

Regular Town Council Meeting

December 15, 2025

6:00 PM

Teton County Library, Auditorium B

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/85338173654?pwd=M17LkGnwrPwbabaDhYvujbkcnsmHFW.1>

Or join at zoom.com with Webinar ID: **853 3817 3654** and Password: **83001** or by phone: **+1 669 900 9128**

II. OPENING

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

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. December 1, 2025 Regular Town Council Meeting
- B. Disbursements
- C. Contracts
 - 1. Contract with Wyoming State Loan & Investment Board Office of State Lands & Investments
 - 2. Contract with Lower Valley Energy
 - 3. Letter Agreement with Best Best & Krieger LLP
- D. November Municipal Court Report
- E. Facility Use Agreement with Grand Teton Skating Association (Lea Colasuonno)

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

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.

A. Administration

1. Center Management Inc. (CMI) Funding Request for Capital Improvements (Tyler Sinclair)
2. Project Approval for Electric Vehicle Charging Infrastructure (Tanya Anderson)
3. Jackson Hole Community Housing Trust (Housing Trust) - Nelson Drive Rental Housing Opportunity (Tyler Sinclair)

B. External Affairs

1. Legislative Approach (Susan Scarlata)

C. Planning & Building

1. Zoning Map Amendment at 252 & 254 E. Simpson Ave. (P25-156) (Tyler Valentine)
2. 145 E. Simpson Ave. (Clifford Hanson Courthouse) Demolition Permit DEM25-0011 (Paul Anthony)

VI. ORDINANCES

- A. Ordinance E: An Ordinance Providing an Exemption to Workforce Housing Mitigation (Third Reading, to be designated Ordinance 1450)

VII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports

VIII. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

IX. 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.

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

DECEMBER 1, 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, Johnny Ziem, Paul Anthony, Michelle Weber, Tanya Anderson, Kelly Thompson, and Riley Hovorka. Via Zoom: Lea Colasuonno.

The Pledge of Allegiance was led by Mayor Jorgensen. The Land Acknowledgement was read by Mayor Jorgensen. Mayor Jorgensen proclaimed Human Rights Day.

Public Comment. Kristin Combs and Sheena Patel made public comment.

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

- A. **Meeting Minutes.** To approve minutes from the November 17, 2025 Regular Town Council Workshop and November 17, 2025 Regular Town Council Meeting.
- B. **Disbursements.** To approve the disbursements as presented. 120WATER \$3,616.16; 842-NCPERS GROUP WYOMING \$16.00; ACE EQUIPMENT & SUPPLY \$2,603.80; ACE HARDWARE \$1,394.19; ADVANCED NETWORK MANAGEMENT, INC. \$13,486.66; AFLAC \$1,574.03; ALLEGIANCE BENEFIT PLAN MANAGE, INC. \$199,559.30; ALPHAGRAPHICS \$277.72; AMAZON \$2,469.41; AMERIWEST WATER SERVICES \$24,818.11; ANTLER MOTEL, INC. \$14,647.50; AT&T \$315.66; BISON LUMBER \$529.26; BLUE SPRUCE CLEANERS,INC \$212.90; CARQUEST AUTO PARTS INC. \$2.46; CASEY, HEATH MICHAEL \$201.08; CENTURYLINK \$65.88; CITY OF DRIGGS \$2,018.49; COLORADO ASSOCIATION OF SKI TOWNS \$800.00; COLORADO/WEST EQUIPMENT INC \$153,078.78; CONRAD & BISCHOFF INC. \$30,328.31; CONTROL SYSTEM TECHNOLOGY, INC. \$117,640.00; COOK GRADING AND PAVING, LLC \$28,471.42; COPYWORKS, LLC \$330.00; CORE & MAIN LP \$4,786.18; DEAN'S PEST CONTROL LLC \$450.00; DECKER GLASS \$403.99; DELL \$1,311.20; DELTA DENTAL PLAN OF WYOMING \$9,701.93; DEX IMAGING \$105.75; DISCOUNT SNOW STAKES \$1,300.53; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; E.R. OFFICE EXPRESS \$32.99; EDA LAND PLANNING \$4,146.25; ENERGY CONSERVATION WORKS \$17,500.00; ENERGY LABORATORIES INC. \$870.00; ESRI, INC \$700.00; EVANS CONSTRUCTION INC \$847,013.08; EVOLUTION CONCRETE CUTTING \$917.50; FLEETPRIDE - \$282.98; FOSTER, KYLE \$82.00; FREEDOM MAILING SERVICE INC. \$3,790.10; GEDDES, GLENN \$155.00; GILLIG LLC \$3,567.03; GRAVITY GRAPHICS \$237.64; HARMONY DESIGN, INC \$14,013.65; HD FOWLER COMPANY \$21,629.56; HIGH COUNTRY LINEN \$1,360.37; HOT SPOTS LLC \$2,555.00; IDAHO TRAFFIC SAFETY, INC. \$15,574.26; INEO SYSTRANS USA INC \$43,360.00; INTERSTATE BATTERY \$743.85; INTERWEST SUPPLY COMPANY \$10,251.00; JACKSON CURBSIDE INC. \$3,406.00; JACKSON DOWNTOWNER, LLC \$97,251.21; JACKSON GROUP LOCKBOX \$1,200.16; JACKSON HOLE COMMUNITY HOUSING \$12,500.00; JACKSON HOLE NEWS & GUIDE \$3,665.00; JACKSON HOLE PROPERTY MANAGEMENT \$82.00; JACKSON LUMBER INC \$54.50; JH20 WATER CONDITIONING & FILTRATION \$110.00; JORGENSEN ASSOCIATES, PC \$92,439.38; JORGENSEN, ARNE OLAUS \$412.35; JP COOKE CO \$49.98; KOIS BROTHERS EQUIPMENT COMPANY \$4,100.00; LEVEL 3 COMMUNICATIONS, LLC \$1,407.81; LOTUS ENGINEERING & SUSTAINABILITY, LLC \$10,253.75; LOWER VALLEY ENERGY INC \$49,236.19; M. NEILS ENGINEERING, INC \$1,227.50; MORRISON-MAIERLE, INC. \$5,085.73; NAPA AUTO PARTS INC. \$1,143.46; NELSON ENGINEERING \$9,898.50; NOBLE TREE INC \$21,784.00; OUTBACK LANDSCAPE OF WYOMING, LLC \$166.50; PITTS, JASON \$155.00; POINT S REXBURG \$3,980.00; PREMIER CLEANING SERVICES LLC \$320.00; PREMIER TRUCK- SALT LAKE CITY -\$961.35; R & A SAFETY LLC \$1,195.50; RAFTELIS \$4,520.00; RAMIREZ,ENRIGUE RAMIREZ \$290.00; REGAN, KEVIN \$408.74; RICH, SAMUEL \$18.85; RON'S TOWING LLC \$1,800.00; SAFETY SUPPLY & SIGN CO., INC. \$6,879.60; SCHOW'S TRUCK CENTER \$733.34; SILVER CREEK SUPPLY \$333.39; SMITH POWER PRODUCTS,INC. \$2,360.00; SMITH, HAZEN \$598.00; SPECTRUM \$100.00; SPRING CREEK ANIMAL HOSPITAL \$391.54; STANDARD INSURANCE COMPANY \$11,844.54; STAR VALLEY INDEPENDENT \$57.00; STATE FIRE IDAHO \$1,395.00; STINKY PRINTS, INC \$73.50; SUNRISE ENVIRONMENTAL \$1,194.75; SUPPLYHOUSE LLC \$312.86; SUSTAINABLE STRATEGIES DC, LLC \$7,580.00; SYMBOLARTS, LLC \$908.25; TETON COUNTY

INTEGRATED SOLID WASTE/RECY \$5,750.03; TETON COUNTY PUBLIC WORKS \$4,833.03; TETON COUNTY SHERIFF'S-JAIL \$2,800.00; TETON COUNTY-FUND 10 \$595,498.08; TETON MOTORS INC \$14,438.21; THE AFTERMARKET PARTS COMPANY, LLC \$3,917.00; THE TIRE RACK, INC. \$1,220.76; TK ELEVATOR CORP. \$7,090.32; TMSC LLC \$18,876.43; TODAY CASH \$385.92; TRANSPORTATION MANAGEMENT & DESIGN INC \$5,086.41; UCM DIGITAL HEALTH, INC \$1,062.50; ULINE \$714.83; UPPER CASE PRINTING INK \$163.17; USA BLUE BOOK \$301.00; VANDERHOVEL, RYAN \$500.00; VERIZON WIRELESS \$6,530.35; VERIZON WIRELESS VSAT NORTH \$75.00; VISION SERVICE PLAN - (WY) \$2,017.11; WAMCO LAB, INC. \$550.00; WESTERN STATE \$756.59; WESTWOOD CURTIS \$1,049,985.09; WILLIAMS, TODD \$500.00; WINTER EQUIPMENT COMPANY, INC \$1,724.48; WSP USA INC. \$8,387.63; WY WORKERS' SAFETY & COMP \$17,873.05; WYOMING FIRST AID & SAFETY \$205.87

C. Contracts.

1. **Amendment and Restatement Special Restriction for 842 West Snow King Avenue.** To approve the Amendment and Restatement Special Restriction for 842 West Snow King Avenue, subject to minor changes by staff.
2. **Commercial Lease Agreement with Down Towner.** To approve the Commercial Lease Agreement with Down Towner, subject to minor changes by staff.
3. **Contract with R&A Safety, LLC.** To approve the Contract with R&A Safety, LLC, subject to minor changes by staff.
4. **Letter Agreement with Hirst Applegate.** To approve the Letter Agreement with Hirst Applegate, subject to minor changes by staff.

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 Community Housing Trust – Nelson Drive Rental Housing Opportunity. Tyler Sinclair, Johnny Ziem, and Paul Anthony made staff comment. Anne Creswell commented on behalf of the Community Housing Trust. Council held discussion with staff. Geneva Chong, Catherine Hughes, Evelyn Weber, Chris Finle, Dylan Alvarez, Judd Grossman, Julien Hass, Cammie Lawson, Caroline Haines, and Daryl Patyl made public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to continue this item to December 15. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Council recessed at 8:13pm and reconvened at 8:22pm

Karns Meadow Monitoring Program Request for Proposals. Tanya Anderson made staff comment. Council held discussion with staff. Catherine Hughes made public comment. A motion was made by Jonathan Schechter and seconded by Devon Viehman to approve the release of the attached RFP, with minor edits by staff. 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 Kevin Regan to read ordinances in short title. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance E: An Ordinance Providing an Exemption to Workforce Housing Mitigation.

AN ORDINANCE AMENDING DIVISION 6.3, AFFORDABLE WORKFORCE HOUSING STANDARDS, SECTION 6.3.2.C, APPLICABILITY, OF THE LAND DEVELOPMENT REGULATIONS, OF THE CODE OF THE TOWN OF JACKSON, WYOMING. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

There was no public comment. A motion was made by Jonathan Schechter and seconded by Kevin Regan to approve Ordinance E on second reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Matters from Mayor and Council. Alyson Sperry provided an update from the Board of Health. Devon Viehman added 'Reimagining Nelson Drive' to the PI List. Council discussed the County Commission's proposal to change the day of joint meetings and License Plate Reader ("Flock") cameras. Tyler Sinclair and Lea Colasuonno made staff comment. A motion was made by Devon Viehman and seconded by

Alyson Sperry to direct the Town Manager or their designee to draft a brief scoping report about amending the current contract with Flock to be added to an agenda within 60 days. Council expressed support for staff. Mayor Jorgensen announced that he would be joining the Senior Center for ‘Coffee with the Mayor.’

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on temporary sign permits for Friends of Pathways, funding for the Snake River Headwaters Symposium, and the Transit Director’s interest in serving on the Wyoming Department of Transportation (WYDOT) Public Transportation Board. A motion was made by Devon Viehman and seconded by Kevin Regan to approve the Town Manager’s Report. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn to Executive Session. A motion was made by Kevin Regan and seconded by Jonathan Schechter to adjourn meeting to executive session to consider matters concerning litigation to which the governing body is a party or proposed litigation to which the governing body may be a party in accordance with Wyoming Statute 16-4-405(a)(iii). Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried. The meeting adjourned at 9:23 p.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: December 10, 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
7523	A43 ARCHITECTURE	2507-1125	PROJECT 2507	12/01/2025	675.00	.00	
Total 7523:					675.00	.00	
425	ACE EQUIPMENT & SUPPLY	179732	PELICAN STRIPS	11/20/2025	3,091.70	.00	
Total 425:					3,091.70	.00	
51	ACE HARDWARE	926746	MASKING TAPE	11/14/2025	8.99	.00	
51	ACE HARDWARE	926748	PAINT, SCREWS, METAL CUTOF	11/14/2025	43.34	.00	
51	ACE HARDWARE	926756	LADDER	11/14/2025	59.99	.00	
51	ACE HARDWARE	926799	SAWZAL BLADES	11/14/2025	34.98	.00	
51	ACE HARDWARE	926804	BOX FAN	11/14/2025	34.99	.00	
51	ACE HARDWARE	926925	COVERALLS, HOOD, RESPIRAT	11/17/2025	39.46	.00	
51	ACE HARDWARE	926936	RESPIRATOR, HOOD, COVERA	11/17/2025	100.46	.00	
51	ACE HARDWARE	927061	PAINT, SCREWS, NUTS & WASH	11/18/2025	9.91	.00	
51	ACE HARDWARE	927099	BRUSH, CLEANER, CLOTHS, T	11/18/2025	94.04	.00	
51	ACE HARDWARE	927159	CAULK, SCREWS, WASHERS &	11/18/2025	11.11	.00	
51	ACE HARDWARE	927196	TROWEL, PAINT & SHOP TOWE	11/19/2025	27.47	.00	
51	ACE HARDWARE	927264	SPRING & CHAIN LINK	11/19/2025	71.72	.00	
51	ACE HARDWARE	927297	GRIND WHEEL, FLAP DISC, DRI	11/19/2025	68.90	.00	
51	ACE HARDWARE	927311	PAINT	11/19/2025	11.98	.00	
51	ACE HARDWARE	927320	WALL PLATE & EXTENSION CO	11/19/2025	121.78	.00	
51	ACE HARDWARE	927330	WOOD & PUNCH CENTER	11/19/2025	13.16	.00	
51	ACE HARDWARE	927364	SHIMS, MARKER, COMB & KNIF	11/20/2025	40.94	.00	
51	ACE HARDWARE	927375	PAPER TOWELS & CLEANER	11/20/2025	17.48	.00	
51	ACE HARDWARE	927461	CAULK	11/20/2025	8.99	.00	
51	ACE HARDWARE	927517	VACUUM, BAGS & TRASH CAN	11/21/2025	124.47	.00	
51	ACE HARDWARE	927537	RETURN BAGS, TRASH CAN &	11/21/2025	124.47-	.00	
51	ACE HARDWARE	927729	KNIFE, CAULK, PLUMBERS PUT	11/24/2025	22.97	.00	
51	ACE HARDWARE	927802	SCREWS	11/24/2025	4.78	.00	
51	ACE HARDWARE	927919	SHOE TRACTION	11/25/2025	99.97	.00	
51	ACE HARDWARE	927922	KNIFE, PURELL, TOOL SET	11/25/2025	161.48	.00	
51	ACE HARDWARE	927946	PEN PAINT, BIRCH & SANDING	11/25/2025	26.97	.00	
51	ACE HARDWARE	927958	SUPER GLUE	11/25/2025	5.49	.00	
51	ACE HARDWARE	927990	GARAGE DOOR OPENER	11/26/2025	109.98	.00	
51	ACE HARDWARE	928024	AERATOR & REMOVAL KEYS	11/26/2025	17.98	.00	
51	ACE HARDWARE	928440	EXTENSION CORD	12/02/2025	79.98	.00	
Total 51:					1,349.29	.00	
6900	ALDER ENVIRONMENTAL LLC	5120	THAW WELL #3 AUTOMATION	12/01/2025	320.02	.00	
Total 6900:					320.02	.00	
6524	ALPHAGRAPHICS	IX-511483	BUS SIGNS	11/20/2025	277.72	.00	
Total 6524:					277.72	.00	
5726	AMAZON	17N9-T1L7-DP	DOCKING STATION	12/01/2025	399.99	.00	
5726	AMAZON	19R6-CRPW-9	HEAT PRESS MACHINE	12/03/2025	42.21	.00	
5726	AMAZON	1NMM-7HQV-L	EASEL	11/24/2025	235.98	.00	
5726	AMAZON	1RGG-M1FH-1	FLOOR SCRUBBER	11/24/2025	22.68	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	1T6X-VQNC-W	MICROPHONE ARM, HEADPHO	11/26/2025	893.19	.00	
5726	AMAZON	1TNC-3R64-C	OIL CHANGE STICKERS	11/24/2025	35.96	.00	
5726	AMAZON	1X3C-4LKY-4J	ICE CLEATS, BATTERIES, GLAS	11/20/2025	232.05	.00	
5726	AMAZON	1XGJ-D69L-LT	AUDIO EQUIPMENT & HARD DR	12/03/2025	1,737.94	.00	
5726	AMAZON	1YKR-GJVD-6	CHAIR	12/01/2025	266.99	.00	
Total 5726:					3,866.99	.00	
7654	AMERICAN PUMP AND DRILLIN	110064	JOB 202500935	11/17/2025	43,212.06	.00	
Total 7654:					43,212.06	.00	
3530	AMSOIL INC #774148	24204359 RI	OIL	11/14/2025	8,871.39	.00	
Total 3530:					8,871.39	.00	
4920	BEST BEST & KRIEGER	1047131	MATTER 51148.00001 FRANCHI	12/02/2025	533.00	.00	
4920	BEST BEST & KRIEGER	1047132	MATTER 51148.00004 CHARTER	12/02/2025	2,150.00	.00	
Total 4920:					2,683.00	.00	
4774	BIG R RANCH & HOME	001753/1	CARHARTT	11/20/2025	89.99	.00	
Total 4774:					89.99	.00	
3500	BISON LUMBER	2511-893499	LAG BOLTS	11/20/2025	4.27	.00	
Total 3500:					4.27	.00	
1560	BLUE SPRUCE CLEANERS,INC	12012025	DRY CLEANING	12/01/2025	311.74	.00	
Total 1560:					311.74	.00	
7394	BOLAND, ANITA	10126	350 N Millward - January Rent	01/01/2026	2,328.85	.00	
Total 7394:					2,328.85	.00	
7575	BOWEN, ANDREW	12022025	OAPA CONFERENCE CAR	12/02/2025	247.38	.00	
7575	BOWEN, ANDREW	12022025	OAPA CONFERENCE MEALS	12/02/2025	183.00	.00	
Total 7575:					430.38	.00	
5996	BRIGHTLY SOFTWARE, INC.	INV-281724	ASSET ESSENTIALS JULY 2025-	07/01/2025	19,215.72	.00	
Total 5996:					19,215.72	.00	
7077	BURKHOLDER, SHAWN	10126	130 E Kelly ♦ January Rent	01/01/2026	2,141.61	.00	
Total 7077:					2,141.61	.00	
7773	BUTLER, PAUL	12052025	PD RETREAT SPEAKER	12/05/2025	5,000.00	.00	
Total 7773:					5,000.00	.00	
102	CASELLE INC.	INV-13639	JANUARY 2026	12/04/2025	2,388.00	.00	
Total 102:					2,388.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7089	CHARLIE'S PLUMBING OF JH	14019-1	INSTALL SEWAGE PUMP TANK	11/22/2025	1,547.00	.00	
7089	CHARLIE'S PLUMBING OF JH	14019-2	DRILL HOLES FOR NEW SUMP	11/22/2025	575.00	.00	
7089	CHARLIE'S PLUMBING OF JH	14026-1, 1402	CLEARED DRAIN	11/22/2025	1,647.00	.00	
7089	CHARLIE'S PLUMBING OF JH	14038	INSTALL WATER HEATER	11/25/2025	3,564.00	.00	
Total 7089:					7,333.00	.00	
7564	COLE, ELLA	12022025	TURKEYS	12/02/2025	625.00	.00	
Total 7564:					625.00	.00	
514	CONRAD & BISCHOFF INC.	IN-981533-25	DEF BULK	11/24/2025	604.77	.00	
514	CONRAD & BISCHOFF INC.	IN-981537-25	DEF BULK	11/24/2025	343.73	.00	
514	CONRAD & BISCHOFF INC.	IN-988035-25	DIESEL	11/28/2025	15,531.94	.00	
514	CONRAD & BISCHOFF INC.	IN-988052-25	ETHANOL	11/28/2025	11,175.34	.00	
Total 514:					27,655.78	.00	
4887	CONTROL SYSTEM TECHNOLO	11719	THAW WELL 2 VFD REPLACEM	12/01/2025	667.50	.00	
4887	CONTROL SYSTEM TECHNOLO	11721	REPLACED UPS AT MARTIN LIF	12/01/2025	1,909.50	.00	
Total 4887:					2,577.00	.00	
7500	CONWAY, LARS	10126	145 Moose - January Rent	01/01/2026	2,500.00	.00	
Total 7500:					2,500.00	.00	
4918	DEAN'S PEST CONTROL LLC	104943	PEST MGT	10/12/2025	150.00	.00	
4918	DEAN'S PEST CONTROL LLC	105714	PEST MGT	10/12/2025	200.00	.00	
4918	DEAN'S PEST CONTROL LLC	106034	RODENT CONTROL	10/09/2025	110.00	.00	
4918	DEAN'S PEST CONTROL LLC	106428	RODENT CONTROL	10/10/2025	60.00	.00	
Total 4918:					520.00	.00	
708	DELTA DENTAL PLAN OF WYOM	11302025	CLAIMS	11/30/2025	8,622.00	8,622.00	12/05/2025
708	DELTA DENTAL PLAN OF WYOM	11302025	AUG PREMIUMM	11/30/2025	876.53	876.53	12/05/2025
Total 708:					9,498.53	9,498.53	
3881	DEX IMAGING	AR14370447	COPIES	11/21/2025	640.19	.00	
3881	DEX IMAGING	AR14425159	TONER	12/03/2025	543.78	.00	
Total 3881:					1,183.97	.00	
6883	DIVISION OF CHILD SUPPORT	11282025	DCSE CASE #0005405448	11/28/2025	509.23	509.23	11/28/2025
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	12052025	CASE 25-10-0121	12/05/2025	150.00	.00	
Total 2175:					150.00	.00	
3408	E.R. OFFICE EXPRESS	23507	PAPER, TAPE DISPENSE & TAP	09/04/2025	120.08	.00	
3408	E.R. OFFICE EXPRESS	23516	RIBBON & FOLDERS	09/16/2025	125.08	.00	
3408	E.R. OFFICE EXPRESS	23523	PAPER	09/16/2025	83.85	.00	
3408	E.R. OFFICE EXPRESS	23587	PAPER	11/03/2025	97.34	.00	
3408	E.R. OFFICE EXPRESS	23601	SCISSORS	11/06/2025	19.06	.00	
3408	E.R. OFFICE EXPRESS	23635	TAPE	12/01/2025	41.41	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3408	E.R. OFFICE EXPRESS	23644	STAPLER	12/01/2025	24.96	.00	
Total 3408:					511.78	.00	
6092	E1 HVAC LLC	54146	IT HVAC	11/25/2025	1,744.34	.00	
Total 6092:					1,744.34	.00	
1134	ENERGY LABORATORIES INC.	752586	PHOSPHORUS	11/25/2025	848.00	.00	
1134	ENERGY LABORATORIES INC.	752588	PHOSPHORUS	11/25/2025	861.00	.00	
1134	ENERGY LABORATORIES INC.	752829	PHOSPHORUS	11/26/2025	1,146.00	.00	
1134	ENERGY LABORATORIES INC.	752830	PHOSPHORUS	11/26/2025	873.00	.00	
1134	ENERGY LABORATORIES INC.	753168	OIL & GREASE	12/01/2025	172.00	.00	
Total 1134:					3,900.00	.00	
6552	ETNA TRADE PARK LLC	10126	Star Valley Bus Storage - January	01/01/2026	4,062.00	.00	
Total 6552:					4,062.00	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	41,016.25	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	12,046.95	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	2,158.75-	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	37,404.35	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	2,158.75	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	710,682.65	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	5,504.45	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	634.05-	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	634.05	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	37,404.35-	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	104,584.55	.00	
81	EVANS CONSTRUCTION INC	25-04 18047	GREGORY LANE INFRASTRUC	10/31/2025	5,504.45-	.00	
Total 81:					868,330.40	.00	
3195	FERGUSON ENTERPRISES, IN	4020101	FLAPPER	09/16/2025	13.82	.00	
3195	FERGUSON ENTERPRISES, IN	4121743	OPEN MESH	10/23/2025	9.42	.00	
Total 3195:					23.24	.00	
7497	GRIFFITH PARTNERSHIP LLC	10126	126 Aspen Dr - January Rent	01/01/2026	1,760.00	.00	
Total 7497:					1,760.00	.00	
96	HIGH COUNTRY LINEN	0534146	Laundry	10/13/2025	5.37	.00	
96	HIGH COUNTRY LINEN	0534146	Laundry	10/13/2025	28.76	.00	
96	HIGH COUNTRY LINEN	0534146	Laundry	10/13/2025	.40	.00	
96	HIGH COUNTRY LINEN	0539649	MATS	11/17/2025	11.67	.00	
96	HIGH COUNTRY LINEN	0540126	MATS	11/19/2025	322.69	.00	
96	HIGH COUNTRY LINEN	0540728	MATS	11/24/2025	24.51	.00	
96	HIGH COUNTRY LINEN	0541077	Laundry	11/26/2025	72.24	.00	
96	HIGH COUNTRY LINEN	S0541833	SUPPLIES	12/01/2025	145.90	.00	
Total 96:					611.54	.00	
6922	HORCHAK, KEVIN	12012025	COURT IN IDAHO FALLS	12/01/2025	26.08	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6922:					26.08	.00	
36	IDAHO STATE TAX COMMISSIO	11262025	NOVEMBER 2025	11/26/2025	7,241.00	7,241.00	12/01/2025
Total 36:					7,241.00	7,241.00	
7126	INEO SYSTRANS USA INC	9532701076	SAAS CARDS	11/20/2025	30,326.67	.00	
Total 7126:					30,326.67	.00	
6901	INNOVATIVE SERVICE LLC	1214	WORK ON THERMOSTAT	11/27/2025	190.00	.00	
Total 6901:					190.00	.00	
3407	INTERMOUNTAIN SWEEPER C	126322	BRUSH CYLINDRICAL 38 MIDI-G	11/26/2025	1,337.86	.00	
Total 3407:					1,337.86	.00	
106	INTERSTATE BATTERY	950008017	BATTERIES	11/24/2025	701.85	.00	
Total 106:					701.85	.00	
6954	IVY OUTDOOR SERVICES LLC	0000177	TRASH	11/30/2025	2,734.68	.00	
6954	IVY OUTDOOR SERVICES LLC	0000180	TRASH SERVICE	11/30/2025	8,551.32	.00	
Total 6954:					11,286.00	.00	
7163	JACKSON GROUP LOCKBOX	710682IF	FILTERS	11/20/2025	772.82	.00	
Total 7163:					772.82	.00	
6474	JACKSON HOLE LAW, PC	2705	PROSECUTION SERVICES	10/31/2025	3,502.50	.00	
Total 6474:					3,502.50	.00	
131	JACKSON HOLE NEWS & GUID	383675	VINE ST IMPROVEMENT ADS	11/26/2025	150.00	.00	
131	JACKSON HOLE NEWS & GUID	383679	ADVERTISING	11/26/2025	30.00	.00	
131	JACKSON HOLE NEWS & GUID	383680	ADVERTISING	11/26/2025	45.00	.00	
131	JACKSON HOLE NEWS & GUID	383692	ADVERTISING	11/26/2025	120.00	.00	
131	JACKSON HOLE NEWS & GUID	383940	ADVERTISING	12/03/2025	108.00	.00	
Total 131:					453.00	.00	
115	JACKSON PAINT AND GLASS, I	1139925	GLASS	11/26/2025	1,022.95	.00	
Total 115:					1,022.95	.00	
7769	JOHANSSON, WANNA	12012025	NLC CONFERENCE HOTEL	12/01/2025	507.68	.00	
Total 7769:					507.68	.00	
4275	JORGENSEN, ARNE OLAUS	11252025	NATIONAL LEAGUE OF CITIES	11/25/2025	160.00	.00	
Total 4275:					160.00	.00	
5537	KEENAN, PETER	10126	Virginian 55-4 - January Rent	01/01/2026	2,357.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5537:					2,357.50	.00	
7675	KGB PRODUCTIONS	10400	POLICE & VICTIM SERVICES VI	11/14/2025	4,900.00	.00	
Total 7675:					4,900.00	.00	
7112	KJ'S SERVICES INVESTMENTS	10126	Alpine - January Rent	01/01/2026	2,940.00	.00	
7112	KJ'S SERVICES INVESTMENTS	10126	Alpine - December Internet	01/01/2026	35.00	.00	
Total 7112:					2,975.00	.00	
5691	LEPCO	63970	ULTRA PRE SOAK	10/16/2025	228.80	.00	
5691	LEPCO	64473	GEARMOTOR, BEARING, LABO	11/25/2025	5,528.79	.00	
Total 5691:					5,757.59	.00	
7201	LOPEZ-MORGAN, CHRYSTAL	12022025	COLLECTIONS LEVEL ONE TES	12/02/2025	46.00	.00	
Total 7201:					46.00	.00	
156	LOWER VALLEY ENERGY INC	10126	355 W Deloney E5 - January Rent	01/01/2026	3,000.00	.00	
156	LOWER VALLEY ENERGY INC	92050-002 11-2	3150 S ADAMS CANYON DR, JA	11/26/2025	264.98	.00	
156	LOWER VALLEY ENERGY INC	92050-003 11-2	SPRUCE DR PUMP HOUSE, JA	11/26/2025	328.38	.00	
156	LOWER VALLEY ENERGY INC	92050-008 11-2	CEMETERY, JACKSON, WY 20	11/26/2025	18.27	.00	
156	LOWER VALLEY ENERGY INC	92050-010 11-2	ELY SPRINGS RD WELL 6,7,8, J	11/26/2025	898.66	.00	
156	LOWER VALLEY ENERGY INC	92050-014 11-2	135 E BROADWAY AVE HEAT TA	11/26/2025	20.05	.00	
156	LOWER VALLEY ENERGY INC	92050-017 11-2	WASTE WATER TRTMT INTERM	11/26/2025	28.00	.00	
156	LOWER VALLEY ENERGY INC	92050-019 11-2	RANGEVIEW DR LIFT PUMP CO	11/26/2025	78.05	.00	
156	LOWER VALLEY ENERGY INC	92050-021 11-2	150 E PEARL AVE, JACKSON, W	11/26/2025	1,291.12	.00	
156	LOWER VALLEY ENERGY INC	92050-024 11-2	1605 BERGER LN SEWER LIFT	11/26/2025	21.03	.00	
156	LOWER VALLEY ENERGY INC	92050-025 11-2	450 W SNOW KING AVE NEW S	11/26/2025	723.07	.00	
156	LOWER VALLEY ENERGY INC	92050-026 11-2	450 W SNOW KING AVE SHOP, J	11/26/2025	220.84	.00	
156	LOWER VALLEY ENERGY INC	92050-044 11-2	610 SNOW KING DR ESTATES B	11/26/2025	241.85	.00	
156	LOWER VALLEY ENERGY INC	92050-047 11-2	WASTE WATER TRTMT UV BLD	11/26/2025	38.00	.00	
156	LOWER VALLEY ENERGY INC	92050-049 11-2	WASTE WATER TRTMT PTB 545	11/26/2025	10,677.48	.00	
156	LOWER VALLEY ENERGY INC	92050-050 11-2	2 MG TANK, JACKSON, WY 200	11/26/2025	21.56	.00	
156	LOWER VALLEY ENERGY INC	92050-051 11-2	WELL #5 KARNS MEADOW DR,	11/26/2025	2,363.64	.00	
156	LOWER VALLEY ENERGY INC	92050-052 11-2	675 E BROADWAY AVE WELL #1	11/26/2025	21.12	.00	
156	LOWER VALLEY ENERGY INC	92050-053 11-2	WELLS #2 & #3, JACKSON, WY	11/26/2025	1,973.05	.00	
156	LOWER VALLEY ENERGY INC	92050-054 11-2	CITY WELL ELK REF 1, JACKSO	11/26/2025	99.67	.00	
156	LOWER VALLEY ENERGY INC	92050-055 11-2	CITY WELL ELK REF 2, JACKSO	11/26/2025	37.01	.00	
156	LOWER VALLEY ENERGY INC	92050-056 11-2	CITY WELL ELK REF 3, JACKSO	11/26/2025	25.01	.00	
156	LOWER VALLEY ENERGY INC	92050-059 11-2	440 W SNOW KING AVE POLICE	11/26/2025	122.33	.00	
156	LOWER VALLEY ENERGY INC	92050-060 11-2	400 W SNOW KING AVE S GAR,	11/26/2025	491.63	.00	
156	LOWER VALLEY ENERGY INC	92050-061 11-2	400 W SNOW KING AVE PUBLIC	11/26/2025	468.96	.00	
156	LOWER VALLEY ENERGY INC	92050-074 11-2	CRABTREE LN THAW WELL #2,	11/26/2025	27.41	.00	
156	LOWER VALLEY ENERGY INC	92050-075 11-2	HIGH SCHOOL RD THAW WELL	11/26/2025	24.63	.00	
156	LOWER VALLEY ENERGY INC	92050-077 11-2	685 E HANSEN AVE, JACKSON,	11/26/2025	103.03	.00	
156	LOWER VALLEY ENERGY INC	92050-078 11-2	145 W HANSEN AVE FRONT, JA	11/26/2025	143.09	.00	
156	LOWER VALLEY ENERGY INC	92050-079 11-2	145 W HANSEN AVE BACK, JAC	11/26/2025	120.19	.00	
156	LOWER VALLEY ENERGY INC	92050-082 11-2	400 W SNOW KING AVE E STOR	11/26/2025	190.32	.00	
156	LOWER VALLEY ENERGY INC	92050-089 11-2	685 E HANSEN AVE, JACKSON,	11/26/2025	47.67	.00	
156	LOWER VALLEY ENERGY INC	92050-090 11-2	955 MAPLE WAY, JACKSON, WY	11/26/2025	132.94	.00	
156	LOWER VALLEY ENERGY INC	92050-092 11-2	3150 S ADAMS CANYON DR ANI	11/26/2025	292.59	.00	
156	LOWER VALLEY ENERGY INC	92050-102 11-2	145 W HANSEN AVE FRONT, JA	11/26/2025	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	11/26/2025	2,975.95	.00	
156	LOWER VALLEY ENERGY INC	92050-106 11-2	940 SIMON LN, JACKSON, WY	11/26/2025	135.68	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-114 11-2	210 N CACHE ST HOME RANCH	11/26/2025	349.85	.00	
156	LOWER VALLEY ENERGY INC	92050-126 11-2	SPRING WATER LN LIFT STATIO	11/26/2025	33.97	.00	
156	LOWER VALLEY ENERGY INC	92050-127 11-2	3337 S CODY CREEK DR LIFT S	11/26/2025	182.42	.00	
156	LOWER VALLEY ENERGY INC	92050-131 11-2	195 E DELONEY AVE RESTROO	11/26/2025	250.81	.00	
156	LOWER VALLEY ENERGY INC	92050-132 11-2	160 S MILLWARD ST PARKING	11/26/2025	1,854.79	.00	
156	LOWER VALLEY ENERGY INC	92050-134 11-2	160 S MILLWARD ST PARKING	11/26/2025	6.34	.00	
156	LOWER VALLEY ENERGY INC	92050-334 11-2	JOSEPHINE LOOP LOT 15 LIFT	11/26/2025	90.85	.00	
156	LOWER VALLEY ENERGY INC	92050-341 11-2	210 N CACHE ST HOME RANCH	11/26/2025	22.34	.00	
156	LOWER VALLEY ENERGY INC	92050-345 11-2	930 SIMON LN, JACKSON, WY	11/26/2025	138.08	.00	
156	LOWER VALLEY ENERGY INC	92050-356 11-2	55 KARNs MEADOW DR START	11/26/2025	3,187.36	.00	
156	LOWER VALLEY ENERGY INC	92050-357 11-2	55 KARNs MEADOW DR START	11/26/2025	1,737.14	.00	
156	LOWER VALLEY ENERGY INC	92050-359 11-2	MILLER PARK PARKING LOT CH	11/26/2025	173.48	.00	
156	LOWER VALLEY ENERGY INC	92050-361 11-2	625 W BROADWAY AVE NEW P	11/26/2025	190.89	.00	
156	LOWER VALLEY ENERGY INC	92050-363 11-2	455 VINE ST UTIL, JACKSON, W	11/26/2025	46.64	.00	
156	LOWER VALLEY ENERGY INC	92050-364 11-2	65 VIRGINIAN LN #5, JACKSON,	11/26/2025	43.25	.00	
156	LOWER VALLEY ENERGY INC	92050-365 11-2	65 VIRGINIAN LN #7, JACKSON,	11/26/2025	79.85	.00	
156	LOWER VALLEY ENERGY INC	92050-367 11-2	455 VINE ST APT #3, JACKSON,	11/26/2025	50.86	.00	
156	LOWER VALLEY ENERGY INC	92050-368 11-2	455 VINE ST APT #4, JACKSON,	11/26/2025	107.57	.00	
156	LOWER VALLEY ENERGY INC	92050-370 11-2	2022 WILDFLOWER CT, JACKS	11/26/2025	97.00	.00	
156	LOWER VALLEY ENERGY INC	92050-371 11-2	2022 WILDFLOWER CT, JACKS	11/26/2025	29.35	.00	
156	LOWER VALLEY ENERGY INC	92050-374 11-2	455 VINE ST APT #1, JACKSON,	11/26/2025	69.70	.00	
156	LOWER VALLEY ENERGY INC	92050-375 11-2	155 E PEARL AVE, JACKSON, W	11/26/2025	24.21	.00	
156	LOWER VALLEY ENERGY INC	92050-376 11-2	149 E PEARL AVE, JACKSON, W	11/26/2025	114.48	.00	
156	LOWER VALLEY ENERGY INC	92050-378 11-2	145 E PEARL AVE #A EAST, JAC	11/26/2025	44.59	.00	
156	LOWER VALLEY ENERGY INC	92050-383 11-2	SNOW KING DR WATER TANK C	11/26/2025	20.33	.00	
156	LOWER VALLEY ENERGY INC	92050-385 11-2	85 N SPRING GULCH RD SPRIN	11/26/2025	187.41	.00	
156	LOWER VALLEY ENERGY INC	92050-388 11-2	121 SHERWOOD CT BLDG 2 BU	11/26/2025	31.82	.00	
156	LOWER VALLEY ENERGY INC	92050-389 11-2	1640 MARTIN LN LIFT STATION,	11/26/2025	29.38	.00	
156	LOWER VALLEY ENERGY INC	92050-390 11-2	400 W SNOW KING AVE HOUSI	11/26/2025	240.99	.00	
156	LOWER VALLEY ENERGY INC	92050-391 11-2	400 W SNOW KING AVE PARK M	11/26/2025	268.99	.00	
156	LOWER VALLEY ENERGY INC	92050-392 11-2	400 W SNOW KING AVE ADMIN,	11/26/2025	519.64	.00	
156	LOWER VALLEY ENERGY INC	92050-393 11-2	400 W SNOW KING AVE EMPLO	11/26/2025	658.30	.00	
156	LOWER VALLEY ENERGY INC	92050-395 11-2	145 E PEARL AVE #C LOFT, JAC	11/26/2025	51.81	.00	
156	LOWER VALLEY ENERGY INC	92050-396 11-2	145 E PEARL AVE HSE/CMN, JA	11/26/2025	76.39	.00	
156	LOWER VALLEY ENERGY INC	92050-397 11-2	145 E PEARL AVE #B WEST, JA	11/26/2025	96.87	.00	
156	LOWER VALLEY ENERGY INC	92050-398 11-2	155 E PEARL AVE, JACKSON, W	11/26/2025	59.45	.00	
156	LOWER VALLEY ENERGY INC	92050-399 11-2	155 E PEARL AVE, JACKSON, W	11/26/2025	107.25	.00	
156	LOWER VALLEY ENERGY INC	92050-401 11-2	455 VINE ST APT #2, JACKSON,	11/26/2025	62.62	.00	
156	LOWER VALLEY ENERGY INC	92050-405 11-2	3585 S CANADIAN DR, JACKSO	11/26/2025	86.17	.00	
156	LOWER VALLEY ENERGY INC	92050-406 11-2	3585 S CANADIAN DR, JACKSO	11/26/2025	45.66	.00	
156	LOWER VALLEY ENERGY INC	92050-407 11-2	130 E KELLY AVE #23, JACKSO	11/26/2025	44.66	.00	
156	LOWER VALLEY ENERGY INC	92050-411 11-2	1540 MARTIN LN H-FRAME MET	11/26/2025	24.00	.00	
156	LOWER VALLEY ENERGY INC	92050-416 11-2	350 N MILLWARD ST #5, JACKS	11/26/2025	29.01	.00	
156	LOWER VALLEY ENERGY INC	92050-418 11-2	355 W DELONEY AVE E-5, JACK	11/26/2025	69.12	.00	
156	LOWER VALLEY ENERGY INC	92050-419 11-2	55 VIRGINIAN LN #4, JACKSON,	11/26/2025	25.18	.00	
156	LOWER VALLEY ENERGY INC	92050-420 11-2	355 W DELONEY AVE A-5, JACK	11/26/2025	47.28	.00	
156	LOWER VALLEY ENERGY INC	92050-421 11-2	268 SAWMILL RD, ALPINE, WY	11/26/2025	74.14	.00	
156	LOWER VALLEY ENERGY INC	92050-422 11-2	126 ASPEN DR, JACKSON, WY	11/26/2025	71.53	.00	
156	LOWER VALLEY ENERGY INC	92050-424 11-2	69 VIRGINIAN LN #7, JACKSON,	11/26/2025	59.43	.00	
Total 156:					39,586.85	.00	
7543	MASTERCARE CLEANING JH, L	2344	WINDOWS & PRESSURE WASH	11/30/2025	546.36	.00	
Total 7543:					546.36	.00	
7388	MID-AMERICA RESEARCH CHE	0864248-IN	SEWER SOLVENT	11/14/2025	772.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7388:					772.00	.00	
7732	MORRISON-MAIERLE, INC.	000258777	WASTEWATER CAPACITY ANAL	10/06/2025	1,267.00	.00	
Total 7732:					1,267.00	.00	
4623	MSC INDUSTRIAL SUPPLY CO	8068789001	SORBENT, HOSE CLAMPS, BAR	11/07/2025	332.29	.00	
Total 4623:					332.29	.00	
257	NAPA AUTO PARTS INC.	353318	FUEL FILTER	11/14/2025	40.37	.00	
257	NAPA AUTO PARTS INC.	354084	FILTERS	11/18/2025	31.00	.00	
257	NAPA AUTO PARTS INC.	354574	OIL FILTER	11/20/2025	4.55	.00	
257	NAPA AUTO PARTS INC.	355287	FILTERS	11/24/2025	55.34	.00	
257	NAPA AUTO PARTS INC.	355316	FUSE HOLDER	11/24/2025	17.49	.00	
257	NAPA AUTO PARTS INC.	355322	BULK TRAIL	11/24/2025	84.00	.00	
257	NAPA AUTO PARTS INC.	355329	BULK TRAIL	11/24/2025	8.40-	.00	
257	NAPA AUTO PARTS INC.	355894	FILTERS	11/26/2025	69.95	.00	
257	NAPA AUTO PARTS INC.	356463	CONNECTOR, RING TERMINAL	12/01/2025	121.17	.00	
257	NAPA AUTO PARTS INC.	356637	WHEEL STUD & NUT	12/01/2025	6.91	.00	
257	NAPA AUTO PARTS INC.	356951	WHEEL NUT	12/02/2025	32.30	.00	
257	NAPA AUTO PARTS INC.	357006	GREASE FITTING	12/02/2025	3.73	.00	
Total 257:					458.41	.00	
187	NELSON ENGINEERING	68835	HIGH SCHOOL RD WATER SUP	11/04/2025	9,936.00	.00	
187	NELSON ENGINEERING	68977	VINE STREET IMPROVEMENTS	11/24/2025	9,071.25	.00	
187	NELSON ENGINEERING	68977	VINE STREET IMPROVEMENTS	11/24/2025	4,535.62	.00	
187	NELSON ENGINEERING	68977	VINE STREET IMPROVEMENTS	11/24/2025	4,535.63	.00	
Total 187:					28,078.50	.00	
7703	OUTBACK LANDSCAPE OF WY	57902	SNOW MGT	12/01/2025	375.00	.00	
Total 7703:					375.00	.00	
7772	PEREZ HUERTA, JOSE JORGE	12032025	DUPLICATE PAYMENT REFUND	12/03/2025	100.00	100.00	12/03/2025
Total 7772:					100.00	100.00	
7242	PITTS, SAMANTHA	11242025	MONTHLY IT HARDWARE PMT	11/24/2025	77.83	.00	
Total 7242:					77.83	.00	
7723	PREMIER CLEANING SERVICES	25234	MOVE OUT CLEANING	11/21/2025	510.00	.00	
7723	PREMIER CLEANING SERVICES	25243	CLEANING	11/25/2025	150.00	.00	
7723	PREMIER CLEANING SERVICES	25246	CLEANING	11/30/2025	1,820.00	.00	
7723	PREMIER CLEANING SERVICES	25246	CLEANING	11/30/2025	304.00	.00	
Total 7723:					2,784.00	.00	
6483	PREMIER TRUCK- SALT LAKE C	775775326	SENSOR & CORE DEPOSIT	11/24/2025	1,331.79	.00	
Total 6483:					1,331.79	.00	
7757	PROFESSIONAL WINDOWS AN	112625	FIBERGLASS PANELS FOR DES	11/26/2025	23,775.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7757:					23,775.00	.00	
532	QUICK BROWN FOX LLC	4101	WINTER SPRING PASSES	11/18/2025	287.50	.00	
Total 532:					287.50	.00	
7460	RAMANATHAN, BRINDA	10126	355 W Deloney A5 - January Rent	01/01/2026	2,500.00	.00	
Total 7460:					2,500.00	.00	
7341	RICH, SAMUEL	1202257376	SCRUBBER, SOCKETS, SCREW	12/02/2025	451.02	.00	
Total 7341:					451.02	.00	
4869	RIDGELINE EXCAVATION INC	2539	ASPEN DR WATER REPAIR	08/30/2025	31,605.69	.00	
Total 4869:					31,605.69	.00	
4723	RON'S TOWING LLC	25-42323	TOW POLICE VEHICLE FROM A	11/24/2025	600.00	.00	
4723	RON'S TOWING LLC	25-42342	TOW BUS ON TETON PASS	11/25/2025	500.00	.00	
Total 4723:					1,100.00	.00	
7770	RUNYON, DANIELLE	11212025	PHYSICAL	11/21/2025	155.00	.00	
Total 7770:					155.00	.00	
2597	RUSCHILL, RUSSELL	12012025	FBI LEEDA MEDIA & PR MEALS	12/01/2025	580.00	.00	
Total 2597:					580.00	.00	
6629	SCARLATA, SUSAN	12022025	NATIONAL LEAGUE OF CITIES	12/02/2025	99.66	.00	
Total 6629:					99.66	.00	
6424	SCHECHTER, JONATHAN	12022025	NATIONAL LEAGUE OF CITIES	12/02/2025	180.00	.00	
Total 6424:					180.00	.00	
2310	SCHOLES, PAULINE	12032025	GIFTS FOR TIM PETERSCHMID	12/03/2025	63.03	.00	
Total 2310:					63.03	.00	
7203	SCHWARTZ, ANDY	10312025	LOBBYING SERVICES	10/31/2025	5,000.00	.00	
7203	SCHWARTZ, ANDY	11302025	LOBBYING SERVICES	11/30/2025	5,000.00	.00	
Total 7203:					10,000.00	.00	
4359	SHERWIN-WILLIAMS CO.	8051216111112	PAINT	11/13/2025	63.91	.00	
Total 4359:					63.91	.00	
4720	SILVERSTAR	DEC25-54639	CIRCUIT SERVICES	12/01/2025	2,755.55	.00	
Total 4720:					2,755.55	.00	
585	SINCLAIR, TYLER	11232025	ICMA UBERS	11/23/2025	80.63	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
585	SINCLAIR, TYLER	11232025	ICMA MEALS	11/23/2025	258.00	.00	
585	SINCLAIR, TYLER	11242025	WASHINGTON DC UBERS	11/24/2025	236.07	.00	
585	SINCLAIR, TYLER	11242025	WASHINGTON DC MEALS	11/24/2025	147.00	.00	
585	SINCLAIR, TYLER	11252025	WYCMA MEALS	11/25/2025	110.00	.00	
Total 585:					831.70	.00	
236	SMITH POWER PRODUCTS,INC	3275756	GASKET, FILTERS	11/19/2025	122.52	.00	
Total 236:					122.52	.00	
7050	SOSA'S JANITORIAL SERVICE	0000207	CLEANING	11/01/2025	5,580.00	.00	
7050	SOSA'S JANITORIAL SERVICE	0000208	CLEANING	11/08/2025	540.00	.00	
Total 7050:					6,120.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656546	POWDER	11/25/2025	129.66	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656556	VACCINE	11/25/2025	35.59	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656595	MEDICINE	11/25/2025	48.50	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656596	MEDICINE	11/25/2025	48.50	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656597	MEDICINE	11/25/2025	48.50	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656598	MEDICINE	11/25/2025	111.19	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656599	DISCOUNT	11/25/2025	27.83-	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656600	VACCINE	11/25/2025	12.49-	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656601	VACCINE	11/25/2025	2.50-	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656602	MEDICINE	11/25/2025	23.19-	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656603	MEDICINE	11/25/2025	4.64-	.00	
1505	SPRING CREEK ANIMAL HOSPI	5334656782	TEST	12/01/2025	91.91	.00	
Total 1505:					443.20	.00	
6838	SPSC POA - South Park Services	12012025	WATER & LOT FEE	12/01/2025	303.82	.00	
Total 6838:					303.82	.00	
6871	STANDARD INSURANCE COMP	11302025	VOLUNTARY INSURANCES	11/30/2025	2,342.34	2,342.34	12/05/2025
Total 6871:					2,342.34	2,342.34	
4294	STATE FIRE IDAHO	12651079	ADDED FLEX WHIPS	11/30/2025	995.00	.00	
Total 4294:					995.00	.00	
7227	STEPHENS, TALON	11242025	MONTHLY IT HARDWARE PMT	11/24/2025	77.83	.00	
Total 7227:					77.83	.00	
6608	SWICEGOOD, WYATT	12032025	BOOTS	12/03/2025	160.49	.00	
6608	SWICEGOOD, WYATT	12042025	CAR DETAILING	12/04/2025	178.20	.00	
Total 6608:					338.69	.00	
581	TETON COUNTY INTEGRATED	11499	CARDBOARD PICKUP	11/16/2025	129.00	.00	
Total 581:					129.00	.00	
2362	TETON COUNTY PUBLIC HEALT	26-0619	water test	11/18/2025	200.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2362:					200.00	.00	
55	TETON COUNTY SHERIFF'S-JAI	714	NOVEMBER 2025	12/03/2025	1,050.00	.00	
Total 55:					1,050.00	.00	
614	TETON COUNTY TREASURER	OJ-001257	PROPERTY TAXES	12/01/2025	6,138.04	.00	
614	TETON COUNTY TREASURER	OJ-001837	PROPERTY TAXES	12/01/2025	5,621.83	.00	
Total 614:					11,759.87	.00	
1614	TETON COUNTY-FUND 10	10126	Adams Canyon -January Rent	01/01/2026	6,146.00	.00	
1614	TETON COUNTY-FUND 10	11302025A	DISPATCH NOVEMBER 2025	11/30/2025	57,684.44	.00	
1614	TETON COUNTY-FUND 10	11302025B	COUNTY PLANNING STAFF NO	11/30/2025	5,587.86	.00	
1614	TETON COUNTY-FUND 10	11302025C	COUNTY TRANSPORTATION STA	11/30/2025	6,897.01	.00	
1614	TETON COUNTY-FUND 10	11302025D	EMERGENCY MANAGEMENT N	11/30/2025	12,415.02	.00	
1614	TETON COUNTY-FUND 10	11302025E	PATHWAYS NOVEMBER 2025	11/30/2025	8,766.11	.00	
1614	TETON COUNTY-FUND 10	11302025F	P&R MONTHLY CONTRIBUTION	11/30/2025	205,545.42	.00	
1614	TETON COUNTY-FUND 10	11302025G	FIRE EMS MONTHLY CONTRIB	11/30/2025	262,168.58	.00	
1614	TETON COUNTY-FUND 10	11302025H	HOUSING MONTHLY CONTRIBU	11/30/2025	49,582.08	.00	
Total 1614:					614,792.52	.00	
268	TETON MOTORS INC	5114831 1	CONNECTOR KIT	11/20/2025	27.54	.00	
268	TETON MOTORS INC	5114873 1	FILTER KIT	11/25/2025	68.38	.00	
268	TETON MOTORS INC	5114876 1	TRANSMISSION FLUID	11/25/2025	81.96	.00	
268	TETON MOTORS INC	5114886 1	PIPE	11/26/2025	155.45	.00	
268	TETON MOTORS INC	5114888 1	REMANUFACTURED ENGINE	11/26/2025	5,000.00-	.00	
268	TETON MOTORS INC	5114931 1	SENSOR	12/01/2025	65.00	.00	
268	TETON MOTORS INC	5114944 1	NUTS	12/03/2025	9.44	.00	
Total 268:					4,592.23-	.00	
270	TETON RENTAL CENTER	172612	DEHUMIDIFIER & CARPET DRY	11/19/2025	131.00	.00	
Total 270:					131.00	.00	
6992	TETON ROPE ACCESS AND SE	1422	TREE REMOVAL ASPEN CEMET	12/04/2025	13,255.00	.00	
Total 6992:					13,255.00	.00	
3237	THE AFTERMARKET PARTS CO	84044466	GAS LOCKING SPRING	11/11/2025	90.96	.00	
3237	THE AFTERMARKET PARTS CO	84067283	SHOCK ABSORBER	11/25/2025	836.12-	.00	
Total 3237:					745.16-	.00	
6810	THE TIRE RACK, INC.	UF34171	TIRES	11/18/2025	441.58	.00	
6810	THE TIRE RACK, INC.	UF34172	TIRES	11/18/2025	1,324.74	.00	
Total 6810:					1,766.32	.00	
70	TK ELEVATOR CORP.	3009030119	PARKING MONITORING	11/02/2025	660.00	.00	
70	TK ELEVATOR CORP.	3009080994	START BUS MAINTENANCE	12/01/2025	814.14	.00	
Total 70:					1,474.14	.00	
6591	T-MOBILE	DEC25-967529	CELL SERVICE	11/20/2025	31.35	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6591:					31.35	.00	
6363	TMSC LLC	2025-005-18	SCOTT LANE	11/30/2025	8,166.16	.00	
Total 6363:					8,166.16	.00	
7483	TODAY CASH	11282025	GARNISHMENT R GABLE 8921	11/28/2025	308.13	308.13	11/28/2025
Total 7483:					308.13	308.13	
7678	TORONTO, MICHAEL	11212025	PHYSICAL	11/21/2025	75.00	.00	
Total 7678:					75.00	.00	
7771	TROUT UNLIMITED, INC.	SRHWG2-7	BUFFALO FORK LEVEL SPONS	12/02/2025	2,500.00	.00	
Total 7771:					2,500.00	.00	
5022	VISION SERVICE PLAN - (WY)	11302025	DECEMBER 2025	11/30/2025	2,048.46	2,048.46	12/05/2025
Total 5022:					2,048.46	2,048.46	
4848	WAMCO LAB, INC.	15188	TOXICITY	12/02/2025	300.00	.00	
Total 4848:					300.00	.00	
7550	WBC PROPERTIES	10126	Virginian 69-7 - January Rent	01/01/2026	2,150.00	.00	
Total 7550:					2,150.00	.00	
6226	WEST COAST CODE CONSULT	UT25-579B-01	HUFF LIBRARY, PCJH HOUSING	11/05/2025	5,240.00	.00	
Total 6226:					5,240.00	.00	
6160	WEST FORK CONSTRUCTION	1050021	BATHROOM RENOVATION	11/14/2025	31,529.50	.00	
6160	WEST FORK CONSTRUCTION	1050021	BATHROOM RENOVATION	11/14/2025	33,400.00	.00	
6160	WEST FORK CONSTRUCTION	1050021	BATHROOM RENOVATION	11/14/2025	6,055.50	.00	
6160	WEST FORK CONSTRUCTION	1050022	FIRE RISER ROOM	11/08/2025	25,082.00	.00	
Total 6160:					96,067.00	.00	
1640	WESTERN STATE	IN003404457	SEAL	11/12/2025	21.36	.00	
1640	WESTERN STATE	IN003404478	BOLTS, NUTS, EDGE CUTTING ,	11/12/2025	1,940.32	.00	
1640	WESTERN STATE	IN003411133	HALF PLATES & PARKING STATI	11/18/2025	7,356.92	.00	
1640	WESTERN STATE	IN003415357	LAMP GP-FLOO	11/21/2025	1,732.52	.00	
1640	WESTERN STATE	IN003421178	MIRROR	11/26/2025	475.70	.00	
1640	WESTERN STATE	IN003424522	AIR FILTER	12/01/2025	99.68	.00	
Total 1640:					11,626.50	.00	
6117	WILSON, JOHN	10126	Wildflower Court - January Rent	01/01/2026	2,200.00	.00	
Total 6117:					2,200.00	.00	
3278	WY DEPT OF ENVIROMENAL Q	546	SNOW KING AVE TANK FEES	01/01/2025	400.00	.00	
3278	WY DEPT OF ENVIROMENAL Q	6353	KARNS MEADOW DRIVE TANK	01/01/2025	400.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3278:					800.00	.00	
4139	WY WORKERS' SAFETY & COM	09302025	SEPTEMBER 2025	09/30/2025	12,123.87	12,123.87	12/01/2025
4139	WY WORKERS' SAFETY & COM	11302025	NOVEMBER 2025	11/30/2025	11,893.94	11,893.94	12/01/2025
Total 4139:					24,017.81	24,017.81	
7065	WYOMING LAW ENFORCEMEN	12052025	OFFICER EDUCATION TRAININ	12/05/2025	110.00	.00	
Total 7065:					110.00	.00	
329	WYOMING RETIREMENT SYST	12022025	NOVEMBER 2025	12/02/2025	214,510.49	214,510.49	12/02/2025
Total 329:					214,510.49	214,510.49	
2842	YELLOW IRON WASTE, LLC	251201110108	TRASH	11/30/2025	45.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110139	TRASH	11/30/2025	680.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110140	TRASH	11/30/2025	55.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110145	TRASH	11/30/2025	168.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110149	TRASH	11/30/2025	504.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110150	TRASH	11/30/2025	220.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110152	TRASH	11/30/2025	220.00	.00	
2842	YELLOW IRON WASTE, LLC	251201110153	TRASH	11/30/2025	220.00	.00	
Total 2842:					2,112.00	.00	
Grand Totals:					2,275,702.89	260,575.99	

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:	December 15, 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. Contract with Wyoming State Loan & Investment Board Office of State Lands & Investments
 - *Purpose:* Reimbursement request for West Jackson Water Supply ARPA grant.
 - *Term:* Not Applicable
 - *Cost and Payment Terms:* This is a request for reimbursement.
 - *Department & Budget Detail:* This item is for the Public Works Department and is included in the Departmental budget for the West Jackson Water Supply / Well 10 line item.
 - *Notable Condition:* Authorize the mayor to execute future requests as approved by the Town Engineer.
2. Contract with Lower Valley Energy
 - *Purpose:* Construction Agreement for power service to High School Road Pump House
 - *Term:* 2025 – 2026 Construction
 - *Cost and Payment Terms:* \$49,236.19
 - *Department & Budget Detail:* This item is for the Public Works Department and is included in the Departmental budget for the West Jackson Water Supply / Well 10 line item.
 - *Notable Condition:* Gill family provided the Letter of Authorization
3. Letter Agreement with Best Best & Krieger LLP
 - *Purpose:* The purpose of this item is to contract for support from a law firm for housing work. The Letter Agreement sets out the terms pursuant to which such service – if/when the Town uses these services – would be provided under. This includes who will support the Town, the rates, termination, and other miscellaneous provisions.
 - *Term:* Upon execution until the Town's termination (no advance notice required).
 - *Cost and Payment Terms:* Partner rate is \$550.00 per hour, other staff as listed in the billing policies attached to the Letter.
 - *Department & Budget Detail:* This item is budgeted for in the professional services line item for the Legal Department.

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. Contract with Wyoming State Loan & Investment Board Office of State Lands & Investments
- 2. Contract with Lower Valley Energy
- 3. Letter Agreement with Best Best & Krieger LLP

Suggested Motion.

- 1. I move to approve the Contract with Wyoming State Loan & Investment Board Office of State Lands & Investments, subject to minor changes by staff.
- 2. I move to approve the Contract with Lower Valley Energy, subject to minor changes by staff.
- 3. I move to approve the Letter Agreement with Best Best & Krieger LLP, subject to minor changes by staff.

GRANT DRAFT REQUEST

TO: WYOMING STATE LOAN & INVESTMENT BOARD
OFFICE OF STATE LANDS & INVESTMENTS
122 WEST 25TH STREET, 3RD FLOOR WEST
HERSCHLER BUILDING
CHEYENNE, WYOMING 82002-0600

SLIB100%

LOCAL0%

REQUESTED BY: Town of Jackson

PROJECT DESCRIPTION: 2024 West Jackson Water Transmission Project

Grant Draft Request #			2	
			SLIB Amount	SLIB Amount of Engineering
A. Amount of Previous Requests Approved			\$ 999,203.26	\$ 0.00
(List and Attach Invoices Separately)			Total Invoice	SLIB Amount
Company Name	Invoice #	Inv. Date		SLIB Amount of Engineering
Westwood Curtis Construction	6	5/30/2025	\$ 188,320.62	\$ 188,320.62
Westwood Curtis Construction	7	6/20/2025	\$ 57,957.60	\$ 57,957.60
Westwood Curtis Construction	8	7/22/2025	\$ 171,227.05	\$ 171,227.05
Westwood Curtis Construction	9	9/24/2025	\$ 127,689.50	\$ 127,689.50
Attach separate sheet if needed				
B. Current Request for Payment			\$ 545,194.77	\$ 545,194.77
C. Total Funds Approved to Date (A+B)			\$ 1,544,398.03	\$

Office Use Only

Program Manager's Approval

Date

Engineering RECAP	
Amount of Engineering Approved for Project:	\$
Less Previously Requested	
Less Current Request	
Total Engineering Approved to Date	
Balance of Engineering Undisbursed:	\$

Funding RECAP	
D. Amount of Funds Approved for Project	\$ 1,573,458.00
E. Less Funds Previously Requested (A)	\$ 999,203.26
F. Less Current Request (B)	\$ 545,194.77
G. Total Requests Approved to Date (E+F)	\$ 1,544,398.03
Balance of Loan Funds Undisbursed (D-G)	\$ 29,059.97

I hereby certify that the above requested funds by: Town of Jackson for the amount on Line B is a true and accurate request for funds from the WYOMING STATE LOAN & INVESTMENT BOARD.

NOTE: All Signatures Must be Original - Photocopy of facsimile Signatures are NOT Acceptable - Document will be Returned.

BY: Arne Jorgensen, Mayor

ATTEST: Name & Title

Name of contact person for this Grant Draft Request: Brian T. Lenz

Phone Number: (307) 739-4547

E-mail Address: btlenz@jacksonwy.gov

Certification Statement
W.S. §§ 16-6-101, et seq., 16-6-201, et seq., & 16-6-1001

W.S. § 16-6-101, et seq. PUBLIC WORKS AND CONTRACTS

Contracts for construction, major maintenance, or renovation of any public structure or for any public work or improvements, if advertisement for bids is not required, shall be let to a resident of the state of Wyoming. If advertisement for bids is required, the contract shall be let to the responsible certified resident making the lowest bid, if the certified resident's bid is not more than five percent (5%) higher than that of the lowest responsible nonresident bidder. "Resident" means as defined in W.S. § 16-1-101(a)(i). A successful resident bidder shall not subcontract more than thirty percent (30%) of the work covered by his contract to nonresident contractors. A resident bidder shall submit a copy of his certificate of residency with his bid.

W.S. § 16-6-201, et seq. PREFERENCE FOR STATE LABORERS

Wyoming labor shall be used on public works projects. Every contract let by any person shall contain a provision requiring that Wyoming labor be used except other laborers may be used when Wyoming laborers are not available for employment from within the state or are not qualified to perform the work involved. The contract shall also contain a provision requiring specific acknowledgement of the requirements of W.S. § 16-6-203.

W.S. § 16-6-1001 CAPITAL CONSTRUCTION PROJECTS

Applicants must comply with all applicable provisions of W.S. § 16-6-1001. Certain provisions may be waived pursuant to that section.

Successful applicants for funds from the Office of State Lands and Investments for public works or capital construction projects must provide the signed statement below to the Office prior to reimbursement of expenditures.

I certify to the best of my knowledge and belief that the applicant has complied with W.S. §§ 16-6-101, et seq., 16-6-201, et seq., and 16-6-1001 unless otherwise noted below.

1. W.S. § 16-6-1001

- ☒ Complied with W.S. § 16-6-1001(a)
- ☐ Waiver approved; attach copy of written waiver provided to Governor
- ☐ N/A

2. W.S. § 16-6-101, et seq.

- ☒ Complied with W.S. § 16-6-101, et seq.

3. W.S. § 16-6-201, et seq.

- ☒ Complied with W.S. § 16-6-201, et seq.

Date: _____

Signature

Title



AGREEMENT FOR INSTALLATION OF GAS & ELECTRIC SERVICE

Name TOWN OF JACKSON

Member # 92050

Work Order # 79493

Service # and Address RD47A6A4B2A-1 – 2300 W High School Rd

Lot # HSR Pump House

Agreement Conditions

1. The Customer, as owner or authorized agent for the owner, hereby requests Lower Valley Energy (LVE) to install its gas and/or electric facilities under, upon, and across the premises, in accordance with the provisions of its Rules and Regulations as filed with the Wyoming Public Service Commission, having jurisdiction over LVE's operations, and grants to LVE such rights of ingress and egress as may be necessary or convenient to enable LVE to install, operate, inspect, maintain and repair transformers, meters, gauges, gas lines, fittings and regulators and all other equipment which LVE may elect to install for the purpose of furnishing service to the premises or adjoining premises. Customer is responsible to ensure no obstructions will be placed in front of enclosures or over underground facilities.
2. Customer receiving service shall be responsible for the following: to grant easements to LVE's requirements; to establish final grade so that the conductors and/or gas service lines can be buried at the proper depth; backfill trench when necessary to repair normal settling; to advise LVE of the location of all underground facilities, such as: water, sewer, telephone, cable T.V.; and any unintentional or unavoidable damage to landscaping and shrubbery.
3. Customers choosing to provide trenching shall furnish a 42" deep trench for LVE and bedding materials at LVE's request, at no cost to LVE; shall be responsible and liable for obtaining all applicable Federal, State, and Local permits necessary for the trench and trenching activities; shall assume all risk and indemnify and hold LVE harmless concerning any accident, injury or damage of any kind from any cause whatsoever, including the attorneys fees and costs of LVE in defending any legal action or claim, related in any way to the trench or trenching activities of customer. **(Customer's Initials _____)**.
4. LVE will install the gas and electric meters where it will be reasonably safe from street traffic, readily and safely accessible for reading, testing and inspection. Customer is responsible for ensuring that the meter(s) is not enclosed in any manner that would make it inaccessible or inconvenient to access to LVE employees. The gas riser must be located three feet horizontally from windows, doors, electric, telephone boxes, AC units, or other building vents. LVE reserves the right to de-energize service not meeting LVE Electric & Natural Gas Service requirements.
5. Member shall pay LVE for service at the rates and upon the terms and conditions, as approved by the Lower Valley Energy Board. If no bona fide load exists on a service within twelve (12) months of the date service is provided, the entire cost of construction not already paid by the customer will be due and payable.
6. The line extension costs are current as of the date of this agreement and are valid for 180 days from the date.
7. The entire Gas and/or Electric System installed under this agreement shall be owned, maintained and operated by LVE, in its sole discretion.

ELECTRIC CHARGES

TOTAL COST OF JOB \$ 49,236.19

PAYMENT

OTHER

ELECTRIC \$

GAS CHARGES

LINE EXTENSION OVER 100 FT

PAYMENT

OTHER

TOTAL DUE \$

TOTAL DUE \$ 49,236.19

NOTE: If requesting gas installation from November 1st to April 15th, an additional fee of \$600 per occurrence will be charged.

I hereby authorize the installation of gas and/or electric facilities and agree to pay any cost of installation in excess of the allowable investment of Lower Valley Energy as defined in its Rules and Regulations. Should the location of the transformer, meter base and/or size of service change, I agree to notify Lower Valley Energy immediately. I understand that a change in length, size or location of the service could result in an increase in the cost of installation.

Member

Lower Valley Energy, Inc.

Signature: _____ Date _____ By  Date 11/20/2025

Printed Name: _____

LETTER OF AUTHORIZATION GRANTOR and GRANTEE

OWNER / GRANTOR

NAME: JHHR Holdings I, LLC

PHYSICAL ADDRESS OF PROPERTY: 2300 W High School Road

MAILING ADDRESS: 2505 Shootin Iron Ranch Rd. Jackson, WY 83001

EMAIL:

GRANTEE

NAME: Town of Jackson

MAILING ADDRESS: PO Box 1687; Jackson, WY; 83001

PHONE: 307 739-4547 EMAIL: btlenz@jacksonwy.gov

The Owner is the owner of the property specifically described as PT. LOT 6 SEC. 6, TWP. 40, RNG. 116 HEREFORD RANCH TRACT 1A (T-313I) and is the Grantor of a Well Easement Agreement (Record doc. 1087292) to the Grantee, as noted above. The Grantor hereby authorizes the Grantee to act as the Owner's Authorized Agent for matters related to Lower Valley Energy and the Grantee's pumphouse located within the Well Easement. Owner agrees and authorizes Grantee to pay all costs as they relate to the Grantee's use of the easement on the Grantor's property.

Signatures on following Page

JHHR Holdings I, LLC



Signature

ROBERT GILL MANAGER

Name and Title

STATE OF WYOMING)

)ss.

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by

Robert Gill, as its Manager this 24
day of November, 2025.

Witness my hand and official seal.



Notary Public

My Commission Expires: Feb. 10. 2030





Elizabeth Wagner Hull
Partner
(949) 263-2608
elizabeth.hull@bbklaw.com

December 8, 2025

VIA E-MAIL

Lea Colasuonno, Esq.
Town Attorney
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Re: Engagement with Best Best & Krieger LLP

Dear Ms. Colasuonno:

ABOUT OUR REPRESENTATION

Best Best & Krieger LLP is pleased to represent Town of Jackson, Wyoming (the “Town”). Specifically, we will provide legal advice to the Town regarding affordable housing work. This letter constitutes our agreement setting the terms of our representation. If you want us to represent the Town and agree to the terms set forth in this letter, after you review the letter, please sign it and return the signed copy to us.

The Town acknowledges that Elizabeth Hull is not licensed to practice law in the state of Wyoming. However, as authorized by Rule 5.5(c) of the Rules of Professional Conduct, a lawyer admitted in another US jurisdiction may provide legal services on a temporary basis when the legal services are undertaken in association with a lawyer who is admitted to practice in Wyoming and that lawyer actively participates in the matter. Legal Services provided by Elizabeth and BBK will be provided in association with the Town Attorney for Jackson, Lea Colasuonno, a licensed Wyoming attorney, and Ms. Colasuonno will be actively participating in the matter.

CONFIDENTIALITY AND ABSENCE OF CONFLICTS

An attorney-client relationship requires mutual trust between the client and the attorney. It is understood that communications exclusively between counsel and the client are confidential and protected by the attorney-client privilege.

To also assure mutuality of trust, we have maintained a conflict of interest index. The California Rules of Professional Conduct defines whether a past or present relationship with any party prevents us from representing Town of Jackson, Wyoming. Similarly, Town of Jackson, Wyoming will be included in our list of clients to ensure we comply with the Rules of Professional Conduct with respect to Town of Jackson, Wyoming.

We have checked the following names against our client index: Town of Jackson, Wyoming and Pennrose Development. Based on that check, we can represent Town of Jackson, Wyoming. Please review the list to see if any other persons or entities should be included. If you do not tell us to the contrary, we will assume that this list is complete and accurate. We request that you update this list for us if there are any changes in the future.

YOUR OBLIGATIONS ABOUT FEES AND INDIVIDUAL RATES

We have already discussed with you the fee arrangement. You will be billed for work performed at BBK's discounted public agency rates, plus expenses. My current billing rate is \$550 per hour.

The billing rates for others are described in the memorandum attached to this letter. It also describes the other aspects of Best Best & Krieger LLP's Billing Policies. You should consider this Billing Policies memorandum part of this agreement as it binds both of us. For that reason, you should read it carefully.

INSURANCE

We understand that you are not now insured or have any insurance that may cover potential liability or attorneys' fees in this case. If you think you may have such insurance, please notify me immediately.

We are also pleased to let you know that Best Best & Krieger LLP carries errors and omissions insurance with Lloyd's of London. After a standard deductible, this insurance provides coverage beyond what is required by the State of California.

NEW MATTERS

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. You should know that such new matters will be the subject of a new signed supplement to this agreement. Similarly, this agreement does not cover and is not a commitment by either of us that we will undertake any appeals or collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

CIVILITY IN LITIGATION

In litigation, courtesy is customarily honored with opposing counsel, such as extensions to file pleadings or responses to other deadlines. In our experience, the reciprocal extension of such courtesies saves our clients' time and money. By signing this letter, the Town will be confirming its approval of this practice in this case.

HOW THIS AGREEMENT MAY BE TERMINATED

The Town, of course, has the right to end our services at any time. If the Town does so, the Town will be responsible for the payment of fees and costs accrued but not yet paid, plus

Lea Colasuonno, Esq.

December 8, 2025

Page 3

reasonable fees and costs in transferring the case to the Town or Town's new counsel. By the same token, we reserve the right to terminate our services to the Town upon written notice, order of the court, or in accordance with our attached Billing Policies memorandum. This could happen if the Town fails to pay our fees and costs as agreed, fail to cooperate with us in this matter, or if we determine we cannot continue to represent the Town for ethical or practical concerns.

CLIENT FILE

If the Town does not request the return of its file, we will retain your file for five years. After five years, we may have your file destroyed. If you would like your file maintained for more than five years or returned, you must make separate arrangements with us.

THANK YOU

On a personal note, we are pleased that you have selected Best Best & Krieger LLP to represent you. We look forward to a long and valued relationship with you and appreciate your confidence in selecting us to represent you in this case. If you have any questions at any time about our services or billings, please do not hesitate to call me.

If this letter meets with your approval, please sign, date and return to us. Unless you sign, date and return by December 22, 2025, we will not represent you in any capacity, and we will assume that you have made other arrangements for legal representation.

Sincerely,



Elizabeth Wagner Hull
of BEST BEST & KRIEGER LLP

AGREED AND ACCEPTED:

By:

Lea Colasuonno
Town Attorney

Dated:

By:

Tyler Sinclair
Town Manager

Dated: _____

BEST BEST & KRIEGER LLP'S BILLING POLICIES

Our century of experience has shown that the attorney-client relationship works best when there is mutual understanding about fees, expenses, billing and payment terms. Therefore, this statement is intended to explain our billing policies and procedures. Clients are encouraged to discuss with us any questions they have about these policies and procedures. Clients may direct specific questions about a bill to the attorney with whom the client works or to our Accounts Receivable Department (accounts.receivable@bbklaw.com). Any specific billing arrangements different from those set forth below will be confirmed in a separate written agreement between the client and the firm.

INVOICE AND PAYMENT OPTIONS

Best Best & Krieger strives to meet our clients' needs in terms of providing a wide variety of invoice types, delivery and payment options. Please indicate those needs including the preferred method of invoice delivery (Invoice via Email; or USPS). In addition, accounts.receivable@bbklaw.com can provide a W-9 upon request and discuss various accepted payment methods.

FEES FOR PROFESSIONAL SERVICES

Unless a flat fee is set forth in our engagement letter with a client, our fees for the legal work we will undertake will be based in substantial part on time spent by personnel in our office on that client's behalf. In special circumstances which will be discussed with the client and agreed upon in writing, fees will be based upon the novelty or difficulty of the matter, or the time or other special limitations imposed by the client.

Hourly rates are set to reflect the skill and experience of the attorney or other legal personnel rendering services on the client's behalf. All legal services are billed in one-tenth of an hour (0.10/hour) or six-minute increments. Our attorneys are currently billed at rates from \$260 to \$1085 per hour, and our administrative assistants, research assistants, municipal analysts, litigation analysts, paralegals, paraprofessionals and law clerks are billed at rates from \$145 to \$350 per hour for new work. These rates reflect the ranges in both our public and our private rates. These hourly rates are reviewed annually to accommodate rising firm costs and to reflect changes in attorney status as lawyers attain new levels of legal experience. Any increases resulting from such reviews will be instituted automatically and will apply to each affected client, after advance notice.

Non-Attorney Personnel: BBK may employ the services of non-attorney personnel under the supervision of a BBK attorney in order to perform services called for in the legal services agreement. The most common non-attorney

personnel utilized are paralegals. Other types of non-attorney personnel include, but are not limited to, case clerks, litigation analysts, and specialty consultants. The client agrees that BBK may use such non-attorney personnel to perform its services when it is reasonably necessary in the judgment of the responsible BBK attorney. Hourly fees for non-attorney personnel will be charged at the rate then in effect for such personnel. A copy of BBK's current rates and titles for non-attorney personnel will be provided upon request.

FEES FOR ELECTRONICALLY STORED INFORMATION ("ESI") SUPPORT AND STORAGE

BBK provides Electronically Stored Information ("ESI") services for matters requiring ESI support, which are matters with a document population over 1GB – typically litigation or threatened litigation matters. BBK provides services for basic ESI processing and storage at the following rates per month based on the number of gigabytes of data ("GB") processed and stored:

1GB -250GB: \$10 per GB
251GB - 550GB: \$8 per GB
551GB - 750GB: \$6 per GB
751GB - 1TB: \$4 per GB

The amount BBK charges for basic processing and storage of ESI allows BBK to recover the costs of providing such services, plus a net profit for BBK. BBK believes that the rates it charges for processing and storage are lower than comparable services available from third party vendors in the market. If you wish to contract separately with a third party vendor for processing and storage costs, please notify PracticeSupportServices@bbklaw.com in writing. BBK also provides advanced ESI processing services at hourly rates for personnel in its Litigation Support Group. A copy of BBK's current rates for such services will be provided on request.

FEES FOR OTHER SERVICES, COSTS AND EXPENSES

We attempt to serve all our clients with the most effective support systems available. Therefore, in addition to fees for professional legal services, we also charge separately for some other services and expenses to the extent of their use by individual clients. These charges include but are not limited to, mileage at the current IRS approved rate per mile, extraordinary telephone and document delivery charges, copying charges, computerized research, court filing fees and other court-related expenditures including court reporter and transcription fees. No separate charge is made for secretarial or word processing services; those costs are included within the above hourly rates.

We may need to advance costs and incur expenses on your behalf on an ongoing basis. These items are separate and apart from attorneys' fees and, as they are out-of-pocket charges, we need to have sufficient funds on hand from you to pay them when due. We will advise the client from time to time when we expect items of significant cost to be incurred, and it is required that the client send us advances to cover those costs before they are due.

ADVANCE DEPOSIT TOWARD FEES AND COSTS

Because new client matters involve both a substantial undertaking by our firm and the establishment of client credit with our accounting office, we require an advance payment from clients. The amount of this advance deposit is determined on a case-by-case basis discussed first with the client, and is specified in our engagement letter.

Upon receipt, the advance deposit will be deposited into the firm's client trust account. Our monthly billings will reflect such applications of the advance deposit to costs and not to attorney's fees (unless otherwise noted in our accompanying engagement letter). At the end of engagement, we will apply any remaining balance first to costs and then to fees. We also reserve the right to require increases or renewals of these advanced deposits.

By signing the initial engagement letter, each client is agreeing that trust account balances may be withdrawn and applied to costs as they are incurred and to our billings, when we issue our invoice to the client. If we succeed in resolving your matter before the amounts deposited are used, any balance will be promptly refunded.

MONTHLY INVOICES AND PAYMENT

Best Best & Krieger LLP provides our clients with monthly invoices for legal services performed and expenses incurred. Invoices are due and payable upon receipt.

Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses is delayed until the next month and billed thereafter.

Our fees are not contingent upon any aspect of the matter and are due upon receipt. All billings are due and payable within ten days of presentation unless the full amount is covered by the balance of an advance held in our trust account.

It is our policy to treat every question about a bill promptly and fairly. It is also our policy that if a client does not pay an invoice within 60 days of mailing, we assume the client is, for whatever reason, refusing to pay. We reserve the right to terminate our engagement and withdraw as attorney of record whenever our invoices are not paid. If an invoice is 60 days late, however, we may advise the client by letter that the client must pay the invoice within 14 days or the firm will take appropriate steps to withdraw as attorney of record. If the delay is caused by a problem in the invoice, we must rely upon the client to raise that with us during the 14-day period. This same policy applies to fee arrangements which require the client to replenish fee deposits or make deposits for anticipated costs.

From time to time clients have questions about the format of the bill or description of work performed. If you have any such questions, please ask them when you receive the bill so we may address them on a current basis.

CHANGES IN FEE ARRANGEMENTS AND BUDGETS

It may be necessary under certain circumstances for a client to increase the size of required advances for fees after the commencement of our engagement and depending upon the scope of the work. For example, prior to a protracted trial or hearing, the firm may require a further advance payment to the firm's trust account sufficient to cover expected fees. Any such changes in fee arrangements will be discussed with the client and mutually agreed in writing.

Because of the uncertainties involved, any estimates of anticipated fees that we provide at the request of a client for budgeting purposes, or otherwise, can only be an approximation of potential fees.

BEST BEST & KRIEGER LLP

MUNICIPAL COURT, TOWN OF JACKSON – TETON COUNTY, WYOMING



Monthly Finance Report- November 2025

- During the month of November, the Court received \$15,796 in fines, costs, and fees.
- 190 cases were closed. 16 (7 parking violations) of those cases were dismissed.
- 402 new cases were filed: 334 Parking Violations, 68 Traffic/Ordinance/Criminal summons.

The abbreviations used below can be defined as: BF= Bond Forfeiture (includes \$10.00 court cost and fees), GP=Guilty Plea and Fine, NC= No Contest Plea and Fine, G=Found Guilty at Trial, DA=Deferred Adjudication, D=Dismissed, D-TS= Dismissed with Traffic School

CASES CLOSED in November (Parking offenses not listed):

<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
186007891AC	Animals at Large	BF	100
186007808AC	Battery- Must Appear	BF	250
186008036AC	Compulsory Auto Insurance	BF	280
186008041AC	Compulsory Auto Insurance	BF	280
186008219AC	Expired temporary permit/improper registration	BF	140
186007776AC	Failure to Maintain Lane	BF	90
186007187AC	Failure to yield ROW	BF	90
186008200AC	Failure to yield ROW	BF	90
186008107AC	Following too Close	BF	100
186008148AC	Following too Close	BF	90
186008094AC	Improper Display of Tabs-registration	BF	45
186008125AC	Improper Display of Tabs-registration	BF	90
186006513AC	Limitations on Backing	BF	90
186008097AC	Limitations on Backing	BF	90
186008147AC	Limitations on Backing	BF	90
186007814AC	Public intoxication	BF	175
186008024AC	Public intoxication	BF	175
186008083AC	Public intoxication	BF	175
19417P	Public intoxication	BF	175
186008220AC	Speeding 35/25	BF	105
186006514AC	Speeding 38/25	BF	125
186008106AC	Speeding 40/25	BF	135
186008128AC	Speeding 41/25	BF	140
186008158AC	Speeding 45/25	BF	160
186008069AC	Speeding in a school zone 28/20	BF	190
186007756AC	Speeding urban - 45/30 mph zone	BF	195
186008126AC	Speeding urban - 45/30 mph zone	BF	195
186008062AC	Speeding urban - 46/30 mph zone hvy veh/1-5mph	BF	87

186008153AC	Speeding urban - 50/30 mph zone hvy veh/1-5mph	BF	95
186008067AC	Speeding urban - 52/30 mph zone	BF	274
186007959AC	Valid license plate/temp permit required	BF	70
186008078AC	Compulsory Auto Insurance	D- Per Town's Motion	.00
186007910AC	Marijuana: use and/or possession	D- Per Town's Motion	.00
186007903AC	Public intoxication	D- Per Town's Motion	.00
186008077AC	Valid license plate/temp permit required	D- Per Town's Motion	.00
186007147AC	Compulsory Auto Insurance	D- Provided valid information	.00
186008165AC	Compulsory Auto Insurance	D- Provided valid information	.00
186008045AC	Failure to Obey Traffic Control Device	D- TS	.00
186006515AC	Speeding urban - 49/30 mph zone	D- TS	.00
186008081AC	Speeding urban - 51/30 mph zone	D- TS	.00
186006711AC	1st off win 10 years-Drive/control veh under infl alcohol concentration 0.08% or more	GP	810

STAFF REPORT



Meeting Date:	December 15, 2025	Meeting Title:	Regular – Consent
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Facility Use Agreement with Grand Teton Skating Association	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to review and approve a Facility Use Agreement (“Agreement”) for SK8 JH doing business as Grand Teton Skating Association (“GTSA”) to operate the ice rink in the Town Square.

Requested Action.

Staff request the Council review and consider the Agreement with GTSA attached to this staff report.

Recommendations.

Staff recommend the Council approve the Agreement with GTSA attached to this staff report.

Background.

The ice rink in the Town Square, known as Winter Wonderland, has been operating on the Town Square since 2017. Between 2017 and 2024, it was installed and operated pursuant to an annual memorandum of understanding. Recognizing the duplicative staff time going into an annual agreement, this document was redrafted as a multiyear agreement that establishes the terms and conditions under which the Town grants GTSA the right to use open space on a portion of Town Square. Thus, the Agreement attached to this staff report, while substantively very similar to years past, is a multi-year agreement.

Analysis & Key Policy Questions.

Highlights of this Agreement include:

- *Term:* Two years as an initial term (2026 to 2028), then two potential renewal terms of two years (as long as GTSA is not in default and elects to renew)
- *Use and Occupation:* Only for the specific purpose of installing, maintaining, and operating a privately managed, publicly available skating rink
- *Operational Period:* December 1 through the Tuesday before Easter annually (GTSA has access for rink installation November 10, with timing will be weather dependent annually) from 12:00pm until 9:00pm on weekends and federal holidays, and from 4:30pm until 9:00pm Monday through and including Friday
- *Payment:* None
- *GTSA Responsibilities:*
 - Rink installation; ice manufacture; ice maintenance; Rink maintenance and management; all rink operations
 - Securing and staffing the rink
 - Keeping all leased space and related Town Square walkways clean and safe for patrons of the rink and the park users generally
 - Limiting light and noise in accordance with Town laws
- *Maintenance & Damages:* GTSA is responsible for maintenance of the leased area during the lease and for any damages caused during/from its use during use and after the use period
- *Termination:* Either party may terminate with 60 days’ notice for no reason; the Town may terminate for default after a cure period
- *Insurance:* GTSA must maintain insurance and the Town is an additional insured

Possible Alternatives.

Council could modify or not approve the Agreement with GTSA.

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.

None.

Staff Impact.

The impact of this item was felt in the Legal Department (10 hours) and the Office of the Town Manager (1 hour).

Attachments or Links.

Facility Use Agreement

Suggested Motion.

I move to approve the attached Facility Use Agreement with SK8 JH, doing business as Grand Teton Skating Association, subject to minor changes by staff.

FACILITY USE AGREEMENT

This Facility Use Agreement ("**Agreement**") is made and entered into on _____ ("**Effective Date**") by and between Sk8 Jh, Inc., a Wyoming non-profit corporation d/b/a Grand Teton Skating Association, whose address is P.O. Box 1370, Jackson, WY 83001 ("**GTSA**"), and the Town of Jackson, a Wyoming municipal corporation, whose address is 150 E. Pearl Avenue P.O. Box 1687, Jackson, WY 83001 ("**Town**").

RECITALS

WHEREAS, the Town is the owner of a parcel of land known as the George Washington Memorial Park, a public park maintained and managed for the use and benefit of the general public of the Town of Jackson, Wyoming ("**Property**"), which is more specifically described and shown on Exhibit A, attached hereto and made a part hereof by this reference; and

WHEREAS, GTSA is a company that exists to create and cultivate ice skating in Jackson Hole and the surrounding areas and seeks to further its mission with the installation of an outdoor skating rink for the use and benefit of the general public on the Property; and

WHEREAS, the Jackson/Teton County Parks and Recreation Department ("**Parks & Rec**") is a joint department of the Town of Jackson and Teton County, Wyoming with responsibility for maintenance and oversight of the George Washington Memorial Park; and

WHEREAS, GTSA requests the exclusive use of portions of the Property for the specified annual time period set forth herein, said portion being as specifically described and shown on Exhibit A, ("**Leased Premises**"), for the installation and administration of an ice rink ("**Rink**"); and

WHEREAS, the parties acknowledge and recognize that the Leased Premises, as part of a public park, has users with a variety of competing desires for use and occupation and rights of use and enjoyment that do not include partaking in GTSA's offered activity, and therefore this Agreement is intended and does set out the limits and obligations for GTSA's use and occupation for the term set forth herein; and

NOW THEREFORE, that, for and in consideration of the covenants and agreements contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties do mutually agree as follows:

1. Term. This Agreement shall be effective as of the Effective Date, and shall continue until conclusion of the Winter Season, as defined herein, of 2028, the "Initial Term," unless sooner terminated as provided for herein. Provided that GTSA is not in default in the performance of its obligations hereunder, GTSA shall have the option to renew this Agreement for two additional 2-year terms, each a "Renewal Term," unless otherwise terminated

as provided for herein. In order to exercise a Renewal Term, GTSA shall give the Town written notice of its intent to exercise a Renewal Term on or before ninety (90) days prior to the expiration of the then current term. All the terms and conditions during the Renewal Term(s) shall be the same as during the Initial Term, unless modified by the parties as provided herein.

2. GTSA Use and Occupation:

- A. **Permitted Use.** GTSA shall use and occupy the Leased Premises solely for the specific purpose of installing, maintaining, and operating a privately managed, publicly available Rink during the winter season, defined for purposes of this Agreement as December 1 until the Rink is no longer viable and deconstructed, which annual date is determined by weather each year of the Term ("**Winter Season**"). GTSA may not use the Leased Premises for any other use or purpose without the express prior written consent of the Town.
- B. **Access for Pre-Rink Installation.** GTSA may access and occupy the Leased Premises beginning on November 10 annually for the purpose of installing the lighting for the rink, provided that such access and occupation is not exclusive and does not interfere with the general public's use of the George Washington Memorial Park.
- C. **Annual Post-Winter Season Restoration and Leased Premises Conditions:** After each Winter Season, GTSA shall leave the Leased Premises in the same or better condition than it was prior to that Winter Season, reasonable wear and tear excepted. This includes, but is not limited to, cleaning up all debris, performing maintenance, removing all temporary structures, decorations, equipment, and the like. If GTSA neglects or refuses to return the Leased Premises to the same or better condition it was in prior to a Winter Season, the Town shall have the right to perform such clean-up and maintenance necessary, thereafter provide an accounting to GTSA of work performed and expenses incurred as a result of such neglect or refusal, and GTSA shall promptly reimburse the Town for the cost thereof. The parties hereto recognize that immediate clean-up and maintenance of the Leased Premises is necessary for use and occupation by the public immediately following every Winter Season and that no cure period can be provided.
- D. **Exclusive Use Period.** GTSA is has exclusive use of the Leased Premises during the Winter Season from 12:00pm until 9:00pm on weekends and federal holidays, and from 4:30pm until 9:00pm Monday through and including Friday ("**Operating Hours**"), subject to GTSA's responsibilities set forth in Section 5.
- E. **Forum Designation.** GTSA acknowledges and agrees that the Leased Premises are a part of a larger public park, which is generally considered a traditional public forum. However, the Town and GTSA, through this Agreement, hereby declare their express intent to designate the specific Leased Premises as a non-public forum. This designation is made in light of the specific function and purpose of the Leased Premises as defined in Section 2.A, which requires certain operational controls to prevent disruption of its intended use.

F. Restrictions on Expressive Activity. GTSA's tenancy and use of the Leased Premises requires GTSA adopt and enforce viewpoint-neutral rules and regulations for access to and use of the Leased Premises that are reasonable in light of its designated purpose. The general public's use of the Leased Premises for unrestricted public discourse or assembly is explicitly limited by the terms and conditions of this Agreement and the designated purpose of the Leased Premises.

3. Payment. No payment shall be made to either Party by the other pursuant to this Agreement.

4. Responsibilities of the Town and Parks & Rec. The Town and Parks & Rec commit to provide GTSA with:

- A. Relocation of trash/recycling receptacles near the Rink.
- B. Removal of a segment of fence along George Washington Memorial Park and installation of an ADA-accessible ramp to provide access through the Property from the Stage Stop Building to the Rink, all of which shall occur at the sole discretion of Parks & Rec, but in no case later than November 20.
- C. Access to electricity in the Property.
- D. Access, if needed, to the fire hydrant located in the northeast corner of George Washington Memorial Park.

5. Responsibilities of the GTSA. GTSA understands, covenants, and agrees that GTSA is solely responsible for:

- A. Rink installation; ice manufacture (which may be accomplished with the use of small, hand-operated snow-making machine); ice maintenance; Rink maintenance and management; all Rink operations including, but not limited to, lights, light figures, sculptures, music, heaters, hot beverages, signage, skate rentals, and the sound system.
- B. Securing the Rink during Operating Hours and non-Operating Hours, including appropriate temporary fencing/barriers for the Rink.
- C. Staffing the Rink and maintaining operating hours necessary to meet Town requirements for dependable public skating time.
- D. Keeping the Leased Premises orderly, clean, sanitary, and free from rubbish, obstructions, objectionable odors or nuisances, and in an adequate condition of repair and safety.
- E. Having all ice removed and returning the site to pre-Rink conditions annually.
- F. Entering into an agreement with the Chamber of Commerce concerning the use of the Stage Stop Building.
- G. Giving the Town written notice within two (2) calendar days, of any accident, fire, or damage on or to the Leased Premises or Property.

- H. Complying with all laws, orders, regulations, rules, ordinances, and covenants of all state and federal statutes and all local ordinances and regulations applicable to GTSA and/or its use of the Property, including the Leased Premises.
- I. Complying with all reasonable rules and regulations that may be established, from time to time, by the Town.
- J. Completely closing the Rink to patrons thirty (30) minutes prior to the commencement of the International Pedigree Stage Stop Sled Dog Race Special Event. The Rink will be allowed to reopen after the last sled dog team exits the starting gate on the date of the event.
- K. Taping and/or otherwise securing all power and sound cords that cross walkways to mitigate tripping hazard.
- L. Installing, maintaining, and removing the Plexiglass walls as depicted in Exhibit A attached hereto in a safe manner. The Plexiglass walls will be installed as agreed to by staff and GTSA each year. Notwithstanding the foregoing, the Plexiglass walls shall be installed to facilitate / ensure the Town's standard boardwalk snow plowing operations, including snow storage.
- M. Placing a buffer material approved by the Parks & Rec between any bales of hay and the ground.
- N. Maintaining a clear path through the Property to the Rink.
- O. Working with the Parks & Rec to raise the western edge of the Rink, thereby leveling the Rink. To level the Rink, GTSA may only use snowpack or ice; no other substances or materials (including a snow making machine) are allowed without the Town's written consent.
- P. Playing music during the Rink hours of operation and keeping this music at a low volume in compliance with the Town of Jackson Municipal Code and Land Development Regulations.
- Q. All GTSA lighting shall be turned off by 9:15pm nightly and remain off until commencement of Rink Operating Hours the next day.

6. Prohibitions. GTSA understands, covenants, and agrees that GTSA is prohibited from:

- A. Selling, allowing the sales, or allowing the consumption of any alcoholic beverages within the Leased Premises, without a permit.
- B. Using, handling, mixing, or liberating combustible/flammable liquids, vapors, gases, fireworks, explosive materials, or any other use defined by the Uniform Fire Code as a Hazardous/Extra Hazardous Use within the Leased Premises.
- C. Altering the Leased Premises or Property except as explicitly stated herein without first obtaining the express written consent of the Town.

- D. Hanging GTSA lighting or sound system components in a way that damages, marks, cuts, impales, or causes like damage to trees within the Property.

7. Signs. GTSA shall have the right to erect and maintain a maximum of four signs or banners in, on, or about the Property advertising the Rink and public skating hours. GTSA may not erect any commercial advertising signs. Flashing, blinking, fluttering, undulating, swinging (non-canopy signs), rotating, or otherwise moving signs, pennants, balloons, holograms, light beams, or other free flowing decorations are prohibited. Off-premises signs advertising businesses, including GTSA sponsors, are prohibited. Signs shall not block walkways, sidewalks, public right-of-way, or ADA accessibility.

8. Acceptance, Maintenance of the Property. GTSA has inspected the Leased Premises and accepts it in "as is" condition. GTSA is responsible for routine maintenance and related repairs of the Leased Premises i) during GTSA's Winter Season which result from GTSA's use and/or ii) after the Winter Season, but which result from GTSA's Winter Season use, including but not limited to, flooding associated with the accumulation of snow on the Leased Premises. The Town shall have no operational or maintenance obligations during the Winter Season. If the Town determines, in its sole discretion, that the Leased Premises is not being properly maintained or repaired in accordance with this Section, it shall give notice to GTSA in writing to maintain and/or repair the Leased Premises. GTSA shall have forty-eight (48) hours in which to correct any minor deficiencies and ten (10) days for major repairs which are the responsibility of GTSA under this Agreement. If the maintenance and repair duties of GTSA as described herein are not performed to the Town's satisfaction within the required time period, the Town may undertake the maintenance and/or repair itself or employ another person or entity to repair and/or maintain all or any part of the Leased Premises and GTSA shall be responsible for the payment of all expenses and costs related to said repair and maintenance, which if not paid, shall be deemed a default as provided herein.

9. Damages. GTSA is responsible for damages caused to the Leased Premises, including but not limited to, damage to the electrical system, lighting in, on, about the Leased Premises, trees, irrigation, turf/ground areas, the Stage Stop Building, sidewalks/walkways, etc. that are damaged i) during GTSA's Winter Season which result from GTSA's use and/or ii) after the Winter Season, but which result from GTSA's Winter Season use, including but not limited to, flooding associated with the accumulation of snow on the Leased Premises, whether due to the acts of its owners, directors, employees, agents, or guests. If the Leased Premises are damaged, and not promptly repaired by GTSA, the Town may require GTSA via written notice, within a time specified by the Town, to take measures deemed necessary by the Town to repair the damage. If GTSA fails to take such measures

within the time specified, the Town may take the necessary measures on behalf of GTSA without further notice, and the expenses incurred by the Town in so doing shall be repaid by GTSA to the Town within thirty (30) days of the Town providing written notice of the expenses.

10. Termination.

- A. Convenience. Either Town or GTSA may terminate this Agreement by providing the other party a minimum of sixty (60) days' written notice.
- B. Default. If GTSA fails to observe or perform, or violates, any one or more of the conditions or covenants of this Agreement, for more than ten (10) calendar days after written notice of default has been delivered to GTSA, the Town may, at its election and without additional notice, i) terminate this Agreement and ii) re-enter and repossess itself of the Leased Premises. If the Agreement is terminated pursuant to this Section 9.B, the Town may require GTSA via written notice, within a time specified by the Town, to take measures deemed necessary by the Town to secure the Leased Premises and return such Premises to their condition immediately prior to GTSA's possession for the applicable Winter Season. If GTSA fails to take such measures within the time specified, the Town may take the necessary measures on behalf of GTSA without further notice, and the expenses incurred by the Town in so doing shall be repaid by GTSA to the Town within thirty (30) days of the Town providing written notice of the expenses.

11. Alterations and Improvements. The Town has the right, and GTSA shall permit the Town or its representative(s), at any time to enter the Leased Premises to inspect and/or to make such additions, repairs, or alterations as it may deem necessary or proper for the safety, improvement, or preservation of the Property. All such improvements will be done, so far as practicable, to avoid interference with GTSA's occupancy and use. GTSA is not entitled to compensation for unavoidable interference with its occupancy and use and waives any claim for damages, including loss of business, resulting therefrom.

12. Insurance.

- A. GTSA must, at GTSA's expense, maintain a policy or policies of comprehensive general liability insurance with the premiums fully paid on or before the due date. The policy or policies must be issued by and binding upon an insurance company with a Best Rating Guide A plus Class 15 Rating, such insurance to afford minimum portion of not less than a single limit for bodily injury and property damage of not less than One Million Dollars (\$1,000,000.00). The insurance policy must name the Town including its officers, officials, employees, and agents as an additional insured, state that coverage is primary and non-contributory, and cover all risks incident to GTSA's use of the Leased Premises and business in connection therewith.

B. GTSA shall furnish and deposit with the Town certificates of all such insurance policies to be maintained by GTSA with evidence of payment of the premiums thereon obtained at or prior to the commencement of the term of this Agreement, and copies of all insurance policies obtained at any time thereafter during the term of this Agreement. All such insurance policies, including such policies referred to immediately above, shall contain a clause or endorsement to the effect that they may not be terminated or materially amended during the term of this Agreement except after fifteen (15) days written notice thereof to the Town.

13. Indemnification. GTSA shall indemnify the Town and save it harmless from and against any and all claims, actions, damages, liability, and expense (including attorney's fees related thereto) in connection with loss of life, personal injury, or damage to property occurring in, on, about, or arising out of the Leased Premises or the occupancy or use of the Property by GTSA or its agents, licensees, invitees, concessionaires, guests, contractors, customers, employees, etc. or occasioned wholly or in part by any act or omission of GTSA, its agents, licensees, business invitees, concessionaires, guests, contractors, customers, or employees, etc.

14. Non-Assignment. GTSA shall not assign, mortgage, hypothecate, or otherwise encumber this Agreement or any interest therein, nor permit the Property or any part thereof to be used by any other person, firm, corporation, or other entity other than the GTSA without the written consent of the Town in each instance. The consent by the Town to an assignment shall not be construed to release GTSA from the requirement that it obtain the Town's written consent for any further assignment(s). In the event permission is granted for any such assignment, subletting, licensing, or granting of a concession, GTSA shall nevertheless remain liable for the performance of all the terms, conditions, and covenants of this Agreement, including, without limitation, the covenant to pay rent.

15. Town's Access. The Town and its agents, employees, or other representatives may enter the Leased Premises at any reasonable time after reasonable notice for the purpose of (a) inspecting the Leased Premises to ascertain GTSA's compliance with the terms and conditions of this Agreement; (b) in order to make repairs, additions, or alterations as the Town deems necessary; or (c) for any other reasonable purposes.

16. Notices. 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 herein, or (iii) when sent by email to the email address specified herein, 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 herein (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. Notices shall be sent to the parties at the addresses above. 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.

GTSA:

Sk8 Jh, Inc.
P.O. Box 1370
Jackson, WY 83001
EMAIL: akopm@aol.com

TOWN:

Town of Jackson
ATTN: Town Clerk
P.O. Box 1687
Jackson, Wyoming 83001
EMAIL: clerk@jacksonwy.gov

17. Amendment or Modification. GTSA acknowledges that it has not relied upon any statement, representation, agreement or warranty, except such as are expressly stated herein, and that no amendment, change or modification of this Agreement shall be valid or binding unless expressed in writing and executed by the parties hereto in the same manner as the execution of this Agreement.

18. General Provisions.

- A. No Partnership. No partnership or joint venture is created by this Agreement.
- B. Applicable Law. The construction, interpretation, and enforcement of this Agreement shall be governed by the laws of the State of Wyoming. The courts of the State of Wyoming shall have jurisdiction over any action arising out of this Agreement and over the parties, and the venue shall be the Ninth Judicial District, State 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.
- C. Attorney's Fees. In the event either party shall find it necessary to obtain the services of an attorney to enforce any of the covenants or conditions of this Agreement, the prevailing party shall be entitled to reimbursement for all costs and expenses, including reasonable attorney's fees, whether or not litigation is commenced.
- D. Entirety of Agreement. The parties intend this statement of their agreement, including the Recitals herein, to constitute the complete, exclusive, and fully integrated statement of their agreement. As such, it is the sole expression of their agreement, and they are not bound by any other agreements of whatsoever kind or nature.

- E. Severability. Should any portion of this Agreement be judicially determined to be illegal or unenforceable, the remainder of the Agreement shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
- F. Governmental Immunity. The 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 occurring as a result of this Agreement.
- G. Third-Party Beneficiary Rights. This Agreement is made solely and specifically among and for the benefit of the parties, and their respective successors and assigns, and no other person or entity will have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.
- H. Counterparts; Electronic Signatures. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original and all of which, when taken together, constitute one and the same document. The signature of any party to any counterpart shall be deemed a signature to, and may be appended to, any other counterpart. Counterparts may be delivered via 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.

Remainder of page intentionally blank; signatures follow.

IN WITNESS WHEREOF, this Agreement was executed as of the Effective Date.

Sk8 Jh, Inc. d/b/a Grand Teton Skating Association

_____ Date _____
By:
Its:

STATE OF WYOMING)
)ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by _____ as the _____ of SK8 Jh, Inc., this ____ day of _____, 2025.

Witness my hand and official seal.

Notary Public
My commission expires:

Town of Jackson, Wyoming

Arne O. Jorgensen
Mayor

Date _____

Attest:

Riley Hovorka
Town Clerk

Date _____

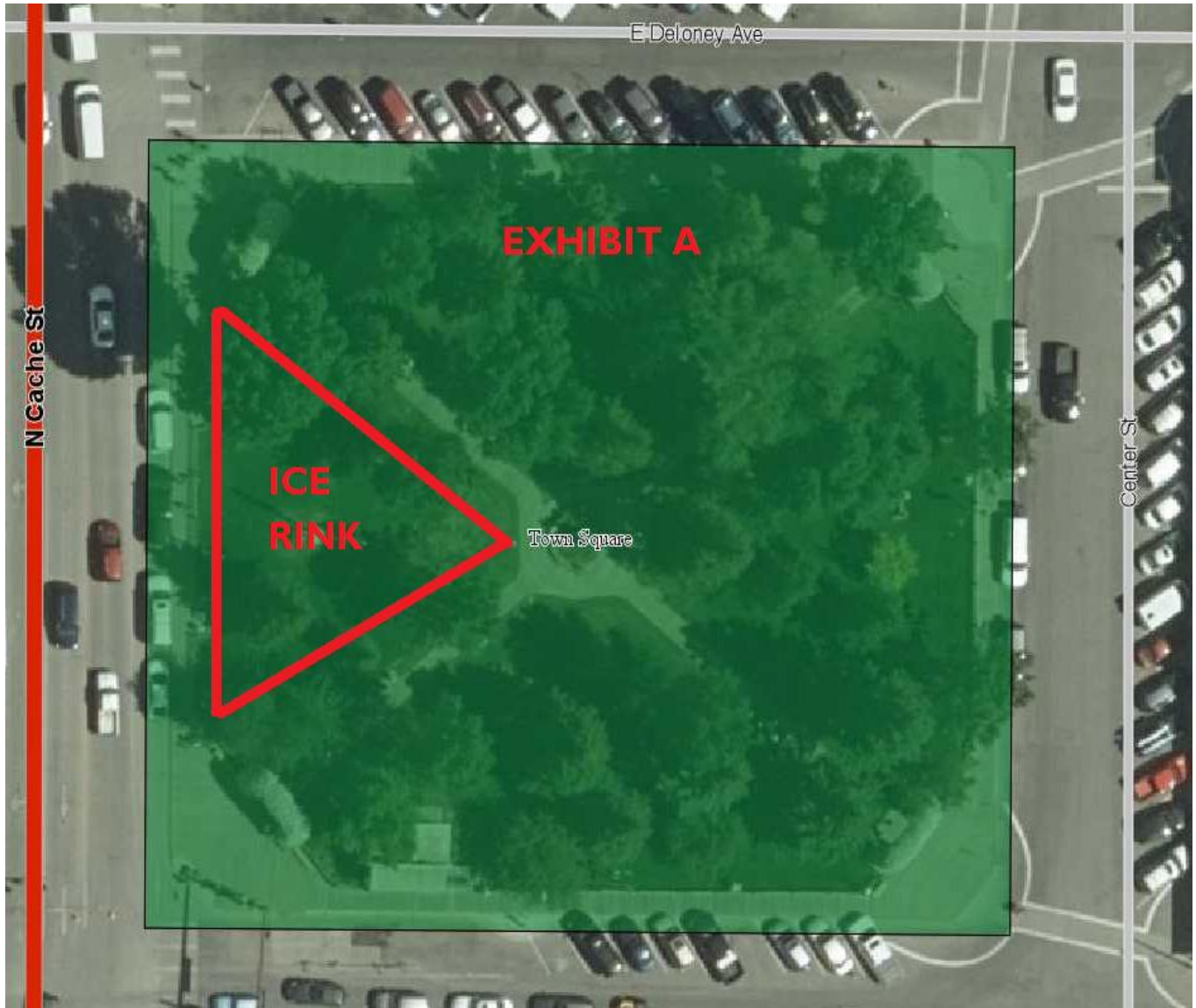
STATE OF WYOMING)
) ss.
COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Arne O. Jorgensen and Riley Hovorka, as the Mayor and Town Clerk, respectively, of the Town of Jackson this ____ day of _____, 2025.

Witness my hand and official seal.

Notary Public
My commission expires:

EXHIBIT A



STAFF REPORT



Meeting Date:	December 15, 2025	Meeting Title:	Regular Meeting
Submitting Department:	Administration	Presenter:	Tyler Sinclair
Agenda Item:	Center Management Inc. (CMI) funding request for Capital Improvements	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Town Council to consider a funding request from CMI Inc. for capital improvements at the Town owned Snow King Sports and Event Center (ice rink portion).

Requested Action.

For Council to consider approval of \$1,198,152 in project funding.

Recommendations.

Staff recommend continuing the consideration until the review and approval of the Fiscal Year 2027 budget which begins in April and concludes in June.

Background.

At the September 16, 2024, Regular Town Council meeting pursuant to the lease agreement between the Town of Jackson and CMI, Council approved a request by CMI to begin design and initiate a capital fundraising campaign for improvements to the Town-owned Snow King Sports and Event Center.

The Town-owned Snow King Sports and Event Center was constructed in 1992 through a partnership between the Town, State, and local skating community. Since 2011, Center Management Inc. (CMI) has operated the facility through a lease agreement with the Town. The lease agreement generally requires CMI to take care of all day-to-day operations and low-level maintenance and repairs, while the Town is responsible for significant repair and maintenance of the building. Regarding capital additions and alterations, the lease states as follows:

14.b. Tenant shall make no alterations in or additions to the Leased Premises without first obtaining the express written consent of the Landlord (which consent shall not be unreasonably withheld) and all additions or improvements made by Tenant shall be deemed a part of the Leased Premises and permanent structure thereon and shall remain upon and be surrendered with the Leased Premises at the termination of this Lease by lapse of time or otherwise.

CMI has identified two operational challenges, along with proposed improvements, to address with the facility as follows:

1. Locker Rooms/Showers
 - Challenge: With an increased number of users and programs, especially in female programs (over 90) the existing 3.5 locker rooms with shared showers no longer meet participant privacy and safety needs
 - Improvement: Construct 2 new locker rooms with dedicated showers and bathrooms
2. Grandstands
 - Challenge: Age of, condition of, and temporary nature of the grandstands, along with inadequacy of the amount of spectator seating
 - Improvement: Construct new permanent grandstands with new locker rooms beneath

Over the past 9 months CMI has worked with Nelson Engineering and Hoyt Architects to develop plans and cost estimates for the requested improvements. CMI recommends that the Town consider moving forward with option 2 which locates 2 new locker rooms to the south of the existing grandstands and replacement of the existing grandstands

with an estimated construction cost of \$1.2m and a total project cost of \$1.7m. Please see the attached CMI request for further description and justification on the proposal.

To date CMI has fundraised approximately \$465,000.00 for the project in addition to paying for all design work and cost estimating for the proposal. With a total project cost of approximately \$1.7m that would leave the cost sharing request as follows:

- CMI - \$465,999 – 28%
- Town of Jackson - \$1.2m – 72%

The current lease agreement between the Town and CMI was executed in 2022 and runs through 2031. CMI will pay the Town \$35,689 in FY26 in annual lease payments. Rent increases annually by the Wyoming Cost of Living Index (WCLI) for Teton County as provided by the State of Wyoming, Economic Analysis Division. Currently annual lease payments are placed in the General Fund.

Analysis & Key Policy Questions.

Town staff concur that the proposed improvements are necessary, warranted due to the age of the facility, increased usage and changing expectations regarding user and spectator experience.

The Town does not have a separate Snow King Center operations and maintenance fund. Capital requests for the facility are requested through the annual budget process and compete with other Town capital projects. Improvements listed in the Town 5-year Capital Improvement Plan (CIP) for the facility include the following:

	<u>FY2027</u>	<u>FY2028</u>	<u>FY2029</u>	<u>FY2030</u>	<u>Total</u>
New Roof (Ski Club, 3 Phases)			350,000	650,000	1,000,000
Control For Riser Room	10,000				10,000
New Wet Fire System		175,000			175,000
Ski Area Flooring			55,000		55,000
Emergency East Egrees Snow Roof			400,000		400,000
Replace Elevator			136,000		136,000
Total	<u>10,000</u>	<u>175,000</u>	<u>941,000</u>	<u>650,000</u>	<u>1,776,000</u>

Capital improvements at the facility are typically funded through the Town Capital Projects Fund, which is an annual transfer of half of the 5th cent of Sales Tax revenue. The amount of transfer in FY26 is estimated at \$5.7M. The projected Capital Fund balance on June 30, 2026 is estimated to be \$8.0M. The Capital Projects Fund balance is used to fund future capital projects, unexpected capital costs or project overruns including Gregory Lane, etc. during the fiscal year.

Staff have identified the following options for funding the project.

- Use of the Capital Fund – estimated June 30, 2026 balance \$8.0M
- Use of the General Fund (Discretionary) – estimated June 30, 2026 balance \$6.0M

Staff and CMI have researched potential other grants and loans options for the project, but none have been identified to date.

Staff and CMI have also discussed utilizing the CMI lease payments to repay the Capital fund, with an estimated 35-year repayment schedule based upon an annual lease payment of \$35,000. The Town currently utilizes the lease payments to offset annual repair and maintenance (approximately \$118,000) for the facility not for capital.

Key Policy Question: *How would Council like to proceed with the request?*

Possible Alternatives.

Possible alternatives as discussed above include the following:

- Continue the request and direct staff to include it in the FY27 annual budget request for consideration by Council
- Direct staff to bring back a budget amendment in the amount of \$1.2m for the Town portion of the project from the Capital Fund
- Direct staff to bring back a budget amendment in the amount of \$1.2m for the Town portion of the project from the General Fund
- Consider phasing the project (locker rooms only) in combination with the alternatives above
- Take no action on the request
- Other

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.

See the discussion above.

Staff Impact.

The staff impact on this item to date is approximately 4 hours.

Attachments or Links.

CMI Inc. Presentation

Suggested Motion.

I move to direct staff to include \$1.2m from the Capital Projects Fund for improvements to the Snow King Sports and Event Center as described in this report in the Fiscal Year 2027 annual budget request for consideration by Council.

Snow King Center: Final Plan for Locker Room and Grandstand Improvements



Center Management, Inc.

501-c-3 Operator of SKSEC

Mac Munro, GM

John Valiante, Director

Andrew Brigham, Director

Steve Sullivan, Director

Ann-Ferrell Millham, Director

Bob Grady, Director

August, 2025

Background

- Town of Jackson (Town) owns Snow King Sports and Events Center (SKSEC), and non-profit CMI operates SKSEC
 - Center built in 1992 to replace aging Ski Shelter
 - JH Skating community donated approximately \$800 thousand to Town
 - ToJ initially invested approximately \$800 thousand
 - Wyoming SLIB loaned approximately \$1.5+ million
 - Center opened in 1993 and operated by Snow King Resort
- Thus, a community partnership—Skating community, SK Resort and Town of Jackson—created the Center over 30 years ago



Background

- Since 2011, CMI has operated the Town's facility
 - CMI has **raised over \$500 thousand** in private grants, donations, and sponsorships to support improvements & operations
 - CMI worked closely with the Town through the Covid closure period which seriously undermined the Center's (and CMI's) economics
 - Since opening in 1993, Town of Jackson has **invested more than \$3 million in improvements and maintenance**—new floor, compressors, boards, flooring, etc
 - In 2022, CMI operating lease extended with two additional 3-year options through 2031
- Thus, despite challenging operating conditions, CMI has successfully operated a major Town recreational asset for over 14 years at minimal expense to the Town.

SKSEC Importance

- Center annually serves many people in our community
 - Over 550 regular youth hockey players and figure skaters
 - Over 400 adult public and recreation hockey league skaters
 - Special programs for adaptive skaters, Hispanic family events
 - JH Moose games with 1,000 or more spectators per game
 - The Center has become a major sports hub on winter weekends
- Center brings economic benefits to our community
 - Hockey tournaments with visiting teams and families enjoying Town amenities and attendant sales taxes
 - Moose opponent lodging, meals, recreation
 - CMI teams handle most routine maintenance of the Center, while CMI lease payments offset any of the Town's direct costs



Operational challenges

- As Center utilization has increased, two operational challenges have emerged:
 - 1) **Locker room/shower room limitations**—with the increase in skaters, especially over 90 female hockey players, the existing locker rooms with original Jack & Jill common showers no longer suit skaters' privacy and safety needs.
 - 2) **Temporary bleacher limitations on spectator experience**—with the success of our youth hockey teams, the high attendance at the hockey tournaments hosted here and the popularity of the JH Moose events, the existing almost 20-year-old bleachers need to be replaced.

Considerations

- Skaters' **safety and privacy** has become a serious **challenge** for the Center
 - The frequency of unexpected and **inappropriate male/female locker room encounters** has increased
 - **Town and CMI legal exposure** has risen as parents have reported these incidents, common knowledge in the community
 - **Existing locker rooms cannot easily be restructured** to limit or prevent these incidents
 - So, easily **accommodating skaters' safety and privacy needs are not possible** within the existing building or with new procedures
 - Most **other community ice rinks** we use (Sun Valley, Casper, Bozeman, et al) have dedicated shower/bath and locker rooms and **do not face this problem**



Considerations

- Bleacher limitations may not be as serious, but the current **temporary bleachers will soon require replacement**
 - Existing temporary **bleachers are almost 20 years old** and in need of frequent maintenance and repairs
 - New grandstand seating could **increase seating capacity by 15-20% (600+ seats)** while improving spectator sightlines above the glass
 - New seating with special seating areas and other features will **enhance the spectator viewing experience**
 - Most community ice rinks we use (as above) have **permanent grandstands with more expansive seating** than SKSEC
- Updated current design (below) provides for **new grandstand seating with two new locker rooms, dedicated bathrooms and showers and spectator viewing area** on the the south side of the grandstands.

Project Concept

Final Improvement Plan

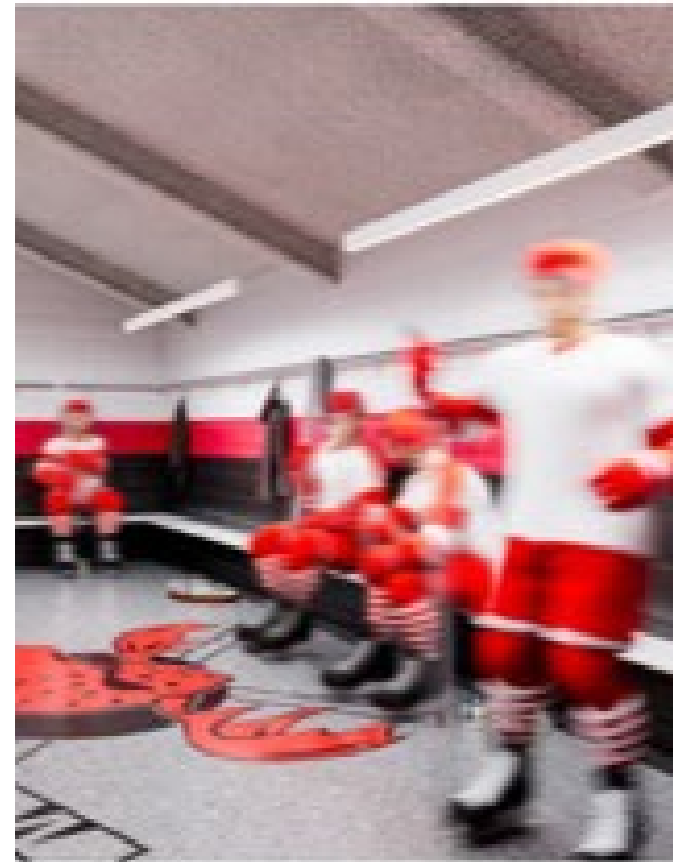
- Over the last nine months, CMI has:
 - Hired **Nelson Engineering and Hoyt Architects** to develop alternative plans for the Locker Rooms, Bathrooms and Bleacher improvements:
 - Option 1: Locker Rooms and Bathrooms under the Grandstands
 - Option 2: Locker Rooms and Bathrooms separate from Grandstands on the south side
 - Developed **cost estimates** for both options:
 - Option 1: \$1.8 million construction costs, over \$2 million total
 - Option 2: \$1.2 million construction costs, \$1.7 million total
 - Recommended to the Town that we **proceed with Option 2**, with the following advantages:
 - **Lower cost: \$1.2m vs \$1.8m construction costs**
 - **Faster construction**
 - Less disruption to operations
 - Primary disadvantage: we give up space at the south end of the grandstands, currently a shooting practice area

Proposed Funding

- In preliminary discussions with the Town, we estimate the total project costs of almost \$1.7m will be split as shown below, with:
 - CMI funding \$465 thousand (28%)
 - Town funding \$1.2 million (72%)

Summary

- There is an urgent need for the Town-owned SKSEC to address:
 - Locker room limitations
 - Temporary bleacher replacement
- As in 1992, the Skating Community and CMI has proposed to donate up to \$500 thousand
 - CMI has received pledges for over \$450,000, with additional prospects as needed
- We now seek Town consideration of and final commitment to the project.



Snow King Center: Locker Room and Grandstand Improvement Project



Center Management, Inc.

501-c-3 Operator of SKSEC

Mac Munro, GM

John Valiante, Director

Andrew Brigham, Director

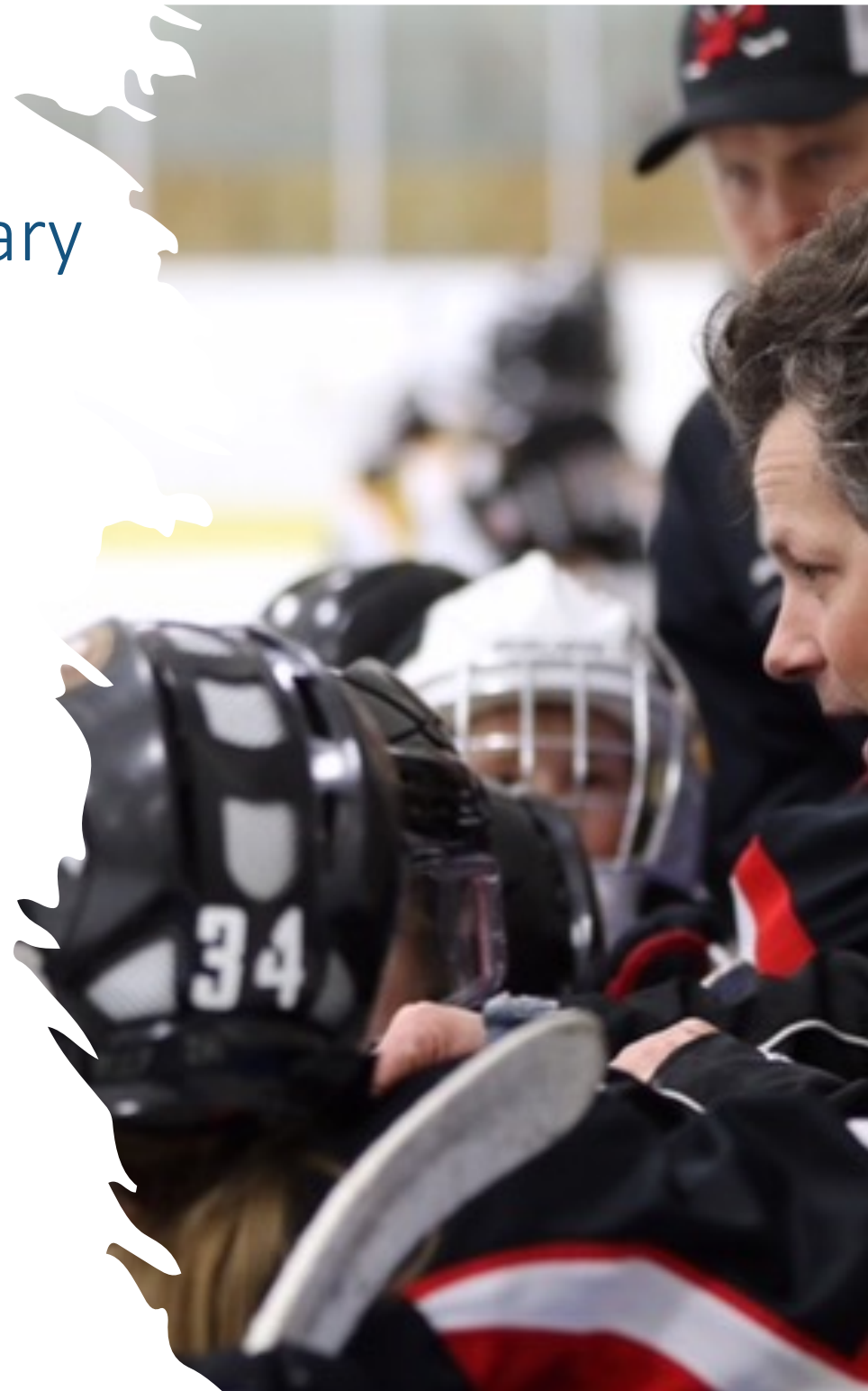
Steve Sullivan, Director

Ann-Ferrell Millham, Director

December 14, 2025

November Meeting Summary

- In Nov, Town of Jackson (Town) and CMI reviewed two major building deficiencies at Snow King Center, now 33 years old:
 - **Locker rooms are not Title IX compliant** and do not provide safety or privacy for skaters changing their clothes
 - **Grandstands** are well past their expected useful life, rickety, in need of major repairs and replacement.
- CMI has paid for preliminary plans and cost estimates shared with the Town to:
 - **Build two new locker rooms, bathrooms with showers** in the southeast area of the ice rink
 - **Replace the grandstands** with permanent fixed grandstands linked to viewing area over the locker rooms



Town has risk of inaction

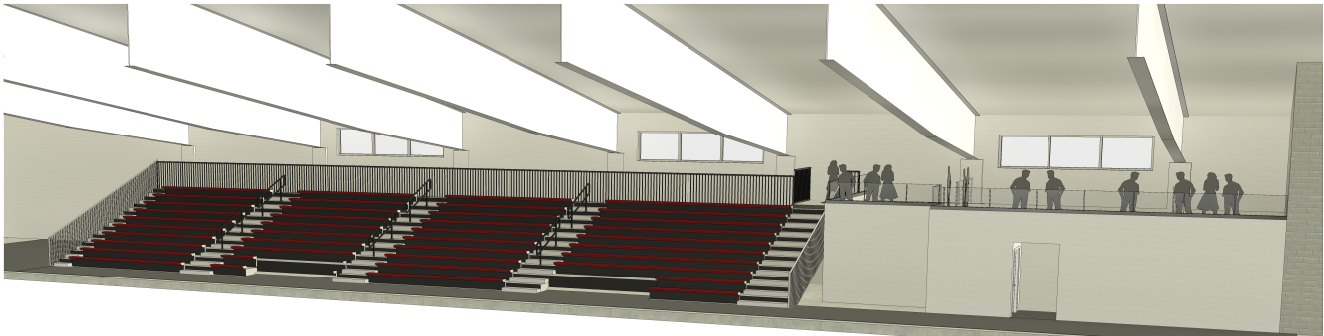
- **Skaters' safety and privacy has become a serious challenge** for the Center
 - With **over 90 female hockey players**, existing facility no longer meets skaters' privacy, safety and Title IX non-discrimination standards; many **women forced to change in alcoves and closet spaces**, not locker rooms.
 - The frequency of unexpected and **inappropriate male/female locker room encounters** has increased
 - **Town and CMI legal exposure** has risen as parents have reported these incidents, common knowledge in the community
 - **Existing locker rooms cannot easily be restructured** to limit or prevent these incidents
 - So, easily **accommodating skaters' safety and privacy needs are not possible** within the existing building or with new procedures
 - Most **other community ice rinks** we use (Sun Valley, Casper, Bozeman, et al) have dedicated shower/bath and locker rooms and **do not face this problem**



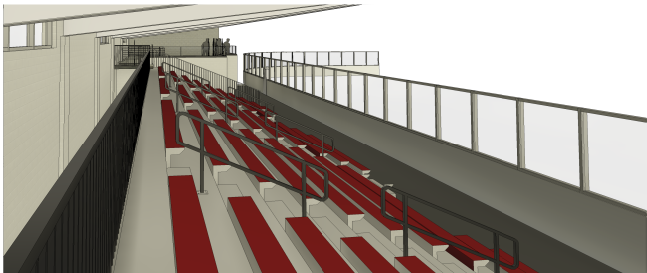
Existing seating has exceeded useful life

- Current “**temporary**” **grandstand seating requires** replacement to meet spectator safety and capacity needs, with many full house crowds:
 - Existing temporary and rickety **bleacher seating is over 20 years old** and exhibits major wear and tear, requiring frequent maintenance and urgent repairs
 - Current seating is **not suitable for spectators with disabilities**, barely ADA compliant
 - New grandstand seating could **increase seating capacity by 15-20% (600+ seats)** while improving spectator sightlines above the glass
 - New seating with special viewing area over the new locker rooms and other features will **enhance the spectator viewing experience**
 - Most community ice rinks we use (as above) have **permanent grandstands with more expansive seating** than SKSEC
- Updated current design (shown below) provides for **new grandstand seating with two new locker rooms, dedicated bathrooms and showers and spectator viewing area** on the the south side of the grandstands.

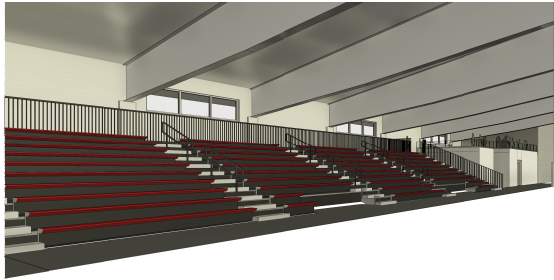
Project Concept



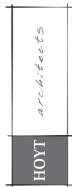
③ 3D View 3



④ 3D View 4



② 3D View 2



Jackson Wyoming
307.733.9955

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NOT FOR CONSTRUCTION

90 E SNOWKING AVE.
JACKSON, WY 83001
CMI RINK BLEACHERS



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Project Status

Date: JULY 2025
Drawn by: JC
Checked by: Checker

REVISIONS		
No.	Description	Date

3D VIEWS

G001

TW02012.20.00.P04

Center Improvement Plan

- Over the last 18 months, CMI:
 - Contracted with **Nelson Engineering and Hoyt Architects at our cost of over \$100 thousand** to develop alternative plans and cost estimates for the Locker Rooms, Bathrooms and Grandstand improvements:
 - Option 1: Locker Rooms and Bathrooms under the Grandstands
 - **Option 2: Locker Rooms and Bathrooms separate from Grandstands on the south side**
 - **Two new locker rooms** with dedicated bathroom and showers located south of the current grandstands, with new spectator viewing area located above
 - **New permanent grandstands** with more and better seating as well as connecting to the viewing area over the locker rooms
 - Recommended to the Town that we **proceed with Option 2**, with the following advantages:
 - **Achieves goals of improved Center safety and operational sustainability**
 - **Lower construction cost: approximately \$1.2m vs \$1.8m hard construction costs**
 - **Faster construction: 5 mos, can start in April, finish in September**
 - **Less disruption** to skating season operations
 - Primary disadvantage: we give up space at the south end of the grandstands, currently a shooting practice area

Proposed Funding: Single Phase, 2026

Total construction cost of the project in a single phase = \$1,548,000

- **Design based upon:**
 - **2 new locker rooms with dedicated bathrooms**, showers, located south of grandstands with spectator viewing area above the locker rooms
 - **New grandstand** constructed out of steel and installed in place of old temporary grandstands and connected to new locker rooms
- **Funding share:**
 - **Town funds: \$1,198,000**
 - **CMI committed to fund: \$350,000*, contingent on entire project completed**
 - Based on West Fork Construction, Hoyt Architects, CMI estimates
- **Timeline:**
 - Construction drawings by mid-January
 - Permit to follow March 1
 - Bid Process, award mid-April
 - Construction begins April, ends September
 - Town manages construction with CMI support

*CMI has already funded \$100,000 in planning and design costs, from our \$450,000 initial commitment

Alternative Funding: Two Phases, 2026-27

- Town Council asked whether project could be built and funded in two phases, locker rooms in 2026, grandstands in 2027
- **Total construction cost in two phases = \$1,753,000 + \$205,000**
 - Phase I: Locker Rooms, Bathrooms: \$1,050,000
 - Phase II: Grandstand Construction, Installation: \$703,000
 - Total: \$1,753,000
- **Funding share**
 - Town funds: \$1,403,000
 - CMI committed to fund: \$350,000*, contingent on Phase II completion
- **Timeline**
 - Still requires construction drawings by mid-January
 - Permit to follow March 1
 - Bid Process, award mid-April
 - Construction begins April, ends August
 - Grandstands follow but must be sensitive to steel lead times and costs (11.6%/yr)
 - Town manages construction with CMI support

*CMI has already funded \$100,000 in planning and design costs, from our \$450,000 initial commitment

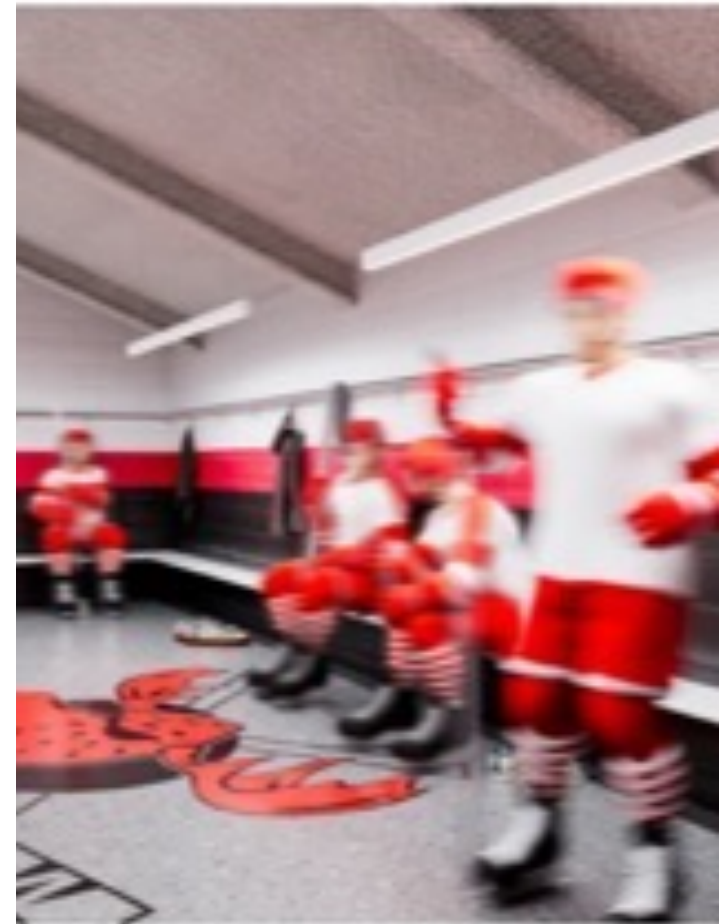
Discussion of Options

From our discussions, several conclusions:

- 1) Town and CMI both agree this **project is urgent and essential** for
 - **Safety** of skaters and spectators
 - **Preserving non-discrimination** in Center's use
 - Ensuring **Center operational sustainability**
- 2) Completing the **project in 2026 costs = \$1,548,000**
 - Town share: \$1,198,000
- 3) Completing it in **2 phases costs = \$1,753,000, +\$205,000**
 - Town share: \$1,403,000 +\$205,000
 - Still requires immediate start to meet Phase I construction targets
- 4) Entire **project delayed to 2027 costs = \$1,826,000, +\$278,000**
 - Town share: \$1,476,000 +\$278,000
 - High risk of losing private donor support, raising Town costs
- 5) **Timing is achievable** but tight, April-September, under both options
- 6) Further delay **risks loss of donor support**, now 15 months in process

Summary

- There is an **urgent need** for the Town-owned Snow King Center to address:
 - **Locker room limitations and safety and ethical risks, Title IX issues and exposure**
 - **Temporary grandstand replacement need and accident, safety and ADA risks**
- CMI recommends that the **Town approve \$1,198,000** funding for the **full project** now
 - Total \$1,548,000 project construction costs **reduced by \$350,000** from community donations
 - **Saves Town \$205,000** in additional direct costs over a project done in two phases, or **\$278,000** if entire project delayed to 2027
 - Protects against higher **project cost inflation** risk, Town staff oversight effort
 - Protects against further **legal exposure** to Title IX and ADA compliance risks



SK Center Project Cost Estimates

Estimated Raise the Rink Project Costs

Completion in:	Original:	Town Alternative: Two Phases			Net Savings 1 vs 2 Phases
	One Phase 2026	Locker Rms 2026	Grandstands 2027	Total	
Construction Costs					
Div 1--Proj Mgmt	\$ 156,020	\$ 156,020	\$ 80,400	\$ 236,420	\$ (80,400)
Div 2-9--Buildout	\$ 310,455	\$ 310,455	\$ 32,100	\$ 342,555	\$ (32,100)
Div 10					\$ -
Equipment	\$ 148,164	\$ 113,164	\$ 38,500	\$ 151,664	\$ (3,500)
Bleachers	\$ 350,000	\$ -	\$ 392,000	\$ 392,000	\$ (42,000)
Div 21-40--Mech, Elect	<u>\$ 231,030</u>	<u>\$ 231,030</u>	<u>\$ -</u>	<u>\$ 231,030</u>	<u>\$ -</u>
Subtotal	\$ 1,195,669	\$ 810,669	\$ 543,000	\$ 1,353,669	\$ (158,000)
Other Costs					
OH&P (16%)	\$ 191,307	\$ 129,707	\$ 86,880	\$ 216,587	\$ (25,280)
Bond (3%)	\$ 41,609	\$ 28,211	\$ 18,896	\$ 47,108	\$ (5,498)
Contingency (10%)	<u>\$ 119,567</u>	<u>\$ 81,067</u>	<u>\$ 54,300</u>	<u>\$ 135,367</u>	<u>\$ (15,800)</u>
Subtotal	\$ 352,483	\$ 238,985	\$ 160,076	\$ 399,062	\$ (46,578)
Total Project Costs (Excl Design)	\$ 1,548,152	\$ 1,049,654	\$ 703,076	\$ 1,752,730	\$ (204,578)

SOURCE: West Fork Construction, Hoyt Architects, CMI.

STAFF REPORT



Meeting Date:	December 15, 2025	Meeting Title:	Town Council Meeting
Submitting Department:	Administration	Presenter:	Tanya Anderson
Agenda Item:	Project Approval for Electric Vehicle Charging Infrastructure.	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to consider directing staff to prepare a contract with Winn-Marion Companies for Electric Vehicle Charging Infrastructure, including design plans, equipment, installation, and management, and to consider funding sources to support the project.

Requested Action.

The requested action is for the Council to direct staff to prepare a contract with Winn-Marion Companies for Electric Vehicle Charging Infrastructure and consider directing staff to seek alternative funding sources for the project.

Recommendations.

Staff recommends that the Council direct staff to prepare a contract with Winn-Marion Companies for Electric Vehicle Charging Infrastructure, including design plans, equipment, installation, and management. Additionally, staff recommends that Council direct staff to apply for 2022 Energy Conservation Special Purpose Excise Tax (SPET) funding to cover the cost of the Town's required match and to apply for Inflation Reduction Act Direct Pay rebates, if applicable.

Background.

Benefits of public EV charging stations

Electric vehicles provide many public benefits. Downtown EV charging stations encourage visitors to linger, shop, and eat at local businesses while they charge, providing an economic benefit for the Town. They also provide numerous environmental benefits. Unlike internal combustion engine vehicles, they do not have any tailpipe emissions and thus do not contribute locally to asthma and other respiratory illnesses. They are also quieter and create less noise pollution that affects the quality of life for humans and can have detrimental impacts on wildlife. They do not use motor oil and thus do not drip oil onto roadways that wash into our streams, impacting our water quality. Finally, they contribute much less to climate change. Local impacts of climate change include a higher risk of flooding, wildfires, and drought. Associated financial impacts include decreased tourism revenue due to wildfires, wildfire smoke, shorter winter tourism seasons, and fishing closures, combined with increases in spending on infrastructure, home insurance, and health care.

History of EV charging stations in the Town of Jackson

The Town of Jackson began purchasing Electric Vehicle Charging Stations for public use in 2013, using 2010 Energy Conservation Works (ECW) Special Purpose Excise Tax (SPET) funds to provide the first publicly available electric vehicle charging stations in the State of Wyoming. While there were very few electric vehicles in Jackson at that time, use of the charging stations has grown significantly, as has the number of charging stations available in Town. The Town currently owns public charging stations at 5 locations: Town Square, Deloney Lot, Home Ranch lot, Miller Parking Lot, and the Parking Garage. These provide 8 public Level 2 (L2) ports, which charge more slowly, and 2 public Direct Current Fast Charger (DCFC) ports, which charge electric vehicles faster. The Town of Jackson has never charged fees for the use of its charging stations. At the March 17, 2025 Town Council Workshop, Council directed staff to initiate user fees at our public EV charging stations, not to exceed \$0.20 per kilowatt hour (kWh) for L2 port, or \$0.35 per kWh for DCFC ports. Staff plans to initiate user fees at all public charging stations when the new EV charging stations are placed into service.

Department of Transportation Charging and Fueling Infrastructure Grant

At the May 15, 2023, Town Council meeting, Council directed staff to work with Sustainable Strategies to apply for a Department of Transportation (DOT) Charging and Fueling Infrastructure (CFI) Grant, in collaboration with Teton County,

Yellowstone-Teton Clean Cities, Jackson Hole Airport, Teton Village Association, Teton County Library, and concessionaires within Grand Teton and Yellowstone National Parks. On August 29, 2024, staff were notified that we were awarded \$5,506,368, the full amount requested. With the required 20% match, the total project cost will be \$6,882,960. Each project partner is responsible for their portion of the match. The grant agreement with the Federal Highway Administration was executed on January 17th, 2025.

The Town of Jackson's portion of the grant funding for EV charging stations is \$588,000. A 20% match of \$147,000 is required, for a total project cost of \$735,000.

Direct Pay Rebates

When the Town applied for this grant, Inflation Reduction Act (IRA) Direct Pay Credits were available to provide a 30% rebate for EV Charging Infrastructure up to a maximum of \$100,000 in nonurban census tracts. Four out of the five Town locations for the new EV Charging Stations are in a nonurban census tract and qualify for this rebate. The application process requires filing Form 990T, Form 3800, and Form 30C. The Town has hired a professional to do this paperwork the past two years to qualify for rebates for electric vehicle purchases. The estimated cost of doing the paperwork is \$1,000. However, the current federal administration has changed the date that the rebates will sunset from 2032 to June 30, 2026. Any EV charging stations that are in service prior to June 30, 2026, will qualify for the rebate. That timeline will be difficult to meet due to the time it will take to get National Environmental Policy Act approval, which is required before the Federal Highway Administration will obligate funds for construction. Town staff will prioritize getting these rebates for as many EV charging stations as possible. However, this funding is not guaranteed. The Council will need to approve the full budget for the project; the Town may get reimbursed for up to \$100,000 of the cost, but should not depend on this funding source.

Analysis.

The Town of Jackson released a Request for Proposals (RFP) for Design Plans, Purchase, Installation, and Management of Electric Vehicle Charging and Fueling Infrastructure and Associated Technology on September 25, 2025. Proposals were due on October 21, 2025. Sixteen proposals were received prior to the deadline. A review team consisting of four members rated proposals according to the criteria outlined in the RFP. Staff then conducted reference checks for the top five respondents. Winn-Marion Companies attained the highest scores among the proposals. The review team then conducted an interview with Winn-Marion Companies to resolve questions the team had about the proposal. The review team felt satisfied with the results of the reference checks and interview and unanimously supported moving forward with Winn-Marion Companies.

Winn-Marion Companies' proposal included all scopes of work requested. However, the work will occur in phases.

- Phase I: Pre-Construction. This includes initial design plans and other documentation needed for the Town to complete and submit paperwork for National Environmental Protection Act (NEPA) approval.
- Phase II: Construction. This work will not begin until the Federal Highway Administration obligates funding for it, pending NEPA approval. If the funding is not obligated, Winn-Marion Companies will not proceed with any Phase II work. This will be clearly outlined in a contract.
- Management: Winn-Marion Companies' proposal includes a software and maintenance plan as well as an optional Assure (warranty) Plan for Parts and Labor. The Town currently purchases these plans from Chargepoint for our existing charging stations and recommends purchasing them for all new stations as well. Winn-Marion Companies also proposes taking over new and existing public EV charging stations for a set annual fee. This includes preventative maintenance twice a year, managing customer feedback, responding to all notifications, and taking on responsibility for all communications with the manufacturer. This will save the facilities team time and energy they currently dedicate to this task. It is also a way to ensure that the Town meets the 97% uptime required by the grant and removes this burden from Town staff. Additionally, Winn-Marion Companies will provide documents to support quarterly and annual reports, reducing the time the Ecosystem Stewardship Administrator spends on grant administration. Management of the charging stations will begin after installation is complete. Installation

will not be completed until near the end of Fiscal Year 2026 (FY26) at the earliest. Thus, management can be budgeted for in Fiscal Year 2027 (FY27) and each year thereafter. When the Town initiates charging user fees at its public EV Charging Stations, those fees can be used to support the cost of electricity, the newly created Wyoming State Fuel taxes on electricity used for public EV charging stations, the annual management fee and the Assure Plan.

Budget Implications

In the Town's grant application, the total project cost was estimated to be \$735,000, for which the Town would be reimbursed \$588,000 (80%). This leaves the Town responsible for \$147,000, which is included in the current FY26 budget. The Town has allocated 10%, or \$73,500 of the total cost, to grant administration. If the full amount is used, \$661,500 remains for project costs, including design plans, equipment, and installation. Any funds not used for grant administration may be used for other project expenses.

The bid by Winn-Marion Companies totals \$661,500 for design plans, equipment, and installation. This is within the budget and maintains up to \$73,500 for grant administration, as was allocated in the grant agreement.

Software, management, and maintenance will cost an average of \$23,142.08 annually for 5 years. Management and maintenance for the Town's existing public EV charging stations will add \$7,000 annually. The optional Assure Plan will cost \$18,640 annually for new charging stations. The Town has already purchased the Assure Plan for existing stations. Staff believes these costs, along with the cost of electricity and Wyoming state fuel taxes, can be recovered through the implementation of modest user fees.

Table 1: One-time expenses

Item	Cost	Budgeted	Difference
Phase I: Design Plans	\$67,000	\$110,250	+\$43,250
Phase II: Equipment	\$298,200	\$312,375	+\$14,175
Phase II: Installation	\$296,300	\$312,375	+\$16,075
Total	\$661,500	\$735,000	+\$73,500

Table 2: Annual expenses

Item	Cost	Budgeted	Difference
Management & Maintenance for NEW charging stations (set fee)	\$23,142.08	Budget in FY27	TBD. Pay for with revenue from user fees.
Management & Maintenance for EXISTING charging stations	\$7,000	Budget in FY27	TBD. Pay for with revenue from user fees.
5-year Assure Plan for Parts & Labor	\$18,640	Budget in FY27	TBD. Pay for with revenue from user fees.
Electricity and taxes (range – will fluctuate with use and energy pricing)	\$15,000 to \$45,000	Budget in FY27	TBD. Pay for with revenue from user fees.
Total annual expenses	\$63,782.08 to \$93,782.08	Budget in FY27	TBD. Pay for with revenue from user fees.

Funding that is obligated:

- Phase I funding for Pre-Construction activities have been fully obligated. DOT will pay 80% of the cost for Phase I activities up to \$88,200. The total budgeted amount for Phase I activities, including design plans and grant administration, is \$110,250. Winn-Marion Companies has proposed a budget for \$67,000 for design plans. This is

within budget. If a contract is approved for design plans, the Town will pay in full, get reimbursed \$53,600 from the Federal Highway Administration. The total cost to the Town will be \$13,400.

DOT CFI grant funding that is not yet obligated:

- The remaining \$499,800 of grant funding awarded is designated as Phase II funding for Construction activities and will not be obligated until National Environmental Policy Act paperwork is submitted and the project is approved. The Federal Highway Administration will pay 80% of the cost for Phase II (construction) activities once the funding is obligated. Unused Phase I funding can be added to the Phase II funding. If design plans are completed for \$67,000, \$534,400 in grant funding will be available for Phase II activities. A Town match of \$133,600 will be required to access the full funding available. In total, \$668,000 will be available for the purchase and installation of EV charging stations, including grant administration costs. Winn-Marion Companies proposed a budget of \$594,500 for equipment and installation, which is within the budget.

Other potential funding sources:

- \$100,000 from Inflation Reduction Act Direct Pay rebate: This funding is only possible if EV charging stations are in service by June 30, 2026. Council should not assume the Town will receive any of this funding.
- SPET funding: The 2022 Energy Conservation Works (ECW) SPET request was approved by voters for “\$5,000,000 for community solar and/or other local renewable energy generation; alternative fuel transportation projects; energy audits; planning, design and construction of energy conservation and emission reduction projects”. The Town of Jackson is the sponsor of the project. The Town could request funding from ECW to cover the Town’s match and could reimburse ECW if a Direct Pay rebate is received. The ECW board is developing guidelines for the use of these SPET funds beginning this month. While EV charging stations are an allowable use of the funds, due to the Teton County Treasurer’s disbursement schedule and the ECW boards commitment to using the first round of funding for their community solar project, the earliest funding will be available is January of 2027. To use this funding source, the Town would need to pay in full and receive reimbursement later.
- User Fees: Staff estimates user fees will generate \$50,000-\$75,000 in revenue in year 1 and increase annually. The low end of the estimate assumes a decrease in use relative to current use of public EV charging stations due to residents and commuters charging at home more after a fee is initiated. It is likely that user fees will not support the full cost of operating the stations in the first year. However, revenue from user fees is anticipated to grow over time. Also, because EV charging stations have been shown to increase revenue at businesses located near them, the Town is likely to benefit from slightly higher sales tax revenue. Thus, a small upfront cost may pay for itself over the life of the equipment. Staff recommends keeping fees competitive and affordable to encourage use of the public stations.

Key Question 1: Does Council support entering into an agreement with Winn-Marion for design plans, EV charging stations, installation, and management?

Staff Recommendation: Staff recommends the Council direct staff to prepare a contract with Winn-Marion Companies. The project as proposed is under budget with additional opportunities for outside funding to replace currently committed Town funds.

Key Question 2: Does Council want staff to seek 2022 Energy Conservation SPET funds to pay for the Town’s match?

Staff Recommendation: Staff recommends the Council direct staff to apply for \$147,000 in funding from the 2022 Energy Conservation SPET to replace the Town’s match, to be partially refunded if IRA Direct Pay rebates are received. If SPET funding is not approved, the Town’s match is currently approved in the FY26 budget for an amount not to exceed \$147,000.

Alternatives

1. The Council could direct staff to return with a contract for design plans only.
2. The Council could direct staff to return with a contract with a different vendor.
3. The Council could direct staff to cease work on this project.

Comprehensive Plan & Priority Alignment.

Net Zero Resolution

Principle 2.3 – Reduce greenhouse gas emissions through transportation

Transportation accounts for approximately 80% of the total carbon emissions in the community and should be a focus of the community's efforts to reduce energy consumption. Reducing fuels consumed for transportation and using renewable fuels has the greatest potential to reduce the community's overall carbon emissions and consumption of non-renewable resources.

Principle 7.2 - Reduce greenhouse gases from vehicles to below 2012 levels

One of the biggest threats to the health of the ecosystem is climate change. The most significant local contributor to greenhouse gas emissions is surface transportation – the cars, trucks, and buses we use to travel into, within, and out of the community. As stewards of the ecosystem, we will manage our transportation to reduce emissions. Cleaner vehicles, fewer trips, and trips that move more people will be prioritized over strategies focused on reducing congestion.

Town of Jackson Sustainability Plan Goals

- Reduce GHG emissions associated with surface transportation and motors
- Reduce noise pollution
- Reduce energy consumption during peak periods

Town of Jackson Sustainability Plan Targets

- Reduce community-wide GHG emissions attributed to surface transportation 30% by 2030

Town of Jackson Sustainability Plan Strategies:

- Plan for an electric future
- Incentivize electric vehicle charging during off-peak hours

Fiscal Impact.

The overall cost for design plans, equipment, and installation will cost an estimated \$661,500. The Department of Transportation Charging and Fueling Infrastructure grant will reimburse 80% of the costs up to \$588,00. The Town's 20% match totals \$147,000. Any costs above and beyond the total predicted price of \$735,000 for the project must be paid by the Town. Alternative funding sources are identified in the analysis section.

The new EV charging stations are estimated to cost the Town \$15,000 - \$45,000 a year for electricity and Wyoming State Fuel taxes with low to moderate use. The management plan proposed by Winn-Marion Companies for new and existing charging stations will cost the Town approximately \$30,142.08 per year, and the Chargepoint Assure Plan for parts and labor will cost \$18,640 per year. Staff estimates user fees will generate \$50,000 to \$75,000 annually in the first year, increasing in future years, and will eventually cover all of the costs of electricity, taxes, software plans, management, warranties and maintenance for new and existing EV charging stations. Existing EV charging stations currently cost the Town an estimated \$39,000 annually.

Staff Impact.

Managing a contract for design and installation of EV Charging Stations is estimated to take approximately 60 hours of staff time from Ecosystem Stewardship, and 40 hours of staff time from the Engineering, Public Works, and Planning Departments. Once installation is complete, using a 3rd party vendor to manage our EV charging stations will save the

Facilities department staff an estimated 10 hours per month, or 600 hours over the course of a 5-year contract. Support with reporting documents will save the Ecosystem Stewardship Administrator an estimated 36 hours annually.

Attachments or Links.

N/A

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

1. I move to direct staff to prepare a contract with Winn-Marion Companies for design plans, equipment, installation, and management of Electric Vehicle Charging Infrastructure, with a Town local match not to exceed \$147,000.
2. I move to direct staff to request \$147,000 from Energy Conservation Works' 2022 Energy Conservation SPET fund to go towards Phase 2 expenses and the first year of management, to be reimbursed to the SPET fund if Inflation Reduction Act Direct Pay funds are received.

STAFF REPORT



Meeting Date:	November 17, 2025	Meeting Title:	Regular
Submitting Department:	Administration	Presenter:	Tyler Sinclair
Agenda Item:	Jackson Hole Community Housing Trust (Housing Trust) – Nelson Drive Rental Housing Opportunity	Public Comment:	Yes

Purpose & Policy Considerations.

For Town Council to consider allocating \$4,050,000 from the 2022 Special Purpose Excise Tax (SPET) ballot initiative to the Jackson Hole Community Housing Trust to secure the right to lease/rent six units for 30 years at the proposed Nelson Drive project.

Requested Action.

For Town Council to consider allocating \$4,050,000 from the 2022 Special Purpose Excise Tax (SPET) ballot initiative to the Jackson Hole Community Housing Trust to secure the right to lease/rent six units for 30 years at the proposed Nelson Drive project.

Recommendations.

Staff provide no specific recommendation on whether to provide funding for this project; however, if the Council is inclined to fund this project, staff recommend only doing so as follows:

1. Require that upon expiration of the 30-year term, the Options to Lease/Rent are extended for the Town at the Town's sole discretion in one of the following ways:
 - If the federal government extends the Special Use Permit, the Town's rights are automatically extended for the entire term of the new Special Use Permit; and
 - If the federal government does not extend the Special Use Permit, the Trust provides the Town of Jackson an equal number of rights of first refusal for ownership units in their existing housing stock.

Background.

The Town received \$10m in Specific Purpose Excise Tax funding for the purpose of purchasing housing for the employees of the Town. The specific ballot language is as follows:

"\$10,000,000 for the purchase of land and planning, designing, engineering, and constructing Town of Jackson employee rental housing. This project is sponsored by the Town of Jackson."

To date the Town has received \$545,000 of the \$10m. The balance of the funding will be received over the next few years as the tax is collected. The total 2022 6th cent of SPET is estimated to be collected by 2031.

The Nelson Drive development is a partnership between the Bridger-Teton National Forest (BTNF) and the Community Housing Trust authorized through a 30-year Special Use Permit that allows the development of affordable housing on United States Forest Service, Federal land. The project would be located on a 7.5-acre site adjacent to Town (currently requesting annexation). The Housing Trust is planning to develop 36 affordable rental homes, a mixture of one- and two-bedroom units in fourteen buildings. Approximately thirteen of the units will be dedicated to Forest Service employees and the remainder will be available to partnering agencies and/or qualified community members at large.

The Housing Trust is requesting the Town purchase six Options to Lease affordable rental units at Nelson Drive. The cost to the Town will be equal to the actual cost of the subsidy for vertical construction estimated at this time to be \$675,000 per unit.

Please see the attached applicant's request for further information on the proposal.

Analysis & Key Policy Questions.

In analyzing this request staff have identified the follow points for Council consideration.

- Long-Term Investment and Affordability
Staff find that the Town's long-term investment in the project and associated options to lease should be secured for longer than the currently proposed/allowed 30 years. Long-term affordability and investment for projects of this type are typically in perpetuity (out-right purchase) or for 99 years (ground leases). Staff have provided an alternative below to potentially address this issue.
- Partnership with the Housing Trust
Staff find that partnering with the Housing Trust has been a successful way for the Town to provide employee housing to Town staff. The Town and the Housing Trust have a long history of partnering to provide Rights of First Purchase to Town employees in Housing Trust developments. Partnering with the Housing Trust has allowed the Town to not be responsible for construction of the development, allows employees to purchase/rent homes not tied to their employment, and relies on the Housing Trust to manage all aspects of the development and homeowner/renter relationship.
- United States Forest Service Partnership
A benefit of the proposed partnership is the availability of federal land to provide affordable housing and shared investment through the project's partners, philanthropy and federal loans/grants to support housing for federal and town employees in the community.
- Product Type and Comparable Costs to other Projects
The proposed duplex and triplex building types, and location adjacent to the Nelson Drive trailhead on the edge of Town would be desirable to address long term retention of town employees. The Town strives to provide a range of price points, bedroom count and building types throughout its housing portfolio. Staff see the proposed development as providing desirable long-term rental units for employees that the Town would like to retain long-term. The cost associated with this type of development is often higher than in other developments that utilize higher density, reduced land costs and other factors to bring down the cost per unit. Council should consider the proposed offer to secure options to lease with other recent affordable housing projects. Please see the applicant's information for comparables to other housing options.
- Timing of the Request with 90 Virginian Lane
Staff appreciate the opportunity to discuss this project at the same time as the 90 Virginian Lane project is being considered. Staff recommend that Council may want to wait to make final decisions on this proposal until all information on the 90 Virginian Lane project is available over the next few months. The available Town SPET funding for Town employee housing being requested here could also be utilized for the 90 Virginian Lane development or other projects.
- Timing of Providing the Funding or Funding Schedule or Timeline
As described above, the Town has only received \$545,000 of the \$10m in SPET funding to provide Town employee housing. Should Council want to move forward with this request, the timing of when the Town would provide funding would need to be discussed further.
- Timing of Request with the Town Employee Housing Strategy
Staff has begun working with Navigate LLC on the development of an overall Town Employee Housing Strategy recently approved by Council. Ideally this work would be completed before making decisions on future housing

developments. That being said, staff does not recommend waiting for this work to be done before making decision on this or other housing requests. This request is specific to the use of the restricted 2022 SPET funding, and staff find that considering all housing opportunities as they become available is appropriate.

- Rental rates

Staff notes that the proposal states that rental rates are expected to be roughly 40%-55% below market. Should Council choose to move forward, staff recommends first establishing how these rates would be calculated and guaranteed over the life of the project in order to ensure long term affordability for Town employees.

Key Policy Question: *How would Council like to proceed with the request?*

Possible Alternatives.

Staff have identified the following alternatives for Council consideration:

- Require that upon expiration of the 30-year term, the Options to Lease/Rent are extended for the Town at the Town's sole discretion in one of the following ways:
 - a. If the federal government extends the Special Use Permit, the Town's rights are automatically extended for the entire term of the new Special Use Permit; and
 - b. If the federal government does not extend the Special Use Permit, the Trust provides the Town of Jackson an equal number of rights of first refusal for ownership units in their existing housing stock.
- Continue the item to a future date to allow additional information on the 90 Virginian Lane project to become available and/or to receive additional information from the Housing Trust on the project.
- Deny the proposal
- Other

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.

Please see the background section above.

Staff Impact.

The staff impact on this item to date is approximately 4 hours.

Attachments or Links.

Jackson Hole Community Housing Trust Proposal

Suggested Motion.

I move to direct staff to draft an agreement allocating \$4,050,000 from the 2022 Special Purpose Excise Tax (SPET) ballot initiative to the Jackson Hole Community Housing Trust to secure the right to lease/rent six units for 30 years at the proposed Nelson Drive project subject to the following conditions:

- Require that upon expiration of the 30-year term, the Options to Lease/Rent are extended for the Town at the Town's sole discretion in one of the following ways:
 - a. If the federal government extends the Special Use Permit, the Town's rights are automatically extended for the entire term of the new Special Use Permit; and
 - b. If the federal government does not extend the Special Use Permit, the Trust provides the Town of Jackson an equal number of rights of first refusal for ownership units in their existing housing stock



July 23, 2025

Jackson Town Council and Board of Teton County Commissioners,

Jackson would be a very different place without 3.4 million acres of Forest surrounding Teton County, Wyoming. Every single resident of and visitor to Teton County benefits from the scenic open space and recreational opportunities that accrue because of this incredible resource. But resources don't manage themselves. Trained, professional employees deliver essential services daily, including but not limited to ensuring access to rivers and trails, equipping rangers to provide for the safety of hikers, bikers and boaters, and wildland firefighting anytime a natural or human caused fire breaks out on the forest.

While it will come as no surprise that the federal wage scale has not kept pace with the cost of housing in Teton County, it is crucial that we consider the consequences if we fail to provide housing opportunities for essential Forest Service employees.

With this letter, the Community Housing Trust would like to update you about an exciting opportunity to support the BTNF **and** secure quality affordable housing for your essential employees.

Background:

In 2008 and 2009, the Bridger Teton facilitated a collaborative public process that analyzed and disclosed the effects of developing employee housing at the BT's administrative property on Nelson Drive; this effort culminated in an October 2009 Environmental Assessment (EA). In 2012, a more targeted and supplemental EA was prepared to consider a Master Site Plan for the property and the Forest Supervisor issued a Finding of No Significant Impact (FONSI).

While approval of the Master Site Plan was the first essential step in the process, the Bridger Teton would need capital to subsidize the vertical construction, and they would need to partner with an organization that had the expertise required to develop, finance and manage affordable housing. This challenge kicked off a decade-long discovery period where the Jackson Hole Community Housing Trust worked with the Forest Service to create a new model for public/private partnership that upon completion, can serve as a model for Forests across the country. This innovative public/private partnership is made possible by a 30-year Special Use Permit authorizing development of affordable housing on National Forest lands—the first such permit in the nation. Like Special Use Permits issued to Snow King or the Jackson Hole Mountain Resort, the BTNF will maintain ownership of the land.

The Project:

On a 7.5 acre administrative site adjacent to Town, the Community Housing Trust and Bridger Teton National Forest plan to expand upon the employee housing that exists at Nelson Drive and develop 36 Affordable rental units in 14 buildings—a mix of one and two-bedroom units. In consideration for the

Special Use Permit, one-third of the homes will be dedicated to Forest Service employees. The remaining units will be available for qualified community members at large.

Project Financials:

To accelerate development of this desperately needed project in a cost environment that is consistently escalating, the Community Housing Trust would like the Town and County to each purchase six *Options to Lease* an affordable rental unit at Nelson Drive. The cost to the Town and County will be equal to the actual cost of the subsidy for vertical construction. There is NO cost for the land, there is a \$64,000 infrastructure CREDIT per unit made possible by the Department of Agriculture, and an estimated \$100,000 CREDIT per unit that will be made possible by a commercial loan secured and serviced by the Community Housing Trust. At this point in the pre-construction cost estimating process, we anticipate a **maximum** cost per Option of \$675,000. As construction documents and cost estimates are further refined, savings will be passed along to the Town and County; cost overruns will be absorbed by the Community Housing Trust.

About the Option to Lease:

An Option to Lease is a new partnership tool created by the Community Housing Trust that builds on lessons learned selling and managing Rights of First Purchase and Master Leases, and it incorporates our most recent experience at Hansen Corner facilitating sales to 12 different Human Service Council organizations.

Instead of selling Master Leases that are restricted to specific units, an Option to Lease can be exercised on any unit in the development. CHT will sell 23 Options for 23 units and each Option will have a 30-year term, a first right to renew and can be sold/assigned at any time. If at any point, the Option holder doesn't have an employee to rent a unit, the unit will be leased to a qualifying employee for 12 months. The next time an Option becomes available, the aforementioned employer will have the first opportunity to lease the next available unit. This allows the Option holder to take advantage of any lease turnover and gives employees access to the full range of unit types.

For employers, the Option to Lease is more flexible and allows employers to meet the housing needs of employees that will inevitably change over time. To ensure that employers have regular access to housing opportunities, the Housing Trust intends to sell Options to just four employers. This will allow the Housing Trust to present each employer with affordable housing opportunities more often. Informed by our turnover rate at Redmond Street Rentals, we estimate homes will be available on a rolling basis, 4-6 times per year.

Employer Benefits:

Much like the benefits of our Right of First Purchase program, employers have the ability to recruit and retain experienced, qualified employees through the provision of well-designed, well-built, truly Affordable homes (rental rates are expected to be roughly 40%-55% below market). Employers are able to provide employees with access to housing without the cost of land acquisition and administration. The purchase of Options allows employers to minimize financial risk and exposure (from vacancy and ongoing management expenses associated with operations, maintenance and leasing etc.), eliminate carrying costs (property taxes, snow removal, insurance), and avoid ongoing capital expenditures associated with property



ownership (roof replacement, physical repairs, appliance failures). The Option to Lease allows employers to provide housing opportunities for their employees without any of the challenges inherent in managing employee housing.

For employees, renting housing from a non-profit affordable housing developer (vs. from their employer) provides employees with tax-free affordable housing (whereas rental assistance and housing stipends are taxable benefits; as the cost of free market rental housing continues to increase, so too does the tax impact to employees).

Project Schedule:

To take advantage of this incredible opportunity to address the housing needs of employees of the Town of Jackson and Teton County, and to help anchor an organization that is essential to the health and wellbeing of our community, the Community Housing Trust will leverage land contributed at no cost and \$2.3M from the Department of Agriculture, with a commercial loan and \$11.5M of private philanthropy. To ensure trailhead improvements can begin this fall, which will enable an efficient construction start spring 2026, **we ask that you consider supporting this important project by mid-August.** In the interim, Chad and I are free to discuss any questions you may have.

In the last ten years, the housing need facing the Forest has increased exponentially and the expansion of Forest Service housing at the Nelson Drive Administrative site is currently the only opportunity for the Forest to address a portion of their housing need. In the absence of additional housing opportunities in Jackson, the BTNF will need to shift operations to outlying communities **to the tremendous detriment of our community.**

Nelson Drive represents a groundbreaking public/private partnership that can help address the housing crisis in Teton County, and, upon completion, it can be used as a model for Forests across Wyoming and the nation that are also desperate to provide housing for their employees.

We appreciate your time sensitive consideration of this opportunity.

Gratefully,

Anne Cresswell

To:

Mayor Jorgensen and Members of the Jackson Town Council
Town of Jackson, Wyoming

Re: Gratitude and Support for SPET Consideration – Nelson Drive Affordable Housing

Dear Mayor and Council Members,

On behalf of the Jackson Hole Community Housing Trust, thank you for your thoughtful consideration of our request to allocate \$4,050,000 from the 2022 SPET election to support construction of TOJ employee rental housing on Nelson Drive. In consideration of your support, CHT will lease six units to Town employees for 30 years. Your leadership and willingness to explore this investment demonstrates a deep commitment to ensuring that the people who make Jackson function can continue to live and thrive in the community they serve.

As you know, the Nelson Drive development represents a first-of-its-kind partnership between the Bridger-Teton National Forest (BTNF) and the Community Housing Trust authorized through a historic 30-year Special Use Permit that allows the development of affordable housing on federal land—a unique approach that doesn’t require the sale of public land. On a 3.15-acre site adjacent to Town, the Housing Trust will develop 36 high-quality, affordable rental homes, 13 of which will be dedicated to Forest Service employees that **we entrust to manage 3.4 million acres surrounding Jackson Hole**. When not on “wildfire assignment” (16 hour days, 16 days at a time), forest employees maintain access to over 2,500 trails, they safeguard the headwaters of the Snake and Green rivers, they forecast avalanche activity, protect wildlife and welcome millions of visitors annually.

The need for this project is both immediate and profound. Local housing costs have far outpaced wages, leaving essential workers—including Town employees—without viable housing options. The Nelson Drive project provides a cost-effective and sustainable solution: using public land at no cost, leveraging federal investment, and aligning philanthropic and local support to maximize community benefit.

Town participation in this project will ensure that Town employees—who maintain our infrastructure, manage our public services, and keep this community safe—have access to stable, affordable homes close to where they work. The benefits are far-reaching: reduced commuting, lower carbon emissions, improved employee retention, and a stronger, more resilient community.

We are deeply grateful for your partnership and consideration of this opportunity. Together, we can make Nelson Drive a national example of innovation and collaboration—one that ensures those who serve Jackson can continue to call it home.

With appreciation,

Anne Cresswell

Executive Director, Jackson Hole Community Housing Trust

Background:

In 2008 and 2009, the Bridger Teton facilitated a collaborative public process that analyzed and disclosed the effects of developing employee housing at the BTNF's administrative property on Nelson Drive; this effort culminated in an October 2009 Environmental Assessment (EA). In 2012, a more targeted and supplemental EA was prepared to consider a Master Site Plan for the property and the Forest Supervisor issued a Finding of No Significant Impact (FONSI).

While approval of the Master Site Plan was the first essential step in the process, the Bridger Teton would need capital to subsidize the vertical construction, and they would need to partner with an organization that had the expertise required to develop, finance and manage affordable housing. This challenge kicked off a decade-long discovery period where the Jackson Hole Community Housing Trust worked with the Forest Service to create a new model for public/private partnership that upon completion, can serve as a model for Forests across the country. This innovative public/private partnership is made possible by a 30-year Special Use Permit authorizing development of affordable housing on National Forest lands—the first such permit in the nation. Like Special Use Permits issued to Snow King or the Jackson Hole Mountain Resort, the BTNF will maintain ownership of the land.

Project Details:

On a 3.15 acre administrative site adjacent to Town, the Community Housing Trust and Bridger Teton National Forest plan to expand upon the employee housing that exists at Nelson Drive and develop 36 Affordable rental units. In consideration for the Special Use Permit, 13 homes will be dedicated to Forest Service employees. The remaining units will be available to qualified community members at large.

With encouragement from Town staff, we have submitted a petition for annexation to the Town Clerk.

The project consists of 14 buildings (8 triplex buildings and 6 duplex buildings) – totaling 36 affordable rental units. We anticipate this development housing 70 people with an estimated parking need of 60 spaces.

Unit Type	Total Units	Square Footage	Parking/Storage
Two-Bedroom	12	1,416 sf	Garage +1 Surface
One BR Type A	16	692 sf	Garage + 1 Surface
One BR Type B	8	581 sf	580 sf Storage Unit + 2 Surface
TOTAL	36	50,196	77 Parking Spaces*

*In addition to providing two dedicated parking spaces per unit there are also 5 guest parking spaces.

Project Proforma (November 2025):

SOURCES	
Land	\$14,200,000
BTNF Grant	\$ 2,300,000
Term Loan (10 years, 3%)	\$ 6,400,000
Philanthropy	\$ 12,800,000
Employer MOU's	\$ 11,600,000
TOTAL SOURCES	\$47,300,000
USES	
Land	\$14,200,000
Hard Cost	\$30,443,392
Soft Cost	\$2,656,608
TOTAL PROJECT COST	\$47,300,000
AVERAGE COST PER UNIT	\$1,313,889

How is the price of a 30-year lease determined? The cost is equal to the actual cost of the construction subsidy remaining after CHT has passed along a credit for a grant received from the Department of Agriculture (\$64,000/unit) and a credit for debt service made possible by a commercial loan secured and serviced by the Community Housing Trust (\$178,000/unit).

AVERAGE COST PER UNIT		AVERAGE COST/FOOT
Hard Cost	\$845,649	\$606/foot
<i>Vertical</i>	<i>\$765,649</i>	<i>\$ 548/foot</i>
<i>Horizontal (infrastructure)</i>	<i>\$80,000</i>	<i>\$ 58/foot</i>
Soft	\$73,800	\$53/foot
Land	\$394,444	
TOTAL COST PER UNIT	\$1,313,889	
DOA Grant Credit	(\$63,899)	
Debt Financing Credit	\$(177,778)	
30 Year Lease Price/Unit	\$675,000	

Upon project completion, CHT will present Town employees with up to six opportunities to rent a home at Nelson Drive. This process allows the Town to meet the unique housing needs of employees that will inevitably change over time.

If Town employees don't take advantage of all six opportunities at the initial offering, the next available unit will be offered to a town employee.

Annual reporting to the Town of Jackson will document when housing opportunities have been formally offered to employees, and when employees have taken advantage (or not) of the opportunity.

At the end of the 30-year term of the MOU, CHT will present the Town with an exclusive opportunity to extend the MOU. At the time of the extension, a fee may be required if affordable rental revenue

is unable to keep pace with inflationary costs required to operate and maintain the homes at Nelson Drive. The intent of the fee is to close any funding gaps that develop over time either through operating deficits (where market expenses exceeded conservative projections for asset management e.g. insurance, property management, trash and snow removal, landscaping etc.) or asset maintenance (e.g. exterior and interior maintenance including but not limited to siding, roofing, roads, water, sewer, appliances, painting, flooring etc.).

Employee Benefits:

This partnership opportunity allows employees of the Town to have access to well-designed, well-built, truly Affordable homes (rental rates are expected to be roughly 40%-55% below market).

For employees, renting housing from a non-profit affordable housing developer (vs. from their employer) provides employees with tax-free affordable housing (whereas rental assistance and housing stipends are taxable benefits; as the cost of free market rental housing continues to increase, so too does the tax impact to employees).

Town of Jackson Benefits:

This innovative partnership allows the Town to provide housing opportunities for their employees without any of the challenges inherent in managing employee housing. Moreover, it allows the Town to secure access to brand new housing for employees without the cost of land acquisition and administration **at 51% of the actual cost of construction**. Critically, it allows the Town to minimize financial risk and exposure (from vacancy and ongoing management expenses associated with operations, maintenance and leasing etc.), eliminate carrying costs (property taxes, snow removal, insurance), and avoid ongoing capital expenditures associated with property ownership (roof replacement, physical repairs, appliance failures).

How does this opportunity compare to the Market? The least expensive condo available on the market today is a 30-year-old condo on Virginian Lane.

Virginian Lane 1 Bed/1 Bath; 646 sq ft	\$630,000
Annual HOA Dues	\$ 2,700
Teton County Property Taxes	\$ 3,000
Estimated Cap Ex/Maintenance	\$8,500*
Estimated Annual Insurance	\$1,500
Annual Carrying Costs:	\$15,700
Cost Savings of a CHT unit over 30 years	\$471,000

*Based on annual contributions to reserve accounts at Redmond Street Rentals.

In addition to this condo currently listed for sale, there are four other condos/townhomes for sale for less than \$1m (average price: \$837,250; average age: 40 years).

Project Schedule:

At Nelson Drive, we have an opportunity to secure 3.15 acres of land at no cost and we have an opportunity to anchor Bridger Teton operations in Teton County. We have an opportunity to make sure Forest employees in our community know that their commitment to our community is deeply appreciated and their sacrifice is genuinely valued. In the absence of additional housing opportunities in Jackson, the BTNF will need to shift operations to outlying communities **to the tremendous detriment of our community.**

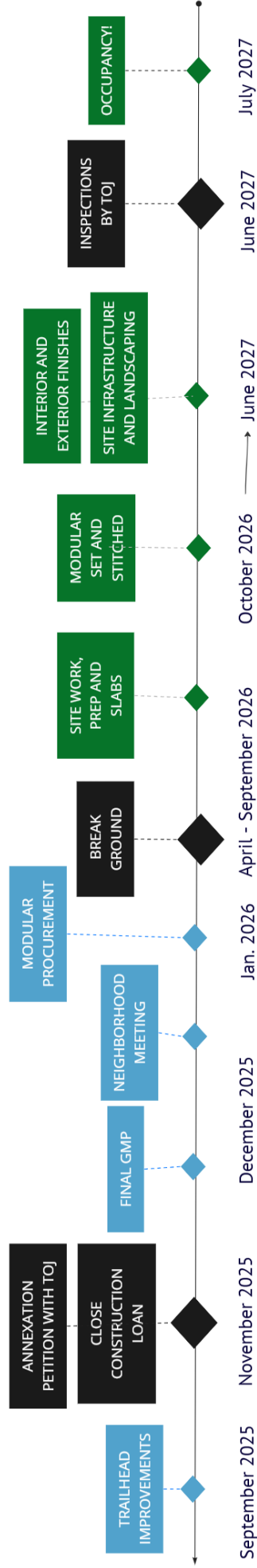
This opportunity for our community is now. In order for CHT to take advantage of efficiencies inherent in modular construction, we must begin procurement on January 1st. This requires that we close our construction loan at the end of the year. To close our loan, we need to know the Town is a partner in this project. We've aligned every possible advantage: the land is contributed at no cost, the DOA has pledged \$2.3m toward this pilot project, we have doubled the total amount we could otherwise borrow in the commercial marketplace **and** this will all be leveraged with \$13M from generous private donors.

Nelson Drive is more than a housing project. It is a national model proving that with creativity, partnership and commitment we can ensure the people who make Jackson Hole special can continue to call it home.

Thank you for your consideration of this important request.

Development schedule attached.

NELSON DRIVE MILESTONE SCHEDULE



JACKSON HOLE
COMMUNITY HOUSING TRUST
making room.

**Nelson Drive Affordable Housing
Capital Campaign**

**A groundbreaking partnership with the Bridger-Teton
National Forest addressing a critical community need.**

In Jackson Hole, we often say our greatest resource is our public lands. But where would these lands be without people to take care of them? Our community thrives because of people: the rangers who protect our trails, the firefighters who answer the call, the nurses who keep us healthy, the teachers who guide our children, and the service workers who make Teton County feel like home.

But in Teton County, people are priced out of housing; essential people who protect and serve our community. At Nelson Drive, we have an unprecedented opportunity to provide desperately needed housing for our workforce AND ensure the human resources exist to protect the 3.4 million-acre forest surrounding Jackson Hole.

To accomplish this, the Jackson Hole Community Housing Trust (CHT) has been awarded the first 30-year Special Use Permit in the nation to develop affordable housing on U.S. Forest Service land – a unique approach that doesn't require the sale of public land. This groundbreaking partnership brings together federal stewardship, local expertise, and community generosity to address one of the most urgent needs facing Teton County.

On 3.5 acres adjacent to town, we will build 36 affordable rental homes in thoughtfully designed duplex and triplex buildings. One-third will be dedicated to Forest Service employees, ensuring that the people who protect our lands can live in the community they serve. The remaining homes will serve qualified households who keep our community strong.

We've aligned every possible advantage. The land, valued at \$250,000 per unit, is contributed at no cost. The Department of Agriculture has pledged \$2.3 million toward infrastructure. A commercial loan secured by the Housing Trust will minimize the subsidy required to build the homes. Modular construction will save time and money while delivering quality homes built to last.

Still, the most important piece of the puzzle is philanthropy: \$11.5 million is required to bring Nelson Drive to life. Your gift won't just build walls; it will create a place where public servants can put down roots, families can flourish, and our community can remain strong for generations.

This is more than a housing project. It is a national model, proof that partnership and creativity can tackle challenges facing communities across America.

With your help, construction can begin in spring 2026.

This is our chance to honor what we value most, investing not just in housing, but in the people who make this valley whole.

Anne Cresswell, Executive Director



"Our rangers, fire staff, and resource professionals are deeply committed to managing the Bridger-Teton, but the rising cost of housing has made it harder for them to stay rooted in the community they serve. This project offers a real solution for the forest and the community."

*— Chad Hudson, Forest Supervisor
Bridger-Teton National Forest*

THE PROJECT

- Location: 3.5-acre USFS administrative site on Nelson Drive.
- Scope: 36 rental units (1- and 2-bedrooms across 14 buildings).
- Access:
 - 1/3 reserved for BTNF employees.
 - Remaining units available to CHT qualified applicants.
- Public-private partnership using a first-of-its-kind 30-year Special Use Permit from the U.S. Forest Service.

KEY FINANCIAL BENEFITS

- 3.5 acres conveyed at no cost.
- \$2.3M from USDA.
- A commercial loan (\$3M-\$7M) will leverage net rental revenue and minimize the subsidy required to build the homes.
- Rents will be affordable for qualified households: 40-55% below market.
- For residents, the benefit is tax-free (unlike stipends or rental assistance).

TIMELINE

Fall 2025:

Trailhead relocation begins

Spring 2026:

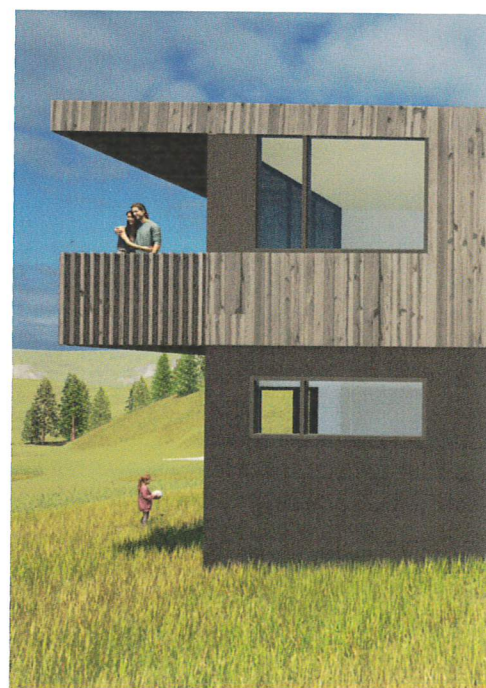
Construction start

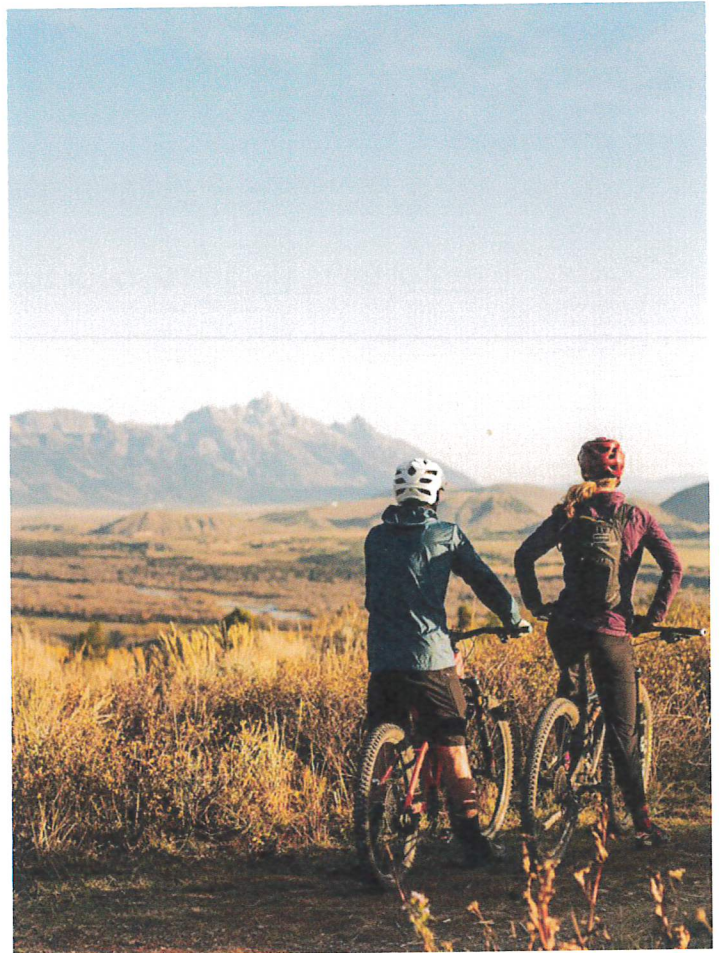
Fall 2027:

Units available for occupancy

PROJECT HIGHLIGHTS

- Nelson Drive will house 70 people including 13 BTNF employees and their families.
- Generous storage for mountain town living.
- Quality design and durable construction that will retain a professional workforce.



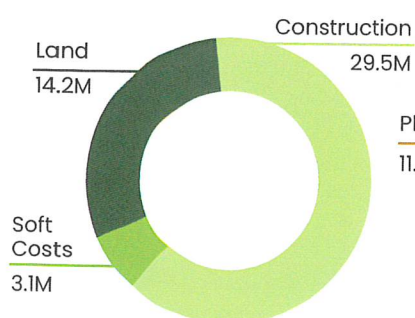




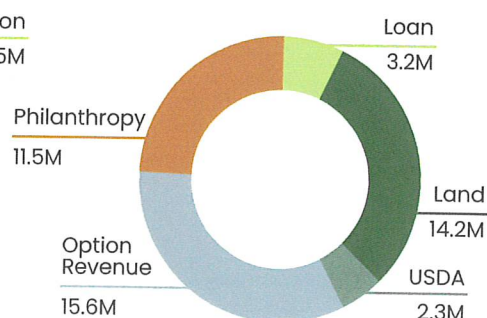
NELSON DRIVE PROJECT PROFORMA

Diverse project sources for Nelson Drive consist of a grant from the USDA, land permitted at no cost, philanthropy, a commercial loan supported by net rental revenue and Rental Options sold to community partners.

Project Costs



Project Funding



ABOUT A NELSON DRIVE RENTAL OPTION

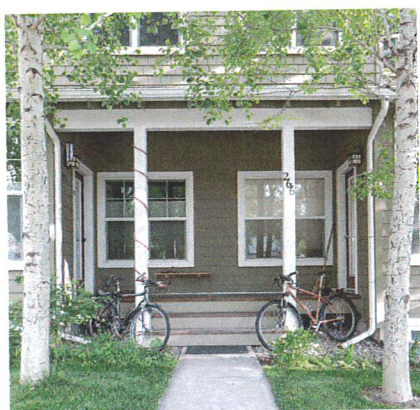
- A 30-year leasehold tool (with right to renew) allowing flexible use of any unit type.
- Employers gain access to rental units throughout the year (4–5 offerings annually).
- Proven model informed by CHT management experience.
- For employers, an option eliminates carrying costs and capital expenditures.
- CHT is responsible for operations and maintenance.
- Supports recruitment, retention, and staff wellbeing.

Building Community Together

30+
YEARS

10+
PROJECTS

700+
PEOPLE HOUSED



Arbor Place & Twelve Pines



Daisy Bush



Redmond Street Rentals



Schwabacher Meadows



Glory View



Flat Iron Townhomes



174 N King Street



Mountain View Meadows



Hansen Corner

Nelson Drive: A Groundbreaking Partnership Addressing a Critical Community Need

The housing crisis is not just about affordability; it is about the survival of the workforce that makes this special place function. The Nelson Drive partnership between the Bridger-Teton National Forest (BTNF) and the Jackson Hole Community Housing Trust (CHT) is a first-of-its-kind solution, setting a national precedent for how public and private sectors can come together to address an urgent need.

At its core, the project is built on a groundbreaking agreement: the first 30-year Special Use Permit in the United States allowing development of affordable rental housing on Forest Service land. This incredible partnership allows the Jackson community to secure 3.5 acres of land at no cost to address a pervasive and persistent problem. It also enables the BTNF to leverage decades of CHT expertise designing, financing, building, and managing affordable housing. By combining these resources, Nelson Drive delivers more housing for less money for the people who need it most.

One third of the homes will be dedicated to Forest Service employees, whose work is essential to the health and safety of our public lands. These people maintain access to over 2,500 trails, they safeguard the headwaters of the Snake and Green rivers, they fight wildfires, forecast avalanche activity, protect wildlife, and welcome millions of visitors annually. Nelson Drive is an opportunity to proactively provide stable, affordable housing for essential Forest employees. Without local housing, it will be impossible to recruit and retain qualified employees and position-by-position, BTNF operations will shift to outlying communities where housing is more affordable.



But Nelson Drive is not just about the Forest; it is a community-wide solution. Twenty-three homes at Nelson Drive will be available to community members at large: teachers, nurses, first responders and service workers who keep Jackson Hole running. They coach our kids, volunteer at community events, respond to emergencies, and keep local businesses open. Housing them near where they work, volunteer, and play strengthens our community fabric, reduces long commutes, and keeps local traditions alive.

Nelson Drive proves that with creativity, partnership, and commitment, we can solve even the most entrenched challenges and ensure the people who make Jackson Hole special can continue to call it home.



MAKING ROOM FOR THOSE WE RELY ON

The Community Housing Trust is building homes for people in our community who make valuable contributions, but cannot afford to live here. This is an issue that impacts everything we care about. Our goal is simple – to develop quality homes so the people who contribute to our quality of life have stable housing that allows them to stay.

STAFF REPORT



Meeting Date:	December 15, 2025	Meeting Title:	Town Council Regular Meeting
Submitting Department:	External Affairs	Presenter:	Susan Scarlata
Agenda Item:	Legislative Approach	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is to update Town Council about the upcoming Legislative Session, Wyoming Association of Municipalities' (WAM's) process for requesting potential bills Interim Topics, preliminary planning for WAMs' Winter Conference in Cheyenne, Wyoming, and Council's travel, training, and meetings budget.

Requested Action.

Please discuss and ask questions about the upcoming Legislative Session, WAM's related processes for potential Interim Topics, intention to attend WAM's Winter Convention February 11-13, and potential for a budget amendment.

Recommendations.

Staff recommends Council discuss, ask questions, share potential Interim Topics, if any, plans to attend WAM's Winter Convention, if known, and move to amend Council's travel and training line item in the budget.

Background.

Town Council has approved an ongoing Legislative Policy Approach to do the following.

- Hire a Legislative Advisor;
- Help other municipalities with policies and initiatives whenever possible;
- Work on developing and advancing bills with committee support;
- Direct staff to participate on statewide coalitions related to Town priorities, when applicable;
- Monitor and respond to bills and other initiatives related to or directed at the Town of Jackson; and
- Continue working with and supporting WAM.

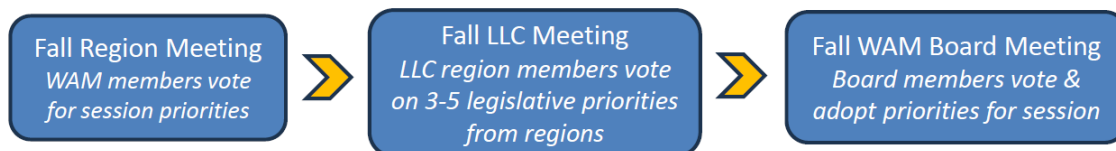
In recent years, our legislative delegation and Legislative Advisor, Andy Schwartz, have successfully defended the Town's interests and supported Senator Gierau to submit an Interim Topic on HOV lanes, which became a bill and was passed into law in the 2023 Legislative Session. Council renewed our Legislative Advisor's contract through June of 2026.

Wyoming Association of Municipalities (WAM)

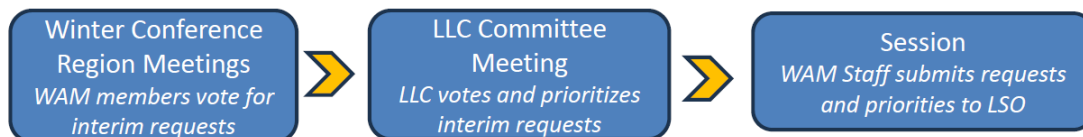
WAM, which is comprised of the 99 municipalities in Wyoming, hosts an annual Winter Conference in Cheyenne during the Legislative Session. This year's conference is February 11-13 in Cheyenne. WAM recently shifted its processes for municipalities to identify topics to focus on and prioritize with the legislature, which relies on WAM's Legislative Leadership Committee (LLC) and representatives from each of the six regions in the state (map of regions available WAM's website: www.wyomuni.org). Representatives share and ask WAM to forward topics discussed at regional meetings. Mayor Arne Jorgensen serves as the Town of Jackson's representative to Region 5 that includes western Wyoming from Jackson south to Evanston and the municipalities in between. The graphic below outlines WAMs' Process Timeline.

WAM Legislative Process Timeline

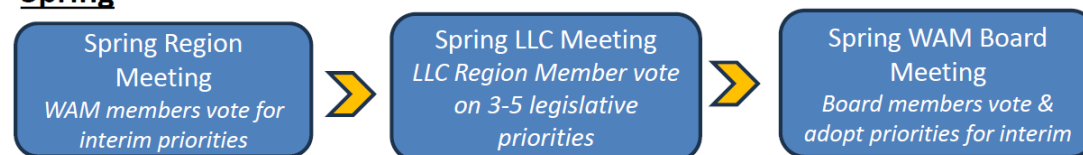
FALL



Winter



Spring



All priorities submitted will be considered and prioritized. LLC votes on WAM positions every Tuesday during session.

Requests for topics to be discussed by committees outside of the Legislative Session are referred to as ‘Interim Topics’ because they are considered during the interim, between sessions. Historically, items discussed as Interim Topics have had a greater chance of becoming bills supported by committees that move through the legislative process. This is the path that the bill to allow HOV lanes took. Proposals for Interim Topics must be submitted by legislators and will need to be brought forth at WAM’s Winter Conference, if Council has any to propose. Please discuss the following and share any consider if our Town’s representative should propose these in WAM’s regional meeting. Last summer, we proposed these three ‘Interim Priorities’ to WAM:

- Increasing allowable fees for retail liquor licenses
- Supporting the ability to maintain and add new options for local revenue generation
- Establishing statutory authority to utilize workforce housing exactions

In addition, staff has the following ideas for potential Interim Topics.

- Legislation to address ticket scalping at Jackson’s Rodeo.
- Allowing contractors to supply materials and government to still cover those materials exempt from taxes.

On December 17 from 7:30-8:30AM, WAM will host a Legislative Interim Recap call, which staff plans to attend. WAM’s staff will walk through which committee bills advanced, highlight individual bills now under consideration, and share some things to expect in the upcoming legislative session. It will also cover WAM’s grassroots efforts and how regional input shaped priorities for the 2026 Budget Session—ensuring that the voices of Wyoming’s municipalities are front and Center. Council is invited to attend and can contact staff for details about signing up, if needed.

Analysis & Key Questions.

Upcoming Legislative Session: This year's Legislative Session is a Budget Session, which means bills will need to have a 2/3rds majority to be introduced. Budget Sessions are 20 days long instead of General Sessions, which are 40 days. The Session starts Monday, February 9, so WAM's Conference is during its first week.

Council's Travel Budget: For FY26, Council budgeted \$15,000 for travel, training, and meetings. As of December 4, all but \$1,100 of that total has been utilized. Members of Council utilized funds for training and travel to the Legislative Session last winter; WAM's Summer Convention in Cheyenne; meetings in Washington D.C. with Wyoming's Senator, Representatives, and various agencies; Mountain Towns 2030 in Breckenridge; Mountain & Resort Town Planners Summit in Vancouver, and the National League of Cities in Salt Lake.

In prior years, it has not been uncommon for Council to need to amend this line item. Based on prior years, staff estimates that attendance at WAM's Winter Conference costs \$1,000 per Councilor, including lodging, meals, and event registration, plus fuel or airfare to get to Cheyenne. Other time and engagement at the Legislative Session generally costs between \$200 and \$250 per day plus registration for additional events (Governor's Hospitality & Tourism Convention is between \$200 and \$600). Attendance at WAM's Summer Convention, which is scheduled to be in Laramie in 2026, generally costs \$750 per Councilor for lodging, meals, and event registration plus fuel or airfare. This table breaks these numbers down.

TRAINING/TRAVEL TYPE	LODGING/MEALS/REG. per Attendee	PLUS
WAM Winter Conference	\$1,000	Fuel or Airfare
Legislative Session	Between \$200-\$250 per day	Fuel/Airfare/Registrations
WAM Summer Convention	\$750	Fuel or Airfare

Depending on how many Councilors plan to attend these events, staff estimates Council will need an additional \$15,000.

KEY QUESTIONS

Key Question #1: Does Council want to amend its travel/training/meeting budget to add additional funding?

Key Question #2: Which Councilors plan to attend WAM's Winter Conference in Cheyenne from February 11-13? Do any Councilors plan to be in Cheyenne during the Legislative Session beyond WAMs Conference?

Key Question #3: Do Councilors want to have their representative propose any of the ideas from last year or new items, all listed below again, as potential Interim Topics? Or, are there additional topics Council would like to discuss or include?

'Interim Priorities' proposed last year are:

- Increasing allowable fees for retail liquor licenses
- Supporting the ability to maintain and add new options for local revenue generation
- Establishing statutory authority to utilize workforce housing exactions

Additional potential Interim Topics:

- Legislation to address ticket scalping at Jackson's Rodeo.
- Allowing contractors to supply materials and government to still cover those materials exempt from taxes.

Possible Alternatives.

Council could choose not to engage with WAM or amend the budget.

Comprehensive Plan & Priority Alignment.

Engagement with the State Legislature can help our community achieve the Comprehensive Plan's aspirational goals. From workforce housing to multimodal transportation and development of a diverse and balanced economy, the Town of Jackson recognizes the need for state-level connection and support to achieve its long-term vision.

Fiscal Impact.

Travel and registration expenses for Councilors to attend additional conferences and trainings.

Staff Impact.

The Director of External Affairs has approximately 100 hours of time allotted to focus on Legislative Policy work with a third of those hours falling during the Legislative Session. The Town Manager allocates 50 hours to work on Legislative Policy. Preparing this staff report and related work took 1.5 hours.

Attachments or Links.

2026 Budget Session -Tentative Schedule

Suggested Motions.

Motion #1: I move to amend Town Council's travel, training, and meeting budget by \$_____.

Motion #2: I move to approve registration and related travel expenses for Councilors to attend WAM's Winter Convention from February 11 to 13, 2025 in Cheyenne and the Legislative Session overall.

Motion #3: I move to have our Town's representative propose the list of ideas in this staff report (and/or additional topics proposed in this meeting) as potential Interim Topics.



2026 BUDGET SESSION- TENTATIVE SCHEDULE (21-DAY SCHEDULE)

SCHEDULE SUBJECT TO CHANGE WITHOUT NOTICE

Day 1 Monday, February 9	Session convenes 10:00 a.m. with Joint Session
Day 3 Wednesday, February 11	Noon deadline for all bill drafts to be in final form at LSO
Day 4 Thursday, February 12	Budget Bill-Committee of the Whole
Day 5 Friday, February 13	Last day for bill introductions Budget Bill-Committee of the Whole, continued
Day 7 Tuesday, February 17	Budget Bill-Second Reading
Day 9 Thursday, February 19	Last day for bills to be reported out of Committee in House of Origin & Budget Bill-Third Reading
Day 10 Friday, February 20	Last day for Committee of the Whole in House of Origin
Day 11 Monday, February 23	Last day for 2 nd Reading on bills in House of Origin
Day 12 Tuesday, February 24	Last day for 3 rd Reading on bills in House of Origin [CROSS-OVER]
Day 16 Monday, March 2	Last day for bills to be reported out of Committee in second house
Day 17 Tuesday, March 3	Last day for Committee of the Whole in second house
Day 18 Wednesday, March 4	Last day for 2 nd Reading on bills in second house
Day 19 Thursday, March 5	Last day for 3 rd Reading on bills in second house Joint Conference Committee Reports/Potential Veto Overrides
Day 20 Friday, March 6	Joint Conference Committee Reports; All JCC Reports due to front desk by 2:00 p.m.; Potential veto overrides; Last day for bills to be sent to Governor for potential veto overrides
Day 21 Wednesday, March 11	Potential Veto Overrides; Adjourn by Midnight

* Two additional legislative days are available, if necessary

STAFF REPORT



Meeting Date:	December 15, 2025	Meeting Title:	Town Council Regular Meeting
Submitting Department:	Planning Department	Presenter:	Tyler Valentine
Agenda Item:	Zoning Map Amendment at 252 & 254 E. Simpson Ave. (Item P25-156)	Public Comment:	Yes

Purpose & Policy Considerations.

This is the Town Council's opportunity to review a proposed Zoning Map Amendment (ZMA) per Section 8.7.3 of the Town of Jackson Land Development Regulation (LDRs). No physical development is included in this request.

Requested Action.

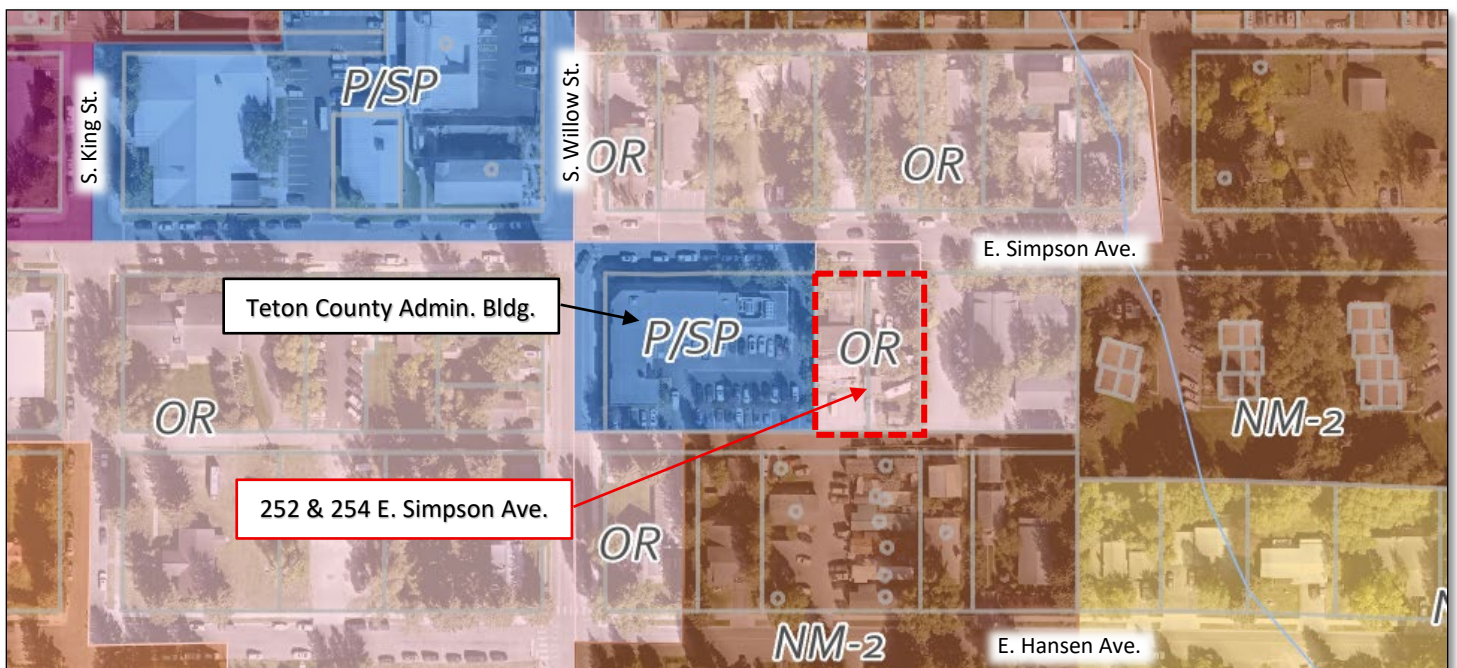
The applicant, Jason Berning with Berning Project Management, who is representing Teton County, is requesting approval of a ZMA to change the zoning of 252 & 254 E. Simpson Ave. from Office Residential (OR) to Public/Semi-Public (P/SP).

Recommendations.

The Planning Director and Planning Commission recommend **approval** of the Zoning Map Amendment.

Project Location.

The subject properties are addressed as 252 & 254 E. Simpson Ave., and legally described as Lots 5 & 6, Block 9, Cache-2 Addition to the Town of Jackson. An aerial photo is shown below:



Background.

Teton County has owned 252 and 254 E. Simpson Ave. since 2021, which are located directly east of the County administrative building. The subject properties ("the site") are currently located within the OR zone and total approximately 15,000 square feet. The zoning to the north and east is OR, zoning to the west is P/SP, and zoning to the south is Neighborhood Medium Density-2. The site is currently vacant.

Analysis.

The existing OR zoning of the site is generally inconsistent with the zoning of most County-owned properties within Town limits. The purpose of the P/SP zone (LDR Section 4.2.1) is "to provide locations for new and existing uses and facilities of a public or semi-public nature." In addition, it is intended to be under the control of "federal, state, or local governments, or other governmental entities such as a school district or hospital district." As such, Teton County qualifies as a legitimate P/SP landowner that plans to use the P/SP-zoned site to serve the public with temporary public courtroom facilities in support of the Justice Center development. The trailers are planned to be removed within 60 days of completion of the Justice Center - likely in the summer of 2028 - and the site will be returned to its previous vacant condition. Although Teton County has not indicated how the site will be used after the temporary courtrooms are removed, any future use would be public-serving in nature, consistent with the P/SP zone. Additionally, as the community grows and demand for civic services increases, staff finds that the proposed ZMA will enable the County to expand public services in proximity to existing civic facilities, consistent with Policy 4.1.e of the Comprehensive Plan, which promotes the Town as the civic and governmental center of the valley.

Planning Commission.

The Planning Commission (PC) reviewed this item on November 19, 2025, and unanimously recommended approval to the Town Council. The PC was supportive of the request as presented and able to make all of the ZMA findings. During the meeting, a Commissioner asked whether the rezone was needed to accommodate the temporary trailers. Staff clarified that it was not, noting that the trailers can be placed under the existing OR zoning and that they will be removed within 60 days of completion of the Justice Center.

Findings:

Pursuant to Section 8.7.3.C, the advisability of amending the Official Zoning Map 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 zoning map 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. Staff finds that the proposed request to be consistent with the purpose and intent of the LDRs. The purpose of the P/SP zone (LDR Section 4.2.1) is "to provide locations for new and existing uses and facilities of a public or semi-public nature." In addition, it is intended to be under the control of "federal, state, or local governments, or other governmental entities such as a school district or hospital district." As such, Teton County qualifies as a legitimate P/SP landowner that plans to use the P/SP-zoned properties for temporary public courtroom facilities to serve and support the Justice Center development. Although Teton County has not indicated how the site will be used after the temporary

courtrooms are removed, any future use would be public-serving in nature, consistent with the P/SP zone.

2. *Is necessary to address changing conditions or a public necessity.*

Complies. Staff finds that the P/SP zone appropriately supports the site's temporary courtroom use and future public-serving needs while ensuring zoning consistency with adjacent County-owned properties within the block.

3. *Is consistent with other adopted Town Ordinances.*

Complies. Staff finds that the proposed request is consistent with all other Town Ordinances.

Public Comment.

None.

Fiscal Impact.

None.

Staff Impact.

The amount of staff time to review, research, and write this report was roughly 8-10 hours.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion.

I move to **approve** Zoning Map Amendment P25-156 to rezone 252 & 254 E. Simpson Ave. from the Office Residential (OR) Zone District to Public/Semi-Public (P/SP) Zone District, based upon the findings as presented in the staff report, the departmental reviews, and subject to this staff report dated December 15, 2025.

Workflow Notes

Permit Number	Begin Date	Step Type	Text	Created By	End Date
P25-156		DETERMINATION OF SUFFICIENCY	Need narrative and findings.		
	09/02/2025	BUILDING DEPARTMENT COMMENTS		TVALENTINE@JAC KSONWY.GOV	10/01/2025
		FINAL REPORT			
		START DEPARTMENT COMMENTS			
		POLICE DEPARTMENT COMMENTS			
		FIRE DEPARTMENT COMMENTS			
		PC ROUGH DRAFT			
		FINAL LETTER			
		PARKS AND RECREATION DEPARTMENT COMMENTS			
		PLANNING DEPARTMENT COMMENTS			
		TOWN COUNCIL 3RD READING			
		COMPLETENESS REVIEW			
		PC KEY ISSUES			
		PLANNING COMMISSION REVIEW AND RECOMMENDATIO N			
		PC PUBLIC NOTICE			
		TC PUBLIC NOTICE			
		PATHWAYS DEPARTMENT COMMENTS			
		PC FINAL DRAFT			

Workflow Notes

Permit Number	Begin Date	Step Type	Text	Created By	End Date
		ENGINEERING DEPARTMENT COMMENTS			
		TOWN COUNCIL 2ND READING			
		COMPLETE REPORT			
		LEGAL DEPARTMENT COMMENTS			
		INITIAL REPORT			
		JOINT HOUSING DEPARTMENT COMMENTS			
		TOWN COUNCIL 1ST READING			
		TOWN 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: 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

_____ 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 #: Held on July 22 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>8/18/25</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.

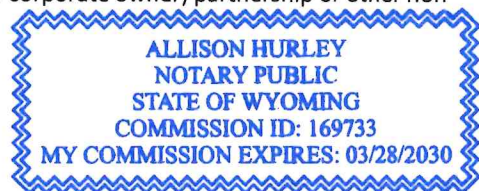
Jason Berning

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



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 Modular Buildings

Physical Address: 200/252/254 E. Simpson Ave Jackson WY

Lot, Subdivision: Lots 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

PROPERTY OWNER.

Name: Teton County

Phone: 307-732-8200

Mailing Address: PO Box 1727 Jackson, WY

ZIP: 83001

E-mail: jnash@tetoncounty.wy.gov

APPLICANT/AGENT.

Name: Jason Berning - Berning Project Management

Phone: 307-699-3733

Mailing Address: _____

ZIP: _____

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

____ Other: _____

____ Environmental Analysis

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

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

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

Have you attached the following?

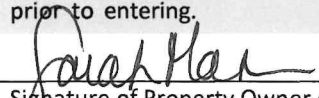
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

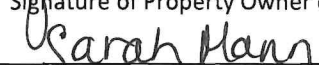
_____ **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. Please see the Letter of Authorization template at <http://www.townofjackson.com/DocumentCenter/View/845/LetterOfAuthorization-PDF>.

_____ **Response to Submittal Requirements.** The submittal requirements can be found on the TOJ website for the specific application. If a pre-application conference is required, the submittal requirements will be provided to applicant at the conference. The submittal requirements are at www.townofjackson.com/200/Planning 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.

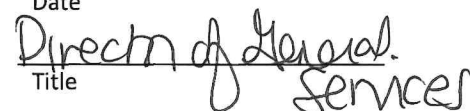
Under penalty of perjury, I hereby certify that I have read this application and associated checklists and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, 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


Name Printed

5-29-2025

Date


Title

October 1, 2025

Town of Jackson Planning:

Teton County requests a Zoning Map Amendment for the lots located at 252 and 254 E. Simpson Avenue. Teton County owns the lots at 252 and 254 E. Simpson, which together are .34 acres in size. The map amendment requests the zoning of these lots from an OR: Office Residential zone to a P/SP: Public/Semi-Public zone. Teton County has requested in a separate planning application partially vacate, without replat, the property lines between 252 and 254 E. Simpson and 200 S.

The proposed zoning change to a P/SP zone will allow Teton County to use the property under the current Land Development Regulations (LDR) for facilities of a public or semi-public nature. A neighborhood meeting was held on August 13, 2025.

The Zoning Map Amendment meets the following findings for approval.

- Is consistent with the purposes and organization of the LDRs
 - o The zoning of the lots to be changed to P/SP are owned by Teton County and will be used for public use per 4.2.1 – Public/Semi-Public zoning requirements.
- Is necessary to address changing conditions or a public necessity
 - o The zoning change is required to allow the lots to be utilized by the County as the temporary court facilities during the construction of the new Teton County Justice Center. In addition the zoning change is needed to provide consistency of zoning of County owned lots.
- Is consistent with the other adopted Town Ordinances
 - o This zoning change to P/SP is consistent with other lots within the Town of Jackson owned by Teton County.

Please reach out if you have any questions.

Jason Berning PE, LEED AP
Berning Project Management
307-699-3733

July 29, 2025

Dear Property Owner or Resident:

This letter is to inform you about a Zoning Map Amendment request by Teton County for the lots located at 252 and 254 E. Simpson Avenue and to invite you to a neighborhood information meeting where you can learn about the proposed zoning change and ask questions of the applicant.

Teton County owns the lots at 252 and 254 E. Simpson, which together are .34 acres in size. The zoning map amendment changes the zoning of these lots from an OR: Office Residential zone to a P/SP: Public/Semi-Public zone. Teton County has already requested that the Town of Jackson partially vacate, without replat, the property lines between 252 and 254 E. Simpson and 200 S. Willow Street, all of which are owned by Teton County. The E. Simpson lots are currently undeveloped. The Teton County Administration Building is located at the 200 S. Willow Street property and is presently zoned P/SP.

The proposed zoning change to a P/SP zone will allow Teton County to use the property under the current Land Development Regulations (LDR) for facilities of a public or semi-public nature. The P/SP zone is intended to allow flexibility for public and semi-public uses and facilities that often have unique functional needs that cannot be accommodated in other zoning districts. Per the LDR, if the property were to be transferred into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

We welcome and encourage your participation, as your input is an important part of the land use process. Please join us for a neighborhood meeting to discuss the proposal on August 13th from 12:15 pm to 1:00 pm. The meeting will be held online at the following link: <https://shorturl.at/Ybyji>. This is a Microsoft Teams Meeting and can also be joined by phone at 720-739-6647, conference ID: 925 905 409#. The meeting is an opportunity for you to provide input on the requested zoning changes and to have your questions answered directly by the applicant. Planning Department Staff may attend to provide advice about the applicable provisions of the Land Development Regulations, but staff will not facilitate or become involved in discussions about the advantages or disadvantages of the proposal.

If you are unable to attend the meeting, but would like to provide input or ask questions, please contact the County's Owner's Representative, Tom Farrens, Project Manager at Wember at 307-677 or tfarrens@wemberinc.com. We look forward to seeing you at the meeting.



Meeting Agenda

Project Name:	Teton County Relocation Services / Justice Center
Wember Inc. Project Number:	2023.18
Meeting Date:	August 13, 2025, 12:15 PM
Location:	On-line – Teams Meeting
Purpose:	Neighborhood Meeting Zoning Map Amendment

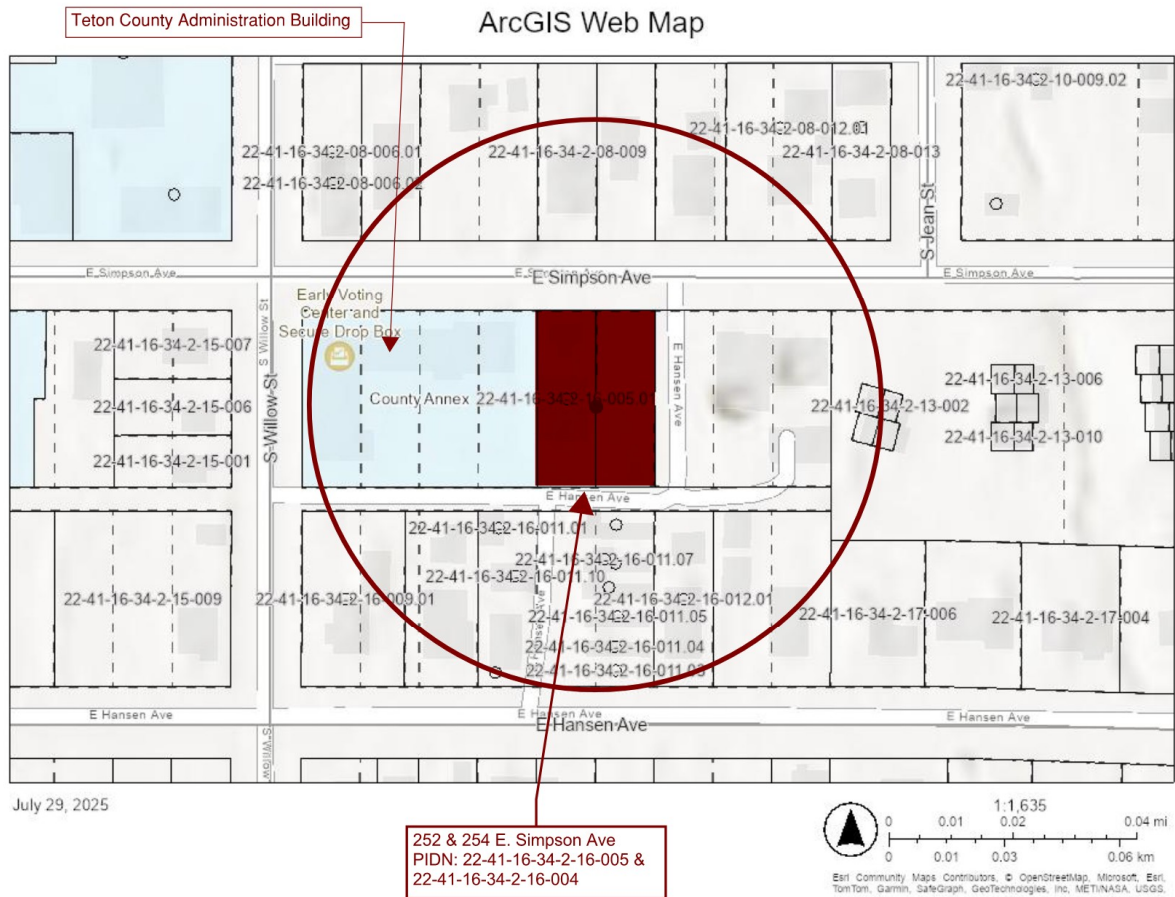
1. Introduction

- a. Teton County
 - i. Introduction
 - ii. Mark Erwin – Director of General Services
 - iii. Josiah Nash – Facilities Maintenance Manager
- b. Wember / Berning Project Management
 - i. Tom Farrens – Main Contact (307) 677-2219
 - ii. Jason Berning – (307) 699-3733
- c. Anderson Mason Dale - Architect
 - i. Introduction
 - ii. Role on Project
 - iii. James Taylor – Principal
 - iv. Stephan Hall – PM
 - v. CLB Architects – Cary Lakeman – Senior PM

2. PROJECT INTRODUCTION/DESCRIPTION

- a. This meeting is required to be held prior to the submittal of a Zoning Map Amendment to the Town of Jackson.
- b. The site is located at 252/254 E Simpson Ave, Jackson, WY 83001
- c. All addresses within 200' of the site were invited to this meeting.
- d. This site is currently zoned OR: Office Residential and it is requested to change the zoning to P/SP: Public/Semi-Public.
 - i. OR Zone General Intent. The intent of the Office Residential (OR) zone is to provide for employment with a mix of higher intensity housing options. Limited neighborhood-serving retail at key nodes is allowed to serve surrounding residential neighborhoods.
 - ii. P/SP Zone Intent. The purpose of the Public/Semi-Public—Town (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, that 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. It is not the intent of these LDRs that property in the P/SP zone retain that designation after the property is divested by the public entity. At the time P/SP designated land is transferred, or is proposed to be transferred, into private ownership, the property shall be reclassified to an appropriate zoning district to allow private use pursuant to the Jackson/Teton County Comprehensive Plan.

- e. Currently, Teton County has requested from the Town of Jackson a Boundary Adjustment (with no replat) to eliminate the property lines between 252 and 254 E. Simpson, and between 252 E. Simpson and 200 S. Willow Street (Teton County Administration Building site).
- f. Teton County will utilize this site as temporary office space during the Justice Center construction project.



3. COMMUNICATIONS

- a. All questions are to be addressed to the Owner's Representative – Tom Farrens – Project Manager.
tfarrens@wemberinc.com

4. SCHEDULE

- a. Proposed Zoning Map Amendment Timeline:
- | | |
|-----------------------|---|
| Pre-Application | July 22, 2025 |
| Neighborhood Meeting | August 13, 2025 |
| Application Submittal | August 18, 2025 |
| Final Decision | Up to 150 Days after application deemed sufficient – January 2026 |

b. Proposed Temporary Office Project Timeline:

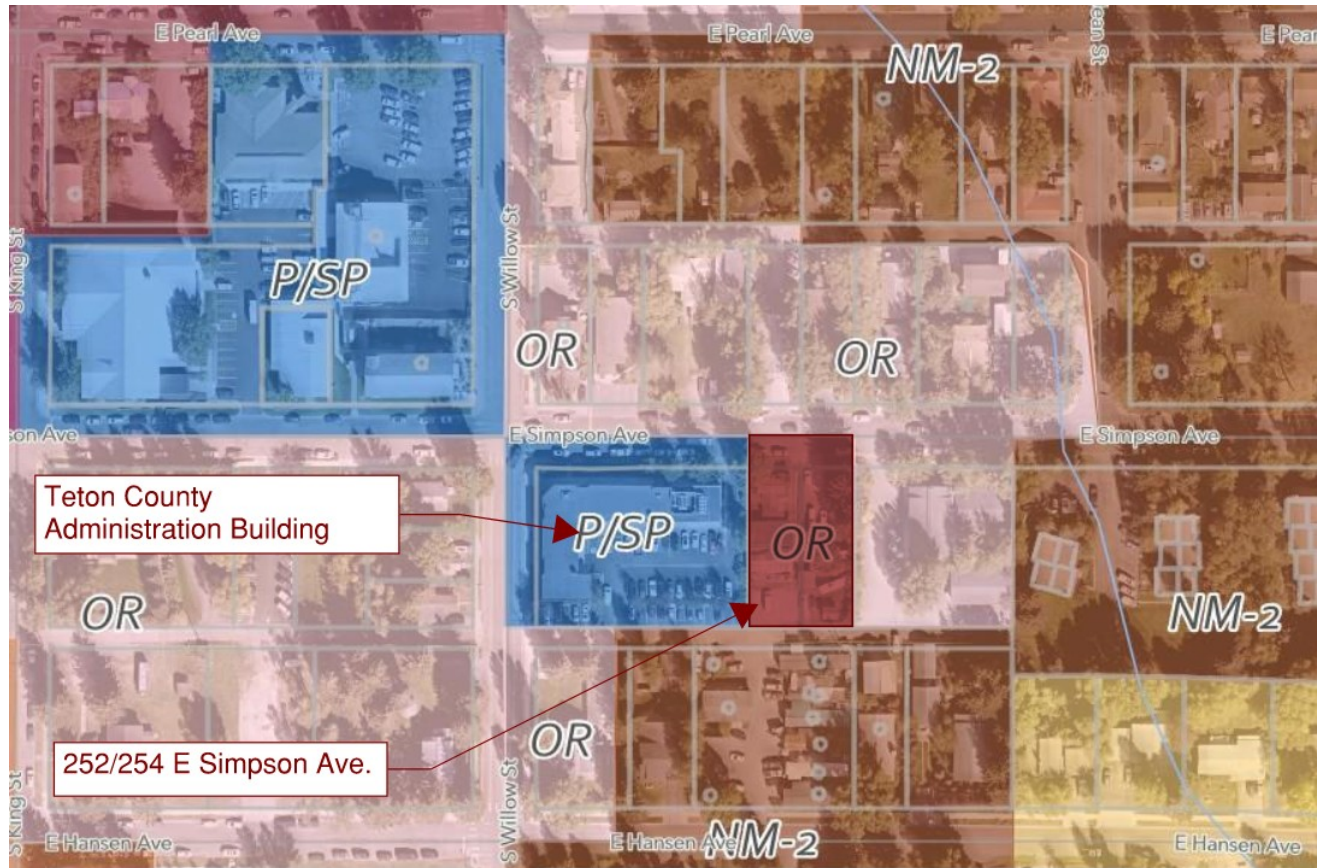
Schematic Design
Construction Documents for Building Permit
Relocation of temporary offices to the site
Permitting/ GMP
Installation/Construction
Move In

(subject to change)

June 2024 – December 2024
July 2025 – August 2025
August 2025
September 2025 – October 2025
November 2025 – January 2026
January 2026

5. Presentation

a. Review of the Zoning Map.



6. QUESTIONS

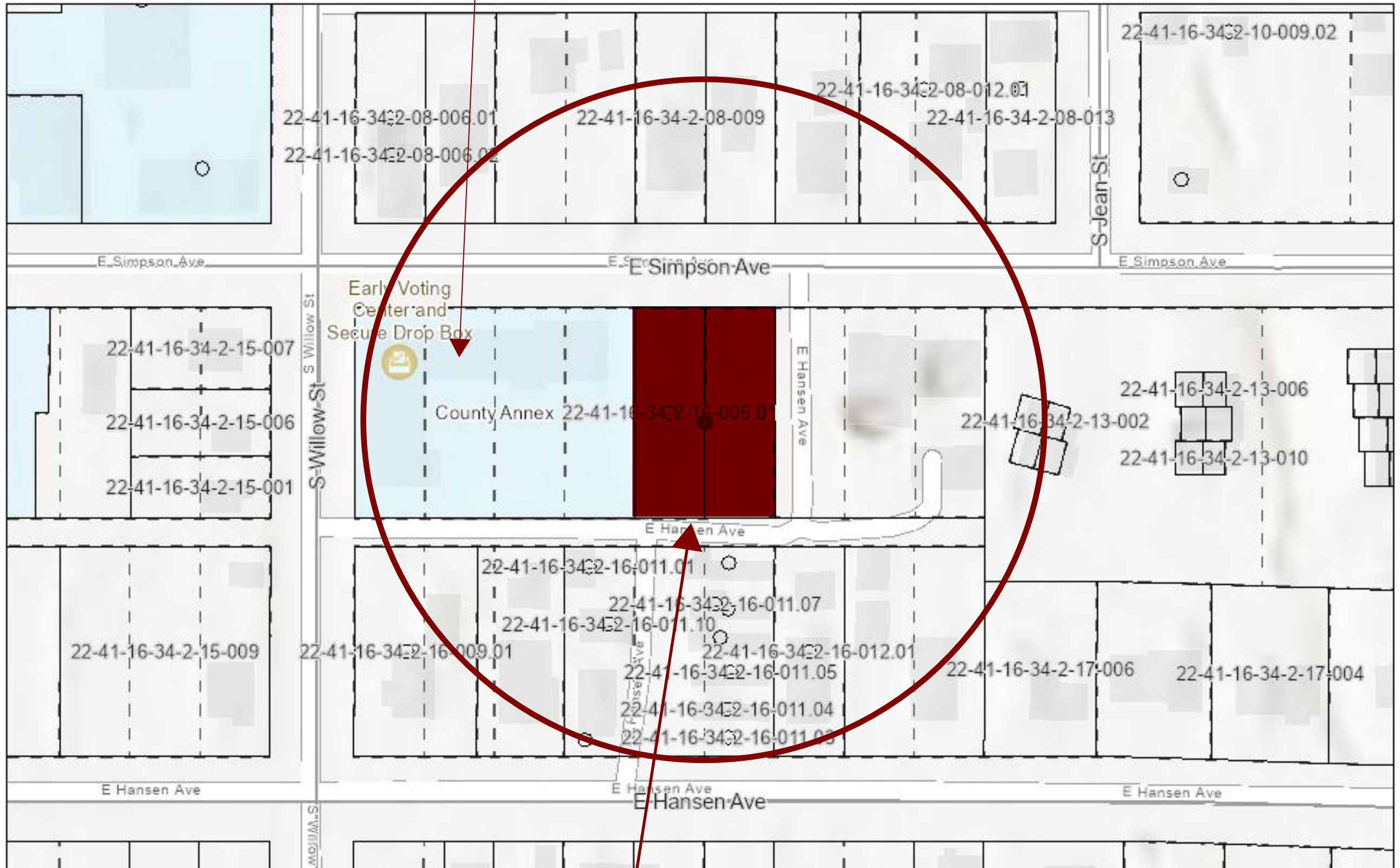
7. WRAP UP AND NEXT STEPS

- a. Teton County will submit an application for a Zoning Map Amendment to the Town of Jackson Planning Commission for recommendation. After the Planning Commission recommendation, a final decision will go before the Town of Jackson Town Council at a date to be determined.

8. ADJOURNMENT

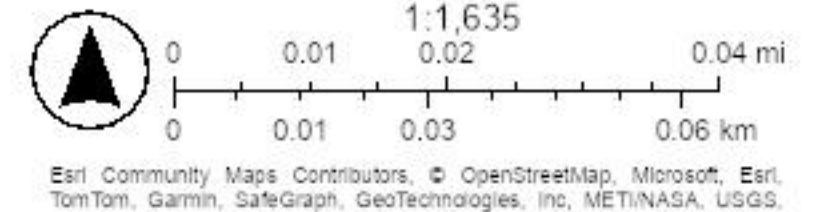
Teton County Administration Building

ArcGIS Web Map



July 29, 2025

252 & 254 E. Simpson Ave
PIDN: 22-41-16-34-2-16-005 &
22-41-16-34-2-16-004



[illegible]

STAFF REPORT



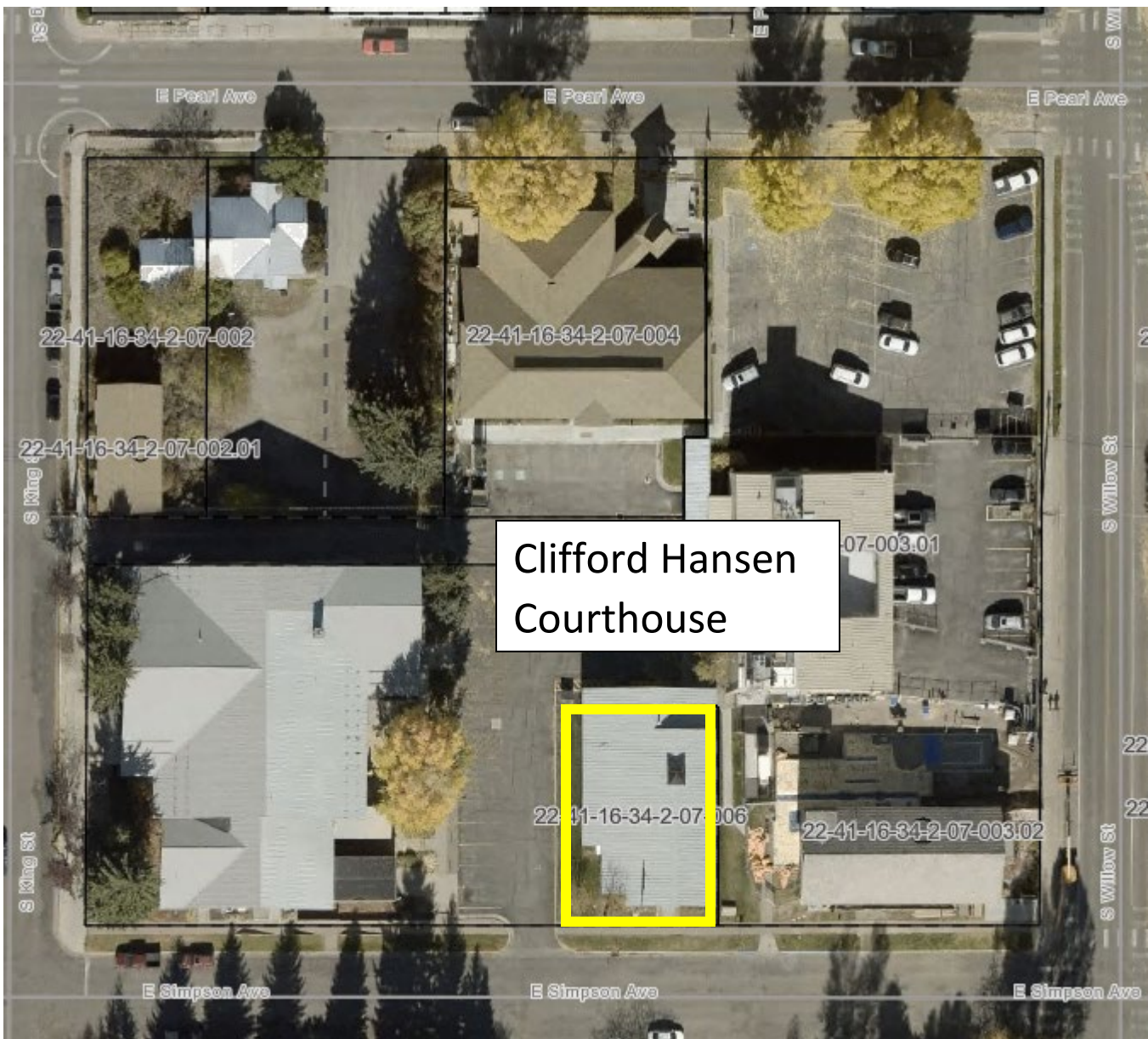
Meeting Date:	12/15/25	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning & Building Department	Presenter:	Paul Anthony
Agenda Item:	DEM25-0011 145 E. Simpson Ave., Clifford Hansen Courthouse	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to review and consider a demolition request pursuant to Jackson Municipal Code Chapter 15.38.

Requested Action.

On October 24, 2025, Jason Berning – Berning Project Management (“Applicant”) applied for a demolition permit (DEM25 - 0011) to remove the Clifford Hansen Courthouse located at 145 E. Simpson Avenue (photos provided below).





Recommendations.

The Teton County Historic Preservation Board ("TCHPB") determined that the property is over 50 years but is not historically significant and recommends no stay.

The Planning Director recommends no stay on the Clifford Hansen Courthouse.

Background.

Jackson Municipal Code § 15.38.010 provides that no building or structure within the Town may be demolished without first obtaining a demolition permit from the Building Official. This requirement is in place in recognition of the fact that buildings, structures, and areas of the Town have special historic or aesthetic interest and providing a stay before demolition is valuable for public comment and so the applicant explores alternatives to demolition.

The process for obtaining a permit is set out in Chapter 15.38 and includes that, upon receiving an application pursuant to the International Building Code, the Planning and Building Department provides the application to the TCHPB, who in turn provides a recommendation to the Town Council within 45 calendar days. The TCHPB determines either:

- 1) The building or structure is not historically significant, is not architecturally significant, and is not more than 50 years old; or
- 2) The building or structure is historically significant, is architecturally significant, or is more than 50 years old.

If the TCHPB determines the latter, it must recommend a stay in the issuance of a demolition permit for a period of *not less* than 60 days and *not more* than 100 days, which begins on the day of TCHPB's recommendation, and is for the purpose:

- i) of public comment; and
- ii) for the applicant and other interested parties to explore alternatives to demolition.

In the event the TCHPB does not make a recommendation to the Town Council within 45 calendar days from its receipt of the demolition application, the TCHPB will be deemed to concur with demolition, and the application shall proceed through the regular permitting process.

Analysis & Key Policy Questions.

For this project, the TCHPB met on November 11, 2025, and found the structure to be more than 50 years old but not historically significant. No stay of any period was recommended.

As can be seen from the two options summarized above in Chapter 15.38, the TCHPB is compelled to recommend a stay of between 60 and 100 days for this project because the Hansen Courthouse is more than 50 years (i.e., even if the TCHPB determines that the structure has no significant historical value). Perhaps, understandably, the TCHPB was not aware of the nuance in the code allowing them to make no recommendation – thereby concurring with the demolition – by allowing the 45-day window to pass. Staff have since contacted the TCHPB and communicated with them about the nuances of the Code to help prepare them for future projects.

The attached demolition permit application has a full summary of the request, background materials, and photos.

Key Policy Question:

Does the Council support a stay of between 60 and 100 days for this structure?

- ✓ Pros: Any stay would offer an opportunity to gather additional information about the structure.
- ✓ Cons: The TCHPB found that the structure does not have significant historical value so this is a structure with marginal historical value, thus it is not clear what purpose a stay would serve. A stay of close to 100 days would likely delay the applicant's demolition plan for the site.

Possible Alternatives.

The Council may impose a stay of not less than 60 days but not more than 100 days or elect not to impose a stay.

- A stay of 60 days would end on February 13, 2026.
- A stay of 100 days would end on March 25, 2026.

Comprehensive Plan & Priority Alignment.

The Comprehensive Plan addresses historic preservation with the following policies:

- Policy 4.5a: Identify and preserve historically significant structures and sites;
- Policy 4.5.b: Support the Historic Preservation Board; and
- Policy 4.5.c: Enhance historic preservation education, outreach, and awareness.

Fiscal Impact.

There is no fiscal impact to the Town of this item.

Staff Impact.

The impact of the demolition permit process falls in the Planning & Building Department. This application required approximately 6 hours of staff time from the Department.

Attachments or Links.

1. Demolition permit application
2. Recommendation from TCHPB (email)

Suggested Motion

I move to approve no stay on the demolition of the existing Clifford Hansen Courthouse as presented in this staff report and located at 145 E. Simspn Avenue.

STAFF REPORT



Meeting Date:	December 15, 2025	Meeting Title:	Regular Town Council Meeting
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Ordinance: Introducing a new Exemption to Affordable Workforce Housing Mitigation	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Town Council to consider an ordinance amending the Town of Jackson Land Development Regulations (LDRs) to establish a new exemption from Affordable Workforce Housing Mitigation requirements.

Requested Action.

Staff requests the Town Council consider the ordinance attached to the staff report.

Recommendation.

Staff recommend the Town Council approve the ordinance attached to the staff report.

Background.

On October 6, 2025, staff presented LDR Text Amendment P25-031 at the Regular Town Council meeting. The Town Council advised staff to make two minor modifications to the proposed amendment and then schedule a First Reading of Ordinance 1450 for consideration at a future meeting. The second reading of Ordinance 1450 occurred on December 1.

Analysis & Key Policy Questions.

The key policy question and analysis regarding introducing a new exemption to affordable workforce housing mitigation were discussed, and resolved, by Council on October 6.

Possible Alternatives. The Council has the option to:

1. Modify the ordinance attached to this staff report; or
2. Not approve the ordinance attached to this staff report

Comprehensive Plan & Priority Alignment.

This item aligns, generally, with the Comprehensive Plan by ensuring the general welfare, health, and safety of the community and its environment.

Fiscal Impact.

Staff estimate 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 Legal Department spent approximately two hours drafting the Ordinance and this staff report.

Attachments.

Ordinance 1450

Suggested Motions.

I move to approve Ordinance E on third reading and designate it Ordinance 1450.

ORDINANCE 1450

AN ORDINANCE AMENDING DIVISION 6.3, AFFORDABLE WORKFORCE HOUSING STANDARDS, SECTION 6.3.2.C, APPLICABILITY, OF THE LAND DEVELOPMENT REGULATIONS, 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 6.3.2.C, Applicability, of Division 6.3 Affordable Workforce Housing Standards, of the Land Development Regulations, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

6.3.2.- Applicability.

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

- A. ...
- B. ...
- C. ...
 - 1. ...
 - 2. ...
 - 3. ...
 - 4. ...
 - 5. ...
 - 6. ...
 - 7. ...
 - 8. ...
 - 9. ...
 - 10. ...
 - 11. ...
 - 12. ...
 - 13. ...
 - 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. The use is operated by a 501(c)(3) nonprofit;
 - iii. The use provides a community service required by law or court order; and

- iv. At least 50% of its annual funding comes from one or a combination of the following funding sources: federal, state, or local government.
- b. Prior to approval of the exemption, an Affidavit Affecting Title shall be recorded stating that any future use 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.

15. . . .

(Ord. ____ § 1, 2025; Ord. 1275 § 1, 2021; Ord. 1313 § 1, 2022; Ord. 1348 § 14, 2023; Ord. 1405, § 1, 2024).

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. 1450 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: December 15, 2025

RE: Town Manager's Report

Center for the Arts Annual Report

Meeting requirements set in the terms of the Centers' master lease, Center staff provided an annual report with a snapshot of activity at the Center's campus in 2024. In collaboration with Residents and others, The Center campus was activated 308 days for a wide variety of events throughout 2024, find more detail as an attachment to this report.

Temporary Sign Permits

The Temporary Sign Permits for Council consideration at this meeting are:

- ✓ JH Nordic Alliance requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from December 28, 2025 – January 3, 2026 to advertise their Annual Nordic Event (P25-218).
- ✓ JH Classical Academy requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from January 4 – 17, 2026 to advertise their School Open House (P25-221).
- ✓ JH Chamber of Commerce requests to hang one temporary banner at 25 E Broadway (Stage Stop Building) from December 16 – 25, 2025 to advertise their Santa on the Square (P25-225).

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.

Conversion of Variable Hour Transit Operator Position to In Valley Full-Time Operator

START Bus operates with approximately 5-6 variable hour Transit Operators that work each season but are not full-time positions. Because they maintain 30 hours/week for 12 months, most of these operators are also on the Town's health insurance plan under the Affordable Care Act. Additionally, we have 5 Full-Time Transit Operators for in-valley service and to provide coverage for full-time Commuter Operators when they are on Paid Time Off (PTO). Staff would like to convert a variable hour Transit Operator position to an additional full-time Transit Operator position to help fill out our year-round schedule needs and further stabilize our workforce year-round. The cost for this transition will be minimal as the budget already includes the expense of providing health insurance. The remaining costs would be related to

the additional benefits of paid leave, Short- and Long-Term Disability Insurance, Wyoming Retirement and other similar benefits. With the approval of the Town Manager's Report, staff will convert an additional variable hour Transit Operator position to a Full-Time Transit Operator. Please reach out if you have questions regarding this request.



ANNUAL REPORT – 2024

EXECUTIVE SUMMARY

The following document provides a snapshot of The Center campus in the calendar year 2024 in accordance with the terms of our master lease. In collaboration with Residents and others, The Center campus was activated 308 days for a wide variety of events.

THE CENTER CAMPUS HIGHLIGHTS

- The Center was open 345 days.
- The Center Campus was activated 308 days with 225 distinct performances or events. The remaining 83 days include rehearsal and technical days.
- As per the conditions of The Center's lease with the Town and County, the total number of private profitable events may not exceed 10% of total events during the fiscal year. In 2024, there were 11 days used for commercial events, or 3.6% of total activity.
- The conditions of The Center's lease require that the total number of private profitable plus private non-profitable events not exceed 15% of total number of events. The Center was host to 11 days of commercial events, and 5 private non-profitable events, which represents 5.2% of all event days on The Center Campus.
- The average ticket price for paid events ticketed through The Center Box Office was \$42.64.
- There were 34,055 tickets sold through The Center Box Office in 2024 for in person events.
- Approximately 79,000 patrons visited The Center for events throughout the year. This does not include patrons who visited campus for Resident classes and education programs.
- Resident Organizations paid on average 4% less for rented spaces as compared to the previous year. The 2023 average cost was \$18.63 per square foot which decreased to \$17.92 per square foot in 2024 due to the effort made by The Center to reduce occupancy rates for Resident organizations.

The remainder of this report includes more details regarding the full list of events for 2024, full-time staff and board members, Resident lease rates, and a brief financial overview.

DETAILED REVIEW

The following chart lists all events held on The Center campus in 2024.

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
1/5/24	The Center Theater	Center for the Arts	Resident	Paula Poundstone	In Person	\$35.00	1
1/6/24	The Center Theater	Center for the Arts	Resident	A Night of Film featuring Jackson creator Kayla Arend and Leaving Yellowstone.	In Person	Free	1
1/8/24	The Center Theater Lobby	St. Johns Health	Non-profit	Health Talk: Breast Cancer Care	In Person	Free	1
1/11/24	The Center Theater	Jackson Hole One Fly Foundation	Non-profit	International Fly Fishing Film Festival	In Person	\$17.00	1
1/12/24	The Center Theater	Teton Adaptive Sports/Level 1 Productions	Non-profit	Full Circle	In Person	\$16.50	1
1/13/24	The Center Theater	Teton Music School	Resident	Meet Me at Midnight - (TMS Version) Taylor Swift Tribute	In Person	\$28.30	1
1/16/24	The Center Theater	Friends of the Bridger Teton	Non-profit	Forest Plan Learning Symposium – What is forest planning, why does it matter, and how you can make a difference	In Person	Free	1
1/18/24	The Center Theater Lobby	Center for the Arts	Resident	Latin Dance Night	In Person	Free	1
1/19/24	The Center Theater	Teton Climbers Coalition	Non-profit	AlpinFilm 2024	Hybrid	\$22.50	2
1/20/24	The Center Theater	Teton Climbers Coalition	Non-profit	AlpinFilm 2024	Hybrid	\$22.50	
1/22/24	The Center Theater	Center for the Arts/Teton County Library/Jackson Hole News&Guide	Resident	Brainstorm Speaker Series: Shankar Vedantam	Hybrid	Free	1
1/23/24	The Center Theater	Center for the Arts	Resident	National Theatre Live: Fleabag	In Person	\$15.00	1
1/25/24	The Center Theater & Lobby	Jackson Hole Public Art	Resident	Moonshot 5x5	In Person	Free	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
1/26/24	The Center Theater	Center for the Arts	Resident	Mat Kearney	In Person	\$81.25	1
1/28/24	The Center Theater	Grand Teton Music Festival	Non-profit	Met Opera in HD: Dead Man Walking	In Person	NA	1
1/30/24	The Center Theater	Center for the Arts	Resident	The Infamous Stringdusters	In Person	\$62.75	1
2/1/24	The Center Theater	Dancers' Workshop	Resident	Ballet Hispánico	In Person		4
2/2/24	The Center Theater	Dancers' Workshop	Resident	Ballet Hispánico	In Person		
2/4/24	The Center Theater	Grand Teton Music Festival	Non-profit	Time for Three	In Person	NA	1
2/6/24	The Center Theater	Sierra Club Wyoming Chapter	Non-profit	"Return of the Grizzly" Film Screening	In Person	Free	1
2/7/24	The Center Theater	Center for the Arts	Resident	The Lone Bellow with Cris Jacobs	In Person	\$42.50	1
2/10/24	The Center Theater Lobby	Cathedral Voices	Resident	Heartbeats - Swing Night	In Person	Free	1
2/11/24	The Center Theater	Grand Teton Music Festival	Non-profit	Met Opera in HD: Florencia en el Amazonas	In Person	NA	1
2/15/24	The Center Theater Lobby	Center for the Arts	Resident	Latin Dance Night	In Person	Free	1
2/16/24	The Center Theater	Off Square Theatre Company	Resident	Laff Staff 15th Anniversary Extravaganza	In Person	\$15.00	1
2/21/24	The Center Theater Lobby	Jackson Hole Community Radio	Resident	Hot Off the Press: A Night of Storytelling & Journalism with KHOL, the News&Guide and WyoFile	In Person	Free	1
2/23/24	The Center Theater	Off Square Theatre Company	Resident	Lionel Bart's OLIVER!	In Person	\$22.50	14
2/24/24	The Center Theater	Off Square Theatre Company	Resident	Lionel Bart's OLIVER!	In Person	\$22.50	
2/27/24	The Center Theater	Center for the Arts	Resident	National Theatre Live: Good	In Person	\$15.00	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
2/28/24	The Center Theater Lobby	Center for the Arts	Resident	An Evening with Jackson Hole Chamber Music	In Person	\$30.00	1
3/1/24	The Center Theater	Center for the Arts	Resident	9th Annual Moth Mainstage	In Person	\$62.50	1
3/6/24	The Center Theater & Lobby	Riot Act Inc.	Resident	Lear by William Shakespeare	In Person	\$27.50	9
3/7/24	The Center Theater & Lobby	Riot Act Inc.	Resident	Lear by William Shakespeare	In Person	\$27.50	
3/8/24	The Center Theater & Lobby	Riot Act Inc.	Resident	Lear by William Shakespeare	In Person	\$27.50	
3/8/24	The Black Box Theater	Off Square Theatre Company	Resident	Laff Staff March 2024	In Person	\$15.00	2
3/9/24	The Center Theater & Lobby	Riot Act Inc.	Resident	Lear by William Shakespeare	In Person	\$27.50	
3/9/24	The Black Box Theater	Off Square Theatre Company	Resident	Laff Staff March 2024	In Person	\$15.00	
3/10/24	The Center Theater & Lobby	Riot Act Inc.	Resident	Lear by William Shakespeare	In Person	\$27.50	
3/16/24	The Center Theater Gallery	Center for the Arts	Resident	Invisible in Plain Sight Opening	In Person	Free	1
3/16/24	The Center Theater Lobby	Center for the Arts	Resident	Latin Dance Night	In Person	Free	1
3/18/24	The Center Theater	Wyoming Humanities, Wyoming PBS, Central Wyoming College	Resident	Tribal Talks: Protecting Languages Preserving Cultures	In Person	Free	1
3/19/24	The Center Theater	Center for the Arts	Resident	National Theatre Live: Best of Enemies	In Person	\$15.00	1
3/21/24	The Center Theater	Center for the Arts/Teton County Library/Jackson Hole News&Guide	Resident	Brainstorm Speaker Series: Ed Yong	In Person	Free	1
3/22/24	The Center Theater	Worldcast Anglers	Commercial	Jackson Hole Fly Fishing Film Tour	In Person	\$20.00	1
3/24/24	The Center Theater	Grand Teton Music Festival	Non-profit	Met Opera in HD: Carmen	In Person	NA	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
4/13/24	The Center Theater	Off Square Theatre Company	Resident	Missoula Children's Theatre: Hercules	In Person	Free	6
4/18/24	The Center Theater Lobby	Center for the Arts	Resident	Latin Dance Night	In Person	Free	1
4/19/24	The Center Theater & Lobby	Dancers' Workshop	Resident	New Dances, New Choreographers 2024 - Duality	In Person	\$20.00	7
4/20/24	The Center Theater & Lobby	Dancers' Workshop	Resident	New Dances, New Choreographers 2024 - Duality	In Person	\$20.00	
4/21/24	The Center Theater & Lobby	Center for the Arts	Resident	Old 97's With Special Guests Holler Choir	In Person	\$57.50	1
4/25/24	The Center Theater & Lobby	Center for the Arts	Resident	TLAXCALA CULTURAL CELEBRATION	In Person	Free	2
4/26/24	The Center Theater & Lobby	Center for the Arts, Jackson Hole Public Art, & Voices JH	Resident	NO LONGER INVISIBLE: A COMMUNITY DISCUSSION	In Person	Free	1
4/27/24	The Center Theater & Lobby	Teton Music School	Resident	This is Spinal Tap with special guests 86	In Person	\$35.00	1
4/28/24	The Center Theater	Jackson Hole Community Band	Resident	Jackson Hole Community Band Spring Concert	In Person	Free	1
5/2/24	The Center Theater & Lobby	Wyoming Humanities, Wyoming PBS, Central Wyoming College	Resident	Tribal Talks: Tribal Governance and Sovereignty	In Person	Free	1
5/3/24	The Center Theater Lobby	Center for the Arts, Jackson Hole Pride	Resident	Spring Fling Fashion Thing	In Person	Free	1
5/5/24	The Center Theater	Cathedral Voices	Resident	Cathedral Voices 2024 Spring Music Festival	In Person	Free	2
5/9/24	The Center Loading Dock	Center for the Arts	Resident	LP Giobbi	In Person	Free	1
5/10/24	The Center Theater & Lobby	Dancers' Workshop	Resident	Progress Performance 2024	In Person	\$20.00	7
5/11/24	The Center Theater & Lobby	Dancers' Workshop	Resident	Progress Performance 2024	In Person	\$20.00	

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
5/11/24	The Center Park	Energy Conservation Works	Non-profit	EcoFair	In Person	Free	1
5/14/24	The Center Theater & Lobby	Center for the Arts	Resident	Sam Bush Band	In Person	\$62.50	1
5/15/24	The Center Theater & Lobby	Center for the Arts	Resident	Ricky Skaggs & Kentucky Thunder	In Person	\$105.00	1
5/17/24	The Center Theater	Center for the Arts, Central Wyoming College, Wyoming Humanities, Wyoming PBS	Resident	Wind River Cultural Presentations	In Person	Free	2
5/18/24	The Center Theater Lobby & Amphitheater	Teton Music School	Resident	TMS Fest '24	In Person	Free	1
5/19/24	The Center Theater	Center for the Arts	Resident	Gary Gulman	In Person	\$45.00	1
5/20/24	The Center Theater	MusicLand	Resident	MusicLand's Jackson Hole Youth Orchestra Spring Concert	In Person	Free	1
5/21/24	The Center Theater	Teton County Library	Non-profit	Page to Podium: U.S. Poet Laureate Ada Limón	In Person	free	1
5/22/24	The Center Theater	Jackson WILD	Resident	399: Queen of the Tetons	In Person	\$12.00	1
5/30/24	The Center Theater	Center for the Arts	Resident	Sarah Jarosz: Polaroid Lovers Tour	In Person	\$61.25	1
5/31/24	The Center Theater	Mountain Journal	Non-profit	Heating Up: Grizzly, Wolf Management and Climate Change	In Person	Free	1
6/1/24	The Center	Private Party	Private	Private Filming	In Person		2
6/2/24	The Center	Private Party	Private	Private Filming	In Person		
6/2/24	The Center Theater	Grand Teton Music Festival	Non-profit	Met Opera in HD: La Rondine	In Person	NA	1
6/4/24	The Center Theater	Wyoming Humanities, Wyoming PBS, Central Wyoming College	Resident	Tribal Talks: Indifly Short Films: Ecotourism on the Wind River Reservation	In Person	Free	1
6/5/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
6/5/24	The Center Theater & Lobby	Chamber of Commerce	Non-profit	Private Training Session	In Person	NA	1
6/6/24	The Center Theater	Teton County School District	Resident	Summit Innovations School Graduation	In Person	Free	1
6/7/24	The Center Theater	Jackson Hole Community School	Non-profit	Jackson Hole Community School Graduation	In Person	Free	1
6/8/24	The Center Theater	Jackson Hole Trout Unlimited	Non-profit	2024 Mountains of Color Film Fest	In Person	\$10.00	2
6/9/24	The Center Theater	Jackson Hole Trout Unlimited	Non-profit	2025 Mountains of Color Film Fest	In Person	\$11.00	
6/10/24	The Center Theater	Teton County School District	Resident	Jackson Elementary School Talent Show	In Person	Free	2
6/11/24	The Center Theater	Teton County School District	Resident	Jackson Elementary School Talent Show	In Person	Free	
6/12/24	The Center Theater	Teton County Library	Non-profit	Cabin Fever Story Slam: Greatest Hits	In Person	Free	1
6/12/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
6/14/24	The Center Theater	Center for the Arts	Resident	Pride Celebration Featuring of Montreal	In Person	\$28.75	1
6/21/24	The Center Theater & Lobby	Dancers' Workshop	Resident	Contemporary Dance Wyoming with Guests 2024	In Person	\$30.00	7
6/22/24	The Center Theater & Lobby	Dancers' Workshop	Resident	Contemporary Dance Wyoming with Guests 2025	In Person	\$30.00	
6/24/24	The Center Tent	Central Wyoming College	Private Non-Profit	Retirement Party	In Person	Free	1
6/25/24	The Center Theater & Lobby	Center for the Arts	Private Non-Profit	Current and Former Board Member Reunion	In Person	Free	1
6/26/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
6/26/24	The Center Theater & Lobby	Jackson Hole Community Radio	Resident	KHOL Silent Disco	In Person	\$15.00	1
6/27/24	The Center Theater & Lobby	Carving the Future	Non-profit	2nd Annual Skate. Art. Stoke.	In Person	Free	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
6/30/24	The Center Park	Center for the Arts	Resident	The Center Benefit featuring Marc Broussard	In Person	\$45.00	3
7/3/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
7/3/24	The Center Park	Grand Teton Music Festival	Non-profit	FAMILY CONCERT: HOME IS WHERE THE MUSIC IS	In Person	NA	5
7/4/24	The Center Park	Grand Teton Music Festival	Non-profit	JAYNE AND AL HILDE, JR. PATRIOTIC POPS	In Person	NA	
7/8/24	The Center Theater & Lobby	Center for the Arts	Resident	Tanya Tucker	In Person	\$116.00	1
7/9/24	The Center Theater & Lobby	Center for the Arts	Resident	Brothers Osborne	In Person	\$224.00	1
7/10/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
7/11/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	16
7/12/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/13/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/14/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/15/24	The Center Theater	Center for the Arts	Resident	Ryan Adams Solo 2024	In Person	\$93.75	1
7/17/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
7/17/24	The Center Theater & Lobby	Center for the Arts	Private Non-Profit	Franc D'Ambrosio	In Person	Free	1
7/18/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/19/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/20/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/21/24	The Center Theater Lobby & Amphitheater	Off Square Theatre Company	Resident	Thin Air Shakespeare: Romeo & Juliet	In Person	Free	
7/24/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
7/26/24	The Center Park	Art Association of Jackson Hole	Resident	Art Fair 2024	In Person	NA	4
7/26/24	The Center Theater & Lobby	Dancers' Workshop	Resident	Martha Graham Dance Company - DW Gala	In Person	\$91.66	8
7/27/24	The Center Park	Art Association of Jackson Hole	Resident	Art Fair 2024	In Person	NA	
7/27/24	The Center Theater & Lobby	Dancers' Workshop	Resident	Martha Graham Dance Company	In Person	\$30.00	
7/28/24	The Center Park	Art Association of Jackson Hole	Resident	Art Fair 2024	In Person	NA	
7/29/24	The Center Theater & Lobby	Center for the Arts	Resident	Trombone Shorty & Orleans Ave with Big Boi	In Person	\$221.25	1
7/31/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
7/31/24	The Center Amphitheater	Center for the Arts & Jackson Hole Community Radio	Resident	Summer Sounds featuring Inland Isle	In Person	Free	1
8/1/24	The Center Theater Lobby	St. Johns Health	Non-profit	Health Talk: Matters of Menopause	In Person	Free	1
8/4/24	The Center Theater & Lobby	Center for the Arts	Resident	John Craigie with special guest Goodnight, Texas	In Person	\$57.50	1
8/5/24	The Center Theater & Lobby	Center for the Arts	Resident	Steve Earle	In Person	\$60.00	1
8/7/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
8/7/24	The Center Amphitheater	Center for the Arts & Jackson Hole Community Radio	Resident	Summer Sounds featuring Hot Pocket	In Person	Free	1
8/8/24	The Center Theater & Lobby	Satchitananda Foundation	Non-profit	Raising Consciousness in the Tetons: Byron Katie	In Person	\$61.50	1
8/12/24	The Center Amphitheater	Teton County Library	Non-profit	Outdoor Cabin Fever Story Slam	In Person	Free	1
8/13/24	The Center Theater & Lobby	Center for the Arts	Resident	Bruce Hornsby & The Noisemakers	In Person	\$110.00	1
8/14/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
8/14/24	The Center Amphitheater	Center for the Arts & Jackson Hole Community Radio	Resident	Summer Sounds featuring Calle Mambo	In Person	Free	1
8/16/24	The Center Park	Art Association of Jackson Hole	Resident	August Art Fair	In Person	NA	4
8/17/24	The Center Park	Art Association of Jackson Hole	Resident	August Art Fair	In Person	NA	
8/17/24	The Center Theater & Lobby	Center for the Arts	Resident	Lettuce	In Person	\$62.75	1
8/18/24	The Center Park	Art Association of Jackson Hole	Resident	August Art Fair	In Person	NA	
8/19/24	The Center Theater & Lobby	Center for the Arts	Resident	Joy Oladokun - Catch Me While You Can Tour	In Person	\$43.50	1
8/20/24	The Center Park	Jackson Hole Conservation Alliance	Non-profit	Summer Party 2024: Jackson Hole Conservation Alliance	In Person	Free	1
8/21/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
8/22/24	The Center Park	Hole Food Rescue	Non-profit	Hole Food Rescue's Million Pound Party 2024	In Person	\$30.00	1
8/23/24	The Center Tent	Stripping for a Cure	Non-profit	Private Event	In Person	NA	1
8/24/24	The Center Theater Lobby	Center for the Arts & Jackson Hole Writers	Resident	A Workshop with David Whyte	In Person	\$115.00	1
8/24/24	The Center Park	Becoming Jackson Whole	Non-profit	The 4th Annual Becoming Jackson Whole TRYathlon: Fitness for Body & Mind	In Person	Free	1
8/24/24	The Center Theater & Lobby	Center for the Arts & Jackson Hole Writers	Resident	An Evening with David Whyte	In Person	\$35.00	1
8/25/24	The Center Theater & Lobby	Center for the Arts	Resident	Lukas Nelson	In Person	\$110.00	2
8/26/24	The Center Theater & Lobby	Center for the Arts	Resident	Lukas Nelson	In Person	\$110.00	
8/28/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
8/29/24	The Center Theater & Lobby	Center for the Arts	Resident	An Evening with Kitchen Dwellers	In Person	\$56.00	1
9/1/24	The Center Theater & Lobby	Center for the Arts	Resident	Martina McBride	In Person	\$201.25	1
9/4/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
9/4/24	The Center Theater & Lobby	Teton County Library, Jackson Hole News&Guide, Center for the Arts	Non-profit	Brainstorm Speaker Series: Dallas Goldtooth	Hybrid	Free	1
9/6/24	The Center Theater Gallery, Lobby, and Commons	Center for the Arts	Resident	Palates & Palettes	In Person	Free	1
9/8/24	The Center Park	Art Association of Jackson Hole	Resident	Arts on the Green	In Person	NA	2
9/11/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
9/14/24	The Center Theater	Jackson Hole Art Auction	Commercial	18th Annual Jackson Hole Art Auction	In Person	Free	4
9/16/24	The Center Theater	Center for the Arts	Resident	The Hootenanny 2024	In Person	\$15.00	1
9/17/24	The Center Theater & Lobby	Center for the Arts	Resident	The Martin Sexton Abbey Road Show	In Person	\$47.50	1
9/18/24	The Center Theater	Teton County Library	Non-profit	Teen Page to the Podium: Jason Reynolds	In Person	Free	1
9/18/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
9/19/24	The Center Theater	Cathedral Voices	Resident	The Light Within: A Community Sing with Coty Raven Morris	In Person	Free	1
9/25/24	The Center Park	Slow Food in the Tetons	Non-profit	People's Market	In Person	Free	1
9/25/24	The Center Theater	Satchitananda Foundation	Non-profit	Raising Consciousness in the Tetons: Sage Robbins	In Person	Free	1
9/27/24	The Center Theater & Lobby	Stio	Commercial	5 Point Film Festival	In Person	\$15.00	1
10/1/24	The Center Theater Lobby	Jackson Hole Chamber Music	Non-profit	Classical Café	In Person	\$30.00	1

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
10/1/24	The Center Theater	Center for the Arts	Resident	Mariachi Herencia de México – La Nueva Generación Tour	In Person	\$11.75	1
10/3/24	The Center Theater & Lobby	Center for the Arts	Resident	The 27th Annual Manhattan Short Film Festival	In Person	\$15.00	1
10/4/24	The Center Theater & Lobby	Center for the Arts	Resident	Frank's Fall Film Festival: THELMA	In Person	\$10.00	3
10/5/24	The Center Theater & Lobby	Center for the Arts	Resident	Frank's Fall Film Festival: GOOD ONE	In Person	\$10.00	
10/5/24	The Center Theater & Lobby	Center for the Arts	Resident	Frank's Fall Film Festival: THE DEAD DON'T HURT	In Person	\$11.00	
10/5/24	The Center Theater & Lobby	Center for the Arts	Resident	Frank's Fall Film Festival: RETURN	In Person	\$12.00	
10/6/24	The Center Theater & Lobby	Center for the Arts	Resident	Frank's Fall Film Festival: THE OLD OAK	In Person	\$13.00	
10/6/24	The Center Theater & Lobby	Center for the Arts	Resident	FRANK'S FALL FILM FESTIVAL: KNEECAP	In Person	\$14.00	
10/9/24	The Center Theater & Lobby	Silicon Couloir	Non-profit	Pitch Day	In Person	Free	1
10/10/24	The Center Theater & Lobby	Becoming Jackson Whole	Non-profit	The Summit: Giving Rise to a Mindful Community	In Person	\$87.50	2
10/11/24	The Center Theater & Lobby	Becoming Jackson Whole	Non-profit	The Summit: Giving Rise to a Mindful Community	In Person	\$87.50	
10/12/24	The Center Theater & Lobby	Salomon	Commercial	Quality Ski Time Film Tour	In Person	\$15.00	1
10/14/24	The Center Theater Lobby	Wind River Community Alliance	Non-profit	Indigenous Peoples' Day Celebration	In Person	Free	1
10/15/24	The Center Theater, Lobby, & Park	Mountain Towns 2030	Commercial	Mountain Towns 2030 Climate Summit	In Person	NA	4
10/16/24	The Center Theater, Lobby, & Park	Mountain Towns 2031	Commercial	Mountain Towns 2030 Climate Summit	In Person	NA	
10/18/24	The Center Theater & Lobby	Teton County Search and Rescue Foundation	Non-profit	Wyoming Snow and Avalanche Workshop (WYSAW)	In Person	NA	2

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
10/18/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	12
10/19/24	The Center Theater & Lobby	Teton County Search and Rescue Foundation	Non-profit	Wyoming Snow and Avalanche Workshop (WYSAW)	In Person	NA	
10/19/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/20/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/22/24	The Center Theater & Lobby	Center for the Arts	Resident	Jeff Tweedy with Elizabeth Moen	In Person	\$72.50	1
10/23/24	The Center Theater & Lobby	Community Foundation of Jackson Hole	Non-profit	Old Bill's Awards Celebration	In Person	Free	1
10/23/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/24/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/25/24	The Center Theater & Lobby	Dancers' Workshop	Resident	CIRCA	In Person	\$53.00	4
10/25/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/26/24	The Center Theater & Lobby	Dancers' Workshop	Resident	CIRCA	In Person	\$53.00	
10/26/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/27/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
10/29/24	The Center Theater	Jackson Hole Public Art	Resident	Home For All: Reflecting on 60 years of Wilderness in Wyoming	In Person	Free	1
10/30/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
10/31/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
11/1/24	The Center Theater & Lobby	Jackson Hole Writers	Resident	Jackson Hole Writers' Conference	In Person	NA	2
11/1/24	The Center Theater & Lobby	Jackson Hole Writers	Resident	An Evening with Pulitzer Prize Winning Poet Jericho Brown	In Person	Free	
11/1/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
11/2/24	The Black Box Theater	Off Square Theatre Company	Resident	Sweeney Todd: The Demon Barber of Fleet Street	In Person	\$40.00	
11/7/24	The Center Theater & Lobby	Womentum	Non-profit	Womentum's 8th Annual Leadership Summit	In Person	NA	2
11/8/24	The Center Theater & Lobby	Womentum	Non-profit	Womentum's 8th Annual Leadership Summit	In Person	NA	
11/9/24	The Center Theater	Center for the Arts	Resident	123 Andrés	In Person	\$11.75	1
11/10/24	The Center Theater & Lobby	Coombs Outdoors	Non-profit	World Premier of Kai Jones' "Falling Into Place"	In Person	\$20.00	1
11/12/24	The Center Theater & Lobby	Ortus Foundation	Non-profit	Private Event	In Person	NA	2
11/15/24	The Center Theater	Center for the Arts & Off Square Theatre	Resident	A Sissy in Wyoming	In Person	\$20.00	3
11/15/24	The Black Box Theater	Off Square Theatre Company	Resident	Laff Staff November 2024	In Person	\$15.00	2
11/16/24	The Center Theater	Center for the Arts & Off Square Theatre	Resident	A Sissy in Wyoming	In Person	\$20.00	

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
11/16/24	The Black Box Theater	Off Square Theatre Company	Resident	Laff Staff November 2024	In Person	\$15.00	
11/18/24	The Center Theater	Center for the Arts/Teton County Library/Jackson Hole News&Guide	Resident	Brainstorm Speaker Series: Erin Brockovich	In Person	Free	1
11/19/24	The Center Theater	Center for the Arts & Jackson Wild	Resident	Remembering 399: Queen of the Tetons	In Person	Free	1
11/21/24	The Center Theater & Lobby	Center for the Arts	Resident	360 Allstars	In Person	\$11.75	1
12/3/24	The Center Theater Lobby	St. Johns Health	Non-profit	Advances in Cancer Screening	In Person	Free	1
12/5/24	The Center Theater & Lobby	Bridger-Teton Avalanche Center Foundation	Non-profit	Skinny Skis 25th Annual Avalanche Awareness Night	In Person	Free	1
12/6/24	The Center Theater Gallery	Center for the Arts, Teton Music School	Resident	Teen Takeover	In Person	Free	1
12/9/24	The Center Theater Lobby	Silicon Couloir	Non-profit	Silicon Couloir Holiday Party	In Person	Free	1
12/13/24	The Center Theater & Lobby	Dancers' Workshop	Resident	The Fairest of Them All	In Person	\$20.00	16
12/13/24	The Black Box Theater	Off Square Theatre Company	Resident	Off Square Players Present: Bad Auditions by Bad Actors	In Person	\$12.00	3
12/14/24	The Center Theater & Lobby	Dancers' Workshop	Resident	The Fairest of Them All	In Person	\$20.00	
12/14/24	The Black Box Theater	Off Square Theatre Company	Resident	Off Square Players Present: Bad Auditions by Bad Actors	In Person	\$12.00	
12/15/24	The Center Theater & Lobby	Dancers' Workshop	Resident	The Fairest of Them All	In Person	\$20.00	
12/15/24	The Black Box Theater	Off Square Theatre Company	Resident	Off Square Players Present: Bad Auditions by Bad Actors	In Person	\$12.00	
12/17/24	The Center Theater	Cathedral Voices	Resident	Sounds of Joy	In Person	Free	2

Event Date	Location	Organization(s)	Event Type	Event Name	Ticket Type	Ticket Price	# of Days
12/18/24	The Center Theater	Grand Teton Music Festival	Non-profit	Byron Stripling's Holiday Swing!	In Person	NA	1
12/19/24	The Center Theater	Teton County School District	Resident	Jackson Hole High School & Middle School Orchestra Concert	In Person	Free	1
12/21/24	The Center Theater	Jackson Hole Community Band	Resident	Jackson Hole Community Band and Musicland's JH Youth Orchestra Holiday Concert	In Person	Free	1
12/28/24	The Center Theater	Center for the Arts	Resident	OUR PLANET LIVE	In Person	\$37.00	1

TEMPORARY OUTDOOR ARTISTIC DISPLAYS

Listening to Inyan: Rachel Berg

Listening to Inyan by Rachel Berg is in The Center Courtyard. The collection of sculptural and photographic cyanotype work from Mnicoujou artist Rachel Olivia Berg portrays a story of creation from the Oceti Sakowin (The Seven Council Fires). This piece can be contemplated from the deck above the courtyard or experienced individually within The Center.

Prismatic Menagerie

Bixby is the name of a large magenta metal origami elephant by artist Hacer. The sculpture was invited to be placed on The Center Sculpture Pad in June of 2024 as part of a collaboration with the National Museum of Wildlife Art.

Patrick Dougherty: Finders Keepers

Patrick Dougherty, an internationally-renowned sculptor, created a custom piece of willow sculpture called *Finders Keepers* in the summer of 2022. Patrick works with local volunteers to construct his sculptures and encourages hands-on participation. His final sculpture will last multiple years and will be gradually worn away by the season's effects on the natural elements.

Glow nights: Cloud Swings

Co-presented by Public Art and The Center, the *Cloud Swings* emit color and light as people engage with the artwork and swing through the air. If a swing is unoccupied, the cloud above emits a steady glow. Once someone begins to swing, the steady glow is replaced by vibrant colors that become more saturated as the swing moves faster. The *Cloud Swings* were created by Lindsay Glatz and William Nemitoff.

RESIDENT INFORMATION

CENTER RESIDENT LEASE RATES

The following is a list of Residents and accompanying square footage they occupy at The Center.

<u>Residents Organizations</u>	<u>Sq. Footage</u>	<u>Annual Rent</u>
Art Association of Jackson Hole	10,812	\$175,899
Cathedral Voices Chamber Choir	118	\$3,422
Central Wyoming College	3,775	\$86,007
Dancers' Workshop	9,734	\$158,320
Jackson Hole Chorale	66	\$831
Jackson Hole Community Band	301	\$2,923
Jackson Hole Community Radio	1,220	\$28,657
Jackson Hole Public Art	234	\$6,697
Jackson Hole Writers	130	\$3,562
Jackson WILD	260	\$7,865
Jazz Foundation of Jackson Hole	53	\$522
MusicLand/ Jackson Hole Youth Orchestra	142	\$2,803
Off Square Theatre Company	2,127	\$40,326
pARTners	250	\$7,613
Riot Act, Inc.	696	\$14,157
Teton County School District	119	-
Teton Music School	1,934	\$31,923
Wyoming Humanities Council	119	\$3,600
Total	32,090	\$575,125

Residents occupy and rent 32,090 square feet of The Center. Residents pay on average \$17.92 per square foot for occupied space. Additionally, Residents have access to roughly 28,413 square feet of common areas, including the Center Commons space near the Glenwood entry. Common areas do not include the theater, lobby, dressing rooms, costume shop. When common areas are factored into the overall square footage available, Residents' rates average \$9.51 per square foot.

Total Space Occupied and Rented by Residents	Total Common Area Space	Total Space at The Center Available to Residents	Average Rent Paid by Residents for Occupied Space	Average Rent Paid by Residents for Total Space
32,090 sq. ft.	28,413 sq. ft.	60,503 sq. ft.	\$17.92 sq. ft.	\$9.51 sq. ft.

CENTER'S FINANCES

THE CENTER FUNDRAISING HISTORY

Early efforts to build The Center began in the late 1990s. The Center was constructed in two phases; the Arts and Educational Pavilion opened in 2005, and The Center Theater opened in 2007.

To build each wing, The Center was successful in raising \$31.1M in gifts and pledges. \$12M for the education wing and \$18.1M for the theater. Several of these major gifts were pledged over multiple years, however, and during the second phase in 2007 it was necessary to borrow \$6.7M to meet short-term obligations. Most of the multi-year gifts received eliminated \$4.7M of the \$6.7M debt. Unfortunately, due to the economic recession in 2008, several major pledges were either reduced or canceled. Because of this, The Center was unable to repay the loan in full and was left with \$2.5M in debt. In 2014 a concerted effort was launched to pay it down and just \$427,600 remained at the end of December 2024.

The Center has raised substantial monies to fund operations. Lease income from Residents and Third-Party rental fees fall short of meeting our budgetary needs. Contributed income is essential to sustaining our financial health. In 2024, a comprehensive fundraising campaign was launched to more fully address short-term operating needs, long-term capital needs, and build a more robust endowment. Since the inception of the organization, we have raised \$57,101,499 as outlined below.

<u>Tax Year</u>		
2024	\$ 8,621,037	
2023	\$ 1,960,096	
2022	\$ 1,900,382	
2021	\$ 2,103,533	
2020	\$ 1,864,100	
2019	\$ 1,694,700	
2018	\$ 1,565,957	
2017	\$ 1,532,464	
2016	\$ 1,519,051	
2015	\$ 1,412,400	
2014	\$ 1,859,981	
2013	\$ 1,499,047	
2012	\$ 706,149	
2011	\$ 884,164	
2010	\$ 892,504	
2009	\$ 488,695	
2008	\$ 638,983	
2007	\$ 7,639,181	Includes \$6.7M borrowed capital
2006	\$ 5,819,075	Contributions for capital campaign
2005	<u>\$12,500,000</u>	Contributions for capital campaign
	\$57,101,499	

GIFT SPLITS

Capital \$31.125M

Operating \$21.851M

Endowment \$4.125M

THE CENTER ENDOWMENT

The Center Endowment effort began in 2017. Since then, The Center has received \$4.125M in contributions towards the endowment.

THE CENTER'S SPENDING

The Center's spending falls into 4 categories: Programs & Events, Facilities, Administrative, and Development. In 2024, The Center's total spending was \$4.3M.

STAFF & BOARD

In 2015, the Board of Directors of Center for the Arts adopted the following mission statement: The Center connects our creative community by providing a dedicated campus, supporting excellent programming, and nurturing a collaborative spirit. It is The Center's vision to make artistic experience central to Jackson Hole by embracing the values of stewardship, excellence, inclusion, creativity, and respect.

The Center is a 501(c)(3) not-for-profit organization. Any operating surplus is directed to operating costs, including depreciation.

BOARD OF DIRECTORS*

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THE CENTER STAFF*

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*[Staff and Board listed above are current as of April 1st, 2025]