

Regular Town Council Meeting

April 20, 2026

6:00 PM

Town Council Chambers

Chair: Arne Jorgensen

NOTICE: THE VIDEO AND AUDIO FOR THIS MEETING ARE STREAMED TO THE PUBLIC VIA THE INTERNET AND MOBILE DEVICES WITH VIEWS THAT ENCOMPASS ALL AREAS, PARTICIPANTS AND AUDIENCE MEMBERS. PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING.

I. ZOOM LINK FOR PUBLIC PARTICIPATION

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

To join, click link or copy it to your browser: <https://us02web.zoom.us/j/87173094138?pwd=MFhHoKPRdYqd2bl9RrJZ6BihaOlrM0.1>

Or join at zoom.com with Webinar ID: **871 7309 4138** and Password: **83001** or by phone: **+1 253 205 0468**

II. OPENING

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Land Acknowledgement
- D. Announcements/Proclamations
 - 1. National Apprenticeship Week
 - 2. Gratitude to State Legislators
 - 3. Spring Clean Up
 - 4. Introduction of Andie Abad, Police Department Intern

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. April 6, 2026 Regular Town Council Meeting
- B. Disbursements
- C. March Municipal Court Report
- D. Tree City USA Arbor Day

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. Planning & Building

1. Veterinary Pulse Alliance Fee Waiver Request for Tenant Improvements at 520 S. Hwy 89 (Katelyn Page, 10 mins)
2. Community School Expansion Conditional Use Permit & Fee Waiver Request (Katelyn Page, 25 mins)

VI. RESOLUTIONS

- A. Resolution 26-05: A Resolution Providing Approval for a Grant to Rehabilitate South Taxiway A (Phase I - Design)

VII. ORDINANCES

- A. Ordinance A: An Ordinance Amending Title 12 Regarding Streets and Other Public Places (Third Reading, to be designated Ordinance 1456)
- B. Ordinances F and G: Ordinances Amending Title 5 Regarding Business Licenses and Regulations and Title 9: Public Peace, Morals, and Welfare (Second Reading)
1. Ordinance F: An Ordinance Amending Title 5 Regarding Business Licenses and Regulations
 2. Ordinance G: An Ordinance Amending Title 9 Regarding Public Peace, Morals, and Welfare
- C. Ordinance B: An Ordinance Amending Water and Sewer Rates (First Reading, Johnny Ziem)
- D. Ordinance C: An Ordinance Regarding Water Efficiency (Irrigation) Restrictions (First Reading, Johnny Ziem)

VIII. MATTERS FROM MAYOR AND COUNCIL

- A. Board and Commission Reports & Meeting Check-In

IX. MATTERS FROM THE TOWN MANAGER

- A. Town Manager's Report

X. ADJOURN TO EXECUTIVE SESSION

Adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii) and 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).

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.



TOWN OF JACKSON

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.



TOWN OF JACKSON

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.

PROCLAMATION
DECLARING APRIL 26-MAY 2, 2026 as NATIONAL APPRENTICESHIP WEEK

WHEREAS, National Apprenticeship Week is celebrating its inaugural Spring National Apprenticeship Week to raise awareness of the vital role apprenticeships provide in creating a qualified and highly-skilled workforce in diverse industries in Jackson, Wyoming and across the nation; and

WHEREAS, the advancement and well-being of the United States of America depends upon the continued development of skilled workers in their chosen fields; and

WHEREAS, there are more job openings than job seekers in the United States, and the expansion of apprenticeship will help bridge the skills gap to fill these jobs; and

WHEREAS, registered apprenticeships address the needs of industries by preparing more Americans for skilled trades, advanced manufacturing, shipbuilding, AI, and nuclear energy, while also helping the apprentices to adapt to a growing technological workforce; and

WHEREAS, Jackson recognizes that robust apprenticeship programs provide tangible value to both job creators and apprentices, with the potential to increase productivity and reduce recruitment and training costs while providing a pathway to prosperous careers for job seekers.

NOW, THEREFORE, I, Arne Jorgensen, Mayor of the Town of Jackson, do hereby declare April 26-May 2, 2026, as National Apprenticeship Week in the Town of Jackson, Wyoming.

DATED THIS 20TH DAY OF APRIL 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

PROCLAMATION OF GRATITUDE TO STATE LEGISLATORS

WHEREAS, Wyoming’s Legislative Session takes place in the winter each year and Teton County’s elected delegation travels to, and largely stays in Cheyenne to participate; and

WHEREAS, the 68th Budget Session took place from February 9 to March 11, 2026; and

WHEREAS, Teton County Legislators, Senators Dan Dockstader and Mike Gierau and Representatives Andrew Byron, Liz Storer, and Mike Yin were all present in Cheyenne for this Budget Session, and each has served more than one term in the legislature; and

WHEREAS, they all work tirelessly to represent the interests of our Town and County; and

WHEREAS, their work and dedication demonstrates their commitment to our communities and to preserving local decision-making; and

WHEREAS, our delegation regularly works on and testifies on bills that enhance the quality of life in our communities, protects municipalities’ ability to maintain home rule, and opens opportunities for our northwestern corner of the state; and

WHEREAS, members of our current delegation are skilled at building relationships, working across the aisle, and connecting with people from all walks of life; and

WHEREAS, each of the five legislators in our delegation is approachable and responsive to constituents and takes the time to truly listen to our community’s needs; and

WHEREAS, the Town is grateful for each member of the Teton County Legislative Delegation’s continued service.

NOW, THEREFORE, BE IT RESOLVED, that the Town would like to officially thank Senator Dockstader, Senator Gierau, Representative Byron, Representative Storer, and Representative Yin for continuing to be a voice for Jackson and Teton County in Wyoming’s State Legislature and their efforts in the 68th Legislature’s Budget Session.

DATED THIS 20TH DAY OF APRIL 2026.

TOWN OF JACKSON

By: _____
Arne O. Jorgensen, Mayor

ATTEST: _____
Riley Hovorka, Town Clerk

2026 SPRING CLEAN UP and BURN WEEK

WHEREAS, we are all caretakers of our community and continually strive to make Jackson Hole a great place to live, work and play; and

WHEREAS, this valley is rich with opportunities for improving our scenic beauty and at the same time attending to our sustainability; and

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

WHEREAS, we are fortunate to be able to take advantage of sustainability programs including food scrap and composting programs, green energy alternatives, and waste reduction and recycling initiatives; and

WHEREAS, we can all work together to preserve the earth’s beauty and resources; and

WHEREAS, the Jackson Hole Community Spring Clean-Up has been an annual tradition since 1969; and

WHEREAS, on **May 16** community volunteers will help to clean up the town; and,

WHEREAS, Teton County Integrated Solid Waste and Recycling also participates in Spring Clean Up by encouraging town residents to compost their yard waste and by providing citizens free compostable yard waste bags to do so; and

WHEREAS, compostable bags will be available at Town Hall and Public Works starting **Friday, May 8th**.

NOW, THEREFORE, I, Arne Jorgensen, Mayor of the Town of Jackson do hereby proclaim **Community Spring Clean-Up Week** to be **Saturday, May 9th through Saturday, May 16th**; and

FURTHER, I declare **Spring Clean Up Volunteer Day** as **May 16** and encourage all citizens to participate in this important rite of spring here in Jackson Hole at 8am at Phil Baux Park, which is sponsored by the Rotary Club who graciously organizes volunteers to clean up our community; and

FURTHER, I declare that Town of Jackson Public Works will provide free yard waste drop off at the Teton County Fairgrounds on **Friday, May 15th only**, to remove residential yard waste between 9am and 6pm and ISWR invites residents to drop-off up to 500 pounds of residential yard waste at the Trash Transfer Station free-of-charge from **May 9-16** during normal operating hours; and

FURTHER, I declare **Spring Burn Week** to be **Saturday, May 9th through Sunday, May 17th** and remind any residents wishing to participate in burn week that pile volume must be less than 1250 cubic feet and that before you strike that match, you must call the Jackson Hole Law Enforcement Agency at 733-2331 first.

DATED THIS 20th DAY of APRIL 2026.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Andie Abad is a senior at Jackson Hole Community School. In the fall she will be attending Montana State University where she will be double majoring in Psychology and Criminal Justice. She volunteers at Hole Food Rescue, Tribe church, is a member of 4H, and on the track team.

TOWN COUNCIL PROCEEDINGS - UNAPPROVED

APRIL 6, 2026

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, David Garcia, Lea Colasuonno, Susan Purcell, Susan Scarlata, Johnny Ziem, Paul Anthony, Michelle Weber, Tanya Anderson, Susan Scarlata, Lynsey Lenamond, and Riley Hovorka. *Via Zoom:* Kelly Thompson.

The Pledge of Allegiance was led by Mayor Jorgensen. The Land Acknowledgement was read by Mayor Jorgensen. Mayor Jorgensen read proclamations for Child Abuse Awareness and Prevention Month and National Physical Fitness and Sports Month. Alyson Sperry read a proclamation for Week of the Young Child.

Public Comment. Sara Cavallero, Rick Howe, Diane McGee, and Andy Devney made public comment.

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

- A. **Meeting Minutes.** To approve minutes from the March 16, 2026 Regular Town Council Workshop, March 16, 2026 Regular Town Council Meeting, and March 18, 2026 Special Town Council Workshop.
- B. **Disbursements.** To approve the disbursements as presented. 842-NCPERS GROUP WYOMING \$64.00; ACE HARDWARE \$1,201.84; ACEC WYOMING \$40.00; ADVANCED NETWORK MANAGEMENT, INC. \$43,842.72; ADVANCED PUMP & EQUIPMENT, INC \$5,320.87; AFLAC \$1,515.48; ALLARD, MITCHELL \$350.00; ALLEGION ACCESS TECHNOLOGIES \$3,521.71; AMAZON \$1,471.48; AVERY, N BROOKE \$12.00; BADER, ALEXIS \$200.00; BEST BEST & KRIEGER \$4,291.50; BEYLIS, ALEKSANDR \$350.00; BIG R RANCH & HOME \$154.46; BISON LUMBER \$1,964.00; BOBCAT OF ROCK SPRINGS \$111.03; BONNIST, CLAUDIA \$11,743.75; BRIGGS, ERIC L \$29.99; BROWN, NATHAN \$1,000.00; C & C CHEFS LLC \$1,764.00; CARQUEST AUTO PARTS INC. -\$110.00; CENTER FOR THE ARTS \$78.00; CENTURYLINK \$2,406.08; CHARLIE'S PLUMBING OF JH \$6,274.00; CITY OF DRIGGS \$2,148.43; COMPUMERIC ENGINEERING INC \$15,787.00; CONRAD & BISCHOFF INC. \$72,712.63; CONTROL SYSTEM TECHNOLOGY, INC. \$750.00; COOMBS, CAROLINE KAUSLICK \$3,200.00; CUMMINS SALES AND SERVICE \$447.40; DEAN'S PEST CONTROL LLC \$270.00; DELAGADO, JENNIFER \$1,500.00; DELTA DENTAL PLAN OF WYOMING \$8,450.15; DEVELOPERS RESEARCH \$12,000.00; DISCRISTOFORO, YVONNE \$713.42; DIVISION OF CHILD SUPPORT ENFORCEMENT \$509.23; DYNAMIC CONTROLS, LLC \$86,161.00; E.R. OFFICE EXPRESS \$105.87; EDA LAND PLANNING \$85.00; ELAN ONE CARD \$31,867.18; ENERGY LABORATORIES INC. \$1,241.50; ENTENMANN-ROVIN CO \$398.95; EVIDENT \$60.00; FABRIC LABS, INC \$1,156.00; FBI-LEEDA \$1,590.00; FIREHOSE SUPPLY \$52.45; FREEDOM MAILING SERVICE INC. \$1,910.61; FREMONT MOTOR LANDER INC \$49,391.00; GANNETT PEAK SURVEYING, LLC \$270.00; GET FUNKY LLC \$14,727.00; GILLIG LLC \$15,257.82; GRAFIX SHOPPE INC. \$2,864.45; GRAVITY GRAPHICS \$207.00; HDR ENGINEERING, INC \$455.00; HIGH COUNTRY HVAC LLC \$13,471.82; HIGH COUNTRY LINEN \$2,771.24; HIRST APPLGATE, LLP \$1,943.40; ICLEI- LOCAL GOV FOR SUSTAINABILITY \$1,800.00; IDAHO STATE TAX COMMISSION \$7,981.00; IDEXX DISTRIBUTION, INC. \$1,189.02; INTERSTATE BATTERY \$775.75; JACKSON CURBSIDE INC. \$1,856.00; JACKSON DOWNTOWNER, LLC \$125,214.67; JACKSON GROUP LOCKBOX \$37,968.97; JACKSON HOLE CHILDRENS MUSEUM \$6,250.00; JACKSON HOLE FORD \$235.00; JACKSON HOLE NEWS & GUIDE \$4,253.90; JACKSON LUMBER INC \$144.18; JACKSON PAINT AND GLASS, INC. \$1,615.83; JH20 WATER CONDITIONING & FILTRATION \$122.50; JIMENEZ, ISMAEL \$130.00; JOE JOHNSON EQUIPMENT \$61.63; JORGENSEN ASSOCIATES, PC \$28,585.00; KEITH, JASON \$350.00; KOIS BROTHERS EQUIPMENT COMPANY \$229,650.00; LAKESIDE AUTO GLASS \$197.74; LEONHARD, SEAN \$170.00; LEPCO \$2,289.12; LOTUS ENGINEERING & SUSTAINABILITY, LLC \$6,451.25; LOWER VALLEY ENERGY INC \$54,495.77; MACY'S SERVICES \$195.00; MENTAL HEALTH & RECOVERY SERVICES \$90,500.00; MOHROR, SCOTT \$289.08; MOLNAR, JONATHAN \$350.00; MSC INDUSTRIAL SUPPLY CO \$456.88; NAPA AUTO PARTS INC. \$1,756.18; NAVAR, ALLISON \$85.00; NEWTERRA CORPORATION, INC \$36,996.11; ONE CALL OF WYOMING

\$61.95; PERFORM PRINTING LLC \$609.96; PITTS, JASON \$690.00; PITTS, SAMANTHA \$77.83; PLATT \$1,050.95; PREMIER TRUCK- SALT LAKE CITY \$6,624.51; PREMIER VEHICLE INSTALLATION, INC \$67,998.16; PVS DX, INC \$2,778.82; RAFTELIS \$17,130.00; RICH, SAMUEL \$51.65; ROCKY MOUNTAIN YETI JACKSON \$91.00; RON'S TOWING LLC \$463.40; ROY, ALEXANDRE \$155.00; SAFETY SUPPLY & SIGN CO., INC. \$373.65; SARAZEN, ALEXANDRA \$1,750.00; SENIOR CENTER OF JACKSON HOLE \$35,505.00; SHERWIN-WILLIAMS CO. \$7,539.72; SILVERSTAR \$9,531.13; SKAGGS COMPANIES INC. \$362.85; SMITH PSYCHOLOGICAL SERVICES \$800.00; SOUTHERN TIRE MART LLC \$17,141.76; SPECTRUM \$100.00; SPEEDY CPS, LLC \$279.55; SPERY, ALYSON \$842.44; STANDARD INSURANCE COMPANY \$25,924.93; STANDARD PLUMBING SUPPLY CO. \$78.98; STEPHENS, TALON \$77.83; STINKY PRINTS, INC \$162.43; SUMMIT SAFETY LLC \$258.65; SURE GREEN LAWN AND TREE LLC \$400.00; TETON COUNTY INTEGRATED SOLID WASTE/RECY \$29,467.00; TETON COUNTY LIBRARY \$14,700.00; TETON COUNTY PUBLIC HEALTH \$720.00; TETON COUNTY PUBLIC WORKS \$5,924.72; TETON COUNTY SHERIFF'S-JAIL \$1,575.00; TETON MOTORS INC \$139.97; TETON ROPE ACCESS AND SERVICES, LLC \$18,775.00; TETON TRASH REMOVAL, INC. \$120.00; THE CHILDREN'S LEARNING CENTER \$37,822.75; TMSC LLC \$17,170.00; TRAFIC INNOVATION INC \$20,473.20; TRANSPORTATION MANAGEMENT & DESIGN INC \$3,588.14; ULINE \$249.59; UTAH SAFETY COUNCIL \$250.00; VALLEY WEST ENGINEERING, PC \$6,775.00; VERIZON WIRELESS \$134.63; VISION SERVICE PLAN (CT) \$2,016.52; WEST COAST CODE CONSULTANTS \$4,280.00; WESTERN STATE \$300.67; WESTON, JERAD \$374.00; WESTWOOD CURTIS \$140,953.88; WILCOX, ANDY \$13,340.00; WILSON, JOSH \$80.00; WSP USA INC. \$43,020.97; WY CHILD SUPPORT ENFORCEMENT \$452.30; WY WORKERS' SAFETY & COMP \$12,528.28; WYDOT \$10.00; WYOMING DEPARTMENT OF EMPLOYM \$8,493.91; WYOMING RETIREMENT SYSTEM \$217,768.48; WYOMING STARGAZING \$1,500.00; YELLOW IRON WASTE, LLC \$906.00

C. **Contracts.**

1. **Contract with Wyoming Department of Transportation - National Highway Traffic Safety Administration.** To approve the Contract with Wyoming Department of Transportation – National Highway Traffic Safety Administration, subject to minor changes by staff.
2. **Professional Services Agreement with Step Back Leadership Consulting LLC.** To approve the Professional Services Agreement with Step Back Leadership Consulting LLC, subject to minor changes by staff.
3. **Easement with Teton County.** To approve the Easement with Teton County, subject to minor changes by staff.
4. **Lease Agreement with Caroline Kauslick Coombs.** To approve the Lease Agreement with Caroline Kauslick Coombs, subject to minor changes by staff.
5. **Professional Services Agreement with Shoreline Consulting.** To approve the Professional Services Agreement with Shoreline Consulting, subject to minor changes by staff.

- D. **2026 Snow King Tank Overflow Pipeline Project, Town of Jackson Project No. 26-14.** To approve the award of the 2026 The Snow King Tank Overflow Pipeline project to Ridgeline Excavation, Inc. of Jackson, Wyoming, in the amount of \$207,220.75 and authorize the Mayor to execute the contract subject to approval by the Town Attorney and Town Engineer.

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

March 9, 2026 Special Joint Meeting. This item was added to this agenda during the April 6, 2026 Regular Joint Meeting. A motion was made by Jonathan Schechter and seconded by Devon Viehman to reconsider the March 9 vote on the motion to extend the Option Agreement deadline and direct staff to prepare the suite of documents for the 90 Virginian Lane. Mayor Jorgensen called for the vote on whether to reconsider the vote from the March 9 Joint Meeting to direct and authorize the Jackson Teton County Housing Authority to extend the Development Agreement timeline in the Ground Lease Option Agreement to April 13, 2026, and direct staff to prepare the suite of documents for the 90 Virginian Lane Affordable Workforce Housing Development for review and consideration at the April 13, 2026 Monthly Joint Meeting. The vote showed all in favor. The motion carried.

Council held discussion. A motion was made by Kevin Regan and seconded by Devon Viehman to direct and authorize the Jackson Teton County Housing Authority to extend the Development Agreement timeline in the Ground Lease Option Agreement to April 13, 2026, and direct staff to prepare the suite of documents for the 90 Virginian Lane Affordable Workforce Housing Development for review and

consideration at the April 13, 2026 Monthly Joint Meeting. Mayor Jorgensen called for the vote. The vote showed 4-1 with Mayor Jorgensen, Devon Viehman, Kevin Regan, and Alyson Sperry in favor and Jonathan Schechter opposed. The motion carried.

A motion was made by Jonathan Schechter and seconded by Devon Viehman to approve the minutes from the March 9, 2026 Special Joint Meeting with the amendment that a notation be made for item IV(A) on the agenda titled “90 Virginian Lane Affordable Workforce Housing Development” that states in italics that the vote on this item was reconsidered at the April 6, 2026 meeting and Councilor Schechter altered his vote. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Application for Transfer of Ownership of a Retail Liquor License at 1155 S. Hwy 89. Lynsey Lenamond made staff comment. Council held discussion with staff. There was no public comment. Having considered Wyoming Statute 12-4-104(b) statutory factors for this application, a motion was made by Devon Viehman and seconded by Kevin Regan to approve the application from WFM CW LLC for a transfer of liquor license ownership subject to the following conditions, and further direct the Town Clerk’s office to issue the license upon confirmation that the conditions of approval have been met within the timeframe set forth in Wyoming Statute 12-4-103(a)(iv):

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

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

Resolution 26-04: Updating Parklet Permit Fees. Susan Scaralata made staff comment. There was no public comment. A motion was made by Kevin Regan and seconded by Jonathan Schechter to approve Resolution 26-04: Updating Parklet Permit Fees. 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 Updating Council Salaries.

AN ORDINANCE AMENDING SECTION 2.08.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING COMPENSATION FOR MAYOR AND COUNCIL. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

There was no public comment. A motion was made by Devon Viehman and seconded by Jonathan Schechter to adopt Ordinance E on third and final reading as presented and designate it Ordinance 1455. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance F: An Ordinance Amending Title 5 Regarding Business Licenses and Regulations.

AN ORDINANCE AMENDING TITLE 5, BUSINESS LICENSES AND REGULATIONS, CHAPTER 5.04, BUSINESS LICENSES – GENERALLY; CHAPTER 5.06, COMMERCIAL AND NONCOMMERCIAL SOLICITATION; CHAPTER 5.20, INSTALLATION PERMIT – EXPOSITIONS AND OUTDOOR SALES, AND CHAPTER 5.22, PERFORMERS OF THE CODE OF THE TOWN OF JACKSON, WYOMING. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

Ordinance G: An Ordinance Amending Title 9 Regarding Public Peace, Morals, and Welfare.

AN ORDINANCE AMENDING CHAPTER 9.52, INJURY TO OR DESTRUCTION OF PUBLIC PROPERTY, OF TITLE 9, PUBLIC PEACE, MORALS AND WELFARE, OF THE CODE OF THE TOWN OF JACKSON, WYOMING. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

Susan Purcell made staff comment. Council held discussion with staff. There was no public comment. A motion was made by Kevin Regan and seconded by Alyson Sperry to approve Ordinances F and G at first reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Ordinance A: An Ordinance Amending Title 12 Regarding Streets and Other Public Places.

AN ORDINANCE AMENDING CHAPTER 12.10, PARKLETS, OF TITLE 12, STREETS AND OTHER PUBLIC

PLACES, 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 Kevin Regan and seconded by Devon Viehman to approve Ordinance A: Amending Title 12 Streets and Other Public Places on first reading. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Matters from Mayor and Council. Board and Commission Reports & Meeting Check-In. Devon Viehman provided an update from the Jackson Hole Historical Society (Jackson Hole History Museum). Alyson Sperry provided updates from the Board of Health and Public Art Task Force. Jonathan Schechter provided an update from JH Air. Council discussed how they thought the day’s meetings went.

A motion was made by Alyson Sperry and seconded by Devon Viehman to direct the Town Manager or their designee to draft a brief scoping staff report about parklets to be added to an agenda within 120 days. Council held discussion. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Mayor Jorgensen discussed his trip to Cheyenne to attend the SLIB meeting. The SLIB considered grant applications for the Unmet Housing Needs grant.

Town Manager’s Report. Tyler Sinclair made staff comment. The Town Manager’s report contained updates on funding for summer 2026 interns, temporary sign permits for Snake River Fund, First Baptist Church Jackson Hole, Wyoming Untrapped, Teton Tutors, Energy Conservation Works, Jackson Hole Children’s Museum, and Teton Valley Balloon Rally, WYDOT Federal Transit Administration grant application for START, and funding requests from Tlaxcala Intercambio Club and Energy Conservation Works. The Town Manager requested that Teton County’s request for additional funding for Rodeo Grounds Management Agreement be removed from the report. A motion was made by Devon Viehman and seconded by Jonathan Schechter to approve the Town Manager’s Report without the rodeo item. Mayor Jorgensen called for the vote. The vote showed all in favor. The motion carried.

Adjourn. A motion was made by Devon Viehman and seconded by Jonathan Schechter to adjourn to executive session to discuss personnel matters in accordance with Wyoming Statute 16-4-405(a)(ii) and 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 7:28 p.m.

TOWN OF JACKSON

ATTEST:

Arne O. Jorgensen, Mayor

Riley Hovorka, Town Clerk

Minutes: rh. Publish JH News & Guide: April 15, 2026

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
7845	8TH LAYER TECHNOLOGIES, LL	1255	AD ASSESSMENT T&M HOURS	02/27/2026	1,600.00	1,600.00	04/21/2026
7845	8TH LAYER TECHNOLOGIES, LL	1263	AD ASSESSMENT T&M HOURS	03/10/2026	1,400.00	1,400.00	04/21/2026
Total 7845:					3,000.00	3,000.00	
425	ACE EQUIPMENT & SUPPLY	179466	GUTTER BROOMs	09/22/2025	5,136.54	5,136.54	04/21/2026
425	ACE EQUIPMENT & SUPPLY	179823	VACUUM HOSE, CLAMP HOSE,	12/12/2025	669.42	669.42	04/21/2026
425	ACE EQUIPMENT & SUPPLY	179950	GUTTER BROOMs	01/27/2026	3,856.01	3,856.01	04/21/2026
Total 425:					9,661.97	9,661.97	
51	ACE HARDWARE	922428 CREDI	CREDIT	10/02/2025	2.00-	2.00-	04/21/2026
51	ACE HARDWARE	937443	PAINT, JOINT CEMENT & SANDP	03/12/2026	149.93	149.93	04/21/2026
51	ACE HARDWARE	937967	FOAM	03/18/2026	8.99	8.99	04/21/2026
51	ACE HARDWARE	938110	NUTS & WASHERS	03/19/2026	13.98	13.98	04/21/2026
51	ACE HARDWARE	938119	DEBURRING TOOL	03/19/2026	21.99	21.99	04/21/2026
51	ACE HARDWARE	938156	WIRE	03/20/2026	17.98	17.98	04/21/2026
51	ACE HARDWARE	938187	BAKING SODA	03/20/2026	2.99	2.99	04/21/2026
51	ACE HARDWARE	938193	TRUSS SCREWS	03/20/2026	9.99	9.99	04/21/2026
51	ACE HARDWARE	938222	BAUER KEY	03/20/2026	7.49	7.49	04/21/2026
51	ACE HARDWARE	938232	DOOR HOLE COVER & PASSAG	03/20/2026	33.98	33.98	04/21/2026
51	ACE HARDWARE	938273	CLOROX	03/21/2026	26.96	26.96	04/21/2026
51	ACE HARDWARE	938386	SPRAY BOTTLE	03/23/2026	7.99	7.99	04/21/2026
51	ACE HARDWARE	938431	SCREWS	03/23/2026	9.99	9.99	04/21/2026
51	ACE HARDWARE	938491	JOINT COMPOUND & BIT SET	03/24/2026	60.97	60.97	04/21/2026
51	ACE HARDWARE	938511	CLEANER & BRUSH	03/24/2026	13.48	13.48	04/21/2026
51	ACE HARDWARE	938513	BLACK OXIDE DLBT	03/24/2026	21.99	21.99	04/21/2026
51	ACE HARDWARE	938710	PAINT ROLLER TRAY & FLOOR	03/26/2026	12.98	12.98	04/21/2026
51	ACE HARDWARE	938723	SCREWS & TRASH BAGS	03/26/2026	33.97	33.97	04/21/2026
51	ACE HARDWARE	938799	MARKING WAND	03/26/2026	44.99	44.99	04/21/2026
51	ACE HARDWARE	938882	LEAF BAGS	03/27/2026	1,396.00	1,396.00	04/21/2026
51	ACE HARDWARE	938888	BLACK 50# & GOGGLES	03/27/2026	27.98	27.98	04/21/2026
51	ACE HARDWARE	938935	TEFLON TAPE	03/28/2026	4.98	4.98	04/21/2026
51	ACE HARDWARE	938957	SHOPPING BAGS, BLADE, SCR	03/29/2026	95.08	95.08	04/21/2026
51	ACE HARDWARE	939089	CRIMPER & CONN CLSEND	03/31/2026	25.48	25.48	04/21/2026
51	ACE HARDWARE	939164	NUT & WASHER	04/01/2026	6.99-	6.99-	04/21/2026
51	ACE HARDWARE	939169	VINEGAR	04/01/2026	8.99	8.99	04/21/2026
51	ACE HARDWARE	939170	WALLPLATE, BOX & RECEPAC	04/01/2026	36.27	36.27	04/21/2026
51	ACE HARDWARE	939201	BATTERIES	04/01/2026	121.94	121.94	04/21/2026
51	ACE HARDWARE	940026	CHAIN, PADLOCK, KEYS	04/10/2026	111.90	111.90	04/21/2026
51	ACE HARDWARE	F75116	CREDIT	02/12/2026	21.97-	21.97-	04/21/2026
51	ACE HARDWARE	F87731	CREDIT	03/07/2026	6.99-	6.99-	04/21/2026
Total 51:					2,291.31	2,291.31	
6861	ADVANCED NETWORK MANAG	IN116537-IN11	4 NODE 48TB RAW HDD	03/25/2026	29,314.70	29,314.70	04/21/2026
Total 6861:					29,314.70	29,314.70	
6900	ALDER ENVIRONMENTAL LLC	5298	DATA AND PROJECT MGT	04/01/2026	466.75	466.75	04/21/2026
Total 6900:					466.75	466.75	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
5726	AMAZON	19RL-9WJ4-6G	MICROPHONE STAND CASE	04/09/2026	19.99	19.99	04/21/2026
5726	AMAZON	1FKM-RHQ1-F	WIPES	03/30/2026	173.52	173.52	04/21/2026
5726	AMAZON	1KR9-9DQR-7	WALL CHARGERS	04/02/2026	184.25	184.25	04/21/2026
5726	AMAZON	1PDX-XCKC-4	ELECTRICAL WIRE	04/07/2026	261.80	261.80	04/21/2026
Total 5726:					639.56	639.56	
383	ANTLER MOTEL, INC.	03242026	START BUS ROOMS MARCH 20	03/24/2026	4,410.00	4,410.00	04/21/2026
Total 383:					4,410.00	4,410.00	
1783	AT&T	287279795460	PHONE SERVICE	03/11/2026	319.22	319.22	04/21/2026
Total 1783:					319.22	319.22	
4920	BEST BEST & KRIEGER	1057742	MATTER 51148.00004 CHARTER	04/03/2026	6,436.50	6,436.50	04/21/2026
4920	BEST BEST & KRIEGER	1057743	MATTER 51148.00005 AFFORDA	04/03/2026	1,771.00	1,771.00	04/21/2026
Total 4920:					8,207.50	8,207.50	
4774	BIG R RANCH & HOME	2620/1	WIRE, STAPLES & WOOD RAIL	03/26/2026	156.45	156.45	04/21/2026
Total 4774:					156.45	156.45	
3500	BISON LUMBER	2603-902358	SCREWS	03/26/2026	63.30	63.30	04/21/2026
3500	BISON LUMBER	2603-902504	HAMILTON HILITE	03/27/2026	152.00	152.00	04/21/2026
Total 3500:					215.30	215.30	
1560	BLUE SPRUCE CLEANERS,INC	BS-02102757	DRY CLEANING	03/03/2026	17.95	17.95	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-02-102833	DRY CLEANING	03/01/2026	16.30	16.30	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-02-103147	DRY CLEANING	03/05/2026	21.78	21.78	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-03-100262	DRY CLEANING	03/10/2026	17.95	17.95	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-03-100648	DRY CLEANING	03/12/2026	29.93	29.93	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-03-100666	DRY CLEANING	03/12/2026	29.93	29.93	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-03-101208	DRY CLEANING	03/13/2026	35.90	35.90	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-03-101630	DRY CLEANING	03/30/2026	17.95	17.95	04/21/2026
1560	BLUE SPRUCE CLEANERS,INC	BS-03-101659	DRY CLEANING	03/19/2026	32.67	32.67	04/21/2026
Total 1560:					220.36	220.36	
7394	BOLAND, ANITA	050126	350 N Millward - May Rent	05/01/2026	2,328.85	2,328.85	05/01/2026
Total 7394:					2,328.85	2,328.85	
7077	BURKHOLDER, SHAWN	050126	130 E Kelly - May Rent	05/01/2026	2,141.61	2,141.61	05/01/2026
Total 7077:					2,141.61	2,141.61	
7811	CARPET BROTHERS LLC	2392	CARPET, REMOVAL & ADHESIV	02/17/2026	5,348.39	5,348.39	04/21/2026
Total 7811:					5,348.39	5,348.39	
102	CASELLE INC.	INV-18134	MAY 2026	04/01/2026	2,388.00	2,388.00	04/21/2026
Total 102:					2,388.00	2,388.00	
544	CENTURYLINK	776731919	SERVICES	03/20/2026	12.42	12.42	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 544:					12.42	12.42	
6114	CLIMB WYOMING	04072026	JANUARY-MARCH 2026	04/07/2026	1,531.25	1,531.25	04/21/2026
Total 6114:					1,531.25	1,531.25	
514	CONRAD & BISCHOFF INC.	IN-153611-26	DIESEL	04/02/2026	30,848.92	30,848.92	04/21/2026
514	CONRAD & BISCHOFF INC.	IN-153620-26	GAS	04/02/2026	7,153.55	7,153.55	04/21/2026
Total 514:					38,002.47	38,002.47	
4887	CONTROL SYSTEM TECHNOLO	11786	COMPILE WELL FLOW DATA	03/03/2026	600.00	600.00	04/21/2026
4887	CONTROL SYSTEM TECHNOLO	11791	TROUBLESHOOT WELL 5	03/23/2026	1,800.00	1,800.00	04/21/2026
4887	CONTROL SYSTEM TECHNOLO	11802	VFD MCC PANEL ON WELLS	03/31/2026	70,414.00	70,414.00	04/21/2026
4887	CONTROL SYSTEM TECHNOLO	11803	WIRING BETWEEN PLC & MCC	04/06/2026	6,202.50	6,202.50	04/21/2026
Total 4887:					79,016.50	79,016.50	
1691	CORE & MAIN LP	V000027521	3/4 SL MACH10 USG R900I V4	03/11/2026	10,427.60	10,427.60	04/21/2026
Total 1691:					10,427.60	10,427.60	
3001	CREATIVE ENERGIES, LLC	04012026	REMOVE & REINSTALL INVERT	04/01/2026	3,440.00	3,440.00	04/21/2026
Total 3001:					3,440.00	3,440.00	
4918	DEAN'S PEST CONTROL LLC	109705	RODEN CONTROL	03/02/2026	110.00	110.00	04/21/2026
4918	DEAN'S PEST CONTROL LLC	110071	RODEN CONTROL	03/13/2026	60.00	60.00	04/21/2026
4918	DEAN'S PEST CONTROL LLC	110096	RODEN CONTROL	03/19/2026	100.00	100.00	04/21/2026
4918	DEAN'S PEST CONTROL LLC	110275	MOUSE CONTROL	03/18/2026	85.00	85.00	04/21/2026
Total 4918:					355.00	355.00	
708	DELTA DENTAL PLAN OF WYOM	03312026	ADJUSTMENTS MARCH 2026	03/31/2026	242.45	242.45	04/02/2026
708	DELTA DENTAL PLAN OF WYOM	03312026	CLAIMS MARCH 2026	03/31/2026	6,655.80	6,655.80	04/02/2026
708	DELTA DENTAL PLAN OF WYOM	03312026	ADMIN FEE MARCH 2026	03/31/2026	728.00	728.00	04/02/2026
Total 708:					7,141.35	7,141.35	
3881	DEX IMAGING	AR15042835	COPIES	03/26/2026	360.85	360.85	04/21/2026
3881	DEX IMAGING	AR15057887	COPIES	03/30/2026	173.53	173.53	04/21/2026
Total 3881:					534.38	534.38	
6883	DIVISION OF CHILD SUPPORT	04032026	DCSE CASE #0005405448	04/03/2026	509.23	509.23	04/03/2026
Total 6883:					509.23	509.23	
2175	DIVISION OF VICTIM SERVICES	04102026	Crime Victim Surcharge	04/10/2026	150.00	150.00	04/21/2026
Total 2175:					150.00	150.00	
7639	DOOLEY ENTERPRISES, INC	71532	SHELLS	03/24/2026	4,099.19	4,099.19	04/21/2026
Total 7639:					4,099.19	4,099.19	
3408	E.R. OFFICE EXPRESS	23828	LEGAL PADS	04/01/2026	28.69	28.69	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3408	E.R. OFFICE EXPRESS	23829	PENS & NOTEBOOKS	04/01/2026	126.33	126.33	04/21/2026
3408	E.R. OFFICE EXPRESS	23842	Paper & PENS	04/02/2026	129.87	129.87	04/21/2026
Total 3408:					284.89	284.89	
6092	E1 HVAC LLC	54356	11/16/25-12/13/25 FORCED AIR	12/25/2025	573.30	573.30	04/21/2026
6092	E1 HVAC LLC	6240120-5	SERVER ROOM REMODEL	12/23/2025	210.00	210.00	04/21/2026
Total 6092:					783.30	783.30	
7446	ELAN ONE CARD	03312026	SMITHS ANIMAL SHELTER 3324	03/31/2026	36.49	36.49	04/06/2026
7446	ELAN ONE CARD	03312026	MAILCHIMP COMM DEV 3840	03/31/2026	135.00	135.00	04/06/2026
7446	ELAN ONE CARD	03312026	EXXON DETECTIVE SGT 6677	03/31/2026	76.27	76.27	04/06/2026
7446	ELAN ONE CARD	03312026	IKEA FACILITIES PW 4135	03/31/2026	1,830.75	1,830.75	04/06/2026
7446	ELAN ONE CARD	03312026	PILOT JPD SGT 2280	03/31/2026	53.61	53.61	04/06/2026
7446	ELAN ONE CARD	03312026	CROSSROADS TRVL PLAZA JP	03/31/2026	19.78	19.78	04/06/2026
7446	ELAN ONE CARD	03312026	TETON VALLEY GARDENS STA	03/31/2026	100.00	100.00	04/06/2026
7446	ELAN ONE CARD	03312026	FEED STORE TOWN COUNCIL	03/31/2026	45.41	45.41	04/06/2026
7446	ELAN ONE CARD	03312026	ALBERTSONS WWTP 2901	03/31/2026	44.75	44.75	04/06/2026
7446	ELAN ONE CARD	03312026	AMERICAN RED CROSS LIEUT	03/31/2026	156.60	156.60	04/06/2026
7446	ELAN ONE CARD	03312026	PROVISIONS PERSONNEL 7099	03/31/2026	272.16	272.16	04/06/2026
7446	ELAN ONE CARD	03312026	SMITHS PERSONNEL 7099	03/31/2026	98.22	98.22	04/06/2026
7446	ELAN ONE CARD	03312026	PINKY G'S PERSONNEL 7099	03/31/2026	145.40	145.40	04/06/2026
7446	ELAN ONE CARD	03312026	HOLIDAY INN PW ADMIN 4874	03/31/2026	220.00	220.00	04/06/2026
7446	ELAN ONE CARD	03312026	LYFT START ADMIN 9251	03/31/2026	14.95	14.95	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK DETECTIVE SGT 6677	03/31/2026	41.18	41.18	04/06/2026
7446	ELAN ONE CARD	03312026	STARLINK IT 7309	03/31/2026	660.00	660.00	04/06/2026
7446	ELAN ONE CARD	03312026	PILOT JPD SGT 2280	03/31/2026	57.42	57.42	04/06/2026
7446	ELAN ONE CARD	03312026	HILTON JPD SGT 2280	03/31/2026	248.60	248.60	04/06/2026
7446	ELAN ONE CARD	03312026	BEST WESTERN JPD TRAINING	03/31/2026	624.65	624.65	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK JPD TRAINING TWO 6	03/31/2026	62.85	62.85	04/06/2026
7446	ELAN ONE CARD	03312026	STAPLES PW FLEET 0463	03/31/2026	44.92	44.92	04/06/2026
7446	ELAN ONE CARD	03312026	ALBERTSONS START ADMIN 92	03/31/2026	124.02	124.02	04/06/2026
7446	ELAN ONE CARD	03312026	MARRIOTT DC START OPER 40	03/31/2026	1,778.32	1,778.32	04/06/2026
7446	ELAN ONE CARD	03312026	PSI EXAMS WWTP 2901	03/31/2026	108.00	108.00	04/06/2026
7446	ELAN ONE CARD	03312026	ANIMAL ADOPTION CNTR ANIM	03/31/2026	400.00	400.00	04/06/2026
7446	ELAN ONE CARD	03312026	ACE DETECTIVE SGT 6677	03/31/2026	19.24	19.24	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK JPD TRAINING TWO 6	03/31/2026	49.98	49.98	04/06/2026
7446	ELAN ONE CARD	03312026	HILTON PALMER HOUSE LIEUT	03/31/2026	186.67	186.67	04/06/2026
7446	ELAN ONE CARD	03312026	WHOLE FOODS PERSONNEL 7	03/31/2026	82.17	82.17	04/06/2026
7446	ELAN ONE CARD	03312026	PEARL STREET PERSONNEL 70	03/31/2026	30.00	30.00	04/06/2026
7446	ELAN ONE CARD	03312026	SMITHS PERSONNEL 7099	03/31/2026	21.96	21.96	04/06/2026
7446	ELAN ONE CARD	03312026	EXXON PW ADMIN 4874	03/31/2026	38.48	38.48	04/06/2026
7446	ELAN ONE CARD	03312026	NOTION LABS COMM DEV 3841	03/31/2026	360.00	360.00	04/06/2026
7446	ELAN ONE CARD	03312026	SUNOCO DETECTIVE SGT 6677	03/31/2026	45.29	45.29	04/06/2026
7446	ELAN ONE CARD	03312026	GLOBAL INDUSTRIAL FACILITIE	03/31/2026	461.10	461.10	04/06/2026
7446	ELAN ONE CARD	03312026	PETSMART JPD SGT 2280	03/31/2026	86.10	86.10	04/06/2026
7446	ELAN ONE CARD	03312026	BIG D JPD SGT 2280	03/31/2026	32.11	32.11	04/06/2026
7446	ELAN ONE CARD	03312026	CANVA JPD SGT 2280	03/31/2026	1,000.00	1,000.00	04/06/2026
7446	ELAN ONE CARD	03312026	AMERICAN PLANNING ASSN PL	03/31/2026	180.00	180.00	04/06/2026
7446	ELAN ONE CARD	03312026	CANELA PW ADMIN 4874	03/31/2026	121.21	121.21	04/06/2026
7446	ELAN ONE CARD	03312026	STAPLES START ADMIN 9251	03/31/2026	69.54	69.54	04/06/2026
7446	ELAN ONE CARD	03312026	USPS START ADMIN 9251	03/31/2026	8.10	8.10	04/06/2026
7446	ELAN ONE CARD	03312026	SAFEWAY FUEL TOWN COUNCI	03/31/2026	34.08	34.08	04/06/2026
7446	ELAN ONE CARD	03312026	ASTORIA PARK CONSERVA ANI	03/31/2026	100.31	100.31	04/06/2026
7446	ELAN ONE CARD	03312026	WY LECC JPD SGT 2280	03/31/2026	150.00	150.00	04/06/2026
7446	ELAN ONE CARD	03312026	THE DEPOT JPD TRAINING TW	03/31/2026	83.89	83.89	04/06/2026
7446	ELAN ONE CARD	03312026	VARI.COM LIEUTENANT 7867	03/31/2026	795.22	795.22	04/06/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7446	ELAN ONE CARD	03312026	IIMC PERSONNEL 7099	03/31/2026	75.00	75.00	04/06/2026
7446	ELAN ONE CARD	03312026	PINKY G'S PERSONNEL 7099	03/31/2026	236.61	236.61	04/06/2026
7446	ELAN ONE CARD	03312026	TETON CO CLERK PERSONNEL	03/31/2026	98.45	98.45	04/06/2026
7446	ELAN ONE CARD	03312026	HOFFS BIKESMITH ADMIN 3567	03/31/2026	28.84	28.84	04/06/2026
7446	ELAN ONE CARD	03312026	TARGET COMM DEV 3840	03/31/2026	65.35	65.35	04/06/2026
7446	ELAN ONE CARD	03312026	B&H PHOTO MOTO DETECTIVE	03/31/2026	1,186.55	1,186.55	04/06/2026
7446	ELAN ONE CARD	03312026	LA QUINTA INN DETECTIVE SG	03/31/2026	126.23	126.23	04/06/2026
7446	ELAN ONE CARD	03312026	DISH NETWORK IT 7309	03/31/2026	157.20	157.20	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK JPD SGT 2280	03/31/2026	66.17	66.17	04/06/2026
7446	ELAN ONE CARD	03312026	WEBSCRIBBLE PERSONNEL 70	03/31/2026	545.00	545.00	04/06/2026
7446	ELAN ONE CARD	03312026	SINCLAIR PW ADMIN 4874	03/31/2026	57.49	57.49	04/06/2026
7446	ELAN ONE CARD	03312026	LYFT START ADMIN 9251	03/31/2026	29.98	29.98	04/06/2026
7446	ELAN ONE CARD	03312026	SMITHS START ADMIN 9251	03/31/2026	27.98	27.98	04/06/2026
7446	ELAN ONE CARD	03312026	SMITHS STREETS 4277	03/31/2026	2.99	2.99	04/06/2026
7446	ELAN ONE CARD	03312026	EGAUGESYSTEMS WWTP 2901	03/31/2026	20.00	20.00	04/06/2026
7446	ELAN ONE CARD	03312026	HAT SIX TRAVEL CENTER JPD	03/31/2026	27.48	27.48	04/06/2026
7446	ELAN ONE CARD	03312026	COSTCO GAS JPD TRAINING O	03/31/2026	95.29	95.29	04/06/2026
7446	ELAN ONE CARD	03312026	EXXON JPD TRAINING TWO 648	03/31/2026	42.68	42.68	04/06/2026
7446	ELAN ONE CARD	03312026	NYC SUB SHOP LIEUTENANT 7	03/31/2026	56.63	56.63	04/06/2026
7446	ELAN ONE CARD	03312026	PROVISIONS PERSONNEL 7099	03/31/2026	272.16	272.16	04/06/2026
7446	ELAN ONE CARD	03312026	ALBERTSONS PERSONNEL 709	03/31/2026	28.08	28.08	04/06/2026
7446	ELAN ONE CARD	03312026	PINEDALE SUPER CENTER TO	03/31/2026	7.29	7.29	04/06/2026
7446	ELAN ONE CARD	03312026	CREEKSIDE MARKET ANIMAL S	03/31/2026	102.10	102.10	04/06/2026
7446	ELAN ONE CARD	03312026	ACE DETECTIVE SGT 6677	03/31/2026	120.85	120.85	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK DETECTIVE SGT 6677	03/31/2026	55.22	55.22	04/06/2026
7446	ELAN ONE CARD	03312026	SNAKE RIVER ROASTING FINA	03/31/2026	187.00	187.00	04/06/2026
7446	ELAN ONE CARD	03312026	PACIFIC COAST K9 JPD SGT 22	03/31/2026	85.00	85.00	04/06/2026
7446	ELAN ONE CARD	03312026	LOAF N JUG PERSONNEL 7099	03/31/2026	3.39	3.39	04/06/2026
7446	ELAN ONE CARD	03312026	ICMA PERSONNEL 7099	03/31/2026	262.50	262.50	04/06/2026
7446	ELAN ONE CARD	03312026	AMERICAN PLANNING ASSN PL	03/31/2026	961.44	961.44	04/06/2026
7446	ELAN ONE CARD	03312026	CUTTYS PW ADMIN 4874	03/31/2026	207.32	207.32	04/06/2026
7446	ELAN ONE CARD	03312026	LYFT START ADMIN 9251	03/31/2026	43.10	43.10	04/06/2026
7446	ELAN ONE CARD	03312026	SAFEGUARD PORTAL START A	03/31/2026	810.00	810.00	04/06/2026
7446	ELAN ONE CARD	03312026	MAINSTREET MADE IT 7309	03/31/2026	394.00	394.00	04/06/2026
7446	ELAN ONE CARD	03312026	HAMPTON INN JPD SGT 2280	03/31/2026	1,616.76	1,616.76	04/06/2026
7446	ELAN ONE CARD	03312026	WY LECC JPD SGT 2280	03/31/2026	150.00	150.00	04/06/2026
7446	ELAN ONE CARD	03312026	EXXON JPD TRAINING TWO 648	03/31/2026	29.96	29.96	04/06/2026
7446	ELAN ONE CARD	03312026	AMERICAN AIR LIEUTENANT 78	03/31/2026	522.80	522.80	04/06/2026
7446	ELAN ONE CARD	03312026	UPLIFT DESK PERSONNEL 709	03/31/2026	171.20	171.20	04/06/2026
7446	ELAN ONE CARD	03312026	COMMUNITY TRANSPORTATIO	03/31/2026	28.00	28.00	04/06/2026
7446	ELAN ONE CARD	03312026	DUFFEL DONKEY VICTIM SERVI	03/31/2026	1,139.83	1,139.83	04/06/2026
7446	ELAN ONE CARD	03312026	PARK CITY COMM ADMIN 3567	03/31/2026	411.75	411.75	04/06/2026
7446	ELAN ONE CARD	03312026	BAPP COMM DEV 3840	03/31/2026	133.29	133.29	04/06/2026
7446	ELAN ONE CARD	03312026	PILOT DETECTIVE SGT 6677	03/31/2026	53.38	53.38	04/06/2026
7446	ELAN ONE CARD	03312026	CASEYS DETECTIVE SGT 6677	03/31/2026	43.56	43.56	04/06/2026
7446	ELAN ONE CARD	03312026	STAPLES PERSONNEL 7099	03/31/2026	29.43	29.43	04/06/2026
7446	ELAN ONE CARD	03312026	CHECKR PERSONNEL 7099	03/31/2026	82.99	82.99	04/06/2026
7446	ELAN ONE CARD	03312026	ERENTER PERSONNEL 7099	03/31/2026	21.95	21.95	04/06/2026
7446	ELAN ONE CARD	03312026	WY PLANNING ASSN PLANNIN	03/31/2026	500.00	500.00	04/06/2026
7446	ELAN ONE CARD	03312026	UPS PW FLEET 0463	03/31/2026	66.87	66.87	04/06/2026
7446	ELAN ONE CARD	03312026	STAPLES START ADMIN 9251	03/31/2026	86.46	86.46	04/06/2026
7446	ELAN ONE CARD	03312026	HOME DEPOT FACILITIES PW 4	03/31/2026	638.00	638.00	04/06/2026
7446	ELAN ONE CARD	03312026	GODADDY IT 7309	03/31/2026	239.98	239.98	04/06/2026
7446	ELAN ONE CARD	03312026	CENEX JPD SGT 2280	03/31/2026	45.70	45.70	04/06/2026
7446	ELAN ONE CARD	03312026	WY LECC JPD SGT 2280	03/31/2026	150.00	150.00	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK JPD TRAINING TWO 6	03/31/2026	47.51	47.51	04/06/2026
7446	ELAN ONE CARD	03312026	USPS LIEUTENANT 7867	03/31/2026	12.95	12.95	04/06/2026
7446	ELAN ONE CARD	03312026	LYFT START ADMIN 9251	03/31/2026	3.00	3.00	04/06/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7446	ELAN ONE CARD	03312026	STAPLES START ADMIN 9251	03/31/2026	35.25	35.25	04/06/2026
7446	ELAN ONE CARD	03312026	NAPOLIS TOWN COUNCIL TWO	03/31/2026	344.01	344.01	04/06/2026
7446	ELAN ONE CARD	03312026	SUN VALLEY RESORT ADMIN 3	03/31/2026	243.38	243.38	04/06/2026
7446	ELAN ONE CARD	03312026	CASPER STAR TRIBUNE COMM	03/31/2026	36.99	36.99	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK DETECTIVE SGT 6677	03/31/2026	58.85	58.85	04/06/2026
7446	ELAN ONE CARD	03312026	EXXON JPD TRAINING TWO 648	03/31/2026	40.40	40.40	04/06/2026
7446	ELAN ONE CARD	03312026	ACE LIEUTENANT 7867	03/31/2026	25.65	25.65	04/06/2026
7446	ELAN ONE CARD	03312026	AMAZON PERSONNEL 7099	03/31/2026	117.67	117.67	04/06/2026
7446	ELAN ONE CARD	03312026	TETON CO CLERK PERSONNEL	03/31/2026	86.14	86.14	04/06/2026
7446	ELAN ONE CARD	03312026	ETSY PERSONNEL 7099	03/31/2026	38.35	38.35	04/06/2026
7446	ELAN ONE CARD	03312026	HOLIDAY INN PW ADMIN 4874	03/31/2026	220.00	220.00	04/06/2026
7446	ELAN ONE CARD	03312026	UPS DETECTIVE SGT 6677	03/31/2026	82.56	82.56	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK DETECTIVE SGT 6677	03/31/2026	58.88	58.88	04/06/2026
7446	ELAN ONE CARD	03312026	AMAZON IT 7309	03/31/2026	78.99	78.99	04/06/2026
7446	ELAN ONE CARD	03312026	SAFEWAY JPD SGT 2280	03/31/2026	19.06	19.06	04/06/2026
7446	ELAN ONE CARD	03312026	WYOMING ASSN OF SH JPD SG	03/31/2026	740.00	740.00	04/06/2026
7446	ELAN ONE CARD	03312026	MAVERIK JPD TRAINING TWO 6	03/31/2026	43.14	43.14	04/06/2026
7446	ELAN ONE CARD	03312026	AMAZON PW ADMIN 4874	03/31/2026	349.00	349.00	04/06/2026
7446	ELAN ONE CARD	03312026	UPS PW FLEET 0463	03/31/2026	148.04	148.04	04/06/2026
7446	ELAN ONE CARD	03312026	THE WORT HOTEL START ADMI	03/31/2026	1,350.00	1,350.00	04/06/2026
7446	ELAN ONE CARD	03312026	METRO START OPER 4059	03/31/2026	2.25	2.25	04/06/2026
7446	ELAN ONE CARD	03312026	ZOOM VICTIM SERVICES 1944	03/31/2026	320.78	320.78	04/06/2026
7446	ELAN ONE CARD	03312026	AUDIBLE CHIEF 0494	03/31/2026	16.00	16.00	04/06/2026
7446	ELAN ONE CARD	03312026	WY LECC JPD SGT 2280	03/31/2026	150.00	150.00	04/06/2026
7446	ELAN ONE CARD	03312026	EXXON JPD TRAINING TWO 648	03/31/2026	27.03	27.03	04/06/2026
7446	ELAN ONE CARD	03312026	AMERICAN POLYGRAPH ASSN	03/31/2026	400.00	400.00	04/06/2026
7446	ELAN ONE CARD	03312026	PEARL STREET PERSONNEL 70	03/31/2026	154.80	154.80	04/06/2026
7446	ELAN ONE CARD	03312026	CREEKSIDE MARKET PERSON	03/31/2026	699.78	699.78	04/06/2026
7446	ELAN ONE CARD	03312026	SMITHS PERSONNEL 7099	03/31/2026	9.41	9.41	04/06/2026
Total 7446:					29,961.95	29,961.95	
6552	ETNA TRADE PARK LLC	050126	Star Valley Bus Storage - May Re	05/01/2026	4,062.00	4,062.00	05/01/2026
Total 6552:					4,062.00	4,062.00	
7793	FABRIC LABS, INC	53344	MAY 2026	05/01/2026	1,173.00	1,173.00	04/21/2026
Total 7793:					1,173.00	1,173.00	
3195	FERGUSON ENTERPRISES, IN	4479256	P TRAP & TUBE	03/19/2026	30.09	30.09	04/21/2026
3195	FERGUSON ENTERPRISES, IN	4479923	P TRAP & TLPC WASHER	03/19/2026	21.46	21.46	04/21/2026
3195	FERGUSON ENTERPRISES, IN	4486377	BATTERY SENSOR & 1.6 CLST	03/23/2026	429.34	429.34	04/21/2026
Total 3195:					480.89	480.89	
7340	FLORES, JUANITA	04082026	INTERPRETING 1/28-4/8/26	04/08/2026	640.00	640.00	04/21/2026
Total 7340:					640.00	640.00	
7624	GANNETT PEAK SURVEYING, L	1504	SURVEYING	04/03/2026	187.50	187.50	04/21/2026
Total 7624:					187.50	187.50	
4212	GILLIG LLC	41401374	EXHAUST HOSE	02/03/2026	320.67	320.67	04/21/2026
4212	GILLIG LLC	41418855	WINDSHIELD & AIR FILTER	03/19/2026	3,592.44	3,592.44	04/21/2026
4212	GILLIG LLC	41422149	FAN	03/27/2026	81.96	81.96	04/21/2026
4212	GILLIG LLC	41423299	RETENSION CLIP	03/31/2026	28.76	28.76	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 4212:					4,023.83	4,023.83	
7497	GRIFFITH PARTNERSHIP LLC	050126	126 Aspen Dr - May Rent	05/01/2026	1,760.00	1,760.00	05/01/2026
Total 7497:					1,760.00	1,760.00	
4988	HD FOWLER COMPANY	I7265661	WEDGE GATE VALVE & TAPPLI	03/26/2026	2,025.30	2,025.30	04/21/2026
Total 4988:					2,025.30	2,025.30	
96	HIGH COUNTRY LINEN	0560713	LAUNDRY	03/19/2026	13.88	13.88	04/13/2026
96	HIGH COUNTRY LINEN	0560713	LAUNDRY	03/19/2026	6.65	6.65	04/13/2026
96	HIGH COUNTRY LINEN	0560713	LAUNDRY	03/19/2026	6.65	6.65	04/13/2026
96	HIGH COUNTRY LINEN	0560713	LAUNDRY	03/19/2026	14.68	14.68	04/13/2026
96	HIGH COUNTRY LINEN	0560713	Laundry	03/19/2026	7.45	7.45	04/13/2026
96	HIGH COUNTRY LINEN	0560713	Laundry	03/19/2026	9.16	9.16	04/13/2026
96	HIGH COUNTRY LINEN	0560713	Laundry	03/19/2026	37.30	37.30	04/13/2026
96	HIGH COUNTRY LINEN	0560713	LAUNDRY	03/19/2026	34.95	34.95	04/21/2026
96	HIGH COUNTRY LINEN	0561648	MATS	03/25/2026	76.23	76.23	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	13.30	13.30	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	6.65	6.65	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	14.68	14.68	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	7.45	7.45	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	9.16	9.16	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	20.53	20.53	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	6.65	6.65	04/13/2026
96	HIGH COUNTRY LINEN	0561873	LAUNDRY	03/26/2026	22.41	22.41	04/21/2026
96	HIGH COUNTRY LINEN	0561959	MATS	03/26/2026	322.69	322.69	04/13/2026
96	HIGH COUNTRY LINEN	0562304	LAUNDRY	03/30/2026	5.37	5.37	04/13/2026
96	HIGH COUNTRY LINEN	0562304	LAUNDRY	03/30/2026	.42	.42	04/21/2026
96	HIGH COUNTRY LINEN	0562304	LAUNDRY	03/30/2026	33.78	33.78	04/21/2026
96	HIGH COUNTRY LINEN	0562387	MATS	03/30/2026	54.51	54.51	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	13.30	13.30	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	6.65	6.65	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	7.45	7.45	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	14.68	14.68	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	20.53	20.53	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	9.16	9.16	04/13/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	6.65	6.65	04/21/2026
96	HIGH COUNTRY LINEN	0562997	LAUNDRY	04/05/2026	142.48	142.48	04/21/2026
96	HIGH COUNTRY LINEN	P0551413-00	CREDIT	01/26/2026	110.18-	110.18-	04/13/2026
96	HIGH COUNTRY LINEN	P0553875-00	CREDIT	02/09/2026	73.50-	73.50-	04/13/2026
96	HIGH COUNTRY LINEN	S0560423	SUPPLIES	03/17/2026	186.82	186.82	04/13/2026
96	HIGH COUNTRY LINEN	S0560870	SOAP & TP	03/19/2026	103.37	103.37	04/21/2026
96	HIGH COUNTRY LINEN	S0561089	SUPPLIES	03/20/2026	78.91	78.91	04/13/2026
96	HIGH COUNTRY LINEN	S0561585	LINERS & TOWELS	03/24/2026	250.21	250.21	04/13/2026
96	HIGH COUNTRY LINEN	S0561586	TOWELS	03/24/2026	15.72	15.72	04/13/2026
96	HIGH COUNTRY LINEN	S0561587	TOWELS	03/24/2026	58.10	58.10	04/21/2026
96	HIGH COUNTRY LINEN	S0562702	PAPER TOWELS	03/31/2026	45.00	45.00	04/21/2026
Total 96:					1,499.90	1,499.90	
6455	HIRST APPLGATE, LLP	2530	MATTER ID 84619-0008 HOUSIN	04/02/2026	2,085.04	2,085.04	04/21/2026
Total 6455:					2,085.04	2,085.04	
7842	HOYT ARCHITECTS LLC	2615	BLEACHERS/LOCKERS	03/17/2026	6,650.00	6,650.00	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7842:					6,650.00	6,650.00	
106	INTERSTATE BATTERY	950009238	BATTERIES	03/30/2026	725.75	725.75	04/21/2026
106	INTERSTATE BATTERY	950009348	BATTERIES	04/06/2026	549.85	549.85	04/21/2026
Total 106:					1,275.60	1,275.60	
6954	IVY OUTDOOR SERVICES LLC	0000195	TRASH	04/02/2026	9,263.93	9,263.93	04/21/2026
Total 6954:					9,263.93	9,263.93	
7163	JACKSON GROUP LOCKBOX	718550IF	SPINDLE NUT	03/20/2026	10.40	10.40	04/21/2026
7163	JACKSON GROUP LOCKBOX	719229IF	AXLE NUT	03/26/2026	207.80	207.80	04/21/2026
7163	JACKSON GROUP LOCKBOX	719229IFX1	OIL BATH SEAL	03/30/2026	544.61	544.61	04/21/2026
7163	JACKSON GROUP LOCKBOX	719229IFX2	OIL SEAL & AXLE NUT	04/03/2026	623.40	623.40	04/21/2026
7163	JACKSON GROUP LOCKBOX	719229IFX3	OIL SEAL	04/06/2026	49.51	49.51	04/21/2026
7163	JACKSON GROUP LOCKBOX	719255IF	HEATER KIT	03/27/2026	1,109.83	1,109.83	04/21/2026
7163	JACKSON GROUP LOCKBOX	719602IF	OIL, AIR & FUEL FILTERS	03/31/2026	1,287.12	1,287.12	04/21/2026
7163	JACKSON GROUP LOCKBOX	719753IF	OIL FILTER	04/02/2026	36.66	36.66	04/21/2026
7163	JACKSON GROUP LOCKBOX	719791IF	OIL & FUEL FILTERS	04/02/2026	353.16	353.16	04/21/2026
7163	JACKSON GROUP LOCKBOX	CM718550IF	SPINDLE NUT	03/26/2026	10.40-	10.40-	04/21/2026
Total 7163:					4,212.09	4,212.09	
6474	JACKSON HOLE LAW, PC	2808	MARCH 2026	03/31/2026	3,502.50	3,502.50	04/21/2026
Total 6474:					3,502.50	3,502.50	
131	JACKSON HOLE NEWS & GUID	381128	ROAD PUMP HOUSE	09/03/2025	250.00	250.00	04/21/2026
131	JACKSON HOLE NEWS & GUID	386499	VOLUNTEER SECTION	03/11/2026	750.00	750.00	04/21/2026
131	JACKSON HOLE NEWS & GUID	386882	BID NO 26-15	03/25/2026	170.00	170.00	04/21/2026
131	JACKSON HOLE NEWS & GUID	386887	P26-013	03/25/2026	35.00	35.00	04/21/2026
131	JACKSON HOLE NEWS & GUID	387100	TETON VALLEY COMMUTER DR	04/01/2026	608.00	608.00	04/21/2026
131	JACKSON HOLE NEWS & GUID	387101	POLICE ADMIN	04/01/2026	608.00	608.00	04/21/2026
131	JACKSON HOLE NEWS & GUID	387158	WHOLE FOODS	04/01/2026	100.00	100.00	04/21/2026
Total 131:					2,521.00	2,521.00	
114	JACKSON LUMBER INC	0001176617-00	STORM DOOR	03/20/2026	280.80	280.80	04/21/2026
Total 114:					280.80	280.80	
2485	KENWORTH SALES COMPANY	004P84020	FREON	03/30/2026	578.00	578.00	04/21/2026
Total 2485:					578.00	578.00	
7112	KJ'S SERVICES INVESTMENTS	050126	Alpine - May Internet	05/01/2026	35.00	35.00	05/01/2026
7112	KJ'S SERVICES INVESTMENTS	050126	Alpine - May Rent	05/01/2026	2,940.00	2,940.00	05/01/2026
Total 7112:					2,975.00	2,975.00	
7716	LAKESIDE AUTO GLASS	000531	WINDSHIELD	04/02/2026	230.76	230.76	04/21/2026
Total 7716:					230.76	230.76	
155	LEONARD PETROLEUM EQUIP	IFIN224607	SECOND HALF OF HOSE REEL	04/07/2026	9,687.30	9,687.30	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 155:					9,687.30	9,687.30	
2224	LOCAL GOV'T LIABILITY POOL	16336	DEDUCTIBLE AA267423 NELSO	04/02/2026	1,000.00	1,000.00	04/21/2026
Total 2224:					1,000.00	1,000.00	
156	LOWER VALLEY ENERGY INC	050126	355 W Deloney E5 - May Rent	05/01/2026	3,000.00	3,000.00	05/01/2026
156	LOWER VALLEY ENERGY INC	92050-010 03-	ELY SPRINGS RD WELL 6,7,8, J	03/25/2026	468.08	468.08	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-021 03-	150 E PEARL AVE, JACKSON, W	03/25/2026	1,368.85	1,368.85	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-025 03-	450 W SNOW KING AVE NEW S	03/25/2026	574.90	574.90	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-047 03-	WASTE WATER TRTMT UV BLD	03/25/2026	86.28	86.28	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-049 03-	WASTE WATER TRTMT PTB 545	03/25/2026	10,258.73	10,258.73	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-051 03-	WELL #5 KARNs MEADOW DR,	03/25/2026	2,053.42	2,053.42	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-077 03-	685 E HANSEN AVE, JACKSON,	03/25/2026	134.85	134.85	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-078 03-	145 W HANSEN AVE FRONT, JA	03/25/2026	198.84	198.84	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-079 03-	145 W HANSEN AVE BACK, JAC	03/25/2026	105.46	105.46	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-089 03-	685 E HANSEN AVE, JACKSON,	03/25/2026	38.93	38.93	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-090 03-	955 MAPLE WAY, JACKSON, WY	03/25/2026	153.46	153.46	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-102 03-	145 W HANSEN AVE FRONT, JA	03/25/2026	6.34	6.34	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-105-382	MULTIPLE STREET LIGHTS	03/25/2026	3,449.17	3,449.17	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-114 03-2	210 N CACHE ST HOME RANCH	03/25/2026	340.37	340.37	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-131 03-	195 E DELONEY AVE RESTROO	03/25/2026	306.41	306.41	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-357 03-	55 KARNs MEADOW DR START	03/25/2026	1,684.27	1,684.27	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-388 03-	121 SHERWOOD CT BLDG 2 BU	03/25/2026	46.08	46.08	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-390 03-	400 W SNOW KING AVE HOUSt	03/25/2026	315.01	315.01	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-391 03-	400 W SNOW KING AVE PARK M	03/25/2026	711.77	711.77	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-392 03-	400 W SNOW KING AVE ADMIN,	03/25/2026	646.80	646.80	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-393 03-	400 W SNOW KING AVE EMPLO	03/25/2026	655.02	655.02	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-398 03-	155 E PEARL AVE, JACKSON, W	03/25/2026	102.37	102.37	04/21/2026
156	LOWER VALLEY ENERGY INC	92050-399 03-	155 E PEARL AVE, JACKSON, W	03/25/2026	83.25	83.25	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	400 W SNOW KING AVE H-FRA	03/25/2026	36.72	36.72	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	2300 W HIGH SCHOOL RD, JAC	03/25/2026	277.70	277.70	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	CITY WELL ELK REF 1, JACKSO	03/25/2026	55.97	55.97	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	675 E BROADWAY AVE WELL #1	03/25/2026	1,058.22	1,058.22	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	CRABTREE LN THAW WELL #2,	03/25/2026	31.75	31.75	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	625 W BROADWAY AVE NEW P	03/25/2026	154.16	154.16	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	SNOW KING DR WATER TANK C	03/25/2026	21.52	21.52	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	610 SNOW KING DR ESTATES B	03/25/2026	272.37	272.37	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	1070 ELK RUN LN THAW WELL	03/25/2026	307.62	307.62	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	2 MG TANK, JACKSON, WY 200	03/25/2026	22.51	22.51	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	CITY WELL ELK REF 3, JACKSO	03/25/2026	38.03	38.03	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	CITY WELL ELK REF 2, JACKSO	03/25/2026	102.80	102.80	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	SPRUCE DR PUMP HOUSE, JA	03/25/2026	362.92	362.92	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	HIGH SCHOOL RD THAW WELL	03/25/2026	30.60	30.60	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	RANGEVIEW DR LIFT PUMP CO	03/25/2026	112.53	112.53	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	SPRING WATER LN LIFT STATIO	03/25/2026	37.58	37.58	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	3337 S CODY CREEK DR LIFT S	03/25/2026	333.80	333.80	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	1605 BERGER LN SEWER LIFT	03/25/2026	21.95	21.95	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	JOSEPHINE LOOP LOT 15 LIFT	03/25/2026	80.42	80.42	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	85 N SPRING GULCH RD SPRIN	03/25/2026	282.62	282.62	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	1640 MARTIN LN LIFT STATION,	03/25/2026	29.51	29.51	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	400 W SNOW KING AVE PUBLIC	03/25/2026	572.68	572.68	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	3150 S ADAMS CANYON DR, JA	03/25/2026	331.88	331.88	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	155 E PEARL AVE, JACKSON, W	03/25/2026	21.67	21.67	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	440 W SNOW KING AVE POLICE	03/25/2026	170.32	170.32	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	160 S MILLWARD ST PARKING	03/25/2026	2,206.54	2,206.54	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	55 KARNs MEADOW DR START	03/25/2026	3,995.34	3,995.34	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	Invoice Group:	450 W SNOW KING AVE SHOP, J	03/25/2026	255.62	255.62	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	160 S MILLWARD ST PARKING	03/25/2026	6.34	6.34	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	MILLER PARK PARKING LOT CH	03/25/2026	269.18	269.18	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	CEMETERY, JACKSON, WY 20	03/25/2026	18.27	18.27	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	3150 S ADAMS CANYON DR ANI	03/25/2026	391.81	391.81	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	210 N CACHE ST HOME RANCH	03/25/2026	50.44	50.44	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	400 W SNOW KING AVE S GAR,	03/25/2026	695.33	695.33	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	149 E PEARL AVE, JACKSON, W	03/25/2026	139.34	139.34	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	135 E BROADWAY AVE HEAT TA	03/25/2026	19.61	19.61	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	400 W SNOW KING AVE E STOR	03/25/2026	295.72	295.72	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	145 E PEARL AVE #A EAST, JAC	03/25/2026	55.70	55.70	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	455 VINE ST APT #2, JACKSON,	03/25/2026	61.32	61.32	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	455 VINE ST APT #4, JACKSON,	03/25/2026	46.14	46.14	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	1540 MARTIN LN H-FRAME MET	03/25/2026	32.76	32.76	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	145 E PEARL AVE #C LOFT, JAC	03/25/2026	113.25	113.25	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	355 W DELONEY AVE E-5, JACK	03/25/2026	87.43	87.43	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	69 VIRGINIAN LN #7, JACKSON,	03/25/2026	57.02	57.02	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	3585 S CANADIAN DR, JACKSO	03/25/2026	67.87	67.87	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	130 E KELLY AVE #23, JACKSO	03/25/2026	47.31	47.31	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	940 SIMON LN, JACKSON, WY	03/25/2026	155.39	155.39	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	268 SAWMILL RD, ALPINE, WY	03/25/2026	91.76	91.76	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	455 VINE ST APT #3, JACKSON,	03/25/2026	59.62	59.62	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	3585 S CANADIAN DR, JACKSO	03/25/2026	100.11	100.11	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	455 VINE ST UTIL, JACKSON, W	03/25/2026	79.89	79.89	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	2022 WILDFLOWER CT, JACKS	03/25/2026	52.62	52.62	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	65 VIRGINIAN LN #5, JACKSON,	03/25/2026	58.39	58.39	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	126 ASPEN DR, JACKSON, WY	03/25/2026	90.83	90.83	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	145 E PEARL AVE #B WEST, JA	03/25/2026	123.34	123.34	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	455 VINE ST APT #1, JACKSON,	03/25/2026	83.49	83.49	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	355 W DELONEY AVE A-5, JACK	03/25/2026	54.49	54.49	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	2022 WILDFLOWER CT, JACKS	03/25/2026	145.52	145.52	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	65 VIRGINIAN LN #7, JACKSON,	03/25/2026	77.02	77.02	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	350 N MILLWARD ST #5, JACKS	03/25/2026	48.06	48.06	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	930 SIMON LN, JACKSON, WY	03/25/2026	140.70	140.70	04/21/2026
156	LOWER VALLEY ENERGY INC	Invoice Group:	145 E PEARL AVE HSE/CMN, JA	03/25/2026	95.88	95.88	04/21/2026
Total 156:					41,925.96	41,925.96	
677	MACY'S SERVICES	126265	PORTABLE TOILET & CLEANIN	03/31/2026	75.81	75.81	04/21/2026
Total 677:					75.81	75.81	
7543	MASTERCARE CLEANING JH, L	2445	WINDOW CLEANING	03/31/2026	546.36	546.36	04/21/2026
Total 7543:					546.36	546.36	
3187	MERIDIAN ENGINEERING P.C.	ME-2040	SITE VISIT DURING HIGH RUNO	04/07/2026	204.35	204.35	04/21/2026
Total 3187:					204.35	204.35	
7239	MERIDIAN RAPID DEFENSE GR	INV-S-10684	TRAILER, BARRIER, CABLE & H	03/18/2026	33,151.36	33,151.36	04/21/2026
Total 7239:					33,151.36	33,151.36	
998	METROQUIP INC	P37214	WIRE	03/30/2026	1,949.92	1,949.92	04/21/2026
Total 998:					1,949.92	1,949.92	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7732	MORRISON-MAIERLE, INC.	000267104	WASTEWATER CAPACITY ANAL	04/03/2026	19,661.50	19,661.50	04/21/2026
Total 7732:					19,661.50	19,661.50	
4623	MSC INDUSTRIAL SUPPLY CO	8289885001	HOSE CLAMPS, SCREWS, WAS	03/12/2026	264.54	264.54	04/21/2026
4623	MSC INDUSTRIAL SUPPLY CO	8289885002	WHEEL WEIGHT	03/24/2026	29.40	29.40	04/21/2026
4623	MSC INDUSTRIAL SUPPLY CO	8318164001	CLEANER, SEAL, PADS, BUSHI	03/27/2026	462.79	462.79	04/21/2026
Total 4623:					756.73	756.73	
257	NAPA AUTO PARTS INC.	378183	CORE DEPOSIT	03/20/2026	115.00	115.00	04/21/2026
257	NAPA AUTO PARTS INC.	379222	ADJ RMVR	03/26/2026	110.68	110.68	04/21/2026
257	NAPA AUTO PARTS INC.	379584	GORILLA TAPE	03/27/2026	26.97	26.97	04/21/2026
257	NAPA AUTO PARTS INC.	380026	SWITCH	03/30/2026	25.19	25.19	04/21/2026
257	NAPA AUTO PARTS INC.	380101	FILTERS & WIPER BLADES	03/31/2026	360.11	360.11	04/21/2026
257	NAPA AUTO PARTS INC.	380103	WIPER BLADES	03/31/2026	122.84	122.84	04/21/2026
257	NAPA AUTO PARTS INC.	380121	RADIATOR STOP LEAK	03/31/2026	6.99	6.99	04/21/2026
257	NAPA AUTO PARTS INC.	380376	OIL FILTER	04/01/2026	24.60	24.60	04/21/2026
257	NAPA AUTO PARTS INC.	380697	OIL FILTER	04/02/2026	8.29	8.29	04/21/2026
257	NAPA AUTO PARTS INC.	380736	OIL FILTER	04/02/2026	4.87	4.87	04/21/2026
257	NAPA AUTO PARTS INC.	381473	U BOLT	04/06/2026	6.74	6.74	04/21/2026
257	NAPA AUTO PARTS INC.	381608	sTARTER FLUID & SILICONE	04/07/2026	33.97	33.97	04/21/2026
Total 257:					616.25	616.25	
5675	NAVIGATE, LLC	TOJ - 2	EMPLOYEE HOUSING ASSESS	04/06/2026	15,813.75	15,813.75	04/21/2026
Total 5675:					15,813.75	15,813.75	
187	NELSON ENGINEERING	69833	HIGH SCHOOL RD WATER SUP	03/04/2026	11,857.25	11,857.25	04/21/2026
187	NELSON ENGINEERING	69949	2026 WATER SYSTEM CAPACIT	04/01/2026	6,345.00	6,345.00	04/21/2026
187	NELSON ENGINEERING	69952	WATER & SEWER MODELING 2	04/01/2026	5,860.00	5,860.00	04/21/2026
Total 187:					24,062.25	24,062.25	
6607	OPS STRATEGIES, LLC	26009	25-11 TOJ STRATEGIC BUDGET	03/20/2026	5,075.00	5,075.00	04/21/2026
Total 6607:					5,075.00	5,075.00	
3222	OTIS ELEVATOR COMPANY	L10000139472	LATE FEES	02/26/2026	502.26	502.26	04/21/2026
Total 3222:					502.26	502.26	
7703	OUTBACK LANDSCAPE OF WY	59043	SNOW REMOVAL	03/01/2026	375.00	375.00	04/21/2026
Total 7703:					375.00	375.00	
7723	PREMIER CLEANING SERVICES	25906	BUNKHOUSE CLEANING	03/23/2026	266.00	266.00	04/21/2026
7723	PREMIER CLEANING SERVICES	25910	WEST SNOW KING CLEANING	03/30/2026	608.00	608.00	04/21/2026
7723	PREMIER CLEANING SERVICES	26013	CLEANING START BLDG	03/31/2026	1,820.00	1,820.00	04/21/2026
7723	PREMIER CLEANING SERVICES	26013	CLEANING FLEET BAY	03/31/2026	304.00	304.00	04/21/2026
7723	PREMIER CLEANING SERVICES	26014	CLEANING PW	03/31/2026	1,214.00	1,214.00	04/21/2026
Total 7723:					4,212.00	4,212.00	
7841	PRESBYTERIAN CHURCH OF J	033126	RETURN BOND REPLACED WIT	03/31/2026	185,815.50	185,815.50	03/31/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7841:					185,815.50	185,815.50	
7414	PRITCHARD, JASON	04012026	PHYSICAL	04/01/2026	155.00	155.00	04/21/2026
Total 7414:					155.00	155.00	
6613	QUADIENT FINANCE USA, INC	02272026	POSTAGE	02/27/2026	104.87-	104.87-	04/21/2026
6613	QUADIENT FINANCE USA, INC	03302026	POSTAGE	03/30/2026	2,000.00	2,000.00	04/21/2026
Total 6613:					1,895.13	1,895.13	
7066	R & A SAFETY LLC	48440	DRUG SCREEN	03/13/2026	90.50	90.50	04/21/2026
7066	R & A SAFETY LLC	48485	DRUG SCREEN	03/23/2026	115.50	115.50	04/21/2026
7066	R & A SAFETY LLC	48494	DRUG SCREEN	03/25/2026	90.50	90.50	04/21/2026
7066	R & A SAFETY LLC	48517	DRUG SCREEN	03/26/2026	90.50	90.50	04/21/2026
Total 7066:					387.00	387.00	
7844	RAD CURBSIDE, LLC	260331276665	TRASH 268 SAWMILL RD ALPIN	04/01/2026	123.00	123.00	04/21/2026
Total 7844:					123.00	123.00	
7460	RAMANATHAN, BRINDA	050126	355 W Deloney A5 - May Rent	05/01/2026	2,500.00	2,500.00	05/01/2026
Total 7460:					2,500.00	2,500.00	
4723	RON'S TOWING LLC	26-43843	TOW BUS	04/02/2026	1,750.00	1,750.00	04/21/2026
4723	RON'S TOWING LLC	26-43844	TOW BUS	04/02/2026	1,100.00	1,100.00	04/21/2026
4723	RON'S TOWING LLC	26-43856	TOW BUS	04/07/2026	1,100.00	1,100.00	04/21/2026
Total 4723:					3,950.00	3,950.00	
13	SAFETY SUPPLY & SIGN CO., I	083902	SIGNS	04/10/2026	16,600.00	16,600.00	04/21/2026
Total 13:					16,600.00	16,600.00	
7846	SCHUPMAN, CHARLES	04072026	DOT MEDICAL CARD	04/07/2026	155.00	155.00	04/21/2026
Total 7846:					155.00	155.00	
7203	SCHWARTZ, ANDY	03312026	LOBBYING SERVICES PMT 9 O	03/31/2026	5,000.00	5,000.00	04/21/2026
Total 7203:					5,000.00	5,000.00	
4359	SHERWIN-WILLIAMS CO.	507301605903	PAINT	03/26/2026	34.95	34.95	04/21/2026
4359	SHERWIN-WILLIAMS CO.	955361611103	SPACKLING	03/18/2026	6.16	6.16	04/21/2026
Total 4359:					41.11	41.11	
4720	SILVERSTAR	APR26-54639	SERVICES	04/01/2026	2,755.05	2,755.05	04/21/2026
4720	SILVERSTAR	APR26-654791	SERVICES	04/01/2026	3,374.73	3,374.73	04/21/2026
Total 4720:					6,129.78	6,129.78	
7647	SKIDATA, INC.	IN00094017	TOWN OF JACKSON MILLWARS	03/31/2026	758.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 7647:					758.00	.00	
6374	SLUDER, KELLY	03302026	EDUCODE CONFERENCE	03/30/2026	2,030.12	2,030.12	04/21/2026
Total 6374:					2,030.12	2,030.12	
7106	SMITH PSYCHOLOGICAL SERVI	16314	EVALUATION ERICKSON	03/27/2026	400.00	400.00	04/21/2026
7106	SMITH PSYCHOLOGICAL SERVI	16322	EVALUATION CANGIANO	03/27/2026	400.00	400.00	04/21/2026
7106	SMITH PSYCHOLOGICAL SERVI	16323	EVALUATION STEDLILLIE	03/30/2026	400.00	400.00	04/21/2026
Total 7106:					1,200.00	1,200.00	
6332	SMITH, MEGAN AMANDA	334	NATURAL RESOURCE REGULA	04/05/2026	6,250.00	6,250.00	04/21/2026
Total 6332:					6,250.00	6,250.00	
7050	SOSA'S JANITORIAL SERVICE	0000244	CLEANING TOWN HALL	03/02/2026	6,975.00	6,975.00	04/21/2026
7050	SOSA'S JANITORIAL SERVICE	0000245	CLEANING 155 E PEARL	03/07/2026	675.00	675.00	04/21/2026
Total 7050:					7,650.00	7,650.00	
7546	SPACE EXPLORATION TECHNO	INV-DF-US-7X	4 ROAM PLANS	04/01/2026	660.00	660.00	04/21/2026
Total 7546:					660.00	660.00	
1505	SPRING CREEK ANIMAL HOSPI	5334662249	VACCINE	03/09/2026	93.66	93.66	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334662250	VACCINE	03/09/2026	93.66	93.66	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334662252	VACCINE	03/09/2026	93.66	93.66	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334662253	VACCINE	03/09/2026	36.83	36.83	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334662254	VACCINE	03/09/2026	93.66	93.66	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334662255	VACCINE	03/09/2026	93.66	93.66	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	533466302	VACCINE	03/26/2026	50.53	50.53	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334663364	VACCINE	03/25/2026	189.28	189.28	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334663400	VACCINE	03/26/2026	50.58	50.58	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334663403	VACCINE	03/26/2026	50.57	50.57	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334663925	VACCINE	04/06/2026	93.66	93.66	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334663926	SPAY	04/06/2026	172.42	172.42	04/21/2026
1505	SPRING CREEK ANIMAL HOSPI	5334663927	VACCINE	04/06/2026	50.48	50.48	04/21/2026
Total 1505:					1,162.65	1,162.65	
6838	SPSC POA - South Park Services	04012026	WATER & LOT FEE	04/01/2026	303.82	303.82	04/21/2026
Total 6838:					303.82	303.82	
241	ST JOHN'S HOSPITAL	50001116	DRAW AND COLLECTION FEE	03/11/2026	65.00	65.00	04/21/2026
Total 241:					65.00	65.00	
7843	STONE'S TOWN AND COUNTRY	51000100 1	ROTORS & PADS	03/26/2026	674.93	674.93	04/21/2026
7843	STONE'S TOWN AND COUNTRY	51000145 1	SENSOR KIT	04/02/2026	192.04	192.04	04/21/2026
Total 7843:					866.97	866.97	
1054	SUNRISE ENVIRONMENTAL	159766	ENHANCE AEROSOL	03/27/2026	444.53	444.53	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 1054:					444.53	444.53	
7076	SUSTAINABLE STRATEGIES DC	4878	GRANT SERVICES	03/01/2026	7,500.00	7,500.00	04/21/2026
Total 7076:					7,500.00	7,500.00	
6608	SWICEGOOD, WYATT	03312026	K-9 TRAINING	03/31/2026	986.00	986.00	04/21/2026
Total 6608:					986.00	986.00	
6554	TETON COUNTY HISTORIC	TCHPB_13202	JAN-MARCH 2026	04/03/2026	13,425.00	13,425.00	04/21/2026
Total 6554:					13,425.00	13,425.00	
581	TETON COUNTY INTEGRATED	12455	CARDBOARD PICKUP	04/01/2026	261.00	261.00	04/21/2026
581	TETON COUNTY INTEGRATED	773943	CONSTRUCTION/DEMO	03/19/2026	105.00	105.00	04/21/2026
Total 581:					366.00	366.00	
55	TETON COUNTY SHERIFF'S-JAI	720	MARCH 2026	04/08/2026	1,400.00	1,400.00	04/21/2026
Total 55:					1,400.00	1,400.00	
614	TETON COUNTY TREASURER	01-001262 202	3500 SOUTH PARK 2025 PROPE	09/10/2025	8,431.18	8,431.18	04/21/2026
614	TETON COUNTY TREASURER	OJ-000287 202	410 SCOTT LANE 2025 PROPER	09/10/2025	3,279.91	3,279.91	04/21/2026
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN 2025 PROP	09/10/2025	1,244.00	1,244.00	04/21/2026
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN 2025 PROP	09/10/2025	1,244.00	1,244.00	04/21/2026
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN 2025 PROP	09/10/2025	1,244.00	1,244.00	04/21/2026
614	TETON COUNTY TREASURER	OJ-000327 202	145 WEST HANSEN 2025 PROP	09/10/2025	1,243.99	1,243.99	04/21/2026
614	TETON COUNTY TREASURER	OJ-000665 202	940 SIMON LANE 2025 PROPER	09/10/2025	2,846.93	2,846.93	04/21/2026
614	TETON COUNTY TREASURER	OJ-000955 202	955 MAPLE WAY 2025 PROPER	09/10/2025	2,443.11	2,443.11	04/21/2026
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET 2025 PROPE	09/10/2025	1,569.57	1,569.57	04/21/2026
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET 2025 PROPE	09/10/2025	1,569.57	1,569.57	04/21/2026
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET 2025 PROPE	09/10/2025	1,569.57	1,569.57	04/21/2026
614	TETON COUNTY TREASURER	OJ-001154 202	455 VINE STREET 2025 PROPE	09/10/2025	1,569.57	1,569.57	04/21/2026
614	TETON COUNTY TREASURER	OJ-001631 202	930 SIMON LANE 2025 PROPER	09/10/2025	2,683.57	2,683.57	04/21/2026
614	TETON COUNTY TREASURER	OJ-005483 202	675 E HANSEN 2025 PROPERT	09/10/2025	6,404.62	6,404.62	04/21/2026
614	TETON COUNTY TREASURER	OJ-005484 202	685 EAST HANSEN 2025 PROPE	09/10/2025	8,159.03	8,159.03	04/21/2026
614	TETON COUNTY TREASURER	OJ-006074 202	155 E PEARL 2025 PROPERTY T	09/10/2025	33,130.14	33,130.14	04/21/2026
614	TETON COUNTY TREASURER	OJ-007164 202	65 VIRGINIAN LANE 2025 PROP	09/10/2025	1,641.61	1,641.61	04/21/2026
614	TETON COUNTY TREASURER	OJ-007166 202	65 VIRGINIAN LANE 2025 PROP	09/10/2025	1,640.50	1,640.50	04/21/2026
Total 614:					81,914.87	81,914.87	
1614	TETON COUNTY-FUND 10	03312026A	DISPATCH FEBRUARY 2026	03/31/2026	44,451.32	44,451.32	04/21/2026
1614	TETON COUNTY-FUND 10	03312026B	COUNTY PLANNING STAFF FEB	03/31/2026	5,798.76	5,798.76	04/21/2026
1614	TETON COUNTY-FUND 10	03312026C	COUNTY TRANSPORTATION STA	03/31/2026	7,182.00	7,182.00	04/21/2026
1614	TETON COUNTY-FUND 10	03312026E	PATHWAYS FEBRUARY 2026	03/31/2026	11,941.48	11,941.48	04/21/2026
1614	TETON COUNTY-FUND 10	03312026F	P&R MONTHLY CONTRIBUTION	03/31/2026	205,545.42	205,545.42	04/21/2026
1614	TETON COUNTY-FUND 10	03312026G	FIRE EMS MONTHLY CONTRIB	03/31/2026	262,168.58	262,168.58	04/21/2026
1614	TETON COUNTY-FUND 10	03312026H	HOUSING MONTHLY CONTRIBU	03/31/2026	49,582.08	49,582.08	04/21/2026
1614	TETON COUNTY-FUND 10	03312026I	FIRE EMS CAPIAL CONTRIBUTI	03/31/2026	361.98	361.98	04/21/2026
Total 1614:					587,031.62	587,031.62	
3162	TETON TRASH REMOVAL, INC.	26 APR 690	TRASH 145 west hansen	04/01/2026	120.00	120.00	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3162:					120.00	120.00	
7151	TETON TRUST FOR HISTORIC	TRUSTQ22026	OCT-DEC 2025	01/05/2026	7,500.00	7,500.00	04/21/2026
7151	TETON TRUST FOR HISTORIC	TRUSTQ32026	JAN-MARCH 2026	04/01/2026	7,500.00	7,500.00	04/21/2026
Total 7151:					15,000.00	15,000.00	
3237	THE AFTERMARKET PARTS CO	84213680	BRAKE PADS, SHAFT SEAL, CA	03/25/2026	8,167.59	8,167.59	04/21/2026
Total 3237:					8,167.59	8,167.59	
3955	THOMSON WEST	853392283	SOFTWARE SUBSCRIPTION	04/01/2026	622.74	622.74	04/21/2026
3955	THOMSON WEST	853392283	SOFTWARE SUBSCRIPTION	04/01/2026	622.74	622.74	04/21/2026
Total 3955:					1,245.48	1,245.48	
6591	T-MOBILE	APR26-967529	APRIL 2026	03/22/2026	62.70	62.70	04/21/2026
Total 6591:					62.70	62.70	
6363	TMSC LLC	2026-005-05 0	INSTALL TRANSFER SWITCH &	04/07/2026	9,555.00	9,555.00	04/21/2026
Total 6363:					9,555.00	9,555.00	
5038	TREFONAS LAW, P.C.	24084	MATTER NUMBER BARREDA E	02/10/2026	195.00	195.00	04/21/2026
Total 5038:					195.00	195.00	
6319	VIRGINIAN VILLAGE CONDO H	1466	Q2 DUES 2026	04/01/2026	675.00	675.00	04/21/2026
6319	VIRGINIAN VILLAGE CONDO H	1466	Q2 DUES 2026	04/01/2026	675.00	675.00	04/21/2026
Total 6319:					1,350.00	1,350.00	
7550	WBC PROPERTIES	050126	Virginian 69-7 - May Rent	05/01/2026	2,150.00	2,150.00	05/01/2026
Total 7550:					2,150.00	2,150.00	
6160	WEST FORK CONSTRUCTION	APPLICATION	2025 HSR PUMP HOUSE	03/26/2026	14,692.37	14,692.37	04/21/2026
6160	WEST FORK CONSTRUCTION	APPLICATION	2025 HSR PUMP HOUSE	03/26/2026	14,692.37-	14,692.37-	04/21/2026
6160	WEST FORK CONSTRUCTION	APPLICATION	2025 HSR PUMP HOUSE	03/26/2026	279,155.08	279,155.08	04/21/2026
Total 6160:					279,155.08	279,155.08	
1640	WESTERN STATE	IN003549414	LAMPS	03/29/2026	730.70	730.70	04/21/2026
Total 1640:					730.70	730.70	
4012	WILSON HARDWARE	495093	WASHER	03/17/2026	6.64	6.64	04/21/2026
Total 4012:					6.64	6.64	
6117	WILSON, JOHN	050126	Wildflower Court - May Rent	05/01/2026	2,400.00	2,400.00	05/01/2026
Total 6117:					2,400.00	2,400.00	
5489	WRENCH IT PLUMBING & HEATI	13855	WATER PRESSURE 148 REDMO	03/26/2026	100.00	100.00	04/21/2026

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5489:					100.00	100.00	
3619	WY CHILD SUPPORT ENFORCE	04032026	CASE 266445	04/03/2026	452.30	452.30	04/03/2026
Total 3619:					452.30	452.30	
7784	WYOMING DEPARTMENT OF T	03312026	MARCH 2026 EV CHARGING	03/31/2026	104.63	104.63	04/21/2026
Total 7784:					104.63	104.63	
4198	WYOMING FIRST AID & SAFETY	90002973	first aid kit resupply	03/25/2026	406.73	406.73	04/21/2026
Total 4198:					406.73	406.73	
7516	WYOMING IMMIGRANT ADVOC	1011	Q4 HEALTH & HUMAN SERVICE	04/02/2026	3,750.00	3,750.00	04/21/2026
Total 7516:					3,750.00	3,750.00	
7065	WYOMING LAW ENFORCEMEN	04102026	OFFICER EDUCATION TRAININ	04/10/2026	190.00	190.00	04/21/2026
Total 7065:					190.00	190.00	
1764	WYOMING.COM INC	2329444	DOMAIN HOSTING	04/06/2026	5.00	5.00	04/21/2026
Total 1764:					5.00	5.00	
2842	YELLOW IRON WASTE, LLC	260324154404	TRASH 940 SIMON LN	03/31/2026	45.00	45.00	04/21/2026
2842	YELLOW IRON WASTE, LLC	260324154758	TRASH 155 E PEARL	03/31/2026	378.00	378.00	04/21/2026
2842	YELLOW IRON WASTE, LLC	260324154770	TRASH TREATMENT PLANT	03/31/2026	378.00	378.00	04/21/2026
2842	YELLOW IRON WASTE, LLC	260324154790	TRASH W SNOW KING	03/31/2026	765.00	765.00	04/21/2026
2842	YELLOW IRON WASTE, LLC	260324154809	TRASH 455 VINE	03/31/2026	220.00	220.00	04/21/2026
2842	YELLOW IRON WASTE, LLC	260324154865	TRASH 675 W SNOW KING	03/31/2026	388.00	388.00	04/21/2026
Total 2842:					2,174.00	2,174.00	
633	YELLOWSTONE-TETON CLEAN	INV. #1	GRANT ADMINISTRATION, EV	01/10/2026	17,027.80	17,027.80	04/21/2026
Total 633:					17,027.80	17,027.80	
3077	YSI INCORPORATED	1198158	GLASS, SENSOR MODULE & SE	03/27/2026	917.41	917.41	04/21/2026
Total 3077:					917.41	917.41	
6719	ZOOM VIDEO COMMUNICATION	INV349030924	APRIL TO AUGUST 2026	04/07/2026	385.53	385.53	04/21/2026
Total 6719:					385.53	385.53	
Grand Totals:					1,738,820.13	1,738,062.13	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

MUNICIPAL COURT, TOWN OF JACKSON – TETON COUNTY, WYOMING



Monthly Finance Report- March 2026

- During the month of March, the Court received \$32,598 in fines, costs, and fees.
- 368 cases were closed. 13 of those cases were dismissed.
- 429 new cases were filed: 363 Parking Violations, 66 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 March (Parking offenses not listed):

<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
186008343AC	Criminal trespass	BF	350
186008232AC	Expired temporary permit/improper registration	BF	70
186008499AC	Expired temporary permit/improper registration	BF	70
186008521AC	Expired temporary permit/improper registration	BF	70
186008268AC	Expired temporary permit/improper registration	BF	140
186008391AC	Expired temporary permit/improper registration	BF	140
186008401AC	Expired temporary permit/improper registration	BF	140
186008473AC	Failure to Obey Traffic Control Device	BF	140
186008457AC	Failure to stop at a red light	BF	150
186008467AC	Failure to yield ROW	BF	100
186008533AC	Failure to yield ROW	BF	90
186006692AC	Following too Close	BF	90
186008352AC	Following too Close	BF	25
186008472AC	Following too Close	BF	90
186008302AC	Passing a school Bus	BF	450
19807P	Passing a school Bus	BF	450
186008144AC	Possession/consumption of alcohol- minors (18-20)	BF	100
186008096AC	Public intoxication	BF	175
186008156AC	Public intoxication	BF	175
186008296AC	Public intoxication	BF	175
186008311AC	Public intoxication	BF	175
186008355AC	Public intoxication	BF	175
186008385AC	Public intoxication	BF	175
186008395AC	Public intoxication	BF	175
186008454AC	Required to stop on flashing red signal	BF	90
186008527AC	Speeding 39/25	BF	130
186008397AC	Speeding 43/25	BF	150

186008300AC	Speeding 49/35	BF	130
186007710AC	Speeding 50/30	BF	160
186008495AC	Speeding in a school zone 31/20	BF	275
186008460AC	Speeding urban - 43/30 mph zone	BF	181
186008139AC	Speeding urban - 45/30 mph zone	BF	195
186008337AC	Speeding urban - 45/30 mph zone	BF	195
186008376AC	Speeding urban - 45/30 mph zone	BF	195
186008396AC	Speeding urban - 45/30 mph zone	BF	195
186008500AC	Speeding urban - 45/30 mph zone	BF	195
186008379AC	Speeding urban - 46/30 mph zone	BF	202
186008333AC	Speeding urban - 47/30 mph zone	BF	209
186008394AC	Speeding urban - 48/30 mph zone	BF	216
186008504AC	Stop Sign Violation	BF	150
186008508AC	Stop Sign Violation	BF	140
186008523AC	Stop Sign Violation	BF	140
186007836AC	Use of cell phone while driving prohibited	BF	75
186008450AC	Use of cell phone while driving prohibited	BF	75
186008328AC	Windshields and wipers	BF	90
186006434AC	Yield to pedestrian within crosswalk	BF	100
186008193AC	False ID- minors- purpose of purchasing or entering- MUST APPEAR	D- Per Town's Motion	0
186008192AC	Interference w/PD: Resisting officer	D- Per Town's Motion	0
186008194AC	Marijuana: use and/or possession	D- Per Town's Motion	0
186008155AC	Operating unsafe veh on highway	D- Per Town's Motion	0
186007437AC	Public intoxication	D- Per Town's Motion	0
186007516AC	Public intoxication	D- Per Town's Motion	0
186008189AC	Speeding urban - 45/30 mph zone	D- Per Town's Motion	0
186008492AC	Compulsory Auto Insurance	D- Provided Valid Information	0
186008526AC	Compulsory Auto Insurance	D- Provided Valid Information	0
186008169AC	Passing a school Bus	D- TS	0
186008459AC	Speeding urban - 30 mph zone	D- TS	0
186008426AC	Stop Sign Violation	D- TS	0
186008326AC	Speeding 46/25	D-TS	0
186006319AC	1st off win 10 years-Drive/control veh under infl alcohol concentration 0.08% or more	GP	810
186006931AC	1st off win 10 years-Drive/control veh under infl alcohol concentration 0.08% or more	GP	810
186006946AC	1st off win 10 years-Drive/control veh under infl alcohol concentration 0.08% or more	GP	810
186007034AC	1st off win 10 years-Drive/control veh under infl alcohol concentration 0.08% or more	GP	810

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Town Council Regular Meeting - Consent
Submitting Department:	Parks & Recreation	Presenter:	Andy Erskine
Agenda Item:	Tree City USA-Arbor Day Proclamation	Public Comment	NO

Purpose & Policy Considerations.

The purpose of this item is to review the Arbor Day Proclamation and obtain a signature and recognize April 29, 2026, as Arbor Day in the Town of Jackson. The proclamation will be read during this year's Eco Fair Celebration on May 16, 2026. This is an annual requirement for Tree City USA recognition. The Town will be celebrating 15 years as a Tree City USA participant.

Recommendations.

Staff recommends signing the proclamation recognizing April 29, 2026 as Arbor Day in the Town of Jackson.

Background.

The Town of Jackson was first recognized in 2011/2012 as a Tree City USA designee. Communities that earn Tree City USA recognition not only have taken the time to meet the four standards, they know that trees: Promote healthier communities by filtering the air we breathe by removing dust and other particles. Moderate climate, conserve water and provide vital habitat for wildlife. Reduce the heat island effect in urban areas caused by pavement and buildings. Reduce energy use and increase property values. This designation shows our commitment to the Urban Forest, creates an avenue to educate the public on the value of trees in our community and identifies all the positive environmental impacts that trees can have on our ecosystem. This proclamation is part of our re-certification process annually and will be read at the Eco Fair this spring.

Analysis.

Tree City USA designation is a valued status for our community that enables our citizens and local government the opportunity to align core values and set a standard for the care of our Urban Forest.

Possible Alternatives.

NA

Comprehensive Plan & Priority Alignment.

This request aligns with and addresses: *Ecosystem Stewardship - Natural Resources and Climate Sustainability*; it also touches on *Responsible Growth Management*, enhances *Town as the Heart of the Region* and *Adaptive Management* to achieve the Town's vision.

Fiscal Impact.

Labor hours to administer staff report to Town Council and coordinate with Wyoming State Forestry Administrator. ~\$500

Staff Impact.

Staff will continue to promote Arbor Day and the importance of trees in our community by encouraging community outreach, maintaining a presence at the Eco Fair celebration and meeting Tree City USA requirements annually. This is part of the Parks Department annual work plan to ensure continued participation and recognition in the program.

Attachment or Links.

Proclamation for signature.

Suggested Motion.

I move to approve the Town Of Jackson's Arbor Day proclamation for 2026.



OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**
In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____
Mayor _____

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Council Regular Meeting
Submitting Department:	Planning & Building	Presenter:	Katelyn Page
Agenda Item:	Fee Waiver Request for fees associated with building permit interior alterations at 520 S Hwy 89 for Veterinary Pulse Alliance (P26-040)	Public Comment	Yes

Purpose & Policy Considerations.

The Veterinary Pulse Alliance has requested a fee waiver for building permit B26-0048 for interior alterations for a new veterinary clinic at 520 S Hwy 89. The Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals including providing extraordinary charitable, civic, educational, or similar benefits to the community. It is at the Council's discretion whether or not a particular project provides such level of benefit to the Jackson community. The total estimated value of the fee waiver request is approximately \$12,066, with potential additional trade permit fees ranging from \$800 to \$1,600.

Recommendation.

Staff do not provide recommendations for Fee Waiver requests.

Background.

The property is located at 520 S. Highway 89 (Suite I and J) and legally known as 520 S Hwy 89 (Suite I and J), LOT 1, HORNED LARK ADDITION Plat No. 0673 (22-41-16-32-4-10-001.03).

On March 5, 2026, Sagebrush Architectural Services on behalf of Veterinary Pulse Alliance, applied for building permit B26-0048 for interior alterations for a veterinary clinic at 520 S Hwy 89 (Suite I and J).

Analysis and Key Policy Questions.

The applicant's justification of their alignment with the fee waiver's community goals is attached to this staff report. In summary, their key justification is that their organization is a new non-profit intended to fill a critical need for after-hours (24/7) emergency pet care. Per the applicant, there is no viable local option for emergency pet care after 10 PM thus typically requires traveling to Idaho Falls for emergency pet care services.

Building permit review fees assessed by Town are eligible for a waiver request, while other fees, such as sewer and water connection fees or permit review fees assessed by Teton County (Electrical and Fire Departments) cannot be waived by the Town. Please note that a fee waiver includes the fees associated with addendums–applications by the applicant to amend previously approved building permits – that are often reviewed by a third party consultant that must be repaid by the Town from Town funds (i.e., waiving these fees results in the Town paying for an applicant's review fees, not just collecting the fees). Staff provide an estimated fiscal impact below which is itemized in department review comments.

Key Policy Question #1: Does Council think the project proposed by Veterinary Pulse Alliance provides an extraordinary charitable, civic, educational, or similar benefits to the Jackson community?

Key Policy Question #2: If Council supports the fee waiver request, should addendum review fees also be waived?

Possible Alternatives.

Council may approve all or a portion of the costs associated with the building permit. It may include or not include addendums in an approved waiver. It may also defer or deny the request.

The applicant has applied for the associated building permit which is currently under review by staff with a resubmittal required to address plan insufficiencies. Should Council defer the request to receive additional information from the applicant, staff estimate the project may be delayed by 1-2 weeks.

Comprehensive Plan & Priority Alignment.

The Comprehensive Plan strategy 3.2.S.9 sets a policy goal to explore reduced development/utility fees in Complete Neighborhoods as a method to enhance suitable locations as Complete Neighborhoods. This item does not conflict with any Comprehensive Plan goals.

Fiscal Impact.

The fiscal impact on the Town is estimated at approximately \$12,066.45 and includes the building permit application fee and building plan review fee. This estimate does not include the cost to the Town for review of trade permits (e.g. plumbing and mechanical) which are submitted later in the life of a project and cannot be estimated with certainty at this time but would likely range approximately \$400-800. There are no Planning and Engineering reviews required for this project (e.g. Basic Use or Public Right of Way permits). This estimate does not address potential addendums that may be applied for by the applicant.

In general, fees are a form of revenue to the Town of Jackson, not to the Planning and Building Department. therefore a fee waiver results in a reduction of revenues to the Town's general fund by the amount of the request. It does not impact the day to day operations of the Planning and Building Department.

Staff Impact.

The amount of staff time to review this request, provide cost estimates, and write and present staff report is 12 hours.

Public Comment.

None received by staff as of the date of this staff report.

Attachments or Links.

Department Reviews

Applicant Submittal

Suggested Motion.

I move to approve the fee waiver request submitted by Veterinary Pulse Alliance for all eligible building permit review fees associated with permit B26-0048, including any addendum review fees, based on a finding that the project provides extraordinary community benefit to the residents of Jackson.



PERMIT NOTES

Page 1 of 1

Report Run On: Friday, 10 April 2026
09:33

Permit # P26-040

Parcel # : 22-41-16-32-4-10-001

Site Address: 520 S HIGHWAY 89

Project Name: 520 Hwy 89 Suite I & J

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		see staff report. There are no planning fees related to this request/review of building permit.	KPAGE@JACKS ONWY.GOV	03/19/26	3/19/26
GENERAL		Town Council should determine whether 3rd Party fees (review or inspections) and addendum review fees, not associated with the Town of Jackson should be waived or should the applicant be responsible for these added fees that the Town will be required to pay from non-fee paying projects. Estimated Fees. - \$12,066.45 (permit fee \$7,313.00 + plan review fee \$4,753.45) Unknown fees until permit applied for (comparable projects between \$400-\$800) Plumbing- TBD Mechanical-TBD Electrical-TBD Fire-TBD Third Party Review-TBD Sewer and Water-TBD	KPAGE@JACKS ONWY.GOV	03/19/26	

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

150 East Pearl Ave. | ph: (307) 733-0440
P.O. Box 1687 | [www.jacksonwy.com](http://www.jacksonwy.gov)
Jackson, WY 83001

APPLICABILITY. This application should be used when applying for an application required by the Town of Jackson Land Development Regulations.

For additional information, visit <https://www.jacksonwy.gov/200/Planning> and select the applicable permit type

All applications and submittal materials shall be sent to planning@jacksonwy.gov. Paper applications are NOT accepted, and partial or incomplete applications will be returned to the applicant.

PROJECT

Name/Description:

Physical Address:

Lot, Subdivision:

PIDN:

PROPERTY OWNER

Name:

Phone:

Mailing Address:

Email:

APPLICANT/AUTHORIZED REPRESENTATIVE

Name, Agency:

Phone:

Mailing Address:

Email:

DESIGNATED PRIMARY CONTACT

Property Owner

Applicant/Authorized Representative

TYPE OF APPLICATION. Check all that apply; details for each type of application are at <https://www.jacksonwy.gov/200/Planning>

Use Permit

Basic Use

Conditional Use

Special Use

Physical Development

Sketch Plan

Development Plan

Interpretations

Formal Interpretation

Zoning Compliance Verification

Other:

Relief from the LDRs

Administrative Adjustment

Variance

Beneficial Use Determination

Subdivision/Development Option

Subdivision Plat

Boundary Adjustment

Development Option Plan

Amendments to the LDRs

LDR Text Amendment

Map Amendment

Signs, Design Review, and Pre-Application conferences have separate applications found on their respective webpage

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. Submit via email to planning@jacksonwy.gov.*

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 at <https://www.jacksonwy.gov/DocumentCenter/View/115/Letter-of-Authorization-PDF?bidId=>

Narrative Project Description. Attach a narrative description of the project.

Additional submittal requirements are at <https://www.jacksonwy.gov/200/Planning> under the relevant application type.

Pre-Submittal Steps (if required). Submit all required pre-submittal steps with application.

Pre-Application Conference #:

Note: Information provided by the applicant or other review agencies during the planning process may identify additional requirements which were not evident at the time of application submittal. Staff may request additional materials during review as needed to determine compliance with the LDRs.

Application Fee. The Town of Jackson Planning Department will contact you for payment once the application has been processed. Current fees can be found at <https://www.jacksonwy.gov/690/Fee-Schedule>

Applications received after 3:00 PM will be processed the next business day

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



Signature

Date

Name Printed

Title



Veterinary Pulse Alliance (VPA), a Teton County 501(c)(3) non-profit organization, respectfully requests a waiver of fees for the building permit application.

VPA's primary mission is the establishment of the **Pet Pulse After-Hours ER**, filling a critical gap in emergency veterinary pet care in our community. The non-profit model was strategically chosen because a traditional for-profit veterinary emergency hospital is economically nonviable due to our region's limited population. This facility will directly resolve the ongoing and critical lack of reliable after-hours emergency veterinary care in Jackson. Due to this shortfall, pet owners currently have no viable local options for emergency care after 10 p.m. This requires traveling over 85 miles to Idaho Falls in often less than ideal weather conditions. This scenario creates substantial risk to pets often leading to tragic and preventable consequences and imposes significant stress on pet owners. **The Pet Pulse After-Hours ER** will address this immediate, life-saving need for pets and mitigate the unsustainable on-call demands on local veterinarians. This will create a truly vital and collaborative public service to Jackson Hole and surrounding communities.

Respectfully,

Sumayah Holden, RVT, Founder and Board Chair

MJ Forman, DVM, DACVIM, Vice Chair

Alexandra McLean, Executive Director



The Veterinary Pulse Alliance is pleased to submit for your review a building permit application for the new Pet Pulse After Hours ER.

Veterinary Pulse Alliance (VPA), a Teton County–based 501(c)(3) organization, was created to address two critical and interconnected needs in the region: the long-standing lack of reliable after-hours emergency veterinary care for companion animals and the growing strain on local veterinary professionals caused by unsustainable on-call demands and untenably high costs of living. A non-profit organization was chosen to pursue this mission because a traditional, for-profit veterinary emergency room (ER) requires a minimum population base of approximately 60,000 people to be financially viable. The present system for local veterinary clinics to share after-hours responsibilities has proven unsustainable and currently, veterinary emergency services are not available after 10 p.m. Outside of this narrow window, pet owners must travel over 85 miles to Idaho Falls to access emergency care. This critical shortfall in after-hours care jeopardizes pet health and well-being while imposing significant emotional and logistical strain on their owners.

Pet Pulse After Hours ER is a non-profit initiative uniquely positioned to meet the immediate and critical need for emergency veterinary services. This facility will provide dependable after-hours urgent and emergency care, as well as accept patients from local veterinary practices for ongoing overnight stabilization, hospitalization and observation. All cases will be required to transfer back to their primary veterinarians the following morning. This collaborative effort will serve pet owners, local veterinary hospitals, and veterinary professionals. For the first time, Jackson Hole and the surrounding communities will have consistent, 24/7 emergency care for their pets.

Business Hours:

Monday-Friday: 6PM-8AM

Saturday: 6PM-8AM

Sunday: 8AM through Monday 8AM

*2-3 Employees will be on site during these hours.

On behalf of the Board of the Veterinary Pulse Alliance, thank you in advance for your serious and expeditious consideration of this essential service for Teton County and the surrounding communities.

Respectfully,

Sumayah Holden, RVT, Founder and Board Chair

MJ Forman, DVM, DACVIM, Vice Chair

Alexandra McLean, Executive Director

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Regular Town Council
Submitting Department:	Planning	Presenter:	Katelyn Page
Agenda Item:	Conditional Use Permit (<i>P26-013</i>) and Fee Waiver Request (<i>P26-014</i>) for a new 7,250sf Middle School at 1735 High School Road	Public Comment	Yes

Purpose & Policy Considerations.

This is Town Council's opportunity to review a Conditional Use Permit (CUP) request from the Jackson Hole Community School (JHCS) to open a new 7,250sf middle school (Daycare/Education use) in the Business Park (BP) zone. CUPs are required for this use by the Town of Jackson Land Development Regulations (LDRs) in the BP zone.

In addition, the applicant is requesting a fee waiver for its CUP application. The total estimated value of the fee waiver request for CUP and both phases of the proposed buildout is approximately \$27,926, with potential additional trade permit fees ranging from \$800 to \$1,600. Town Council may reduce, defer, or waive application fees upon request if the proposed project advances significant community goals including providing extraordinary charitable, civic, educational, or similar benefits to the community. It is at the Council's discretion to determine whether a particular project provides such level of benefit to the Jackson community.

Recommendations.

ITEM A (CUP P26-013): The Planning Director and the Planning Commission recommend approval of CUP P26-013 for a 7,250sf Daycare/Education use subject to the departmental reviews, this staff report, and the following condition of approval:

1. The applicant shall make a good faith effort to encourage its students to walk, bike, and/or utilize public transportation.
2. The applicant shall not install a painted crosswalk between Buildings 200 and 400.

ITEM B (Fee Wavier P26-014): Staff do not provide recommendations for fee waiver requests.

Background.

The property is located at 1735 High School Road Units #410, 420, 425, 430, and 440 and legally described as UNITS 410, 420, 425, 430, and 440, FLAT CREEK BUSINESS CENTER CONDOMINIUM, BLDG. 400. An aerial photo with zoning districts is shown on the following page.

Figure 1 – JHCS Aerial Photo and Zoning



The Flat Creek Business Center (FCBC) is 5.06 acres (220,414.5 sf), zoned BP, and contains six total buildings. It is accessed from High School Road on the south and Gregory Lane on the east with internal drive aisles used to access each building on the property. The surrounding properties to the north and east of the FCBC are zoned BP, the property to the west is Colter Elementary School and zoned P/SP, and properties to the south of High School Road are located in Teton County outside the Town of Jackson's municipal boundary.

JHCS has operated within the FCBC as an independent secondary school since August 2004. On February 2, 2004, the Town approved a CUP and Development Plan (03-13.1) for JHCS to operate an independent high school (Daycare/Education use) within five units of Building 200 of the FCBC. The CUP included a condition of approval that any future expansions of the school would require an amended CUP. Subsequently, on September 4, 2012, the Town approved CUP (P12-055) and Development Plan (P12-056) to expand the high school use into Unit 650 of Building 600. The 2012 CUP upheld the original high school CUP approval (03-13.1) and added one condition regarding the school making a good faith effort to encourage its students to walk, bike, and/or utilize public transportation.

The compatibility of the high school use within FCBC was discussed in the original FDP/CUP review. Because the proposed use was located at the edge of the FCBC and the BP zoning district, and because it was adjacent to the large Teton County public school campus, both the Commission and the Town Council found that the proposed school was compatible with the surrounding uses and the BP zone, even though promoting light industry use in the business park remains a primary goal of the Gregory Lane Area.

Analysis and Key Questions (CUP).

The applicant's proposed site plan for the proposed expansion for JHCS Middle School, including the location of units occupied by the existing JHCS High School campus, is shown in Figure 2 below.

Figure 2 – JHCS Site Plan



JHCS requests approval of a CUP to add a middle school into Units 410, 420, 425, 430, and 440 of Building 400. This request is considered a stand-alone CUP and not an amendment to the previous CUPs (03-13.1 or P12-055). This means it is subject to its own conditions of approval, if any, and does not “carry forward” conditions of approval from previous permits, however, Council may include those conditions again if desired. Staff has only carried forward the recommended condition of encouraging alternative transportation such as biking to school.

These units are the entirety of Building 400 and total approximately 7,250 sf. Building 400 previously housed Sweet Peas Daycare which, per the applicant, served up to 66 children and approximately 14 staff members at its capacity. This prior use is relevant to the traffic analysis discussed below.

More specifically, Building 400 will be used for middle school classrooms, small group instruction, and administrative functions. At full enrollment, the JHCS Middle School will serve up to 90 students supported by approximately 8-10 teachers and 4 administrative staff. Daily school hours will be 8:30 AM to 3:30 PM Monday

through Friday, with building hours of 8:00 AM to 4:00 PM for faculty and JHCS community members. The general school year calendar follows that of the Teton County School District.

Per the applicant, building renovations proposed for middle school include interior floor plan modifications to create classrooms, common areas, reception, administrative areas, and to change the occupancy type under the building code. Minimal exterior renovations are proposed and include safety and wayfinding signage, crosswalk paint, lighting upgrades, and expanded bicycle parking.

By occupying all units in Building 400, JHCS will have access to an additional 20 vehicle parking spaces making a total of 50 of the 198 total spaces in the complex available for JHCS use. General vehicle movements will remain unchanged from current vehicular circulation pattern and the school proposes 10 additional short-term (ST) bicycle parking spaces directly east of Building 400, bringing total bicycle parking spaces for Building 400 to 14.

CUP Purpose Statement.

Per LDR Sec. 8.4.3.A, the purpose of a Conditional Use Permit is “to individually and publicly review the configuration, density, and intensity of a use that is generally compatible with the character of a zone, but requires additional, site-specific conditions to limit and mitigate effects that may be adverse to the desired character of the zone.”

Vehicle Parking.

Staff support the applicant’s independent calculation for required vehicle parking of 18 vehicle parking spaces for the proposed use where 20 are provided. For the combined JHCS campus, this results in a combined 44 space requirement for the high school and middle schools where 50 are allocated to JHCS within the FCBC complex.

Bicycle Parking.

Typically, uses that do not generate additional off-street vehicle parking do not require additional bicycle parking. However, following feedback by staff and Planning Commission that middle school students need more bike parking than the typical user group, the applicant revised its bicycle parking plan to include 10 new short-term bicycle parking spaces, including four that accommodate larger and alternative bicycles. And because there are already four existing short-term bicycle parking spaces serving Building 400, the applicant’s addition of 10 more spaces results in a total of 14 spaces. For comparison, staff did our own calculation assuming the middle school was a new use and determined that a minimum of 13 short-term spaces would be needed. Thus, staff find that the proposed 14 bike parking spaces is adequate and consistent with the bicycle parking requirements of the LDRs and the recommended Condition #1 of encouraging alternative transportation.

Staff methodology for calculating our estimate of the minimum required bicycle parking is provided in department reviews and is based on JHCS having a smaller classroom size than the typical public school. This results in fewer required spaces because bicycle parking for education use is based on classroom number.

Requiring larger, alternative bicycles spaces ensures e-bikes or cargo bikes, which have become increasingly popular among middle- and high school-age students, are provided.

Transportation Impact on High School Road.

Staff consensus is that the proposed use will not increase traffic over current conditions. The proposed use in the building should result in reduced vehicle traffic as compared to the previous day care use because it will recapture the car trips of existing middle school students who are already present on High School Road but with the larger benefit of eliminating all of the previous day care trips. For these reasons, staff does not anticipate that the project will worsen the current traffic problems on High School Road. Traffic in this area is already congested at peak school pick-up and drop-off times from a large number of sources that will need to be addressed as part of a more comprehensive study and analysis of options that is beyond the scope of this application.

Staff also agree with the applicant that because the proposed middle school represents a change to an older student population that is much more likely to bike, use public transportation, or carpool to the site than the previous daycare users, that overall traffic should be reduced.

Per the Regional Transportation Manager, as regional traffic volumes on High School Road continue to increase, the direct access driveway from High School Road into the FCBC complex may become a safety liability, creating left-turn queuing conflicts and reducing the operational efficiency of the corridor.

Signage, Crosswalk, and Internal Circulation.

JHCS's original CUP (03-13.1) required a sign plan for the site including directional signs for school users, parking area signs, and school zone warning signs. While this condition does not apply to this application the applicant proposes three new "Slow-School" and "Speed Limit 9" signs at the property in an effort to improve wayfinding and safety within the FCBC parking area. Additionally, the applicant also proposes an at-grade, painted pedestrian crosswalk between Buildings 400 and 200. The LDRs do not require this crosswalk and staff find it to be unnecessary. During the Planning Commission's 2012 review of the CUP expansion, there was some discussion about the safety of pedestrian connections within the site, but ultimately the Commission found that it was not a significant concern. Thus, staff included Condition #2 that the applicant does not install the proposed crosswalk between Buildings 400 and 200.

While school patrons and caregivers typically utilize a clockwise patterns for vehicle traffic at the property, a two-way traffic pattern still formally exists in the FCBC. Per the Regional Transportation Manager, it could be beneficial for JHCS and other FCBC businesses to consider formally converting the entire FCBC internal circulation into a one-way system with appropriate signage and pavement markings throughout the complex. This could reduce conflicts, clarify drive expectations, and improve pedestrian and bike safety. However, considering the existing school and neighboring businesses have coexisted with no significant conflicts, staff consensus is that it is unnecessary to alter the direction of internal vehicle traffic patterns at this time.

Exterior Lighting.

LDR Sec. 1.9.6 (Nonconforming Lighting) requires compliance for nonconforming exterior lighting as part of a building permit for a change in use or expansion as well as for Conditional Use Permits. The applicant includes proposed exterior lighting changes for Building 400 compliant with LDR Sec. 5.3.1 (Exterior Lighting) with updates to be completed at time of building permit.

Key Policy Question (CUP) #1: Does Council agree that the proposed expansion of the Daycare/Education use is compatible with the BP zone notwithstanding the BP zone's primary goal of promoting light industry use?

Planning Commission.

The Planning Commission reviewed the proposed CUP on March 18, 2026, and recommended approval by a 4-0 vote. The Planning Commission support staff's methodology for a minimum requirement of 13 short-term bicycle parking spaces, including four spaces accommodating larger cargo bikes, but felt it reasonable that there would be greater practical demand for bicycle parking.

The Planning Commission also shared concerns that the proposed use may further congest vehicular traffic on High School Road during the peak AM and PM school pick-up and drop-off times. They felt that while overall the previous daycare use may have had similar number of vehicle trips, the existing daycare use likely staggered overall impact to High School Road because it had earlier AM and later PM peak times than other TCSD schools and the JHCS high school.

Following Planning Commission review, staff added Condition #1 to clarify that the condition – encouraging use of alternative transportation – is applicable to the new middle school CUP (not just the high school). Also for clarity, staff added Condition #2 stating that the applicant shall not install the proposed crosswalk.

Findings.

All the required findings of LDR Sec. 8.4.3.C must be made in order to approve a CUP application.

1. *The proposed project is consistent with the purposes and organization of the LDRs.*

Complies. Staff find that the project is consistent with the purposes and organization of the LDRs. While there are competing demands for uses in the BP zone, staff find the proposed use promotes the health, safety, and general welfare of the present and future inhabitants of the community by providing an educational use in a location that is accessible to and compatible with the nearby educational uses. The proposed use meets the applicable zone, physical development, and use requirements.

2. *The proposed project complies with the use-specific standards.*

Complies as Conditioned. Staff find that, as conditioned, the proposal is compliant with the standards of Division 6.1. The proposed Daycare/Education use is allowed use within the Business Park – (BP) zoning district with the approval of a Conditional Use Permit. The proposed use meets required vehicle and bicycle parking standards and does not require additional affordable workforce housing mitigation. The proposed use exceeds the minimum amount of short-term bicycle parking

recommended by staff of 13, including four spaces that accommodate larger, alternative bicycle models. As conditioned, the applicant shall also make a good faith effort to encourage its students to walk, bike, and/or utilize public transportation.

3. *The proposed project minimizes adverse visual impacts.*

Complies. Staff find that the proposed use will not have an adverse visual impact. The project will be developed within existing structures and mature landscaping exists at the property which provides screening for the property and uses within the FCBC.

4. *The proposed project minimizes adverse environmental impacts.*

Complies. Staff find that the proposed use will not have an adverse environmental impact. The project will be developed within existing structures. In addition, the site is also not located within the NRO and SRO, and all proposed uses and operations will be required to comply with the Town's sewer and stormwater standards, typical of any development.

5. *The proposed project minimizes adverse impacts from nuisances.*

Complies. Staff find that the proposed use will not have an adverse impact from nuisances. Use of the property for Daycare/Education will not restrict the ability of neighboring properties or businesses to use and enjoy their respective properties. The LDRs require updates to exterior lighting which the applicant will address as part of the building permit process.

6. *The proposed project minimizes adverse impacts on public facilities.*

Complies as Conditioned. Staff find that the proposed use minimizes impacts on public facilities and infrastructure. The location of the proposed use allows it to take full advantage of alternative transportation such as pathways and START. JHCS shall continue to make a good faith effort to encourage its students to walk, bike, and/or utilize public transportation which reduces overall vehicle traffic impact to Town roads. Any additional sewer and water capacity fees will be assessed at the time of building permit.

7. *The proposed project complies with all relevant standards of these LDRs and other Town Ordinances.*

Complies. Staff find that the proposed use and building improvements comply with the provisions of the LDRs and with all other Town Ordinances.

8. *The proposed project is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. Staff find that the project is substantially consistent with the previously approved Conditional Use permits 03-13.1 and P12-055 and Development Plan P12-056.

Possible Alternatives (CUP).

Council may consider imposing a different minimum short-term bicycle parking requirement for the proposed use. This would likely result in the applicant locating additional bicycle spaces farther from Building 400 and necessitate working with their HOA to secure agreement for use of general common area within the FCBC.

Council may consider requiring the proposed painted crosswalk between Building 200 and 400.

Council may also deny this application if it cannot make all eight CUP findings, or add conditions of approval to mitigate any anticipated adverse impacts.

Council may defer action and requests additional information from the applicant before making a determination.

Comprehensive Plan and Priority Alignment (CUP).

The primary goal of the Gregory Lane Area (transitional subarea 5.2) is to promote light industry use as other zones in town significantly limit or outright prohibit that use classification. Light industry use includes building and special trade contractors, material fabrication, wholesale sales and distributors. While the proposed use departs from that priority, it's consistent with the existing use of the property and is in close proximity to the TCSD's education complex. This concern, and subsequent support of Daycare/Education use in the BP zone, was discussed by both Planning Commission and Town Council in prior approvals for Daycare/Education use at the FCBC.

The proposed use is consistent with the subarea's secondary goal of providing improved pedestrian/bike amenities to connect the existing and future resident populations with the surrounding Complete Neighborhood amenities which improve livability in the area.

Analysis and Key Questions (Fee Waiver)

The applicant's justification of their alignment with the fee waiver's community goals is attached to this staff report. Staff do not offer a recommendation as to whether a proposed project constitutes an extraordinary charitable, civic, educational, or similar benefits to the Jackson community. This decision is made at the discretion of the Council.

Factors that may support a finding of extraordinary community benefit include the applicant's established nonprofit status and long tenure operating within the Jackson community, the educational nature of the use and its explicit alignment with the fee waiver standard's reference to educational benefits, and the school's proximity to and integration with the broader TCSD educational campus on High School Road.

Factors that may complicate such a finding include that the application does not address tuition structure or financial accessibility for lower-income families, leaving open the question of whether the school's benefit extends broadly across the community or primarily to families who can afford independent school tuition. Council may wish to ask the applicant to address this point directly.

The applicant plans to phase the needed buildout of Building 400 into two separate building permits. Building permit review fees assessed by Town are eligible for a waiver request, while other fees, such as sewer and water connection fees or permit review fees assessed by Teton County (Electrical and Fire Departments) cannot be waived by the Town. Please note that a fee waiver includes the fees associated with addendums– applications by the applicant to amend previously approved building permits – that are often reviewed by a third party consultant that must be repaid by the Town from Town funds (i.e., waiving these fees results in the Town paying for an applicant’s review fees, not just not collecting the fees). Staff provide an estimated fiscal impact below which is itemized in department review comments.

Key Policy Question (Fee Wavier) #1: Does Council think the project proposed by JHCS provides an extraordinary charitable, civic, educational, or similar benefits to the Jackson community?

Key Policy Question (Fee Wavier) #2: If Council supports the fee waiver request, should addendum review fees also be waived?

Possible Alternatives (Fee Waiver).

Council may approve a full fee waiver for all eligible Planning and Building review fees for both phases, including addendum fees.

Council may approve a partial fee waiver covering the CUP application fee, building permit application fees, and building plan review fees for both phases, while excluding addendum fees.

Council may deny the fee waiver request, finding that the project does not meet the standard of extraordinary community benefit.

Council may defer the fee waiver request and ask the applicant to provide additional information, such as tuition structure, financial assistance programs, or documentation of community accessibility, before making a determination. Staff notes that the applicant is currently mid-process and that deferral may affect project timing by approximately 2 weeks.

Comprehensive Plan & Priority Alignment (Fee Wavier).

The Comprehensive Plan strategy 3.2.S.9 sets a policy goal to explore reduced development/utility fees in Complete Neighborhoods as a method to enhance suitable locations as Complete Neighborhoods. This item does not conflict with any Comprehensive Plan goals.

Fiscal Impact.

ITEM A (CUP P26-013): None identified.

ITEM B (Fee Wavier P26-014): The fiscal impact on the Town for phases I and II of the proposed build out is estimated at approximately \$27,926 and includes the CUP permit application, the building permit application fee, and building plan review fee. This estimate does not include the cost to the Town for review of trade permits (e.g. plumbing and mechanical) which are submitted later in the life of a project and cannot be

estimated with certainty at this time *but would likely range approximately \$400-800 per phase (\$800-\$1,600 total)*. There are no separate Engineering permits associated with this project. This estimate does not address potential addendums that may be applied for by the applicant.

Staff Impact.

The amount of staff time to review, research, and write this report is 80 hours.

Public Comment.

None received by staff as of the date of this staff report.

Attachments and Links.

Department Reviews
Bicycle Parking Plan Updated 04.02.26
Applicant Submittal

Suggested Motions.

ITEM A (CUP P26-013):

I move to approve Conditional Use Permit P26-013, as conditioned, based upon the findings of approval, the departmental reviews, and subject to this staff report dated April 20, 2026.

ITEM B (Fee Wavier P26-014):

I move to approve the fee waiver request submitted by Jackson Hole Community School for all eligible building permit review fees associated with CUP P26-013, including any addendum review fees, based on a finding that the project provides extraordinary community benefit to the residents of Jackson.



PERMIT NOTES

Permit # P26-013

Parcel # : 22-40-16-06-1-12-026

Site Address: 1735 HIGH SCHOOL ROAD #410

Project Name: JH Community School CUP

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		Recommended conditions of approval - see staff report The applicant fulfilled PC condition #1 prior to Council review. Staff removed PC condition #2 (exterior lighting) and includes that LDR requirement as a department review comment instead. General notes: - Bike parking methodology - Assuming 2 JHCS classrooms accommodate number of students in a typical public school classroom, its reasonable to count a total of 4 classrooms rather than 8 for determining bike parking requirement. Calc - 4 classrooms x4.5 (institutional bike per classroom rate) x75% short term = 12.6 (rounded to 13) including 3.5 (rounded to 4) of those 13 total accommodating larger, alternative bicycles such as e-bikes or cargo bikes. - Based on Commission and Council discussions during 2012 approval as well as staff visit to the current site , staff feels the proposed crosswalk between Buildings 400 and 200 is unnecessary and supports a site plan that does not introduce a new crosswalk between Buildings 400 and 200. - Housing Mitigation - exempt per LDR Sec. 6.3.2.C.10 - Parking - Staff supports applicant independent calculation of 44 spaces. FCBC allocation of 50 spaces exceeds 44 spaces thus meets requirement. Dept review comments (Code of Conduct)- The JHCS Student Handbook Code of Conduct section for Drop-off and Pick-up of Students shall be updated to list the new drop-off and pick-up location by Building 400 in addition to the current one to the south of Building 200 and to clarify between Buildings 200 and 400. The JHCS Handbook Code of Conduct section for "Bicycles" shall remain unchanged in terms of requiring students to dismount and walk bikes at the periphery of the FCBC property.	KPAGE@JACKSONWY.GOV	03/08/26	3/8/26



PERMIT NOTES

Note Type	Note Code	Text	Created By	Begin Date	End Date
CONDITIONS		Bike racks need to comply with the TOJ standards for rack type. The applicant may be able to adjust the overall quantity of parking spaces in favor of the desired rack type (i.e. do not substitute the compliant "U-racks" out for a non-compliant rack like a "toaster" or "wave" rack just to meet the capacity number). The proposed crosswalk striping is not required. There is no harm in striping the crosswalk, but Pathways staff feels that it will be of minimal usefulness. In the proposed Code of Conduct, the requirement to dismount bicycles at the periphery of the business center and walk to the designated bike parking area needs to be removed. There are no restrictions on driving motor vehicles to their parking areas; similarly, there shall not be restrictions on riding a bike to the bike parking areas.	BSCHILLING@JACKSONWY.GOV	03/06/26	3/6/26
GENERAL		Letter Attached	MTIPPETTS@JACKSONWY.GOV	02/23/26	
CONDITIONS		1.) The project shall meet the requirements of the current International Fire Code (IFC) at the time of building permit issuance. 2.) A fire department permit is required for any renovations to the existing automatic sprinkler system. Plans shall be submitted for review and approval prior to a permit being issued and any work being done. 3.) A fire department permit is required for any renovations to the existing fire alarm system. Plans shall be submitted for review and approval prior to a permit being issued and any work being done. 4.) Emergency lighting shall be installed and tested to meet the requirements of the IFC, Section 1008. 5.) In Group E occupancies, egress doors from classrooms, offices, and other occupied rooms with locking arrangements designed to keep intruders from entering the rooms shall comply with the conditions of IFC, Section 1010.2.7. 6.) Swinging doors serving rooms or spaces with an occupant load of 50 or more in a Group E occupancy shall not be provided with a latch or lock other than panic hardware or fire exit hardware unless meeting the exceptions outlined in the IFC, Section 1010.2.8. 7.) The required capacity of each door opening shall be sufficient for the occupant load and shall provide a minimum clear opening width of 32 inches.	LPOTZ@JACKSONWY.GOV	02/10/26	2/10/26



PERMIT NOTES

Page 3 of 3

Report Run On: Friday, 10 April 2026
09:14

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		The Engineering Division has reviewed your application for a CONDITIONAL USE PERMIT submitted on and with application materials as dated above. NOTES FOR APPROVAL 1. Additional Water or Sewer Capacity fees may be assessed with the building permit.	SMOHROR@JA CKSONWY.GOV	02/06/26	



PERMIT NOTES

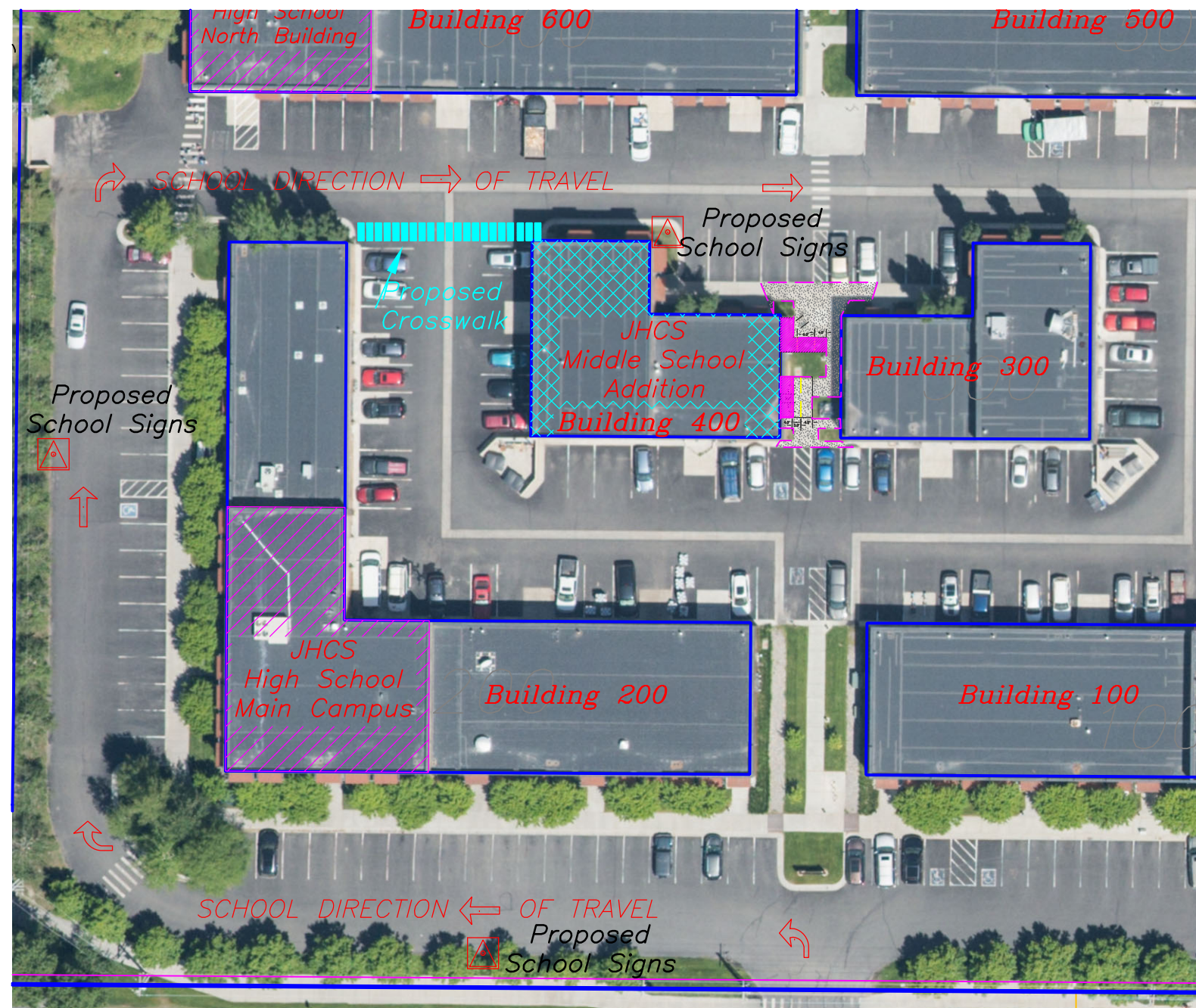
Permit # P26-014

Parcel # : 22-40-16-06-1-12-026

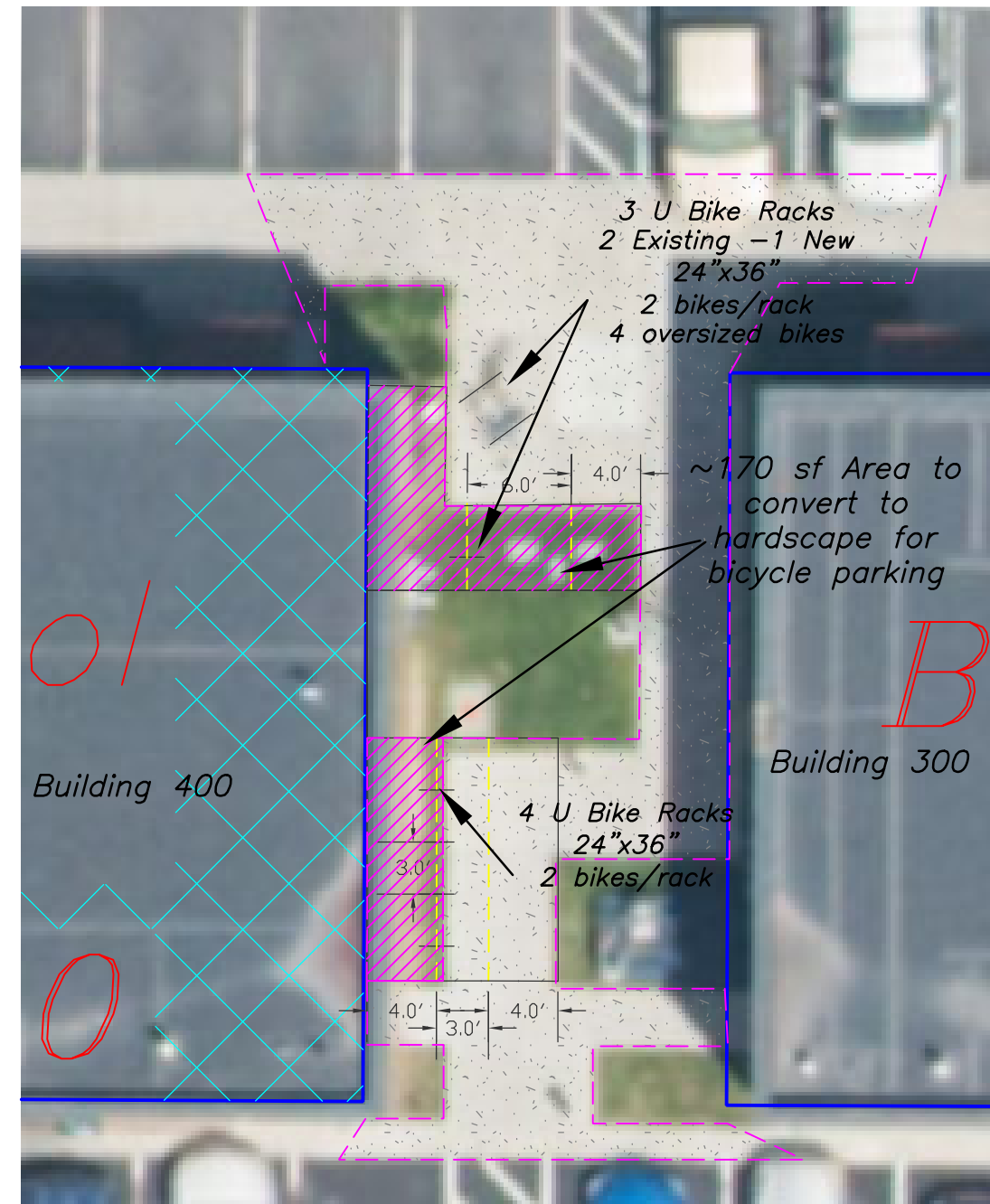
Site Address: 1735 HIGH SCHOOL ROAD #410

Project Name: JHCS Middle School Fee Waiver

Note Type	Note Code	Text	Created By	Begin Date	End Date
GENERAL		Planning fees associated with P26-013 CUP total \$3,793	KPAGE@JACKSONWY.GOV	03/19/26	3/19/26
GENERAL		The Engineering Division has reviewed your application for a PLANNING MISCELLANEOUS PERMIT submitted on and with application materials as dated above. ENGINEER REVIEW 1. The building permit is strictly an interior remodel of building #400. Engineering would not have PROW fees associated with this permit.	SMOHROR@JACKSONWY.GOV	02/09/26	2/9/26
GENERAL		Town Council should determine whether 3rd Party fees (review or inspections) and addendum review fees, not associated with the Town of Jackson should be waived or should the applicant be responsible for these added fees that the Town will be required to pay from non-fee paying projects. Estimated Fees PER PHASE. - \$12,066.45 (permit fee \$7,313.00 + plan review fee \$4,753.45) Applicant has applied for two phase project (Ph I B26-0022 and Ph II B26-0069) Unknown fees PER PHASE until permit applied for (comparable projects between \$400-\$800) Plumbing- TBD Mechanical-TBD Electrical-TBD Fire-TBD Third Party Review-TBD Sewer and Water-TBD	KSLUDER@JACKSONWY.GOV	01/29/26	



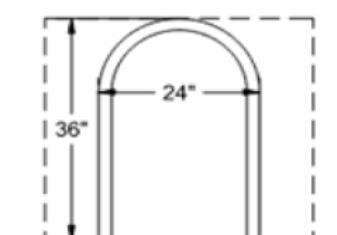
Circulation and Traffic Sign Detail – Scale 1"= 50'



Bicycle Parking Area Detail – Scale 1"= 10'

JHCS Middle School Addition
Proposed FCBC Common Area Improvements:

1. Install three "Slow- School" and "Speed Limit 9" street signs at locations noted on the site plan
2. Paint Crosswalk between Building 200 & Building 400
3. Replace ~170 sf. of landscape area with concrete for bicycle parking area between Buildings 300 & 400
4. Install 5 24x36 U shaped Bike Racks – 2 existing racks – 14 short term spaces – including 4 oversize spaces (see detail)



SAMPLE 2
INVERTED "U" RACK

Bicycle Rack Detail



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: Jackson Hole Community School - Middle School Addition
Physical Address: See Attached
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: Flat Creek Business Center, LLC Phone: _____
Mailing Address: P.O. Box 14270 Jackson, WY ZIP: 83002
E-mail: bpryan@gmail.com

APPLICANT/AGENT.

Name: Ted Smith - Jackson Hole Community School Phone: 307-733-5427
Mailing Address: P.O. Box 6787 Jackson, WY ZIP: 83002
E-mail: tsmith@jhcschool.org

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ Applicant/Agent

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

Use Permit	Physical Development	Interpretations
_____ Basic Use	_____ Sketch Plan	_____ Formal Interpretation
☒ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
_____ Special Use	_____ Design Review	Amendments to the LDRs
Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
_____ Administrative Adjustment	_____ Subdivision Plat	_____ Map Amendment
_____ Variance	_____ Boundary Adjustment (replat)	Miscellaneous
_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	_____ Other:
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ Environmental Analysis

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

Pre-application Conference #: P25-209 Environmental Analysis #: _____
Original Permit #: P12-0055 P12-0056 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?

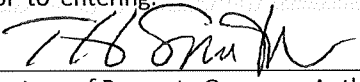
_____ **Application Fee.** Fees are cumulative. Go to www.townofjackson.com/200/Planning and select the relevant application type for the fees.

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
Ted Smith - Jackson Hole Community School

Name Printed

1/23/26

Date
Head of School

Title

Property address:

- Existing JHCS Campus
 - 1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY
 - 1755 #650 High School Road, Jackson, WY
- Proposed middle school addition:
 - 1735 #410, #420, #425, #430, #440 High School Road, Jackson, WY

Legal Description:

- Existing JHCS Campus
 - Units 240, 250, 280, 285 & 290, Flat Creek Business Center Condominium, Bldg. 200, Plat No. 1094
 - and
 - Unit 650, Flat Creek Business Center Condominium, Bldg. 600, Plat No. 1094
- Proposed middle school addition:
 - Units 410, 420, 425, 430 & 440, Flat Creek Business Center Condominium, Bldg. 400, Plat No. 1094



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

Date:

LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT

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

Being duly sworn, deposes and says that Flat Creek Business Center, LLC is the owner in fee of the premises located at:
Name of property owner as listed on deed

Address of Premises: See attached.

Legal Description: See attached.

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ted Smith, Jackson Hole Community School

Mailing address of Applicant/agent: P.O. Box 6787 Jackson, WY 83002

Email address of Applicant/agent: tsmith@jhcschool.org

Phone Number of Applicant/agent: 307-733-5427

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

- ☐ Development/Subdivision Plat Permit Application ☐ Building Permit Application
☐ Public Right of Way Permit ☐ Grading and Erosion Control Permit ☐ Business License Application
☐ Demolition Permit ☐ Home Occupation ☒ Other (describe) Pre-App: CUP

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

manager

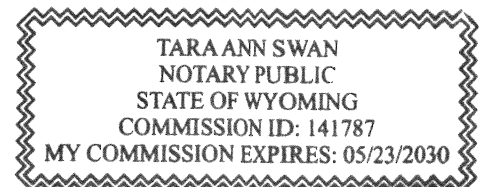
Title if signed by officer, partner or member of corporation, LLC (secretary or corporate owner) partnership or other non-individual Owner

STATE OF Wyoming)
) SS.
COUNTY OF Teton)

The foregoing instrument was acknowledged before me by Brandon Ryan Moore this 30th
day of October. WITNESS my hand and official seal.

Notary Public

My commission expires:





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: January 23, 2026

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

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

Being duly sworn, deposes and says that Flat Creek Business Center Association is the owner in fee of the premises located at:

Name of property owner as listed on deed

Address of Premises: Common Area in and around 1735 High School Road Unit Nos. 410, 420, 425, 430, 440

Legal Description: Flat Creek Business Center Development

Please attach additional sheet for additional addresses and legal descriptions

And, that the person named as follows: Name of Applicant/agent: Ted Smith

Mailing address of Applicant/agent: PO Box 6787, Jackson, WY 83001

Email address of Applicant/agent: tsmith@jhcschool.org

Phone Number of Applicant/agent: (307) 733-5427

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

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

Under penalty of perjury, the undersigned swears that the foregoing is true and, if signing on behalf of a corporation, partnership, limited liability company or other entity, the undersigned swears that this authorization is given with the appropriate approval of such entity, if required.

Property Owner Signature

President

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

STATE OF WYOMING)

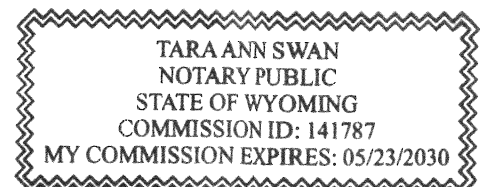
) SS.

COUNTY OF TETON)

The foregoing instrument was acknowledged before me by Brandon P. Ryan, President this 23 day of January, 2026. WITNESS my hand and official seal.

Notary Public

My commission expires:





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 _____

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Name/Description: Jackson Hole Community School - Middle School Addition
Physical Address: See Attached
Lot, Subdivision: _____ PIDN: _____

PROPERTY OWNER.

Name: Flat Creek Business Center, LLC Phone: _____
Mailing Address: P.O. Box 14270 Jackson, WY ZIP: 83002
E-mail: bpryan@gmail.com

APPLICANT/AGENT.

Name: Ted Smith - Jackson Hole Community School Phone: 307-733-5427
Mailing Address: P.O. Box 6787 Jackson, WY ZIP: 83002
E-mail: tsmith@jhcschool.org

DESIGNATED PRIMARY CONTACT.

_____ Property Owner ☒ Applicant/Agent

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

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_____ Conditional Use	_____ Development Plan	_____ Zoning Compliance Verification
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Relief from the LDRs	Subdivision/Development Option	_____ LDR Text Amendment
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_____ Beneficial Use Determination	_____ Boundary Adjustment (no plat)	☒ Other: Fee-Waiver
_____ Appeal of an Admin. Decision	_____ Development Option Plan	_____ Environmental Analysis

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

Pre-application Conference #: P25-209

Environmental Analysis #: _____

Original Permit #: P12-0055 P12-0056

Date of Neighborhood Meeting: _____

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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.

Ted Smith
Signature of Property Owner or Authorized Applicant/Agent

Ted Smith - Jackson Hole Community School

Name Printed

1/28/26
Date

Head of School

Title



January 27, 2026

Paul Anthony
Director of Planning and Building
Town of Jackson
P.O. Box 1687
Jackson, WY 83001

Via Email to: planning@jacksonwy.gov

RE: Jackson Hole Community School – Middle School Addition P25-209- Fee Waiver Request

Dear Director Anthony,

On behalf of the Jackson Hole Community School (JHCS), I respectfully submit this letter requesting consideration of a waiver of applicable Town of Jackson planning and permitting fees associated with the proposed Middle School addition, including the Conditional Use Permit (CUP) fee and Building Permit fees, pursuant to the Town's Fee-Waiver Policy.

Jackson Hole Community School is a long-established, nonprofit educational institution that provides significant and direct public benefit to the Jackson community. JHCS serves local families by currently delivering 9-12th grade education, advancing educational choice, academic excellence, and community stability where educational infrastructure is critically important to workforce retention and family livability.

The proposed addition of the JHCS Middle School grades 6-8 is not a revenue-generating commercial development. Rather, it is a mission-driven expansion of the existing JHCS campus intended to meet demonstrated educational needs, provide an outstanding learning environment, and allow JHCS to continue serving the local community in a manner consistent with adopted land use regulations, prior approvals, and applicable Town policies. The project does not introduce speculative development value, nor does it rely on public services in excess of those typically associated with educational uses.

Consistent with the Jackson/Teton County Comprehensive Plan, the proposed Middle School project aligns with Town of Jackson objectives that prioritize community-serving educational facilities, efficient use of existing developed sites, and minimization of transportation and circulation impacts.

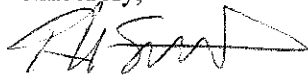
JHCS has a long history of working collaboratively with Town staff and has demonstrated good-faith efforts to minimize impacts, comply with prior conditions of approval, and align

operations with Town standards and policies. The requested fee waiver would meaningfully support the school's ability to allocate limited nonprofit resources toward direct educational programming, student services, and site safety improvements, rather than administrative costs.

For these reasons, JHCS respectfully submits that the project provides an extraordinary educational and civic benefit to the community and is appropriate for fee-waiver consideration under the Town's adopted policy. We understand that the Town Council is the final decision-maker on fee waivers and appreciate staff's consideration and guidance as this request proceeds through the review process.

Thank you for your time, consideration, and continued collaboration as we move through the permitting process. Please do not hesitate to contact me if additional information or documentation would be helpful.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ted Smith', with a stylized, sweeping flourish extending to the right.

Ted Smith
Head of School
Jackson Hole Community School

Application for Conditional Use
Jackson Hole Community School
Middle School Addition
Grades 6-8



January 23, 2026

Applicant:

Ted Smith
Head of School
Jackson Hole Community School
PO Box 6787
Jackson, WY 83002

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1.0 Project Contact Information

1.1 Authorized Applicant

Ted Smith
Head of School
Jackson Hole Community School
PO Box 6787
Jackson, WY 83002

1.2 Owner

Flat Creek Business Center, LLC
PO Box 14270
Jackson, WY 83002

1.3 Project Team

Architect:

Parent Halsey Architects
Attn: Karen Parent
50 S. King St. Suite 102
PO Box 4183
Jackson, WY 83001

Planner:

Cirque Consulting, LLC
Attn: George Putnam
P.O. Box 7775
Jackson, WY 83002

1.4 Property Location

Address:

Existing JHCS Campus:

1715 #240, #250, #280, #285, # 290 High School Road, Jackson, WY
1755 #650 High School Road, Jackson, WY

Proposed middle school addition:

1735 #410, #420, #425, #430, #440 High School Road, Jackson, WY

Legal Description:

Existing JHCS Campus:

Units 240, 250, 280, 285 & 290, Flat Creek Business Center Condominium, Bldg. 200, Plat No. 1094

PIDNs: Unit 240 - 22-40-16-06-1-12-014

Unit 250 - 22-40-16-06-1-12-015

Unit 280 - 22-40-16-06-1-12-018

Unit 285 - 22-40-16-06-1-12-019

Unit 290 - 22-40-16-06-1-12-020

and

Unit 650, Flat Creek Business Center Condominium, Bldg. 600, Plat No. 1094

PIDN: 22-40-16-06-1-12-043

Proposed middle school addition:

Units 410, 420, 425, 430 & 440, Flat Creek Business Center Condominium, Bldg. 400, Plat No. 1094

PIDNs: Unit 410 - 22-40-16-06-1-12-026

Unit 420 - 22-40-16-06-1-12-027

Unit 425 - 22-40-16-06-1-12-028

Unit 430 - 22-40-16-06-1-12-029

Unit 440 - 22-40-16-06-1-12-030

2.0 Project Narrative

2.1 Project Intent

The purpose of this Conditional Use Application (CUP) is amend the existing CUP (P12-0055) issued to the Jackson Hole Community School for institutional, education use, within the Business Park (BP-TOJ) zone to add middle school grades 6-8 starting in August 2026 and expand its campus into the five (5) units within Building 400 of the Flat Creek Business Center (FCBC) complex that will entirely house the middle school.

2.1 Existing Conditions

The Jackson Hole Community School (JHCS) has operated within the Flat Creek Business Center (FCBC) as an independent secondary school since August 2004. The school initially received Conditional Use Permit approval on February 2, 2004, to occupy five units within Building 200 of the FCBC, with a condition of approval requiring that any future expansion of the school be reviewed through a CUP amendment. In 2012, JHCS obtained an amended CUP (P12-0055) and amended Final (Intermediate) Development Plan (P12-056) approval to expand operations into Unit 650 of Building 600.

From its beginning, JHCS has grown from an initial enrollment of approximately 18 students to a current enrollment of roughly 100 students in grades 9–12. Throughout this period, the school has operated without documented adverse impacts to surrounding uses, public facilities, or transportation infrastructure. Parking and traffic circulation, which were identified as concerns during earlier CUP reviews, have functioned effectively due to transportation policies that require carpooling for driving-age students and actively encourage walking, biking, and use of public transit. JHCS has consistently complied with prior CUP conditions related to transportation demand management, including good-faith efforts to encourage students to walk, bike, utilize public school buses, and reduce single-occupancy vehicle trips.

The Flat Creek Business Center has proven to be an appropriate and compatible location for JHCS due to its proximity to complementary civic and educational uses. Adjacent and nearby facilities include the Teton Literacy Center, Jackson Hole Middle School, Jackson Hole High School, Colter Elementary School, and Summit Innovations High School. The site is served by an existing START Bus stop along High School Road, and the Jackson Hole Community multi-use pathway runs adjacent to the north side of the FCBC, providing direct non-vehicular access for students and staff.

Building 400 of the FCBC, which is proposed for the Middle School expansion, has historically been occupied by Sweet Peas, LLC, an institutional daycare use that operated within the building for approximately 18 years pursuant to an approved Conditional Use Permit and Development Plan. That use accommodated up to 66 children (infant through preschool age) and approximately 14 staff members, with year-round operation and daily drop-off and pick-up activity. The successful long-term operation of this institutional use demonstrates that Building 400 can accommodate institutional educational uses with regular drop-off and pick-up activity without creating adverse impacts within the Business Park. The proposed conversion to a middle school represents a change to an older, non-driving-age student population with the Middle School having more concentrated hours of operation and reduced all-day traffic turnover when compared to the former daycare use.

2.3 Proposed Development

JHCS is requesting an amendment to its existing Institutional – Education Use Conditional Use Permit within the Business Park (BP) zoning district to expand its campus to include all of Building 400 within the Flat Creek Business Center. The proposed expansion will allow JHCS to establish a Middle School program serving grades 6–8, beginning in August 2026.

The Middle School will occupy approximately 7,250 square feet occupying condominium Units #410, #420, #425, #430, and #440 within Building 400 of the Flat Creek Business Center. The space will be used for classrooms, small group instruction, and administrative functions. No exterior building expansion or changes to the building envelope are proposed; all work will occur within the existing structure and will be subject to building permit and change-of-occupancy review. See location of the Middle School and JHCS existing campus on the Conceptual Site Plan sheet 1 of 2, attached as Appendix A.

At capacity, the Middle School is planned to serve up to 90 students, supported by approximately 8-10 teachers and 4 administrative staff at full enrollment, which is forecast to be achieved within 5 years. At final buildout Building 400 will have 8 classrooms, 4 administrative offices, and one school commons area. The school will operate on a schedule generally aligned with Teton County public schools, with classes held approximately from late August through early June. Daily school hours will be 8:30 AM to 3:30 PM, Monday through Friday, with the building hours of 8:00 AM to 4:00 PM for faculty and JHCS community members.

To support the Middle School expansion, JHCS has been granted the use of 20 additional parking spaces within the FCBC complex shared parking program, in addition to the 30 spaces already allocated to the existing High School use, for a total allocation of 50 spaces of the 198 spaces available. These spaces will serve Middle School faculty, staff, and guests. Middle School students are not of driving age, and student transportation will continue to rely on walking, biking, parent drop-off, and START bus service. An Independent Parking Calculation is included with this application and evaluates parking demand in accordance with Division 6.2, including consideration of the change in use from an approved daycare facility to a middle school use, which operated with a comparable staffing level and the same 20-space parking allocation without generating parking-related impacts.

Vehicular access to the JHCS campus, now including Building 400, will continue to be provided from High School Road, with internal circulation through the FCBC drive aisles in a clockwise pattern and egress onto Gregory Lane. Dedicated bicycle parking will be provided adjacent to Building 400 to further support non-vehicular transportation. As part of enrollment, students and parents are required to acknowledge and comply with JHCS transportation policies addressing carpooling, bus use, bicycle access, and drop-off and pick-up procedures. In those written policies and verbal announcements at school assemblies, administrators will remind parents and students that students will not be permitted to ride bikes in the Business Park parking lot and will need to dismount once riders reach the Business Park periphery boundary. JHCS will also offer bike and ebike safety courses in the early fall and early spring every year. JHCS will continue to implement transportation demand management measures

consistent with prior CUP approvals including active encouragement of walking, biking, and public transit use.

Directional guidance, crosswalk locations, school-zone and speed limit signage, associated with the Middle School use is included for review as part of the CUP, see attached Concept Site Plan sheet 2 of 2 in Appendix A.

The proposed Middle School use is compatible with surrounding light industrial, service, and institutional uses within the Business Park due to its limited hours of operation, contained indoor activity, and controlled vehicular access and circulation patterns that avoid conflicts with adjacent businesses.

Renovation of Building 400 for the Middle School is proposed to be phased as detailed on the attached building plans attached in Appendix B. For Phase I, to be completed before the start of the 2026 school year, the existing ground floor will remain in the same layout and receive minor finish upgrades, while the second floor will be fully renovated to accommodate four (4) classrooms, restrooms and admin. space. Phase II will be completed prior to the start of the 2027 school year and include renovations to the first floor with four (4) additional classrooms, commons, reception, admin. space, restrooms and storage. While the renovations will be considered under separate building permits, this Condition Use Permit request seeks approval for the entire Building 400 as the JHCS Middle School.

Overall, the proposed Middle School expansion represents a continuation and modest intensification of an existing, long-standing educational use within the FCBC that is compatible with surrounding development and consistent with the Business Park zoning district when reviewed through the Conditional Use Permit process.

3.0 Findings for Approval

In accordance with LDR Section 8.4.3 the following four findings for Conditional Use Permit (CUP) can be made as follows:

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

Complies. The proposed amendment continues a long-standing Institutional – Education use within the Business Park (BP) zoning district, a use specifically contemplated by the Land Development Regulations when reviewed through the Conditional Use Permit process. The expansion utilizes existing buildings within an established business park, does not alter the approved development pattern of the Flat Creek Business Center, and is consistent with the LDR framework for reviewing site-specific intensity, configuration, and operational characteristics of institutional education uses.

2. *Complies with the use specific standards of Division 6.1;*

Complies. The proposed JHCS Middle School expansion complies with the applicable standards for Institutional – Education uses under LDR Section 6.1.8.C. The use will operate entirely within existing buildings, comply with all applicable Wyoming statutes and local health, safety, and fire codes, and

obtain all required building permits and change-of-occupancy approvals prior to occupancy. Parking demand is addressed through the included Independent Parking Calculation prepared in accordance with Division 6.2, and operational standards are governed by enforceable school policies.

3. *Minimizes adverse visual impacts;*

Complies. No exterior building modifications are proposed to Building 400 or other JHCS facilities. Any new signage associated with the Middle School will comply with Town Sign Standards. No new rooftop and mechanical equipment is proposed.

4. *Minimizes adverse environmental impacts;*

Complies. The expansion of JHCS into Building #400 results in no increase to impervious surface area and no changes to site drainage. Existing stormwater systems within the FCBC complex are unchanged; construction remodeling activities will follow best management practices to control dust, debris, and noise. Energy-efficient lighting and HVAC upgrades will be incorporated as part of tenant improvements.

5. *Minimizes adverse impacts from nuisances;*

Complies. The Middle School will operate during standard weekday school hours, generally from 8:30 AM to 3:30 PM, with building hours from 8:00 AM to 4:00 PM. Limited evening, nighttime, activity is anticipated related to after-school extra-curricular activities (arts, music recitals, theater productions). No outdoor assembly uses are proposed. Noise, lighting, refuse, and activity levels associated with the Middle School are comparable to or less intensive than the previously approved daycare use in Building 400. Student movement and behavior within the Flat Creek Business Center will continue to be governed by the JHCS Student-Family Handbook and Code of Conduct (Appendices C and D), including expectations for respectful behavior, safe pedestrian practices, and restrictions on accessing non-school areas of the business park during school hours.

6. *Minimizes adverse impacts on public facilities;*

Complies. Parking demand is addressed through the included Independent Parking Calculation demonstrating that the total allocation of 50 parking spaces for JHCS is adequate and consistent with previously Town of Jackson approved parking methodology, education-specific standards, and the shared parking program within the FCBC complex. Middle School students are not of driving age, and long-duration parking demand is driven primarily by staff use, similar to the prior daycare use of Building 400.

This application addresses prior CUP conditions of approval related to transportation and use compatibility within the Flat Creek Business Center. Consistent with the required “good faith efforts,” JHCS will continue enforceable transportation demand management measures including mandatory carpooling policies where applicable, active encouragement of walking, biking, and public transit use,

and parent/guardian acknowledgement of drop-off, pick-up, and circulation expectations outlined in the Student-Family Handbook. As part of these measures, JHCS is instituting annual, age-appropriate bicycle and electric bicycle safety training for students as part of school orientation, with emphasis on shared-use pathway etiquette, pedestrian priority, prudent speed management, and safe operation of e-bikes consistent with Town of Jackson ordinances governing pathway use. Students will be required to dismount and walk their bikes once they arrive at any Flat Creek Business Center boundary. While helmet use is not legally required under Wyoming law, the School strongly encourages and supports the elective use of properly fitted bicycle helmets as a best-practice personal safety measure.

A proposed wayfinding and safety signage plan that has been approved by the FCBC Owners Association is provided on the attached Concept Site Plan sheet 2 of 2, identifying internal navigation, crosswalk locations, bicycle parking location, and bike/pedestrian safety instructions. To mitigate potential incompatibility impacts associated with students walking between buildings, operational policies included JHCS Student-Family Handbook and as reinforced daily by teachers and staff, direct students to use designated sidewalks and crossing locations, prohibit running and riding through parking areas, and include middle-school-specific restrictions on leaving the building without adult supervision.

7. *Complies with all other relevant standards of these LDRs and all other Town Ordinances; and*

Complies. The proposed school use complies with all applicable zoning, development, parking, landscaping, lighting, and operational standards of the LDRs, as well as all other applicable Town ordinances.

8. *Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.*

Complies. The proposed JHCS Middle School expansion satisfies conditions of prior CUP approvals requiring review of future school expansions through the Town's CUP process. The parking methodology relies on factors approved under Conditional Use Permit P12-055 and amended Final (Intermediate) Development Plan P12-0056, approved September 4, 2012. Further, this submittal specifically responds to prior CUP conditions of approval (as documented in the attached prior CUP approval letter in Appendix E) by documenting JHCS's "good faith efforts" to minimize transportation and pedestrian impacts through internal school-zone circulation guidance, designated crosswalks, and bicycle safety planning; by addressing student circulation between buildings through site design and enforceable Student-Family Handbook policies; and by submitting the current Student-Family Handbook, including required "Code of Conduct" provisions (Appendices C and D).

4.0 Article 2– Complete Neighborhood Legacy Zones – Business Park (BP)

The proposed Conditional Use Permit is required for Institutional Use – Education which is an allowed use according to the Complete Neighborhood Legacy Zone - Business Park (BP) per LDR Section 2.3.10. The following are responses to BP zone development standards as requested in the Pre-Application Conference (P25-209) checklist summary dated January 2, 2026.

4.1 Section B. Physical Development Standards

4.1.1 Structure Location and Mass

Applicable Structure Setbacks for JHCS – all proposed JHCS uses are located within existing buildings #200, #600 and #400 (new middle school), at Flat Creek Business Center (FCBC), no new structures or exterior building modifications are proposed. All structure setbacks, building heights and FAR are conforming to FCBC development plan approval in 2002.

Building #400 as approved per the 2002 FCBC Development Plan and as Platted as Units #410, #420, #425, #430 & #440 of the Flat Creek Business Center Condominium Addition, Plat No. 1094, remains unchanged with respect to the building footprint, (4,632.4 sf. as platted) and total floor area 7,250 sf. (4,550 1st floor, 2,700 sf. 2nd floor).

See attached Concept Site Plan attached in Appendix A.

4.1.2 Site Development

All site development is conforming to FCBC development plan approval in 2002. See attached Site Plan in Appendix A for location and dimensions of parking, loading bays, access drive aisle, crosswalk locations, and bicycle parking.

4.1.3 Landscaping

The FCBC project was approved in 2002 under BP standards that required a Landscape Surface Ratio (LSR) of 0.15 which is consistent with current BP zone LSR standards. 59 Plant Units were provided as part of the 2002 development plan approval.

Required FCBC site LSR = 0.15 (5.07 ac x .15 = **33,127 sf**)

Existing FCBC site LSR = 0.174 (**37,919 sf.**)

While not required as part of the CUP permit since there is no increase in parking demand associated with the change of use proposed in this application (See Section 5.2 Parking below), to accommodate anticipated increased bicycle parking needs associated with the Middle School, additional bicycle parking is proposed to be provided on the east side of Building #400 in an area that currently includes existing bike racks. New bicycle parking will be provided in the area east of Building 400, as noted on the attached Site Plan, and will include converting an existing approx. 308 sf. area of current lawn into

an area with bike racks to accommodate 27 bicycles installed on all-weather pavers or concrete material adjacent to the existing sidewalk to facilitate access.

According to LDR Section 5.5.4.3 – up to 20% of required landscaping surface area (6,625 sf.) may include public amenities including bike racks. The conversion of approx. 308 sf. from lawn to bike parking represents less than 1% (0.93%) of the total required landscape area within the FCBC project, well within the 20% allowance.

4.1.4 Scenic Standards

All exterior lighting on JHCS buildings is required per building code for ingress/egress lighting and is therefore exempt from LDR Section 5.3.1 Exterior Lighting Standards. However, all lighting will be downcast, with shielded 90 degree cutoff and meet ≤ 3000 kelvin temperature rating. An exterior lighting plan and detail is included as Appendix F.

5.0 Section C - Use Standards

5.1 Allowed Uses – Business Park (BP)

The JHCS seeks to expand its existing institutional educational use allowed in the BP zone to include Building #400 of FCBC. As noted in the background section of this application, the immediately preceding use of Building #400 has been an institutional use – daycare for approximately 66 children ages infant to pre-school.

In accordance with LDR Section 6.1.8.C.2- Institutional Use, Education, Standards, the JHCS use of existing and new units within Building #400, shall comply with relevant provisions of the Wyoming Statutes and with local health, safety and fire codes. Compliance with this standard has been confirmed with prior building permit approvals for existing JHCS spaces and will be confirmed as part of the Building Permit approval submitted in conjunction with this CUP application for renovation of Building #400 for the JHCS Middle School. See attached Building #400 Floor Plans attached as Appendix B.

5.2 JHCS Independent Parking Calculation

5.2.1 Purpose and Applicable Standard

The Town of Jackson LDRs require that Institutional – Education uses within the Business Park (BP) zone provide an independent parking calculation (LDR Division 6.2; Section 6.1.8.C). Where a numeric parking standard is not prescribed, the Planning Director may approve a parking supply based on information from reliable sources demonstrating that the proposed supply is workable given anticipated demand and available alternative transportation services.

This Independent Parking Calculation evaluates parking demand for the combined existing Jackson Hole Community School (JHCS) High School and the proposed JHCS Middle School, using the previously approved JHCS parking factor, floor-area context within the Flat Creek Business Center (FCBC), and accepted education-specific parking methodologies.

5.2.2 Existing and Proposed JHCS Parking Allocation

- Total FCBC complex total shared parking supply: 198 spaces
- Existing JHCS High School allocation: 30 spaces
 - Up to 16 spaces available to upper-class student drivers (Grades 11–12)
 - Remaining 14 spaces used by faculty, staff, and visitors
- Proposed JHCS Middle School allocation: 20 spaces
 - Used exclusively by faculty, administrative staff, and visitors
 - Middle school students are not of driving age
- Total proposed JHCS allocation: 50 parking spaces

5.2.3 Parking Demand Based on Prior Approved JHCS Student Factor

The JHCS High School parking supply was approved in 2012 based on Town LDRs in effect at the time, using a factor of:

- 1 parking space per 5 students

High School (2012 approved basis)
Approved enrollment: 130 students

Parking demand:
 $130 \div 5 = \mathbf{26 \text{ spaces}}$

Middle School (proposed)
Proposed enrollment: 90 students

Parking demand:
 $90 \div 5 = \mathbf{18 \text{ spaces}}$

Combined Demand (Student-Based)
 $26 + 18 = \mathbf{44 \text{ spaces required}}$

Therefore:

The proposed 50-space JHCS allocation exceeds calculated demand by 6 spaces, demonstrating consistency with the parking methodology previously accepted by the Town for JHCS uses. The High School parking factor of one parking space per five students was approved as part of Conditional Use

Permit P12-055 and the amended Final (Intermediate) Development Plan P12-0056, approved by the Town of Jackson on September 4, 2012.

5.2.4. Floor-Area Context based on FCBC Approval standard

The Flat Creek Business Center Development Plan for the business park complex was approved in 2002 using a project wide parking factor of:

- 2.5 spaces per 1,000 square feet of floor area

As related to JHCS Floor Area:

- Building 200 (High School): 10,000 sf
- Unit 650, Building 600 (High School): 3,300 sf
- Building 400 (Middle School): 7,250 sf

Total JHCS floor area: 20,550 sf

FCBC Benchmark Calculation

$20,550 \text{ sf} \div 1,000 \times 2.5 = \mathbf{51.4 \text{ spaces}}$ (≈ 52 spaces)

Therefore:

This benchmark reflects FCBC’s overall mixed-use parking pool approval and is not an education-specific demand rate. When applied as context rather than a controlling standard, the proposed 50-space allocation is functionally consistent, particularly given JHCS’s transportation demand management measures and non-driving-age middle school population. This is the functional essence of a shared parking program within a business park project like FCBC.

5.2.5. Education-Specific Comparable Parking Methodologies

To further validate parking demand for the proposed Middle School use, additional accepted methodologies were reviewed:

Wyoming School Design Guidance

According to Middle School parking guidelines obtained from the Wyoming School Facilities Commission, “School Design Standards and Guidelines” (Feb 12, 2020) for middle schools: 1 space per 4.5 students (staff and visitor parking)

$$90 \text{ students} \div 4.5 = \mathbf{20 \text{ spaces}}$$

The proposed 20-space Middle School allocation exactly matches this guideline.

5.2.6 Comparison to Previously Approved Daycare Use in Building 400

The proposed Middle School use of Building 400 replaces a previously approved daycare use that operated with a comparable staffing level and the same 20-space parking allocation within the shared FCBC parking pool. The former daycare accommodated up to approximately 66 children with 14 staff members and operated on a year-round schedule with daily hours from 7:30 AM to 5:30 PM. Parking demand associated with the daycare consisted primarily of long-duration staff parking and frequent but short-duration parent drop-off and pick-up activity.

The proposed Middle School will support up to 12-14 faculty and administrative staff, with weekday school-year operations generally from 8:30 AM to 3:30 PM (building hours 8:00 AM to 4:00 PM). While parent drop-off and pick-up activity for the Middle School is more temporally concentrated at the beginning and end of the school day, student parking will not occur, and long-duration parking demand is driven primarily by staff occupancy, similar to the prior daycare use. On a parked-vehicle basis, the Middle School represents a comparable level of parking intensity to the previously approved daycare use, and does not constitute a material increase in parking demand relative to the established 20-space allocation for Building 400.

5.2.7 Transportation Demand Management Considerations

Parking demand at JHCS is reduced by long-standing, operational measures, including:

- Emphasized carpooling policies for eligible student drivers
- Direct access to START bus routes and the community pathway system
- Dedicated bicycle parking serving both the High School and now Middle School campuses

These efforts have been successfully implemented for over two decades and form the basis for the continued applicability of demonstrated parking demand factors.

5.2.8 Independent Parking Calculation Conclusion

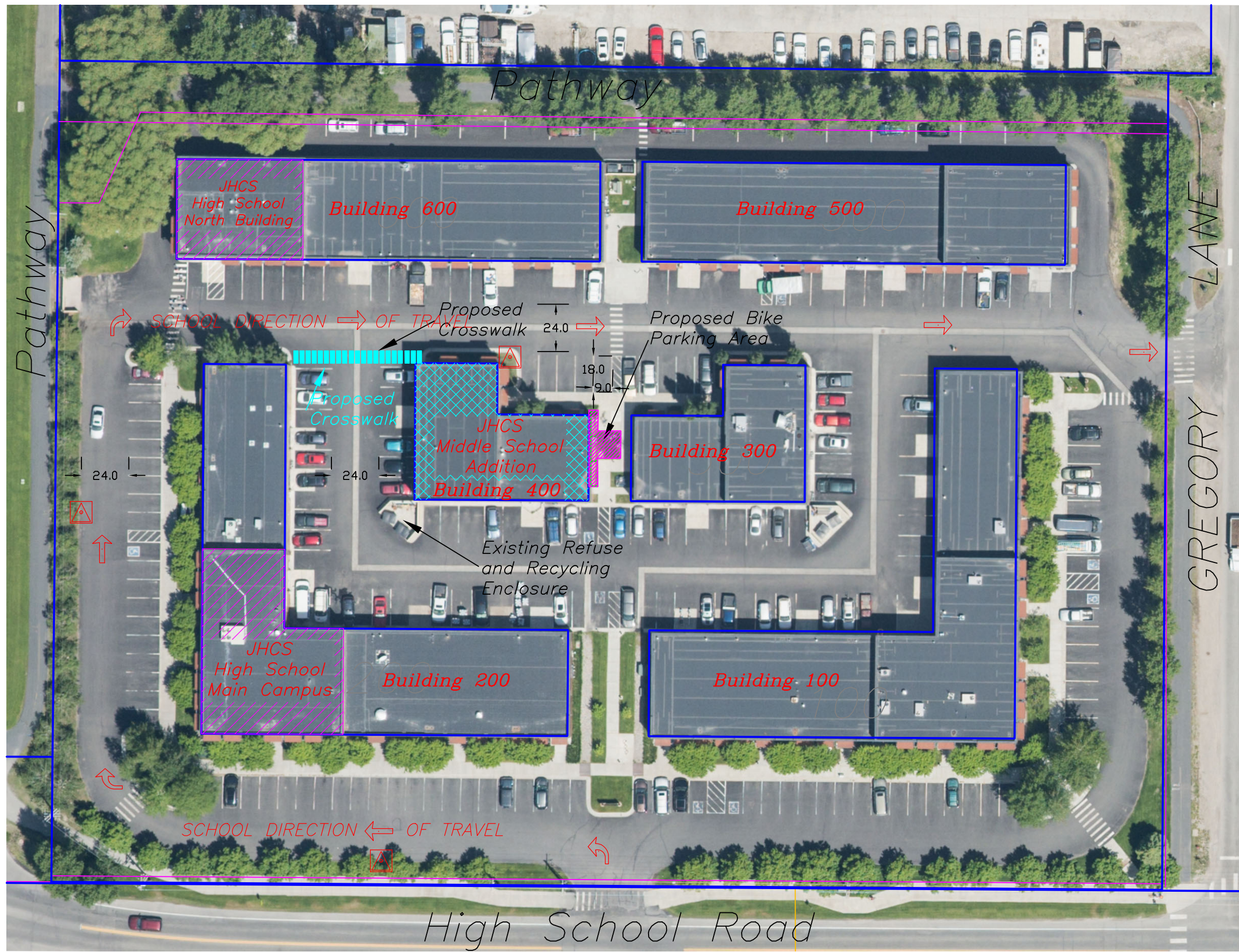
Based on the 2012-approved JHCS parking factor of 1 space per 5 students, a combined approved and proposed enrollment of 220 students and considering education-specific parking standards applicable to middle schools in Wyoming, and the shared parking program within the Flat Creek Business Center complex, the proposed allocation of 50 total parking spaces for Jackson Hole Community School is adequate, conservative, and consistent with the independent parking calculation requirements of the Town of Jackson LDRs.

5.3 Operational Standards

An enclosure for refuse and recycling is attached to the SW corner of Building 400. See attached site plan in Appendix A for location.

Appendices

- A. Concept Site Plan**
- B. Middle School – Building #400 Floor Plans**
- C. JHCS – Student- Family Handbook “Code of Conduct” Excerpts & Proposed Draft Middle School Sections**
- D. Existing JHCS 2025-2026 Student-Family Handbook & Draft additions for Middle School - “Code of Conduct”**
- E. 2012 JHCS CUP Approval letter from Town of Jackson with conditions**
- F. Exterior Lighting Plan and Detail**



Notes:

Business Park Zone (BP-T0J)

Landscaping:

Flat Creek Business Center total acres – 5.07 ac.

Min. Landscape Surface Area (LSR): 0.15 – 33,127 sf.

Existing LSR = 0.174 – 37,919 sf

Existing Plant Units: 59

Proposed Landscape conversion to hardscape for bicycle parking = 308 sf.

Proposed new project LSR = 0.170 – 37,611 sf.

Access & Parking:

Existing Access Drive Aisle: 24 ft wide typ.

Existing parking stalls – 9x18 typ.

Existing Parking Spaces allocated to JHCS = 30

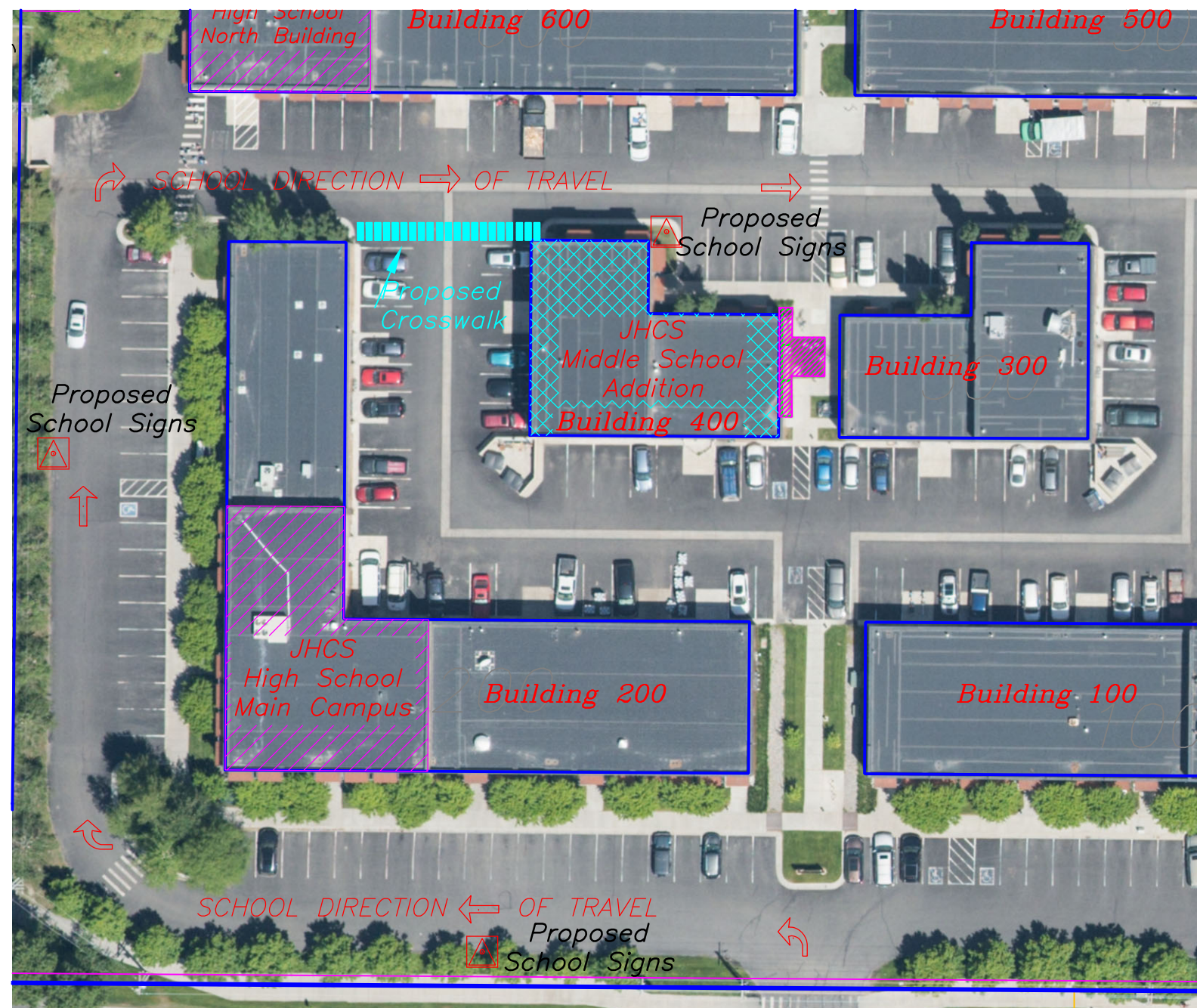
Proposed new parking spaces allocated to JHCS = 20

Total JHCS parking spaces = 50

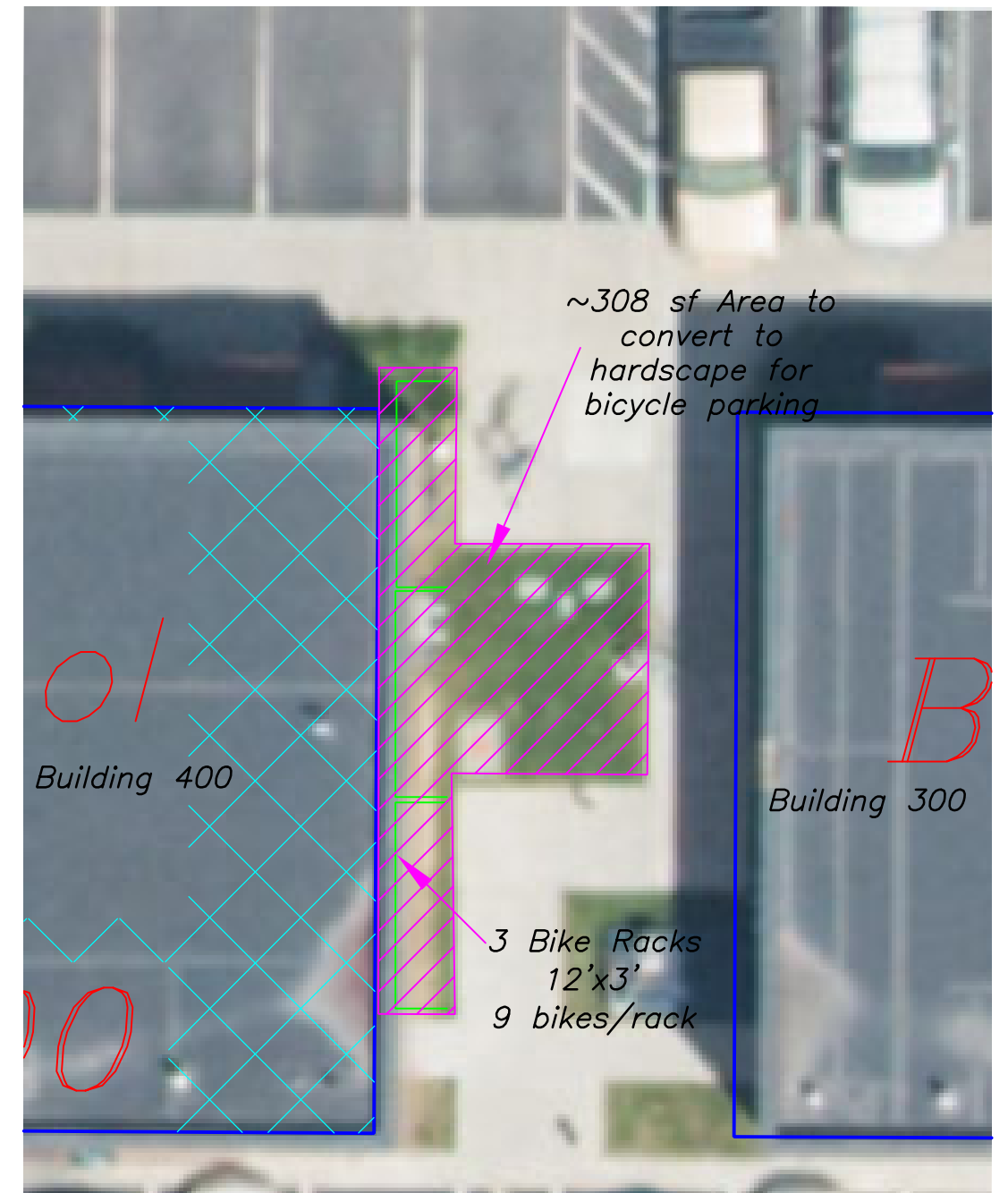
Required Parking Spaces per Independent Calculation = 44 per prior TOJ approved standard 1 space/5 students. See Independent Parking Calculation in project narrative.

Concept Site Plan
for
Jackson Hole Community School
Middle School Addition
Building 400, Flat Creek Business Center Condominium
Addition to the Town of Jackson, Plat No. 1094
Teton County, Wyoming
Sheet 1 of 2





Circulation and Traffic Sign Detail – Scale 1"= 50'



Bicycle Parking Area Detail – Scale 1"= 10'

JHCS Middle School Addition
Proposed FCBC Common Area Improvements:

1. Install three "Slow- School" and "Speed Limit 9" street signs at locations noted on the site plan
2. Paint Crosswalk between Building 200 & Building 400
3. Replace ~308 sf. of landscape area with concrete for bicycle parking area between Buildings 300 & 400
4. Install 3 12'x3' Bike Racks – 9 bike capacity (see detail)



Proposed School
Zone Traffic Signs



Bicycle Rack Detail–12'x3'

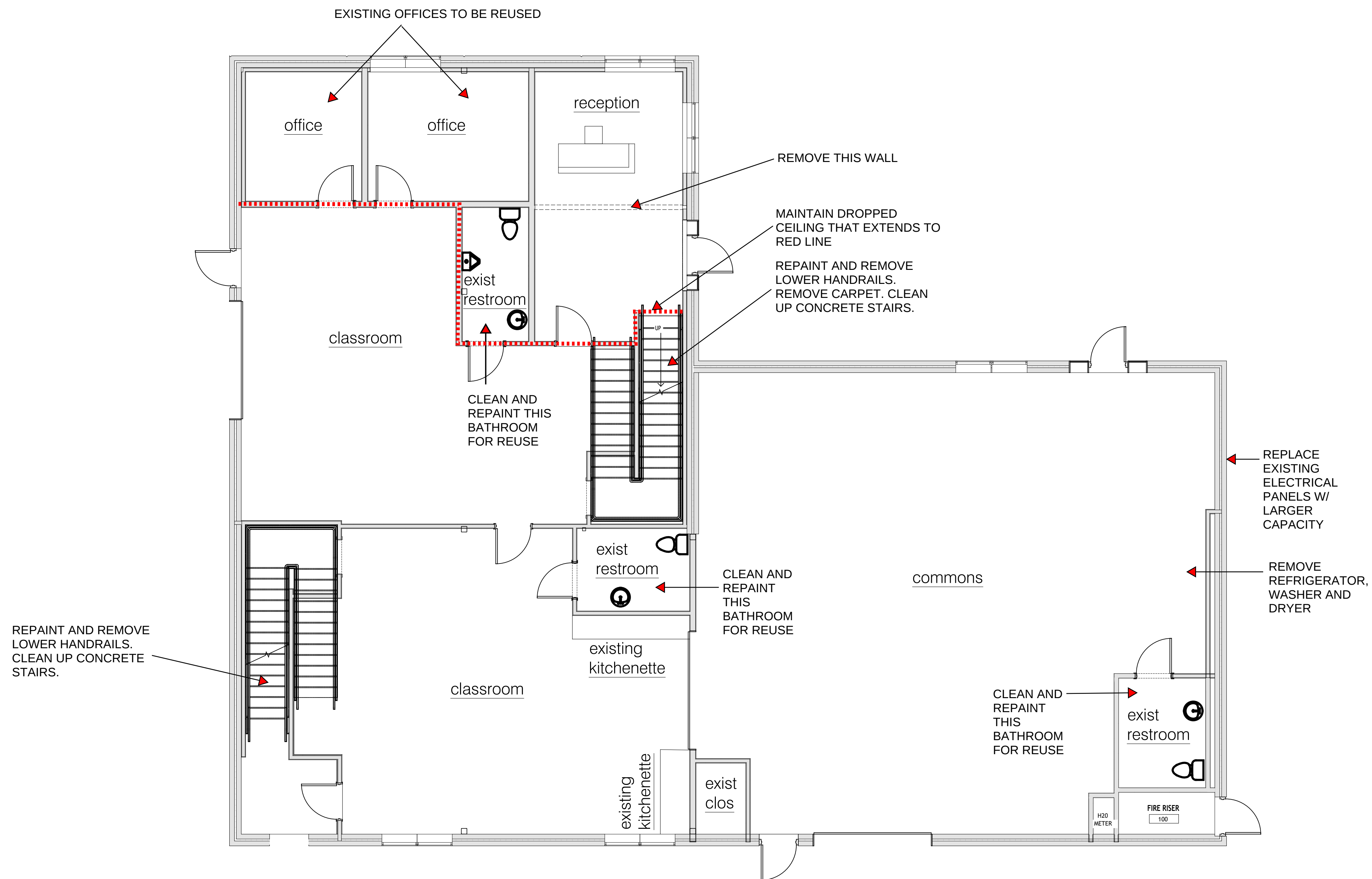




Jackson Hole Community School Middle School Tenant Improvement - December 29, 2025

**1735 High School Road - Building 400
Jackson, WY**

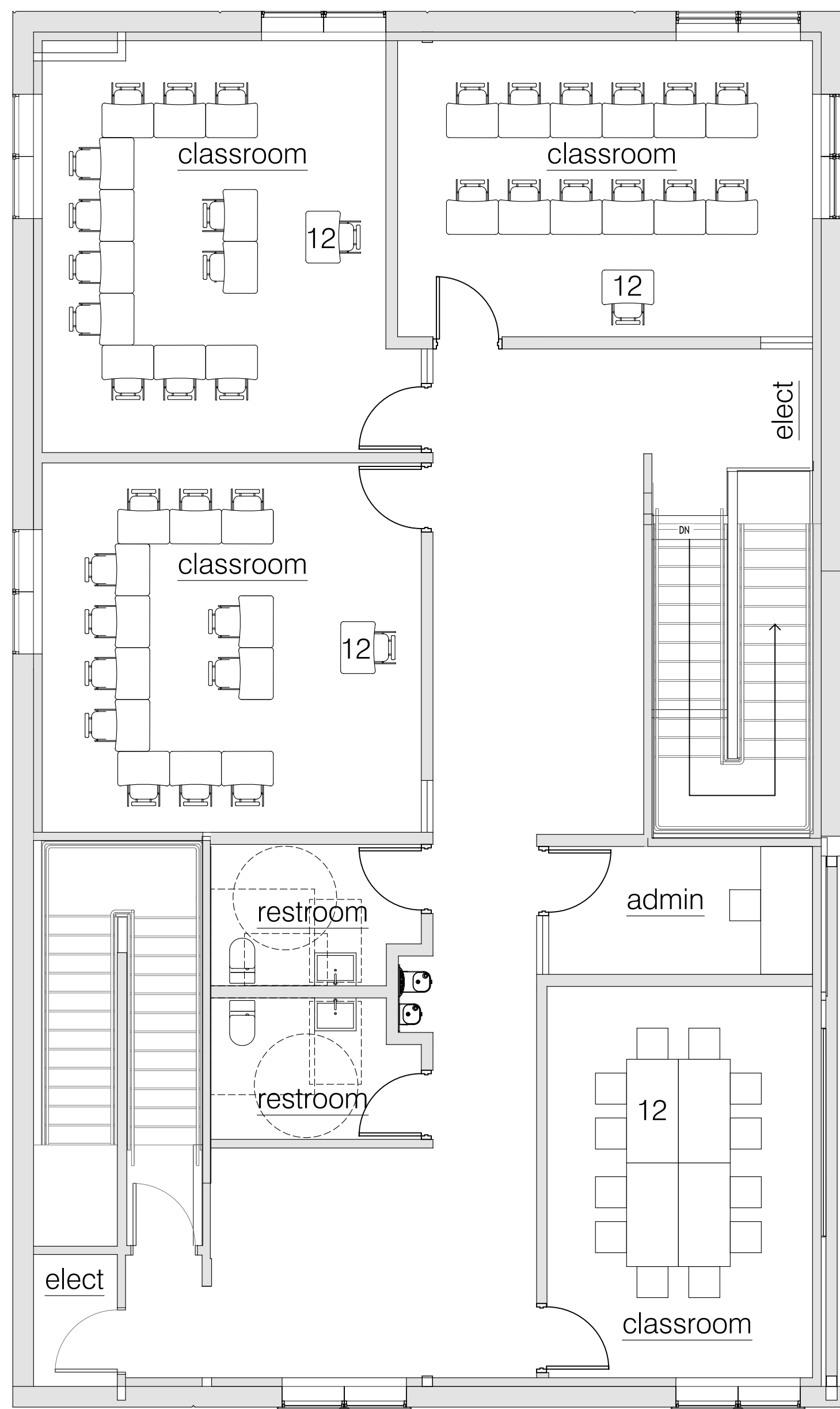
CONSTRUCTION PHASE 1 - COMPLETED BY AUG 1, 2026



FIRST FLOOR - 4,550 SF

WORK SCOPE

- REMOVE CARPET AND RUBBER MATS IN ALL LOCATIONS AND REMOVE GLUE. PREPARE CONCRETE FLOORS FOR RESUSE
- CLEAN AND REPAINT ALL BATHROOMS
- ADD DOORS WHERE THEY ARE MISSING
- MAINTAIN SPACE HEATERS IN ALL LOCATIONS. ADD FRESH AIR UNIT
- REPAINT AND REMOVE LOWER HANDRAILS IN BOTH STAIRWELLS. REMOVE CARPET IN NORTH STAIR. CLEAN UP CONCRETE STAIRS.
- REUSE ALL EXISTING LIGHT FIXTURES, EMERGENCY EGRESS FIXTURES AND EXIT LIGHTS
- NO REVISIONS TO FIRE SUPPRESSION SYSTEM
- UPDATE ALARM SYSTEM AS REQ'D, ADD NEW COMPUTER NETWORKING IN OFFICES AND SELECT LOCATIONS IN OTHER SPACES

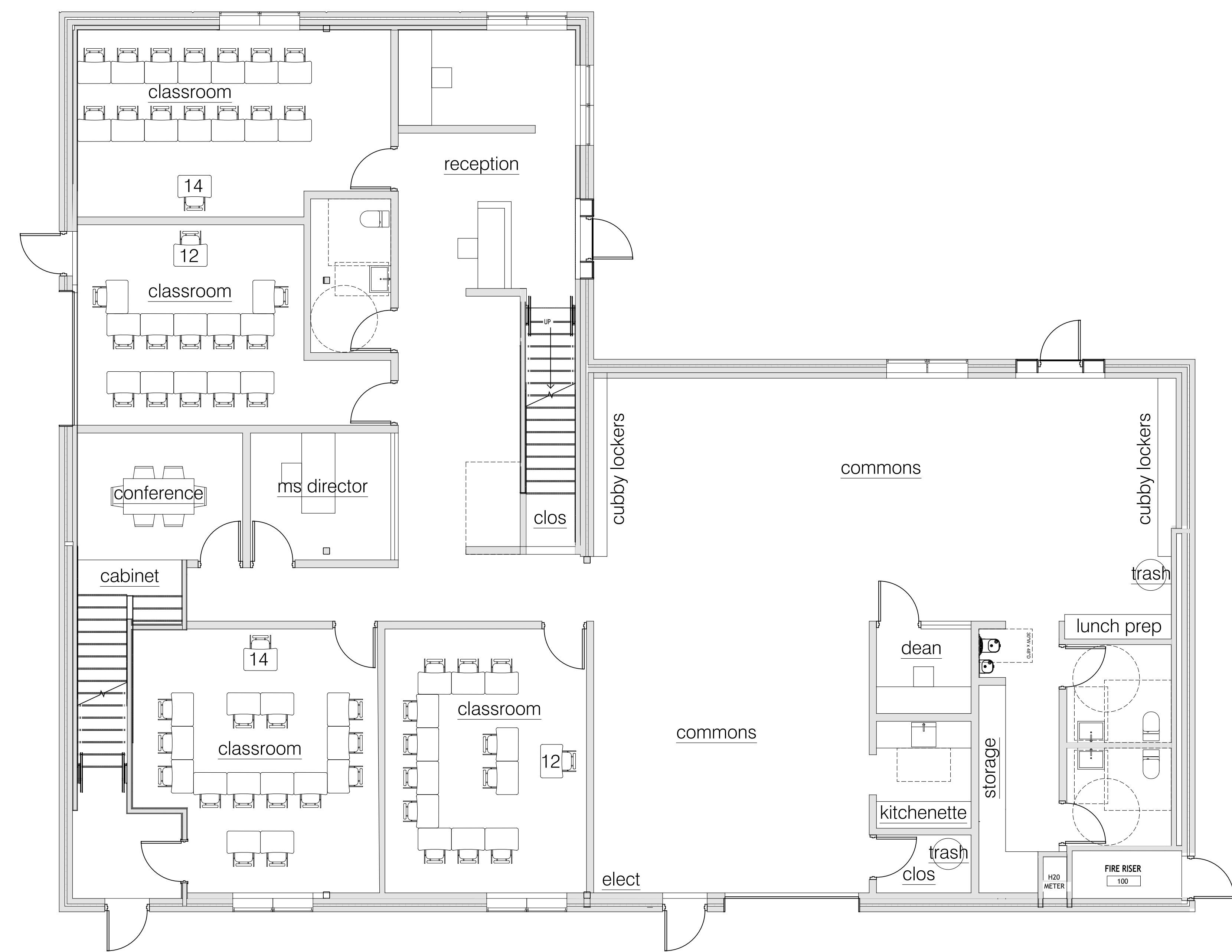


SECOND FLOOR - 2,700 SF

WORK SCOPE

- REMOVE CARPET AND RUBBER MATS IN ALL LOCATIONS AND REMOVE GLUE. FINISH FLOOR WILL EITHER BE CLEANED UP CONCRETE FLOOR (LIGHTLY POLISHED) OR CARPET TILE
- NEW ELECTRIC COVE HEATING, ADD FRESH AIR UNIT
- NEW LIGHT FIXTURES, EMERGENCY EGRESS FIXTURES AND EXIT LIGHTS
- NEW CONSTRUCTION AS SHOWN ABOVE
- REVISION TO FIRE SUPPRESSION SYSTEM LAYOUT
- UPDATE ALARM SYSTEM AS REQ'D, ADD NEW COMPUTER NETWORKING, ADD NEW A/V SYSTEMS
- CUSTOM CUBBY/ LOCKERS TBD

CONSTRUCTION PHASE 2 - COMPLETED BY AUG 1, 2027



FIRST FLOOR - 4,550 SF

WORK SCOPE

- FINISH FLOOR WILL EITHER BE CLEANED UP CONCRETE FLOOR (LIGHTLY POLISHED) OR CARPET TILE
- NEW ELECTRIC COVE HEATING, ADD FRESH AIR UNITS
- NEW LIGHT FIXTURES, EMERGENCY EGRESS FIXTURES AND EXIT LIGHTS
- REVISION TO FIRE SUPPRESSION SYSTEM LAYOUT
- UPDATE ALARM SYSTEM AS REQ'D, ADD NEW COMPUTER NETWORKING, ADD NEW AV SYSTEMS
- NEW CONSTRUCTION AS SHOWN ABOVE
- CUSTOM CUBBY/ LOCKERS TBD

Appendix C. CUP Application - JHCS Student Handbook “Code of Conduct” Excerpts & Proposed Draft Middle School Sections

In compliance with condition of approval for the 2012 JHCS CUP amendment related to a “Code of Conduct” that required guidance and direction be given to parents and students related to minimizing the School’s impact within the business park setting, JHCS requires parents and students to annually acknowledge in writing that they have reviewed the policies, rules and procedures as outlined in the JHCS Student-Family Handbook. This 62 page comprehensive handbook includes all details relevant to the functioning of the school ranging from its guiding principles, curriculum, course work requirements, graduation standards, to expectations for students conduct to ensure the safe functioning and operation of the school. The JHCS 2025-2026 Student-Family Handbook's Introduction states:

“The handbook has been prepared to help students and families understand what they can expect from Jackson Hole Community School (JHCS) and what the School expects of them. We offer the handbook with the hope that it will enable all of us to work together for the greatest benefit of our community. No set of guidelines can anticipate all scenarios, and situations will arise that are not explicitly covered in this handbook. This handbook is a general information publication only, and is not intended to cover or contain all aspects of the relationship between JHCS and its students, student’s family, faculty, and staff.”

Following are excerpts from the JHCS 2025 – 2026 Student-Family Handbook specifically related to policies focused on parent/student interaction with the FCBC complex. With the expansion of JHCS into middle school grades, the Handbook will include Middle School Specific addendums specifically relevant to grades 6-8. Draft language for Middle School addendums are included below.

A complete copy of the current 2025-2026 Student-Parent Handbook is attached as Appendix D to the CUP application.

(Pg. 24) JHCS 2025 – 2026 Student-Family Handbook

Drop-off and Pick-up of Students

Parents/Guardians are expected to enter the JHCS campus from High School Road and drop-off or pick-up students on the south side of the JHCS building. After dropping-off or picking-up students, parents are expected to continue around the Flat Creek Business Center and to exit the complex via Gregory Lane on the east side of the complex.

Transportation

The Jackson Hole Community School will not provide transportation to or from the School. Students are encouraged to take the transportation provided by the Teton County School District or the START Bus, or to carpool. The School will provide transportation for any School-related

trips. All parents/guardians must complete and submit their *JHCS Enrollment Agreement*, which grants consent for students to travel with the School.

Parking

JHCS provides 16 parking spots to its upper class students. Students parking elsewhere must park in designated, pre-approved parking spots. If changes need to be made during the school year, students should speak to the Deans of Student Life about their requests, and any sharing of parking spots needs to be approved.

Students may not park in other parking spots at the Flat Creek Business Center unless they have permission from a school administrator and the business owner (e.g. Teton Literacy Center). Students are encouraged to walk, bike, carpool, or use public transportation when circumstances permit. Violations of parking guidelines may result in loss of parking privileges at the School and further consequences. JHCS is not responsible for finding student parking spaces off campus.

Driving

Flat Creek Business Center is a busy complex. Please drive slowly and responsibly, as it is important that our students are both safe drivers and respectful of the neighboring businesses and nonprofit organizations in the complex. Reckless driving may result in losing the privilege to park on campus. Music volume should be at a respectable level within the complex.

Visitor Policy

JHCS welcomes guests to the School. All visitors must sign in and sign out at the front office. Visitors must be approved with advance notice by an Administrator.

Walking Between Buildings and the JHHS Turf Field

When moving between the main building to the building located in the northwest corner of the Flat Creek Business Center (North Campus), and between the JHCS campus and the JHHS turf, students are expected to walk on the sidewalks and to cross the parking lot in the designated crossing areas. Students should not run through the parking areas. Students may only use the front doors of the buildings unless there is an emergency or they are accompanied by a faculty member. Students may not be unaccompanied in the lot between campuses.

Draft Middle School Addendum:

Leaving the JHMS during School hours

Students will not be allowed to leave the school building at any time without adult supervision/accompaniment. Whenever students are outside the building, they are expected to use the designated crossing areas.

Bicycles

If students bike to school, they must dismount from their bikes upon arrival at the periphery boundary of Flat Creek Business Center, walk to the designated bike parking area, and then properly secure their bikes in this area. Once a bike has been secured, students must use the designated crossing areas or established sidewalks to access the building. Students will not be allowed to ride their bikes in the common parking areas of the Flat Creek Business Center.

As part of school orientation and again in the spring term, students will participate annually in age-appropriate bicycle safety training with a specific emphasis on shared-use pathway etiquette and pedestrian priority. Instruction will address safe riding behavior on multi-use pathways, yielding and speed control in congested areas, respectful interaction with pedestrians, safe transitions at roadway crossings and parking areas, and reminders about not riding bikes in the Flat Creek Business Center.

Training will also include guidance on electric bicycle (e-bike) classifications and speed considerations consistent with Town of Jackson ordinances governing pathway use, speed limits, with particular focus on operating e-bikes at prudent speeds near school facilities, business park circulation areas, and other high-activity locations. While helmet use is not legally required under Wyoming law, Jackson Hole Community School strongly encourages and supports the elective use of properly fitted bicycle helmets for all students riding bicycles or e-bikes and promotes helmet use as a best practice for personal safety. The JHCS Honor Code (appendix B) and these rules and regulations about leaving the building and biking to school will be reviewed with students on a regular basis during the school year.

These rules and regulations about leaving the building and biking to school will be reviewed with students on a regular basis during the school year.

“APPENDIX A: JHCS Community Expectations”

The Jackson Hole Community School *Community Expectations* are designed to cultivate a safe, honest, and respectful community while creating and maintaining conditions for a positive learning environment. The goals of the community expectations are to be in the student’s best interest as learners and community members and to be clear and consistently implemented.

Our community expectations are built upon our Honor Code. All members of the Jackson Hole Community School are expected to uphold the following guiding values:

- **Safety** — I will strive to create an environment where every person feels free from emotional and physical harm.
- **Honesty** — Both through my actions and my words, I promise to develop and preserve relationships based on mutual trust.
- **Respect** — I will strive to undertake the responsibility of being mindfully accepting and tolerant toward each member of the community.

Violations of the community expectations are considered infractions and will be addressed in the following ways.

Level 0 - Verbal reminder

- Teacher gives the student a verbal reminder of the rule. Student corrects the behavior immediately.

Level 1 - Student/Teacher Conversation

- Teacher gives student feedback, explains the infraction, and why breaking that community expectation is harmful to the individual and/or the community. Teacher documents the infraction.

Level 2a- Student/Advisor/Dean of Student Life Conversation

- Three infractions with the same student and different teachers will result in a conversation with the student, advisor, and Dean of Student Life. Dean of Student Life documents the conversation.

Level 2b- Student/Teacher/Dean of Student Life Conversation:

- Three infractions with the same student and same teacher will result in a conversation with the student, teacher, and Dean of Student Life. Dean of Student Life documents the conversation.

Level 3 - Student/Parent/Advisor/Dean of Student Life Conversation:

- Additional infractions after Student/Teacher/Dean of Student Life or Student/Advisor/Dean of Student Life conversation will result in parent/guardian communication and involvement. Dean of Student Life documents the conversation.

Infractions are cumulative for each semester. A total of each student's infractions will be kept by the Dean of Student Life. If a student has any questions about their infractions, they should consult the Dean of Student Life.

The following are examples of infractions. These are simply examples and in no way constitute a complete list of possible infractions; dishonesty, disrespect, and misuse of computer or phone.

Violations of major school rules will be addressed on a case-by-case basis. Examples of such violations include possession of firearms, creation of fire hazards, possession or use of alcohol and drugs, and inappropriate use of motor vehicles. Responses to such violations may include Honor Council, suspension, and expulsion.

Continued violation and abuse of a school rule or regulation may result in a more serious penalty than the one normally applied.

The Head of School reserves the right to dismiss a student at any time if the circumstances warrant it.

Campus Violations

During school hours, Jackson Hole Community School students are not permitted to be in any part of the Flat Creek Business Center other than the main campus and north campus of the school, unless under direct adult supervision. During lunch, students are generally allowed to use the JHHS turf field across from campus, provided they use the crosswalk to get across the public road. Violation of this rule may result in disciplinary action.



**Student-Family Handbook
2025-2026**

SCHOOL ORGANIZATION AND GOVERNANCE

The Board of Trustees

Jackson Hole Community School is an independent school, accredited by the Northwest Association of Independent Schools (NWAIS) and a member of the National Association of Independent Schools (NAIS). JHCS is a 501(c)3 nonprofit educational organization and is governed by a Board of Trustees. The Board meets every other month to provide oversight and adherence to the mission for the School and the School's finances.

Trustees are parents/guardians, past parents/guardians, alumni, and friends of the School. They represent those parts of the JHCS community in making governance and financial policy and do not act individually. Trustees are not compensated. They are the first tier of volunteers working for the betterment of our school and our students.

The School Administration

The day-to-day operations of JHCS are led by the Head of School, the Chief Operating Officer, and other administrators. Each grade level has a Dean of Student Life (grades 9/10 and grades 11/12) who oversees academic and social progress, specializing in opportunities and concerns that are specific to that particular grade. Students each have their own faculty advisor, who serves as the primary point person for that student and their family. The faculty is the cornerstone of our program, and they are assisted by the Dean of Teaching and Learning, The Director of Academics, and the Director of Student Support. The Director of College Counseling provides comprehensive and hands-on support throughout the college search and application process.

Administrative Staff

HEAD OF SCHOOL Ted Smith tsmith@jhcschool.org	CHIEF OPERATING OFFICER Julie Alexander jalexander@jhcschool.org	DIRECTOR OF THE MIDDLE SCHOOL Bill Waskowitz bwaskowitz@jhcschool.org	
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Whom to contact?

Students are encouraged to work out concerns on their own whenever possible. Your first question when your student comes home with an issue should be: "Did you speak to your teacher and/or your advisor about the situation?" If they have, and the problem remains, please refer to the appropriate member of the Administrative Staff. Also, keep in mind that Ted Smith is always willing to speak with you about any matters that arise.

Advisor

- Grades
- Making arrangements for upcoming absences of length
- General questions about your child's experience

Business Manager: Angelina Morla

- Billing
- Tuition questions

Chief Operating Officer: Julie Alexander

- Financial aid and financial questions
- School Policies and Systems;
- Blackbaud

Deans of Student Life: Stacey Grohne (grades 9-10) and Smith Maddrey (grades 11-12)

- Advisors and advisor groups
- Student expectations and policies
- Honor Code/Honor Council
- Community service hours
- Non-academic concerns (i.e., social/emotional/physical health) about your child of which you would like the school to be aware (and/or contact the child's advisor or Director of Student Support)

Dean of Teaching and Learning: David Grossman

- Curriculum scope and sequence
- Curricular policies
- Teachers and classes

Director of Academics/Registrar: Lindsay Wilcox

- Student registration & schedules
- Course enrollment, credits, and graduation requirements
- Transcript and report card requests
- Academics including [Alternative Studies Program](#)
- GrizzLink

Director of Advancement and Enrollment: Stefani Wells

- Admissions inquiries
- Student shadow visits
- Ambassador program
- Ways to support JHCS, including fundraising and donations
- Strategic Partnerships
- Gala

Director of Communications: Grace Tirapelle

- JHCS Newsletter
- Website
- Alumni Relations
- JHCS Parent Association

Director of College Counseling: Dave Baczko

- College-related questions
- SAT, ACT, PSAT questions

Director of Middle School: Bill Waskowitz

- Middle School-related questions

Director of Student Support: Cindy Hannon

- Academic accommodation plans
- Behavioral issues and social concerns (and/or Advisor; appropriate Dean)
- College Board extra-time testing

Head of School: Ted Smith

- 6-12 School Policies
- Faculty
- Fundraising

General Contact Information for JHCS

- Phone: (307) 733-JHCS(5427)
- FAX: (307) 734-6696
- Web: www.jhcommunityschool.org
- Email: info@jhcschool.org
- Mailing Address: PO Box 6787, Jackson, WY 83002
- Physical Address: 1715 High School Road, Unit #240, Jackson, WY 83001
- School Hours: 8:00 am- 3:30 pm

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INTRODUCTION

The handbook has been prepared to help students and families understand what they can expect from Jackson Hole Community School (JHCS) and what the School expects of them. We offer the handbook with the hope that it will enable all of us to work together for the greatest benefit of our community. No set of guidelines can anticipate all scenarios, and situations will arise that are not explicitly covered in this handbook. This handbook is a general information publication only, and is not intended to cover or contain all aspects of the relationship between JHCS and its students, student's family, faculty, and staff.

The provisions of this handbook do not constitute a contract, expressed or implied, between JHCS and any applicant, student, student's family, faculty, or staff member. The JHCS Administration reserves the right to change the policies, procedures, and information in this handbook at any time at its sole discretion and will notify the community as necessary. Due to the complexity of the information contained in the following pages, there may be omissions and/or errors.

Definitions

"School" or "JHCS" means the Jackson Hole Community School, a nonprofit corporation organized pursuant to the Wyoming Nonprofit Corporation Act.

Rules of Construction

The following rule of construction shall apply throughout this Handbook: (1) Words in the plural form include the singular and words in the singular form include the plural.

Mission Statement

Jackson Hole Community School prepares students to succeed in college and life, through challenging academics and excellence in teaching, in a community founded on personal relationships, student initiative, and integrity.

Student Statement

JHCS students arrive curious about the world, develop skills and confidence in an engaging community, and graduate empowered to make meaningful contributions.

Philosophy

Jackson Hole Community School delivers an exceptional educational experience that prepares students to be independent thinkers who demonstrate personal integrity and moral purpose. Our commitment to service and our curricular focus on the global human experience encourage every student to be a responsible and contributing member of society. We respect each community member as a unique individual, honor ideas and opinions that are different from our own, and value strong interpersonal relationships. Through outstanding teaching and experiential programming, we stimulate individual investment in learning, critical thinking, and a spirit of inquiry in our students. We believe quality education requires a collaborative effort from the school, the home, and the community.

Statement on Diversity

Jackson Hole Community School is committed as an institution to the ideals of diversity with regard to race, ethnicity, religion, socio-economics, gender identity and gender expression, sexual orientation, and physical ability in its student body, faculty, and staff. For the JHCS Gender Diversity Policy, see *Appendix B*.

Statement of Neutrality

At Jackson Hole Community School, we stand firmly against hate, violence, and extremism. We also maintain institutional neutrality when it comes to events that do not directly impact our ability to implement our mission on a daily basis. As such, we refrain from both making official statements that represent our school in response to current events and taking sides on political issues on a local, national, or global front. When these issues inevitably arise, JHCS promotes forums for open conversations in and out of our classrooms; we expect open minds, respectful discourse, and critical thinking from all community members, and we are committed to providing resources to support our students and families as they digest these situations.

Non-discriminatory Statement

The Jackson Hole Community School does not discriminate in employment, recruitment, admission, or the administration of any of its programs on the basis of ethnic or national origin, gender identity or presentation, genetic history, race, religion, or sexual orientation. JHCS is committed to work with each child to the best of its ability and with the resources it has available.

JHCS admits students of any ethnic or national origin, gender identity or expression, genetic history, physical ability, race, religion, sexual orientation that can be reasonably accommodated, or other legally protected status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate in its administration or academic policies on the bases listed above or other legally protected statuses that can be reasonably accommodated.

Guiding Principles

Challenging Academics

Students will be expected to complete a curriculum that is rigorous, innovative, and focused on learning academic, social, and interpersonal skills. Students are expected to be prepared for their academic studies, to participate in their learning, to become self-reliant thinkers, and to develop a sense of purpose and agency, all of which will guide them in their future endeavors.

Learning through Discovery

Learning and teaching will be directed toward building knowledge and acquiring skills by cultivating habits of inquiry, exploration, and self-worth in all students. Allowing learning to begin with curiosity and to be fueled by the passions of the students and teachers is the cornerstone of our school.

Commitment to Educating

All members of the School's community, including students, faculty, staff, and parents, will be expected to take part in the education of each student. All will be expected to make a commitment to fostering a collaborative educational environment.

Community Participation

Service to and compassion for others is expected from all students. One of the School's primary functions is to facilitate our students in learning the skills and importance of being of service to others. Service learning will be a way for all participants to be active members of the community and to encourage their responsibility in the world.

Personal and Group Achievement

Students will be expected to demonstrate commitment and perseverance in all of their personal and group endeavors. Students are expected to challenge themselves outside their realm of comfort and are expected to become aware of their own values and how these values impact their personal and group decisions. A significant emphasis will also be placed on the benefits of teamwork, caring for others, and developing strong interpersonal relationships.

Environmental Consciousness

Students will actively engage in protecting and in learning from the Jackson Hole and Greater Yellowstone Ecosystems. Developing a relationship with the natural world will

involve exploration, adventure, reflection, and solitude. Students will learn to appreciate other living things and to become stewards of the earth.

Respect for Diversity

We believe that respect for the various forms of diversity fosters learning. Participants must be committed to embracing diversity and to practicing inclusiveness as a means for creating such an environment. All participants are honored for what they bring to the community.

Excellence in Teaching

All staff are expected to reach their highest potential as educators. This will include demanding excellence from both oneself and one's students, exposing students to all aspects of learning, finding ways to constantly improve educational techniques, and helping to guide the direction of the school.

JHCS prides itself on treating each student as an individual in and out of our classrooms, and the same holds true for our disciplinary process. This handbook does not intend to lay out concrete scenarios with concrete consequences as each situation will be handled on an individual basis.

Student Government

Each grade-level group will elect a member of their class to serve on the student government. All students will vote for a 12th grader who will serve as the student body president. Students who are elected to serve on the student government cannot serve on the Honor Council. The student government will meet weekly with a faculty sponsor and the Deans of Students. Students not selected to serve on the student government can attend these meetings and submit proposals to the student government.

ACADEMICS

Honor Code - Created by Students and Faculty

Preamble

As a member of the Jackson Hole Community School, I recognize that a strong sense of ethics is fundamental to the objectives of earning a quality education and being part of a strong community. I therefore promise to maintain academic honesty, respect, and an unwavering sense of commitment toward the larger school community. These are qualities that give our school a unique, trusting atmosphere. I also understand that any act of dishonesty hurts the school community as a whole; therefore, I agree to abide by the following Honor Code:

On my honor, I pledge that I will not engage in the following acts:

- **Plagiarism** – Claiming or implying original authorship of material which one has not actually created. This may include the unapproved use of Artificial Intelligence (AI) if not explicitly authorized by your teacher.
- **Cheating** – Giving or receiving unauthorized information to give or gain an unfair academic advantage.
- **Lying** – Any act of deception or fraud with the intention of deliberately misleading others.
- **Stealing** – The act of taking the property of another without permission.

As a member of the community, I pledge to uphold the following values:

- **Safety** – I will strive to create an environment where every person feels free from emotional and physical harm.
- **Honesty** – Both through my actions and my words, I promise to develop and preserve relationships based on mutual trust.
- **Respect** – I will be polite and accepting toward all members of our community both on and off campus.
- **Inclusion** – I will strive to foster an environment where every student, regardless of background, identity, or ability, feels valued, respected, and included in all aspects of school life.

I understand that any infraction of the honor code may result in my referral to the Honor Council. Consequences, which could include suspension or expulsion, will be recommended by the Honor Council or administration. As a member of the Jackson Hole Community School, I have read and understand the expectations for behavior, academic integrity, and appropriate technology use in the Student Handbook. I hereby promise to hold myself and fellow community members to the highest standards of academic honesty and social values as presented in this code.

Grading

The Jackson Hole Community School uses a regular *A, B, C, D* and *F* grading system with pluses and minuses. Students will also receive a percentage grade in each course. The letter grade which a student receives will correspond to their respective percentage in a particular course. Grades will correspond to the following percentages: *A+* (100%-98%), *A* (97%-93%), *A-* (92%-90%); *B+* (89%-87%), *B* (86%-83%), *B-* (82%-80%); *C+* (79%-77%), *C* (76%-73%), *C-* (72%-70%); *D+* (69%-67%), *D* (66%-63%), *D-* (62%-60%); *F* (59%-0%). For example, a student may receive a grade of *B/86%* in their Geometry class, meaning the student's overall grade in Geometry is an 86%, which corresponds to a *B*.

All courses are graded on a semester basis. A grade of *C* or better is satisfactory work. Any student who receives a grade of *C- or below* at the end of the year in a required or sequential course (e.g., Spanish I) may be asked to repeat the course, complete extra work or take a remedial online summer course through one of our partner or approved programs (and must pass it) in order to assure that the student is prepared for the next

level (e.g., Spanish II). The school will work with the family to determine the appropriate option for the student.

A student who is in a full-year course and fails the first semester may be removed from the course with a WF (Withdrawal Fail) and may not be allowed to continue in the course. The student will be required to retake the course in the following year if the course is a prerequisite or required for JHCS graduation.

If a student fails the second semester of a full year course, they must pass the course in an approved summer program or online course, or take an exam that shows proficiency in the subject area before being granted credit. The student will also be allowed to repeat the course at JHCS in the following year. This information is reported on student transcripts.

Late Work Guidelines

JHCS encourages and is supportive of proactive, self-advocacy on the part of the student, and teachers are amenable to reasonable and timely requests by students for adjusted due dates when the need arises. Grade reductions apply for all graded work that is submitted after the due date absent a teacher-approved extension.

Semester Final Assessments

For all courses, the final assessment (exam, project, etc.) will constitute 20% of the total semester grade for each student. This percentage is standard across all disciplines.

Community Scores

The Jackson Hole Community School also assigns Community Scores quarterly (at end of first and third quarter) in two areas:

Effort: Student comes to class thoroughly prepared, with all necessary materials; completes homework carefully and thoroughly; turns in all assignments on time; completes make-up work in a timely manner; is attentive and actively listens in class; is actively involved in discussions and activities.

Respect and Cooperation: Student demonstrates respectful and appropriate behaviors toward classmates, teachers, guests, and presenters; is cooperative with above parties during all class activities and programming.

Community scores are calculated on a 1-4 scale as follows:

- 1: Unsatisfactory
- 2: Occasionally unsatisfactory
- 3: Satisfactory
- 4: Exemplary

Community scores are listed on report cards, not transcripts.

Incomplete Grades

An incomplete grade ("INC") will be applied to the transcript of any student who has not completed all of the required coursework for a particular subject by the end of the semester. Reasons for granting an Incomplete are for extended absence (more than one school week) due to illness or for extra-curricular activities for which the school is given advance notice. Other circumstances that may result in an incomplete grade will be reviewed by the Director of Academics/Registrar, the Dean of Student Life, and the Director of Student Support on an individual basis. A student who receives an incomplete grade will have fifteen (15) days following the end of the semester to complete all required coursework. If the required work is not completed within fifteen (15) days, the student will receive a zero on the outstanding work, and the appropriate grade will be assigned.

A student with an unapproved absence is not given credit for missed work.

Graduation Requirements and Earning a Diploma

If a senior has not completed any of the following requirements prior to graduation, they will NOT receive a diploma until all requirements are completed. In addition, final transcripts will NOT be sent to colleges until all requirements are completed.

1. Academic Requirements

Twenty-two and a half (22.5) credits are required to earn a diploma, with seventeen (17) required credits and five and a half (5.5) elective credits. One credit is awarded for a passing grade (minimum 60%) in a full year course. (Students must complete both semesters of a full-year course in order to earn this single credit.) All courses offered by JHCS must be taken on campus rather than online.

Students must complete their required credits for each department as outlined below at JHCS or through the JHCS Alternative Studies Program (see *Appendix D*). Students cannot receive credit for courses taken prior to the first day of their 9th grade academic year or for any non-JHCS course not approved by the Director of Academics.

In addition, students must meet requirements for activities, community service, and the senior project. These requirements are outlined below. All students are required to be enrolled in a minimum of 5 courses each semester. All students are encouraged to take six courses each semester during their 9th and 10th grade years, and at least five courses each semester during their 11th and 12th grade years. Exceptions to these course load requirements can be made, if possible, in unique circumstances by the Director of Academics, including for athletes who are required to miss classes. Within the required credits, the following area distribution requirements should be met:

Required Credits

Department	Credits
DEPARTMENT	CREDITS
English	4
World Language	3 or 2 *Level 3 language must be successfully completed
History/Humanities	3
Mathematics	3
Sciences	3
Arts	1.5

**Foundations for Success Class is required for JHCS 9th graders and is .5 credit

Required credits necessary to earn a JHCS diploma:	17.0
Elective credits necessary to earn a JHCS diploma:	<u>+5.5</u>
Total credits necessary for earning a JHCS diploma:	22.5

Please see the Course Description Guide on our website for more details about courses required to earn a JHCS diploma. Please refer to [Appendix D](#) for information on our Alternative Studies Program.

Credits earned at other institutions by students who have transferred to JHCS will be reviewed and considered by the Curriculum Committee. JHCS accepts credits from accredited institutions only. Any grades for courses that students take at other institutions do not factor into a student's JHCS GPA.

All incoming students will take a placement test for math and for Spanish if they are taking Spanish as their second language.

Heritage Language Speakers

For native or semi-native Spanish speakers, the JHCS World Language Department will assess the student and recommend the Spanish class that is the appropriate level for the student. For a student who wishes to study another language with our online partner, and is a native or semi-native speaker of that language of study, the JHCS World Language Department, along with the Curriculum Committee and College Counseling department, will recommend the best path for the student.

Merging the SPALL and SPLC classes may occur if we have a sufficient number of advanced 9th and 10th grade language students ready to come together to an

advanced, enriching Spanish immersion environment. Please see the Curriculum Guide for more information on these students' trajectory in World Language.

2. Activity Requirement

Each student must participate in one extracurricular activity, which will be approved by the Registrar, during the school year. There is a strong preference and recommendation to participate in a physical activity. Each student must complete a minimum of 40 hours during the school year. Personal activities such as recreational skiing will not count toward the activity requirement.

JHCS students can meet this requirement in the following ways:

1. Students can participate in Jackson Hole High School athletic programs. In this case, paperwork does not need to be submitted.
2. With sufficient interest, JHCS may offer a sponsored activity.
3. Students can participate in activities such as dancing, skiing, lacrosse, hockey, or figure skating. At the beginning of the year, students will need to outline their activity/activities for the season with the Registrar who must approve the plan. Deadlines for completion of the activities and submission of paperwork will be established at this time. By the end of the year, students must submit paperwork, documenting their activities hours to the Registrar. Students must have an adult supervisor for their activity sign off on the number of hours that the student participates in the activity. This adult must be a coach or instructor from a licensed organization. Parents cannot serve as supervisors and they cannot sign off on students' hours unless the circumstances are unique and the Registrar has given approval.

If a student indicates that they are participating in an activity and does not complete the requirements/paperwork by the deadline established by the Registrar, the student will not receive their report card until the paperwork is submitted. If a student has not completed an activity by the end of the school year, the student will not receive their report card. In addition, the student and their parents will need to meet with the Registrar, and the student will need to complete 40 hours of an activity during the summer. Once these hours have been completed and the paperwork has been submitted, the student will receive their report card.

Fees for any club or private activities are the responsibility of the family.

Athletic Expectations

Students participating on a competitive club team, or in a sport through Jackson Hole High School or Jackson Hole Ski Club, accept specific responsibilities as a student-athlete. JHCS student-athletes should commit themselves to a maximum level of performance through the following steps:

- attaining not only personal goals, but those established for the team;

- demonstrating full commitment to the team, which includes attendance at all practices and games, even though weekend or vacation time occasionally may be sacrificed;
- practicing efficient time management and daily planning to avoid conflict with athletic participation;
- maintaining a positive attitude at all times;
- avoiding disciplinary problems that result in detention or suspension that can adversely affect team morale and performance;
- avoiding academic problems that result in academic probation or other consequences (i.e., ineligibility to participate) that can cause them to miss practice and/or competitions.

Student-athletes represent the School and their teams. JHCS mandates that good sportsmanship is displayed at all times. This includes showing respect for teammates, spectators, officials, and members of opposing teams; failure to meet these standards of sportsmanship or other team expectations may lead to disciplinary action by JHCS. Any student participating in the Wyoming High School Activities Association (WHSAA) must follow all regulations pertaining to WHSAA and Jackson Hole High School stipulations, including the Jackson Hole High School Activities Code of Conduct.

3. Community Service Requirement

All students will participate in organized community service as part of school programming. In addition, students must complete 30 hours of self-motivated, independently completed service through local nonprofit organizations between the close of 10th grade and the start of the spring semester of 12th grade. Hours must be completed locally unless an alternate plan has been pre-approved by the Dean of Student Life and/or the Registrar. At least 10 of those hours must be completed by the start of the first semester of senior year. Students may not receive any compensation for service hours, and service hours that are required for another organization will not count toward the School requirement. All independent service hours are subject to approval by the Dean of Student Life and/or the Registrar. If there is any doubt as to whether a project is appropriate or will qualify, students should clear the project with the Dean of Student Life in advance.

Absences from all-school service projects are considered unapproved absences and may require make-up work. In the event that a student cannot attend for medical reasons, this absence must be approved at least 24 hours in advance. In the case that a student misses an all-school service project, those hours must be made up, regardless of the reason for the absence.

4. Senior Project Requirement

Throughout their senior year, students are required to research and develop a project that will facilitate meaningful learning to culminate their Community School educational experience. The Senior Project is part of their graduation requirement. Projects may involve a significant community service learning project, an academic interest, or an

investigation of a possible career path. Seniors must propose a project that includes a guiding question, a method of approach for addressing the question, and a timeline for their project to be approved by the Senior Project Committee. Seniors will receive support and guidance from a faculty mentor and a community sponsor in addition to the Senior Project Committee. In May, students will enter the final phase of their education at JHCS by dedicating themselves fully to their projects. Public presentations of the projects are required in May, prior to graduation. A student must earn “complete” status on their senior project in order to earn a JHCS diploma.

Other Graduation Requirements

“What Matters to Me” Presentations

Every 11th grader is required to give a five to seven minute speech in front of the school community at the Town Hall on the topic of something that matters to that student. The 11th grade Dean of Student Life and the student’s advisor will support the student as they prepare their presentation and will give them feedback afterwards.

Research Night

All underclass students participate in Research Night, delivering a presentation as determined by the grade-level teachers. Typically, 9th graders present in Biology, 10th graders present in History, and 11th graders deliver a “Take a Stand” speech for English.

Graduation Expectations – Experiential Learning

Fall Trip

During late August or early September of each year, students of the Jackson Hole Community School will take part in a Fall Trip, participation in which will be posted on a student’s permanent transcript beginning with the class of 2028. Trips are led by staff and outdoor professionals and last four days in the Jackson Hole area backcountry. Fall Trips aim to build collaborative relationships, teamwork, trust, and mental and physical resilience. Additionally, the trips are designed to foster decision making skills, embrace uncertainty, develop a sense of responsibility toward each other and the environment, unplug from daily life, and have fun.

Because the Fall Trip is a valued part of the JHCS experience, absences will need to be approved two months in advance and will result in a student needing to complete an “equivalent experience” prior to the end of the year, and preferably before the end of the fall semester. This equivalent experience must be approved by or offered by the Dean of Student Life, the Registrar, and the Fall Trip coordinator. A student who fails to complete an equivalent experience may have the first semester transcript withheld until the experience is completed. The equivalent experience is a cost assumed by the family and rolled into tuition.

Minimester

Minimester occurs in February over the course of four school days and is a valued piece of the whole education of a JHCS student. Minimester provides curricular enrichment through skill acquisition via community opportunities and access to local experts. Like Fall Trips, participation in Minimester is an integral part of the JHCS experience and participation will be posted on a student's permanent transcript beginning with the class of 2028.

Absence from Minimester will need to be approved two months in advance and will result in a student needing to complete an "equivalent project" prior to the start of the next school year. This equivalent project must be approved by the Dean of Student Life, the Registrar, and the Minimester coordinator. A student who fails to complete an equivalent project may have the second semester transcript withheld until the project is completed.

Final Examinations

In most instances, students will take final examinations or projects in their core subjects at the end of each semester. These final assessments constitute 20% of the semester grade. Students and their families should prioritize this exam period as if it were a regular school day, and not schedule any conflicts during this time, including early departures for vacation. An exception to the exam schedule can be made only with the permission of the Director of Academics.

Alternative Study

At JHCS, we value in-person class time. Alternative Study happens on an as-needed basis. When necessary, Jackson Hole Community School (JHCS) works with external academic institutions for students to earn graduation credits through our Alternative Studies Program. Some examples include, but are not limited to, study abroad and online courses through our partner or approved programs. The JHCS Alternative Study Program provides options for 11th and 12th grade students who have an unusual need or interest in a particular subject area at a time when directly pertinent courses in that area are not available at JHCS. These options may be available for 10th-grade alpine skiers who need to fulfill a JHCS graduation requirement.

If a student needs to take an alternative study course, they must submit a proposal in writing to the Director of Academics and Registrar. The Curriculum Committee may also review the proposal.

For more detailed information regarding alternative study, please refer to [Appendix D](#) for information on our Alternative Studies Program.

Study Abroad/Semester Away from JHCS

Policy on Students Taking a Semester Off for Homeschooling, Study Abroad, or Other Independent Study

Jackson Hole Community School recognizes that in rare cases, a student may take a semester away from school for homeschooling or participation in an outside educational program, like studying abroad. JHCS remains committed to supporting students and families through all educational and family decisions and encourages thorough consultation and planning before pursuing this option. In such instances, the following policy applies:

Approval and Graduation Credit

- The school will review each case individually, considering the nature and academic rigor of the alternative program. The school may determine that the student needs to complete work to fill gaps or complete a placement test before returning to school.
- Any credits earned during the semester away will not be transferred to the JHCS transcript unless the course has been pre-approved by the Curriculum Committee, like our partner programs.
- In lieu of transferring credits, JHCS may reduce the total number of credits required for graduation to reflect the time spent away and the course of study of the student.
- Families must submit an official transcript or record from the outside program (e.g., homeschool transcript), which will be attached to the student's JHCS transcript but not incorporated into the JHCS GPA or credit totals.

Tuition and Enrollment Status

- Families must notify the school before May 1st of the year prior to studying abroad or full tuition will be charged.
- To hold the student's place for the semester away, the family must pay the appropriate percentage of tuition. If the student is away for one semester, 60% of full year tuition will be charged. If a student will be away for the school year, 20% of full year tuition will be charged in order to hold a place for the student when they return to JHCS.
- Students who do not submit payment and transcript documentation may be considered withdrawn and will be required to reapply for admission.
- If the family decides to take their child out for multiple semesters, the school may deny admission, require the student to reapply for admission, require the student to repeat a grade level or class, or take placement tests to ensure appropriate grade-level placement. Although many times a leave of absence is not within a family's control, it is discouraged, as being away from the school community is not in alignment with the school's mission.

Advising and College Counseling Implications

- Families considering a semester off—particularly for homeschooling—are strongly encouraged to meet with the Director of College Counseling, Director of Academics, and Dean of Teaching and Learning prior to finalizing plans and to create a reentry plan for the student.

- Please note that taking a semester off for homeschooling may not be viewed favorably in the college admissions process, particularly if the program lacks academic structure or external validation.

Study Hall

Students may have one or more study halls. All students must check in with the study hall proctor at the beginning of the period. Students may use the study hall to meet with teachers in order to receive extra help. All 9th and 10th graders will be part of a proctored study hall, meaning that they must study in an assigned area. Students must be engaged in academic pursuits during study halls.

Students taking Alternative Study courses report to study hall during their assigned Alternative Studies period.

Adding and Dropping Courses

All adds, drops, or changes in courses must be made in cooperation with the relevant faculty members and the Director of Academics. Review the [Schedule Change Procedures: Add/Drop Course Requests](#) and submit the necessary form to the Registrar for approval. Upon approval, a revised schedule will be made available. Unless under highly unusual circumstances, students may not add a new course to their schedule after the end of the first two weeks of the semester.

- Add/Drop deadlines are published in our academic calendar.
- Any course dropped later than two weeks after the beginning of the semester appears on the student's transcript with a grade of withdrawn-pass (WP) or withdrawn-fail (WF). Any exceptions will be approved by the Director of Academics and Registrar.
- Students must be enrolled in a minimum of five courses each semester.
- Students may not drop a course with less than four weeks remaining before exams; exceptions will be approved by the Director of Academics and Registrar.

Academic Integrity

Intellectual honesty is the foundation of all academic work. At JHCS, questions of academic honesty may arise in regard to cheating on tests and quizzes, plagiarism in essays, help at home that oversteps reasonable boundaries, and the insufficient attribution of online sources. A guiding principle for academic integrity is that all work handed in with only one name on it should be the exclusive work of that student, unless otherwise properly cited. Students may not use any AI tools, including generative AI tools such as Chat GPT or Gemini, without first obtaining specific permission from their teacher. If a student uses teacher-approved AI-tools at any point during their work on an assignment, the student must indicate the specific AI-tools that were used and how those tools were used.

Academic disciplines will have legitimately varying standards, and students need to know the limits of collaboration in whatever subject they are studying. It is the responsibility of students to make sure that they understand the expectations and standards set by each of their teachers.

If a question of academic integrity arises, the teacher will confer with the Dean of Student Academics, the appropriate Dean of Student Life, and the Honor Council Coordinator about how to proceed. The Dean of Student Life, the student's advisor, and the Honor Council Coordinator will engage in conversation with the student(s) involved to determine what happened during the incident in question. **It is important to note that being honest is especially important during any disciplinary process.** A student's failure to be honest during the disciplinary process can increase disciplinary consequences.

If there is doubt as to whether the student has been honest, the student will meet formally with the Dean of Student Life and/or the Head of School, and may be required to go before the Honor Council. The result of the process may include restorative consequences, a disciplinary warning, suspension, and/or expulsion.

Reporting of Disciplinary Infractions to colleges and all future schools

Colleges, universities, and other secondary schools often require that students disclose information about a suspension within the application process. JHCS will report suspensions that result from academic infractions to colleges and universities; the same holds true for an underclass student who is withdrawing—voluntarily or otherwise—to attend a different secondary school.

Academic Probation

The purpose of Academic Probation is to help a student focus their academic priorities, create a space and time for extra help, and require the student to get support in order to better handle the demands of their classes and the teachers' expectations.

During the school year, there are eight points when JHCS communicates with parents regarding students' progress: first four weeks, first quarter, first twelve weeks, first semester, first four weeks of second semester, third quarter, first twelve weeks of second semester, and second semester. At these junctures in the school year, the School fully evaluates a student's progress, and uses a Green/Yellow/Red System. JHCS will intervene appropriately based on student need. See Appendix G.

If deemed necessary by the Dean of Student Life and/or the Dean of Teaching & Learning, a student may be placed on Academic Probation at any time during the school year. The length of time for the probation will last until the next official grading period, or longer if deemed necessary, and the student's progress will be evaluated at that time. Please be aware that not all grading periods are of equal length due to the logistics of the school year calendar.

Eligibility to Participate in TCSD Extracurricular Activities

Students are welcome and encouraged to participate in activities and on teams available to them through the Teton County School District. Please contact the Teton County School District for more information about getting started. See Appendix G for eligibility requirements for extracurricular activities.

If a student's sports commitment leads to the student being unable to keep up with JHCS academic standards (for example, due to the student missing an excessive amount of school, the student needing to sleep in or to arrive late in order to complete work), JHCS reserves the right to not allow the student to participate in the sport.

For all students involved in club or TCSD/JHHS sports and activities or Jackson Hole Ski Club (JHSC), our eligibility policy requires students to maintain grades of 70% or above in order to participate in co-curricular activities. For more information on the policies and procedures, see *Appendix G*.

ATTENDANCE

Religious Holidays

The School recognizes that students may miss school to honor religious holidays. So that each member of our community can fully observe their religious tradition, students, parents, or employees with concerns about religious holidays are encouraged to speak with the Dean of Student Academics with advance notice.

Open Campus Policy

11th and 12th grade students will be allowed to leave campus during the lunch hour, except on specific occasions. 12th grade students may also leave campus during their designated study hall periods. 11th grade students in good academic standing will have open campus privileges during their study hall periods after the first quarter. For our community's safety, students must sign in and out at the office under the supervision of a JHCS staff member. Failure to sign in or out may result in losing privileges. Repeat offenses may result in the loss of off-campus privileges (during lunch and study hall) for an amount of time to be determined by the Deans of Student Life.

If parents/guardians do not want their student to have open-campus privileges, they should communicate directly with the Dean of Student Life.

The School may revoke a student's privilege to leave campus at any time. 11th and 12th graders who are not in good academic or disciplinary standing (for any reason) as determined by the administration may lose their off-campus privileges. Please see

Appendix A: JHCS Community Expectations and Academic Probation for more information.

9th and 10th grade students are not permitted to leave the JHCS campus during lunch or their study hall period unless they are accompanied by a parent, guardian, or JHCS staff member and have signed out at the front desk. Leaving campus without permission is a significant violation, as it entails the safety of our students.

During exam weeks, JHCS will often operate as an “open campus” which means students in all grades, including 9 and 10, are allowed to leave between their exam periods. They must sign in and out each time. Parents can email attendance@jhcschool.org if they want to require their child to stay on campus during an exam week.

Head of School Holidays

During each year, the Head of School may declare a Head of School Holiday, in which case they will cancel school on a designated day. Parents will be notified one day prior to any Head of School Holiday. Typically, no more than one Head of School Holiday will be implemented per year.

Attendance, Tardiness, and Absences

Attendance

JHCS requires its students to be timely and present for all classes as well as other community programs (Grizz Time, Fall Trip, Minimester, Martin Luther King Jr. Day, Indigenous Peoples’ Day, Senior Symposium, Community Service Days, etc.).

Absence Procedures

Parents/guardians must email attendance@jhcschool.org before the absence takes place specifying the time the student will leave or be absent and the time they are returning as well as the reason. Any absence that is for a school function (Model UN, class trip, Robotics competition, etc.) or an approved extra-curricular event (ski racing, soccer team, speech and debate, etc.) will not count towards the attendance threshold. Students who fail to attend 80% of a course will have their attendance reviewed by the internal administration and may not earn credit for the class. Students who approach the attendance threshold in either a specific class or community programming (Grizz Time, MLK or Indigenous Peoples’ Day, etc) will receive a warning and may incur disciplinary action such as loss of sign-out privileges, behavioral contract, and/or any intervention deemed appropriate by the administration. If a student’s absenteeism or tardiness becomes a problem that the school does not feel able to support, regardless of the reasons, the school reserves the right to ask the student to take a leave of absence for physical, emotional, or mental support, and to return when the student is able to attend school more consistently.

Absences that count toward the threshold: college visits, family vacations, non-emergency doctor visits, senior skip day, early travel departures, and/or other

absences unapproved by the DOSLs.

Absences that do not count toward the threshold: sickness, approved extra-curricular events, school-related trips, pre-approved medical leave, observance of religious holidays, family emergencies.

Each student is responsible for seeking a blue slip from the front desk once their parents have emailed attendance@jhcschool.org to notify the school of the student's absence. The student must then have teachers fill out the blue slip to make a plan for receiving class information, and to set deadlines for any missed work (tests, etc.). JHCS teachers reserve the right to deny extensions and/or may require students to take an assessment prior to the student's leave. If no communication from the student takes place, it is assumed that the student will return with all work completed (no automatic extensions). Uncommunicated absences (student not informing their teacher) may result in the student taking an assessment on the day of their return as well as late penalties (including a possible 0% on the assignment) on any missing work from those days.

Students who miss school without a valid reason or without prior notification may be subject to disciplinary action. Skipping school (missing a class or other programming block without providing parent permission) is a violation of our community expectations and will be addressed as an infraction as described in *Appendix A: JHCS Community Expectations*. Disciplinary steps may include a meeting with administration, Honor Council hearing, parent/student conference, as well as suspension and/or expulsion from school.

Tardiness

Students are expected to be at school on time every day. Any student who chronically arrives to school late will be asked to meet with the Dean of Student Life, their parents, and possibly the Head of School in order to address their attendance and may incur disciplinary action.

Illness or Injury

For the safety of everyone in our school community, it is important to stay home when ill. If a student becomes ill or injured while at school, a school employee will administer the appropriate immediate care and will direct other school officials to call the contact(s) listed on the emergency care form and, if necessary, an ambulance. Parents are expected to pick up their child when ill or dismiss the student if they can drive themselves home.

Early Departure For/Late Return From Vacation

Students may not miss school for early vacation departures, extensions of vacations, or other reasons that are not a consequence of family or medical emergencies. Parents should understand that these absences place an undue burden on both students and teachers and can be detrimental to a student's academic progress and achievement.

Students must communicate with their teachers with advance notice. Students must complete and turn in all assignments necessary before departure.

If a student must return from vacation late due to weather or other similar uncontrollable circumstances, they must be proactive and contact their teachers to complete all classwork and homework missed. If they do not take responsibility, the teacher may assess consequences for the late work. See also: *Attendance policies*

Emergency Departure

If a parent or guardian needs to arrange an immediate pick up of a student, they must come to the School. If someone other than the parent or guardian is to pick-up the student during the school day, a parent or guardian must call to grant permission for the child to leave with the designated person. The student must sign out with a staff member at the front desk.

COMMUNICATIONS

School Hours

- School hours: 8:00 a.m. to 3:30 p.m. Parents and students may contact the School during these times by calling 307-733-5427.
- Please note: Students who choose to stay on campus between 3:00 p.m. and 4:00 p.m. must remain supervised.

Students may not use the phones in classrooms to make outside calls, unless in the case of an emergency. Students may use the phone in the common area after receiving permission from a faculty member. Should parents wish to reach a student during the school day, they should call the school phone number (307-733-5427).

Change of Address and Phone

If they change or add a phone number or email or home address, parents/guardians must update that information in Blackbaud and notify the Registrar. Any notification of change will be recorded on the emergency record, and the address will be changed accordingly.

JHCS asks that parents read the school's weekly communications to keep up with events and other important announcements.

Advisors

Upon enrollment at JHCS, each student is assigned a faculty advisor who serves as that student's advocate for the duration of their JHCS career and as the parent/guardian's main point of contact with the School. Advisors guide students in their academic

endeavors and work with them to balance their extracurricular activities and social/emotional well-being. Parents/guardians, faculty, and staff should convey their concerns and questions about a student to the student's advisor. The advisor will communicate, coordinate, and monitor responses to issues affecting academic performance or the life of a student in the school community. Parents will be notified at the beginning of each school year by their child's advisor as to how to contact the advisor. Questions regarding advising should be referred to the Dean of Student Life.

Town Hall

Town Hall is held at least once a week, during which announcements and kudos are shared. Students are expected to arrive promptly, behave appropriately, and engage in the assembly whether speaking or actively listening. 11th graders are required to give a What Matters to Me presentation at Town Hall. (See Graduation Requirements section for information on What Matters to Me speeches). Town Hall is an important part of JHCS culture.

Viewing Report Cards and Academic Progress

Academic progress is available via Blackbaud (also known as GrizzLink) through a student or parent account, with the exception of the semester final exam periods when access is revoked while teachers are calculating final grades. Progress reports will be released midway through each semester at parent-teacher conferences and report cards with final grades will be released via email following each semester. JHCS reserves the right to withhold a student's report card if that student's family has a remaining balance with the School or the student has not met their academic, extracurricular, community service, or other requirements for the term or the school year. Once these commitments have been met, the report card in question shall be released.

Family Communication with JHCS Employees

While the School views the parental/guardian relationship as a critical and positive catalyst in the education of our students, there are boundaries to parental/guardian behavior. JHCS expects appropriate parental/guardian interaction with employees and community members, even during moments of disagreement. Families must understand and agree to accept the rules and regulations of JHCS as stated in this Student-Family Handbook. As such, the School may terminate or refuse enrollment to a student whose parent or guardian fails to abide by the School's rules, to cooperate with the School in matters integral to the student's education, to cooperate in investigations and disciplinary proceedings involving the student, or who engages in conduct evidencing manifest disregard of School policies or rules while interacting with JHCS families or personnel, particularly where such conduct endangers the health, safety, or welfare of anyone in the School community, on or off School grounds. The School may also terminate or refuse enrollment to a student whose parent or guardian exhibits persistent unkind or combative behavior towards the faculty, staff, and students of JHCS.

Fliers and Posters

Students must receive permission from the Dean of Student Life in order to post fliers or posters in the building or on campus. Fliers and posters will not be allowed if they are discriminatory or offensive in any way. Those affixing the signs or posters are also responsible for their timely removal, including all adhesives used. Students who post fliers or posters without permission may be subject to disciplinary action.

Inquiries and Messages

Telephone inquiries should be directed to the JHCS office, (307)733-5427. The office will then direct your call as necessary.

Parents are encouraged to share relevant information about their child with their advisor or Dean whenever necessary. However, parents are requested to confine their calling to school hours and not to call advisors or Deans at home except in emergency situations. Inquiries may also be directed to the student's teacher; however, the advisor should be copied on all communication.

Messages for students during the school day will be delivered directly only in the case of an emergency. Other messages for students will be placed in their respective student mailboxes. However, we ask that messages be left for students only when absolutely necessary. Students are responsible for checking their mailboxes. Students and parents are requested not to use the school address or fax machine for personal mail. Parents should not expect their student(s) to receive phone calls on their cell phones during school hours.

Promotional Materials

For families who authorized in the Enrollment Agreement, the School may use students' pictures, quotes, or video clips of students in promotional materials. Families may indicate in the Enrollment Agreement that they do not authorize this use. Please direct any questions to the Director of Advancement.

Media Relations

Except for established student publications, dissemination of information about the School to news media must be authorized by the Head of School or the Communications Office. The Head of School and Director of Advancement are the only people in the school's employ authorized to speak to the press on any matter relating to the School. Inquiries from the press about anything related to the School, publicity or public relations, or suggestions from School members should be directed first to the Head of School.

Should a student be directly approached by a member of the press, particularly for information about school matters or members of the JHCS community, the School requests that the student immediately contact the Head of School to discuss the

request, prior to granting any interview or answering questions. This is an issue of safety and privacy in our community.

Social Media

Students of JHCS are not permitted to be associated with JHCS faculty or staff on any social networking sites. For example, on Facebook, students are not to “friend” faculty or staff. JHCS students may not have a social media or email account that is affiliated with the School’s name (e.g., JHCS Knitting Club Instagram page) or one that uses the school logo.

ENROLLMENT and RE-ENROLLMENT

Re-enrollment

The School reserves the right to deny re-enrollment to any student whose attitude, behavior, or academic performance in the judgment of the Head of School indicates that the student's continued presence at the School would not be beneficial to the student or to the student body.

A student whose re-enrollment is in question will be denied re-enrollment for the subsequent semester unless the student has achieved a satisfactory level of performance and the Head of School believes that the student will benefit from and contribute to the School's program in the future, or the Head of School believes extenuating circumstances warrant that the student remains in the School pending further review.

The School also reserves the right to deny re-enrollment to any student whose academic performance is significantly below the satisfactory level in any semester, including students who are unable to meet the standards outlined in this handbook, and for whom, in the judgment of the administration, separation is warranted.

None of the aforementioned supplants other provisions in this JHCS Student-Family Handbook or the Course Description Guide concerning academic standing or requirements.

Transcript Requests

Official transcript requests must be made to the Registrar at least one week in advance. Official transcripts will be sent directly to the receiving institution. Unofficial transcripts are also available upon request. If a student has not met their academic or other requirements for the term or the school year, JHCS will note on the transcript that the student has not received credit for that grade level. Once all requirements have been met, JHCS will send an updated transcript that reflects the appropriate credit earned for that grade level.

JHCS reserves the right to withhold a student's transcript if that student's family has a remaining balance with the School for any of their children or the student has not met their academic, extracurricular, community service, or any other requirements. Once these commitments have been met, the official or unofficial transcript shall be released.

Transfer Students

Students who transfer to JHCS after the school year begins will be charged the appropriate tuition amount according to the quarter of school for which the school grants the student credit. For example, if a student transfers in September and receives grades from JHCS for all four quarters, the family is expected to pay 100% of the tuition. If a student receives credit for three of the four quarters of the school year, the family is expected to pay 75%, etc.

Withdrawal from JHCS

Credits and grades are typically determined on the date of withdrawal and will be handled on a case-by-case basis. *Reminder: tuition is binding on June 1st. Transcripts and report cards will not be released until past due tuition or fees have been paid in full.

HEALTH AND SAFETY

Student Support

The Director of Student Support serves as the emotional and mental health support contact and liaison between the family, the outside therapist, and the school. The role of the Director of Student Support is to help students and families with personal, social, or emotional needs as they arise. Enrollment of a student acts as implied consent, allowing a student to receive assistance from the Director of Student Support when they encounter challenges in their studies. The Director of Student Support will work with JHCS Administration, the Dean of Teaching & Learning, the Deans of Student Life, the student's advisor, and/or the student's teachers to communicate, coordinate, and monitor responses to issues affecting academic performance or the life of a student in the school community.

The scope of the JHCS Director of Student Support is to support the social and emotional health of the students and community, to assist in severe and crisis situations, and to direct the student and family to the appropriate services and providers in the community. The Director of Student Support does not provide direct therapeutic services to students. Referrals may be made by the Director of Student Support or a member of the JHCS Administration for a student to seek counseling or therapy outside of school on an as-needed or ongoing basis. Referrals will occur when a student or family has mental health or emotional needs that are best addressed outside of a school setting. These referrals will be discussed with families and are made so a student can receive appropriate and targeted support during a particular time or with a specific issue. Additionally, JHCS requests that a parent or guardian sign a release of information

so that a designated member of the JHCS Administration, ideally the Director of Student Support, can communicate with a student's outside counselor/therapist to ensure the overall well being of the student and community.

All school personnel are subject to mandatory reporting laws, and thus, if a student poses an immediate danger to themselves or others, or a violation of child abuse or neglect law is suspected or known, appropriate authorities and family will be contacted.

The Director of Student Support and other JHCS staff may not be available for crisis calls outside of the school day and will not always be immediately available. For this reason, the following information is provided:

- Emergency: 911
- National Suicide and Crisis Hotline: 988
- Jackson Hole Community Counseling Center (24-hour crisis line): (307) 733-2046
- Community Safety Network on Domestic Violence, Sexual Assault, & Stalking (24-hour crisis line): (307) 733-7233
- St. John's Medical Center (main line): (307) 733-3636
- St. John's Mental Health Resource Line (Messages will be returned within 24 hours.): (307) 203-7880
- Jackson Police Department (non-emergency): (307) 733-2331
- Teton County Sheriff (non-emergency): (307) 733-4052

Please note: JHCS reserves the right to require a student to seek therapy or counseling as a condition of enrollment. If a student were to have a mental, emotional, or physical health event or diagnosis that necessitates support or accommodations beyond what JHCS is able to provide or that affects the student's ability to meet the expectations of being a JHCS student, the School Administration will work with the student and family on a case-by-case basis. If it is determined that the needs of the student cannot be met at JHCS or that the student is not currently able to uphold the expectations of being a JHCS student, the school will make recommendations that could include a leave of absence or withdrawal from JHCS.

Immunization Policy

All students are required by Wyoming state law to have a completed Immunization Record on file with the school within thirty (30) calendar days of entry. This record must be presented with your Emergency and Health History Form, as noted above in "Emergency Information", prior to the first day of school. Students who have contracted a contagious disease may need a doctor's permission to return to school.

Entry Codes

Each student will be given an entry code that will allow them access to the JHCS academic buildings. Students are responsible for memorizing their code and keeping it confidential. Student entry codes will only work during school hours. Students should not share their codes with their parents or with anyone that is not part of the JHCS community. Sharing an entry code without authorization is a violation of a major school

rule and will be subject to disciplinary action, which may include an Honor Council hearing, a suspension, or an expulsion.

Drop-off and Pick-up of Students

Parents/Guardians are expected to enter the JHCS campus from High School Road and drop-off or pick-up students on the south side of the JHCS building. After dropping-off or picking-up students, parents are expected to continue around the Flat Creek Business Center and to exit the complex via Gregory Lane on the east side of the complex.

Transportation

The Jackson Hole Community School will not provide transportation to or from the School. Students are encouraged to take the transportation provided by the Teton County School District or the START Bus, or to carpool. The School will provide transportation for any School-related trips. All parents/guardians must complete and submit their *JHCS Enrollment Agreement*, which grants consent for students to travel with the School.

Parking

JHCS provides 16 parking spots to its upper class students. Students parking elsewhere must park in designated, pre-approved parking spots. If changes need to be made during the school year, students should speak to the Deans of Student Life about their requests, and any sharing of parking spots needs to be approved.

Students may not park in other parking spots at the Flat Creek Business Center unless they have permission from a school administrator and the business owner (e.g. Teton Literacy Center). Students are encouraged to walk, bike, carpool, or use public transportation when circumstances permit. Violations of parking guidelines may result in loss of parking privileges at the School and further consequences. JHCS is not responsible for finding student parking spaces off campus.

Driving

Flat Creek Business Center is a busy complex. Please drive slowly and responsibly, as it is important that our students are both safe drivers and respectful of the neighboring businesses and nonprofit organizations in the complex. Reckless driving may result in losing the privilege to park on campus. Music volume should be at a respectable level within the complex.

Visitor Policy

JHCS welcomes guests to the School. All visitors must sign in and sign out at the front office. Visitors must be approved with advance notice by an Administrator.

Walkout Policy

As an educational institution, the Jackson Hole Community School cannot take a stance on issues that may be considered political (see our Statement of Neutrality). Walkouts

are unsafe for the participating students and non-participating community members. Student participation in any walkout from school will be treated as an absence that counts towards the 80% threshold.

Walking Between Buildings and the JHHS Turf Field

When moving between the main building to the building located in the northwest corner of the Flat Creek Business Center (North Campus), and between the JHCS campus and the JHHS turf, students are expected to walk on the sidewalks and to cross the parking lot in the designated crossing areas. Students should not run through the parking areas. Students may only use the front doors of the buildings unless there is an emergency or they are accompanied by a faculty member. Students may not be unaccompanied in the lot between campuses.

Emergency Information

If a student becomes ill or injured, a staff member will administer appropriate, immediate care and call a parent/guardian and, if necessary, an ambulance and the student's doctor. If both parents/guardians are unavailable, the responsible staff member will notify the emergency contact listed on the Emergency and Health History Form. This form is the source for all information and contact concerning the student's illness or injury or other emergencies. It is imperative, therefore, that this form be completed prior to the first day of school and updated by families if/as changes occur. An enrolled student will only be allowed to attend school once the Emergency and Health History Form has been submitted.

Emergency Operating Plan

Drills will be held throughout the school year to ensure that all students and employees are aware of how to respond to an emergency at school. Directions as to the procedure in the case of an emergency are posted in every room. Please see *Appendix C: Emergency Procedures* for further information.

Personal Property

It is not wise to bring large sums of money or other valuables to school. If it is necessary to bring valuable equipment to school, students should keep the equipment with them at all times. The School is not responsible for any personal property brought to school. Students' possessions are not covered by the School's insurance.

Law Enforcement

The Jackson Hole Community School will cooperate with investigations of students by law enforcement agencies. School administrators may distribute student and parent phone numbers to law enforcement agents at the agents' request.

Search Policy/Inspection of Students' Belongings

In order to maintain a healthy and safe environment at JHCS, students and their personal possessions and belongings (including, but not limited to, clothing, purses, backpacks,

book bags, sports bags, lockers/cubbies, desks, computers, phones, electronic devices, and vehicles) may be searched by school staff members if there is a reasonable basis to believe that the student subject to the search has violated or is violating the law or a school rule, or is in possession of something that is potentially dangerous or harmful. Reasonable suspicion may be based on personal observation, a report from a student, staff member, or member of the community, suspicious behavior, appearance, or circumstances, or other reasonable sources of information.

If a search is to be conducted, JHCS will tailor the scope and intrusiveness of the search in relation to the nature and severity of the suspected infraction and other relevant circumstances. Whenever practicable, the search of a student's person (body and clothing) will be conducted in private by a staff member of the same gender as the student or a school health care professional. If practicable in the circumstance, a second school official of the same sex as the student will also be present during the search of a student's person. If practicable in the staff's determination, the search of a student's possessions or belongings, including bags, lockers, and vehicles, will be conducted with the student present. If the student is not present during the search of possessions or belongings, school staff will provide notice of the search to the student whose belongings were searched as soon as is practicable, unless disclosure could impede an ongoing investigation by the police or school authorities.

Any bag or other personal property left unattended for an extended period of time or left in an unusual or suspicious location may be searched to identify its owner and to ensure that it is not dangerous.

If a search yields evidence that a student has violated the law or a school rule, the student will be subject to discipline in accordance with JHCS' disciplinary policies and procedures. JHCS has the authority to confiscate materials and seize evidence and, where appropriate, turn it over to legal authorities for further disposition.

Prescription/Over the Counter Medication

Parents are expected to notify the School if a student is taking prescription medications or over-the-counter medications that may impair the student's ability to function well and be safe. During overnight school trips, staff will collect and distribute prescribed medications as needed.

Drug Testing

The School may require drug testing if a student is suspected of being under the influence on campus during school hours or at a school event.

OTHER GENERAL RULES RELATED TO SAFETY AND THE SCHOOL'S MISSION

Behavior

All students are expected to observe the School's academic and behavioral standards and rules, including those announced during the school year and those described in this handbook. The School will act to discipline or refer to the Honor Council any student whose behavior violates these rules and standards. Conduct that violates the best interest of the School and its community members, or that is unsafe or unlawful, will result in disciplinary action by the School, regardless of when or where that conduct occurs. Disciplinary measures, including suspension and expulsion, are ultimately determined by the Head of School. Violations may be reported to colleges and universities or a different secondary school at any point in the application or enrollment process.

Unacceptable actions include, but are not limited to, the following:

- Behavior that is detrimental to the community
- Bringing weapons to school or to any school-sponsored event, including toy weapons of any kind, e.g., water pistols and water balloons
- Bullying, including online and off-campus behavior that negatively impacts another student's experience on campus or prevents them from being comfortable and confident in our classrooms and in our community
- Cell phone use during the academic day
- Cheating
- Defacing or destroying school property
- Disrespect of any member of our community, on or off campus and online
- Disturbing or disrupting classes by shouting, running, playing music, using athletic equipment, or roughhousing
- Gambling
- Harassment, including verbal harassment, physical harassment, visual harassment, or sexual harassment
- Leaving campus without permission
- Lying, especially during the disciplinary process
- Obscene or disrespectful language, verbally or in writing
- Obstructing free passage through the academic corridors
- Parking in Flat Creek Business Center spaces not reserved for JHCS community members
- Playing music containing obscene language on campus
- Possession or use of illegal substances, including but not limited to: drugs, alcohol, tobacco, e-cigarettes, edibles, or vape materials. *Possession of*

quantities (or other indicators) of illegal substances that a student intends to sell or provide to others will be viewed as a particularly egregious offense of our Honor Code.

- Riding in unauthorized vehicles during school hours
- Skipping or being late to classes or other school appointments
- Unauthorized presence on campus while unsupervised or without permission
- Unkind behavior to anyone in the larger JHCS community
- Violations of the Acceptable Use Policy laid out in this Handbook, including: posting, sending, or forwarding revealing or inappropriate words or images—especially those of community members—or other material online, including those generated by Artificial Intelligence; using another person’s device without permission

The above list of specific prohibitions is not exclusive or comprehensive. The faculty expects behavior that is consistent with reasonable standards of decorum and civility, and JHCS reserves the right to discipline students for any behavior, including actions not listed above, inconsistent with that expectation at the School, on or off school grounds, or at any school-sponsored events. Such discipline may include, but is not limited to, admonishment, confiscation of property, suspension, expulsion, and/or referral to local law enforcement authorities. Any off-campus disciplinary situation that threatens, endangers, or shows disrespect toward community members, and/or impacts another student’s ability to be entirely comfortable on campus, is subject to disciplinary action from the School, including an Honor Council meeting, suspension, or expulsion.

Bullying and Harassment

Harassment includes words and/or conduct which subjectively and objectively offends, threatens, intimidates, or demeans another community member in person or through any other means (e.g., in writing, social media). There are a variety of types of harassment, including but not limited to:

- a. Verbal harassment
- b. Visual harassment
- c. Physical harassment
- d. Sexual harassment: unwelcome conduct of a sexual nature. It includes unwelcome sexual advances (either verbal, visual, or physical), requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature which affects a person’s emotional well-being, interferes with their work and/or academic performance or participation in school life activities, or has the purpose or effect of creating an intimidating, hostile or offensive work/educational environment. Sexual harassment may include any sort of sexual intimidation or harassment from one student to another student, from a student to a staff member, or from a staff member to a student and will not be tolerated.

Whether a claim of harassment violates school policy or not is determined on a case-by-case basis considering the totality of the circumstances, including the nature

of the alleged harassment and the context in which the incident(s) occurred. Harassment is a policy violation even when the alleged conduct has caused the harassed individual no physical harm and/or the harassed individual does not report the harassment themselves.

Students have the responsibility to report any suspicions of misconduct or harassment, whether verbal, visual, physical, or sexual, to the Dean of Student Life, the Head of School, or another trusted adult in the community in a timely manner. Following any report or accusation of harassment, a meeting will be set up with the relevant parties and an administrator from the School. Disciplinary action may follow, including possible suspension or expulsion.

Anti-Retaliation and False Allegation Statement:

JHCS prohibits retaliation against any individual who in good faith reports or provides information regarding any form of harassment against any person (employee or student) at JHCS. In addition, JHCS will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in retaliatory behavior will be subject to appropriate discipline. Likewise, any individual who knowingly makes a false allegation of harassment shall be subject to appropriate discipline.

Investigation Procedure: All findings will be recorded in writing and submitted to the person found to be in violation of the policy.

Cell Phones, Texting, Smartwatches

During the school day, students are not allowed to use their cell phones without permission from an adult in the community, except in the event of an emergency. Prior to going to their first period class, students must silence their phones and place them in their mailboxes at the front desk. Students can use their phones with permission from a Dean of Student Life or Front Desk personnel and then return them to their mailbox. Students who leave campus with permission may take their phones with them and must return them to their mailbox upon return to campus. Students must also silence smartwatches during the school day unless special permission has been granted by a teacher to change those settings. Students may not bring cell phones with them to semester exams.

To make calls during the school day, students must receive permission from the front desk manager. In the event of an emergency, students must follow instructions from the Head of School regarding cell phone and smartwatch use, as individual student communication can create confusion and interfere with emergency protocols.

Students who use their devices during school hours may be subject to disciplinary action, which will include, at a minimum, confiscation of these items until the end of the school day unless otherwise specified. Repeated violations may lead to students being required to turn in their phone to the Dean at the beginning of each academic day and

retrieving it only when they leave campus during or after the school day. (See *Appendix A: JHCS Community Expectations* for more information.)

Computer and Internet Policy

Each student at JHCS must provide their own laptop computer. These computers are subject to inspection. The School reserves the right to block websites that are deemed inappropriate for students. Students may not use any electronic messaging services (e.g., iMessage, Messenger, What'sApp). Using a computer inappropriately will result in disciplinary action, which can range from an infraction, to confiscation of the computer, to suspension or expulsion. (See *Appendix A: JHCS Community Expectations* for more information.)

Students may not use any AI tools, including generative AI tools such as Chat GPT or Gemini, without first obtaining specific permission from their teacher. If a student uses teacher-approved AI-tools at any point during their work on an assignment, the student must indicate the specific AI-tools that were used and how those tools were used.

To gain access to JHCS email and the Internet, students must complete the JHCS Online Acknowledgement Form, in which they indicate their understanding of the Student Technology Use Policies and ethical use policies provided by JHCS. In addition, students under 18 years of age must obtain parental permission. The use of the Internet is a privilege; any of the following actions or any action deemed unsafe by the administration may result in disciplinary action:

- Online bullying;
- Sending, posting or displaying offensive or mean-spirited messages or revealing/nude photos or pictures, including those generated by Artificial Intelligence;
- Using obscene, inappropriate, or hate language;
- Harassing, insulting, or attacking others;
- Damaging computers, computer systems, computer networks, or furniture;
- Violating copyright laws;
- Using another person's password without permission;
- Trespassing in another's folders, work, or files without permission;
- Intentionally wasting limited resources;
- Employing the JHCS WiFi network or systems for commercial purposes;
- Failing to immediately exit an inappropriate network site;
- Using social networking sites inappropriately;
- Impersonating others;
- Posting offensive or damaging comments or materials;
- Posting any real or AI-generated images of JHCS students or faculty without explicit permission;
- Downloading songs, movies, or other large files without permission from a faculty member.
 - Students should not record video or audio of any community member without that person's express consent.

- Students should not access another student's device(s) without their express consent. If consent is given, all standards of this Acceptable Use Policy remain in effect.

Computers, when at school, can be searched at any time by school administrators and faculty. For more information, please see *Appendix E: Student Technology Use Policies*

Dress Code

Students are expected to wear clean clothing that is appropriate for school. Hats and hoods may not be worn at all-school meetings or presentations. Individual teachers have discretion over whether hats may be worn in their own classrooms. Footwear must be worn at all times. While deciding if clothing is appropriate, it is important to remember that

- no underwear may be showing, including bras and underpants;
- text and images may not promote alcohol or any illegal substances and may not be profane, discriminatory, derogatory to others, offensive, or sexually provocative;
- clothing should not be excessively revealing.

Students whose dress is deemed inappropriate by any member of the faculty or staff will engage in a conversation about what aspect of the outfit is inappropriate for school. If students violate dress guidelines, students may be asked to put on alternative clothing. The Dean of Student Life has final say over all matters of dress code. If dress code violations occur repeatedly with no effort to abide by JHCS standards, a student may need to appear before the Honor Council.

JHCS' dress guidelines apply the same requirements regardless of gender and gender identity and expression, thereby avoiding unnecessary reinforcement of stereotypes. In all instances a student is permitted to dress in a manner consistent with their gender identity and in the ways that make them feel most comfortable as long as it fits within our dress code. No student should be pressured to dress differently because of their gender or gender expression.

Drug and Alcohol Policy

JHCS students may not possess, use, distribute, or be under the influence of controlled and/or illegal substances, illegal drugs, or alcohol at the School, on school grounds, or at any school-sponsored events. This includes all electronic cigarettes, vaporizers, and fake illegal substances that are meant to mimic controlled illegal drugs. Student use and possession of tobacco is also forbidden on campus and at school-sponsored events. If a student is suspected of having drugs or alcohol on campus, a clothing search (in the presence of a witness), a backpack search, and a locker search may be conducted. JHCS administrators will confiscate prohibited substances or paraphernalia if possessed at the School, on school grounds, or at any school-sponsored events.

Students violating these rules may go before the Honor Council. Other consequences may include expulsion, suspension, or separation from school. *Possession of quantities (or other indicators) of illegal substances that a student intends to sell or provide to others will be viewed as a particularly egregious offense of our Honor Code.* In general, the following steps will be taken when a student violates or is suspected of violating the Drug and Alcohol Policy:

- a. Student will be removed from class or an activity and put in the administration office or safe area
- b. Parents will be contacted to meet with the Head of School and/or other administrator
- c. Within 24 hours, if possible, a discussion about consequences or next steps will occur with the student and their parents
- d. Mandatory counseling and chemical assessment by a professional in the appropriate field may be enforced
- e. Attendance in a school-approved drug and alcohol program may be enforced
- f. Permission from parents to release a chemical assessment and information from a counseling provider or the police to the School may be required for the student to continue to attend JHCS

Non-Disciplinary Response to Substance Abuse Concerns

JHCS cares deeply about the health and safety of every student. Therefore, the JHCS Administration strongly urges any student who is concerned about choices a friend is making or the behaviors they are exhibiting to speak with the Director of Student Support, a faculty member, or another administrator right away. This may help the struggling student avoid making an unhealthy decision that could result in disciplinary action. A student who is concerned about a fellow student's health and safety (substance use or other) may proactively bring that information to a teacher or school administrator. In these situations, the School will opt for a non-disciplinary approach whenever possible and make every effort to support the student's needs. The school will also do its best to maintain confidentiality for the student coming forward. If the school believes that the student needs support beyond what the school can provide either for their safety or for the safety of others, the school will work with the student's family to find the appropriate option to best support the student and the school.

Honor Code and Honor Council

Academic and personal integrity is the cornerstone of any educational institution. A community depends upon the honesty and integrity of its students, faculty and staff in order to grow stronger and to function with trust in the school's day-to-day activities. In 2007, the students and faculty came together to develop an Honor System that includes a formal Honor Code and Honor Council.

The Honor Code (see above) serves as a guideline for conduct that reinforces the ideals of the strong educational community we strive to uphold and gives students and faculty

guidance with regard to violations of academic and personal integrity that could include but are not limited to cheating, plagiarism, lying, disrespect, and bullying.

When violations of the Honor Code arise, the School will follow a system of procedures to ensure that each case is treated fairly, consistently, and with the utmost respect for confidentiality. All cases will be handled in a thorough yet efficient manner. If, after a thorough investigation, the Dean of Student Life feels the violation merits further discussion, the case may be referred to the Honor Council. The Honor Council is given the responsibility for evaluating the case and recommending restorative and other consequences, actions, and/or steps to be taken to restore trust in the community as deemed necessary. The Head of School will receive the recommendations from the Council and has final say on the appropriate course of action.

Parents will be notified when a student is sent to the Honor Council or when a student is given an initial warning from the appropriate Dean of Student Life. In some cases, the Dean of Student Life may request an in-person meeting to discuss the particular incident.

Consequences of violations of the Honor Code may include but are not limited to a grade reduction on the piece of work, a zero on the work, suspension, or possible expulsion. Additional consequences for students who hold a leadership position in the community may include a meeting to discuss their future in the position with the Dean(s), a faculty representative, etc. after the Honor Council hearing is complete and consequences have been shared with the student. As an outcome of that meeting and discussion, the student may be removed from that position of leadership.

Violations of the Honor Code will remain in a student's file for the remainder of the student's JHCS career. Any violation of the Honor Code that results in a student's suspension will go on a permanent record and be reported to colleges upon a student's application to institutions of higher learning and any other secondary schools if a student applies elsewhere prior to graduation. Students will be encouraged to take a proactive stance if involved with such incidents during the college application process. Suspension for any amount of time or for any reason is considered a very serious matter and therefore can lead to further consequences.

Suspension, In-School Suspension, and Expulsion

The following list includes, but is not limited to, behaviors that may warrant suspension and/or expulsion from JHCS:

- Any threat of violence
- Bomb threat
- Destruction of property
- Disrespect to any school employee or community member
- Excessive absences or tardiness
- Fighting

- Intimidation, harassment, or abuse of a fellow student and/or employee of Jackson Hole Community School or a member of the greater community, either on or off campus
- Possession of a weapon or explosive device or attempting to use any instrument as a weapon
- Use, possession, or distribution of alcohol, drugs, tobacco, or counterfeits of these items
- Violations of JHCS Technology Use Policy (see Appendix E)
- Certain violations of the Honor Code
- If a major or minor infraction is committed while on disciplinary or academic probation.

At JHCS, suspension could refer to in school or out of school depending on the disciplinary situation.

Students and parents should be aware that during the application process, colleges and other secondary schools often require disclosure of suspensions for academic or behavioral infractions. JHCS reserves the right to report suspensions to colleges and other secondary schools.

If student behavior outside of school (afternoons, weekends, online, etc.) negatively impacts our community or an individual within our community, JHCS reserves the right to take disciplinary action.

In order to help a student continue their academic progress, it is expected that all assignments are completed during a suspension.

Theft and Vandalism

Stealing, damaging, or destroying the property of any member of the school community, as well as the property of the School itself, will not be tolerated. Students who are found to be responsible for such actions must pay to repair or to replace the items involved and are subject to disciplinary action, which may include restorative consequences, suspension, or expulsion.

Weapons

The use of any weapons, including but not limited to, knives and firearms, or any device that is used to try to inflict harm on another person is strictly prohibited at the School and school-sponsored events both on and off campus. Toy weapons or weapon-like props for a class, presentation, production, or costume must be approved by the Dean of Student Life in advance and prior to bringing them to campus. Any student who brings a weapon to the School or to any school-sponsored event will be immediately directed to the Head of School, and may appear before the Honor Council at a later time. The student may be subject to disciplinary action, which may include immediate removal from campus, suspension and/or expulsion from the School. A bomb threat or any other threat of violence will be treated as the equivalent to bringing a firearm to school. Any

student who wishes to bring an item that may be considered a weapon to school, for educational purposes, must first receive permission from the appropriate Dean of Student Life and/or Head of School.

All of the above applies equally to verbal or written threats of using weapons or bringing them to campus.

In general, if a student brings a weapon to school, without permission, the following steps will be taken:

- a. Student will be removed from class and put in an administration office or safe area
- b. Police will be contacted
- c. Parents/Guardians will be contacted to pick-up student and meet with Head of School
- d. Decision will be made as to whether the student will go before the Honor Council
- e. Mandatory counseling will be required
- f. A discussion about whether or not the student will be expelled will occur with the administration, the school lawyer, if necessary, and then with the student and their parents/guardians

Locker Usage

JHCS students will be provided with a locker upon request. These lockers are the property of JHCS and are subject to search by the School Administration when deemed necessary. JHCS is not responsible for any items that are taken out of a student's locker. Students should not keep valuable items in their locker. Students should keep their lockers free of debris and exercise care to ensure that they remain in good condition. Students will reimburse the School for any damage caused to the lockers and/or lose locker privileges.

Lunch Cleanup

Each student is responsible for cleaning up after themselves after lunch. Cleanup may include wiping tables, sweeping floors, and removing trash. On occasion, a student may need to sweep or mop the Commons at the request of a faculty member. Failure to clean up after themselves may be determined to be an infraction of the community expectations.

ADDITIONS TO OUR HANDBOOK

APPENDIX A: JHCS Community Expectations

The Jackson Hole Community School *Community Expectations* are designed to cultivate a safe, honest, and respectful community while creating and maintaining conditions for a positive learning environment. The goals of the community expectations are to be in the student's best interest as learners and community members and to be clear and consistently implemented.

Our community expectations are built upon our Honor Code. All members of the Jackson Hole Community School are expected to uphold the following guiding values:

- **Safety** — I will strive to create an environment where every person feels free from emotional and physical harm.
- **Honesty** — Both through my actions and my words, I promise to develop and preserve relationships based on mutual trust.
- **Respect** — I will strive to undertake the responsibility of being mindfully accepting and tolerant toward each member of the community.

Violations of the community expectations are considered infractions and will be addressed in the following ways.

Level 0 - Verbal reminder

- Teacher gives the student a verbal reminder of the rule. Student corrects the behavior immediately.

Level 1 - Student/Teacher Conversation

- Teacher gives student feedback, explains the infraction, and why breaking that community expectation is harmful to the individual and/or the community. Teacher documents the infraction.

Level 2a- Student/Advisor/Dean of Student Life Conversation

- Three infractions with the same student and different teachers will result in a conversation with the student, advisor, and Dean of Student Life. Dean of Student Life documents the conversation.

Level 2b- Student/Teacher/Dean of Student Life Conversation:

- Three infractions with the same student and same teacher will result in a conversation with the student, teacher, and Dean of Student Life. Dean of Student Life documents the conversation.

Level 3 - Student/Parent/Advisor/Dean of Student Life Conversation:

- Additional infractions after Student/Teacher/Dean of Student Life or Student/Advisor/Dean of Student Life conversation will result in parent/guardian

communication and involvement. Dean of Student Life documents the conversation.

Infractions are cumulative for each semester. A total of each student's infractions will be kept by the Dean of Student Life. If a student has any questions about their infractions, they should consult the Dean of Student Life.

The following are examples of infractions. These are simply examples and in no way constitute a complete list of possible infractions; dishonesty, disrespect, and misuse of computer or phone.

Violations of major school rules will be addressed on a case-by-case basis. Examples of such violations include possession of firearms, creation of fire hazards, possession or use of alcohol and drugs, and inappropriate use of motor vehicles. Responses to such violations may include Honor Council, suspension, and expulsion.

Continued violation and abuse of a school rule or regulation may result in a more serious penalty than the one normally applied.

The Head of School reserves the right to dismiss a student at any time if the circumstances warrant it.

Campus Violations

During school hours, Jackson Hole Community School students are not permitted to be in any part of the Flat Creek Business Center other than the main campus and north campus of the school, unless under direct adult supervision. During lunch, students are generally allowed to use the JHHS turf field across from campus, provided they use the crosswalk to get across the public road. Violation of this rule may result in disciplinary action.

APPENDIX B: Gender Diversity Policy

JHCS is committed to providing a safe and supportive learning environment for all students. The School uses the term gender diversity in this policy to include transgender students, non-binary students, students with expansive gender expressions, and other forms of gender diversity. As such, we endeavor to create an inclusive environment in which gender diverse students experience an inclusive, equitable, and high-quality education.

This policy is in place to uphold the values of JHCS and to affirm that gender diverse students receive active school support and protection for their physical, mental, and

educational wellbeing. Having a gender diversity policy setting forth general principles for supporting gender diverse students sets clear expectations for students, staff, and the school community.

The guiding principles for supporting gender diverse students are:

- **Belonging:** All JHCS students belong and are welcome.
- **Safety:** JHCS promotes the safety of all students, including gender diverse students.
- **Honoring Diversity:** JHCS affirms the right of every student to be treated respectfully in their gender identity and self-expression.

Gender Support Plan

Upon request, school staff on the Gender Inclusion Team will convene a Gender Support Plan for the student to ascertain their needs. For questions about the Gender Support Plan, please see the Director of Student Support.

Names and Pronouns

At JHCS we use the name and pronouns each student desires. A legal or court-ordered name change is not required.

Students have the right to be addressed by the names and pronouns that correspond to their gender identity. Using each student's desired name and pronoun is an act of respect and promotes the safety and wellbeing of the student and community.

Gender Separated Activities and Spaces

Restrooms at JHCS

There are multiple bathroom and clothing-changing spaces at JHCS. Students have the ability to choose a bathroom that is gender specific, gender neutral, or single stall. All students can use the restroom that is consistent with their gender identity irrespective of the gender listed on the student's records. No student will be required to use an alternative restroom because of their gender identity. Our single stall bathroom may be used by any student who desires increased privacy, regardless of the reason.

Gender-Separated Classes/Activities

All students will be allowed to participate in a manner consistent with their gender identity with respect to gender-separated classes or activities.

Overnight Trips

JHCS works with partner organizations to ensure student safety and share gender support plans, information, and policies. It is our goal to have gender diverse students

participate in alignment with their gender identity and where each student's privacy and safety is respected.

Extracurricular Activities

If a student would like to participate in extracurricular activities in the larger community, the Gender Inclusion Team is available to meet with the student to review the options available and determine the best path forward. This may include having the student's Gender Support Team meet with the sponsoring organization to provide them with a copy of the student's JHCS Gender Support Plan.

Participation in Athletics

If a student participates in competitive athletics at Jackson Hole High School, JHCS will adhere to the policies and guidelines put forth by Teton County School District and the Wyoming High School Athletic Association. See [here](#) for more info.

Privacy & Confidentiality

In protection of gender diverse students' privacy and confidentiality, school staff will implement practices to avoid the inadvertent disclosure of such confidential information. The Gender Inclusion Team will serve as a resource to any student who wishes to discuss their gender. In similar fashion, if a student approaches a faculty or staff member with such questions, the JHCS employee will enlist the assistance of the Gender Inclusion Team.

Changing Student Records

Upon receiving confirmation of a change in the student's name, sex designation, and/or gender marker on official Government records, all school records, including attendance records, transcripts, grades, and diplomas, will be updated, when possible, to align with those changes. In situations where it is not possible to make these changes, the requested information will be included in the electronic database in order to inform staff of the name and pronoun to use when addressing the student.

APPENDIX C: Emergency Procedures

Emergency Procedures

The following plan addresses emergency procedures for:

- The safe evacuation of the premises.
- The emergency care of students following the evacuation until they are reunited with their families.
- Emergency care of students if confined within the building during a disaster.

- Drills that will be held each month while school is in session under the supervision of the Facility Operations Coordinator and/or Head of School.

Responsibility

School: The school is responsible for all students on the premises until they are released to a parent, guardian, or other designated person, or until they have been transported to a designated area, in which case selected staff will remain with the students until all have been reunited with their families.

Employees: All employees and volunteer parents will remain on the premises as emergency service workers. Such employees will be subject to whatever tasks are assigned by the person or persons in charge and may not leave the premises until the same person or persons give them official permission to do so.

Parents: Parents should not call the School or come to the School. Students will be released only from the designated dismissal area and only to authorized family members or other designated persons. Parents need to be assured that the teachers and other school personnel are giving their students any emergency care necessary. The safest place in case of a disaster is off the streets, out of the way of emergency and rescue equipment. Parents are encouraged to subscribe to the Nixle notification service for general updates from government services during emergencies. A list of emergency update services can be found at www.tetoncountwy.gov/320/Emergency-Management. For updates specific to the school, parents should look for emails and/or texts from the school, recognizing that these updates will be sent as promptly and regularly as possible, depending on the circumstances.

For more information on our safety and security procedures please contact the school.

APPENDIX D: Alternative Studies Program

Appendix D Addendum: [JHCS Alternative Studies Program](#) (Partner, Approved, and non-Partner Programs information and policy)

At JHCS, we value in-person class time. Alternative Study happens on an as-needed basis. When necessary, Jackson Hole Community School (JHCS) works with external academic institutions for students to earn graduation credits through our Alternative Studies Program.

Courses provided through JHCS's Alternative Studies Program are available for juniors and seniors who have a need or interest in a particular subject area at a time when

directly pertinent courses in that area are not currently offered at JHCS. The purpose of a student participating in an alternative study course while at JHCS is due to a student's need to fulfill JHCS diploma requirements or to supplement their learning in a particular area. Alternative Study is not intended to replace or to supersede courses already offered by JHCS. If a student needs to take an alternative study course, they must submit a request in writing to the Director of Academics and Registrar who may review the request with the Curriculum Committee. Requests should be made during the course enrollment period for the upcoming semester. Requests for Other Non-Partner Institutions require a one month lead time for approval.

Eligibility in Alternative Study Program courses:

1. Is limited to one 0.5 credit course per semester with a maximum of two courses per year OR one year-long 1.0 credit course per year (*This does not include credits for foreign language or advanced math courses we do not offer*).
2. Is dependent upon recommendation from the student's advisor and a teacher.
3. Is dependent upon approval by the Director of Academics and Registrar and Curriculum Committee.

Payment for Alternative Study Program courses:

1. Is covered in full by JHCS if a student has exhausted all JHCS courses in a particular department but still needs required credits in that department to graduate, or if the student has completed JHCS's highest level math class and wishes to continue with higher-level math, or if there is not another JHCS elective course that works with a student's schedule. Please note additionally:
 - a. If a student elects to enroll in a course for "dual credit" (high school and college credit), the student's family will pay expenses for the "college credit" portion of the course.
 - b. If a student enters JHCS at an unusually accelerated level and as such is not a candidate for a traditional course of study, then payment for classes taken via external providers will be covered by the student's family.
 - c. The course must be approved by JHCS's Curriculum Committee.
2. Payment is covered by the student family in all other cases.

Important information and policies related to Alternative Study at JHCS:

****If a student chooses to take an Alternative Study course that is required to earn a JHCS diploma and the student fails the course, this will jeopardize a student receiving a diploma. Alternative Study courses taken in a student's spring semester of their senior year which receive a failing grade may jeopardize a student's ability to enroll in college and would be the student's responsibility to notify the college of this situation.****

****Grades from Alternative Studies Programs are NOT calculated into JHCS GPAs. These grades are recorded on transcripts that are attached to the student's official JHCS transcript.****

Glossary of Terms:

Alternative Study: Any type of study that is not offered through JHCS.

Partner Program: An organization which JHCS has formed a partnership with. These organizations consist of Global Online Academy (GOA) and One Schoolhouse and have been approved by our staff at JHCS as applicable toward a graduation requirement.

Approved Non-Partner Program: While not a Partner Program, an organization that offers certain language courses that have been approved by our staff as applicable toward graduation requirements. These organizations consist of LanguageBird.

Other Non-Partner Institutions: These are institutions that have not been vetted by JHCS, and require a closer look in order to award JHCS credit on the student's transcript.

If curriculum circumstances necessitate a student to take a course through one of JHCS's Alternative Studies Program institutions, the following will apply:

- a. The student will submit a request to the Director of Academics and Registrar outlining the action the student will take to fulfill the School's academic requirement.
- b. The course and its credit will be noted on the JHCS transcript. The grade will not be reflected on the JHCS transcript but will be reflected on the attached transcript from the alternate institution. The grade will not be calculated into the student's JHCS GPA.
 - i. If the student fails or withdraws from the course, this information will be noted on the student's JHCS transcript.
- c. The student is expected to complete the course within the semester for which the course has been approved. It will be up to the student to pace themselves effectively during the semester. The student will be asked to regularly check in with their advisor and the Director of Academics and Registrar.

If a student is interested in taking a course through one of JHCS's Alternative Studies Program institutions, the student has exhausted JHCS course offerings in a particular department, but does not need the course for the successful completion of JHCS requirements, the following will apply:

- a. The student will submit a request to the Director of Academics and Registrar outlining the action the student would like to take.
- b. The student may choose to have the course noted on their transcript. If the student elects to have the course listed on their transcript, they will make this decision prior to the beginning of the course. (Please note: In almost all cases, it is advised that the student should have the course noted on their transcript.)
- c. If the course is noted on the JHCS transcript, the student may receive credit for the course from JHCS, but the GPA will not transfer.
- d. The student is required to complete the course on the JHCS timeline, semester by semester. If the student is receiving JHCS credit for the course, the student may be required to regularly check in with the Director of Academics and Registrar.

If a student applies to take an Alternative Study course and has not exhausted JHCS's course offerings or does not need the course in order to successfully complete diploma requirements, the following will apply if approved by the Director of Academics and Registrar.

- a. The student will submit a request to the Director of Academics and Registrar outlining the action the student would like to take.
- b. The student may choose to have the course noted on their transcript. If the student elects to do this, they will make this decision prior to the beginning of the course.
- c. If the course is not noted on the student's transcript, the student will *not* get high school credit from JHCS for the course.
- d. The student must complete the course on the JHCS timeline if the course is noted on the transcript.
- e. The student will be responsible for pacing themselves during the year and may be required to check in regularly with the Director of Academics and Registrar.

Please read more about our Alternative Study Program in the Addendum to this Appendix [here](#) if the student is considering Alternative Study.

APPENDIX E: Student Technology Use Policies

Jackson Hole Community School offers students and staff access to the school Wi-Fi network for the purpose of facilitating learning and providing the best educational experience possible for students. To gain access to the Internet, all students must obtain parental permission and their parents must submit an electronic signature stating that they will adhere to the Student and Family Handbook. These signatures are legally binding and indicate that the parties who signed have read the terms and conditions herein carefully and understand their content.

Access to the Internet is a privilege, not a right. The Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students accessing the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

JHCS Internet Rules

Students are responsible for good behavior on the Internet in the same way they are in a classroom or a school hallway. Communications on the Internet are often public in nature. General school rules for behavior and communications apply.

Access is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access entails responsibility.

Individual users of the JHCS Wi-Fi network are responsible for their behavior and communications over the Internet. It is presumed that users will comply with JHCS rules, policies, and standards and all applicable laws and will honor the expectations outlined in these Student Technology Use Policies. Beyond the clarification of such standards, JHCS is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the Internet.

Administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on Google Drive would always be private. The server room is accessible to JHCS staff only.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials.

Internet Access: Student discipline for violation of any part of this policy shall be based on the student's age and the severity of the infraction. Student disciplinary action includes, but is not limited to suspension and/or expulsion. Parents/guardians or perpetrators may be billed for damages to technology resources. *Beyond these school penalties, illegal activities will be referred to the appropriate law enforcement agency and further consequences may result. JHCS will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the JHCS Wi-Fi.*

GUIDELINES FOR THE USE OF JHCS TECHNOLOGY RESOURCES

JHCS offers technology resources for student use. This appendix constitutes the JHCS Student Acceptable Use Policy for use of JHCS technology resources. The Internet, as a part of the technology resources, has been established for a limited educational purpose to include classroom activities and curriculum-based research. The resources have not been established as a public access or public forum and JHCS has the right to place reasonable restrictions on the material accessed or posted, and on the training needed before use of the system is allowed, and to enforce all rules set forth in district policy and the laws of the state of Wyoming.

The following are guidelines for the use of JHCS technology resources:

Personal Safety:

- Students will not post contact information (e.g., addresses, phone numbers) about other people.
- Students will not engage in online harassment. If a student feels that they are being subjected to inappropriate computer-based behavior, they should discuss the situation with a faculty member immediately.
- Students will not record video or audio of any community member without that person's express consent.
- Students will not access another student's device(s) without their explicit consent. If consent is given, all standards of this Technology Use Policy remain in effect.

Illegal Use of JHCS Resources:

- Users will not attempt to gain unauthorized access to this or any other computer resource system or go beyond authorized access by entering another person's user account or accessing another person's files.
- Users will not deliberately attempt to disrupt the computer resource system or destroy data by spreading computer viruses or by any other means.
- Users will not use JHCS technology resources to engage in any illegal act.

Management of System Security:

- Users are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no condition should a password be given to another person.
- Users should immediately notify an administrator or the system administrator if a possible security problem is identified. Do not look for security problems; they may be construed as an illegal attempt to gain access.
- Users will avoid the inadvertent spread of computer viruses!

Respecting the Limits of JHCS Resources:

- Users will be held responsible for damages or loss of technology resources due to negligence including toner and paper.
- Students will use only those applications needed to complete class assignments.

Inappropriate Access to Material:

- Users will not use JHCS technology resources to access material that is profane or obscene (pornography).
- Users will not use JHCS technology to access resources that advocate illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made if the purpose of the access is to conduct research with both teacher and parental approval.
- If a user mistakenly accesses inappropriate information, they should immediately exit the site and then tell a teacher or school administrator. This will protect the students against a claim of intentional violation of this policy.
- Users will not violate copyright laws.
- Users will not employ the Internet for commercial or political purposes.
- Any student who downloads information that causes the network technician to spend excessive time to fix the problem will be charged for the network technician's time.
- Students may not download music, movies, or other large files.
- Students may not use Artificial Intelligence (AI) tools to create work unless given explicit permission by the teacher.

Use of Computers:

- Students are subject to their parents' or guardians' supervision, as described in the agreement.
- All JHCS students have access to You Tube. If parents want to restrict their children's access to You Tube, the parents should contact JHCS.
- Any computer used by a student at the School is subject to inspection at any given time by JHCS staff. If inappropriate information is found on the computer, students may be subject to disciplinary action.
- In the event that computer equipment becomes inoperable due to a student's actions, they are responsible for the cost of repair and/or replacement of the computer.
- If a student causes damage to another student's computer or faculty computer, they are responsible for the cost of repair and/or replacement of the computer.
- If JHCS loans a student a computer and they cause damage to the computer, they are responsible for the cost of repair and/or replacement of the computer.
- Email accounts will be assigned to each student. Students must be responsible when writing school related or personal emails.
- Computers are like lockers and may be checked periodically by school officials.

Use of Inappropriate Language:

- On any and all uses of the technology resources, whether in application to public or private message or material posted on the Web pages, users will not use

obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Users will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person by a persistent action that distresses or annoys another person and they must stop if asked to do so.

VIOLATIONS MAY ALSO RESULT IN DISCIPLINARY OR LEGAL ACTION.

APPENDIX F: Honor Code Violation Procedure

I. Procedural Steps for Academic and Behavioral Infractions of the JHCS Honor Code

- I. Prior to Honor Council convening
 - A. Those who are involved: both Deans of Student Life, Teacher involved in incident, Student involved in incident, Student's advisor
- Teacher gathers information/evidence and reviews incident. This may include an initial discussion with the student/s involved. (notes should be taken throughout the process for submission to the Dean)
- Teacher confers with Dean of Student Life. Further evidence gathering may take place through a meeting between student and Dean of Student Life with advisor present as needed. Dean of Student Life and HOS make a decision as to whether or not to move forward with an Honor Council Hearing or an Administration/Parent/Student Meeting.
- Teacher will be asked to provide a summary of the incident and all relevant evidence to the Dean via email or in a meeting.
- One DOSL (usually the one representing that student's class) serves as the HC Coordinator:
 - Organizes and coordinates the HC meeting and all of its logistics: scheduling, dissemination of materials, facilitating the meeting
 - HC Coordinator notifies teacher, student, advisor, parents of upcoming HC hearing
- The other DOSL will hear the case and serve as a decision-making member of the HC.
- Advisor meets with student prior to HC hearing to reflect and prepare a brief,

written statement. The student advisor, or another staff member chosen by the student if adviser cannot be serve in that role, should attend HC meeting.

II. During Honor Council Meeting

- A. Those who should be present at HC hearing: both Deans of Student Life, student involved, student's advisor, Honor Council members (including teacher rep), Head of School
- HC Coordinator will share the summary of the incident prior to the arrival of the student and their advisor in order to allow the HC members to prepare questions
- Student and advisor enter room
- Introductions
- HC Coordinator reads relevant sections of Honor Code
- Dean of Student Life reviews notes of the case
 - Student encouraged to give their side of case
 - Questions asked by Council
 - Final statement from the student and the student's advisor
 - Student and advisor dismissed
 - HOS and HC Coordinator (DOSL) stay in room for any clarifying questions
 - HOS and HC Coordinator (DOSL) dismissed
 - Honor Council reviews evidence and testimony in closed-door setting to recommend consequences, actions, and/or steps to restore trust between the student and the school community.
 - Faculty representative to the HC will share the recommendation(s) with Head of School

III. After Honor Council Meeting

- Head of School makes decision and notifies Dean of Student Life and HC Coordinator
- Dean of Student Life discusses Honor Council finding with student and parents the same day as the meeting
- HC Coordinator notifies Honor Council of final decision
- HC Coordinator may choose to have follow up meetings with Honor Council to assess the process.
- Deans of Student Life or the student's advisor may choose to meet with student periodically throughout the year to check in.

APPENDIX G: Open Campus, Extracurricular Eligibility, Early Release Policies

Academic Eligibility

Academic Warning System for Athletic Eligibility and Sign-out Privileges; Green-Yellow-Red System

Each week, student grade reports are reviewed to determine academic standing. Based on performance, students are placed into one of three categories that affect **extracurricular eligibility** and **sign-out privileges for 11th and 12th graders**.

Why We Use this System

The GREEN, YELLOW, RED system is designed to support academic success while helping students balance their responsibilities with extracurricular involvement. It promotes **accountability**, encourages **early intervention**, and reinforces the importance of academics as a priority. Our ultimate goal is to help every student succeed in the classroom

By regularly monitoring progress, we:

- Encourage students to take ownership of their learning.
- Provide timely support when academic performance begins to slip.
- Ensure that privileges and participation are earned and maintained through consistent effort.

GREEN – In Good Standing

Being in the GREEN means grades are in good academic standing (80% and above). No specific outreach will be done.

YELLOW – At Risk

Being in the YELLOW means grades are 70-79%. In this case, the Dean of Teaching & Learning and/or the Director of Student Support will encourage the student to meet with their teacher.

RED – Not in Good Standing

Being in the RED means that one or more class grades, or assignment completion rate in an Alternative Studies course (like GOA, Language Bird, or One Schoolhouse), is

below 70%. This could be because of missing assignments or receiving a low score on a test or major project. When this happens, the Dean of Teaching & Learning and/or the Director of Student Support will check in with the teacher and student to better understand the situation. If needed, students, parents/guardians, and Advisors will be notified to help create a support plan to raise the grade. While in the RED, a student cannot participate in extracurricular activities. JHCS will notify partnering extracurricular academic coordinators (TCSD, JHSC, Moose Hockey, etc) and review the process with each student and parents/guardians. And 11th or 12th graders lose sign out privileges until the grade is YELLOW or GREEN.

*Students can also lose sign-out privileges for behavior and/or not following school rules. This is determined by the Deans of Student Life.

Open Campus Policy

Regarding sign-out privileges, the Dean of Student Life determines if a student is short of required community service hours and/or not honoring sign in/sign out procedures; the Dean will notify student, Advisor, Parents, and Dean of Student Academics of a student's eligibility for open campus privileges.

During exam weeks, JHCS will often operate as an "open campus" which means students in all grades, including 9 and 10, are allowed to leave between their exam periods. They must sign in and out each time. Parents can email attendance@jhcschool.org if they want to require their child to stay on campus during an exam week.

For all students involved in club or TCSD/JHHS sports and activities, the JHCS eligibility policy aligns with those at JHHS and the Jackson Hole Ski & Snowboard Club: students must maintain grades of 70% or above in order to participate in co-curricular activities.

Beginning with the start of quarter 2, 11th graders can earn off-campus privileges. They may sign out and sign back in during lunch, study halls, and Alternative Studies periods, assuming they are in good academic standing.

12th graders' privileges remain the same all year: dependent upon their academic standing.

Additionally, arriving late or forgetting to sign in/out may result in a temporary loss of privileges. If a student is behind on their community service hours, a Dean of Student Life may temporarily suspend their privileges.

During the school day, when 11th or 12th graders sign out, they are not under the school's jurisdiction until they sign back in. For safety purposes, we ask that you please sign and return [THIS FORM](#) to the Facility Operations Manager to give permission for 11th or 12th graders to have off-campus privileges.

APPENDIX H: Academic Accommodations

Academic Accommodation Plans

JHCS strives to be responsive to the needs of neurodivergent students. When appropriate the school will refer students for outside tutoring or testing. Recommendations suggested by outside evaluators are reviewed and implemented when appropriate.

Academic accommodations will be granted to students in consultation with the Director of Student Support. Temporary accommodations can be granted with the discretion of the Director of Student Support on an as-needed basis for students who have been identified by the Dean of Teaching & Learning, the advisor, the parent, or the teacher. Acute physical or mental health conditions may also qualify a student for a temporary accommodation plan and will be written in consultation with licensed, non-familial medical and/or behavioral health professionals. Temporary accommodation plans do not qualify students for extended time on national standardized tests such as the PSAT, SAT, or ACT. Temporary accommodation plans can be issued for six months and under certain circumstances can be renewed. During the period of a temporary accommodation plan, the family, student, and the Director of Student Support will discuss whether or not diagnostic testing for permanent accommodations is needed.

Permanent accommodation plans will be put into place by the Director of Student Support. In order for a student to have a permanent accommodation plan, JHCS must have diagnostic testing from a licensed provider on file. A learning disability, mental health, or medical diagnosis that impairs the student's ability to learn without additional accommodations must be diagnosed and documented. Diagnostic testing cannot be more than three years old when an accommodation plan is put into place. Testing from before Middle School does not always state accommodations that are best for a student. If JHCS requires more information in order to give a student further accommodations, JHCS may request updated testing or an official note from a licensed provider with updated recommendations.

Each accommodation plan is specific and unique to the student and their individual needs. Accommodation plans are shared by the Director of Student Support with the student, student's family, Deans of Teaching & Learning and Student Life, student's advisor, student's teachers, and other faculty on a "need to know" basis. Students and

families who would like to discuss accommodations should contact the Director of Student Support.

Extended Time

JHCS expects students to complete quizzes, tests, and exams in the time put forth by the student's teacher and the School. Some students with Academic Accommodation Plans are granted extended time on quizzes, tests, and exams if the family has submitted appropriate documentation from a licensed provider. Documentation must indicate the need for additional time.

For JHCS assessments, students who obtain the required documentation for extended time will be given an accommodation up to, but not to exceed, 50% (time and a half). Students must be prepared to take such tests either in several discrete segments or at a single predetermined time whereby they will not be disturbed during the testing. Students will be held to the guidelines of the Honor Code in situations that may require un-proctored settings. During exams at the end of each semester, students may be required to begin their exams ahead of the scheduled time or remain after the scheduled end of an exam.

Once a student has an official, permanent accommodation plan in place that recommends extended time, JHCS will begin the process of requesting extended time on national standardized tests on behalf of the student in a timely manner. In order to qualify for extended time on national standardized tests, a student must satisfy the requirements set forth by the organizations responsible for the tests. The requirements may include an updated Individualized Education Program (IEP), 504 plan, or a psychoeducational evaluation conducted by a qualified and licensed specialist. All such plans should be on file with the Director of Student Support. *Obtaining approval for accommodations on national exams can take up to eight weeks. Please note the necessity of planning ahead.*

Language Waivers

If a student's psychoeducational testing indicates that the student is eligible for a language waiver due to a qualified diagnosis, JHCS will work with that student, their family, the World Language teacher, the Director of Student Support, and the College Counseling department to make a recommendation about the World Language requirement for that student. A language waiver is only granted in cases where there is a qualified diagnosis documented by a licensed provider and with a release of information on file with JHCS to be able to speak to that licensed provider. Families with questions about a language waiver should reach out to the Director of Student Support.

If it is recognized that a student's educational or mental health needs cannot be met within the JHCS academic setting, JHCS will work cooperatively with parents to help them target the appropriate educational needs for their child and to advise them on the optimal school setting for their child.



PLANNING & BUILDING DEPARTMENT

October 2, 2012

Jackson Hole Community School
Attn: Scott Hirschfield
P.O. Box 6787
Jackson, WY 83002

RE: Items P12-055 & P12-056
Conditional Use Permit & Final (Intermediate) Development Plan Amendments
1715 High School Road #240, 250, 280, 285 & 290 and 1755 High School Road #650

Dear Mr. Hirschfield:

This letter is to confirm that on September 4, 2012, the Jackson Town Council voted to **approve** your request for an Amendment to a Conditional Use Permit to allow an institutional use in the Business Park (BP) zoning district on the property located at 1715 High School Road #240, 250, 280, 285 & 290 and 1755 High School Road #650 with a new condition 1 as follows:

1. The applicant shall make a good faith effort to encourage its students to walk, bike, utilize public school buses, and/or public transportation.

Please also note that the original conditions of approval for the original Conditional Use Permit approved on February 2, 2004, carry forth where applicable. These conditions are as follows:

2. Prior to issuance of a building permit, the applicant shall submit a sign plan for the site. This plan should include directional signs for school users, parking area signs and school zone warning signs.
3. Prior to Town Council meeting on this item, the applicant shall submit a plan to mitigate the adverse impacts resulting from the incompatibility between the proposed uses and the heavy service and light industrials uses permitted on this site.
4. The applicant shall separate the school use from the other uses as required by the building code in effect at the time of building permit submittal. This will require a minimum of one-hour fire resistive occupancy separation. This fire resistive separation may be required to be increased depending upon adjacent use.
5. Prior to the Town Council Meeting on this item, the applicant shall submit a proposed code of conduct. Once Town has approved the code of conduct, the applicant shall required the parents of all Jackson Hole Community School student and all Jackson Hole Community School students shall sign and acknowledge their understanding of the code of conduct.
6. Prior to increasing the floor area of the school or an expansion of grade levels beyond 9 through 12 grade, the applicant shall be required to amend the Conditional Use Permit and the Final (Intermediate) Development Plan.

In addition, the Town Council voted to **approve** your request for an Amendment to a Final (Intermediate) Development Plan to allow the expansion of the Jackson Hole Community School campus located at 1715 High School Road #240, 250, 280, 285 & 290 and 1755 High School Road #650, subject to the attached Department Reviews.

Please note that any revisions to either the Conditional Use Permit or the Final Development Plan shall be reviewed and approved by the Planning Director. Approval of any changes to the Conditional Use Permit shall be in accordance with Section 5140.H, Minor Deviations, and 5140.I, Amendment to development permit for Conditional or Special use. Approval of any changes to the Final Development Plan shall be in accordance with Section 51200.J, Minor Deviations, and 51200.K, Amendment to a Development Plan permit, of the Town of Jackson Land Development Regulations.

Based upon these actions, the permits for the Conditional Use and Final Development Plan Amendments shall expire on **September 4, 2015**, if no building permit has been issued to establish the authorized use.

Should you have any questions or require further information on this matter, please feel free to contact me at 733-0440, Ext. 1303.

Respectfully,



Shawn Hill, AICP
Senior Planner

SH:ad

Enclosure

9/28/2012

Town of Jackson Project Reviews

Project Number P12-056
Project Name Expand school campus
Type FDP INTERMEDIATE
Subtype AMENDMENT
Status APPROVED
Applicant J.H. Community School

Applied 6/22/2012 AD
Approved 9/4/2012 AD
Closed
Expired
Status 9/4/2012 AD

Owner FLAT CREEK BUSINESS CENTER LLC

Site Address
1755 High School Road 650

City
Jackson

State Zip
WY 83001

Subdivision
FLAT CREEK BUSINESS CENTER CON

Parcel No
22401606112043

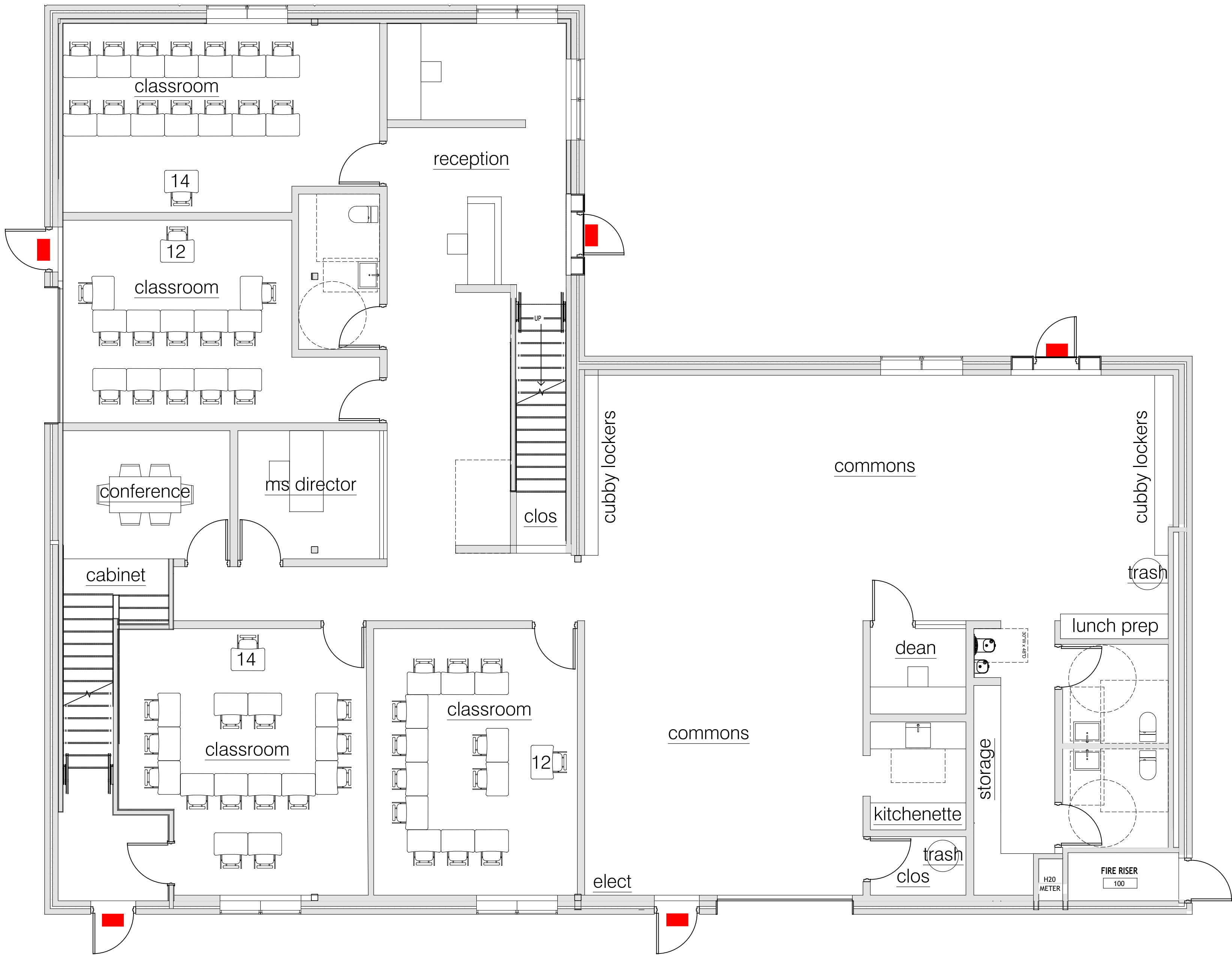
Page 1 of 1

Type of Review Notes	Status	Dates			Remarks
		Sent	Due	Received	
Fire Kathy Clay, Fire Marshal Jackson Hole Fire/EMS 733-4732	APPROVED W/COND	6/25/2012	6/25/2012	6/28/2012	
All changes shall be in accordance with the 2006 International Fire Code and the 2011 National Electric Code. Final fire inspection required.					
Legal	APPROVED	6/25/2012	6/25/2012	7/13/2012	
Planning	APPROVED	8/8/2012	8/8/2012	8/8/2012	
Police	APPROVED	6/25/2012	6/25/2012	6/28/2012	No concerns
Public Works	APPROVED	6/25/2012	6/25/2012	7/2/2012	No Engineering Comments
TC Housing Authority Stacy Stoker, Program Director Teton County Housing Authority 732-0867	APPROVED	6/25/2012	6/25/2012	6/28/2012	

EMPLOYEE HOUSING MITIGATION PLAN (SECTION 49500): Section 49520.G of the LDRs indicates that Institutional Uses are exempt from the Employee Housing Standards of the LDRs. Section 2220.C.a defines private schools that are not residential as an Institutional Use. This development proposal is a non-residential private school so there is no Employee Housing requirement.

While there are no Employee Housing requirements, this business may still generate the need for Employee Housing. The expansion of the school will likely generate more employees, and the additional jobs will have impact on the community's housing stock. This application is an example of small, incremental development that puts pressure on affordable housing for our workforce.

PROPOSED EXTERIOR LIGHTING PLAN





ARC1 LED

Architectural Wall Luminaire

Category

Number

Notes

Type

1 to 10 feet (300 to 3000 mm) in length

Specifications

Depth (D): 6.5"

Depth (DD): 4.75"

Height: 5"

Width: 11"

Weight: 7 lbs (without options)

ARC1 LED

ARC1 LED

Introduction

The Lithonia Lighting ARC LED wall-mounted luminaires provide both architectural styling and visually comfortable illumination while providing the high energy savings and low initial costs for quick financial payback. ARC1 delivers up to 3,000 lumens with a soft, non-polluted light source, creating a visually comfortable environment. The compact size of ARC1, with its integrated emergency battery backup option, is ideal for over-the-door applications.

ARC LED Family Overview						
Luminaire	Standard EM, °C	LED EM, °C	Approximate Lumens (90°)			
ARC1 LED	4W	—	1,500	1,800	3,000	—
ARC1 LED	4W	8W	1,500	1,800	3,000	6,000

Ordering Information						
EXAMPLE: ARC1 LED P2 40K MVOLT PE DDBXB						
Series	Package	Color Temperature	Wattage	Options	Finish	
ARC1 LED	P1 1,000 Lumens	40K 100W	100W	EMERGENCY BATTERY BACKUP (E) COMPLETE (C) 100' (100')	0000	Dark bronze
	P2 2,000 Lumens	40K 100W	100W	EMERGENCY BATTERY BACKUP (E) COMPLETE (C) 100' (100')	0012	Black
	P3 3,000 Lumens	40K 100W	100W	EMERGENCY BATTERY BACKUP (E) COMPLETE (C) 100' (100')	0000	Dark bronze
	P4 4,000 Lumens	40K 100W	100W	EMERGENCY BATTERY BACKUP (E) COMPLETE (C) 100' (100')	0000	Dark bronze
	P5 5,000 Lumens	40K 100W	100W	EMERGENCY BATTERY BACKUP (E) COMPLETE (C) 100' (100')	0000	Dark bronze

Accessories
Covers (not included but recommended)
V2000 (0000) 1/4" x 1/4" x 1/4" (not included but recommended)
V2000 (0000) 1/4" x 1/4" x 1/4" (not included but recommended)

COMMERCIAL OUTDOOR

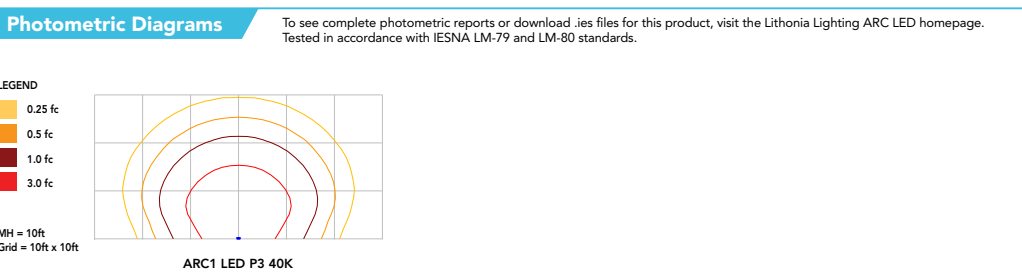
One Lithonia Way • Conley, Georgia 30122 • Phone: 1-800-765-SEW (7378) • www.lithonia.com

ARC1 LED
Rev. 06/2014

Performance Data																			
Lumen Output																			
Lumen values are from photometric tests performed in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown, within the tolerances allowed by Lighting Facts. Contact factory for performance data on any configuration not shown here.																			
Performance Package	System Watt	Lumen (lm)				Lumen (lm)				Lumen (lm)				Lumen (lm)				CFL	
P1	11W	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
P2	17W	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
P3	25W	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000

Electrical Load		Lumen Output in Emergency Mode (4000K, 80 CRI)	
Performance Package	System Watt	Emergency Mode (lm)	Emergency Mode (lm)
P1	11W	0.115	0.115
P2	17W	0.170	0.170
P3	25W	0.250	0.250

Lumen Ambient Temperature (LAT) Multipliers		Projected LED Lumen Maintenance	
Use these factors to determine projected lumen output for average ambient temperature based on 1000 hours of LED testing based on IESNA LM-79-08 and projected per IESNA LM-79-08.		Data references the extrapolated performance projection for the platform tested in a 25°C ambient, based on 1000 hours of LED testing based on IESNA LM-79-08 and projected per IESNA LM-79-08.	
To calculate LUM, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.		To calculate LUM, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.	
Ambient	Lumen Multiplier	Operating Hours	Lumen Maintenance Factor
0°C	1.04	0	0.97
10°C	1.02	25,000	0.95
20°C	1.01	50,000	0.93
25°C	1.00	100,000	0.91
30°C	0.99		
40°C	0.97		



COMMERCIAL OUTDOOR

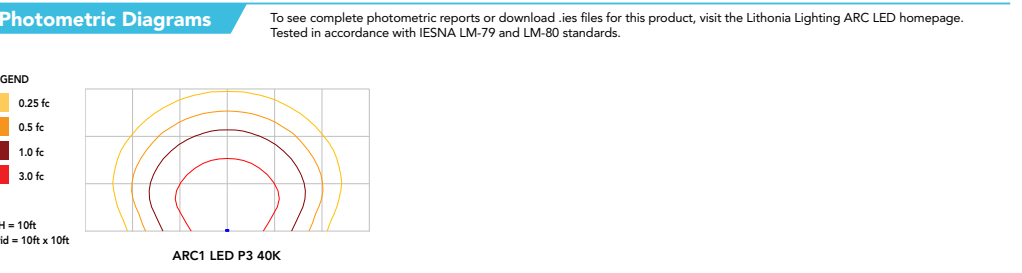
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ARC1 LED
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Performance Package	System Watt	Lumen (lm)				Lumen (lm)				Lumen (lm)				Lumen (lm)				CFL	
P1	11W	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
P2	17W	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
P3	25W	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000

Electrical Load		Lumen Output in Emergency Mode (4000K, 80 CRI)	
Performance Package	System Watt	Emergency Mode (lm)	Emergency Mode (lm)
P1	11W	0.115	0.115
P2	17W	0.170	0.170
P3	25W	0.250	0.250

Lumen Ambient Temperature (LAT) Multipliers		Projected LED Lumen Maintenance	
Use these factors to determine projected lumen output for average ambient temperature based on 1000 hours of LED testing based on IESNA LM-79-08 and projected per IESNA LM-79-08.		Data references the extrapolated performance projection for the platform tested in a 25°C ambient, based on 1000 hours of LED testing based on IESNA LM-79-08 and projected per IESNA LM-79-08.	
To calculate LUM, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.		To calculate LUM, use the lumen maintenance factor that corresponds to the desired number of operating hours below. For other lumen maintenance values, contact factory.	
Ambient	Lumen Multiplier	Operating Hours	Lumen Maintenance Factor
0°C	1.04	0	0.97
10°C	1.02	25,000	0.95
20°C	1.01	50,000	0.93
25°C	1.00	100,000	0.91
30°C	0.99		
40°C	0.97		



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Rev. 06/2014

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Regular Town Council Meeting
Submitting Department:	Internal Services	Presenter:	Riley Hovorka
Agenda Item:	Resolution 26-05: A Resolution Providing Approval for a Grant to Rehabilitate South Taxiway A (Phase I – Design)	Public Comment:	Yes

Purpose & Policy Considerations.

The FAA has offered the Jackson Hole Airport Board a Grant Agreement in the amount of \$1,805,522 for the Phase I – Design to Rehabilitate South Taxiway A. The Resolution presented for Council approval authorizes the Jackson Hole Airport Board to accept a grant in an amount of \$1,805,522. All financial obligations associated with this grant, including the non-federal share, are the responsibility of the Jackson Hole Airport Board. Council should be aware that this design grant initiates a project with an estimated construction cost of \$29 million, which will require a separate future grant authorization.

Recommendations.

Staff recommends approval of Resolution 26-05.

Background.

This is a grant from the Federal Aviation Administration under the Airport Improvement Program. The maximum federal share for this project is 93.75%.

This FAA AIP Grant 90 supports the design work for Taxiway A – South and Connector Taxiways A2 and A3 at Jackson Hole Airport (JAC). While this is a new standalone project, JAC has undertaken several related improvements over the past three years, primarily focused on the deice pad area, which included a rehabilitation of the northern portion of Taxiway A adjacent to the deice pad. This new Project will address the remaining southern portion of Taxiway A, along with Connector Taxiways A2 and A3 (connector Taxiways A1 and A4 were previously reconstructed in 2022 as part of the Runway 1/19 Reconstruction Project). Although these pavements have performed well beyond their intended design life, they have not undergone rehabilitation since 2001. A timely rehabilitation is essential to maintain the safety, reliability, and continued operation of these critical taxiways. Further delay in rehabilitation would accelerate pavement deterioration, increase future construction costs, and could create safety and FAA compliance concerns. The construction costs for this project are currently estimated at \$29,000,000 with additional Construction Administration/Construction Observation fees. The Airport will seek federal funding to cover these construction costs.

Analysis & Key Questions.

This grant includes the traditional terms, conditions, and assurances contained in prior AIP and IJA grants. As a reminder, the Town is a co-sponsor of the grant, which provides, “the co-sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word “sponsor” as used in the application and other assurances is deemed to include all co-sponsors.”

Key Question #1: Does Council understand that the Town's co-sponsor role carries no direct financial obligation, and is Council comfortable with the co-sponsor representations and assurances as confirmed by the Town Attorney?

Possible Alternatives.

- 1) Adopt Resolution 26-05 - The Airport Board may accept the FAA grant and proceed with Phase I design work. This is the recommended action.

- 2) Not adopt Resolution 26-05, denying approval of the FAA Grant Agreement - The Airport Board cannot accept the grant in its current form. The design phase cannot proceed, the project is delayed, and the FAA grant offer may lapse.
- 3) Request revisions to the FAA Grant Agreement - Staff notes that FAA Airport Improvement Program grant agreements are largely standard instruments and that revision requests may jeopardize the grant offer or its timing.
- 4) Defer action - Staff notes that the grant offer may have a response deadline and requests that Council confirm any deferral timeline with Airport Board staff.

Comprehensive Plan & Priority Alignment.

Airport operations and upgrades to airport facilities are in direct alignment with Common Value 3, Quality of Life and more specifically, Principle 8.2 coordinating the provision of infrastructure and facilities needed for service delivery. The airport also has a direct correlation to a diverse and balanced economy as noted in Section 6 of Common Value 3.

Fiscal Impact.

The Town of Jackson has no direct financial obligation under this grant agreement. All costs associated with this grant, including the non-federal share of approximately \$112,845, representing 6.25% of the \$1,805,522 grant, are the sole responsibility of the Jackson Hole Airport Board and will be funded through Airport Board resources.

Staff Impact.

The Town Clerk spent approximately 30 minutes preparing meeting materials and the Town Attorney spent additional time providing legal analysis.

Attachments or Links.

Resolution 26-05

FAA Grant Number 3-56-0014-090-2026

Suggested Motion.

I move adoption of the proposed Resolution, and approval of FAA Airport Improvement Grant Agreement Number 3-56-0014-090-2026 in the amount of \$1,805,522 to Rehabilitate South Taxiway A (Phase I – Design).

**TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING
RESOLUTION 26-05**

A RESOLUTION PROVIDING APPROVAL FOR A GRANT TO REHABILITATE SOUTH TAXIWAY A
(PHASE I – DESIGN)
GRANT NO. 3-56-0014-090-2026

WHEREAS, the Jackson Hole Airport Board (the “Board”) was organized as an airport board on January 17, 1968, pursuant to Wyoming Statute § 10-5-202; is deemed a joint power board pursuant to Wyoming Statute § 16-1-105; and is the owner and operator of a public use airport known as the Jackson Hole Airport (“Airport”); and

WHEREAS, the Board is authorized to receive grants from the Federal Aviation Administration (“FAA”) for planning and/or improvements to the Airport; and

WHEREAS, the Board has received a grant offer from FAA authorized under the Airport Improvement Program (AIP) to Rehabilitate South Taxiway A (Phase I – Design), in the amount of ONE MILLION EIGHT HUNDRED AND FIVE THOUSAND FIVE HUNDRED AND TWENTY-TWO DOLLARS (\$1,805,522), and the Board desires to accept such grant; and

WHEREAS, the FAA requires a resolution of approval from the Town of Jackson, as co-sponsor, in order for the Board to receive such a grant.

NOW, THEREFORE, be it resolved by the Town Council of the Town of Jackson, Wyoming that it hereby provides approval for the Board to accept FAA Grant Number 3-56-0014-089-2026 in the amount of ONE MILLION EIGHT HUNDRED AND FIVE THOUSAND FIVE HUNDRED AND TWENTY-TWO DOLLARS (\$1,805,522), to Rehabilitate South Taxiway A (Phase I – Design) as more fully described in the Project Application.

This Resolution shall become effective upon adoption.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2026.

TOWN OF JACKSON, WYOMING

By: _____
Arne Jorgensen, Mayor

ATTEST

Riley Hovorka, Town Clerk



U.S. Department
of Transportation
Federal Aviation
Administration

Airports Division
Northwest Mountain Region
Colorado, Utah, Wyoming

Denver Airports District Office
26805 E 68th Ave, Ste 224
Denver, CO 80249-6339

Ms. Melissa Turley, President
Jackson Hole Airport Board
1250 East Airport Road
Jackson, WY 83001

The Honorable Arne Jorgensen, Mayor
Town of Jackson
150 E. Pearl Avenue
Jackson, WY 83001

Mr. Mark Newcomb, Chairman
Teton County Board of Commissioners
200 S. Willow Street
Jackson, WY 83001

Dear Ms. Turley, Mayor Jorgensen, and Commissioner Newcomb:

The Grant Offer for Airport Improvement Program (AIP) Project No. 3-56-0014-090-2026 at Jackson Hole Airport is attached for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the Grant Offer carefully.

You may not make any modification to the text, terms or conditions of the Grant Offer.

Steps You Must Take to Enter Into Agreement.

To properly enter into this agreement, you must do the following:

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their electronic signature to the appropriate certificate at the end of the agreement.
3. Once the authorized representative has electronically signed the grant, the sponsor's attorney(s) will automatically receive an email notification.
4. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their electronic signature to the appropriate certificate at the end of the agreement.

5. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **May 8, 2026**.
6. The fully executed grant will then be automatically sent to all parties as an email attachment.

Payment. Subject to the requirements in 2 CFR § 200.305 (federal payment), each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this system.

Project Timing. The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date four (4) years from the grant execution date). We will be monitoring your progress to ensure proper stewardship of these federal funds. We expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress. Your grant may be placed in "inactive" status if you do not make draws on a regular basis, which will affect your ability to receive future Grant Offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

Reporting. Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- For all grants, you must submit by December 31st of each year this grant is open:
 1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
 2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit [FAA Form 5100-140, Performance Report](#) within 30 days of the end of the federal fiscal year.
- For construction projects, you must submit [FAA Form 5370-1, Construction Progress and Inspection Report](#), within 30 days of the end of each federal fiscal quarter.

Audit Requirements. As a condition of receiving federal assistance under this award, you must comply with audit requirements as established under 2 CFR Part 200. Subpart F requires non-federal entities that expend \$1,000,000 or more in federal awards to conduct a single or program specific audit for that year. Note that this includes federal expenditures made under other federal-assistance programs. Please take appropriate and necessary action to ensure your organization will comply with applicable audit requirements and standards.

Closeout. Once the project(s) is completed and all costs are determined, we ask that you work with your FAA contact indicated below to close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

FAA Contact Information. Rebecca Wersal, (303) 342-1257, rebecca.wersal@faa.gov is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein.

We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

Jesse A. Lyman
Manager, Denver Airports District Office



U.S. Department
of Transportation
Federal Aviation
Administration

FEDERAL AVIATION ADMINISTRATION

FY 2026

AIRPORT IMPROVEMENT PROGRAM (AIP) GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date

Airport/Planning Area Jackson Hole Airport

Airport Grant Number 3-56-0014-090-2026 [Contract No. DOT-FA26NM-1020]

Unique Entity Identifier KELEZHCKXHL6

TO: Jackson Hole Airport Board, Town of Jackson and County of Teton, Wyoming
(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the sponsor has submitted to the FAA a Project Application dated March 27, 2026, for a grant of federal funds for a project at or associated with the Jackson Hole Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Jackson Hole Airport (herein called the "Project") consisting of the following:

Rehabilitate South Taxiway A (Phase I-Design)

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out Title 49, United States Code (USC), Chapters 471 and 475; 49 USC §§ 40101 et seq. and 48103; Consolidated Appropriations Act, 2024 (Public Law Number (P.L.) 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); Consolidated Appropriations Act, 2026 (P.L. 119-75); FAA Reauthorization Act of 2024 (P.L. 118-63); Infrastructure Investment and Jobs Act of 2021 (IIJA) (P.L. 117-58) (as applicable); and the representations contained in the Project Application; and in consideration of: (a) the sponsor's adoption and ratification of the most recently published Grant Assurances; (b) the sponsor's acceptance of this offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the project, and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (93.75) % of the allowable costs incurred accomplishing the Project as the United States' share of the Project.

Assistance Listings Number(s): 20.116.

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$1,805,522.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 USC § 47108(b):

\$0 for planning

\$1,805,522 for airport development or noise program implementation; and,

\$0 for land acquisition.

2. **Grant Performance.** This agreement is subject to the following federal award requirements:

a. **Period of Performance:**

- i. **Start Date:** The date the recipient formally accepts this agreement and the date signed by the last signatory to the agreement.
- ii. **End Date:** Four (4) years to the calendar day from the date of acceptance.
- iii. **Extension of the Period of Performance (PoP):** The recipient may request a one-time extension of up to one year after the PoP end date by submitting a request to the FAA. The request must include, at a minimum, supporting justification for the request and the amount of additional time requested. The request must be submitted at least 10 calendar days before the PoP end date. This one-time extension may not be exercised for the sole purpose of using unobligated balances.

The PoP end date, or any extension as approved by FAA, shall not affect, relieve, or reduce recipient obligations and assurances that extend beyond the closeout of this agreement.

b. **Budget Period:**

- i. For a single year grant offer, the budget period follows the same start and end date as the PoP provided in paragraph 2(a), and any extension of the PoP end date.

- ii. For a multi-year grant offer, per the authority provided in 49 USC § 47108 and § 47114, the budget period is from the initial PoP start date through the end of the final fiscal year identified on a multi-year grant offer (See Multi-Year Grant Special Condition, if applicable).
- c. Appropriation Period of Availability and Expenditure:
 - i. The FAA must obligate appropriated funds within the period of availability identified in the appropriation.
 - ii. In accordance with 31 USC § 1552, by September 30th of the fifth fiscal year after the period of availability, FAA must liquidate and close expired appropriations, and any remaining balance (whether obligated or unobligated) must be canceled and thereafter shall not be available for obligation or expenditure for any purpose.
 - iii. IIJA and Supplemental AIP funding are subject to this condition.
- d. Close Out:

Recipients shall begin the closeout process upon physical completion of the project(s) identified in this agreement. Closeout shall proceed expeditiously and without delay, even if the PoP end date has not been reached. In accordance with 2 Code of Federal Regulations (CFR) 200, unless the FAA authorizes a written extension, the recipient must submit all grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the PoP end date. If the recipient does not submit all required closeout documentation within this period, the FAA will proceed to close out the grant within one year of the PoP end date with the information available at the end of 120 days.

- e. Termination:

The FAA may terminate this agreement and all of its obligations under this agreement if any of the following occur:

- i. The recipient fails to comply with the terms and conditions of this agreement;
- ii. The recipient fails to obtain or provide any recipient grant contribution as required by the agreement;
- iii. There is a material failure to comply with the Project Schedule even if it is beyond the reasonable control of the recipient;
- iv. Any project changes that the FAA determines are inconsistent with the FAA's basis for selecting the project to receive a grant;
- v. Continued grant payment inactivity, generally defined as no drawdowns over a 12-month period;
- vi. The recipient requests that the FAA terminate the agreement under this section; or
- vii. The FAA determines that termination of this agreement is in the public interest.

In terminating this agreement under this section, the FAA may elect to consider only the interests of the FAA.

- 3. Ineligible or Unallowable Costs.** In accordance with 49 USC § 47110, the sponsor is prohibited from including any costs in the grant funded portions of the project that the FAA has determined to be ineligible or unallowable, including costs incurred to carry out airport development implementing

policies and initiatives repealed by Executive Order 14148, provided such costs are not otherwise permitted by statute.

4. **Indirect Costs - Sponsor.** The sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application, as accepted by the FAA, to allowable costs for sponsor direct salaries and wages.
5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 USC § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"), and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs, and settlement will be made for any upward or downward adjustments to the federal share of costs.
6. **Completing the Project Without Delay and in Conformance with Requirements.** The sponsor must carry out and complete the project without undue delay, and in accordance with this agreement, 49 USC Chapters 471 and 475, IIJA (P.L. 117-58) (as appropriate), and the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months, or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage. The sponsor also agrees to comply with the grant assurances, which are part of this agreement.
7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the sponsor.
8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project(s) unless this offer has been accepted by the sponsor on or before May 8, 2026, or such subsequent date as may be prescribed in writing by the FAA.
9. **Improper Use of Federal Funds and Mandatory Disclosure.**
 - a. The sponsor must take all steps, including litigation, if necessary, to recover federal funds spent fraudulently, wastefully, or in violation of federal antitrust statutes, or misused in any other manner for any project upon which federal funds have been expended. For the purposes of this grant agreement, the term "federal funds" means funds however used or dispersed by the sponsor, that were originally paid pursuant to this or any other federal grant agreement. The sponsor must obtain the approval of the Secretary as to any determination of the amount of the federal share of such funds. The sponsor must return the recovered federal share, including funds recovered by settlement, order, or judgment, to the Secretary. Upon request, the sponsor must furnish to the Secretary all documents and records pertaining to the determination of the amount of the federal share, or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the sponsor, in court or otherwise, involving the recovery of such federal share require advance approval by the Secretary.
 - b. The sponsor, a recipient, and a subrecipient under this federal grant must promptly comply with the mandatory disclosure requirements as established under 2 CFR § 200.113, including reporting requirements related to recipient integrity and performance in accordance with Appendix XII to 2 CFR Part 200.

10. United States Not Liable for Damage or Injury. The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this agreement.

11. System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).

- a. Requirement for System for Award Management (SAM): Unless the sponsor is exempted from this requirement under 2 CFR § 25.110, the sponsor must maintain the currency of its information in the SAM until the sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at <http://www.sam.gov>).
- b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit, or governmental entity. A UEI may be obtained from SAM.gov at <https://sam.gov/content/entity-registration>.

12. Electronic Grant Payment(s). Unless otherwise directed by the FAA, the sponsor must make each payment request under this agreement electronically via the Delphi invoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. Informal Letter Amendment of Projects. If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the sponsor by \$25,000 or five percent, whichever is greater, the FAA can issue a letter amendment to the sponsor unilaterally reducing the maximum obligation.

The FAA can also issue a letter to the sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun, provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.

The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous, and in the best interests of the United States.

An informal letter amendment has the same force and effect as a formal grant amendment.

14. Environmental Standards. The sponsor is required to comply with all applicable environmental standards, as further defined in the Grant Assurances, for all projects in this grant. If the sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.

15. Financial Reporting and Payment Requirements. The sponsor will comply with all federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

16. Buy American. Unless otherwise approved in advance by the FAA, in accordance with 49 USC § 50101, the sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this grant. The sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this grant.

- 17. Build America, Buy America.** The sponsor must comply with the requirements under the Build America, Buy America Act (P.L. 117-58).
- 18. Maximum Obligation Increase.** In accordance with 49 USC § 47108(b)(2), as amended, the maximum obligation of the United States, as stated in Condition No. 1, Maximum Obligation, of this grant:
- a. May not be increased for a planning project;
 - b. May be increased by not more than 15 percent for development projects, if funds are available;
 - c. May be increased by not more than the greater of the following for a land project, if funds are available:
 - i. 15 percent; or
 - ii. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in 49 USC § 47109, or IIJA (P.L. 17-58), or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the federal share as applicable through an informal letter of amendment.

19. Audits for Sponsors.

PUBLIC SPONSORS. The sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at <http://harvester.census.gov/facweb/>. Upon request of the FAA, the sponsor shall provide one copy of the completed audit to the FAA. Sponsors that expend less than \$1,000,000 in federal awards and are exempt from federal audit requirements must make records available for review or audit by the appropriate federal agency officials, state, and Government Accountability Office. The FAA and other appropriate federal agencies may request additional information to meet all federal audit requirements.

20. Suspension or Debarment. When entering into a "covered transaction" as defined by 2 CFR § 180.200, the sponsor must:

- a. Verify the non-federal entity is eligible to participate in this federal program by:
 - i. Checking the System for Award Management (SAM.gov) exclusions to determine if the non-federal entity is excluded or disqualified; or
 - ii. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or
 - iii. Adding a clause or condition to covered transactions attesting the individual or firm are not excluded or disqualified from participating.
- b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions with their contractors and sub-contractors.

- c. Immediately disclose in writing to the FAA whenever (1) the sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the public sponsor suspends or debars a contractor, person, or entity.

21. Ban on Texting While Driving.

- a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the sponsor is encouraged to:
 - i. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal Government, including work relating to a grant or subgrant.
 - ii. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
 - a) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
 - b) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- f. The sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this grant.

22. Trafficking in Persons.

- a. *Posting of contact information.*
 - i. The sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.
- b. *Provisions applicable to a sponsor that is a private entity.*
 - i. Under this grant, the sponsor, its employees, subrecipients under this grant, and subrecipient's employees must not engage in:
 - a) Severe forms of trafficking in persons;
 - b) The procurement of a commercial sex act during the period of time that the grant or cooperative agreement is in effect;
 - c) The use of forced labor in the performance of this grant; or any subaward; or
 - d) Acts that directly support or advance trafficking in persons, including the following acts:
 - 1. Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - 2. Failing to provide return transportation of pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

- a. Exempted from the requirement to provide or pay for such return transportation by the federal department or agency providing or entering into the grant; or
 - b. The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or witness in a human trafficking enforcement action;
- 3. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- 4. Charging recruited employees a placement or recruitment fee; or
- 5. Providing or arranging housing that fails to meet the host country's housing and safety standards.
- ii. The FAA may unilaterally terminate this grant or take any remedial actions authorized by 22 USC § 7104b(c), without penalty, if any private entity under this grant:
 - a) is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant; or
 - b) has an employee that is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant through conduct that is either:
 - 1. Associated with the performance under this grant; or
 - 2. Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR Part 1200.
- c. *Provisions applicable to a sponsor other than a private entity.*
 - i. The FAA may unilaterally terminate this award or take any remedial actions authorized by 22 USC § 7104b(c), without penalty, if subrecipient is a private entity under this grant:
 - a) is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant or
 - b) has an employee that is determined to have violated a prohibition in paragraph 2.a. (PoP) of this grant through conduct that is either:
 - 1. Associated with the performance under this grant; or
 - 2. Imputed to the sponsor or subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by the FAA at 2 CFR Part 1200.
- d. *Provisions applicable to any sponsor or subrecipient.*

- i. The sponsor or subrecipient must inform the FAA and the DOT Inspector General immediately of any information you receive from any source alleging a violation of a prohibition in paragraph 2.a. (PoP) of this grant.
 - ii. The FAA's right to unilaterally terminate this grant as described in paragraphs 2.b. (Budget Period) or 3.a. (Close Out and Termination) of this grant, implements the requirements of 22 USC Chapter 78, and is in addition to all other remedies for noncompliance that are available to the FAA under this grant.
 - iii. The sponsor must include the requirements of paragraph 2.a. (PoP) of this grant award term in any subaward it makes to a private entity.
 - iv. If applicable, the sponsor must also comply with the compliance plan and certification requirements in 2 CFR § 175.105(b).
- e. *Definitions. For purposes of this grant award, term:*
- i. "Employee" means either:
 - a) An individual employed by the sponsor or a subrecipient who is engaged in the performance of the project or program under this grant; or
 - b) Another person engaged in the performance of the project or program under this grant and not compensated by the sponsor or a subrecipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.
 - ii. "Private Entity" means:
 - a) Any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR § 200.1.
 - b) The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the Victims of Trafficking and Violence Protection Act of 2000, as amended (22 USC § 7102).

23. Grant Funded Work Included in a PFC Application. Within 120 days of acceptance of this Grant Agreement, the sponsor must submit to the FAA an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this Grant Agreement as described in the project application. The sponsor may not make any expenditure under this Grant Agreement until project work addressed under this Grant Agreement is removed from an approved PFC application by amendment.

24. Exhibit "A" Property Map. The Exhibit "A" Property Map dated December 2013, is incorporated herein by reference, or is submitted with the project application and made part of this Grant Agreement.

25. Employee Protection from Reprisal. In accordance with 2 CFR § 200.217 and 41 USC § 4701, an employee of a grantee, subgrantee contractor, recipient, or subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 41 USC § 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of

authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. The grantee, subgrantee, contractor, recipient, or subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 USC § 4712. See statutory requirements for whistleblower protections at 10 USC § 4701, 41 USC § 4712, 41 USC § 4304, and 10 USC § 4310.

26. **Co-Sponsor.** The co-sponsors understand and agree that they jointly and severally adopt and ratify the representations and assurances contained therein and that the word "sponsor" as used in the application and other assurances is deemed to include all co-sponsors.
27. **Prohibited Telecommunications and Video Surveillance Services and Equipment.** The sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [P.L. 115-232 § 889] and 2 CFR § 200.216.
28. **Critical Infrastructure Security and Resilience.** The sponsor acknowledges that it has considered and addressed physical and cybersecurity and resilience in its project planning, design, and oversight, as determined by the DOT and the Department of Homeland Security (DHS). For airports that do not have specific DOT or DHS cybersecurity requirements, the FAA encourages the voluntary adoption of the cybersecurity requirements from the Transportation Security Administration and Federal Security Director identified for security risk Category X airports.
29. **Title VI of the Civil Rights Act.** As a condition of a grant award, the sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d et seq.) and implementing regulations (49 CFR Part 21), the Airport and Airway Improvement Act of 1982 (49 USC § 47123), the Age Discrimination Act of 1975 (42 USC § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities, including any amendments or updates thereto. This may include, as applicable, providing a current Title VI Program Plan to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. The sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin, sex, creed, age, disability, and genetic information, in consideration for federal financial assistance. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.
30. **Applicable Federal Anti-Discrimination Laws.** The sponsor agrees:
 - a. That its compliance in all respects with all applicable federal anti-discrimination laws is material to the government's payment decisions for purposes of 31 USC § 3729(b)(4) and
 - b. To certify that it does not operate any programs promoting Diversity, Equity, and Inclusion (DEI) that violate any applicable federal anti-discrimination laws.
31. **National Airspace System Requirements.**
 - a. The sponsor shall cooperate with FAA activities installing, maintaining, replacing, improving, or operating equipment and facilities in or supporting the National Airspace System, including

waiving permitting requirements and other restrictions affecting those activities to the maximum extent possible, and assisting the FAA in securing waivers of permitting or other restrictions from other authorities. The sponsor shall not take actions that frustrate or prevent the FAA from installing, maintaining, replacing, improving, or operating equipment and facilities in or supporting the National Airspace System.

- b. If FAA determines that the sponsor has violated subsection a., the FAA may impose a remedy, including:
 - i. Additional conditions on the award;
 - ii. Consistent with 49 USC Chapter 471, any remedy permitted under 2 CFR §§ 200.339–200.340, including withholding of payments; disallowance of previously reimbursed costs, requiring refunds from the recipient to the DOT; suspension or termination of the award; or suspension and debarment under 2 CFR part 180; or
 - iii. Any other remedy legally available.
- c. In imposing a remedy under this condition, the FAA may elect to consider the interests of only the FAA.
- d. The sponsor acknowledges that amounts that the FAA requires the sponsor to refund to the FAA due to a remedy under this condition constitute a debt to the Federal Government that the FAA may collect under 2 CFR 200.346 and the Federal Claims Collection Standards (31 CFR Parts 900–904).

32. Signage Costs for Construction Projects. The sponsor agrees that it will require the prime contractor of a federally-assisted airport improvement project to post signs consistent with a DOT/FAA-prescribed format, as may be requested by the DOT/FAA, and further agrees to remove any signs posted in response to requests received prior to February 1, 2025.

SPECIAL CONDITIONS

33. Solid Waste Recycling Plan. The sponsor certifies that it has a solid waste recycling plan as part of an existing Airport Master Plan, as prescribed by 49 USC § 47106(a)(6).

34. Pavement Maintenance Management Program. The sponsor agrees that it will implement an effective airport pavement maintenance management program as required by Airport Sponsor Grant Assurance 11, Pavement Preventive Maintenance-Management, which is codified at 49 USC § 47105(e). The sponsor agrees that it will use the program for the useful life of any pavement constructed, reconstructed, rehabilitated, or repaired with federal financial assistance at the airport. The sponsor further agrees that the program will:

- a. Follow the current version of FAA Advisory Circular 150/5380-6, "Guidelines and Procedures for Maintenance of Airport Pavements," for specific guidelines and procedures for maintaining airport pavements, establishing an effective maintenance program, specific types of distress and its probable cause, inspection guidelines, and recommended methods of repair;
- b. Detail the procedures to be followed to assure that proper pavement maintenance, both preventive and repair, is performed;
- c. Include a Pavement Inventory, Inspection Schedule, Record Keeping, Information Retrieval, and Reference, meeting the following requirements:
 1. Pavement Inventory. The following must be depicted in an appropriate form and level of detail:
 - i. Location of all runways, taxiways, and aprons;
 - ii. Dimensions;
 - iii. Type of pavement; and,
 - iv. Year of construction or most recent major reconstruction, rehabilitation, or repair.
 2. Inspection Schedule.
 - i. Detailed Inspection. A detailed inspection must be performed at least once a year. If a history of recorded pavement deterioration is available, i.e., Pavement Condition Index (PCI) survey as set forth in the current version of Advisory Circular 150/5380-6, the frequency of inspections may be extended to three years.
 - ii. Drive-By Inspection. A drive-by inspection must be performed a minimum of once per month to detect unexpected changes in the pavement condition. For drive-by inspections, the date of inspection and any maintenance performed must be recorded.
 3. Record Keeping. Complete information on the findings of all detailed inspections and on the maintenance performed must be recorded and kept on file for a minimum of five years. The type of distress, location, and remedial action, scheduled or performed, must be documented. The minimum information is:
 - i. Inspection date;
 - ii. Location;
 - iii. Distress types; and

- iv. Maintenance scheduled or performed.
- 4. Information Retrieval System. The sponsor must be able to retrieve the information and records produced by the pavement survey to provide a report to the FAA as may be required.
- 35. Plans and Specifications Prior to Bidding.** The sponsor agrees that it will submit plans and specifications for FAA review prior to advertising for bids.
- 36. Design Grant.** This Grant Agreement is being issued in order to complete the design of the project. The sponsor understands and agrees that within two (2) years after the design is completed that the sponsor will accept, subject to the availability of the amount of federal funding identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the construction of the project in order to provide a useful and usable unit of work. The sponsor also understands that if the FAA has provided federal funding to complete the design for the project, and the sponsor has not completed the design within four (4) years from the execution of this Grant Agreement, the FAA may suspend or terminate grants related to the design.
- 37. Mothers' Rooms.** As a small, medium, or large hub airport, the sponsor certifies it is in compliance with 49 USC § 47107(w).
- 38. Buy American Executive Orders.** The sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

The sponsor's acceptance of this offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the sponsor, as hereinafter provided, and this offer and acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the sponsor with respect to the accomplishment of the project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the sponsor's acceptance of this offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.¹

**UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION**

(Signature)

(Typed Name)

(Title of FAA Official)

¹ Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

Part II - Acceptance

The sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing offer, and does hereby accept this offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.²

Dated _____

JACKSON HOLE AIRPORT BOARD

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By:

(Typed Name of Sponsor's Authorized Official)

Title:

(Title of Sponsor's Authorized Official)

² Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, _____, acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of Wyoming. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (USC), Chapters 471 and 475; 49 USC §§ 40101 et seq., and 48103; Consolidated Appropriations Act, 2024 (P.L. 118-42); Consolidated Appropriations Act, 2025 (P.L. 119-4); Consolidated Appropriations Act, 2026 (P.L. 119-75); FAA Reauthorization Act of 2024 (P.L. 118-63); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.³

Dated at _____

By: _____

(Signature of Sponsor's Attorney)

³ Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing offer, and does hereby accept this offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this offer and in the Project Application.

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I declare under penalty of perjury that the foregoing is true and correct.⁴

Dated _____

TOWN OF JACKSON, WYOMING

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By:

(Typed Name of Sponsor's Authorized Official)

Title:

(Title of Sponsor's Authorized Official)

Attested By:

(Signature of Sponsor's Attestation)

(Typed Name of Sponsor's Attestation)

(Title of Sponsor's Attestation)

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I declare under penalty of perjury that the foregoing is true and correct.⁵

Dated at _____

By: _____
(Signature of Sponsor's Attorney)

⁵ Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

The sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing offer, and does hereby accept this offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.⁶

Dated _____

COUNTY OF TETON, WYOMING

(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By:

(Typed Name of Sponsor's Authorized Official)

Title:

(Title of Sponsor's Authorized Official)

Attested By:

(Signature of Sponsor's Attestation)

(Typed Name of Sponsor's Attestation)

(Title of Sponsor's Attestation)

⁶ Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

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Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.⁷

Dated at _____

By: _____
(Signature of Sponsor's Attorney)

⁷ Knowingly and willfully providing false information to the Federal Government is a violation of 18 USC § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

ASSURANCES
AIRPORT SPONSORS

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, USC, subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this Grant Offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

B. Duration and Applicability.**1. Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a Grant Offer of federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.

The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, 37, and 40 in Section C apply to planning projects. The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements

It will comply with all applicable federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of federal funds for this grant. Performance under this agreement shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Sponsor and any applicable sub-recipients. The applicable provisions to this agreement include, but are not limited to, the following:

FEDERAL LEGISLATION

- a. 49 USC subtitle VII, as amended.
- b. Davis-Bacon Act, as amended — 40 USC §§ 3141-3144, 3146, and 3147, et seq.¹
- c. Federal Fair Labor Standards Act — 29 USC § 201, et seq.
- d. Hatch Act — 5 USC § 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 USC § 4601, et seq.^{1, 2}
- f. National Historic Preservation Act of 1966 — Section 106 — 54 USC § 306108.¹
- g. Archeological and Historic Preservation Act of 1974 — 54 USC § 312501, et seq.¹
- h. Native Americans Grave Repatriation Act — 25 USC § 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended — 42 USC § 7401, et seq.
- j. Coastal Zone Management Act, P.L. 92-583, as amended — 16 USC § 1451, et seq.
- k. Flood Disaster Protection Act of 1973 — Section 102(a) - 42 USC § 4012a.¹
- l. 49 USC § 303, (formerly known as Section 4(f)).
- m. Rehabilitation Act of 1973 — 29 USC § 794.
- n. Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq.) (prohibits discrimination on the basis of race, color, national origin).
- o. Americans with Disabilities Act of 1990, as amended, (42 USC § 12101 et seq.) (prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 — 42 USC § 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968, as amended — 42 USC § 4151, et seq.¹
- s. Powerplant and Industrial Fuel Use Act of 1978 — Section 403 — 42 USC § 8373.¹
- t. Contract Work Hours and Safety Standards Act — 40 USC § 3701, et seq.¹
- u. Copeland Anti-kickback Act — 18 USC § 874.¹

- v. National Environmental Policy Act of 1969 – 42 USC § 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 USC § 1271, et seq.
- x. Single Audit Act of 1984 – 31 USC § 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 – 41 USC §§ 8101 through 8105.
- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).
- aa. Civil Rights Restoration Act of 1987, P.L. 100-259.
- bb. Infrastructure Investment and Jobs Act, P.L. 117-58, Title VIII.
- cc. Build America, Buy America Act, P.L. 117-58, Title IX.
- dd. Endangered Species Act – 16 USC 1531, et seq.
- ee. Title IX of the Education Amendments of 1972, as amended – 20 USC 1681–1683 and 1685–1687.
- ff. Drug Abuse Office and Treatment Act of 1972, as amended – 21 USC 1101, et seq.
- gg. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 USC § 4541, et seq.
- hh. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 USC § 4541, et seq.
- ii. Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 USC § 1352.

EXECUTIVE ORDERS

- a. Executive Order 11990 – Protection of Wetlands
- b. Executive Order 11988 – Floodplain Management
- c. Executive Order 12372 – Intergovernmental Review of Federal Programs
- d. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction¹
- e. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America's Workers
- f. Executive Order 14149 – Restoring Freedom of Speech and Ending Federal Censorship
- g. Executive Order 14151 – Ending Radical and Wasteful Government DEI Programs and Preferencing
- h. Executive Order 14154 – Unleashing American Energy
- i. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
- j. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity

FEDERAL REGULATIONS

- a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200 and 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.^{3, 4, 5}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.
- d. 14 CFR Part 13 – Investigative and Enforcement Procedures.
- e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.
- f. 14 CFR Part 150 – Airport Noise Compatibility Planning.
- g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.
- h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.
- i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.¹
- j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.¹
- k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).¹
- l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).¹
- m. 49 CFR Part 20 – New Restrictions on Lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.
- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.^{1, 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.
- t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.
- x. 49 CFR Part 41 – Seismic Safety.

FOOTNOTES TO ASSURANCE (C)(1)

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 2 CFR Part 200 contains requirements for state and local governments receiving federal assistance. Any requirement levied upon state and local governments by this regulation shall apply where applicable to private sponsors receiving federal assistance under Title 49, United States Code.
- ⁴ Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
- ⁵ Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

2. Responsibility and Authority of the Sponsor.
a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal Government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.
- b. Subject to 49 USC § 47107(a)(16) and (x), it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors

of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the state in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance-Management.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under 49 USC § 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 USC §§ 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 USC § 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this Grant Agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in

accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:
 1. Operating the airport's aeronautical facilities whenever required;
 2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 3. Promptly notifying pilots of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions

interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to ensure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:
 - 1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers

which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the federal share of an airport development, airport planning or noise compatibility project for

which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.
 2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 USC § 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of 49 USC § 47107.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the

public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and
- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. The airport owner or operator will maintain a current airport layout plan of the airport showing:
 - 1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;
 - 3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and
 - 4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.
- b. Subject to subsection 49 USC § 47107(x), the Secretary will review and approve or disapprove the plan and any revision or modification of the plan before the plan, revision, or modification takes effect.
- c. The owner or operator will not make or allow any alteration in the airport or any of its facilities unless the alteration—
 - 1. is outside the scope of the Secretary's review and approval authority as set forth in subsection (x); or
 - 2. complies with the portions of the plan approved by the Secretary.
- d. When the airport owner or operator makes a change or alteration in the airport or the facilities which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:
 - 1. eliminate such adverse effect in a manner approved by the Secretary; or
 - 2. bear all costs of relocating such property or its replacement to a site acceptable to the Secretary and of restoring the property or its replacement to the level of safety, utility, efficiency, and cost of operation that existed before the alteration was made, except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d to 2000d-4); creed and sex per 49 USC § 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility, and program as found and defined in 49 CFR §§ 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

- b. Applicability

1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.
3. Real Property. Where the sponsor receives a grant or other federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

- c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which federal financial assistance is extended to the program, except where the federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
2. So long as the sponsor retains ownership or possession of the property.

- d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The (Jackson Hole Airport Board, Town of Jackson and County of Teton, Wyoming), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex , age, or disability in consideration for an award."

- e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex, age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
 - a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:
 1. Reinvestment in an approved noise compatibility project;
 2. Reinvestment in an approved project that is eligible for grant funding under 49 USC § 47117(e);
 3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 USC §§ 47114, 47115, or 47117;
 4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
 5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United

States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

1. Reinvestment in an approved noise compatibility project;
 2. Reinvestment in an approved project that is eligible for grant funding under 49 USC § 47117(e);
 3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 USC §§ 47114, 47115, or 47117;
 4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
 5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.
- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

If any phase of such project has received federal funds under Chapter 471 subchapter 1 of Title 49 USC, it will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U.S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars (https://www.faa.gov/airports/aip/aip_pfc_checklist) for AIP projects as of March 27, 2026.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under state law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises (DBE)/Airport Concessions Disadvantage Business Enterprise (ACDBE) Program.

The sponsor understands and agrees that it will not submit reimbursement requests until the Sponsor has received from the FAA Office of Civil Rights approval of its DBE Program (reflecting compliance with 49 CFR Part 26 including any amendments thereto), and if applicable, its ACDBE program (reflecting compliance with 49 CFR Part 23, including any amendments thereto).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in 49 USC § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:
 - 1. Describes the requests;
 - 2. Provides an explanation as to why the requests could not be accommodated; and
 - 3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

40. Access to Leaded Aviation Gasoline

- a. If 100-octane low lead aviation gasoline (100LL) was made available at an airport, at any time during calendar year 2022, an airport owner or operator may not restrict or prohibit the sale of, or self-fueling with, 100-octane low lead aviation gasoline.

- b. This requirement remains until the earlier of December 31, 2030, or the date on which the airport or any retail fuel seller at the airport makes available an unleaded aviation gasoline that has been authorized for use by the FAA as a replacement for 100-octane low lead aviation gasoline for use in nearly all piston-engine aircraft and engine models; and meets either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as determined appropriate by the FAA.
- c. An airport owner or operator understands and agrees, that any violation of this grant assurance is subject to civil penalties as provided for in 49 USC § 46301(a)(8).

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Regular
Submitting Department:	External Affairs	Presenter:	Susan Scarlata
Agenda Item:	Third Reading of Ordinance A: Amending Title 12 Streets and Other Public Places	Public Comment:	Yes

Purpose & Policy Considerations.

Staff requests finalization of updates to the Parklet Program to change payment of fees to be annual.

Recommendations.

Staff recommends approval.

Background.

On March 16, 2026, Council approved continuation of the Parklet Program with shifts to make payments annual.

Analysis & Key Questions.

Policy debates regarding the Parklet Program took place at the March 16 meeting. The ordinance matches the amendment previously approved by Council.

Possible Alternatives.

- Not approve the ordinance.
- Continue the item to a future meeting.

Comprehensive Plan & Priority Alignment.

The Parklet Program aligns with the Comprehensive Plan & Community Priority Goals in addressing Town as Heart of the Region - The Central Complete Neighborhood: The Town of Jackson will continue to be the primary location for jobs, housing, shopping, and cultural activities.

Fiscal Impact.

None for this ordinance.

Staff Impact.

Staff spent one hour updating the ordinance and drafting this staff report.

Attachments or Links.

Ordinance #A

Suggested Motion.

I move to approve Ordinance A: Amending Title 12 Streets and Other Public Places on third reading and designate it Ordinance 1456.

ORDINANCE A

AN ORDINANCE AMENDING CHAPTER 12.10, PARKLETS, OF TITLE 12, STREETS AND OTHER PUBLIC PLACES, 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 12.10.060, Form and conditions of the Encroachment Permit, of Chapter 12.10, Parklets, of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

12.10.060 Form and conditions of the Encroachment Permit.

- A. The Permit issued shall be in a form provided by the Town Manager, or their designee.
- B. Permits shall be issued annually.
- C. Each Encroachment Permit—Parklet authorizes operation only from April 30 to October 30 annually and shall terminate on October 30 of the applicable year.
- D. The Permit authorizes operation of a Parklet only in sitemap depicted on the application approved by the Town Manager, or their designee, and attached to or made part of the Permit.
- E. The Permit authorizes Parklet operation only within the area depicted on the application approved by the Town Manager, or their designee, and attached to or made part of the Permit.

(Ord. _____ § 1, 2026; Ord. 1344 § 1, 2023).

SECTION IX.

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION X.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION XI.

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 XII.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE _____ DAY OF _____, 2026.

PASSED 2ND READING THE _____ DAY OF _____, 2026.

PASSED AND APPROVED THE _____ DAY OF _____, 2026.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. _____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of _____, 2026.

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Regular
Submitting Department:	Legal	Presenter:	Lea Colasuonno
Agenda Item:	Municipal Code Updates Re: Public Property: Title 5. Business Licenses and Regulations Title 9. Public Peace, Morals, and Welfare	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider updates to provisions affecting public property in Jackson Municipal Code Titles 5 and 9.

Recommendations.

Staff recommend Council review the ordinance updates and consider enacting them.

Background.

On November 17, 2025 Council considered updating the Jackson Municipal Code to address use and damage to public property. Council concurred with staff recommendations on November 17, 2025 and directed staff to present ordinances for consideration.

On April 6, 2026 Council approved the ordinances at first reading.

Possible Alternatives.

- Council could choose not update Titles 5 and/or 9 at this time.
- Council could alter the draft language in the attached ordinances.

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 Code updates described in this staff report would have de minimis revenue impacts, which derive from potential adjustments to business licensing and administrative practices and workload.

Staff Impact.

Considerable. Staff invested approximately 70 hours on this item (Legal, Building & Planning, and Finance Departments).

Attachments or Links.

- Ordinance F
- Ordinance G

Suggested Motion.

I move to approve Ordinances F and G at second reading.

ORDINANCE F

AN ORDINANCE AMENDING TITLE 5, BUSINESS LICENSES AND REGULATIONS, CHAPTER 5.04, BUSINESS LICENSES – GENERALLY; CHAPTER 5.06, COMMERCIAL AND NONCOMMERCIAL SOLICITATION; CHAPTER 5.20, INSTALLATION PERMIT – EXPOSITIONS AND OUTDOOR SALES, AND CHAPTER 5.22, PERFORMERS 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 5.04.015, Definitions, of Chapter 5.04, Business Licenses – Generally of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

5.04.015 - Definitions.

...

B. *Business* includes all and every kind of lawful Business, trade, calling, profession, or occupation, ~~including solicitation and performing.~~

...

(Ord. ____ § ____, 2026; Ord. 1281 § 1, 2021).

SECTION II.

Section 5.04.027, Applications – Initial and renewal, of Chapter 5.04, Business Licenses – Generally, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

5.04.027 - Applications – Initial and renewal.

...

E. There shall be no pro-rated reduction of ~~the an~~ annual fee based on the time of year when a license or permit is renewed.

...

(Ord. ____ § ____, 2026; Ord. 1281 § 1, 2021).

SECTION III.

Section 5.04.110, Merchandise sales from public property, of Chapter 5.04, Business licenses – Generally, of Title 5, Business Licenses and Regulations, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

5.04.110 - Merchandise sales from public property.

No person shall place upon or cause to be placed upon any right-of-way in the limits of the Town any goods, wares, or merchandise, for sale, ~~to solicit business,~~ or for show, nor suspend the same within or above ~~the~~ any right-of-way, except where the same may be temporarily permitted and licensed from time to time by Town Council. This section shall not apply to a

Performer displaying or offering for sale the Performer's ~~with the exception of a Performers own~~ artistic works when such works are a part of, or directly related to ~~that are part of a~~ Performance as defined in 5.22, as amended.

(Ord. ____ § ____, 2026; Ord. 1281 § 1, 2021).

SECTION IV.

Section 5.04.130, Denial, revocation and suspension, of Chapter 5.04, Business Licenses – Generally, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

5.04.130 - Denial, revocation and suspension.

...

B. When the Town Manager, or their designee, deems that a license or permit issued hereunder shall be denied, suspended, or revoked, the procedure shall be as follows:

1. The licensee/permittee shall be notified by the Town Manager, or their designee, in writing, sent via certified mail; such notice shall be sent at least 15 days prior to the action contemplated, setting forth the reasons therefor. The licensee or permittee shall be notified by the Town Manager, or their designee, in writing, via certified mail; for a denial, such notice shall be sent contemporaneously with the denial, and for a suspension or revocation, such notice shall be sent at minimum 21 days prior to the effective date of the suspension or revocation and shall state the effective date of the suspension or revocation; and such notices shall include the reasons for the denial, suspension or revocation.
2. Upon receipt of the notice, the licensee /or permit holder may request a hearing before the Town Council. Such request shall be in writing and shall must be received by the Town Manager, or their designee, within 21 15 days of the postal date of the denial, suspension, or revocation notice; failure on the part of the licensee /or permittee to request a hearing in writing and within the specified time period shall be deemed a waiver of their right to a hearing.
3. If a hearing is requested by the licensee/ permittee, the Town Manager, or their designee shall set the time, date and location, which shall be within 45 days of receipt of the notice requesting such. The Town Manager, or their designee, shall notify the licensee/permittee in writing, via certified mail, of the hearing. If a hearing is requested by the licensee or permittee, the Town Manager, or their designee, shall set the time, date, and location of the hearing, within 45 days of receipt of the notice requesting such. The Town Manager, or their designee, shall notify the licensee or permittee in writing, via certified mail, of the hearing, which notice shall also provide that any suspension or revocation of a license shall be stayed until after the hearing.
4. ...
5. The Town Manager, or their designee, shall notify the licensee /or permittee in writing, by certified mail, of the Town Council decision as the result of the hearing.

...

(Ord. ____ § ____, 2026; Ord. 1281 § 1, 2021; Ord. 930 § 1, 2009; Ord. 860 §§ 3, 6, 2008; Ord. 821 § 1, 2006; Ord. 670 § 6, 2000; Ord. 667 §§ 1–5, 2000; Ord. 218 § 1, 1977; Ord. 148 §§ 1, 4, 6, 14, 17, 18, 1972).

SECTION V.

Section 5.06, Commercial and Non-Commercial Solicitation, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

CHAPTER 5.06 COMMERCIAL AND NONCOMMERCIAL SOLICITATION CANVASSING AND SOLICITATION

5.06.110 Definitions.

The following definitions shall apply in the interpretation and enforcement of this chapter:

As used in this Chapter, the following words have the meanings indicated:

- A. *Canvasser* means a person who attempts to make personal contact with a person in the Town without prior specific invitation or appointment, for the noncommercial primary purpose of:
 - 1. Attempting to enlist support for or against a particular religion, philosophy, ideology, political party, issue or candidate, even if incidental to such purpose the canvasser accepts the donation of money for or against such cause.
 - 2. Attempting to obtain a donation to a particular patriotic, philanthropic, social service, welfare, benevolent, educational, civic, fraternal, charitable, political or religious purpose, even if incidental to such purpose there is the sale of some good or service.
- B. *Knowingly* means with respect to the conduct or circumstance described in this Section that a person is aware that such person's conduct is of that nature or that the circumstances exist. With respect to the result of such conduct, this means that a person is aware that such person's conduct is practically certain to cause the result.
- C. *Obscene* means patently offensive description of ultimate sexual acts or solicitation to commit ultimate sexual acts, whether or not said ultimate sexual acts are normal or perverted, actual or simulated.
- D. *Obstruct* means any act or conduct which opposes, obstructs, prevents or attempts to prevent, interferes with, hinders or impedes the actions of another.
- ~~A.~~ *E. Panhandle* means to knowingly approach, accost, stop, or make a request of another person in a public place and solicit that person, whether by spoken words, bodily gesture, written signs or other means, for a gift of money or thing of value. It does not mean to passively stand or sit with a sign or other indication that one is seeking donations without addressing any solicitation to any specific person, other than in response to an inquiry by that person.
- F. *Residence* means a private Residence in the Town, including, but not limited to, condominium units and apartments, and shall include the yards, grounds or hallways, thereof.
- G. *Solicitor* means a person who attempts to make personal contact with a person at their residence without prior specific invitation or appointment from the resident, for the primary purpose of attempting to sell a good or service, whether or not the goods or services are actually delivered at the time of sale.

~~— *Commercial Solicitation* means attempting to make personal contact with any person, whether or not the person making the contact receives any contribution or makes any sale, without prior invitation by or appointment with the resident, for the primary purpose of:~~

- ~~1. Attempting to sell, for present or future delivery, any goods, wares or merchandise, newspaper or magazine subscriptions, or any services to be performed immediately or in the future, whether or not the person has, carries or exposes a sample of such goods, wares or merchandise, and whether or not they are collecting advance payments for such sales and services;~~
- ~~2. Seeking or attempting to obtain contributions of money or any other thing of value for the benefit of any association, organization, corporation, or program, excluding those defined under Door to Door Noncommercial Solicitation; or~~
- ~~3. Personally delivering to the resident a handbill or flyer advertising a commercial event, activity, good, or service that is offered to the resident for purchase at a location away from the Residence or at a future time.~~

~~B. *Door to Door Commercial Solicitation* means attempting to make personal contact with any person at a private Residence for the purposes of Commercial Solicitation, as herein defined.~~

~~C. *Noncommercial Solicitation* means attempting to make personal contact with any person at their Residence without prior specific invitation by or appointment with the resident, for the primary purpose of:~~

- ~~1. Seeking or asking for a gift or donation for a Public Entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c);~~
- ~~2. Soliciting the sale of goods, wares or merchandise for present or future delivery, or the sale of services to be performed immediately or in the future, with the entire proceeds of such sale to be paid directly to, or used exclusively for the benefit of, a Public Entity or nonprofit organization exempt from federal income tax under 26 U.S.C. 501(c);~~
- ~~3. Personally delivering to the resident a handbill or flyer advertising a not-for-profit event, activity, good or service;~~
- ~~4. Distribution of religious materials and information on behalf of a religious organization;~~
- ~~5. Door-to-door canvassing and pamphleteering as a vehicle for the dissemination of ideas, or views or opinions by one engaged in political activities as a candidate or on behalf of a candidate in a recognized federal, state or local election, or on behalf of an issue on an upcoming ballot.~~

~~D. *Door to Door Noncommercial Solicitation* means attempting to make personal contact with any person at a private Residence for the purposes of Noncommercial Solicitation, as herein defined.~~

~~E. *Public Entity* means the United States of America, the State of Wyoming, and any county, municipality, school district, special district, and any other kind of district, agency, instrumentality, or political subdivision thereof organized pursuant to law, and any separate entity created by intergovernmental~~

~~contract or cooperation only between or among the federal, state, county, municipality, school district, special district, and every other kind of district, agency, instrumentality, or political subdivision thereof.~~

(Ord. ___ § __, 2026; Ord. 1281 § 1, 2021).

5.06.120 Prohibited solicitation.

- A. ~~It is hereby declared to be the policy of the Town that the occupant or o~~The occupant(s) of Residences in the Town shall make the determination of whether Canvassers or Solicitors shall be, or shall not be, invited to their Residence.
- B. No person may engage in ~~Door-to-Door Commercial S~~solicitation or canvassing at any Residence ~~without prior invitation from the occupant~~ if the Residence prominently displays a notice stating, "No ~~Commercial~~ Solicitors" or "No ~~Commercial~~ Solicitation" on or near the main entrance or door to ~~any dwelling unit in~~ the Residence. This applies equally to all Solicitors and Canvassers, regardless of the message or product.
- C. No person may remove any sign, notice, or sticker that gives notice to visitors that the occupant of the Residence does not invite solicitors or canvassers. No person may engage in any Door-to-Door Commercial or Noncommercial Solicitation upon any Residence without prior invitation from the occupant thereof if the Residence prominently displays a notice stating, "No Solicitors" or "No Solicitation" on or near the main entrance or door to any dwelling unit in the Residence.
- ~~D. No person may engage in Door-to-Door Commercial or Noncommercial Solicitation at any Residence after the owner or occupant asks the person to leave the Residence.~~
- ~~E~~D. No person may obstruct ~~pedestrian or vehicular~~ traffic on a sidewalk, pathway, street, or bike lane by walking, standing, sitting, lying, or placing an object in such a manner as to block passage by another person ~~or a vehicle~~, or to require ~~another person or driver of a vehicle~~that other person to take evasive action to avoid physical contact (whether the other person is walking, biking, driving, or operating another type of lawful device). ~~Acts authorized as an exercise of one's constitutional right to picket or to legally protest shall not constitute obstruction of pedestrian or vehicular traffic.~~
- E. No person, business, or other entity may attract or attempt to attract people to a place of business by calling, shouting, hawking, ringing any bells, horn, sounding any siren or other noisemaking device, or by waving, hailing, or otherwise signaling to passersby, or by touching or physically detaining them.
- ~~F. No person may erect any structure, display or other object on any public sidewalk, highway or street without approval from the Town Council.~~

(Ord. ___ § __, 2026; Ord. 1281 § 1, 2021).

5.06.130 ~~Commercial s~~Solicitation license required.

No person shall act as a Solicitor within the Town without first getting a license from the Town in accordance with this Chapter. It shall be unlawful for any person to engage in Door-to-Door Commercial

~~Solicitation at a private Residence, or Commercial Solicitation on streets, highways or sidewalks located in the Town, except for a merchant conducting a sale as permitted elsewhere by the Town's code, without first obtaining a license issued by the Town Manager, or their designee. Unless authorized or permitted pursuant to the terms and provisions of this chapter, the practice of being in and upon private residential property within the Town by door-to-door commercial solicitors is prohibited.~~

(Ord. ___ § __, 2026; Ord. 1281 § 1, 2021).

5.06.140 No license required for ~~noncommercial solicitation~~ Canvassers.

Canvassers are not required to get licensed but may do so for the purpose of reassuring Town residents of the Canvasser's good faith.~~Persons engaged in Noncommercial Solicitation are not required to obtain a license.~~

(Ord. ___ § __, 2026; Ord. 1281 § 1, 2021).

5.06.145 Panhandling

It shall be unlawful for any person to Panhandle if such panhandling occurs:

A. In a manner that involves knowingly engaging in conduct toward the person solicited that is intimidating, threatening, coercive, or obscene and that causes the person solicited to reasonably fear for their safety;

B. In a manner that involves the person panhandling knowingly directing fighting word, profane, or abusive language to the person solicited and that causes the person solicited to reasonably fear for their safety;

C. In a manner that involves the person panhandling knowingly touching, grabbing or causing physical contact without the person's consent in the course of soliciting; or

D. On a sidewalk or other public passageway in a manner that blocks, obstructs, or interferes with the safe or free passage of the person solicited or that requires the person solicited to take evasive action to avoid physical contact with the person panhandling.

(Ord. ___ § __, 2026).

5.06.150 Solicitation, Canvassing, and Panhandling on a highway or street.

Regardless of the purpose or content of the solicitation, canvassing, or panhandling and solely to ensure public safety, No person shall stand on a highway or street for the purpose of ~~Commercial or Noncommercial~~ Solicitation, ~~or canvassing, or panhandling~~ except:

- A. A~~The~~ person is 16 years of age or ~~more older~~ wearing a high visibility vest; and
- B. The person is ~~standing in an area designated a location by the Town, based on the~~ that is safe for the individual and for safety of the highway canvasser or solicitors and the safety of motorists, and taking into account the orderly flow of traffic and lack of interference with the operation of official traffic control devices; and. ~~Prospective highway or street solicitors must~~

~~request approval from the Town Council of the designated location for highway or street solicitation;~~

- C. ~~It is between 30 minutes after sunrise to 30 minutes before sunset. If the Town Council permits the solicitation, the Town Manager, or their designee, shall issue a one-day license for the highway solicitation, subject to the following limitations.~~

- ~~1. No more than one highway solicitation license will be issued for the same date at the same intersection;~~
- ~~2. No highway solicitation license will be issued to the same applicant on more than two dates in any given calendar month and no more than four days during any calendar year;~~
- ~~3. The applicant or licensee must file a current certificate of liability insurance with the Town Clerk, insuring the soliciting agency against any claims for injuries or damage to property which is causally related to an act of ordinary negligence of the soliciting agency, naming the Town as an additional primary insured, and providing aggregate limits of not less than \$1,000,000.00;~~
- ~~4. Highway and street solicitation must take place during daylight hours when traffic has come to full stop;~~
- ~~5. Highway solicitation is prohibited when it interferes with the orderly flow of traffic, including:~~
 - ~~i. 7:00 a.m. to 9:00 a.m., Monday through Friday;~~
 - ~~ii. 4:00 p.m. to 6:00 p.m., Monday through Friday; and~~
 - ~~iii. Such other times as determined by any police officer, fireman, or other person authorized by a local or state authority to direct, control, or regulate traffic.~~
- ~~6. The solicitor is liable for any injuries to any person or property during highway solicitation which is causally related to an act of ordinary negligence of the solicitor.~~

(Ord. ___ § __, 2026; Ord. 1281 § 1, 2021).

5.06.160 Repealed Limit on hours of door-to-door solicitation.

~~It shall be unlawful for any person to engage in Door-to-Door Commercial Solicitation at a Residence, or Commercial Solicitation on any highway, street or sidewalk in the Town, between the hours of 9:00 p.m. and 9:00 a.m.~~

(Ord. ___ § __, 2026; Ord. 1281 § 1, 2021).

5.06.170 Constitutional rights.

Nothing in this chapter shall be interpreted or enforced to deprive any person of any rights guaranteed under the constitutions of the State of Wyoming or the United States.

(Ord. 1281 § 1, 2021).

SECTION VI.

Section 5.20.020, Expositions and outdoor sales, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

5.20.020 - Expositions and outdoor sales.

A. Except those holding a general business license pursuant to this Code, any person engaged in the business of conducting an exposition, exhibit, or sale of any merchandise or product, ~~including artifacts and art objects,~~ at an outdoor or indoor event, exposition or sale, or at an indoor exposition or bazaar, where ~~two~~ one or more persons or Businesses gathered together for such purpose, shall obtain an Exposition License prior to the event ~~pay a business license fee in an amount established by resolution.~~

1. The applicant shall:

a. Submit an application pursuant to Chapter 5.04. 27 at least twenty days prior to the event.

b. Limit their event(s) to no more than 15 days per calendar year, which may or may not be consecutive. No Person or Business may exceed the 15-day annual maximum regardless of how many exposition licenses are obtained.

c. Notify each participant in writing, prior to accepting any application or approving participation in the event, exposition, bazaar, exhibit or sale, that the participant is responsible for submitting the following on or before the 21st day of the month following the event:

i. A report of total sales to be delivered to the organization; and

ii. A check, payable to the Wyoming Department of Revenue, for the sales tax percentage required under the guidelines as specified by the Wyoming Department of Revenue.

de. Be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the 30th day of the month following the event, exposition.

ed. Acquire and keep on file names, addresses and phone numbers of all participants.

A. Fees. Fees for Exposition Licenses are hereby established and shall be in an amount set by resolution. In the event that the outdoor exposition, indoor exposition, bazaar, exhibit or sale, as defined in subsection A of this section, where

1. If no less than 90% of the participating vendors are nonprofit entities the fee shall be the nonprofit fee set forth in resolution if the applicant provides proof of the nonprofit status of the participating vendors in accordance with the Internal Revenue Code of the United States.

2. If more than 10% of the vendors participating in an event are for-profit entities, the fee shall be the for-profit fee set forth in resolution.

a. applicant is a nonprofit organization, the applicant shall provide proof of its nonprofit status in accordance with the Internal Revenue Code of the United States and such applicant may purchase an umbrella exposition license pursuant to the fees established by resolution upon the following conditions:

1. Not less than 75 percent of the net profits of such exposition or sale shall be retained by the nonprofit organization benefiting from the event.

2. The nonprofit organization complies with all of the conditions set forth in subsection A of this section.

(Ord. ____ § ____, 2026; Ord. 1281 § 1, 2021; Ord. 895 § 1, 2008; Ord. 860 § 8, 2008; Ord. 825 § 1, 2006; Ord. 671 § 2, 2000; Ord. 626 § 1, 1999; Ord. 593 § 1, 1998; Ord. 402 § 1, 1990; Ord. 344 § 1, 1985; Ord. 337 § 1, 1985; Ord. 333 § 1, 1984; Ord. 330 § 1, 1984; Ord. 312 § 1, 1983; Ord. 148 § 23, 1972).

SECTION VII.

Section 5.22.030, Cooperative Performances; limit on number of street Performers, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

5.22.030 – Cooperative Performances; limit on number of street Performers.

...

C. The provisions of this subsection shall not relieve any Performer in a cooperating street Performance from complying with the regulations contained in Section 5.22.~~0600~~40.

...

(Ord. ____ § ____, 2025; Ord. 1281 § 1, 2021).

SECTION VIII.

Section 5.22.040, Regulations, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

5.22.040 - Regulations.

...

K. Performers may accept voluntary contributions of money or property at their Performance in exchange for their artistic Performance ~~and may sell audio or video recordings of their~~ Performers may sell their own artistic works connected to the Performance. Performers shall not sell any other goods, wares, or works of art, or conduct any other service on public property in connection with a Performance. It is unlawful for a Performer to charge a fee for a Performance. For purposes of this Section, the charging of a fee for a Performance includes the act of requiring a person to pay for the Performance, whether in advance or after the fact, but does not include the act of soliciting or requesting voluntary tips or donations, the act of making available a receptacle for tips or donations, or the act of receiving voluntary tips or donations.

...

(Ord. ____ § ____, 2026; Ord. 1281 § 1, 2021).

SECTION IX.

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION X.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION XI.

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 XII.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2026.

PASSED 2ND READING THE ____ DAY OF _____, 2026.

PASSED AND APPROVED THE ____ DAY OF _____, 2026.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the _____ day of

_____, 2025.

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ORDINANCE G

AN ORDINANCE AMENDING CHAPTER 9.52, INJURY TO OR DESTRUCTION OF PUBLIC PROPERTY, OF TITLE 9, PUBLIC PEACE, MORALS AND WELFARE, 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 9.52.050, Definitions, of Chapter 9.52, Injury to or Destruction of Property, of Title 9, Public Peace, Morals and Welfare, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

A. ~~A.~~ Public Property means any personal or real property or other asset(s) owned, maintained, or controlled by governmental entities on behalf of the public publicly owned property within the Town ~~of Jackson or property that is open to the general public~~, and includes, but is not limited to, any building, railing, bench, sign, notice, placard, monument, stake, post, boundary marker, wall or rock border, structure, equipment, facilities, or appurtenances thereof, or any park, playground, sidewalk, road, street, alley, way, curb, vacant lot, undeveloped tract, or any part of any public right-of-way, including those devoted to any planting or park-like use.

...

(Ord. § , 2026; Ord. 1317 § 1(Exh. A), 2022)

SECTION II.

Section 9.52.060, Unlawful acts on and against public property, of Chapter 9.52, Injury to or Destruction of Property, of Title 9, Public Peace, Morals and Welfare, of the Code of the Town of Jackson, Wyoming, is hereby amended as follows:

A. It is unlawful for any person on any Public Property to knowingly or, and without authority do any of the following acts:

1. ~~Buildings and other property.~~ Deface, injure, interfere, tamper with, remove, displace, disfigure, cut, write-on, mark, paint, sticker, or destroy any Public Property. building, railing, bench, signs, notices, placards, monuments, stakes, posts, boundary markers, wall or rock border, structures, equipment, facilities, or appurtenances thereof.
2. ~~Public utilities.~~ Deface, injure, interfere, tamper with, remove, displace, or destroy any paving, paving material, curb marking, water line, or any facilities or property and equipment of any public utilities or parts or appurtenances thereof.

~~32. Restrooms and washrooms.~~ Fail to cooperate in maintaining ~~restrooms and washrooms~~ in a neat and sanitary condition any public restrooms or washrooms.

~~34. Removal of natural resources. To-d~~ Dig or remove any sand, soil, rock, stones, trees, shrubs, or plants, down timber or other wood or materials, or make any excavation by tool, equipment, blasting, or other means on Public Property.

~~45. Erection of structures.~~ Construct or erect any building, tent, fly, windbreak, or structure of whatever kind, whether permanent or temporary in character, ~~any tent, fly or windbreak~~, or run or string any rope, cord, or wire into, upon, or across, any Public Property, except ~~on-with~~ aspecial permit issued by the Town ~~Council~~.

~~56. Public urination.~~ Urinate or defecate on Public Property, except in a public restroom.

~~67. Parks, trees, shrubbery, plants.~~ Damage, cut, carve, burn, transplant, or remove any tree or plant, injure the bark of any tree, or pick the flowers or seeds of any tree or plant on Public Property. No person shall dig or otherwise disturb, or in any other way injure or impair the natural beauty or usefulness of any public park area. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant, with the exception that slacklining is allowed in Town parks, other than Miller Park and George Washington Park (Town Square), subject to the following rules and guidelines:

- a. In the event metal poles have been placed in a Town park, slacklines shall be attached to the metal poles and not attached to trees;
- b. In the event metal poles are unavailable in a Town park, slacklines shall only be attached to trees greater than 12 inches in diameter;
- c. Slacklines shall be secured utilizing proper tree protection with no wire cables directly in contact with the tree;
- d. Slacklines shall be completely removed when not in use;
- e. Slacklines shall not be left unattended; and,
- f. Slacklines shall be placed to not interfere with pedestrian traffic or other park use

~~78. Climbing trees and structures.~~ Climb any tree, or climb, walk, stand, or sit upon monuments, fountains, railings, fences, planted areas, or upon any other Public Property not designed or customarily used for such purposes.

~~89. Interfering with traffic.~~ Stand, sit, or lie in or upon any street, sidewalk, stairway, or crosswalk so as to prevent free passage of persons or Vehicles passing over, along or across any street, alley, public way, sidewalk, stairway or crosswalk.

~~910. Refuse, trash, and littering.~~ Drop, throw, place, discard, dump, leave, or otherwise deposit any bottles, broken glass, garbage, ashes, paper, boxes, cans, dirt, rubbish, waste, refuse, or other trash on Public Property, except in waste containers provided, ~~therefore~~. No such refuse or trash

shall be placed in any waters in or contiguous to any park, or planted area, or left anywhere on the grounds thereof.

~~11. Loitering and boisterousness. (Repealed.)~~

~~102. Merchandise sales.~~ Offer for sale or for show any goods or merchandise, or place any stand, cart, or vehicle for the transportation, sale, [solicitation of business](#), or display of any such goods or merchandise [on Public Property](#), without first obtaining ~~an appropriate license or permit~~ [a Town license](#).

~~13. Begging. (Repealed.)~~

~~14. Advertising in a park. (Repealed.)~~

~~115. Signs.~~ Paste, glue, tack, or otherwise post any sign, placard, advertisement, or inscription, or erect or cause to be erected any sign whatever on any [Public Property](#). ~~public lands or highways or roads.~~

(Ord. [§](#) , 2026; Ord. [1317](#) § 1(Exh. A), 2022; Ord. 1059 § 1, 2014).

SECTION III

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION IV.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION V.

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 VI.

This Ordinance shall become effective after its passage, approval, and publication.

PASSED 1ST READING THE ____ DAY OF _____, 2026.

PASSED 2ND READING THE ____ DAY OF _____, 2026.

PASSED AND APPROVED THE ____ DAY OF _____, 2026.

TOWN OF JACKSON

BY: _____

Arne O. Jorgensen, Mayor

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)

) ss.

COUNTY OF TETON)

I hereby certify that the foregoing Ordinance No. ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____, 2026.

ATTEST:

BY: _____

Riley Hovorka, Town Clerk

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Municipal Code Update: Amending Water and Sewer Rates	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for the Council to consider amendments to water and sewer rates & fees in Title 13 of the Town of Jackson Municipal Code.

Recommendations.

Staff recommend approving Ordinance B on first reading.

Background.

Council directed staff to present an ordinance updating water and sewer rates & fees at the March 16, 2026, Council Workshop. Ordinance B contains the following rate amendments, as directed by the Council:

- A 25% increase for all users of the Town water system, which included both a base rate and a volume charge
- A 10% increase for all users of the Town sewer system, which included both a base rate, volume charge, and sewer strength charge
- A 5.2% increase to both sewer and water capacity fees
- A 5.2 % increase to the 3 Creek Capital Replacement Charge
- A 10% increase to septic dump fees
- A new master meter water rate structure

Analysis & Key Questions.

Key Policy Question: Does the Council wish to approve Ordinance B, which will amend water and sewer rates & fees in Title 13 of the Jackson Municipal Code as presented?

Possible Alternatives.

Possible alternatives include:

1. Not approving Ordinance B on first reading
2. Other

Comprehensive Plan & Priority Alignment.

- Principle 1.2 – Preserve and enhance surface water and groundwater quality
- Principle 2.5 – Conserve energy through waste management and water conservation
- Principle 8.1 – Maintain current, coordinated service delivery

Fiscal Impact.

The proposed water and sewer rate increases will affect all users of the Town's utility system. For new development, there will be a fiscal impact of increased water and sewer capacity fees (5.2%) for connecting to the Town's water and sewer systems. For water users, there will be a 25% increase in the water volume and base charges and for sewer users there will be a 10% increase in the sewer volume and base charges. Additionally, there will be a 5.2% increase to the 3 Creek Capital Replacement charge and a 10% increase to Septic Dump Station fees.

Staff Impact.

Staff impact for this item required roughly 30 hours of staff time for the Public Works Director and Town Engineer to review existing use data, design a new master meter rate structure, and analyze the proposed rate amendments.

Attachments or Links.

- Ordinance B

Suggested Motion.

I move to approve Ordinance B on first reading.

ORDINANCE B

AN ORDINANCE AMENDING SECTIONS 13.04.050 SUPPLY — HOW OBTAINED—CAPACITY FEES, 13.04.300 WATER RATES, OF CHAPTER 13.04, WATER SYSTEM, AND SECTIONS 13.08.013 WASTEWATER RATES, 13.08.020 WASTEWATER CAPACITY FEES, AND 13.08.070 PERMIT FOR SEPTIC TANK PUMPING, OF CHAPTER 13.08, SEWERAGE DISPOSAL SYSTEM, OF TITLE 13, UTILITIES, REGARDING ADJUSTING UTILITY RATES, OF THE CODE OF THE TOWN OF JACKSON, WYOMING.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION 1.

Sections 13.04.050 Supply—How obtained—Capacity fees, 13.04.300 Water rates, 13.08.013 Wastewater rates, 13.08.020 Wastewater capacity fees, and 13.08.070 Permit for septic tank pumping, of Chapter 13.04, Water System, of the Municipal Code of the Town of Jackson are hereby amended as follows:

13.04.050 Supply—How obtained—Capacity fees.

A. . . .

- B. *Nonresidential.* All nonresidential Water Users, whether within the Town of Jackson's corporate boundaries, outside the Town's corporate boundaries or those with a specific rate set forth in Section 13.04.300, shall pay water capacity fees for each meter, which must include a domestic meter and may include an irrigation meter, according to the following fee schedule:

Nonresidential Water Capacity Fees	
Size of the Water Meter	Capacity Fee* per meter installed
¾ inch	\$ 3,455.00 <u>3,284.00</u>
1 inch	5,768.00 <u>5,483.00</u>
1 ½ inch	11,503.00 <u>10,934.00</u>
2 inch	18,409.00 <u>17,499.00</u>
3 inch	36,853.00 <u>35,031.00</u>
4 inch	57,577.00 <u>54,731.00</u>
6 inch	115,120.00 <u>109,430.00</u>
8 inch	184,200.00 <u>175,095.00</u>
<u>10 inch</u>	<u>264,895</u>
<u>12 inch</u>	<u>495,205</u>

* Capacity fees for compound meters shall be based on the size of the largest meter.

- C. *Residential.* All residential and multi-family Water Users, whether within the Town of Jackson's corporate boundaries, outside the Town's corporate boundaries or those with a specific rate set forth in Section 13.04.300, shall pay the total of the below water capacity fee components according to the following fee schedule:

Residential and Multi-Family Water Capacity Fees		
Type*	Capacity Fee	
Component 1:		
1 Bedroom/Studio	\$	<u>783.00</u> 744.00
2 Bedroom		<u>1,173.00</u> 1,115.00
3 Bedroom		<u>1,564.00</u> 1,487.00
	+	
Component 2:		
Each Additional Bedroom or Unfinished Room per 400 sq. ft.		<u>390.00</u> 371.00
	+	
Component 3:		
Irrigation per 1,000 Square Feet of Landscaped Surface Area		<u>451.00</u> 429.00

* Definitions for the terms used in the "Type" column are those set forth in the Town of Jackson Land Development Regulations, as amended.

D. . . .

E. . . .

F. . . .

(Ord. ____ § 1, 2026; Ord. 1376 § I, 2024; Ord. 1358 § I, 2023; Ord. 1319 § I, 2022; Ord. 1271 § 1, 2020; Ord. 1071 § 1, 2014; Ord. 992 § 1, 2011; Ord. 935 § 1, 2009; Ord. 866 § 1, 2008; Ord. 743 § 2, 2003; Ord. 664 § 3, 2000; Ord. 538 § 1, 1996; Ord. 410 § 1, 1990; Ord. 270 § 1, 1980).

13.04.300 Water rates.

- A. Water rates for Water Users within the Town of Jackson's corporate boundaries and those outside the Town's corporate boundaries that do not have a specific rate set forth in this Section 13.04.300 shall include two charges per meter according to the following fee schedule:

Base Charges	
Monthly fixed charge based on meter size	
¾ inch	\$ <u>15.74</u> 12.59
1 inch	<u>23.45</u> 18.76
1 ½ inch	<u>40.84</u> 32.67
2 inch	<u>62.41</u> 49.93
3 inch	<u>123.63</u> 98.90
4 inch	<u>189.83</u> 151.86
6 inch	<u>371.58</u> 297.26
8 inch	<u>592.91</u> 474.33
<u>10 inch</u>	<u>928.41</u>
<u>12 inch</u>	<u>1,699.79</u>

* A base charge will be charged for each meter size comprising a compound meter.

** All meters, including meters for irrigation, shall be charged a base fee according to meter size.

*** Base charges include 2,000-gallon minimum usage.

User Charges		
Type of Meter	Tiers (gallons)	\$/1,000 gallons
Residential	0—2,000	\$ 0.00
	2,001—6,000	<u>1.76</u> 1.41
	6,001—25,000	<u>3.96</u> 3.17
	25,001—50,000	<u>6.18</u> 4.94
	50,001—100,000	<u>8.38</u> 6.70
	Over 100,000	<u>10.58</u> 8.46
Multi-Family	0—2,000	\$ 0.00
	Over 2,000	<u>3.04</u> 2.43
Nonresidential	0—2,000	\$ 0.00
	Over 2,000	<u>3.04</u> 2.43
Irrigation Only	0—2,000	\$ 0.00
	Over 2,000	<u>3.96</u> 3.17

* Mixed-use buildings will be charged at the nonresidential rate in the table above.

B. . . .

- C. Water sold from the Commercial Filling Station located on Snow King Avenue shall include charges according to the following fee schedule. An account with the Town is required, and pre-payment of an initial fee, in order to access this water supply.

User Charges	
Type of User	\$/1,000 gallons
Non-Town User (private, commercial, nonprofit, other government agencies, quasi-government organizations)	\$ <u>12.50</u> 10.00
Town of Jackson User (its agents, contractors)	<u>7.31</u> 5.85

- D. Master Meter Residential Water rates for Water Users within the Town of Jackson's corporate boundaries and those outside the Town's corporate boundaries shall include charges according to the following fee schedule:

User Charges			
Type of Meter	Tiers (gallons)	Water Allocation ¹	\$/1,000 gallons
Residential Master Meter	0—2,000		\$ 0.00
	<u>2,001—6,000</u>		<u>1.76</u>
	<u>6,001—25,000</u>		<u>3.96</u>
	<u>25,001—50,000</u>		<u>6.18</u>
	<u>50,001—100,000</u>		<u>8.38</u>
	<u>Over 100,000</u>		<u>10.58</u>

¹Water allocations by tier multiplied by the number of active taps and applied to the master meter monthly volume charge.

ED. Water rates for Water Users within the 3 Creek Ranch Subdivision in Teton County, Wyoming shall include two charges per meter according to the following fee schedules:

3 Creek Base Charges			
Monthly fixed charge based on meter size	Base Rate	Replacement Charge	Total
¾ inch	\$ 19.40 15.52	\$ 22.08 20.99	\$ 41.48 36.51
1 inch	28.85 23.08	22.08 20.99	50.93 44.07
1 ½ inch	50.34 40.27	22.08 20.99	72.42 61.26
2 inch	76.94 61.55	22.08 20.99	99.02 82.54
3 inch	152.40 121.92	22.08 20.99	174.48 142.91
4 inch	234.00 187.20	22.08 20.99	256.08 208.19
6 inch	458.05 366.44	22.08 20.99	480.13 387.43
8 inch	730.90 584.72	22.08 20.99	752.98 605.71

* Are assessed per service line connection.

** All meters, including meters for irrigation, shall be charged a base fee according to meter size.

*** A base charge will be charged for each meter size comprising a compound meter.

**** Base charges include 2,000-gallon minimum usage.

3 Creek User Charges		
Type of Meter	Tiers (gallons)	\$/1,000 gallons
Residential	0—2,000	\$ 0.00
	2,001—6,000	2.89 2.31
	6,001—25,000	6.50 5.20
	25,001—50,000	10.11 8.09
	50,001—100,00	11.55 9.24
	Over 100,000	14.44 11.55
Nonresidential	0—2,000	\$ 0.00
	Over 2,000	2.89 2.31
Metered Irrigation	0—2,000	\$ 0.00
	2,001—25,000	6.50 5.20
	25,001—50,000	10.11 8.09
	50,001—100,00	11.55 9.24
	Over 100,000	14.44 11.55

* Mixed use buildings will be charged at the nonresidential rate in the table above.

(Ord. ____ § 1, 2026; Ord. 1436, § I, 2025; Ord. 1358 § I, 2023; Ord. 1319 § 1, 2022; Ord. 1271 § 1, 2020; Res. 8-19, 2018; Res. 17-03, 2017; Res. 14-02, 2014; Res. 13-22, 2013; Ord. 1039 § 1, 2013; Ord. 1018 § 1, 2013; Ord. 1008 § 1, 2012; Ord. 999 § 1, 2012; Res. 11-12, 2011; Ord. 992 § 1, 2011; Res. 10-24, 2010; Res. 09-29, 2009; Ord. 935 § 1, 2009; Ord. 866 § 1, 2008; Ord. 833 § 1, 2006; Ord. 804 § 1, 2005; Ord. 743 § 2, 2003; Ord. 664 § 18, 2000; Ord. 588 § 1, 1996; Ord. 551 § 1, 1996; Ord. 539 § 1, 1996; Ord. 479 § 1, 1994; Ord. 381 § 1, 1988; Ord. 370 § 1, 1987; Ord. 270 § 2, 1980; Ord. 97A § 2, 1972; Ord. 97 § 30, 1966).

13.08.013 Wastewater rates.

- A. Wastewater rates for customers within the Town of Jackson's corporate boundaries and those outside the Town's corporate boundaries that do not have a specific rate set forth in this Section 13.08.013 shall include two charges to the applicable meter according to the following fee schedules:

Base Charges	
Monthly fixed charge based on meter size	
¾ inch	\$ 14.13 <u>12.85</u>
1 inch	17.88 <u>16.25</u>
1 ½ inch	28.89 <u>26.26</u>
2 inch	38.72 <u>35.20</u>
3 inch	65.27 <u>59.34</u>
4 inch	99.14 <u>90.13</u>
6 inch	179.07 <u>162.79</u>
8 inch	275.28 <u>250.26</u>

* Based on largest water meter size for compound water meters or sewer meter size.

** Base charges include 2,000-gallon minimum.

Customer Class	mg/L	Flow	BOD	TSS	Total
1	0—250	\$ 1.85 <u>1.68</u>	\$ 0.52 <u>0.47</u>	\$ 0.42 <u>0.38</u>	\$ 2.79 <u>2.53</u>
2	251—550	1.85 <u>1.68</u>	0.86 <u>0.78</u>	0.86 <u>0.78</u>	3.57 <u>3.24</u>
3	551—850	1.85 <u>1.68</u>	1.51 <u>1.37</u>	1.55 <u>1.41</u>	4.91 <u>4.46</u>
4	851—1,150	1.85 <u>1.68</u>	2.17 <u>1.97</u>	2.26 <u>2.05</u>	6.28 <u>5.70</u>
5	1,151—1,450	1.85 <u>1.68</u>	2.79 <u>2.54</u>	2.97 <u>2.70</u>	7.61 <u>6.92</u>
6	1,451—1,750	1.85 <u>1.68</u>	3.45 <u>3.14</u>	3.65 <u>3.32</u>	8.95 <u>8.14</u>
7 ¹	> 1,750				

¹ User charges for customer Class 7 are determined based on actual loading and strength data from sampling.

B. . . .

- C. More than one class may apply to a customer at the same time. For example, a customer with a BOD value of 350 and a TSS value of 900 would pay a rate based on a classification of 2 for BOD (\$~~0.86~~ 0.78) and a classification of 4 for TSS (\$~~2.26~~ 2.05). These amounts combined with the flow rate (\$~~1.85~~ 1.68) would equal a rate of \$~~4.97~~ 4.51 per 1,000 gallons.

D. . . .

E. . . .

F. . . .

3 Creek User Charges					
Customer Class	mg/L	Flow	BOD	TSS	Total
1	0—250	\$ <u>1.85</u> 1.68	\$ <u>0.52</u> 0.47	\$ <u>0.42</u> 0.38	\$ <u>2.79</u> 2.53
2	251—550	<u>1.85</u> 1.68	<u>0.86</u> 0.78	<u>0.86</u> 0.78	<u>3.57</u> 3.24
3	551—850	<u>1.85</u> 1.68	<u>1.51</u> 1.37	<u>1.55</u> 1.41	<u>4.91</u> 4.46
4	851—1,150	<u>1.85</u> 1.68	<u>2.17</u> 1.97	<u>2.26</u> 2.05	<u>6.28</u> 5.70
5	1,151—1,450	<u>1.85</u> 1.68	<u>2.79</u> 2.54	<u>2.97</u> 2.70	<u>7.61</u> 6.92
6	1,451—1,750	<u>1.85</u> 1.68	<u>3.45</u> 3.14	<u>3.65</u> 3.32	<u>8.95</u> 8.41
7 ¹	>1,750				

- G. Wastewater rates for the 3 Creek Ranch Subdivision in Teton County, Wyoming shall include two charges to the applicable meter according to the following fee schedules:

3 Creek Base Charges			
Monthly fixed charge based on meter size	Base Rate	Replacement Charge	Total
¾ inch	\$ <u>21.71</u> 19.74	\$ <u>20.51</u> 19.50	\$ <u>42.22</u> 39.24
1 inch	<u>27.47</u> 24.97	<u>20.51</u> 19.50	<u>47.98</u> 44.47
1 ½ inch	<u>44.40</u> 40.36	<u>20.51</u> 19.50	<u>64.91</u> 59.86
2 inch	<u>59.50</u> 54.09	<u>20.51</u> 19.50	<u>80.01</u> 73.59
3 inch	<u>100.30</u> 91.18	<u>20.51</u> 19.50	<u>120.81</u> 110.68
4 inch	<u>152.36</u> 138.51	<u>20.51</u> 19.50	<u>172.87</u> 158.01
6 inch	<u>275.19</u> 250.17	<u>20.51</u> 19.50	<u>295.70</u> 269.67
8 inch	<u>423.05</u> 384.59	<u>20.51</u> 19.50	<u>443.56</u> 404.09
* Base charges include 2,000-gallon minimum usage.			

¹User charges for customer Class 7 are determined based on actual loading and strength data from sampling.

(Ord. ____ § 1, 2026; Ord. 1436, § I, 2025; Ord. 1358 § I, 2023; Ord. 1319 § 1, 2022; Ord. 1271 § 1, 2020; Res. 18-19, 2018; Res. 17-03, 2017; Ord. 1182 § 1, 2017; Res. 14-02, 2014; Res. 13-22, 2013; Ord. 1040 § 1, 2013; Ord. 1019 § 1, 2013; Ord. 1009 § 1, 2012; Ord. 1000 § 1, 2011; Ord. 991 § 1, 2011; Res. 11-12, 2011; Res. 10-24, 2010; Res. 09-29, 2009; Ord. 936 § 1, 2009; Ord. 867 § 1, 2008; Ord. 834 § 1, 2006; Ord. 805 § 1, 2005; Ord. 745 § 2, 2003; Ord. 677 § 2, 2000; Ord. 558 § 6, 1996; Ord. 259 § 2(part), 1979).

13.08.020 Wastewater capacity fees.

Any customer desiring to obtain service from the Town's wastewater treatment facilities shall make application in writing to the Town planning department, pay nonrefundable connection request fees in amounts established by resolution at the time of application, and file an acknowledgment that the customer shall be governed by the laws and regulations as may be provided by the Mayor and Town Council pertaining to wastewater facilities. If the application is granted, the Public Works Department shall be authorized to extend the sewer mains to include the property. All expenses related to any extension from the sewer main to a private lot or within a private lot shall be borne by the property owner(s) or their designated representative. All connections to the sewer main shall be done by or under

the supervision of the Public Works Department. The customer shall pay the total of the applicable wastewater capacity fees according to the following fee schedule:

Description	GPD	Assessment Unit	Capacity Fee
Apartment, Studio or 1 Bedroom ¹	140	Per Dwelling	\$ <u>2,812.00</u> 2,673.00
Residential Unit (2 Bedroom) ¹	210	Per Dwelling	<u>4,216.00</u> 4,008.00
Residential Unit (3 Bedroom) ¹	280	Per Dwelling	<u>5,623.00</u> 5,345.00
Residential Unit Each Additional Bedroom ¹	70	Per Dwelling	<u>1,407.00</u> 1,337.00
Unfinished Habitable Space ¹	70	Per 400 sq. ft.	<u>1,407.00</u> 1,337.00
Bars, Taverns, Cocktail Lounge (no food) ² (15 sq. ft. /Seat)	20	Per Seat	<u>402.00</u> 382.00
Restaurants (full service) ² (15 sq. ft./Seat Net)	64	Per Seat	<u>1,286.00</u> 1,222.00
Restaurants (paper service only—no dishes)	50	Per 100 sq. ft. Gross	<u>1,005.00</u> 955.00
Restaurants (single service) (15 sq. ft./Seat Net)	30	Per Seat	<u>602.00</u> 572.00
Caterers	80	Per 100 sq. ft. Gross	<u>1,606.00</u> 1,527.00
Motels and Hotels/Bed and Breakfast	140	Per Room	<u>2,812.00</u> 2,673.00
Assembly (w/o food)	3	Per 5 sq. ft. Net	<u>61.00</u> 58.00
Assembly (w/food)	5	Per 15 sq. ft. Net	<u>101.00</u> 96.00
RV Park (w/sewer connection)	100	Per Site	<u>2,008.00</u> 1,909.00
Campground/RV Park (w/comfort station)	75	Per Site	<u>1,505.00</u> 1,431.00
Mobile Home Park	210	Per Site	<u>4,216.00</u> 4,008.00
Laundry (self service)	450	Per Machine	<u>9,038.00</u> 8,591.00
Laundry (commercial 100#/day capacity)	1,000	100#/ Machine	<u>20,083.00</u> 19,090.00
Breweries (per annual barrel production)	20	Per Gallon Annual Beer Capacity	<u>402.00</u> 382.00
Fitness (gyms, dance studios, yoga, karate)	50	Per 100 sq. ft. Net	<u>1,005.00</u> 955.00

Medical Offices and Dentists	250	Per Seat	<u>5,021.00</u> 4,773.00
Veterinary Offices (not including boarding)	250	Per Treatment Room	<u>5,021.00</u> 4,773.00
Animal Boarding	20	Kennel, Pen, Cage, or Stall	<u>402.00</u> 382.00
Offices	15	Per 100 sq. ft. Gross	<u>302.00</u> 287.00
Retail Stores	5	Per 1,000 sq. ft. Gross	<u>101.00</u> 96.00
Unfinished Commercial Space	5	Per 1,000 sq. ft. Gross	<u>101.00</u> 96.00
Public Access Restroom	325	Per fixture	<u>6,528.00</u> 6,205.00
Service Stations (220 GPD/two nozzle fuel pump)	220	Per Gas Pump	<u>4,418.00</u> 4,200.00
Car Wash	1,000	Per Bay	<u>20,083.00</u> 19,090.00
Public Spas, Pools, Hot Tubs	10	Per 50 sq. ft. Gross	<u>200.00</u> 190.00
Schools (w/ cafeteria, gym, and showers) ³	20	Per Student	<u>402.00</u> 382.00
Schools (w/ cafeteria, no gym, and no showers) ³	15	Per Student	<u>302.00</u> 287.00
Schools (w/o cafeteria, no gym, and no showers) ³	10	Per Student	<u>200.00</u> 190.00
Day Care and Pre School	20	Per Student	<u>402.00</u> 382.00
Others Not Listed Wastewater Service	1	Building Permit	<u>18.67</u> 17.75

¹ Definitions are set forth in the Town of Jackson Land Development Regulations, as amended.

² Indoor and outdoor seat areas. Kitchen, employees, and bathroom included.

³ Includes teachers and staff.

The Town Engineer shall have the responsibility for interpreting the provisions hereof. If in the opinion of the Town Engineer unique circumstances exist making the strict application of the schedules set forth in the section inapplicable to a listed description, the Town Engineer may assess an appropriate fee. If a particular business does not have an applicable description listed in the table above, the wastewater capacity fee amount will be assigned by the Town Engineer.

(Ord. ____ § 1, 2026; Ord. 1377 § I, 2024; Ord. 1358 § I, 2023; Ord. 1319 § 1, 2022; Ord. 1271 § 1, 2020; Ord. 991 § 1, 2011; Ord. 936, § 1, 2009; Ord. 867 § 1, 2008; Ord. 745 § 2, 2003; Ord. 677 § 7, 2000; Ord. 576 § 1, 1997; Ord. 122 § 2, 1969).

13.08.070 Permit for septic tank pumping.

A. . . .

B. . . .

C. The fee for septic tank dumping shall be \$100.63 ~~91.48~~ per 1,000 gallons.

(Ord. ____ § 1, 2026; Ord. 1358 § I, 2023; Ord. 745 § 2, 2003; Ord. 289 § 20, 1982; Ord. 232 § 1, 1977).

SECTION 2.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3.

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 4.

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION 5.

This Ordinance shall become effective on June 1, 2026.

PASSED 1ST READING THE ____ DAY OF _____ 2026.

PASSED 2ND READING THE ____ DAY OF _____ 2026.

PASSED AND APPROVED THE ____ DAY OF _____ 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____ 2026. I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Hovorka, Town Clerk

STAFF REPORT



Meeting Date:	April 20, 2026	Meeting Title:	Regular
Submitting Department:	Public Works	Presenter:	Johnny Ziem
Agenda Item:	Municipal Code Update: Water Efficiency (Irrigation)	Public Comment:	Yes

Purpose & Policy Considerations.

The purpose of this item is for Council to consider amendments to Title 13 of the Town of Jackson Municipal Code for water efficiency (irrigation) restrictions.

Recommendations.

Staff recommend approving Ordinance C on first reading.

Background.

Council directed staff to present an ordinance updating Title 13 of the Town of Jackson Municipal Code to add water efficiency (irrigation) restrictions at the March 16, 2026, Council Workshop. Ordinance C contains the following phase restrictions, as directed by the Council:

- Phase 1 Mandatory Water Use Restrictions
- Phase 2 Mandatory Water Use Restrictions

Analysis & Key Questions.

Ordinance C will mandate when irrigation restrictions go into effect when a pre-determined threshold is met. The Water Division Manager, under the supervision of the Public Works Director, will determine when implementation of the ordinance is needed based on the following criteria: ability to provide adequate fire flow, water use patterns, and overall water system usage data. Staff recommend the following phases and threshold to be amended in Title 13 of the Jackson Municipal Code:

Phase 1 Mandatory Water Use Restriction

Phase 1 Mandatory Water Use Restrictions shall be in effect when the daily demand flow of Zone 3 of the Town's water system exceeds a fire flow buffer of 1,500 gallons per minute for more than one hour daily, for five days (whether consecutive or not) within a consecutive seven-day period, and public notice that the Phase 1 Mandatory Water Use Restrictions are in effect has been issued, defined as notice provided in a form and manner reasonably calculated to reach all persons served using at minimum one or more of the following: i) appropriate broadcast and/or print media such as radio, newspaper, television, digital stream platform; ii) posting of the notice in conspicuous location at the Town Hall; iii) mailing notice to persons served.

Phase 1		
Area	Day(s)	Time(s) When Area Can Lawn Water
Area 1	Even numbered days of the month	Only between 6:00 p.m. and 9:00 a.m.
Area 2	Odd numbered days of the month	Only between 6:00 p.m. and 9:00 a.m.

Phase 2 Mandatory Water Use Restriction

Phase 2 Mandatory Water Use Restrictions shall be in effect when the daily demand flow of Zone 3 of the Town's water system still consistently exceeds a fire flow buffer of 1,500 gallons per minute despite the implementation of Phase 1 Mandatory Water Use Restrictions, and public notice that the Phase 2 Mandatory Water Use Restrictions are in effect has been issued, defined as notice provided in a form and manner reasonably calculated to reach all persons served using at

minimum one or more of the following: i) appropriate broadcast and/or print media such as radio, newspaper, television, digital stream platform; ii) posting of the notice in conspicuous location at the Town Hall; iii) mailing notice to persons served.

Phase 2		
Area	Day(s)	Time(s) When Area Can Lawn Water
Area 1	Tuesday, Saturday	Only between 6:00 p.m. and 9:00 a.m.
Area 2	Sunday, Wednesday	Only between 6:00 p.m. and 9:00 a.m.

Key Policy Question: Does the Council wish to approve Ordinance C, which will update Title 13 of the Town of Jackson Municipal Code to include water efficiency (irrigation) restrictions as presented?

Possible Alternatives.

Possible alternatives include:

1. Not approving Ordinance C on first reading
2. Other

Comprehensive Plan & Priority Alignment.

- Principle 1.2 – Preserve and enhance surface water and groundwater quality
- Principle 2.5 – Conserve energy through waste management and water conservation
- Principle 8.1 – Maintain current, coordinated service delivery

Fiscal Impact.

Fiscal impact on this item may result in less revenue generated for the water fund due to less water being used for irrigation.

Staff Impact.

Staff impact for this item required roughly 12 hours of staff time for the Public Works Director, Ecosystem Stewardship Administrator, and the Town Attorney to propose the draft amendment to Title 13 of the Jackson Municipal Code.

Attachments or Links.

- Ordinance C

Suggested Motion.

I move to approve Ordinance C on first reading.

ORDINANCE C

AN ORDINANCE AMENDING 13.04.140, REGULATION OF WATER FOR SPRINKLING PURPOSES, OF TITLE 13, UTILITIES, OF THE TOWN OF JACKSON MUNICIPAL CODE REGARDING WATER FOR IRRIGATION.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING:

SECTION 1.

Section 13.04.140, Regulation of Water for Sprinkling Purposes, of Title 13, Utilities of the Code of the Town of Jackson, Wyoming is hereby amended as follows:

13.04.140 Regulation of water for sprinkling purposes.

~~In time of scarcity or when the plant is unable to furnish a sufficient supply of water for all purposes, the Mayor shall by proclamation limit the use of water for other than domestic purposes to such an extent as may be necessary for the public good.~~

A. Definitions.

1. Area 1 is all properties that have an address in which the last whole number is an even number.
2. Area 2 is all properties that have an address in which the last whole number is an odd number.
3. Lawn Watering is the artificial application of water to a lawn and/or natural landscape by sprinkler to maintain its health and appearance.
4. Natural Landscape Areas are outdoor spaces that predominantly feature native vegetation and design principles that mimic the wild landscapes of the local environment.

B. Water Restriction System. There is hereby established a two-phase mandatory water use restriction system applicable to all properties within the Town of Jackson and all those outside the Town's corporate boundaries that are connected to the Town water system.

C. Phase1 Mandatory Water Use Restrictions.

1. Phase 1 Mandatory Water Use Restrictions shall be in effect when the daily demand flow of Zone 3 of the Town's water system exceeds a fire flow buffer of 1,500 gallons per minute for more than one hour daily, for five days (whether consecutive or not) within a consecutive seven-day period, and public notice that the Phase 1 Mandatory Water Use Restrictions are in effect has been issued, defined as notice provided in a form and manner reasonably calculated to reach all persons served using at minimum one or more of the following: i) appropriate broadcast and/or print media such as radio, newspaper, television, digital streaming platform; ii) posting of the notice in conspicuous location at the Town Hall; iii) mailing notice to persons served.

2. When Phase 1 Mandatory Water Use Restrictions are in effect no person shall, and no owner of any property shall permit occupants of their property to, Lawn Water except within the following Areas and during the following days and time periods:

Phase 1		
Area	Day(s)	Time(s) When Area Can Lawn Water
Area 1	Even numbered days of the month	Only between 6:00 p.m. and 9:00 a.m.
Area 2	Odd numbered days of the month	Only between 6:00 p.m. and 9:00 a.m.

3. Exceptions When Phase 1 Mandatory Water Use Restrictions Are in Effect.

- Persons may apply water to property at any time and on any day as long as watering is either by drip irrigation or by hand using a watering can or hose with an automatic shut-off nozzle.
- Persons may apply water to new or replacement lawns as follows:
 - On the first day of installation at any time of and day of the week.
 - After the first day, on any day for the next 30 consecutive calendar days, only between 6:00 p.m. and 9:00 a.m.
 - After day 31, pursuant to Phase 1 Mandatory Water Restrictions set forth in C.2 of this Section.

4. Expiration. Phase 1 Water Use Restrictions expire on October 1 annually, unless terminated sooner.

D. Phase 2 Mandatory Water Use Restrictions.

- Phase 2 Mandatory Water Use Restrictions shall be in effect when the daily demand flow of Zone 3 of the Town's water system still consistently exceeds a fire flow buffer of 1,500 gallons per minute despite the implementation of Phase 1 Mandatory Water Use Restrictions, and public notice that the Phase 2 Mandatory Water Use Restrictions are in effect has been issued, defined as notice provided in a form and manner reasonably calculated to reach all persons served using at minimum one or more of the following: i) appropriate broadcast and/or print media such as radio, newspaper, television, digital streaming platform; ii) posting of the notice in conspicuous location at the Town Hall; iii) mailing notice to persons served.
- When Phase 2 Mandatory Water Use Restrictions are in effect no person shall, and no owner of any property shall permit occupants of their property to, Lawn Water except within the following Areas and during the following days and time periods:

Phase 2		
Area	Day(s)	Time(s) When Area Can Lawn Water
Area 1	Tuesday, Saturday	Only between 6:00 p.m. and 9:00 a.m.
Area 2	Sunday, Wednesday	Only between 6:00 p.m. and 9:00 a.m.

3. Exceptions When Phase 2 Mandatory Water Use Restrictions Are in Effect.

- i. Persons may apply water to property at any time and on any day as long as watering is either by drip irrigation or by hand using a watering can or hose with an automatic shut-off nozzle.
- ii. Persons may apply water to new or replacement lawns as follows:
 1. On the first day of installation at any time of and day of the week.
 2. After the first day, on any day for the next 30 consecutive calendar days, only between 6:00 p.m. and 9:00 a.m.
 3. After day 31, pursuant to Phase 2 Mandatory Water Restrictions set forth in D.2 of this Section.

4. Expiration. Phase 2 Water Use Restrictions expire on October 1 annually, unless terminated sooner.

(Ord. _____ § 1, 2026; Ord. 743 § 2, 2003; Ord. 97 § 14, 1966).

SECTION 2.

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3.

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 4.

The penalty for violating any provision of this Ordinance is up to a maximum of \$750.00 per day per violation.

SECTION 5.

This Ordinance shall become effective on June 1, 2026.

PASSED 1ST READING THE _____ DAY OF _____ 2026.

PASSED 2ND READING THE _____ DAY OF _____ 2026.

PASSED AND APPROVED THE _____ DAY OF _____ 2026.

TOWN OF JACKSON

Arne O. Jorgensen, Mayor

ATTEST:

Riley Hovorka, Town Clerk

ATTESTATION OF TOWN CLERK

STATE OF WYOMING)
) ss.
COUNTY OF TETON)

I hereby certify that the foregoing Ordinance ____ was duly published in the Jackson Hole News and Guide, a newspaper of general circulation published in the Town of Jackson, Wyoming, on the ____ day of _____ 2026. I further certify that the foregoing Ordinance was duly recorded on page ____ of Book ____ of Ordinances of the Town of Jackson, Wyoming.

Riley Hovorka, Town Clerk

MEMORANDUM

TO: Mayor and Town Council

FR: Tyler Sinclair, Town Manager

DT: April 20, 2026

RE: Town Manager's Report

MT2030 Anchor Communities

The Town of Jackson has been an active participant in the [Mountain Towns 2030](#) (MT2030) network since 2019. Jackson was the host community for the annual MT2030 Summit in 2024, which attracted about 550 attendees. In addition to hosting an annual Summit, MT2030 hosts regular webinars focused on climate action topics relevant to mountain towns with a tourism-based economy, shares valuable resources, and maintains a networking platform to facilitate communication between mountain towns. The Town of Jackson's Net Zero by 2030 goal is highlighted on the MT2030 website.

MT2030 has asked Jackson to join their network of "Anchor Communities." There are currently 11 Anchor Communities: Taos, New Mexico, Bend, Oregon, Park City, Utah, and Breckenridge, Dillon, Ridgway, Avon, Eagle, Winter Park, and Routt and Eagle Counties, Colorado. In 2026, it costs \$3,000 to be an Anchor Community for communities with annual budgets of less than \$50 million dollars. Anchor Community membership benefits include two complimentary registrations to the 2026 Summit in Sun Valley, Idaho (an \$800 value), a seat on the MT2030 Advisory Council, and recognition as a leader in advancing climate action at the 2026 Summit and on MT2030's website and communications. As an active participant and former host community, Anchor Community status shows the Town's support for the organization and acknowledges the benefits we have received from this network. Upon approval of this Town Manager's report, staff will add the MT2030 Anchor Community fee to the Community Initiatives budget for FY27.

Temporary Sign Permits

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

- ✓ Central Wyoming College requests to hang four temporary banners, one at 105 Buffalo Way (Albertson's) from April 26 – May 10, 2026, one at 520 W Broadway Ave. (Staples) from April 30-May 10, 2026, one at 532 N Cache St. (National Elk Refuge Visitor Center) from May 3-10, 2026, and one at 100 E Broadway Ave. (Snow King Event Center) from May 8-9, 2026 to advertise the Teton Powwow (P26-054).
- ✓ Moose Rugby requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from May 24 – June 6, 2026 to advertise Moose Rugby Practice (P26-055).

- ✓ Sublette County Rock Hounds requests to hang one temporary banner at 105 Buffalo Way (Albertson's) from June 14-20, 2026 to advertise the Gem & Mineral Show (P26-059).
- ✓ Becoming Jackson Hole requests to hang two temporary banners, one at 105 Buffalo Way (Albertson's) and one at 255 W Deloney Avenue (Miller Park) from July 12-19, 2026, to advertise the TRYathlon (P26-061).

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.

Virginian project – Option Agreement Expiration

On March 9, the Council voted to move the date for the expiration of the Option Agreement to May 4, 2026. The Council reconsideration motion from April 6, 2026, mistakenly provided April 13, 2026 as the date for the expiration of the Option Agreement. Furthermore, on April 14 2026, the Housing Authority Board approved an extension to May 13, 2026. With approval of the Town Manager's Report, Council directs the extension of the Option Agreement to May 13, 2026, thus clarifying the record.

Wyoming Association of Municipalities (WAM) Summer Convention and Delegate

WAM's Summer Conference will take place June 3-5 in Laramie, Wyoming. This year WAM is collaborating with the Wyoming Economic Development Association for this conference. WAM has not published an agenda yet, but these tend to be slightly less formal gatherings than its convening during the Legislative Session and will include various sessions, a keynote, meals together, and time for networking with fellow electeds and municipal staff. Councilors wanting to attend WAM's Summer Conference should let staff know so accommodations can be booked and cars can be reserved. At this conference, WAM also has its Summer Business Meeting and requests that towns appoint voting delegates to participate. Both Mayor Jorgensen and Councilor Viehman intend to attend the conference. With approval of the Town Manager's report, Jorgensen and Viehman will be submitted as the Town of Jackson's delegate and alternate.