be provided by a higher priority method within 2 years	A	A	A	The Town has recently begun agreeing to claw-back provisions. For example recent claw-back agreements allow for the refund of 97% of an in-lieu fee if a unit is provided within 1 year or 95% of an in-lieu fee if a unit is provided within 2 years. The upside of such an allowance is that it encourages developers to provide housing and can be used as a bonding program as well. The downside is that if the Housing Department spends the funds in the in-lieu fee account on a project, where does the refund come from. Ultimately, staff supports developers providing housing. Administration of the in-lieu fee fund and Town/County budget can be planned accordingly.
104	6.3.5.D.1.a	Allow developers to bond for construction of required housing to build it on their own timeline	A	A	A	The Planning Commissions clarified the terms of the recent claw-back agreements and recommend those terms moving forward.
105	6.3.6.B	Remove the requirement for a Housing Mitigation Agreement.	D	A	D	The Housing Mitigation Agreement provides an extra level of insurance that the Housing Mitigation Plan will be completed. It may not be necessary in all cases, but is another tool in the Town and County’s toolbox to ensure the required housing gets built.
106	6.3.6.B.2	Allow waiver of the Housing Mitigation Agreement if the requirement is met at the time of approval of the employee generating development.	A	-	A	The Housing Mitigation Agreement must include the terms of the Housing Mitigation Plan and any conditions of its approval, which would address all relevant provisions. The broad language proposed to be deleted is unnecessary. The Planning Commissions find the Housing Mitigation Agreement to be unnecessarily duplicative with the conditions of approval for the development. They also find it to be one more thing to enforce and ensure remains consistent throughout the years. Given their recommendation to remove the requirement for the Housing Mitigation Agreement, Modifications #106 and #107 are moot.
107	6.3.6.B	Remove the power for the decision-maker or Housing Department to include in the housing mitigation agreement, “any other provision deemed relevant.”	A	-	A	
108	6.3.6.A	Exempt projects allowed to go straight to fee-in-lieu (less than one unit required) from a Housing Mitigation Plan and Agreement	D	D	D	The Housing Mitigation Plan for a small project will be simple but a characterization of the proposal, calculation of the requirement, and description of the method of provision is still necessary. A printed version of the calculator will meet the requirements for a simple project that goes straight to fee-in-lieu. The Planning Commissions agrees with the staff recommendation with regard to a Housing Mitigation Plan, as long as it is clear that the calculator will suffice as a Housing Mitigation Plan for simple projects. The portion of the modification regarding Housing Mitigation Agreements is moot given the Planning Commissions’ direction above.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
109	9.5.A 9.5.W	Add definitions for affordable housing, workforce housing, and affordable workforce housing to clarify which units require what type of deed restriction and ensure proper usage throughout the LDRs	A	A	A	“Affordable housing” has historically referred to a housing unit with an affordability deed-restriction. “Workforce housing” has historically been used with a variety of definitions, but in the context of the regulations now means a unit subject to a workforce deed-restriction. Unfortunately the term “workforce housing” in the Comprehensive Plan refers to any housing occupied by the workforce, whether restricted or market. The term “affordable workforce housing” is used in the regulations to refer to a required housing unit. All of this terminology needs to be clarified and synced between the LDRs and Rules and Regulations, which may mean introducing new terms with no historic meaning in order to eliminate confusion. Then, staff needs to verify that the appropriate term is being used in all cases.
110	9.5.E	Amend employee housing definition to identify it as a legacy term or to have meaning as housing the employees of the use	A	A	A	The term “employee housing” has two meanings in the LDRs. First it refers to the current housing required for seasonal employees generated by nonresidential development. That meaning will become a legacy meaning upon adoption of the updated standards, but is still used in describing existing Resort Master Plans in Division 4.3. The second meaning is housing provided for the employees of a business, which is used in reference to dude/guest ranches and campgrounds. The definition should be updated to clarify the two uses.
111	6.1.3.B (County)	Add a cross reference for housing exemption to 6.1.3.B in the County	A	A	A	6.1.3.B includes a list of standards from which Agriculture is exempt. It is missing reference to the housing exemption, which should be added.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
1 1 2	6.3.5.D.1.a	Prohibit a multi-unit residential development from receiving Short-Term Rental approval unit-by-unit.	A	A	D	There is a significant difference in the housing requirement for a residential unit not allowed to short-term rent and a residential unit also entitled for short-term rental. As a result, there is a significant loss of opportunity for the creation of affordable workforce housing units in a multi-unit building if it is originally approved as a residential unit and then short-term rental entitlement is added unit-by-unit at a later date because the housing requirement on each individual conversion would be less than 1 unit and therefore mitigated by in-lieu fee. Modification #112 would allow for a mix of residential and short-term rental units in a building, but would prohibit piece-meal entitlement. If short-term rental is the plan for a portion of the building the housing required to mitigate that plan should be calculated in a lump to ensure the housing is provided by the developer. The prohibition of unit-by-unit short-term rental conversion should not apply to existing units in the Lodging Overlay, because at the time they were built the residential and short-term rental requirements were the same. The Planning Commissions find that for new projects there should be some allowance for conversion, but recommend that the conversion must happen in blocks of units large enough to generate a housing requirement of at least a unit so that there is a greater chance a unit will be provided instead of an in-lieu fee. Staff's recommended approach is an alternative to the Planning Commissions', which was developed after the meeting. Staff recommends only allowing conversion of residential units in new projects to short-term rental if the method for mitigation is new construction, either on-site or off-site. Council and the Board support allowing unit-by-unit conversion if mitigation is provided by construction as a way to ensure the difference in the amount of the requirement between the two uses is not manipulated through the approval process to avoid providing units.
1 1 3	6.3.5.D.1.a	Only apply short-term rental conversion limits to new projects	A	A	A	
1 1 4	6.3.5.D.1.a	Allow conversion of a multi-unit residential development to Short-Term Rental if at least enough units come in at once to generate a requirement of one unit.	D	A	D	
1 1 5	6.3.5.D.1.a	Allow conversion of units to Short-Term Rental if the mitigation is provided by new construction.	A	-	A	
1 1 6	Beyond Scope	Development should also mitigate for transportation	T	T	T	A communitywide travel demand management (TDM) program is an upcoming project for 2019. That program will address any transportation mitigation requirements and how development will have to incorporate travel demand management.
1 1 7	Beyond Scope	Incentivize density over sprawl. All new development should be required to include a TDM	T	T	T	
1 1 8	Beyond Scope	Rezone Hog Island and Northern South Park	T	T	T	Discussions about the vision for Northern South Park and Hog Island will be part of the Growth Management Program review, which is scheduled as a priority for 2019 in the adopted FY19 Work Plan. The adopted Work Plan identifies updating the zoning in those areas as the task to immediately follow the Growth Management Program review. The Planning Commissions discussed the need for more housing allowances in the County.

Proposed Modification			Rec/Direction			Discussion
#	Sec.	Proposed Modification	Staff	PC	JIM	
1 1 9	Beyond Scope	Allow for a 4 th Floor for Workforce Housing	T	T	T	The Town is currently discussing zoning and whether a 4th floor in some areas of Town is an appropriate incentive for workforce housing. Staff and the Town Planning Commission recommend not including a 4th floor as one of the incentives for workforce housing. Council will have provided direction on the issue by the meeting. The Town Planning Commission explained its recommendation on the 4th floor as an incentive.
1 2 0	Beyond Scope	Relax parking requirements or provide overnight public parking in Town to make housing development possible	T	T	T	The Town is currently discussing zoning and parking throughout the residential areas of Town. Staff is recommends keeping the residential parking requirements as proposed while the Town Planning Commission recommends reducing them. Council will have provided direction on the issue by the meeting. The Town Planning Commission explained its recommendation on parking.

The Land Development Regulations (LDRs) include housing mitigation requirements that require development to include affordable housing. The intent of housing mitigation requirements is that when new jobs are created through development, housing that is affordable to the workforce is also created. In the Comprehensive Plan (2012) and Housing Action Plan (2015) the community commits to continuing to use housing mitigation LDRs as one tool to meet its goal of providing affordable housing opportunities so that 65% of the workforce lives locally.

This document is the Town and County direction on how to update the housing mitigation LDRs. This direction is informed by the Comprehensive Plan, Housing Action Plan and 5 months of community input.

- In late May and early June, the public identified issues regarding housing mitigation through an online survey (220 responses), open house (75 attendees, and in-person discussions (17 attendees in Spanish, 75 attendees in English).
- On July 10, Town Council and the Board of County Commissioners committed to answering 10 policy questions in order to inform an update of the housing mitigation LDRs.
- On September 13, alternative answers to those 10 policy questions were released for public analysis.
- From September 13 to October 12, the public analyzed the alternatives through an online survey (197 responses) and in-person discussions (40 attendees in Spanish, 80 in English).
- On October 13, staff's analysis and recommendation on the alternatives was released.
- On October 16 and 17, the joint Town/County Planning Commission analyzed and made a recommendation on the alternatives.
- On October 30 and November 1, Town Council and the Board of County Commissioners considered public, staff and Planning Commission analyses and recommendations and provided preliminary direction.
- On November 13, Town Council and the Board of County Commissioners finalized the direction below.

Based on the final direction below, consultant Clarion Associates, and staff, will draft updated housing mitigation LDRs. For a list of all documents, meetings, and workshops for this project please visit the project website at www.engage2017.jacksontetonplan.com/housingrequirements.

1. What segments of the workforce should housing mitigation be for?

Direction: Mitigate for year-round, fulltime employees, whether they work in one job or many (Alternative 1.A)

Year-round, fulltime employees will be the foundation of the housing mitigation requirement. Workers in the community can get to year-round, fulltime employment through a variety of job combinations. While there is a desire and intent to capture as many of the multi-job, year-round, fulltime employees as possible, current data will be used to update the housing mitigation LDRs. A known undercount in the 2013 Nexus Study are multi-job, year-round, fulltime employees, but the 2013 Nexus Study is the best available data. Future Nexus Study updates will include improved accounting for year-round, fulltime employees with many jobs.

Seasonal employees will only be calculated into the mitigation requirement as they relate to outdoor recreation and other job sectors that are not tied to square footage in a building. The housing needs of seasonal employees are an important part of the community's character but will be primarily addressed through incentives and

market allowances such as bonus floor area for on-site employee housing. The Town and County also acknowledge the need to look for other tools other than mitigation to address job growth not associated with development, because the rate of job growth has outpace the rate of development over the past 10 years.

2. What portion of the workforce generated by development should be housed through mitigation? (the rest will be housed through other tools, or commute)

Direction: Mitigate for the entire income range of households that cannot afford housing (about 0-200% of median income), but focus the requirements on the lower income households with greater need. (part of Alternative 2.A)

Requiring mitigation for the entire income range of households that cannot afford housing takes advantage of the opportunity presented by development to increase the variety in housing options available in the community. Homes at the higher end of the spectrum will create more opportunities for families in restricted housing to move up through the program and potentially make it into market housing. Homes at the higher end of the spectrum also require less subsidy because the households can pay nearly market value. While providing options at the higher end of the spectrum is an important expansion of the housing program, the focus should remain on the lower income households with the greatest need. Mitigation requirements should ensure that more housing is required for the lower end of the spectrum than the high end of the spectrum.

Direction: Mitigate to the maximum, legal extent to meet the community's housing goal. Include with the draft Housing Mitigation LDRs and draft Zoning for Character Districts 3-6, an analysis of how incentives would have to perform if the mitigation requirement were decreased. (part of Alternative 2.A)

Mitigating to the maximum, legal extent ensures that new development provides housing for the workforce generated who cannot afford housing. This ensures that growth through physical development does not add to the housing shortage in the community. While the maximum mitigation rate may dampen nonresidential development and redevelopment, ensuring that the needed workforce housing is provided with development is a higher priority than enabling development and redevelopment. The community's goal to house at least 65% of the workforce locally is a minimum, not a target.

All possible zoning allowances and incentives should still be pursued to provide the affordable workforce housing needed in the community. At this point that pursuit should be in addition to – rather than instead of – using mitigation to the maximum extent possible. The market cannot be unleashed to meet the community's housing demand, because the community also values growth management and has established neighborhood character goals that limit the location and amount of growth. As part of the supporting materials released with the draft updates to the Housing Mitigation LDRs and Zoning for Character Districts 3-6 (in Town) staff will provide an analysis of the incentives created through the zoning updates so that the Town and County can evaluate whether the amount of mitigation can be reduced. If there are not enough zoning and incentive options to achieve the community's housing goals, mitigation will need to be set to the maximum, legal extent.

3.4.5. How should the housing mitigation requirement be imposed?

Direction: Utilize an employee generation requirement (part of Alternative 3/4/5.C) with an implementation approach designed to be consistent with the overall policy direction.

An employee generation based requirement has been the direction the community has been headed for a number of years. The Comprehensive Plan (Policy 5.3.a) adopted in 2012, Employee Generation Nexus Study

completed in 2013, and Housing Action Plan (Initiative 5.C) adopted in 2015 all discuss moving toward a mitigation requirement that is distributed across residential and nonresidential development.

Everyone in the community generates employees, and everyone should contribute to housing those employees. An employee generation approach is the only way to distribute housing mitigation across all types of development. To ensure the mitigation is distributed to everyone, the requirements should include mitigation calculations based on something other than square footage for outdoor recreation and other businesses that do not really correlate to floor area.

The implication of this policy, in combination with the policy direction above, is that the mitigation required of nonresidential development will increase by about 4 times for industries such as lodging, retail, and food service that have a lower proportion of year-round employees. It will increase by about 20 times for industries such as office work that are mostly year-round employees. The mitigation required of a large single family home on an existing lot in the County will stay about the same. The mitigation required for a multi-unit residential development will be about a quarter of what it is today.

Estimated Subsidy Represented by Required Affordable Housing Mitigation		
Development	Current Requirement	Alt. 2.A + Alt. 3.C
8,000 sf single family home on an existing lot	(County) \$ 40,669 (Town) exempt	\$ 50,387
Apartment building with 10-1,000 sf market units	(County) \$ 1,107,007 (Town) \$ 847,122	\$ 115,747
50 room hotel	\$ 491,560	\$ 1,907,007
10,000 sf office	\$ 25,871	\$ 527,550
5,000 sf retail	\$ 144,881	\$ 653,400
2,000 sf restaurant	\$ 139,706	\$ 577,760

These implications are a function of two changes since 1994. First, housing has gotten less affordable since 1994. Second, these policy directions require nonresidential development to house its fulltime, year-round employees who cannot afford housing instead of just the seasonal employees who cannot afford housing. The multi-unit residential requirement is reduced because the nonresidential requirement is increased, and developers of multi-unit residential projects are no longer responsible for housing all new fulltime, year-round employees who cannot afford housing. This decrease in the requirement on multi-unit residential development and corresponding increase in the requirement on nonresidential development may serve to incentivize multi-unit residential development in mixed use areas of Town where a developer can choose between residential or nonresidential development.

In discussing when and how to fairly impose the requirement it is evident that the implementation approach needs to be informed by all of the policy questions. Details such as whether mitigation is due at subdivision or building permit and how requirements will apply to a change from one nonresidential use to another are informed, in part, by all of the policy questions. Rather than provide direction now, the details of the implementation approach will be reviewed against the overall policy direction once updated housing mitigation LDRs are drafted.

6. What type of housing should be provided through housing mitigation requirements?

Direction: Required housing shall be a residential unit with the following minimum design standards. *(Alternative 6.A modified)*

- A minimum number of bedrooms per person required to be housed.
- Minimum livability features such as kitchen, bathroom, bedroom, and storage.

In order for a housing mitigation requirement to function a minimum accounting of bedrooms per person required to be housed has to be included. A requirement for other minimum features is necessary to ensure livability. These two requirements are best reviewed at the time of development and so should be included in the LDRs.

Additional requirements, such as design maximums and details about finishes and other livability standards, either overregulate the provision of required housing or are more appropriately addressed in the Housing Department Rules and Regulations. Overregulation adds even more cost to the provision of required housing, without providing commensurate community benefit. Livability standards and maximums are more appropriately addressed in the Housing Department Rules and Regulations because they apply beyond initial construction to ongoing maintenance requirements and how improvements are credited toward resale. Those sorts of ongoing standards are enforced by the Housing Department over time and so they belong in the Rules and Regulations rather than the LDRs, but can be referenced in the LDRs as needed.

Minimum unit sizes are not necessary at this time. Removing that requirement will give designers more flexibility to provide quality, livable space at less cost. If the livability of designs becomes an issue because of their size, a minimum size can be reinstated. This direction to remove minimum unit sizes will also affect the update to the Housing Rules and Regulations.

7. What methods for providing required housing mitigation will be allowed and preferred?

Direction: Prioritize production of units by the developer through standards that clearly establish the following order of preference and prohibit any method of meeting the housing mitigation requirement that is not on the list. *(Alternative 7.B modified)*

- 1) Any new unit; then
- 2) land dedication; then
- 3) use of a banked credit; then
- 4) restriction of an existing unit; then
- 5) payment of a fee.

Taking advantage of the opportunity for the applicant to build a new, affordable unit is the priority. The location of the unit will be determined by zoning. In areas most appropriate for a certain housing type, the zoning will be updated to allow or incentivize the provision of that housing type. The prioritization is based on the likelihood that the method of mitigation will result in a new, affordable unit. The prioritization will be executed through objective standards that an applicant must meet in order to move to a lower priority.

New development generates the need for new affordable workforce housing. Restricting existing units to be affordable into the future is important, but restricting an existing unit to address new demand is the loss of an opportunity to build a new affordable unit, which is our community's greatest need. The best case scenario is that the developer builds a new affordable unit and the existing unit is restricted through other tools. If the developer restricts the existing unit, that opportunity is lost. However, restriction of an existing unit is still better

than payment of an in-lieu fee because in-lieu fees are diminished in value by the time it takes to use them and the administration cost of turning them into actual housing.

8. What types of development should be exempt from housing mitigation requirements and why?

Direction: Exempt the list of development types below, which include development that is legally required to be exempt, residential development that provides affordable workforce housing, and nonresidential development with minimal impact. (*Alternative 8.D*)

- a. Existing development, unless it is razed, at which point any rebuild will be considered new development
- b. Development that has already provided housing mitigation
- c. Development that does not generate employees
- d. Housing that is deed-restricted to provide affordable, workforce housing, even if the restriction does not meet the Rules and Regulations
- e. Housing provided as part of a workforce housing incentive (example: Town floor area bonus incentive)
- f. Mobile Home Unit
- g. Accessory Residential Unit
- h. Dormitory or Group Home
- i. [County Only] Single-family homes less than 2,500 square feet (or a lower threshold)
- j. Agriculture
- k. Public/Semi-Public
- l. Home uses

Exemptions a-c are legally required. The provision in exemption 'a' that a razed site should be treated as vacant when it is redeveloped is a provision that staff and Clarion Associates will have to explore further to understand the extent to which existing development has to be exempt. Council and the Board are interested in a draft of such a standard, but are not committed to it.

The residential exemptions (exemptions d-i) all currently exist, although some need clarification. Mobile Home Parks, Accessory Residential Units, and Dormitory/Group Home uses all provide workforce housing solutions. While they do not have deed restrictions, the standards in the LDRs provide some assurance they will provide workforce housing that is affordable. The implication of this list of exemptions is that following types of new residential development, which are currently exempt, would no longer be exempt.

- Construction of any single family home (Town)
- A single lot split (Town)
- Live/Work Unit (Town)
- Apartment Building (Town)

The rationale behind the Town's exemption of apartment buildings in 2017 was to reduce the number of deed restricted units required to be in a large apartment building so that standard financing would be more readily available. The Town found that an apartment building with at least 20, small units would provide workforce housing solutions and was a desired type of development, so the Town removed the barrier represented by the

housing mitigation requirement. However, even without the current apartment building exemption, Alternative 3/4/5.C would reduce the housing mitigation requirement on a 100 unit apartment building in Town from 20 of the units having to be restricted to about 4 units having to be restricted. As a result, the exemption rationale from 2017 is no longer applicable.

The Town and County have provided different direction on whether to exempt small single family units (2,500 square feet, or a lesser amount) from the housing mitigation requirement. The Town, consistent with Alternative 3/4/5.C, finds that even a small unit has an impact and everyone should pull their weight. The fact that a small home has a small impact is reflected in the fact that the required housing mitigation would be small. The County finds that the exemption has been successful in removing a barrier to middle-class households who can get a toe into the market housing pool. The County is open to a discussion of reducing the exemption threshold to a square footage less than 2,500.

The nonresidential exemptions (exemptions j-l) all currently exist. Agricultural uses have land to provide housing and have a history of providing employee housing. The intent of a home use is to give businesses a place to start. Once they grow they have to move into a nonresidential building, and at that time will be required to provide mitigation.

The most significant implication of this list of exemptions is that private institutional and utility uses are no longer exempt. These uses were previously exempt because of their importance to the community. However, they also generate employees. Based on the employee generation numbers in the 2013 Nexus Study, public and private institutional development generated almost as much need for affordable workforce housing as commercial development from 2002 to 2014. While the exemption for private institutional and utility uses is removed, the exemption for Public/Semi-Public development is retained. The rationale for this is that the public does not have to require the public to provide workforce housing through regulations. If the public wants to ensure the public provides housing for its employees it can build it. The exemption does not preclude the public from doing the right thing and providing housing concurrent with public sector development. The exemption avoids a government entity getting held up in providing a public need because of the housing requirement.

9. What type of relief from the housing mitigation requirements should be allowed?

Direction: Allow structured, independent calculation as the only method to seek relief from the housing mitigation requirements. (Alternative 9.A)

Structured, independent calculation addresses the legal need to have a relief standard while also providing the greatest legal protection against gradual undermining of the regulation. All aspects of the housing mitigation requirements include relief provisions, there is no need for additional relief. There is an independent calculation to address relief from the calculation of the amount of the requirement, and the series of options for providing the required housing (Question 7) give relief from the requirement to build a new unit. Also, if an applicant believes the housing regulations deprive economically viable use of the site a Beneficial Use Determination can be requested.

10. How should the updated mitigation requirements be applied to approved, but not yet built, development?

Direction: A project with an existing approval should have to recalculate its housing mitigation requirement if a substantial amendment to the existing approval is proposed. Future approvals should require that housing mitigation requirements be calculated phase-by-phase based on the standard applicable at the time the phase is approved. *(part of Alternative 10.B)*

The Town and County should have an approach to update old approvals. However, the reality is that most of the significant old approvals, such as Resort master plans, are likely vested and can only be updated upon substantial amendment.

Legacy approvals that are silent on affordable housing mitigation would continue to be subject to updated regulations, as they are now. A recent example of this in the County was the development of “Lot 5” of the Jackson Hole Racquet Club (Teton Pines) Master Plan. That Master Plan predated affordable housing requirements and was silent on the issue of housing. When an application was submitted to subdivide “Lot 5” into the allowed density entitled by the Master Plan, it was subject to current affordable housing requirements. The implication of this policy is that it would modify the current standard, which is only the net change of a proposed amendment to an existing approval is subject to review. That standard would still apply to all other LDRs, but relative to the housing mitigation requirement the entire unbuilt portion of an approval would be subject to update to the current requirement if a substantial amendment is proposed to the original approval. “Substantial amendment” will be a well-defined threshold, that will be developed through the drafting the updated housing mitigation LDRs.

The biggest impact the Town and County can have on this topic is how future approvals are handled. Ensuring multi-phase projects are subject to updating housing requirements over the life of the approval is a topic that can be better addressed in future approvals to avoid having to re-answer this question for a new set of approvals.

STAFF REPORT



Meeting Date:	6 October 2025	Meeting Title:	Town Council Regular
Submitting Department:	County Public Works	Presenter:	Charlotte Frei
Agenda Item:	Millward/Simpson Garage Overnight Pricing	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to review staff's recommendation for winter parking overnight rate at the Millward/Simpson Garage.

Requested Action.

Staff requests that Council review and consider information from staff but take no action.

Recommendations.

Staff recommends that Council take no action on the \$12 overnight rate previously discussed on December 2, 2024; February 18, 2025, and June 2, 2025.

Background.

At the March 18, 2024 Town Council Workshop, staff described a number of challenges and unintended uses occurring at the Millward/Simpson Parking Garage. The staff report can be viewed here: <https://jacksonwy.portal.civicclerk.com/event/2060/files/attachment/5544>. The primary challenges include rental car companies and private individuals using the parking garage to store their vehicles; overnight campers relieving themselves in the garage (not in restrooms) when restrooms lock overnight; and other criminal activity including drug sales and prostitution that Jackson PD responds to.

Staff released an RFP and recommended negotiating a contract with SKIDATA to Town Council on December 2, 2024. Throughout spring and summer 2025, staff have worked to implement the parking equipment. Prior recommendations have followed the policy for the parking garage as stated in the 2019 Downtown Parking and Mobility Management Plan (PMMP), shown in Figure 1 below.

Objective # 4: Other Downtown Public Off-Street Parking Facilities and Off-Street Shared Parking Assets

- All remaining off-street public parking in Downtown (as well as publicly-licensed shared parking in private off-street lots) should be managed to serve the following users in order of priority:
 1. E: Employee Parking 60%
 2. C: Customer and Visitor Parking 40%
 3. R: Residents and Residential Guest Parking (If surplus supply available)
 4. T: Transit and Pick-Up / Drop-Off (If surplus supply available)
 5. D: Deliveries and Commerce (If surplus supply available)
 6. RV: Recreational Vehicle Parking (If surplus supply available)

Figure 1. Off-Street parking Management Objectives (2019 Downtown PMMP)

When the rate discussion was in the news throughout 2025, several residents of nearby locations indicated they had been using the structure to park their personal vehicles overnight when winter parking restrictions are in effect between

November 1 and April 15 each year. Staff explored several alternatives to potentially offer a resident winter parking option. Example options with their advantages and disadvantages are listed in Table 1 below.

Table 1. Advantages and Disadvantages of Two Residential Parking Permit Programs

Option	Advantages	Disadvantages
Change the management to 'first 8-hours free', or 'first X-hours free' where X is a variable selected by Council	• Simple framework for all users – if they stay under the allotted time, they can exit the garage for no cost. • Limited new workload for staff. • Turnover every 8 hours could potentially contribute to 'eyes on the street' effect. • After the first X hours, an hourly rate can be charged up to a daily maximum set by policy. The rate is highly configurable.	• Could still enable staging of rental and other commercial vehicles overnight. • May continue to attract hotel users; <i>e.g.</i>, parking at Springhill Suites is \$22 per night. • Individuals wishing to engage in criminal activity can do so in under 8 hours. Unknown whether 'eyes on the street' effect will deter criminal activity. • May not resolve the issue of campers urinating and defecating the garage while restrooms are locked overnight.
Introduce a reduced rate residential parking permit up to a capped amount (<i>e.g.</i> 40 of 209 covered spaces)	• Offers an off-street parking option for nearby residents	• Reopening the \$12 overnight discussion opens additional comparison to other rates (Airport¹ \$25 non-peak, \$35 peak; Springhill \$22). • A potential 40-person cap, or any cap, limits general access. • Restricting eligibility to renters within <i>e.g.</i>, 0.25 miles requires lease verification, adds administrative burden. • Multi-step process (payment, document upload, credential issuance) is cumbersome to manage. • No reserved spaces likely to cause dissatisfaction among participants if they pay for a pass and are not guaranteed a space. Guaranteeing spaces by labeling them could limit the overall utilization/productivity. • High administrative workload across multiple departments (Finance, Front Desk, Transportation, Public Information). • Policy direction may conflict with long-term Comprehensive Plan goals (encouraging alternatives to driving alone). • Individuals wishing to engage in criminal activity can attempt to do so in a free or paid environment.

¹ <https://www.jacksonholeairport.com/parking/>

Staff can only speculate about demand for residential parking in the garage. Based on data collected on March 20-22, 2025, as many as **90** of the 209 covered spaces may have been occupied by residents (based on repeat observation of the vehicles on multiple nights). Some of these repeat vehicles may have been overnight guests visiting for Hill Climb and staying in nearby hotels. Some were branded, commercial vehicles. December 2023 data collected by the Jackson Police Department during the morning hours showed 180-190 of the 209 covered spaces were generally occupied in the early morning hours of 6:00 – 8:00 AM.

Earlier direction to staff was to pilot the parking garage rate of \$2 per hour from 10:00 PM to 4:00 AM for 9-12 months and bring additional information back to Council after gaining an understanding of demand [December 2, 2024 direction]. On February 18, 2025, a new Council reviewed the prior direction from December 2024, reviewed the contract with SKIDATA, and authorized the mayor to sign the contract. On June 2, 2025, Council directed staff to adjust the previously approved rate schedule of \$2 per hour from 10:00 PM to 4:00 AM to \$3 per hour from 12 midnight to 4:00 AM. This adjustment was intended to support employees who work later than 10:00 PM. Notably, on-street parking is limited to 3-hours between 9:00 AM and 6:00 PM; on-street parking is allowed except for 3:00 AM to 7:00 AM to facilitate snow plowing. Thus, employees can also park on street from 6:00 PM to 3:00 AM.

Given the considerable administrative burden of implementing a pilot permit system shown in Table 1, staff recommend no modification to the \$12 per night rate for winter 2025-2026. Implementing a rate will allow staff to evaluate garage parking demand this winter. Staff plan to bring additional parking questions to the Town Council in early 2026. At that time, staff can present findings and lessons learned from the first winter with the pilot \$12 rate. Anyone in the community can use the garage, and staff anticipates we will learn from how the garage is used this winter.

Table 2 below lists the operating expenses for the Millward/Simpson garage from FY2019-FY2024. Additional capital costs for preventive maintenance of the concrete structure of \$156,000 or more are periodically needed. The costs in the table below do not account for the Town PW and Town PD staff time spent maintaining the garage; these are only the direct vendor payments. Typically, a cost recovery model would include the operating costs and replacement costs of an asset.

Table 2. Parking Garage Vendor Payments FY2019-FY2024

Account Title	FY2019	FY2020	FY2021	FY2022	FY2023	FY 2024
Operating Supplies	-	-	820	1,141	1,077	1,443
Utilities	14,179	12,558	12,900	13,998	16,928	19,209
Water & Sewer Charges	912	947	945	1,297	1,054	1,160
Repair & Maint - Buildings	64,294	16,699	19,807	3,821	13,007	11,046
Professional Services				3,579	2,890	2,750
Contract Maintenance	5,948	7,014	-	7,048	7,163	11,047
IT Services	14,200	3,500	3,500	7,206	8,147	5,832
Property Insurance	33,003	34,214	14,575	15,109	15,773	20,505
Total Parking Garage Operations	132,536	74,932	52,547	53,199	66,039	72,992

Analysis & Key Policy Questions.

Several policy questions have been discussed in March 2024 and December 2024 (Staff Report: <https://jacksonwy.portal.civicclerk.com/event/2214/files/attachment/6170>). The ordinances related to the new garage were presented on June 2, June 16, and July 7. The ordinances were adopted at the third reading on July 7, 2025.

One change staff anticipates could occur is due to the winter airport shuttle. In past years, residents have claimed to not use the airport shuttle because there is no in-town parking option. This winter, shuttle users could feasibly park at the garage and walk 2.5 blocks to the Antler Inn stop. Staff do not plan to encourage or incentivize use of the structure, however savvy residents may choose to do so. In prior years when 'Ride to Fly' operated, 'Ride to Fly' users filled the garage during peak season travel. Staff are not recommending allocating spots to **any** uses (such as resident, employee, or Airport users), but rather recommend allowing anyone to use the garage subject to the posted rules and fees advertised at the entrances.

Key Policy Question 1: The 2019 Downtown Parking and Mobility Management Plan stated that employees, customers, and visitors were the primary intended users for the garage. **Does Council want to revisit that objective in light of winter parking restrictions?**

Key Policy Question 2: If advertised as an option for airport users, the garage could fill with airport customers, as it did when the Ride to Fly program was active. **Does Council want staff to engage in marketing to potential users (airport, employee, and/or residential)?**

Possible Alternatives.

- Council could direct staff to modify the pricing to a 'first X-hours free' scheme, which is anticipated to have limited staff impacts compared to a permit program. Staff recommend 8 or 10 hours if Council would like to implement this alternative.
- Council could direct staff to modify the hourly rate (\$3) or the maximum daily rate (\$12).
- Council could direct staff to implement a pilot pricing program for residents despite the analysis above suggesting significant staff impact.

Comprehensive Plan & Priority Alignment.

The guiding vision and chapter goal for Multimodal Transportation (Chapter 7) of the Comprehensive Plan is:

Travel by walk, bike, carpool, or transit will be more convenient than travel by single-occupancy vehicle.

Managing levels of service by evaluating parking occupancy and coordinating service levels across Town and County departments are identified by the plan in two strategies:

"Strategy 7.2.S.4: Reevaluate parking standards and other regulations that currently promote travel by single-occupancy motor vehicles." Staff can use data on turnover and occupancy to re-evaluate existing standards and regulations.

"Strategy 8.1.S.1: Define desired service levels from government service providers that address all policies of Principle 8.1 [Maintain Current, Coordinated Service Delivery]." The parking access technology is anticipated to reduce the overall burden on staff in Town Facilities and Jackson Police Department, allowing staff to redirect their time to higher and better uses that technology cannot perform. Administering a permit program would add workload to multiple departments, and thus a permit program is not recommended.

Staff Impact.

The Transportation Manager and staff from Town Police, Public Works, and Planning Departments have contributed approximately 300 hours in total to this project since Council's direction to pursue procurement of the Parking Access Revenue Control System (PARCS). The staff resources needed to operate and maintain the system (after installation) have been estimated in prior staff reports and include:

- Town Public Works, Facilities and Street Divisions – 50 hours per year to repair or troubleshoot maintenance issues and to ensure entrance and parking information signs and pavement markings are maintained. Currently Town Public Works staff spends 100-150 hours per year for cleaning after routine incidents.

- Town Police Department – 325 hours per year to address violations, issue refunds, and check the garage for stays over 30 days. Currently CSOs spend approximately 600 hours per year in the garage (this does not include patrol officers' time in the garage).
- Town Hall and Dispatch – 30 hours per year to help customers experiencing issues; customers can press a button for support; this number will call Town Hall during business hours and dispatch after hours. Clear instructions at entry and exit can reduce the customer calls.
- Transportation Planning Functions – 60 hours per year to review reports, evaluate data and make recommendations for parking management.
- Director of External Affairs – 12 hours to develop communications around the program change initially, and regular communications about parking locations in future years. Seeing the armbar may deter people from parking, so staff anticipates the need to pre-emptively educate the public that the garage is still free from 4 am – 10 pm but paid overnight.

Implementing a permit system is estimated to require an additional **3-6 hours of staff time per permittee**. Modifying the garage to a 'first X-hours free' scheme will limit staff impacts.

Fiscal Impact.

The net fiscal impact is to be determined by occupancy and actual fees paid. Compared to the parking restrictions in place in winter 2024-2025, any scenarios discussed in this staff report is expected to offset the cost of the parking equipment and software license.

Attachments or Links.

N/A

Suggested Motion.

No action recommended.

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Regular Meeting
Submitting Department:	Administration & Finance	Presenter:	Kelly Thompson & Tyler Sinclair
Agenda Item:	Fiscal Year 2026 Budget - Amendment #1	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to consider approval of a resolution adopting amendments to the Town of Jackson's fiscal year 2026 (FY26) 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 strategic priorities and give staff resources to provide core services.

Analysis & Key Policy Questions.

The attached resolution proposes modifications to the Town's current FY2026 budget. The resolution represents the FY26 amended budget divided into budget divisions. There are increased expenditures of \$8,940,869, of this \$355,973, are items not previously presented to Council shown in blue below. There are increased revenues of \$517,390, assigned to specific funds. Detailed budget amendments include:

- \$281,151 for central equipment purchases. \$218,651 is due to budgeting historical cost instead of replacement cost and \$62,500 for one item missed in budget. All purchases were planned and should have been in the FY26 adopted budget.
 - This will be funded with Central Equipment fund balance.
- \$45,136 for unemployment insurance. State increased the rate by 1.65%.
 - This will be funded with fund balance from funds with payroll: General, START, Utility and Fleet funds.
- \$39,205 for an electric vehicle charging station.
 - This will be funded with 2010 SPET fund balance, closing out the fund.
- \$9,519 reduction in property taxes to adjust all Town properties to final assessment.
 - This will increase fund balance in the General and Employee Housing funds.
- \$390,000 increase in sales tax and \$17,000 increase in lodging tax revenues. FY26 adopted revenues were based on FY25 projected revenue. This adjusts FY26 revenue to be based on FY25 actuals now that FY25 is complete.
- \$7,191 reduction in Property Tax revenue. This is to adjust to final assessed values.
- \$103,571 for a bomb squad trailer and suit approved at the Regular Town Council Meeting - July 7, 2025.
 - This will be funded with a Wyoming Office of Homeland Security grant.
- \$20,210 for pathways ebike education approved at the Regular Joint Information Meeting - August 4, 2025.
 - This will be funded with General Fund discretionary fund.
- \$20,000 for budget consulting services approved at the Regular Town Council Meeting – August 4, 2025.
 - This will be funded with General Fund discretionary fund.
- \$14,010 for FY26 public art allocation approved at the Regular Town Council Meeting – August 4, 2025.
 - This will be funded with General Fund discretionary fund.

Capital Project Budget Rollover

Several capital projects and equipment were in progress at the end of FY25. Remaining funds totaling \$8,624,289 from FY25 need to be carried into the FY26 budget to complete these projects:

- \$91,720 Stormwater Management Program
- \$155,000 685 to 675 East Hansen
- \$80,962 Annual Streets Reconstruction
- \$40,000 Broadway Inlets at Jean, Gros & Cache Creek Storm Drainage
- \$29,214 Cemetery Tree Planting and Irrigation
- \$37,429 Cemetery Lot Scrubbing
- \$70,000 Chambers Security Upgrades
- \$15,984 Cemetery Professional Services
- \$40,000 Core Maintenance Facility
- \$320,000 Freightliner Dump Truck-Streets
- \$5,937,418 Gregory Lane (Complete St)
- \$231,330 Meter Replacement Program
- \$10,000 Meters for Thaw Wells 2 & 3
- \$20,000 North King Street Charter Bus & Gill SW
- \$90,000 Painting 675 and 685 E Hansen
- \$8,055 PW Vehicle
- \$102,000 PW Yard facility improvements
- \$32,587 PW Yard master plan
- \$97,165 Snow King Water Tank Overflow
- \$121,320 UPS Server IT Server Room
- \$62,746 Vehicle - Patrol
- \$973,159 West Jackson Water Supply
- \$50,000 WWTP Upgrade Alternatives
- \$10,000 Zone 3 Tank Supply & Storage

See attached the complete Budget Resolution divided by Division and Fund for further detail.

Question #1: Does Council have any edits to the staff recommended budget amendments?

Possible Alternatives.

Council may amend as deemed necessary.

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 the FY26 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 the budget.

Attachments or Links.

Resolution 25-22 adopting amendments to the FY26 Budget.

Suggested Motion.

I move to approve Resolution 25-22 adopting amendments to the Fiscal Year 2026 budget as presented.

RESOLUTION 25-22

A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2026 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 2026 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	559,647	(7,000)	552,647
Town Attorney	859,447	821	860,268
Municipal Judge	334,154	877	335,031
Administration	1,297,633	821	1,298,454
Internal Services	1,365,155	7,321	1,372,476
Finance	1,020,287	2,225	1,022,512
External Services	670,124	548	670,672
Information Technology	1,017,088	1,369	1,018,457
Planning	1,119,042	1,369	1,120,411
Town Facilities	1,053,795	6,638	1,060,433
Police - Administration	884,985	1,095	886,080
Police - Information Technology	470,778	548	471,326
Police - Investigations	1,242,181	1,917	1,244,098
Police - Patrol	4,694,823	7,393	4,702,216
Police - Community Service	689,204	1,314	690,518
Police - Special Operations	25,820	-	25,820
Victim Services	476,201	821	477,022
Animal Shelter/Control	513,058	1,150	514,208
Building Inspections	614,483	821	615,304
Public Works Administration	583,233	92,546	675,779
Streets	2,588,659	2,601	2,591,260
Engineering	893,596	1,095	894,691
Yard Operations	58,603	-	58,603
Cemetery	79,881	16,258	96,139
Social Services	1,548,632	-	1,548,632
Community Initiatives	597,200	-	597,200
County-Budgeted Joint Programs	6,805,199	20,210	6,825,409
Transfers Out	6,946,787	14,010	6,960,797
Total General Fund	39,009,695	176,768	39,186,463
Affordable Housing	644,985	-	644,985
Total Affordable Housing Fund	644,985	-	644,985
Parking Exactions Fund	9,760	-	9,760
Total Parking Exactions Fund	9,760	-	9,760
Parks Exactions	600,000	-	600,000
Total Park Exactions	600,000	-	600,000
Employee Housing Fund	709,669	228,843	788,474
Transfers out	150,038	-	150,038
Total Employee Housing Fund	859,707	228,843	1,088,550
Animal Care Fund	20,000	-	20,000
Transfers Out	100,000	-	100,000
Total Animal Care Fund	120,000	-	120,000
Lodging Tax Fund	-	-	-
Transfers Out	1,118,768	-	1,118,768
Total Lodging Tax Fund	1,118,768	-	1,118,768
START Administration	1,797,571	1,095	1,798,666
START Operations	8,107,920	9,816	8,117,736
START Capital	7,389,999	-	7,389,999
START Transfers	466,478	-	466,478
Total START Fund Expenditures	17,761,968	10,911	17,772,879
Capital Outlay	12,403,300	404,499	12,807,799
Transfers Out	95,000	-	95,000
Total Capital Projects Fund	12,498,300	404,499	12,902,799

	Approved Budget	Increase (Decrease)	Amended Budget
EXPENDITURES AND OTHER USES			
Capital Outlay	-	39,205	39,205
Total 2010 SPET	-	39,205	39,205
Capital Outlay	804,697	75,722	880,419
Total 2014 SPET	804,697	75,722	880,419
Capital Outlay	6,800,000	1,083,420	7,883,420
Total 2019 SPET	6,800,000	1,083,420	7,883,420
Capital Outlay	50,000	-	50,000
Total 2022 SPET	50,000	-	50,000
Water Maintenance & Operation	1,700,718	1,709	1,702,427
Water Wells	364,442	-	364,442
Water Billing & Accounting	265,899	115,939	381,838
Water Capital Outlay	5,209,054	2,409,889	7,618,943
Water Debt Service	66,970	-	66,970
Water Transfers Out	960,479	-	960,479
Sewage Plant Operations	914,714	775	915,489
Sewage Maint. & Operations	965,133	1,344	966,477
Sewage Billing & Accounting	258,856	115,939	374,795
Sewage Capital Outlay	4,081,613	3,602,311	7,683,924
Sewage Transfers Out	960,479	-	960,479
Total Enterprise Funds	15,748,357	6,247,906	21,996,263
Employee Insurance	4,164,260	-	4,164,260
Total Insurance Fund	4,164,260	-	4,164,260
Fleet Expenditures	2,763,622	1,643	2,765,265
Total Fleet Management Fund	2,763,622	1,643	2,765,265
Central Equipment Expenses	485,349	671,952	1,157,301
Total Central Equipment Fund	485,349	671,952	1,157,301
IT Services	2,160,756	-	2,160,756
Total IT Service Fund	2,160,756	-	2,160,756
REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Taxes	13,060,826	169,809	13,230,635
Licenses & Permits	1,710,578	-	1,710,578
Intergovernmental Revenue	16,341,671	217,000	16,558,671
Charges for Services	953,780	-	953,780
Fines & Forfeitures	380,000	-	380,000
Miscellaneous Revenue	1,209,214	-	1,209,214
Transfers In	2,637,474	-	2,637,474
Total General Fund	36,293,543	386,809	36,680,352
Licenses & Permits	100,000	-	100,000
Miscellaneous Revenue	193,800	-	193,800
Transfers In	644,985	-	644,985
Total Affordable Housing Fund	938,785	-	938,785
Licenses & Permits	17,000	-	17,000
Charges for Services	90,000	-	90,000
Miscellaneous Revenue	74,800	-	74,800
Total Parking Exactions	181,800	-	181,800
Licenses & Permits	25,000	-	25,000
Miscellaneous Revenue	25,900	-	25,900
Total Park Exactions	50,900	-	50,900
Miscellaneous Revenue	965,966	-	965,966
Transfers In	-	-	-
Total Employee Housing Fund	965,966	-	965,966

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Miscellaneous Revenue	60,200	-	60,200
Total Animal Care Fund	60,200	-	60,200
Taxes	1,463,000	-	1,463,000
Intergovernmental Revenue	-	13,000	13,000
Miscellaneous Revenue	21,700	-	21,700
Total Lodging Tax Fund	1,484,700	13,000	1,497,700
Intergovernmental Revenue	12,582,917	-	12,582,917
Charges for Services	2,143,700	-	2,143,700
Miscellaneous Revenue	248,005	-	248,005
Transfers In	1,118,768	-	1,118,768
Total START Fund Revenues	16,093,390	-	16,093,390
Intergovernmental	5,816,695	103,571	5,920,266
Licenses & Permits	250,000	-	250,000
Miscellaneous Revenue	332,950	-	332,950
Transfers In	6,209,500	14,010	6,223,510
Total Capital Projects Fund	12,609,145	117,581	12,726,726
Miscellaneous	85,500	-	85,500
Total 2014 SPET	85,500	-	85,500
Miscellaneous	13,600	-	13,600
Total 2016 SPET	13,600	-	13,600
Miscellaneous	200,000	-	200,000
Total 2019 SPET	200,000	-	200,000
Taxes	1,450,000	-	1,450,000
Miscellaneous	29,000	-	29,000
Total 2022 SPET	1,479,000	-	1,479,000
Water Intergovernmental	873,458	-	873,458
Water Charges for Services	3,533,101	-	3,533,101
Water Miscellaneous	212,000	-	212,000
Water Transfers In	30,000	-	30,000
Sewage Intergovernmental	10,000	-	10,000
Sewage Charges for Services	3,517,000	-	3,517,000
Sewage Miscellaneous	249,760	-	249,760
Sewage Transfers In	30,000	-	30,000
Total Enterprise Funds	8,455,319	-	8,455,319
Charges for Services	2,958,916	-	2,958,916
Miscellaneous Revenue	74,000	-	74,000
Total Employee Insurance Fund	3,032,916	-	3,032,916
Charges for Services	2,634,113	-	2,634,113
Miscellaneous Revenue	(3,500)	-	(3,500)
Transfers In	92,302	-	92,302
Total Fleet Management Fund	2,722,915	-	2,722,915
Charges for Services	777,000	-	777,000
Miscellaneous Revenue	11,300	-	11,300
Transfers In	35,000	-	35,000
Total Central Equipment Fund	823,300	-	823,300
Charges for Services	2,079,154	-	2,079,154
Miscellaneous Revenue	13,200	-	13,200
Total IT Service Fund	2,092,354	-	2,092,354

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(2,716,152)	210,041	(2,506,111)
Affordable Housing	293,800	-	293,800
Parking Exactions Fund	172,040	-	172,040
Parks Exactions Fund	(549,100)	-	(549,100)
Employee Housing Fund	106,259	(228,843)	(122,584)
Animal Care Fund	(59,800)	-	(59,800)
Lodging Tax Fund	365,932	13,000	378,932
Start Fund	(1,668,578)	(10,911)	(1,679,489)
Capital Projects	110,845	(286,918)	(176,073)
2010 SPET	-	(39,205)	(39,205)
2014 SPET	(719,197)	(75,722)	(794,919)
2016 SPET	13,600	-	13,600
2019 SPET	(6,600,000)	(1,083,420)	(7,683,420)
2022 SPET	1,429,000	-	1,479,000
Enterprise Funds	(7,293,038)	(6,247,906)	(13,540,944)
Employee Insurance Fund	(1,131,344)	-	(1,131,344)
Fleet Management Fund	(40,707)	(1,643)	(42,350)
Central Equipment Fund	337,951	(671,952)	(334,001)
IT Services Fund	(68,402)	-	(68,402)

PASSED, APPROVED, & ADOPTED this 6th day of October , 2025

Town of Jackson

By: _____
Arne O. Jorgenson
Mayor

ATTEST:

By: _____
Riley Taylor
Town Clerk

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Town Council Regular Mtg
Submitting Department:	Internal Services	Presenter:	Roxanne Robinson
Agenda Item:	Ordinance A, An Ordinance Addressing Conflicts of Interest for Town Employees	Public Comment:	Yes

Purpose & Policy Considerations.

The Town Council approves all ordinances. Wyoming Statute 15-1-127(c) mandates that the Town have an ordinance prescribing requirements governing conflicts of interest by any employee and any member of their immediate family and procedures by which any employee and any member of their immediate family may be exempt from those requirements. This ordinance establishes these requirements.

Requested Action.

Staff requests Council approve Ordinance A, An Ordinance Addressing Conflicts of Interest for Town Employees on first reading as presented.

Recommendations.

Staff recommends Council approve Ordinance A, An Ordinance Addressing Conflicts of Interest for Town Employees on first reading as presented.

Background.

The Town Council approved Policy Manuals for Town employees at the March 17, 2025 regular meeting. The previous Policy Manual contained information in multiple areas relating to use of Town property, political activity, endorsement of products, gifts and favors, but did not contain a specific section regarding conflicts of interest.

During the update process, staff learned that Wyoming Statute 15-1-127(c) mandates that the Town have an ordinance prescribing requirements governing conflicts of interest by any employee and any member of their immediate family and procedures by which any employee and any member of their immediate family may be exempt from those requirements. Staff realized that we did not have such an ordinance in our municipal code. Staff also wanted to address service on appointed Town or Town/County boards, service on boards of organizations receiving funding from the Town, and outside employment.

At the September 15, 2025 Town Council meeting, staff presented the draft ordinance seeking direction and addressed an additional change that would be included for first reading. The change related to attendance at political events in a Town vehicle or bike for Police Department employees if attendance was required as part of their official duties. The ordinance presented for first reading contains that update. Council directed staff to place this ordinance on the October 6, 2025 Town Council meeting for first reading.

Analysis.

Next Steps:

- This ordinance will be presented for 2 additional readings and upon final adoption, advertised in the paper and become effective. The ordinance changes will be codified with the next update to the Municipal Code.
- Once effective, Internal Services will conduct education and training sessions for employees and provide information online for employees.
- Internal Services will provide notification to employees on how to disclose outside employment and/or ask for an exemption for documentation, for management to ensure that the outside employment is in compliance with the ordinance as it relates to adverse impacts, and to determine if any exemption is warranted.

- Once effective, Internal Services will provide a deadline for staff to submit any disclosures or requests for exemptions to bring all staff into compliance.

Key Question #1. Does the Town Council support the Conflicts of Interest Ordinance as presented on first reading?

Staff welcomes Council questions and input into this ordinance.

Possible Alternatives.

Council could delay first reading until a future date and/or ask for further information on specific areas or requirements.

Comprehensive Plan & Priority Alignment.

The ability of the Town of Jackson to implement and take actions aligned with the Comprehensive Plan depends on the ability to recruit and retain an effective and trusted workforce, and one that the community can rely on to act ethically. Establishing policies for employees that address trust and ethics in our day-to-day work leads to a positive working environment and the provision of quality services and is aligned with Common Value #3, Quality of Life, and directly relates to Section 8, Quality Community Service Provision.

Fiscal Impact.

There is no fiscal impact as a result of establishing policies related to conflicts of interest. There is a fiscal impact for adoption of ordinances, as they must be advertised. The cost to advertise an ordinance is dependent upon the length and runs between \$300 - \$800 for shorter ordinances.

Staff Impact.

The staff impact of this ordinance, separate from the Policy Manual update project, is approximately 43 hours and includes time spent by the Director of Internal Services with additional time spent by the Town Manager, Department Directors, the Town Attorney, and employees. Staff impact after adoption is estimated at an additional 20 hours including conducting training with employees, completion of forms for outside employment by staff, and completion of finalization and the codification process.

Attachments or Links.

Ordinance A, An Ordinance Addressing Conflicts of Interest for Town Employees.

Suggested Motion.

I move to adopt Ordinance A, An Ordinance Addressing Conflicts of Interest for Town Employees on first reading as presented.

ORDINANCE A

AN ORDINANCE ADDING SECTION 2.50, CONFLICTS OF INTEREST, TO TITLE 2, ADMINISTRATION AND PERSONNEL, OF THE MUNIICAL CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION I.

Sections 2.50, Conflicts of Interest of Title 2, Administration and Personnel, of the Municipal Code of the Town of Jackson, Wyoming, is hereby added to read as follows:

2.50 CONFLICTS OF INTEREST

2.50.010 – Purpose.

The purpose of this section is to prescribe requirements governing conflicts of interest for Town Employees and their immediate family and procedures by which an Employee or their immediate family may be exempt from those requirements.

(Ord. ____ § 1, 2025)

2.50.020 – Definitions.

A. *Anything of value* means:

1. A pecuniary item, including money or a bank bill or note;
2. A promissory note, bill of exchange, order, draft, warrant, check, or bond given for the payment of money;
3. A contract, agreement, promise, or other obligation for an advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money;
4. A stock, bond, note, or other investment interest in an entity;
5. A right in action;
6. A gift, tangible good, or chattel or an interest in a gift, tangible good, or chattel;
7. A work of art, antique, or collectible;
8. An automobile, bicycle, electric bicycle, or other means of personal transportation;
9. Real property or an interest in real property, including title to realty, a fee simple or partial interest, present or future, contingent or vested within realty, a leasehold interest or other beneficial interest in realty;
10. An honorarium or compensation for services arising out of the person's service as a Town Employee;
11. The sale or trade of anything of value:
 - i. For reasonable consideration that would ordinarily not be available to a member of the public;
 - or

- ii. With a rebate or at a discount in its price, unless the rebate or discount is made in the ordinary course of business to a member of the public, or any group or category thereof, but without regard to that person's status as a Town Employee.
- 12. A promise or offer of employment;
- 13. Any other thing of value that is pecuniary or compensatory in value to a person.
- B. *Compensation* includes:
 - 1. An advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge, or transfer of money or anything of value; or
 - 2. A contract, agreement, promise or other obligation for an advance, conveyance, forgiveness of indebtedness, deposit, distribution, loan, payment, gift, pledge or transfer of money or anything of value, for services rendered or to be rendered.
- C. *Compensation* does not include:
 - 1. Reimbursement of expenses if the reimbursement does not exceed the amount actually expended for the expenses, and if the reimbursement is substantiated by an itemization of expenses; or
 - 2. Per-diem payments or mileage allowances paid by the Town in accordance with applicable law.
- D. *Employee* is defined as any person employed by the Town of Jackson in a full-time, part-time, or variable hour capacity.
- E. *Gift* means anything of value to the extent that consideration of equal or greater value is not received, but excludes the following:
 - 1. A gift that:
 - i. Is not used; and
 - ii. No later than thirty (30) days after receipt is returned to the donor or delivered to a charitable organization and is not claimed as a charitable contribution for federal income tax purposes.
 - 2. A certificate, commemorative token or item, or plaque with a value that does not exceed two hundred fifty dollars (\$250.00);
 - 3. Food and beverage;
 - 4. Compensation, per-diem or other payments or benefits which the Employee receives in the performance of services for the Town;
 - 5. Any loan, gift, gratuity, special discount, or hospitality with a value of two hundred fifty dollars (\$250.00) or less; or
 - 6. Travel, registration, and lodging for any conference or meeting while attending in their official capacity as a Town Employee.
- F. *Immediate family* is defined as an Employee's spouse, children, parent, sibling, grandparent, or grandchild; or is a member of the individual's household.

2.50.030 – Use of Title and Prestige of Public Office.

No Employee shall use their office or position for their private benefit. As used in this section, "private benefit" means the receipt by the Employee of a gift which resulted from their holding their position with the Town.

(Ord. ____ § 1, 2025)

2.50.040 – Misuse of Office.

- A. No Employee shall use Town funds, time, personnel, facilities, or equipment for their private benefit or that of another unless the use is authorized by law.
- B. No Employee shall use public funds, time, personnel, facilities, or equipment for political or campaign activity.
- C. No Employee shall use their official authority or influence to interfere with or affect the result of an election including using their official title/position while engaged in political activity or inviting subordinate Employees to political events or otherwise suggest to subordinates that they attend political events or undertake any partisan political activity.
- D. No Employee shall knowingly solicit or discourage the participation in any political activity of anyone who has business pending before the Town.
- E. No Employee shall engage in political activity while on duty. This prohibition includes:
 - a. Wearing political buttons, clothing, hats, or attire of any kind.
 - b. Displaying or distributing campaign materials.
 - c. Performing campaign-related tasks or work.
 - d. Making political contributions.
 - e. Attending any political event in a Town vehicle or bike.
 - f. Posting comments to a public or social media site advocating for or against a partisan political party, candidate for partisan office, or partisan political group.
 - g. Utilizing a Town email account or Town social media site to distribute, send, or forward content that advocates for or against a partisan political party, candidate for partisan political office, or partisan political group.
 - h. Engaging in any activity that violates the Town Employee Policy Manual.
- F. No Town Employee shall disseminate to another person official information which the Employee obtains through or in connection with their employment, unless the information is available to the general public or unless the dissemination is authorized by law.

(Ord. ____ § 1, 2025)

2.50.050 – Outside Employment; Disclosure of Outside Employment.

- A. For purposes of this section, outside employment means any form of employment, business relationship or activity, involving the provision of personal services whether or not for compensation, other than in the discharge of official duties.
- B. No Town Employee shall engage in outside employment that:
 - 1. Adversely impacts the Employee's job performance or attendance with the Town.
 - 2. Adversely impacts the reputation of the Town or any department of the Town.
 - 3. Adversely impacts the Employee's physical or mental capacity to perform their job duties.
 - 4. Adversely impacts the proper functioning of Town offices and departments or inhibits the effective delivery of public services.
 - 5. Is conducted at the same time as work being performed for the Town.

- C. All Employees shall disclose prospective outside employment to their department director prior to commencement of any such employment, and the Town Manager, or their designee, may review the prospective outside work for compliance with this ordinance and any other Town policies.

(Ord. ____ § 1, 2025)

2.50.060 – Participation or Membership in Organizations that Advocate, Incite, or Support Criminal Acts or Subversion of Government.

No Employee shall participate or hold membership in any organization that advocates, incites, or supports criminal acts or subversion of government.

(Ord. ____ § 1, 2025)

2.50.070 – Financial Relationships and Undue Favor.

- A. No Employee shall recommend the Town enter into a financial relationship or be a party to a financial relationship or approve any financial relationship with any member of their immediate family that could provide their immediate family a financial benefit that is only available due to the Employee's employment.
- B. No Employee shall make decisions or influence decisions that could unduly favor relatives, friends, or associates in employment or contractual opportunities with the Town.

(Ord. ____ § 1, 2025)

2.50.080 – Service on Boards.

A. No Employee shall serve on:

1. A Town of Jackson or joint Town of Jackson and Teton County appointed board, committee, or task force; or
2. The board of an organization approved for funding in the current fiscal year or upcoming fiscal year budget unrelated to their employment with the Town.

(Ord. ____ § 1, 2025)

2.50.090 – Coordination with Policy Manual

All Employees shall comply with the Town Employee Policy Manual as it relates to conflicts of interest which includes, but is not limited to, subjects such as social media and external communications, appearance and attire, political participation, confidential information and records, and email.

2.50.100 – Violations.

Any violations of conflicts of interest, as determined by the Town Manager or their designee, shall be addressed in accordance with the Town Employee Policy Manual.

(Ord. ____ § 1, 2025)

2.50.110 – Exemptions and Exemption Procedure.

A. A Police Department Employee is exempt from the prohibition against attending any political event in a Town vehicle or bike while on duty if their attendance is required as part of their official duties.

B. An Employee is exempt from the prohibition for outside employment conducted at the same time as work being performed by the Town if the outside employment in no way impacts their performance of their duties except for de minimis activities such as very infrequent and brief texts, phone calls, or emails.

C. A Police Department Employee is exempt from the prohibition against participation or membership in any organization that advocates, incites, or supports criminal acts or subversion of government if such participation or membership is part of a criminal investigation.

D. An Employee or their immediate family is exempt from the prohibition against a financial relationship if the financial relationship was decided by the Town Council.

E. Requests for exemption shall be submitted in writing by the Employee's department director to the Town Manager for consideration in a timely manner and the Town Manager will either approve or deny the request in writing within five (5) business days of receipt of the request.

(Ord. ____ § 1, 2025)

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 _____, 2025.

PASSED AND APPROVED THE _____ DAY OF _____, 2025.

TOWN OF JACKSON

BY: _____

Arne Jorgenson, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2025.

I further certify that the foregoing Ordinance was duly recorded on page _____ of Book _____ of Ordinances of the Town of Jackson, Wyoming.

Riley Hovorka, Town Clerk

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Jackson Municipal Code Maintenance: Title 15, Buildings and Construction	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to review a few technical updates and one Council-directed policy update to Title 15, Buildings and Construction, of the Jackson Municipal Code Council.

Requested Action.

Staff request the Council review the updates to Title 15 detailed in the redline draft.

Recommendations.

Staff recommends approving the ordinances at second reading.

Background.

The Town periodically updates the Municipal Code to ensure its applicability and content match the community's and municipality's needs and are relevant to current times and Title 15 was updated in 2024. Recently, Planning & Building and Legal Department staff noticed a few technical items that were left out of the 2024 update. Second, in August Council considered a policy change with respect to providing a licensing exemption for youth working in the trades and directed staff to provide a redline of such an update for consideration.

The attached ordinances accomplish the staff requested updates and provide a draft for the Council to consider for the exemption for youth for Certificates of Qualification.

Analysis & Key Policy Questions.

Key policy questions and issues were reviewed and addressed at the September 15, 2025 Council Meeting and can be found in that staff report.

Possible

The Council could elect not to approve these ordinances at second reading.

Alternatives.

Comprehensive Plan & Priority Alignment.

Section 8.1 and 8.2: Timely, efficiently, and safely deliver quality services and facilities in a fiscally responsible and coordinated manner.

Fiscal Impact.

Revenue: There are no revenue impacts resulting from this update of Title 15.

Expense: The expense of this item is solely associated with the cost of the ordinance itself.

- The Town of Jackson contracts with the company MuniCode to host the Jackson Municipal Code and process changes enacted by the Council. The supplement service to codify new ordinances costs \$3,000 annually and does not fluctuate with the number of ordinances enacted by the Council, thus the fiscal impact of this ordinance (and all) codification is minimal.

- The Town is, pursuant to statute, required to publish ordinances in a newspaper of general circulation in the community (which is the News & Guide weekly). The cost of publication varies, depending on ordinance length, and is a minimum of \$200 for short ordinances.

Staff Impact.

The staff impact of this update of the Municipal Code was moderate.

The Legal Department has spent, approximately, 10 hours working on this update and coordinated with the Building and Planning Departments as well, requiring approximately 8 hours of their time.

Attachments or Links.

Ordinance B

Ordinance C

Suggested Motion.

I move to approve Ordinances B and C at second reading.

ORDINANCE B

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.17, INTERNATIONAL RESIDENTIAL CODE, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION I.

Section 15.17.010, International Residential Code—Adoption by reference, of Chapter 15.17, International Residential Code, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

15.17.010- International Residential Code—Adoption by reference.

A. . . . , specifically including Appendix ~~A~~**FBE**.

B. . . .

7. *Table R301.2(1)* shall read as follows:

Ground snow load	93 psf Varies, please reference 2024 IRC R301.2.3 and 2024 IBC Section 1608
. . .	. . .
. . .	. . .
. . .	. . .
. . .	. . .
. . .	. . .
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. . .	. . .
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. . .	. . .

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

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day, per violation.

SECTION V.

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

PASSED 1ST READING THE ____ DAY OF _____, 2025.

PASSED 2ND READING THE ____ DAY OF _____, 2025.

PASSED AND APPROVED THE ____ DAY OF _____, 2025.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of ____

_____, 2025.

ORDINANCE C

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.36, CONTRACTOR LICENSING AND CERTIFICATION, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION I.

Section 15.36.035, Applications—Initial and renewal, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

...

License	Bond amount
General Contractor (Class A)	\$250,000.00
Building Contractor (Class B)	\$250,000.00
Building Contractor—Restricted (Class Br)	\$100,000.00
Residential Contractor (Class C)	\$100,000.00
All Other Contractors	\$20,000.00

...

License	Limit Per Occurrence	Total Aggregate
General Contractor (Class A)	\$1,000,000.00	\$2,000,000.00
Building Contractor (Class B)	\$1,000,000.00	\$2,000,000.00
Building Contractor—Restricted (Class Br)	\$500,000.00	\$1,000,000.00
Residential Contractor (Class C)	\$500,000.00	\$1,000,000.00
All Other Contractors	\$500,000.00	\$1,000,000.00

...

(Ord. ____ § ___, 2025; Ord. 1380 § I, 2024).

SECTION II.

Section 15.36.039, Denial, revocation, and suspension, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

15.36.039 – Denial, revocation, and suspension.

A. The Town Manager, or their designee, may deny an application except for an application for reciprocity pursuant to Wyo. Stat. Ann. § 16-6-1101, as amended, and may suspend or revoke an issued License or Certificate of

Qualification, whether initially issued via reciprocity or otherwise, when the applicant/holder commits any one or more of the following acts or omissions:

...

12. The License or Certificate of Qualification application does not satisfy the minimum requirements for the License or Certificate sought.

...

C. When the Town Manager, or their designee, deems that a License or Certificate of Qualification issued hereunder shall be denied, suspended, or revoked, the procedure shall be as follows:

1. ~~The applicant or Licensee or Certificate of Qualification holder shall be notified by the Town Manager, or their designee, in writing, sent via certified mail; such notice shall be sent at least 15 days prior to the action contemplated, setting forth the reasons therefor.~~ The applicant, Licensee, or Certificate of Qualification holder shall be notified by the Town Manager, or their designee, in writing, via certified mail; for a denial, such notice shall be sent contemporaneously with the denial, and for a suspension or revocation, such notice shall be sent at minimum 21 days prior to the effective date of the suspension or revocation and shall state the effective date of the suspension or revocation; and such notices shall include the reasons for the denial, suspension or revocation.

2. ~~Upon receipt of the notice, the applicant or Licensee or Certificate of Qualification holder may request a hearing before the Town Council. Such request shall be in writing and shall be received by the Town Manager, or their designee, within 15 days of the postal date of the suspension or revocation notice; failure on the part of the applicant or Licensee or Certificate of Qualification holder to request a hearing in writing and within the specified time period shall be deemed a waiver of their right to a hearing.~~ Upon receipt of the notice, the applicant, Licensee, or Certificate of Qualification holder may request a hearing before the Town Council. Such request shall be in writing and must be received by the Town Manager, or their designee, within 21 days of the postal date of the denial, suspension, or revocation notice; failure on the part of the applicant, Licensee, or Certificate of Qualification holder to request a hearing in writing and within the specified time period shall be deemed a waiver of their right to a hearing.

3. ~~If a hearing is requested by the applicant or Licensee or Certificate of Qualification holder, the Town Manager, or their designee, shall set the time, date, and location, which shall be not less than 15 days and not more than 45 days of receipt of the notice requesting such. The Town Manager, or their designee, shall notify the applicant or Licensee or Certificate of Qualification holder in writing, sent by certified mail, of the hearing.~~ If a hearing is requested by the applicant, Licensee, or Certificate of Qualification holder, the Town Manager, or their designee, shall set the time, date, and location of the hearing within 45 days of receipt of the notice requesting such. The Town Manager, or their designee, shall notify the applicant, Licensee, or Certificate of Qualification holder in writing, via certified mail, of the hearing, which notice shall also provide that any suspension or revocation of a License or Certificate of Qualification shall be stayed until after the hearing.

4. . . .

5. . . .

D. . . .

(Ord. ____ § ____, 2025; Ord. 1380 § I, 2024).

SECTION III.

15.36.040- Contractor License Section, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

15.36.040- Contractor Licenses

A. . . .

B. . . .

C. . . .

~~D. Exemptions. A firm, corporation, or other corporate organization may undertake the types of work regulated by this Chapter within the Town without first obtaining a License only under the following exemptions:~~

~~1. Permits-Exempt Building Code Provisions. The owner or tenant of a commercial structure or tenant space may perform their own repairs or maintenance as permitted in the permits-exempt work provisions of each applicable code adopted by the Town.~~

~~2. Proprietary Certificate of Qualification. An individual employed by a Person may perform work requiring a permit without a Contractor's License, provided they have been granted a Proprietary Certificate of Qualification specific to one business and specific to the trade(s) applicable to the work being performed.~~

~~3. Sewer and Water Service Lines. Sewer and water service line installation and repair work from a structure to the public sewer or public watermain shall be exempt from the requirements of this Chapter. However, this shall not exempt the work being performed from the requirements of a permit pursuant to the current edition of the adopted code.~~

SECTION IV.

15.36.060 - Exemptions, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby added as follows:

15.36.060 - Exemptions

A. *Exemptions.* A person, firm, corporation, or other corporate organization may undertake the types of work regulated by this Chapter within the Town without first obtaining either a License or Certificate of Qualification, or both, as the case may be, only under the following circumstances:

1. *Permits-Exempt Building Code Provisions.* The owner or tenant of a commercial structure or tenant space may perform their own repairs or maintenance as permitted in the permits-exempt work provisions of each applicable code adopted by the Town.

2. *Proprietary Certificate of Qualification.* An individual employed by a Person may perform work requiring a permit without a Contractor's License, provided they have been granted a Proprietary Certificate of Qualification specific to one business and specific to the trade(s) applicable to the work being performed.

3. *Sewer and Water Service Lines.* Sewer and water service line installation and repair work from a structure to the public sewer or public watermain shall be exempt from the requirements of this Chapter. However, this shall not exempt the work being performed from the requirements of a permit pursuant to the current edition of the adopted codes.

4. *State of Wyoming.* An individual employed exclusively by the State of Wyoming may perform work on properties owned by the State of Wyoming without a Contractor's License, a Certificate of Qualification, or bonding.

5. *Individuals Under the Age of 18 Years Old.* Beginning on January 1, 2026, individuals under the age of 18 years old may work in the trades regulated by this Chapter without a Certificate of Qualification. Individuals must apply for and obtain the appropriate Certificate of Qualification card upon turning 18 years old and, after verification of work history, may be given up to 100% credit for the hours worked after January 1, 2026 while under the age of 18 years old.

SECTION V

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day, per violation.

SECTION VI.

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

SECTION VII.

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 VIII.

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

PASSED 1ST READING THE ____ DAY OF _____ , 2025.

PASSED 2ND READING THE ____ DAY OF _____ , 2025.

PASSED AND APPROVED THE ____ DAY OF _____ , 2025.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2025.

STAFF REPORT



Meeting Date:	October 6, 2025	Meeting Title:	Town Council Meeting Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Jackson Municipal Code Maintenance: Title 15, Buildings and Construction	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to review a few technical updates and one Council-directed policy update to Title 15, Buildings and Construction, of the Jackson Municipal Code Council.

The comprehensive information and analysis for this Item – Ordinance C – was included in the September 15, 2025 staff report for Ordinance B.

Requested Action.

See September 15, 2025 staff report for Ordinance B.

Recommendations.

See September 15, 2025 staff report for Ordinance B.

Background.

See September 15, 2025 staff report for Ordinance B.

Analysis & Key Policy Questions.

See September 15, 2025 staff report for Ordinance B.

Possible Alternatives.

See September 15, 2025 staff report for Ordinance B.

Comprehensive Plan & Priority Alignment.

See September 15, 2025 staff report for Ordinance B.

Fiscal Impact.

See September 15, 2025 staff report for Ordinance B.

Staff Impact.

See September 15, 2025 staff report for Ordinance B.

Attachments or Links.

See September 15, 2025 staff report for Ordinance B.

Suggested Motion.

I move to approve Ordinances B and C at second reading.

ORDINANCE C

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.36, CONTRACTOR LICENSING AND CERTIFICATION, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION I.

Section 15.36.035, Applications—Initial and renewal, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

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License	Bond amount
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All Other Contractors	\$20,000.00

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...

(Ord. ____ § ___, 2025; Ord. 1380 § I, 2024).

SECTION II.

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15.36.039 – Denial, revocation, and suspension.

A. The Town Manager, or their designee, may deny an application except for an application for reciprocity pursuant to Wyo. Stat. Ann. § 16-6-1101, as amended, and may suspend or revoke an issued License or Certificate of

Qualification, whether initially issued via reciprocity or otherwise, when the applicant/holder commits any one or more of the following acts or omissions:

...

12. The License or Certificate of Qualification application does not satisfy the minimum requirements for the License or Certificate sought.

...

C. When the Town Manager, or their designee, deems that a License or Certificate of Qualification issued hereunder shall be denied, suspended, or revoked, the procedure shall be as follows:

1. ~~The applicant or Licensee or Certificate of Qualification holder shall be notified by the Town Manager, or their designee, in writing, sent via certified mail; such notice shall be sent at least 15 days prior to the action contemplated, setting forth the reasons therefor.~~ The applicant, Licensee, or Certificate of Qualification holder shall be notified by the Town Manager, or their designee, in writing, via certified mail; for a denial, such notice shall be sent contemporaneously with the denial, and for a suspension or revocation, such notice shall be sent at minimum 21 days prior to the effective date of the suspension or revocation and shall state the effective date of the suspension or revocation; and such notices shall include the reasons for the denial, suspension or revocation.

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4. . . .

5. . . .

D. . . .

(Ord. ____ § ____, 2025; Ord. 1380 § I, 2024).

SECTION III.

15.36.040- Contractor License Section, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

15.36.040- Contractor Licenses

A. . . .

B. . . .

C. . . .

~~D. Exemptions. A firm, corporation, or other corporate organization may undertake the types of work regulated by this Chapter within the Town without first obtaining a License only under the following exemptions:~~

~~1. Permits-Exempt Building Code Provisions. The owner or tenant of a commercial structure or tenant space may perform their own repairs or maintenance as permitted in the permits-exempt work provisions of each applicable code adopted by the Town.~~

~~2. Proprietary Certificate of Qualification. An individual employed by a Person may perform work requiring a permit without a Contractor's License, provided they have been granted a Proprietary Certificate of Qualification specific to one business and specific to the trade(s) applicable to the work being performed.~~

~~3. Sewer and Water Service Lines. Sewer and water service line installation and repair work from a structure to the public sewer or public watermain shall be exempt from the requirements of this Chapter. However, this shall not exempt the work being performed from the requirements of a permit pursuant to the current edition of the adopted code.~~

SECTION IV.

15.36.060 - Exemptions, of Chapter 15.36, Contractor Licensing and Certification, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby added as follows:

15.36.060 - Exemptions

A. *Exemptions.* A person, firm, corporation, or other corporate organization may undertake the types of work regulated by this Chapter within the Town without first obtaining either a License or Certificate of Qualification, or both, as the case may be, only under the following circumstances:

1. *Permits-Exempt Building Code Provisions.* The owner or tenant of a commercial structure or tenant space may perform their own repairs or maintenance as permitted in the permits-exempt work provisions of each applicable code adopted by the Town.

2. *Proprietary Certificate of Qualification.* An individual employed by a Person may perform work requiring a permit without a Contractor's License, provided they have been granted a Proprietary Certificate of Qualification specific to one business and specific to the trade(s) applicable to the work being performed.

3. *Sewer and Water Service Lines.* Sewer and water service line installation and repair work from a structure to the public sewer or public watermain shall be exempt from the requirements of this Chapter. However, this shall not exempt the work being performed from the requirements of a permit pursuant to the current edition of the adopted codes.

4. *State of Wyoming.* An individual employed exclusively by the State of Wyoming may perform work on properties owned by the State of Wyoming without a Contractor's License, a Certificate of Qualification, or bonding.

5. *Individuals Under the Age of 18 Years Old.* Beginning on January 1, 2026, individuals under the age of 18 years old may work in the trades regulated by this Chapter without a Certificate of Qualification. Individuals must apply for and obtain the appropriate Certificate of Qualification card upon turning 18 years old and, after verification of work history, may be given up to 100% credit for the hours worked after January 1, 2026 while under the age of 18 years old.

SECTION V

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day, per violation.

SECTION VI.

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

SECTION VII.

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 VIII.

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

PASSED 1ST READING THE ____ DAY OF _____ , 2025.

PASSED 2ND READING THE ____ DAY OF _____ , 2025.

PASSED AND APPROVED THE ____ DAY OF _____ , 2025.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2025.

ORDINANCE B

AN ORDINANCE AMENDING TITLE 15, CHAPTER 15.17, INTERNATIONAL RESIDENTIAL CODE, OF TITLE 15, BUILDINGS AND CONSTRUCTION, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION I.

Section 15.17.010, International Residential Code—Adoption by reference, of Chapter 15.17, International Residential Code, of Title 15, Building and Construction, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

15.17.010- International Residential Code—Adoption by reference.

A. . . . , specifically including Appendix ~~A~~**FBE**.

B. . . .

7. *Table R301.2(1)* shall read as follows:

Ground snow load	93 psf Varies, please reference 2024 IRC R301.2.3 and 2024 IBC Section 1608
. . .	. . .
. . .	. . .
. . .	. . .
. . .	. . .
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. . .	. . .
. . .	. . .
. . .	. . .
. . .	. . .

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

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day, per violation.

SECTION V.

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

PASSED 1ST READING THE ____ DAY OF _____, 2025.

PASSED 2ND READING THE ____ DAY OF _____, 2025.

PASSED AND APPROVED THE ____ DAY OF _____, 2025.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of ____

_____, 2025.

MEMORANDUM

TO: Mayor and Town Council

FR: Tyler Sinclair, Town Manager

DT: October 6, 2025

RE: Town Manager's Report

Retreat Dates

Town Council's retreat is scheduled for Tuesday, January 28 and Wednesday, January 29 at the Old Wilson Schoolhouse. Please mark your calendars.

Grant Application

Sustainable Strategies is helping History Jackson Hole with a grant application for \$18,000 from the Wyoming Cultural Trust Fund to leverage \$20,104 in Wyoming 250 grant, fundraising, and in-kind matching funds for the Jackson Hole Latino History Project. History Jackson Hole will provide all matching funds. The Latino History Project seeks to highlight the essential role the Latino community has played in the region's historical, cultural, and economic fabric. Research for the project includes collecting oral histories, videos, historical artifacts, and archival materials that illustrate Latino immigration to the region. This initiative will culminate in a special exhibit in the second-floor gallery in Summer 2026. Grant funds will be used to translate exhibit text, install safety signage, design and install the exhibit, and cover initial marketing and promotion costs.

International Energy Conservation Code Update

At the winter 2025 Council retreat, Council prioritized reviewing and considering adoption of the 2024 International Energy Conservation Code (IECC). However, staff are still waiting for a book to be released that summarizes the changes between the 2021 IECC and the 2024 IECC. Staff have ordered the book and were told that it will not be available until the end of October at the earliest. Due to the delay in the availability of this resource, it will not be possible for staff to present on this item before the end of 2025. Staff anticipate that Council will have the opportunity to schedule and prioritize this item during the annual Council retreat in January.

Temporary Sign Permits

The Temporary Sign Permits for Council consideration at this meeting are:

- ✓ Jackson Hole Community School requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from October 26 – November 11, 2025 to advertise their Open House. (P25-166).

- ✓ Jackson Hole Ski & Snowboard Club requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from October 19-26, 2025, to advertise their Ski & Gear Swap (P25-172).
- ✓ Jackson Hole Ski & Snowboard Club requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from November 16-23, 2025, to advertise their Black Tie, Blue Jeans Ski Ball (P25-173).
- ✓ Jackson Hole Ski & Snowboard Club requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from March 8-13, 2025, to advertise their Annual Moose Chase Nordic Ski Race for the Community (P25-174).
- ✓ Jackson Hole Ski & Snowboard Club requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from April 1-7, 2025, to advertise their Jackson Hole Downhill (P25-175).
- ✓ Jackson Hole Airport & START requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from November 30 – December 13, 2025, to advertise their Jackson Hole Airport START Bus Shuttle (P25-176).

Staff recommends approval of these requests and with the approval of the Town Manager's report, staff will issue the Temporary Sign Permits as requested.