

# **Jackson Town Council Regular Meeting**

Monday, April 9, 2018

6:00 PM

Town Council Chambers

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

**PLEASE SILENCE ALL ELECTRONIC DEVICES DURING THE MEETING**

## **I. OPENING**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Announcements/Proclamations
  - 1. Introduce Angela Uhl, Victim Services Advocate

## **II. PUBLIC COMMENT**

This section is reserved for questions and comments from the public on items that are not otherwise included in this agenda. If you would like to communicate with the Council during the meeting, please address them during open public comment, when public comment is called for on a specific item, or send an email to [Council@jacksonwy.gov](mailto:Council@jacksonwy.gov).

## **III. CONSENT CALENDAR**

- A. Minutes
  - 1. March 19, 2018 workshop
  - 2. March 19, 2018 regular meeting
  - 3. March 21, 2018 special meeting
- B. Disbursements
- C. Temporary Sign Permit: P18-093 Soroptimist of Jackson: Bras for a Cause
- D. Temporary Sign Permit: P18-092 Jackson Hole Classical Academy: Evening of the Arts
- E. Special Event: Friends of Pathways Bike Share Launch
- F. Special Event: Jackson Eco Fair
- G. Special Event: Elk Fest
- H. Special Event: Teton County 2018 Fair
- I. Special Event: Old Bill's Fun Run
- J. Request to Connect to Wilson Sewer District's System
- K. Temporary Sign Permit: Shervin's Spring Tire Sale

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

- A. Administration
  - 1. Authorizing Payment to Office of State Lands for Sewer Easement (Bob McLaurin, Town Manager)
- B. Planning/Building
  - 1. Item B18-0146: Demolition Permit for Wyoming Game & Fish at 360 N Cache St. (Jim Green, Building Official)

*Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.*



## **V. RESOLUTIONS**

- A. 18-04: A Resolution Authorizing Jackson-Teton County Animal Shelter to Submit an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2018 (Sandy Birdyshaw, Town Clerk)
- B. 18-05: A Resolution Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2017 from START (Sandy Birdyshaw, Town Clerk)
- C. 18-06: A Resolution Authorizing the Submission of an Application to the Community Foundation of Jackson Hole's Old Bill's Fun Run 2017 from Victim Services (Sandy Birdyshaw, Town Clerk)

## **VI. ORDINANCES**

- A. Current Ordinances
  - 1. Ordinance B: An Ordinance Amending Section 2.40.010 of the Municipal Code regarding Membership of Planning and Zoning Commission / Board of Adjustment (Presented for 3rd Reading and Designated 1190, Audrey Cohen-Davis, Town Attorney)
  - 2. Ordinance C: An Ordinance Amending Section 8.10.5.C.2 Appointment and 8.10.5.E Quorum and Voting of the Land Development Regulations regarding Membership of Planning and Zoning Commission / Board of Adjustment (Presented for 3rd Reading and Designated 1191, Audrey Cohen-Davis, Town Attorney)

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

- A. Voting Delegates for 2018 WAM Summer Conference
- B. Board and Commission Reports

## **VIII. MATTERS FROM THE TOWN MANAGER**

- A. Town Manager's Report

## **IX. ADJOURN**

*Please note that at any point during the meeting, the Mayor and Council may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.*



## Reunión regular del concilio del pueblo de Jackson

Lunes, 9 de abril del 2018

6:00 PM

Cámaras del Ayuntamiento

**AVISO:** EL VIDEO Y AUDIO DE ESTA REUNIÓN SE TRANSMITEN AL PÚBLICO A TRAVÉS DE DISPOSITIVOS DE INTERNET Y MÓVILES CON OPINIONES QUE COMPRENDEN TODAS LAS ÁREAS, PARTICIPANTES Y MIEMBROS DE LA AUDIENCIA

**POR FAVOR, SILENZAR TODOS LOS DISPOSITIVOS ELECTRÓNICOS DURANTE LA REUNIÓN**

### I. COMIENZO

- A. Llamar la Orden
- B. Juramento de Fidelidad
- C. Llamada de Roll
- D. Anuncios / Proclamaciones
  - 1. Presentar a Angela Uhl, defensora de los servicios a las víctimas

### II. COMENTARIO PUBLICO

Esta sección de la agenda está reservada para comentarios públicos sobre temas que no están en la agenda de hoy. Si desea comunicarse con el Concilio durante la reunión, por favor dirigirse a ellos durante la sesión abierta de los comentarios públicos, cuando se requiera un comentario público sobre un artículo específico, o envíe un correo electrónico a [council@jacksonwy.gov](mailto:council@jacksonwy.gov)

### III. CALENDARIO DE CONSENTIMIENTO

- A. Minutos
  - 1. 19 de marzo del 2018- taller
  - 2. 19 de marzo del 2018- junta regular
  - 3. 21 de marzo del 2018- junta especial
- B. Desembolsó
- C. Permiso de señal temporal: P18-093: Soroptimist de Jackson: Sostenes para una Causa
- D. Permiso de señal temporal: P18-092: Academia de Jackson Hole: Tarde de Artes
- E. Evento Especial: Lanzamiento de Friends of Pathways Bike Share
- F. Evento Especial: Feria de Jackson Eco
- G. Evento Especial: Elk Fest
- H. Evento Especial: Feria 2018 del Condado
- I. Evento Especial: Old Bill's Fun Run
- J. Solicitud para conectare el sistema de drenaje del distrito de Wilson

### IV. AUDIENCIAS PUBLICAS, ARTÍCULOS DE DISCUSIÓN / ACCIÓN

- A. Administración
  - 1. Autorizar el pago a la Oficina de Tierras del Estado para la servidumbre de alcantarillado (Bob McLaurin, Director del Pueblo)
- B. Planificación
  - 1. Tema B18-0146: Permiso de demolición para Wyoming Game and Fish en 360 N Cache St (Jim Green, oficial de construcción)

*Tenga en cuenta que en cualquier momento durante la reunión, el alcalde y el Presidente pueden cambiar el orden de los artículos incluidos en este programa. Para asegurar que usted está presente en el momento que se hable de su tema de interés, por favor únase a la reunión al principio para escuchar los cambios en la programación o agenda.*



## **V. RESOLUCIONES**

- A. 18-04: Una resolución que autoriza al refugio de animales de Jackson/Tetón County para poner aplicación a la Fundación de la comunidad de Jackson Hole Old Bill's Fun Run 2018 (Sandy Birdyshaw, oficinista del pueblo)
- B. 18-05: Una resolución que autoriza la aplicación a la Fundación de la comunidad de Jackson Hole Old Bill's Fun Run 2018 para START (Sandy Birdyshaw, oficinista del pueblo)
- C. 18-06: Una resolución que autoriza la aplicación a la Fundación de la comunidad de Jackson Hole Old Bill's Fun Run 2018 para Victim Services (servicios de víctimas) (Sandy Birdyshaw, oficinista del pueblo)

## **VI. ORDENANZAS**

- A. Ordenanza actuales
  - 1. Ordenanza B: La ordenanza que enmienda la Sección 2.40.010 del código municipal con respecto a la membresía de la comisión de planificación y zonificación / comité de ajuste. (Presentado para la 3ª lectura y designado 1190, Audrey Cohen-Davis, Abogada del Pueblo)
  - 2. Ordenanza C: una ordenanza que modifica la sección 8.10.5.C.2 nombramiento y 8.10.5.E quorum y votación de las regulaciones de desarrollo de tierras con respecto a la membresía de la comisión de planificación y zonificación / comité de ajuste. (Presentado para la 3ª lectura y designado 1191, Audrey Cohen-Davis, Abogada del Pueblo)

## **VII. TRATOS PARA EL ALCALDE Y EL CONCEJO MUNICIPAL**

- A. Delegados votantes para la Conferencia de verano WAM 2018
- B. Informes de los tabla y comisión

## **VIII. TRATOS PARE EL DIRECTOR DEL PUEBLO**

- A. Informes del Director del Pueblo

## **IX. APLAZAR**

*Tenga en cuenta que en cualquier momento durante la reunión, el alcalde y el Presidente pueden cambiar el orden de los artículos incluidos en este programa. Para asegurar que usted está presente en el momento que se hable de su tema de interés, por favor únase a la reunión al principio para escuchar los cambios en la programación o agenda.*



## TOWN COUNCIL PROCEEDINGS

MARCH 19, 2018

JACKSON, WYOMING

The Jackson Town Council met in workshop session in the Council Chambers of the Town Hall at 150 East Pearl at 3:10 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Vice-Mayor Jim Stanford, Hailey Morton Levinson, and Bob Lenz. Don Frank was absent.

STAFF: Bob McLaurin, Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, Todd Smith, Darren Brugmann, Kelly Thompson, Tyler Sinclair, Carl Pelletier, and Sandy Birdyshaw.

**Update on Charter/Spectrum.** Audrey Cohen-Davis made staff comment and introduced the Town's consulting attorney from Washington D.C., Joe Van Eaton. Mr. Van Eaton gave an overview of the petition that the Town has joined against Charter and the process, that the filing may be downloaded from the FCC's website, and that Cable Special Relief Petitions do allow for public comment and in this case, comment should be made on or before April 5, 2018.

**Residential Rental Ombudsman Discussion.** Audrey Cohen-Davis made staff comment on a proposed ombudsman position or program which would provide assistance to citizens for fair treatment under the law with residential rental issues. The Council held discussion on creating a licensing program, adopting Residential Rental Ordinances, and creating an Ombudsman Program to assist with residential rental housing disputes.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to direct staff to create licensing program for all rentals with the exception of properties where the owner resides on the property at least six months of the year, create an ombudsman program with all responsibilities as listed in the staff report, to include county counterparts in the process as necessary, and bring back for Council's consideration. Mayor Muldoon called for the vote. The vote showed all in favor and carried.

**Non-Discrimination Ordinance Discussion.** Audrey Cohen-Davis and Lea Colasuonno made staff comment on creating a non-discrimination ordinance, including language from other municipalities that have enacted resolutions or ordinances. Discussion included the scope of such an ordinance, protected class categories, and fiscal implications.

A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to direct staff to bring back an ordinance dealing with antidiscrimination in the workplace, housing and public accommodations in general, including sexual orientation and gender identify, and to bring back an outline of staff and fiscal costs at a future workshop. Mayor Muldoon called for the vote. The vote showed 3-1 in favor with Lenz opposed. The motion and carried.

**Taxi / UBER Regulations Discussion.** Todd Smith made staff comment on compliance issues that have arisen when companies who operate as a Town regulated ground transportation company also operate an UBER or LYFT business.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct staff to bring forward recommended changes or polices to Jackson Municipal Code Chapter 5.50 to address conflicts created by Wyoming Statute 31-20-101 through 31-20-111. Mayor Muldoon called for the vote. The vote showed all in favor and carried.

**Adjourn.** A motion was made by Jim Stanford and seconded Hailey Morton Levinson to adjourn. The vote showed all in favor and the motion carried. The meeting adjourned at 4:48 P.M.

TOWN OF JACKSON

ATTEST:

---

Pete Muldoon, Mayor

---

Sandra P. Birdyshaw, Town Clerk

minutes:spb

Published JH News & Guide: March 28, 2018



## TOWN COUNCIL PROCEEDINGS

MARCH 19, 2018

JACKSON, WYOMING

The Jackson Town Council met in regular session in the Council Chambers of the Town Hall at 150 East Pearl at 6:02 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Jim Stanford, Hailey Morton Levinson, and Bob Lenz. Don Frank was absent.

STAFF: Bob McLaurin, Larry Pardee, Roxanne Robinson, Brady Hansen, Matt Redwine, Kelly Thompson, Audrey Cohen-Davis, Lea Colasuonno, Michael Palazzolo, Tyler Sinclair, Paul Anthony, Tyler Valentine, Roger Schultz, Brian Lenz, and Sandy Birdyshaw

Mayor Muldoon read a proclamation into the record for National Service Recognition Day.

**Public comment.** Public comment was given GiGi from the Children's Learning Center requesting that the pedestrian crosswalk on Mercill be changed to a school crosswalk. Reverend David Bott made comment on a non-discrimination ordinance. Katherine Dowson of Friends of Pathways extended an invitation to the Bike Walk Summit.

**Consent Calendar.** A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to approve the consent calendar including items A-H as presented with the following motions.

A. **To approve the meeting minutes for the March 5, 2018 regular and March 13, 2018 special meetings as presented.**

B. **To approve the disbursements as presented.** Jackson Curbside \$375.00, Carquest \$111.06, Safety Supply \$2045.71, Advanced Industrial Supply \$130.88, Ace Hardware \$271.39, Teton County Sheriff \$1080.00, Thyssen Krupp \$288.39, Evans Construction \$3389.42, Airgas \$86.86, High Country Linen \$1766.54, Caselle \$1198.67, Environmental Resource \$166.68, Interstate Battery \$121.95, Interwest Supply \$2766.04, Jackson Hole News & Guide \$2085.04, Jorgensen Associates \$2133.15, LVPL \$16133.68, Teton County Fund 10 \$85183.00, Nelson Engineering \$5106.57, O'Ryan Cleaners \$208.89, Napa \$1263.56, Teton Motors \$785.45, Mike's Body Shop \$620.00, Teton Literacy Center \$4087.50, Animal Care Clinic \$516.84, White Glove Cleaning \$657.76, Electrical Wholesale \$449.80, Quick Brown Fox \$135.00, Westbank Sanitation \$657.21, Teton County Integrated \$30.60, Cummins Rocky Mountain \$1125.83, Freedom Mailing \$1948.51, Macy's Service \$288.00, Jackson Hole Community Housing \$6250.00, Teton County Special Fire \$18644.99, Jack's Tire \$4735.52, Energy Laboratories \$281.00, Alans Welding \$67.03, Teton County Transfer \$62.00, Teton County Clerk \$228937.75, One Call of Wyoming \$50.25, Spring Creek Animal Hospital \$697.74, Teton County Fund 10 \$54415.53, Western States \$5592.31, Wyoming.com \$5.00, AT&T \$292.13, Verizon \$5824.50, Division of Victim Services \$200.00, Xerox \$495.16, Amerigas \$2144.45, Benefit Administrators \$1564.00, Yellow Iron Excavation \$650.00, LDA \$158.30, Cast \$630.00, Teton County Fund 13 \$97.31, Ferguson Enterprises \$808.00, James Bristol \$22.00, MSDS Online \$2299.00, ER Office \$935.45, Johnny Ziem \$330.00, Rainmaker Coaching \$1500.00, UPS \$17.80, Advanced Glass \$240.00, Johnson Roberts & Assoc \$32.50, Thomson West \$1062.79, Charter \$1612.26, Stinky Prints \$50.00, Idaho Falls Peterbilt \$60.23, Respond First Aid \$284.06, Gillig \$1267.69, Fire Services of Idaho \$360.00, Warner Truck \$1526.11, Long Building \$746.95, Meyring & Assoc \$441.56, All Star Auto Parts \$195.97, Stanard & Assoc \$60.00, Team Laboratory \$847.50, Silver Creek Supply \$7.46, Porter's Office \$98.97, Teton Signs \$826.00, Jim Corsi \$240.00, Schow's Truck \$583.55, Snake River Roasting \$193.80, Fleetpride \$108.57, Silverstar \$2371.78, Double H Bar \$25.00, Big R \$29.98, Wamco \$850.00, Control System Technology \$20600.00, Kois Brothers \$956.66, Snow King Hotel \$6287.34, Swagit \$920.00, Jackson Hole Secutiry \$320.00, Jackson Animal Hospital \$1148.38, Francis Marquina \$25.00, Scott Schmillen \$2042.50, Jelly Donut \$1550.00, MSC Industrial Supply \$320.95, Partsmaster \$134.85, Salt City Sales \$502.90, Kellerstrass \$21253.36, Snake River MEP \$341.75, Wyoming Business Council \$52552.08, Superior Tire \$570.00, Transit Talent \$175.00, Amazon \$2463.36, Mountain Town News \$33.80, Borela Property \$301.05, Dash Medical Gloves \$125.80, Peak Facilitation \$12364.92, City of Driggs \$1297.45, Setcom \$4262.45, Energy 1 \$1158.03, Infinite Hydraulics \$474.12, Identisys \$1995.47, Gem State Tub Repair \$633.50, David Stubbs \$4665.00, Grizzly Bear Enterprises \$623.82, Garmin \$404.99, Inreach \$804.35

C. **February 2018 Municipal Court Report.** To accept the February 2018 Municipal Court Report as presented.

D. **Temporary Sign Permit: P18-078 Tribe Easter Service.** To approve the temporary banner in conjunction with Tribe JH, subject to three (3) conditions of approval.



- E. **Temporary Sign Permit: P18-079 Global Leadership.** To approve the temporary banner in conjunction with Global Leadership, subject to three (3) conditions of approval.
- F. **Special Event: Pop Up Bike Lanes.** To approve the Pop Up Bike Lanes Day special event application made by Friends of Pathways subject to the conditions and restrictions listed in the staff report.
- G. **Special Event: Jackson Hole Professional Bull Riders Event.** To approve the special event request from Josh Timon with Outlaw Partners LLC, subject to the conditions and restrictions listed in the staff report.
- H. **E-Force CAD/RMS Licensing.** To approve the software license and service agreement contract with eFORCE Software to establish a records management software system for the Jackson Police Department.

Mayor Muldoon called for the vote on the motion to approve the consent calendar. The vote showed all in favor and the motion carried.

**Special Event: 2018 ISOC Championship SnoCross at Snow King Mountain.** This item was withdrawn by the applicant.

**Restaurant Liquor License Transfer of Ownership Name for Tijuana Authentic Mexican Restaurant.** Sandy Birdyshaw made staff comment. Mayor Muldoon opened a public hearing to hear protests against the issuance, renewal, or transfer of these liquor licenses. No protests were given. Mayor Muldoon closed the public hearing.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve the application to transfer ownership of the restaurant liquor license from Florencia Morales Ramos to Tijuana Mexican Restaurant, LLC, to be effective April 1, 2018 with staff's recommended conditions.

1. Any additional minor corrections by staff and the Wyoming Liquor Division.
2. Prior to liquor license issuance, the applicant shall have obtained all required permits and approvals from all applicable Town/County departments.

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

**Item P17-166 -167 -168: Development Plan, Heavy Retail/Service, and Wireless Communications Facility at 60 East Pearl Avenue (Fire Station).** Tyler Valentine, Brady Hansen, Bob McLaurin, and Tyler Sinclair made staff comment.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to continue this item to the April 16, 2018 regular Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Item P18-044: Encroachment for Wells Fargo Canopy at 110 Center Street.** Tyler Valentine made staff comment.

A motion was made by Bob Lenz and seconded by Hailey Morton Levinson to authorize staff to prepare an Encroachment Agreement between the Town of Jackson and property owner, Jackson State Bank & Trust, to allow a canopy to encroach 6' into the Town right-of-way on both Center Street and Deloney Avenue, subject to final review and approval by the Town Attorney. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Item P18-077: Cowboy Bar Sign Permit.** Tyler Valentine made staff comment. Jim Waldrop made comment on behalf of the applicant. Public comment was given by Curt Dubbe of the Historical Preservation Board and John Eastman.

A motion was made by Bob Lenz and seconded by Hailey Morton Levinson to approve Item P18-077, the restoration of the 'corral' sign located above the Million Dollar Cowboy Bar which includes both cosmetic restoration and rotation for the property located at 25 North Cache Street subject to the Land Development Regulations and following condition of approval:

1. The applicant shall obtain a Town Sign Permit prior to reinstalling the 'corral' sign.
2. Planning Director shall approve revolutions per minute and hours of operation.

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



**Item P18-054: Employee Housing “Claw Back” at 15 E Deloney.** Tyler Valentine made staff comment. Nikki Gill made comment on behalf of the applicant.

A motion was made by Bob Lenz and seconded by Hailey Morton Levinson to direct Staff to formalize an agreement between the Town of Jackson and the applicant consistent with the terms provided in the Project Description above for P18-054 that would allow the partial refund of the applicant’s employee housing mitigation fee if the applicant can obtain a Certificate of Occupancy for the required deed-restricted, off-site housing within the one-year or two-year timeframes from the issuance of Certificate of Occupancy for Jackson Drug. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Item P17-249: Sketch Plan at 480 W Pearl Avenue.** Tyler Valentine made staff comment. Project Architect Michelle Linville presented for questions on behalf of the applicant.

Based upon the findings as presented in the staff report and as made by the applicant for Item P17-249, a motion was made by Bob Lenz and seconded by Hailey Morton Levinson to make findings 1-5 as set forth in Section 8.3.1. (Sketch Plan) of the Land Development Regulations related to 1) Consistency with the Comprehensive Plan; 2) Achieves purpose of NRO & SRO overlays; 3) Impact of public facilities & services; 4) Compliance with LDRs & Town Ordinances; 5) Conformance with past permits and to approve a Sketch Plan to develop a new three-story hotel with employee housing for the property located at 480 W Pearl Avenue, subject to the department reviews attached hereto and the following conditions of approval:

1. Prior to Development Plan submittal the applicant shall provide a landscape plan prepared by a Wyoming Landscape Architect which reflects the minimum plant unit requirement with adequate screening along Pearl Avenue.
2. Prior to Building Permit submittal, the applicant shall work with the adjacent property owner to the east to find a resolution that satisfies the concerns from Pathways. Specifically, the existing landscape island that straddles the dividing property line shall either be kept and/or improved, or be removed and replaced with a shared access no wider than 24’.

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

**Ordinances.** A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to read the ordinance by short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**ORDINANCE A**

AN ORDINANCE VACATING THE PORTION OF THAT 2,350 SQUARE FOOT ALLEY RUNNING NORTH AND SOUTH OFF OF DELONEY AVENUE BETWEEN CENTER STREET AND KING STREET IN THE TOWN OF JACKSON; AND PROVIDING FOR AN EFFECTIVE DATE. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED THAT:

A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to approve Ordinance A on third reading and designate it Ordinance 1188. Mayor Muldoon called for a vote. The vote showed 3-1 in favor with Stanford opposed. The motion carried.

**ORDINANCE B**

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 164, 256, 350, 652, 1051 AND SECTION 2.40.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING TOWN PLANNING COMMISSION MEMBERSHIP; AND PROVIDING FOR AN EFFECTIVE DATE. BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED, THAT:

A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to approve Ordinance B on second reading. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried.

**ORDINANCE C**

AN ORDINANCE AMENDING AND REENACTING TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTIONS 8.10.5.C.2, 8.10.5.E AND 8.10.6.D REGARDING PLANNING AND ZONING COMMISSION /BOARD OF ADJUSTMENT MEMBERSHIP AND QUORUM; AND PROVIDING FOR AN EFFECTIVE DATE. NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED, THAT:



A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to approve Ordinance C on second reading. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried.

**Matters from Mayor and Council.** A motion was made by Bob Lenz and seconded by Hailey Morton Levinson to approve council travel to the WAM Region 5 meeting on April 11, 2018 in Bear River, Wyoming. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

The Council made comment on Grand Teton National Park Superintendent Vela’s annual update. Bob Lenz made comment on complaints he received from town square businesses when streets were closed for the Rendezvous Concert. The Council discussed the Children Learning Center’s request made in public comment regarding changing the pedestrian sign on Mercill with Larry Pardee. The Council held discussion on scheduling time to review the Park & Rec construction project bid results.

**Town Manager’s Report.** A motion was made by Hailey Morton Levinson and seconded by Bob Lenz to accept the Town Manager’s Report. The Town Manager’s Report contained an update on the sales and lodging tax, and an art display on the Center for the Arts lawn. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Adjourn.** A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:36 p.m.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Pete Muldoon, Mayor

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk  
minutes: spb  
Published JH News & Guide: March 28, 2018



## TOWN COUNCIL PROCEEDINGS

MARCH 21, 2018

JACKSON, WYOMING

The Jackson Town Council met in special session in the Council Chambers of Town Hall located at 150 East Pearl at 1:04 P.M. Upon roll call the following were found to be present:

MAYOR: Pete Muldoon.

COUNCIL: Jim Stanford, Hailey Morton Levinson, and Bob Lenz. Don Frank was absent.

STAFF: Roxanne Robinson, Audrey Cohen-Davis, Lea Colasuonno, April Norton, Tyler Sinclair, Alex Norton, Paul Anthony, Tyler Valentine, and Sandy Birdyshaw

**Moratorium on Applications Subject to Current and/or Proposed Housing Standards or Requirements.** Tyler Sinclair made staff comment on a 180-day, temporary moratorium on large applications to allow Council time to consider and adopt updated housing mitigation requirements in the Land Development Regulations (LDRs). The 180-day moratorium would prohibit submission, acceptance, or consideration of any project that:

- Is not exempt from the current Divisions 6.3 and 7.4; and
- Is not exempt from the proposed Division 6.3 dated March 16, 2018; and
- Is subject to review and approval by Town Council; and
- Has not been submitted prior to March 21, 2018.

Projects that would be prohibited by the moratorium include, but are not limited to:

- Construction of 19,500 square feet or more in the DC zone; and
- Construction of 9,750 square feet or more in the CR-1 zone; and
- Construction of 6,900 square feet or more in the CR-2 or OR zones; and
- Construction of 3,450 square feet or more in any other nonresidential zone
- Any residential subdivision; and
- Any new Conditional Use Permit (CUP).

Projects not prohibited by the moratorium include, but are not limited to:

- Construction of less than 19,500 square feet in the DC zone; and
- Construction of a single-family dwelling or ARU in a residential zone; and
- An application to execute an approved Sketch Plan or Development Plan; and
- Any Basic Use Permit for a new use or change of use.

Public comment was given by Stefan Fodor, Amberley Baker, Jeff Golightly from Jackson Hole Chamber of Commerce, Cerise Kudar, Diana Waycott, Michael Kudar, Joe Rice, Ted Stark, John Carney, Phil Stevenson, and Dick Martin.

The Council held discussion with staff on some projects mentioned in public comment – the Kudar and Martin projects would not be affected by the moratorium.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to suspend the requirements for three (3) public readings of ordinances under W.S. 15-1-115(c) in order to adopt an emergency ordinance. Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried with Frank absent.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve Ordinance D attached hereto placing a 180 day temporary moratorium on applications under the Town Land Development Regulations to which the current affordable housing standards or current employee housing requirements apply, or to which the proposed affordable workforce housing standards would apply for the immediate preservation of the public peace, health, safety or welfare: : 1) allow the Town Council time to consider the proposed Division 6.3 standards as they relate to affordable workforce housing; 2) allow Town Council and Town staff time to present options and discuss legislative intent of the proposed Division 6.3; 3) allow time to present and discuss the impacts to the Town of Jackson and its citizens, and allow staff time to provide explanations or clarifications to the Town Council and citizens regarding the proposed standards; and 4) to assist the Town Council in its consideration of the proposed standards as applicable to new physical development, use, development options, and subdivision; declaring an emergency, providing for an effective date and a time for termination, to be designated as Ordinance 1189. (W.S. § 15-1-115(c) requires a vote of 3/4 of the Town Council as a whole, or 4 votes) Mayor Muldoon called for a vote. The vote showed all in favor and the motion carried with Frank absent.



**Adjourn.** A motion was made by Hailey Morton Levinson and seconded by Jim Stanford to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 2:06 P.M.

TOWN OF JACKSON

ATTEST:

\_\_\_\_\_  
Pete Muldoon, Mayor

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk  
minutes: spb  
Published JH News & Guide: March 28, 2018



## 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
2	JACKSON CURBSIDE INC.	00025517	RECYCLING @ START	03/10/2018	360.00	.00	
Total 2:					360.00	.00	
10	CASH	031618	petty CASH	03/16/2018	.50	.50	03/16/2018
10	CASH	031618	petty CASH	03/16/2018	12.75	12.75	03/16/2018
10	CASH	031618	petty CASH	03/16/2018	81.00	81.00	03/16/2018
10	CASH	031618	petty CASH	03/16/2018	10.23	10.23	03/16/2018
Total 10:					104.48	104.48	
21	ADVANCED INDUSTRIAL SUPP	51400673	SAFETY GOOGLES CELAR SCO	03/30/2018	149.80	.00	
Total 21:					149.80	.00	
36	IDAHO STATE TAX COMMISSIO	040418	MARCH WITHHOLDINGS	04/04/2018	3,111.00	3,111.00	04/04/2018
Total 36:					3,111.00	3,111.00	
51	ACE HARDWARE	593479	CASTER PLATER 3" SWV 9479	02/07/2018	103.92	.00	
51	ACE HARDWARE	594381B	CREDIT	02/15/2018	2.90-	.00	
51	ACE HARDWARE	597232	KEYBLANK GM B48-ACE	03/14/2018	3.49	.00	
51	ACE HARDWARE	597374	KEYBLANK GM B48-ACE	03/15/2018	6.98	.00	
51	ACE HARDWARE	5974836	BATTERY ALK AAA 20WIDE	03/16/2018	17.99	.00	
51	ACE HARDWARE	597990	PAD STRIP ACE 4-3/8X11"	03/21/2018	8.97	.00	
51	ACE HARDWARE	598058	KNIFE,ROPE AND LINER CAN	03/21/2018	40.47	.00	
51	ACE HARDWARE	598347	LOCK ENTRY ACCENT SN VP	03/23/2018	54.99	.00	
51	ACE HARDWARE	598801	AQUA DUCK TAPE 20Y	03/28/2018	13.98	.00	
51	ACE HARDWARE	598834	SNAPS	03/28/2018	19.89	.00	
51	ACE HARDWARE	598874	KEY SCHLAGE ORIGNAL, BATT	03/28/2018	64.92	.00	
51	ACE HARDWARE	598875	KEY TAG ID W/RINGS ASST	03/28/2018	5.16	.00	
51	ACE HARDWARE	599461	WD40	04/03/2018	2.99	.00	
51	ACE HARDWARE	599461	BATTERIES	04/03/2018	14.99	.00	
51	ACE HARDWARE	599573	HANDL FILE LONG , FILE MILL	04/04/2018	92.37	.00	
Total 51:					448.21	.00	
55	TETON COUNTY SHERIFF'S-JAI	502	MARCH INMATES	04/02/2018	2,160.00	.00	
Total 55:					2,160.00	.00	
58	CURRAN-SEELEY FOUNDATIO	02052019	4TH QUARTER	04/02/2018	12,062.50	.00	
Total 58:					12,062.50	.00	
65	DELCON INC	197542	WORK ORDER #: 013704- WELL	02/28/2018	388.00	.00	
Total 65:					388.00	.00	
70	THYSSEN KRUPP ELEVATOR C	3003611193	GOLD- FULL MAINTENANCE SE	01/01/2018	2,692.45	.00	
Total 70:					2,692.45	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0055459	MATS @ ANIMAL SHELTER	02/28/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0057719	MATS @ ANIMAL SHELTER	03/14/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0057938	BUILDING MAINT: PUBLIC WOR	03/15/2018	57.05	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: ADMIN	03/15/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: SEASONAL'S	03/15/2018	4.85	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: SEWER	03/15/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: WATER	03/15/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: STREET	03/15/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: FLEET	03/15/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0057938	UNIFORM: WWTP	03/15/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0059053	BUILDING MAINT: PUBLIC WOR	03/22/2018	24.00	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: ADMIN	03/22/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: SEWER	03/22/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: WATER	03/22/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: STREET	03/22/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: FLEET	03/22/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: WWTP	03/22/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0059053	UNIFORM: SEASONAL'S	03/22/2018	4.85	.00	
96	HIGH COUNTRY LINEN	0059646	BUILDING MAINT: TOJ RESTRO	03/26/2018	17.81	.00	
96	HIGH COUNTRY LINEN	0059783	MATS @ TOWN HALL	03/27/2018	215.50	.00	
96	HIGH COUNTRY LINEN	0059925	MATS @ SHELTER	03/28/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0060030	MATS @ START	03/28/2018	241.80	.00	
96	HIGH COUNTRY LINEN	0060128	BUILDING MAINT @ PUBLIC W	03/29/2018	57.05	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: ADMIN	03/29/2018	9.70	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: SEWER	03/29/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: WATER	03/29/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: STREET	03/29/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: FLEET	03/29/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: WWTP	03/29/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0060128	UNIFORM: SEASONALS	03/29/2018	4.85	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: SEWER	04/05/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: SEWER	04/05/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: WATER	04/05/2018	26.67	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: STREET	04/05/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: FLEET	04/05/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: WWTP	04/05/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: SEASONALS	04/05/2018	4.85	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: SEWER	04/05/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0061120	BUILDING MAINT @ PUBLIC W	04/05/2018	24.00	.00	
96	HIGH COUNTRY LINEN	0061120	UNIFORM: ADMIN	04/05/2018	9.70	.00	
96	HIGH COUNTRY LINEN	S0056976	UNIFORM: FLEET NOG JACKET	03/08/2018	4.25	.00	
96	HIGH COUNTRY LINEN	S0058085	BUILDING MAINT: TOJ RESTRO	03/15/2018	175.50	.00	
96	HIGH COUNTRY LINEN	S0058087	TC REC DEPT RSTRMS: SIERR	03/15/2018	108.00	.00	
96	HIGH COUNTRY LINEN	S0058276	BUILDING MAINT: TOJ RESTRO	03/16/2018	105.30	.00	
96	HIGH COUNTRY LINEN	S0058775	BROOM HANDLE	03/20/2018	75.00	.00	
96	HIGH COUNTRY LINEN	S0059196	BUILDING MAINT: TOJ RESTRO	03/22/2018	139.50	.00	
96	HIGH COUNTRY LINEN	S0060075	GLVOES	03/28/2018	26.00	.00	
96	HIGH COUNTRY LINEN	S0061038	MOPS	04/04/2018	102.34	.00	
Total 96:					2,315.49	.00	
114	JACKSON LUMBER INC	00324996-001	CON HEART REDWOOD	03/15/2018	122.11	.00	
114	JACKSON LUMBER INC	00330121-001	BALL PEIN HAMMER	04/04/2018	17.08	.00	
Total 114:					139.19	.00	
131	JACKSON HOLE NEWS & GUID	275781	AD#343817	03/14/2018	190.80	.00	
131	JACKSON HOLE NEWS & GUID	275782	AD#343818	03/14/2018	608.18	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
131	JACKSON HOLE NEWS & GUID	275783	AD#343819	03/14/2018	55.65	.00	
131	JACKSON HOLE NEWS & GUID	275854	AD#343561: BIDS: TOWN HALL	03/14/2018	143.10	.00	
131	JACKSON HOLE NEWS & GUID	275925	AD#342738	03/21/2018	192.00	.00	
131	JACKSON HOLE NEWS & GUID	276032	AD#344068	03/21/2018	166.95	.00	
131	JACKSON HOLE NEWS & GUID	276033	AD#344069	03/21/2018	198.75	.00	
131	JACKSON HOLE NEWS & GUID	276034	AD#344070	03/21/2018	461.10	.00	
131	JACKSON HOLE NEWS & GUID	276080	AD#343176	03/21/2018	143.60	.00	
131	JACKSON HOLE NEWS & GUID	276154	AD#344183	03/28/2018	364.80	.00	
131	JACKSON HOLE NEWS & GUID	276246	AD#344404	03/28/2018	67.58	.00	
131	JACKSON HOLE NEWS & GUID	276247	AD#344406	03/28/2018	135.15	.00	
131	JACKSON HOLE NEWS & GUID	276248	AD#344408	03/28/2018	55.65	.00	
131	JACKSON HOLE NEWS & GUID	276249	AD#344409	03/28/2018	123.23	.00	
131	JACKSON HOLE NEWS & GUID	276250	AD#344410	03/28/2018	63.60	.00	
131	JACKSON HOLE NEWS & GUID	276251	AD#344412	03/28/2018	59.63	.00	
131	JACKSON HOLE NEWS & GUID	276252	AD#344414	03/28/2018	55.65	.00	
131	JACKSON HOLE NEWS & GUID	276414	AD#343224	03/31/2018	120.80	.00	
Total 131:					3,206.22	.00	
156	LOWER VALLEY ENERGY INC	19897	2022 Wildflower court	03/12/2018	10.00	10.00	03/21/2018
156	LOWER VALLEY ENERGY INC	92050-355- 02/	92050-355: S CACHE LIGHTING	03/20/2018	54.51	.00	
156	LOWER VALLEY ENERGY INC	92050-356: 02/	92050-356: KARNS MEADOWS	03/20/2018	3,686.36	.00	
156	LOWER VALLEY ENERGY INC	92050-359- 02/	92050-359: MILLER PARK PARKI	03/12/2018	54.73	.00	
156	LOWER VALLEY ENERGY INC	92050-360: 02/	92050-360: 1035 W BROADWAY	03/20/2018	21.80	.00	
156	LOWER VALLEY ENERGY INC	92050-361: 02/	92050-361: 625 W BROADWAY	03/12/2018	26.04	.00	
156	LOWER VALLEY ENERGY INC	92050-362- 02/	92050-362: STELLARIA LN / S H	03/20/2018	20.06	.00	
156	LOWER VALLEY ENERGY INC	92050367 0318	455 VINE Street #3	03/12/2018	89.17	89.17	03/21/2018
156	LOWER VALLEY ENERGY INC	92050368 0318	455 VINE Street #4	03/12/2018	70.01	70.01	03/21/2018
156	LOWER VALLEY ENERGY INC	92050-369- 02/	92050-369: 1195 S HWY 89 S/O	03/12/2018	9.35	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-036: ST LT LOTS 12, 13	03/12/2018	16.49	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-031: ST LT LOTS 38, 39	03/12/2018	18.85	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-039: ST LT LOTS 86, 87	03/12/2018	18.97	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-040: ST LT LOTS 90, 91	03/12/2018	19.25	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-041: ST LT LOTS 99, 101	03/12/2018	16.49	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-043: ST LT LOTS 68, 69	03/12/2018	18.85	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-044: SNOW KING ESTAT	03/12/2018	165.36	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-052: WELLS TOWN OF JA	03/12/2018	889.18	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-054: CITY WELL ELK REF	03/12/2018	85.14	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-055: CITY WELL ELK REF	03/12/2018	889.18	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-056: CITY WELL ELK REF	03/12/2018	63.51	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-059: POLICE GARAGE	03/12/2018	226.86	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-060: SOUTH GARAGE	03/12/2018	1,552.43	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-061: PUBLIC WORKS	03/12/2018	1,226.07	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-082: EAST STORAGE BL	03/12/2018	423.94	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-092: 3150 ADAMS CANYO	03/12/2018	668.97	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-094: SNOE KING AVE W	03/12/2018	6.44	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-111: PEARL/WILLOW ST	03/12/2018	18.01	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-115: 55 KARNS MEADOW	03/12/2018	14.53	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-0128: SKA MAINTANANC	03/12/2018	14.53	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-0128: SKA MAINTANANC	03/12/2018	14.53-	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-128: SKA MAINTANANCE	03/12/2018	14.53	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-332: N GLENWOOD MCC	03/12/2018	31.59	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-335: N CACHE & N GLEN	03/12/2018	9.48	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-342: 25 S REDMON ST LI	03/12/2018	33.25	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-353: W DELONEY ST FO	03/12/2018	74.61	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-358: 650 W BRDY PATHW	03/12/2018	74.35	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-366: BUDGE DR SLIDE T	03/12/2018	16.70	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-035: ST LT COTTONWOO	03/12/2018	19.00	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-032: ST LT LOTS 88, 89	03/12/2018	19.28	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-034: ST LT LOTS 80, 81	03/12/2018	18.73	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-023: RANGEVIEW ST LT	03/12/2018	19.20	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-024: SEWER LIFT PUMP	03/12/2018	21.72	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-026: 450 SNOW KING AV	03/12/2018	281.90	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-027: ST LT LOTS 20, 21	03/12/2018	19.13	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-028: ST LT LOTS 26,27	03/12/2018	18.67	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-030: ST LT LOTS 95, 96	03/12/2018	18.73	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-091: 665 FLAT CREEK DR	03/12/2018	16.56	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-002: ANIMAL SHELTER	03/12/2018	299.00	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-003: ASPEN HIGHLAND P	03/12/2018	306.03	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-008: CEMETARY	03/12/2018	41.61	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-008: CEMETARY	03/12/2018	.01	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-014: HEAT TAPE	03/12/2018	96.42	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-018: JBP SEWER LIFT PU	03/12/2018	21.82	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-019: LIFT PUMP COTTON	03/12/2018	66.42	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-053: WELLS #2 & #3	03/12/2018	2,999.21	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-055: CITY WELL ELK REF	03/12/2018	889.18	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:41	92050-055: CITY WELL ELK REF	03/12/2018	70.23	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:89	92050-GRP:8952: MULTIPLE ST	03/12/2018	2,250.90	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-126: LIFT STATION B SP	03/20/2018	21.67	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-020: PATHWAY TUNNEL	03/20/2018	53.02	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-005: CACHE KUDAR LIGH	03/20/2018	53.86	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-006: CACHE ST N LIGHTI	03/20/2018	31.05	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-010: ELY SPRINGS RD FI	03/20/2018	1,519.15	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-016: HOME RANCH LIGH	03/20/2018	31.95	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-127: LIFT STATION A MAI	03/20/2018	269.06	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-130: 3 CRK STREET LIGH	03/20/2018	23.81	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-132: PARKING GARGAGE	03/20/2018	1,141.05	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-134: PARKING GARGAGE	03/20/2018	88.19	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-334: JOSEPHINE LOOP L	03/20/2018	130.90	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-0336: HIDDEN RANCH PA	03/20/2018	28.65	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-341: HOME RANCH REST	03/20/2018	18.68	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-0336: HIDDEN RANCH PA	03/20/2018	28.65	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP177	92050-336: HIDDEN RANCH PAT	03/20/2018	28.65	.00	
156	LOWER VALLEY ENERGY INC	WO#:71889	WORK ORDER #:71889- SPRIN	03/12/2018	3,781.46	3,781.46	03/22/2018
Total 156:					23,542.95	3,950.64	
187	NELSON ENGINEERING	46767	PROJ: 14-175-03 WEST BROAD	03/28/2018	9,730.75	.00	
Total 187:					9,730.75	.00	
234	RYAN, JOHN	032218	REIMB DOT PHYSICAL	03/22/2018	155.00	155.00	03/23/2018
Total 234:					155.00	155.00	
241	ST JOHN'S HOSPITAL	30783769	CHEM & LAB	02/16/2018	65.00	.00	
241	ST JOHN'S HOSPITAL	30785065	CHEM & LAB	02/24/2018	65.00	.00	
Total 241:					130.00	.00	
251	STANDARD PLUMBING SUPPLY	HDZ998	METAL CUTS CUTTER WHEEL,	04/04/2018	158.48	.00	
Total 251:					158.48	.00	
257	NAPA AUTO PARTS INC.	767274	OIL CAP, SPILL FREE FUNNEL	03/26/2018	40.37	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 257:					40.37	.00	
258	JACKSON HOLE COMMUNITY C	040118	4TH QUARTER	04/01/2018	25,000.00	.00	
Total 258:					25,000.00	.00	
283	JEWISON, SAMUEL LEE	032218	REIMB FOR DOT PHYSICAL AN	03/22/2018	241.50	241.50	03/23/2018
Total 283:					241.50	241.50	
298	TETON YOUTH & FAMILY SERV	040418	4TH QUARTER PAYMENT	04/04/2018	7,312.50	.00	
298	TETON YOUTH & FAMILY SERV	040418	4TH QUARTER PAYMENT	04/04/2018	33,187.50	.00	
Total 298:					40,500.00	.00	
299	MIKE'S BODYSHOP INC.	10818	GRATE & BAR: LABOR	03/20/2018	273.10	.00	
Total 299:					273.10	.00	
328	842-NCPERS GROUP WYOMIN	842418	PAYROLL DEDUCTIONS	03/23/2018	80.00	80.00	04/04/2018
Total 328:					80.00	80.00	
329	WYOMING RETIREMENT SYST	154673	MARCH CONTRIBUTIONS	04/04/2018	41,528.48	41,528.48	04/04/2018
329	WYOMING RETIREMENT SYST	154674	MARCH CONTRIBUTIONS	04/04/2018	50,073.99	50,073.99	04/04/2018
329	WYOMING RETIREMENT SYST	154675	MARCH CONTRIBUTIONS	04/04/2018	47,005.85	47,005.85	04/04/2018
Total 329:					138,608.32	138,608.32	
392	TETON LITERACY CENTER	040518	3rd QUARTER	04/05/2018	4,087.50	.00	
Total 392:					4,087.50	.00	
415	HAYSE M.D., BRUCE	021718	DOT PHYSICALS	02/17/2018	450.00	.00	
Total 415:					450.00	.00	
425	ACE EQUIPMENT & SUPPLY	198681	STUD MOUNT, SQUEEGEE BLA	03/02/2018	1,019.00	.00	
Total 425:					1,019.00	.00	
472	WHITE GLOVE CLEANING, INC.	34453	CLEAN SHELTERS JANUARY	01/30/2018	657.76	.00	
472	WHITE GLOVE CLEANING, INC.	34587	CLEAN UP BROKEN GLASS @	03/19/2018	75.00	.00	
472	WHITE GLOVE CLEANING, INC.	34595	CLEAN SHELTERS MARCH	03/26/2018	657.76	.00	
472	WHITE GLOVE CLEANING, INC.	34596	GRAFFITI REMOVAL @ PARKIN	03/26/2018	75.00	.00	
Total 472:					1,465.52	.00	
473	GREENWOOD MAPPING INC.	030118	GIS PARCEL MAPPING FEB18	03/01/2018	1,845.00	.00	
Total 473:					1,845.00	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4377539.001	MISCELLANEOUS MATERIAL F	12/14/2017	210.77	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4437903.001	MIDGET FUSE FOR BUS WASH	03/28/2018	37.25	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4437997.001	MIDGET FUSE FOR WASH BAY	03/28/2018	14.99	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 502:					263.01	.00	
517	WAM	15738	ROXANNE 2018 WAM	02/08/2018	225.00	.00	
517	WAM	15738	LARRY PARDE	02/08/2018	225.00	.00	
517	WAM	15738	HAILEY MORTON LEVINSON	02/08/2018	225.00	.00	
517	WAM	15738	BOB MCLAURIN	02/08/2018	225.00	.00	
517	WAM	15738	BOB LENZ	02/08/2018	225.00	.00	
Total 517:					1,125.00	.00	
544	CENTURYLINK	1435698779	307-734-4419	03/15/2018	7.77	.00	
544	CENTURYLINK	307-111-5050	307-111-5050	03/07/2018	3,768.10	.00	
Total 544:					3,775.87	.00	
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	30.10	30.10	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	171.15	171.15	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	115.02	115.02	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	69.60	69.60	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	186.86	186.86	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	245.28	245.28	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	218.30	218.30	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	224.52	224.52	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	165.20	165.20	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	198.63	198.63	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	154.97	154.97	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	113.96	113.96	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	1,341.40	1,341.40	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	91.72	91.72	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	88.70	88.70	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	126.83	126.83	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	301.36	301.36	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	389.62	389.62	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	87.23	87.23	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	185.49	185.49	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	198.92	198.92	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	52.52	52.52	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	495.81	495.81	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	53.46	53.46	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	44.45	44.45	03/19/2018
671	LINCOLN NATIONAL LIFE	107747 0418	APRIL 2018	03/20/2018	44.45	44.45	03/19/2018
671	LINCOLN NATIONAL LIFE	3631334705	MARCH PREMIUM 107391	02/20/2018	1,226.19	1,226.19	03/19/2018
671	LINCOLN NATIONAL LIFE	3650227168	APRIL PREMIUM	03/20/2018	1,170.19	1,170.19	04/04/2018
Total 671:					7,791.93	7,791.93	
677	MACY'S SERVICES	28345	CAMERA AND LOCATE LINES-	03/09/2018	525.00	.00	
Total 677:					525.00	.00	
708	DELTA DENTAL PLAN OF WYO	031518	APRIL PREMIUM	03/15/2018	556.40	556.40	03/21/2018
708	DELTA DENTAL PLAN OF WYO	032918	MARCH CLAIMS	03/29/2018	7,219.50	7,219.50	04/04/2018
Total 708:					7,775.90	7,775.90	
721	EMERG + A + CARE	943221214	EMPLOYEE EXAM	03/19/2018	251.00	.00	
721	EMERG + A + CARE	943221464	EMPLOYEE EXAM	03/29/2018	205.00	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 721:					456.00	.00	
784	SECRETARY OF STATE	040518	FILING FEE FOR CYNTHIA RIED	04/05/2018	30.00	.00	
Total 784:					30.00	.00	
829	HEINER, ROBERT	031618	REIMB TRAVEL TO GEM DEALE	03/16/2018	138.13	.00	
829	HEINER, ROBERT	032218	REIMB TRAVEL TO GEM DEALE	03/22/2018	122.63	122.63	03/23/2018
Total 829:					260.76	122.63	
858	JACKSON HOLE COMMUNITY H	040118	4TH QUARTER PAYMENT	04/01/2018	6,250.00	.00	
Total 858:					6,250.00	.00	
1504	ONE CALL OF WYOMING	48078	TICKETS FOR MARCH 2018 CD	04/04/2018	23.63	.00	
1504	ONE CALL OF WYOMING	48078	TICKETS FOR MARCH 2018 CD	04/04/2018	23.62	.00	
Total 1504:					47.25	.00	
1531	CIVIL AIR PATROL	040418	CONTRACT 2017-2018	04/04/2018	1,000.00	.00	
Total 1531:					1,000.00	.00	
1560	BLUE SPRUCE CLEANERS,INC	040118	DRY CLEANING	04/01/2018	396.65	.00	
1560	BLUE SPRUCE CLEANERS,INC	040118	DRY CLEANING	04/01/2018	561.45	.00	
Total 1560:					958.10	.00	
1783	AT&T	287259163099	MONTHLY CHARGES	03/16/2018	1,226.76	.00	
1783	AT&T	287272169264	START CELL PHONES	03/20/2018	338.54	.00	
Total 1783:					1,565.30	.00	
1949	VERIZON WIRELESS	9803616876	MONTHLY SERVICES	03/15/2018	82.53	.00	
Total 1949:					82.53	.00	
2175	DIVISION OF VICTIM SERVICES	040418	Crime Victim Surcharge CASE #1	04/04/2018	100.00	.00	
Total 2175:					100.00	.00	
2224	LOCAL GOV'T LIABILITY POOL	11374	TWO OCEANS BUILDERS VS JA	03/15/2018	1,000.00	.00	
Total 2224:					1,000.00	.00	
2269	AFLAC	907702	ACCOUNT #y9599	03/25/2018	3,582.48	3,582.48	04/04/2018
Total 2269:					3,582.48	3,582.48	
2547	BENEFIT ADMINISTRATORS, IN	FEB.2018	ELIGIBILITY NOTICES	03/08/2018	54.00	.00	
Total 2547:					54.00	.00	
2727	MCLAURIN, BOB	032718	TRAVEL EXPENSES	03/27/2018	371.49	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2727:					371.49	.00	
2798	DPC INDUSTRIES, INC.	727000010-18	CHLORINE, 150# CYL, HAZARD	01/18/2018	2,861.79	.00	
Total 2798:					2,861.79	.00	
2842	YELLOW IRON EXCAVATION, L	26109	FEB YARD DUMPSTER	02/28/2018	120.00	.00	
Total 2842:					120.00	.00	
2850	LDA INC.	4366	SHIPPING- WATER SAMPLES	04/03/2018	54.81	.00	
Total 2850:					54.81	.00	
2876	CAST	1123	CAST LEGISLATIVE DINENR 03	03/22/2018	75.00	.00	
Total 2876:					75.00	.00	
3145	NEOPOST INC	031218	POSTAGE	03/12/2018	1,000.00	.00	
Total 3145:					1,000.00	.00	
3148	WYO CONFERENCE OF MUNI C	032318	CONFERENCE REGISTRATION	03/23/2018	225.00	.00	
Total 3148:					225.00	.00	
3408	E.R. OFFICE EXPRESS	08655	WIRTING PADS	03/16/2018	32.99	.00	
3408	E.R. OFFICE EXPRESS	08695	FILE CABINET	03/20/2018	324.99	.00	
3408	E.R. OFFICE EXPRESS	08705	EXPANSION FOLDERS,TABS,S	03/21/2018	161.08	.00	
3408	E.R. OFFICE EXPRESS	08706	PAPER,HIGHLIGHTER,FOLERS	03/21/2018	234.78	.00	
3408	E.R. OFFICE EXPRESS	08771	FILE FOLDERS	04/02/2018	54.94	.00	
3408	E.R. OFFICE EXPRESS	08779	ENVELOPES	04/02/2018	102.00	.00	
Total 3408:					910.78	.00	
3527	UPS	0000129VW41	SHIPPING CHARGE-POLICE	03/10/2018	18.45	.00	
3527	UPS	0000129VW41	SHIPPING CHARGE-POLICE	03/17/2018	18.43	.00	
Total 3527:					36.88	.00	
3619	WY CHILD SUPPORT ENFORCE	032818	case #209790 GALLEGHER	03/28/2018	146.76	146.76	03/28/2018
3619	WY CHILD SUPPORT ENFORCE	032818	case#230073 CORONA	03/28/2018	745.50	745.50	03/28/2018
Total 3619:					892.26	892.26	
3661	JOHNSON, ROBERTS & ASSOC	135201	PHQ REPORT	03/14/2018	17.00	.00	
Total 3661:					17.00	.00	
3932	MILLER SANITATION	11056	CITY CANS 74/DAY FOR 8 DAY	03/12/2018	1,953.60	.00	
3932	MILLER SANITATION	11057	START ROUTE 10 CANS- APRIL	03/12/2018	280.00	.00	
Total 3932:					2,233.60	.00	
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONRIBUTIONS	04/04/2018	413.74	413.74	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONRIBUTIONS	04/04/2018	37.68	37.68	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONRIBUTIONS	04/04/2018	465.47	465.47	04/04/2018



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	95.75	95.75	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	95.75	95.75	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	95.75-	95.75-	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	.02-	.02-	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	333.19	333.19	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	101.90	101.90	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	101.90	101.90	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	19.68	19.68	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	150.54	150.54	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	202.50	202.50	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	275.53	275.53	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	1,362.00	1,362.00	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	654.63	654.63	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	641.67	641.67	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	153.58	153.58	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	5,544.77	5,544.77	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	365.75	365.75	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	4,032.04	4,032.04	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	393.47	393.47	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	224.05	224.05	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	518.00	518.00	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	905.16	905.16	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	96.32	96.32	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	811.91	811.91	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	742.40	742.40	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	393.41	393.41	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	610.47	610.47	04/04/2018
4139	WY WORKERS' SAFETY & COM	040418	APRIL CONTRIBUTIONS	04/04/2018	648.82	648.82	04/04/2018
Total 4139:					20,296.31	20,296.31	
4241	JOHNSON, LADEE	032018	BOOTS	03/20/2018	100.00	.00	
Total 4241:					100.00	.00	
4338	MAILFINANCE	N7063687	POSTAGE MACHINE	03/22/2018	463.47	.00	
Total 4338:					463.47	.00	
4346	OFFICE OF STATE LANDS & IN	033018	Easement Application	03/30/2018	9,729.42	9,729.42	03/30/2018
4346	OFFICE OF STATE LANDS & IN	040518	EASEMENT APPLICATION	04/05/2018	140,250.00	.00	
Total 4346:					149,979.42	9,729.42	
4380	LONG BUILDING TECHNOLOGI	SRVCE008911	EQUIPMENT- CAMERAS & LICE	03/15/2018	2,411.22	.00	
Total 4380:					2,411.22	.00	
4401	MEYRING & ASSOCIATES, INC	18359	INSTALL FRONT DOOR LIGHT F	03/08/2018	90.00	.00	
Total 4401:					90.00	.00	
4490	COBAN TECHNOLOGIES, INC	15507	bwc solution license	03/19/2018	285.00	.00	
Total 4490:					285.00	.00	
4614	C & A PROFESSIONAL CLEANI	033118- GYM	CLEANING SERVICES- MARCH	03/31/2018	986.62	.00	
4614	C & A PROFESSIONAL CLEANI	033118- P.P.G	CLEANING SERVICES- MARCH	03/31/2018	286.44	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4614	C & A PROFESSIONAL CLEANI	033118- PW	CLEANING SERVICES- MARCH	03/31/2018	2,068.82	.00	
4614	C & A PROFESSIONAL CLEANI	033118- T.H	CLEANING SERVICES- MARCH	03/31/2018	4,223.18	.00	
4614	C & A PROFESSIONAL CLEANI	033118S	CLEAN START OFFICES MARC	03/31/2018	1,532.21	.00	
Total 4614:					9,097.27	.00	
4699	SNAKE RIVER ROASTING	559376	COFFEE	03/19/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	559456	COFFEE @ MAIN PW SHOP- 2 5	03/22/2018	96.90	.00	
4699	SNAKE RIVER ROASTING	559495	COFFEE	03/26/2018	96.90	.00	
Total 4699:					242.25	.00	
4736	IDAHO CHILD SUPPORT RECEI	032818	Case 236965 Christensen	03/28/2018	350.50	350.50	03/28/2018
Total 4736:					350.50	350.50	
4770	DOUBLE H BAR, INC	040418	RESTITUTION	04/04/2018	25.00	.00	
Total 4770:					25.00	.00	
4918	DEAN'S PEST CONTROLL LLC	30960	SMALL RODENT CONTROL @ P	03/05/2018	40.00	.00	
4918	DEAN'S PEST CONTROLL LLC	31010	SMALL RODENT CONTROL @ S	03/05/2018	100.00	.00	
Total 4918:					140.00	.00	
4943	CODE STUDIO	1765	FINAL DRAFT AND ADOPTION	03/11/2018	6,160.00	.00	
Total 4943:					6,160.00	.00	
5002	CUSTOM ELECTRONIC CONSU	04251	MONTHLY MAINTENANCE	03/20/2018	6,938.40	.00	
5002	CUSTOM ELECTRONIC CONSU	04252	MONTHLY MAINTENANCE	03/20/2018	4,562.88	.00	
Total 5002:					11,501.28	.00	
5022	VISION SERVICE PLAN - (WY)	9533112157	APRIL PREMIUM	03/17/2018	1,629.32	1,629.32	03/19/2018
Total 5022:					1,629.32	1,629.32	
5038	TREFONAS LAW, P.C.	032118	LEGAL SERVICES	03/21/2018	219.00	.00	
Total 5038:					219.00	.00	
5044	H&R ENTERPRISES	418	MESH BACK CAPS, SANDWICH	03/12/2018	443.22	.00	
5044	H&R ENTERPRISES	418	MESH BACK CAPS, SANDWICH	03/12/2018	366.98	.00	
Total 5044:					810.20	.00	
5047	OPEN CREATIVE	5965	4JH TENT DISPLAYS	03/20/2018	127.00	.00	
Total 5047:					127.00	.00	
5085	CORNFORTH CONSULTANTS, I	10876	WEST BROADWAY SLIDE - CO	03/06/2018	1,659.00	.00	
Total 5085:					1,659.00	.00	
5108	Marquina, Francisca	040418	RESTITUTION PAYMENT	04/04/2018	25.00	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5108:					25.00	.00	
5320	DEPARTMENT OF FAMILY SER	032718	CENTRAL REGISTRY CHECKS	03/27/2018	60.00	.00	
Total 5320:					60.00	.00	
5425	NATIONAL ASSOCIATION OF FI	4378	TONY MATTHEWS MEMBERSHI	03/16/2018	40.00	.00	
Total 5425:					40.00	.00	
5489	WRENCH IT PLUMBING & HEAT	4307	REINSTALL THE TUB DRAIN & T	03/22/2018	191.98	.00	
5489	WRENCH IT PLUMBING & HEAT	4312	INSTALL NEW ADJ SHOWERHE	03/22/2018	100.63	.00	
Total 5489:					292.61	.00	
5648	NINETY-EIGHT ELECTRIC, INC	7773	ELECTRIC GENERATOR WORK	04/02/2018	213.91	.00	
Total 5648:					213.91	.00	
5694	LEIGH, CHRISTOPHER S.	032318	MARCH 2 - MARCH 12	03/23/2018	825.00	.00	
Total 5694:					825.00	.00	
5707	PERFORM PRINTING INC	P884	PARKING TICKET ENVELOPES	03/14/2018	2,627.31	.00	
Total 5707:					2,627.31	.00	
5726	AMAZON	1JV7-YNR4-DK	TONER	03/28/2018	158.89	.00	
5726	AMAZON	1VR7-FDTR-9	DVD	03/22/2018	21.00	.00	
5726	AMAZON	1WT9-Y474-X7	DRIVE STATION	03/17/2018	941.60	.00	
Total 5726:					1,121.49	.00	
5738	CASPER STAR TRIBUNE	37085-1	ADS	02/28/2018	606.58	.00	
5738	CASPER STAR TRIBUNE	37682	REF#: 37682- ADVERTISEMENT	03/16/2018	1,170.48	.00	
Total 5738:					1,777.06	.00	
5777	CURTIS BLUE LINE	INV171163	BODY ARMOUR	03/27/2018	1,858.61	.00	
Total 5777:					1,858.61	.00	
5920	COST ENGINEERS, INC	2018.03.27-01	CONSULTING COST- START FU	03/28/2018	900.00	.00	
5920	COST ENGINEERS, INC	2018-03.09-01	PRE-FINAL CONSTRUCTION C	03/09/2018	1,980.00	.00	
Total 5920:					2,880.00	.00	
5967	CITY OF DRIGGS	BBSTART2018	BUS BARN RENT	04/02/2018	828.00	.00	
5967	CITY OF DRIGGS	BBSTART2018	ELECTRIC	04/02/2018	410.56	.00	
5967	CITY OF DRIGGS	BBSTART2018	GENIE OPENERS	04/02/2018	74.00	.00	
Total 5967:					1,312.56	.00	
6044	WESTERN MUNICIPAL CONST	17-26 #6	TOJ 17-26: SPRING GULCH LIFT	03/02/2018	95,895.00	.00	
Total 6044:					95,895.00	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6075	AM SIGNAL, INC	M22390	SAFETY IN A BOX PACKAGE: S	02/15/2018	9,342.89	.00	
	Total 6075:				9,342.89	.00	
6086	WATER WERKS, INC	2097	PROJ: PARKING GARAGE/HOM	03/25/2018	589.52	.00	
	Total 6086:				589.52	.00	
6092	ENERGY 1	18486	UNIT HEATER SERVICE @ STR	03/30/2018	157.50	.00	
6092	ENERGY 1	18487	ELECTRIC SERVICE @ PARKIN	03/30/2018	998.35	.00	
	Total 6092:				1,155.85	.00	
6128	MULDOON, PETER	031518	TRAVEL EXPENSES TO CHINA	03/15/2018	2,011.05	2,011.05	03/16/2018
	Total 6128:				2,011.05	2,011.05	
6129	TAYLOR INC	032218	BUSINESS LICENSE REFUND	03/22/2018	180.00	.00	
	Total 6129:				180.00	.00	
6130	TETON COUNTY RESPONDER	2018.001	REGISTRATION FEE	03/16/2018	500.00	.00	
	Total 6130:				500.00	.00	
6131	KIRSCHER, ABBE	032318	REIMBURSEMENT	03/23/2018	316.00	.00	
	Total 6131:				316.00	.00	
6132	LIONS, JUDY	032718	REIMBURSE OFFICE SUPPLIES	03/27/2018	8.31	.00	
	Total 6132:				8.31	.00	
6133	UPC INC	61861	NEW MERCHANT ACCOUNT	04/02/2018	260.00	.00	
	Total 6133:				260.00	.00	
6134	SPRING HILL SUITES	040418	RESTITUTION PAYMENT	04/04/2018	200.00	.00	
	Total 6134:				200.00	.00	
6135	LEXINGTON AT JACKSON HOL	040418	RESTITUTION PAYMENT 18-02-	04/04/2018	80.00	.00	
	Total 6135:				80.00	.00	
6136	SOLV BUSINESS SOLUTIONS-S	380994	COURTESY WARNING SHEETS	03/28/2018	403.99	.00	
	Total 6136:				403.99	.00	
6137	MATTSON, ELIJAH	040518	BOOTS	04/05/2018	100.00	.00	
6137	MATTSON, ELIJAH	040518	HOTEL REIMBURSE	04/05/2018	75.60	.00	
	Total 6137:				175.60	.00	
	Grand Totals:				649,644.57	200,432.74	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
--------	-------------	----------------	-------------	--------------	--------------------	-------------	-----------

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.





# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** March 23, 2018  
**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Town Clerk  
**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson  
**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event- Bike Share Launch

## BACKGROUND/ALTERNATIVES:

Friends of Pathways requests approval to host the BCycle Bike Share Launch special event which includes a ribbon cutting ceremony in George Washington Memorial Park on Tuesday, April 10 from noon to 1:00 P.M. There will be amplified sound associated with a PA system used for speeches. The applicant is requesting that 20 bicycles be allowed to be parked within the Town Square (per the attached map). The bikes will be pedaled around the block and back into the Town Square via the bike path. The applicant expects that approximately 40 spectators will attend the ribbon cutting ceremony and requests the following in association with the event:

- Council permission to use George Washington Memorial Park as described above for the bike share launch ceremony. The applicant may set up a small stage, several small approximate 10' x 10' tents, and may give snacks, non-alcoholic beverages, and Friends of Pathways merchandise during the event. There will be no sales.
- Council permission for amplified sound associated with the bike share launch ceremony.
- Access to electricity.
- Permission to display onsite banner during the bike share launch ceremony that will be attached to the stage or a table.
- Permission for 20 START bicycles to be parked within George Washington Memorial Park.
- Permission for bikes to travel on the boardwalks within George Washington Memorial Park.

## ATTACHMENTS:

Application

## FISCAL IMPACT:

None

## STAFF IMPACT:

Minimal

## LEGAL REVIEW:

N/A

## RECOMMENDATION:

Staff recommends approval of the application, subject to the following conditions and restrictions:

1. The applicant shall coordinate all set up and access to electricity with the Parks and Recreation Department at least one week prior to the event. No alterations of park amenities are permitted



without the prior permission of the Parks & Recreation Department, and no items may be secured to any live forestry.

2. The applicant shall provide and be responsible for their own sound system.
3. The applicant shall clean up immediately after the event.
4. Insurance: An insurance certificate that names the “Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers” and states that coverage is primary and non-contributory is required for every event **at least ten days prior to the event**. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
5. Any power or sound cords that cross walkways shall be taped and secured to prevent a tripping hazard.
6. Sidewalks and boardwalks shall not be obstructed.
7. Food services shall be coordinated through the Teton County Health Department.
8. Any other conditions or restrictions staff wishes to add upon further review of the application.
9. The applicant will provide personnel along the boardwalk to assist with pedestrian traffic and bike traffic during the pedaling portion of the ceremony.

**SUGGESTED MOTION:**

I move to approve special event application made by Friends of Pathways for the Bike Share Launch special event, subject to the conditions and restrictions listed in the staff report.



# Special Event Application

## Submit Completed Document To:

Town Hall  
Town of Jackson - Special Events  
150 East Pearl Street  
P.O. Box 1687  
Jackson, Wyoming 83001

cpelletier@townofjackson.com  
(307) 733-3932 ext. 1112 (phone)  
(307) 739-0919 (fax)



**A completed application  
must be submitted at least  
21 days prior to your event.**

Non-Profit Fee: \$25  
For-Profit Fee: \$150

## APPLICANT INFORMATION

Name of Event: Bike Share Launch

Name of Organization: Town of Jackson / START / Friends of Pathways

Type of Organization: ☐ Non-Profit ☒ Public Agency ☐ For-Profit Business

Mailing Address: PO Box 2062

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Lauren Dickey

Email Address: lauren@friendsofpathways.org

Work Phone: 3077334534

Cell Phone: 3177976022

## EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☒ Assembly  
☐ Parade ☐ Festival ☐ Biking ☐ Education  
☐ Other: \_\_\_\_\_

Description & Purpose of Event *(Attach additional sheets if necessary):* \_\_\_\_\_

We will have two / three people speak about Bike Share, a ribbon cutting, and a short bike

Location of Event: Town Square Alternative Location: Home Ranch

Date(s) of Event: Tuesday, April 10 Event Operating Hours: noon - 1pm

Event Set Up Begins Date: April 10, 2018 Time: noon

Event Clean Up Ends Date: April 10, 2018 Time: 1pm



# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 40 Total Event: 40

Special Considerations (check all that apply):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Alcoholic Beverages | <input type="checkbox"/> Cooking/Grilling     | <input type="checkbox"/> Electricity Requested         |
| <input type="checkbox"/> Food Sales          | <input type="checkbox"/> Merchandise Sales    | <input type="checkbox"/> Recurring Event               |
| <input type="checkbox"/> Ticketed Admission  | <input type="checkbox"/> Sound Amplification  | <input type="checkbox"/> Pets or Animals               |
| <input type="checkbox"/> Tents               | <input type="checkbox"/> Street Closure       | <input type="checkbox"/> Sidewalk Closure              |
| <input type="checkbox"/> Overnight Parking   | <input type="checkbox"/> Overnight RV Camping | <input checked="" type="checkbox"/> Use of Town Square |

Event Co-Sponsor (s): \_\_\_\_\_

***All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.***

Will you be charging admission or a fee for your event? ☐ Yes ☒ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Katherine Dowson Cell Phone: 208-733-4630

## EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- |   |   |
|---|---|
| <input type="checkbox"/> Tents (X)                      | <input type="checkbox"/> Food Vendors (FV)                |
| <input type="checkbox"/> Beverage Vendors (BV)          | <input type="checkbox"/> Alcohol Vendors (A)              |
| <input type="checkbox"/> Portable Toilets (T)           | <input type="checkbox"/> Hand Washing Sink (HWS)          |
| <input type="checkbox"/> Stages or Amplified Sound (SO) | <input type="checkbox"/> Bleachers (BL)                   |
| <input type="checkbox"/> Garbage Receptacles (G)        | <input type="checkbox"/> Recycling Receptacles (RR)       |
| <input type="checkbox"/> Retail Merchants (RM)          | <input type="checkbox"/> Security (P)                     |
| <input type="checkbox"/> Fire Lane (FL)                 | <input type="checkbox"/> Fire Extinguishers (EX)          |
| <input type="checkbox"/> First Aid / EMS (FA)           | <input type="checkbox"/> Barricades (B)                   |
| <input type="checkbox"/> Electricity / Generator (EL)   | <input type="checkbox"/> Trailers, Vehicles, Storage (TR) |

***Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.***



# Special Event Application

## STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☐ Yes ☒ No

Area of Closure Request	Date(s)	Start Time	End Time

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces? ☐ Yes ☒ No

If "Yes", how many parking spaces will be unavailable due to the event: \_\_\_\_\_ parking spaces

Will the event closure requests impact any START Bus routes? ☐ Yes ☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: \_\_\_\_\_ START Bus contacted? ☐ Yes ☒ No

## RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

☐ Yes ☒ No



# Special Event Application

## TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

_____ Large Street Barricades	_____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

## TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

### POLICE DEPARTMENT

(307) 733-1430

<input type="checkbox"/> Event Security	<input type="checkbox"/> Mounted Horse Patrol	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Race Lead Vehicle	<input type="checkbox"/> Parade Lead Vehicle	<input type="checkbox"/> General Presence
<input type="checkbox"/> Towing / Ticketing	<input type="checkbox"/> Assistance with Parking Closures	<input type="checkbox"/> Assistance with Street Closures

Please describe in detail your request: \_\_\_\_\_

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

### PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

### PARKS AND RECREATION DEPARTMENT (307) 732-5753

☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☐ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: \_\_\_\_\_

*\*Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? ☐ Yes ☐ No

If "Yes", has the site been reserved with Parks and Recreation? ☐ Yes ☐ No

### FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: \_\_\_\_\_



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: \_\_\_\_\_

## VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound? ☐ Yes ☐ No

If "Yes", please indicate times: Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Will your event feature any musical entertainment? ☐ Yes ☐ No

*If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.*

## SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners? ☐ Yes ☐ No

If "Yes", have you completed a sign permit application? ☐ Yes ☐ No

*A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.*

## INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached: ☐ Yes ☒ No



## Special Event Application

## PORTABLE RESTROOMS AND SINKS

**The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.**

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☐ Yes☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: \_\_\_\_\_ Number of ADA Accessible Portable Toilets: \_\_\_\_\_

If "No", please explain:

**Portable restrooms may not be located within 50 feet of any food vendor.**

Restroom Company: \_\_\_\_\_

Restroom Drop off / Pick Up      Date for Drop Off:      Time for Drop Off:\_\_\_\_\_

Date for Drop Off: \_\_\_\_\_ Time for Drop Off: \_\_\_\_\_

Date for Pick Up: \_\_\_\_\_ Time for Pick Up: \_\_\_\_\_

Time for Pick Up: \_\_\_\_\_

## ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes☐ No

Will you be offering any alcoholic beverages besides beer?

☐ Yes☐ No

If "Yes", what will be offered in addition to beer?

***If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.***



# Special Event Application

## VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

***If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.***

Please describe any sales activity at your event:

Will any food or beverages be sold at your event?

☐ Yes

☒ No

***If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.***

## TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? \_\_\_\_\_

How many trash receptacles will be supplied for your event? \_\_\_\_\_

When will the trash receptacles be delivered? \_\_\_\_\_

When will the trash receptacles be picked up and removed from site? \_\_\_\_\_

Describe your plan for the collection and removal of trash during your special event:

We will bring receptacles and remove the garbage from the site immediately following the event.

***Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.***



# Special Event Application

## SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

## RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. ***For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.***

Will you be using a company for your recycling plan? ☐ Yes ☒ No

If "Yes" which company will you be using? \_\_\_\_\_

How many recycling receptacles will they (or you) supply for your event? \_\_\_\_\_

When will these recycling receptacles be delivered? \_\_\_\_\_

When will recycling receptacles be picked up and removed from site? \_\_\_\_\_

Describe your plan for collection and removal of recyclable materials during your special event:  
We will bring recycling receptacles and remove them after the event.

*Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.*

---



# Special Event Application

## SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☐ Yes ☒ No

If "YES" please indicate any significant changes to the event request since its last approval:

## STANDARD CONDITIONS OF APPROVAL

*Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.*

### GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: LD



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

### STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

### SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

### POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

### ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: LD



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

### PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

### INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

### FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: LD



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

### TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: LD



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

### FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: LD



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

### FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

***Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.***

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: \_\_\_\_\_

Signature

APPLICANT: Lauren Dickey

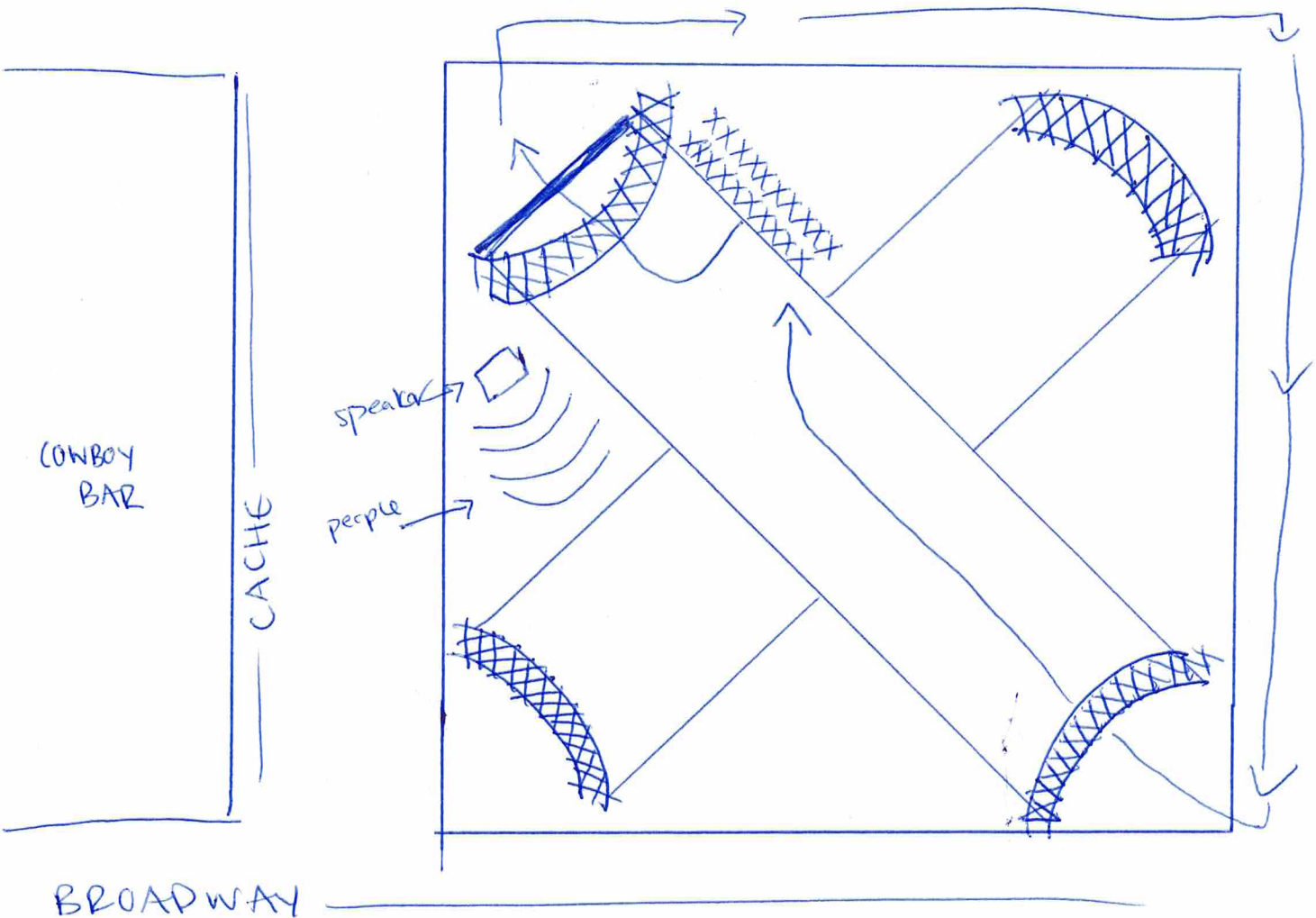
Printed Name

DATE: 03/21/2018

TITLE: Communications Director



DELONEY



#### STEP 1

20 START BIKES  
PARKED ON THE  
SIDE OF THE  
BOARD WALK BY  
THE NW ARCH  
ON THE SQUARE

#### STEP 2

HAVE 3 SPEAKERS  
NEAR THE ARCH  
& GATHER PEOPLE  
FOR 10-15 MINUTES  
TO TALK ABOUT  
THE LAUNCH

#### STEP 3

RIBBON ACROSS  
THE ARCH - HELP  
BY TWO VOLUNTEERS,  
WHILE PEOPLE  
LINE UP WALKING  
BIKES.

#### STEP 4

CUT THE RIBBON,  
ALL PEOPLE ON BIKES  
RIDE AROUND THE  
BLOCK TO THE SE CORNER

#### STEP 5

BIKES ARE PARKED  
IN THE SAME  
PLACE &  
REFRESHMENTS  
ARE SERVED.

#### ALTERNATE

BIKES GO DOWN  
CENTER TO THE  
HOME RANCH FOR  
REFRESHMENTS.





# LAUNCH PARTY

**TUESDAY, APRIL 10**

**START BUS & FRIENDS OF PATHWAYS  
INVITE YOU TO CELEBRATE THE  
LAUNCH OF THE BIKE SHARE PROGRAM**

---

**TOWN SQUARE  
NOON**





# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** March 28, 2018

**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson

**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event- Jackson Eco Fair and Spring Clean-Up

#### STATEMENT/PURPOSE

The Mayor and Town Council approve or deny all Special Event Applications requesting the services of Town personnel, use of public property, temporary parking closures, and the issuance of sign permits.

#### BACKGROUND/ALTERNATIVES

The Energy Conservation Works is requesting Council permission to hold the Jackson Hole Community Spring Clean-Up and the Jackson Eco Fair and at Phil Baux Park in the Snow King Ball Field, respectively, on Saturday, May 12, 2018 from 8:00 A.M. to 5:00 P.M.

This event has been approved in the past. In the event that the Parks and Recreation Department deems that the Snow King baseball field is too wet to host the event without significant turf impact, the applicant is requesting to host the Eco Fair in the Home Ranch parking lot. This back-up consideration was requested last year as well.

#### SPRING CLEAN-UP

At 8:00 A.M. volunteers will gather at Phil Baux Park under the pavilion to receive their trash bags and their pick up assignments. The applicant has requested the services of the Public Works Department to pick up the volunteer-collected refuse placed along the roadways on Saturday, May 12<sup>th</sup> and Monday, May 14<sup>th</sup>. During the past three years, trash collected by volunteers during the Rotary Club roadside clean-up is handled accordingly: Teton County accepts refuse that was collected along highways and roads – orange bags - free of charge at the transfer station facility on Saturday, May 12<sup>th</sup>. Teton County Integrated Solid Waste and Recycling will have a roll-off container for refuse collected in Town during this effort located in the TOJ public works department yard – not available to the general public.

Teton County Integrated Solid Waste and Recycling is again teaming up with the Town of Jackson to provide residential yard waste collection for town of Jackson households. Yard waste must be placed on the curb by 8:00 A.M. on Monday, May 14<sup>th</sup>. Only yard waste in paper yard waste bags or easily emptied reusable containers will be collected – no plastic bags and no trash. Town crews will deliver yard waste collected from Town residents to the Rodeo Grounds parking lot where it will be loaded and transported by Terra Firma Organics to be composted at the Trash Transfer Station. A roll off trash container will be placed in the Public Works to be used for trash collected during the Rotary Club roadside clean-up effort only; this container will not be accessible to the general public. These efforts will reduce the overall impact to Public Works in terms of fuel and equipment use in addition to the amount of overtime needed. Historically, Public Works crews hauled the collected trash all the way to the transfer station.



## **ECO FAIR**

The event will include interactive and educational booths hosted by regional non-profits and businesses, sustainability-related demonstrations, retail sales, kids activities, live music, and local food and beverage service to the public. The event will be held in May to coincide with Spring Clean-Up Week, to better promote tourism in the community and to increase the chances for better weather. The anticipated attendance is 2,500 people. The event will run from 12:00 P.M. to 5:00 P.M.

The application has been submitted to all Town Departments for review and recommendation.

The applicant requests the following from the town in association with the event:

1. Permission to use the parking lot adjacent to the Snow King Ball Field for the Eco Fair from 8:00 A.M. to 7:00 P.M. on May 12, 2018.
2. Permission for parking closures from 8:00 A.M. Friday, May 11 until 7:00 P.M. Saturday, May 12 of the Snow King Ball Field parking lot to allow for vendor parking and loading and unloading. The parking closures will also be used for trash/recycling and portable toilets. Please see the attached event map for additional detail. The event organizers shall work with Snow King Mountain Resort in regards to visitor access to the summer chairlift rides.
3. Permission from Town Council for amplified sound associated with local live music.
4. Services of Parks and Recreation Department personnel as outlined in the application and event plan including irrigation locates within the park, power access, field mowing and sprinkler shut-off.
5. Sign permits for the display of two temporary banners per the attached sign permit application.
6. Use of barricades and cones for the parking lot closure.
7. A for-profit exposition business license
8. A malt beverage permit. Snake River Brewery will be a vendor at this event and they will be applying for a malt beverage permit for associated beer sales. Any other vendors wishing to sell malt beverages will be required to obtain a separate catering or malt beverage permits.
9. Permission to host the Eco Fair in the Home Ranch parking lot in the event that the Snow King ball fields are deemed too wet to host the event.

## **ATTACHMENTS**

Special Event Application

## **FISCAL IMPACT**

Direct income: Exposition Business License fee (\$200), malt beverage permit (\$100) and income from Parks & Recreation department fees. Costs to the Town include the services of on duty Town personnel to prepare, check-in and check-out cones, barricades, and signs. On duty police officers will make the event part of their routine patrol so that there is a police presence during the event.

## **STAFF IMPACT**

Staff impact includes the following services: Public Works employees to prepare, check out and check in barricades, cones and signs and Parks and Recreation Department personnel to mark out sprinkler lines, provide utility locates, provide electricity, and prepare the park.

## **LEGAL REVIEW**

N/A

## **RECOMMENDATION**

1. Applicant shall clean up after the event. Trash and recycling containers shall be supplied and maintained as stated in the applicant's event plan. Trash containers shall not be permitted to overflow and shall remain on paved areas at all times.



2. Applicant shall coordinate the removal of all trash and recycled material during and after the event.
3. Applicant shall coordinate all set up, tear down and utility usage with the Parks and Recreation Department Park Manager at least five (5) business days prior to set-up.
4. Food service shall be coordinated with and approved by Teton County Environmental Health.
5. No signs shall be erected in any public right-of-way. Any and all signs placed on public property shall not be located on sidewalks blocking pedestrian travel.
6. Applicant shall use all means necessary not to damage the turf within the park including prohibiting all vehicles and trailers from touching any grass/turf area of the park.
7. Applicant shall inform all vendors and patrons that there are no dogs allowed in the park.
8. Applicant shall provide at least two handicapped parking spaces near the front of the event area.
9. Applicant shall take all measures necessary to comply with all applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off of the authorized premises.
10. Applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.
11. All walkways, entrances and ADA ramps must be kept open at all times.
12. Applicant shall coordinate the payment of all fees to the Parks & Recreation Department at least one week before the start of each event.
13. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 or [brian.way@wyo.gov](mailto:brian.way@wyo.gov) with any questions.
14. The applicant shall be required to contact Parks and Recreation prior to installing any tents or associated improvements within the park for the department to provide utility and irrigation locates;
15. Electrical power may not be available within the park. Applicant may need to provide alternate temporary power for the event.
16. The applicant shall be responsible for production, posting, and removal of all temporary no parking and handicapped parking signs.
17. Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
18. Tents which can hold over 50 or more occupants must provide this the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
19. If the event utilizes temporary tent(s) 400 square feet or more the applicant will submit a Temporary Tent Permit Application to the Jackson Hole Fire/EMS Department.
20. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
21. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
22. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
23. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
24. Any cooking performed within tents shall require advance approval by this Department (IFC 3104.15.3 – 3104.15.7).
25. Smoking shall not be permitted in tents, canopies or membrane structures. Approved “No Smoking” signs shall be conspicuously posted (IFC 3104.6).
26. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).



27. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
28. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
29. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website too.
30. All barricades, cones, and any road closure signs must be removed immediately following the event.
31. All barricades, cones and road signs will need to be coordinated with the Public Works Department at least five days prior to the event. The applicant will be responsible for picking up and returning all equipment to the Public Works Department.
32. All food vendors will be stationed on the asphalt in the parking lot and not on the turf in either the ball field or Phil Baux Park.
33. The applicant shall provide to the Town in advance of the event an insurance certificate that names the "Town of Jackson and Snow King Mountain Resort LLC as additional insured including its Officers, Officials, Employees, and Volunteers" and states that coverage is primary and non-contributory is required at least ten days prior to the event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney.
34. The applicant shall coordinate with Snow King Mountain Resort to insure that visitors wishing to ride the scenic summer chairlifts at SKMR have access to the rides and access to nearby parking.

#### SUGGESTED MOTION

I move to approve the special event application from the Energy Conservation Works for the Eco Fair, subject to the conditions and restrictions listed in the staff report.



# **Town of Jackson Special Event Application**

## **APPLICANT INFORMATION**

**Name of Event:** 2018 Jackson EcoFair

**Name of Organization:** Energy Conservation Works

**Type of Organization:** Non-Profit / Public Agency

**Mailing Address:** PO Box 7879

**City:** Jackson

**State:** WY

**Zip Code:** 83002

**Name of Person Completing Application:** Virginia Powell Symons, Vibrant Events of JH, EcoFair Coordinator

**Email Address:** virginia@vibranteventsjh.com OR info@jacksonecofair.org

**Work Phone:** (307) 413-0174

**Cell Phone:** same

## **EVENT INFORMATION**

**Type of Event:** Festival / Concert / Education

**Description & Purpose of Event:** EcoFair is Jackson Hole's primary spring season community event, focused on local and environmental stewardship. It provides local restaurants, artists, retailers, government agencies, and non-profits a place to showcase their substantial work in these arenas.

**Location of Event:** Snow King Ball Field / Phil Baux Park. Please see Attachment A: Event Plan, & Attachment D: Preliminary Event Map.

**Proposed Alternative Location:** Home Ranch Parking Lot. EcoFair is a rain or shine event—alternate location will only be necessary if ground saturation prevents the event's heavy foot traffic on Snow King Ball Field.

**Date(s) of Event:** Saturday, May 12, 2018

**Event Operating Hours:** 12:00-5:00pm

**Event Set Up Begins** **Date:** Friday, May 11, 2018

**Time:** 10:00am

**Event Clean Up Ends** **Date:** Saturday, May 12, 2018

**Time:** 7:00pm

\*Please note that final trash/recycling and porta-pot pickup and tent breakdown will take place on Monday, May 14. However, this will not impact public use of the facility

**Estimated Event Attendance** **Per Day:** 1500-2500, weather dependent

**Total Event:** same

**Special Considerations:** Alcoholic Beverages / Cooking/Grilling / Electricity Requested / Food Sales / Merchandise Sales / Recurring Event / Sound Amplification / Tents / Parking Lot Closure

**Event Co-Sponsor(s):** Although EcoFair is supported by a number of financially sponsoring organizations, Energy Conservation Works is the sole sponsor of the event to the general public

**Will you be charging admission or a fee for your event?** No. A \$5 donation is suggested for entry, but not required

**Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police during the event):**

**Name:** Phil Cameron, Executive Director, Energy Conservation Works

**Cell Phone:** (307) 413-1971

**Name:** Blair McGregor, EcoFair Assistant, Vibrant Events of JH

**Cell Phone:** (860) 301-9260

## **EVENT SITE PLAN**

**Provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area.** Please see Attachment D: Preliminary Event Map. Initial locations of the following are included: Tents / Food Vendors / Beverage Vendors / Alcohol Vendors / Portable Toilets / Hand Washing Sink / Stage/Amplified Sound / Garbage/Recycling Receptacles / Retail Merchants / Security / Fire Lane / Barricades / Electricity / Trailers/Vehicles

***Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.***

## **STREET/SIDEWALK/PUBLIC PARKING LOT—CLOSURE REQUESTS**

**Will the event close any street, sidewalk, alley, or public parking lot?** Yes.



<b>Area of Closure Request</b>	<b>Date(s)</b>	<b>Start Time</b>	<b>End Time</b>
Snow King public parking lot	May 12, 2018	8:00am	6:30pm
Home Ranch Parking Lot	May 11-14, 2018	8:00am	12:00pm

\*Closure of the Home Ranch Parking Lot will ONLY be requested in the event that EcoFair 2018 cannot be held at the Snow King Ball Field due to field conditions. In the event that this is necessary, modified versions of Attachment A: Event Plan and Attachment D: Preliminary Event Map will be provided, and any necessary event modifications will be made.

**Will the event restrict/close access to any public parking spaces?** Yes

**If "Yes", how many parking spaces will be unavailable due to the event:** approximately 40

**Will the event closure requests impact any START Bus routes?** No. However, START ridership is encouraged in the spirit of EcoFair, and Peter Romaine will be notified of event plans.

## **RESIDENT AND/OR BUSINESS NOTIFICATION**

**Have you provided a sample of the notice and a proposed list of recipients?** Yes. Please see Attachment H: Resident/Business Event Notification

## **TOWN EQUIPMENT REQUESTS**

EcoFair will require the use of minimal Town of Jackson equipment. Please see Attachment B: TOJ Equipment Request for details regarding our needs for street barricades, street cones, candlestick cones, and recycling bins

## **TOWN SERVICES REQUESTS**

EcoFair does not require any specific services from the Town of Jackson. The Police Department has been notified of all event plans, and the Public Works Dept. may be requested to assist in the hanging of temporary signs (see Attachment E: Sign Permits) at a date closer to the event. A separate permit and all necessary requests have been filed with Teton County Parks and Recreation. All Town of Jackson and Teton County departments are invited to participate in EcoFair, and will be sent individual invitations when booth registration opens at the end of March.

**Is the requested event site a public park or ball field?** Yes

**If "yes", has the site been reserved with Parks and Recreation?** Yes

## **VOICE/MUSIC AMPLIFICATION REQUESTS**

**Will your event have amplified sound?** Yes

**If "yes" please indicate times:** **Start Time:** sound check 10:00am, start 12:00pm **Finish Time:** 5:00pm

**Will your event feature any musical entertainment?** Yes. Please see Attachment A: EcoFair Event Plan and Attachment F: Noise Permit Application

## **SIGN / BANNER REQUESTS**

**Are you requesting to hang signs or banners?** Yes

**If "yes", have you completed a sign permit application?** Yes. Please see Attachment E: Sign Permits.

## **INSURANCE REQUIREMENTS**

Please see Attachment C: Insurance Certificate. Please note that EcoFair's insurance is that of the Joint Powers Board, and is therefore fully inclusive of the Town of Jackson

## **PORTABLE RESTROOMS AND SINKS**

**Do you plan to provide portable restroom facilities?** Yes

**If "Yes". Please indicate the total number of portable toilets and number of ADA accessible toilets.**



**Total number of Portable Toilets:** 3

**Number of ADA Accessible Portable Toilets:** 1

Please see Attachment D: Preliminary Event Map. The event plans to utilize onsite public toilets on South Cache Street as well as Macy's porta-pots, including one that is ADA-accessible. A hand-washing station with two sinks will accompany the porta-pots.

## **ALCOHOL**

**Will there be alcoholic beverages at the event:** Yes

**Will you be offering any alcoholic beverages besides beer?** Yes

**If "Yes", what will be offered in addition to beer?** A local distillery will host a booth to sell cocktails. Individual beer and cocktail vendors work together and are responsible for obtaining the necessary Catering Permit. All necessary information will be provided to said vendors in a timely manner in order for them to obtain the necessary permitting.

## **VENDORS / MERCHANTS / SALES**

**Will anything be sold at your event?** Yes. Please see Attachment G: Exposition License Application

**Please describe any sales activity at your event:** Booth hosts at EcoFair are permitting to sell wares. All booth hosts are required to meet certain green business standards, and will be required to pay a higher booth registration fee for a sales booth. Booth registration closes on May 6, and will be permitting after that on a space available basis only. A complete vendor list will be submitted to the Town of Jackson prior to the event.

**Will any food or beverages be sold at your event?** Yes. All food vendors will be required to obtain the necessary permits no less than two weeks prior to EcoFair, in order to avoid late fees. A complete food vendor list will be provided to Teton County's Environmental Health Department prior to the event.

## **TRASH REMOVAL PLAN**

**Will you be using a waste company for your waste removal plan?** Yes.

**If "Yes", which company will you be using?** Yellow Iron Trash Removal

**How many trash receptacles will be supplied for your event?** 8 trash bins

**When will the trash receptacles be delivered?** Friday, May 11, 2018

**When will the trash receptacles be picked up and removed from the site?** Monday, May 14, 2018

**Describe your plan for the collection of trash during your special event:** EcoFair is excited to once again be working with a zero waste formula — waste stations, which include trash bins, recycling bins, bus stations, and food waste bins, will be located throughout the event site. Volunteers will staff the stations in order to direct fairgoers in appropriate disposal of their items. All trash bins will be combined and staged in the parking lot at the conclusion of the event. See Attachment D: Preliminary Event Map. Since the implementation of the zero waste formula in 2016, EcoFair has been able to realize a least a 75% waste diversion rate with this trash removal strategy.

## **RECYCLING PLAN**

**Will you be using a company for your recycling plan?** No. We plan to borrow TOJ recycling bins

**How many recycling receptacles will you supply for your event?** 6 bins at primary waste stations

**When will these recycling receptacles be delivered?** Friday, May 11, 2018

**When will recycling receptacles be picked up and removed from the site?** No later than Monday, May 14, 2018

**Describe your plan for collection and removal of recyclable materials during your special event:** EcoFair Green Team members will be responsible for sorting recyclables and removing receptacles. As there are few recyclable items sold at EcoFair, recycling needs have traditionally been fairly minimal.

## **SIGNIFICANT EVENT CHANGES**

**Has this event been approved in the Town of Jackson in previous years?** Yes.

**If "Yes", please indicate any significant changes to the event request since it's last approval:** No. However, the



closure of the south entrance to the Snow King public parking lot, due to construction, will direct all vendors to access the area via the west entrance. With appropriate communication and signage, we do not foresee this being a problem.

## **TOWN IMPACT SURVEY**

**Estimated total number of participants and/or spectators at the special event. If this event is recurring—taking place multiple days over the course of the season—please indicate the total estimated number from all events combined over the course of the season.** EcoFair attracts anywhere from 500-2,000 attendees, weather dependent, and approximately 75 booth hosts, several groups providing live entertainment, and close to 50 volunteers. Rotary Spring Clean-up generally attracts 100-150 participants in the morning prior to the start of EcoFair.

**Estimate percentage of Jackson Resident participants and/or spectators at the event.** EcoFair is an event aimed at the local community. While some visitors to the area do attend each year, approximately 75-85%% of fairgoers are Jackson Residents.

**Estimated percentage of local area participants and/or spectators a the event. This would include participants and spectators from Victor, Alpine, Driggs, and the other areas surrounding Jackson that would not require an overnight stay in Jackson.** An estimated 15-20% of fairgoers, including booth hosts and other participants, area regional residents.

**Estimated percentage of out-of-town participants and/or spectators at the special event.** 5-10% of fairgoers are visitors to the area, including occasional booth hosts from as far away as Laramie, Salt Lake City, or Boise.

**If participants an/or spectators are traveling from out-of-town (including surrounding areas such as Victor, Driggs, Alpine, etc.), are they coming to Jackson with the primary reason to participant in or watch this special event? Is this events a driving force in a visitor’s decision to travel to Jackson?** Yes. Fairgoers traveling from around the region traditionally to make the trip to attend EcoFair. While EcoFair takes place before the beginning of the summer tourist season, it is listed as an area attraction.

## **STANDARD CONDITIONS OF APPROVAL**

### **GENERAL**

The event shall be conducted in a timely, safe, and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council

The applicant shall advise and instruct all participants, volunteers, vendors, merchants, and spectators on event conditions, restrictions, prohibitions, and responsibilities as indicated by the Town Council in the staff report.

### **TRASH / CLEAN UP**

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

### **STREETS**

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

### **SIDEWALKS**

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

Initials: VPS



## **STANDARD CONDITIONS OF APPROVAL**

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times  
All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

### **POWER / ELECTRICAL**

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

### **ADDITIONAL PERMIT & LICENSE FEES**

The applicant shall apply and pay for all licenses and/or permits prior to the events.

### **TOWN EQUIPMENT**

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

### **PORTABLE RESTROOMS**

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

### **INSURANCE**

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

### **FOOD / VENDING**

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

### **ALCOHOL**

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

Initials: VPS



## **STANDARD CONDITIONS OF APPROVAL cont'd.**

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

### **TOWN PARKS**

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits.

No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

### **TENTS**

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane

Initials: VPS



**STANDARD CONDITIONS OF APPROVAL cont'd.**

structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

**FAIR GROUNDS / RODEO GROUNDS**

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

**ROAD CLOSURES / PUBLIC PARKING CLOSURES**

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

**FIREWORKS**

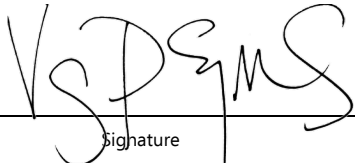
All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

*Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.*

I have read and understand the standard conditions for events. I have answered all of the questions in the applications truthfully and to the best of my knowledge.

APPLICANT:   
Signature

APPLICANT: Virginia Powell Symons  
Printed Name

DATE: March 13, 2018

TITLE: EcoFair Event Planner



## Attachment A

# 2018 EcoFair Event Plan

Hosted by Energy Conservation Works, EcoFair is a 15-year Jackson Hole tradition that draws roughly 2,500 participants. EcoFair provides a fun and educational forum for regional businesses and organizations to showcase their sustainability efforts. Fair-goers will enjoy local foods and beverages, live music, demonstrations by local sustainability experts, kids' activities, and more.

The following is a preliminary schedule of events to surround the 2018 EcoFair, which will take place at the ball field at the base of Snow King mountain in downtown Jackson.

### Thursday, May 10

- 12:00-5:00pm Parks & Rec mows, turns off sprinklers and marks utilities at ball field  
Event organizers post signs around Snow King parking lot:
- "No Parking May 11 at 8:00am until May 12 at 6:00pm"
  - "Handicapped Parking Only on May 12 from 8:00am-5:00pm"
  - "Reserved for Eco-Fair Booth Loading/Unloading on May 12 – Limit 10-minutes per vehicle"

### Friday, May 11

- 10:00am-4:00pm Vendors deliver equipment to ball field and parking lot:
- Yellow Iron / trash & recycling receptacles
  - Canvas Unlimited / tables, music stage, chairs, tent(s)
  - Macy's / porta-pots and hand-washing stations
- 12:00-4:00pm TOJ Public Works delivers requested equipment to ball field perimeter
- 98 Electric preps electrical set-up for music and booths
- 2:00-6:00pm Miscellaneous supplies delivered; volunteer team set-up

### Saturday, May 13

- 8:00-11:30am Event set-up at Snow King ball field
- 9:30-11:30am Booth host setup at Snow King ball field
- 8:00am-12:00pm Town Clean-up headquarters is stationed at the pavilion at Phil Baux Park
- 12:00pm-5:00pm **2018 EcoFair**
- 5:00-7:00pm Booth removal and clean-up

### Monday, May 14

- 8:00am-12:00pm Vendors remove remaining equipment from Snow King ball field:
- Yellow Iron and EcoFair Green Team / trash & recycling receptacles
  - Canvas Unlimited / tables, music stage, chairs, tent(s)
  - Macy's / porta-pots and hand-washing stations
  - TOJ Public Works / barricades, cones, sandbags



Attachment B

**2018 EcoFair TOJ Equipment Request**

**May 12, 2018**

Energy Conservation Works requests to borrow the following equipment from the Town of Jackson Public Works Department. Energy Conservation Works also requests that Public Works deliver the equipment sand bags to the Snow King Ball Field on Friday, May 11, 2018 by 1:00pm. All other items will be picked up at the Public Works yard on by 11:00am Friday, May 11, 2018:

- Eight (8) large orange cones
- Twenty-four (24) sandbags to anchor several pop-up tents
- Two (2) road closure barricades
- Six (6) blue recycling bins with lids
- Ten (10) orange crossing flags



Attachment C  
**Insurance Certificate**

**LOCAL GOVERNMENT LIABILITY POOL**

P.O. Box 20700 Cheyenne, WY 82003-7015  
Toll free: 888-433-1911 Cheyenne area: 307-638-1911 FAX: 307-638-6211  
Website: lglpwyoming.org e-mail: lglp@lglp.net

**MEMORANDUM OF LIABILITY COVERAGE**

**DECLARATION PAGE**

**MEMBER AGENCY:** Jackson Hole Energy Sustainability Project  
PO Box 7879  
**ADDRESS:** Jackson WY 83002

**MEMBER DEDUCTIBLE:** \$500.00 per occurrence

**COVERAGE LIMIT:** For covered claims subject to the Wyoming Governmental Claims Act (W.S. 1-39-101 et seq.):

**THIS IS YOUR PROOF OF  
LIABILITY COVERAGE.**

**DO NOT  
DESTROY!**

➤ \$250,000 - per claimant; but not more than

➤ \$500,000 - per occurrence for all claimants

**FEDERAL & OUT-OF-STATE CLAIMS:**

➤ \$1,500,000 - per occurrence for all claimants

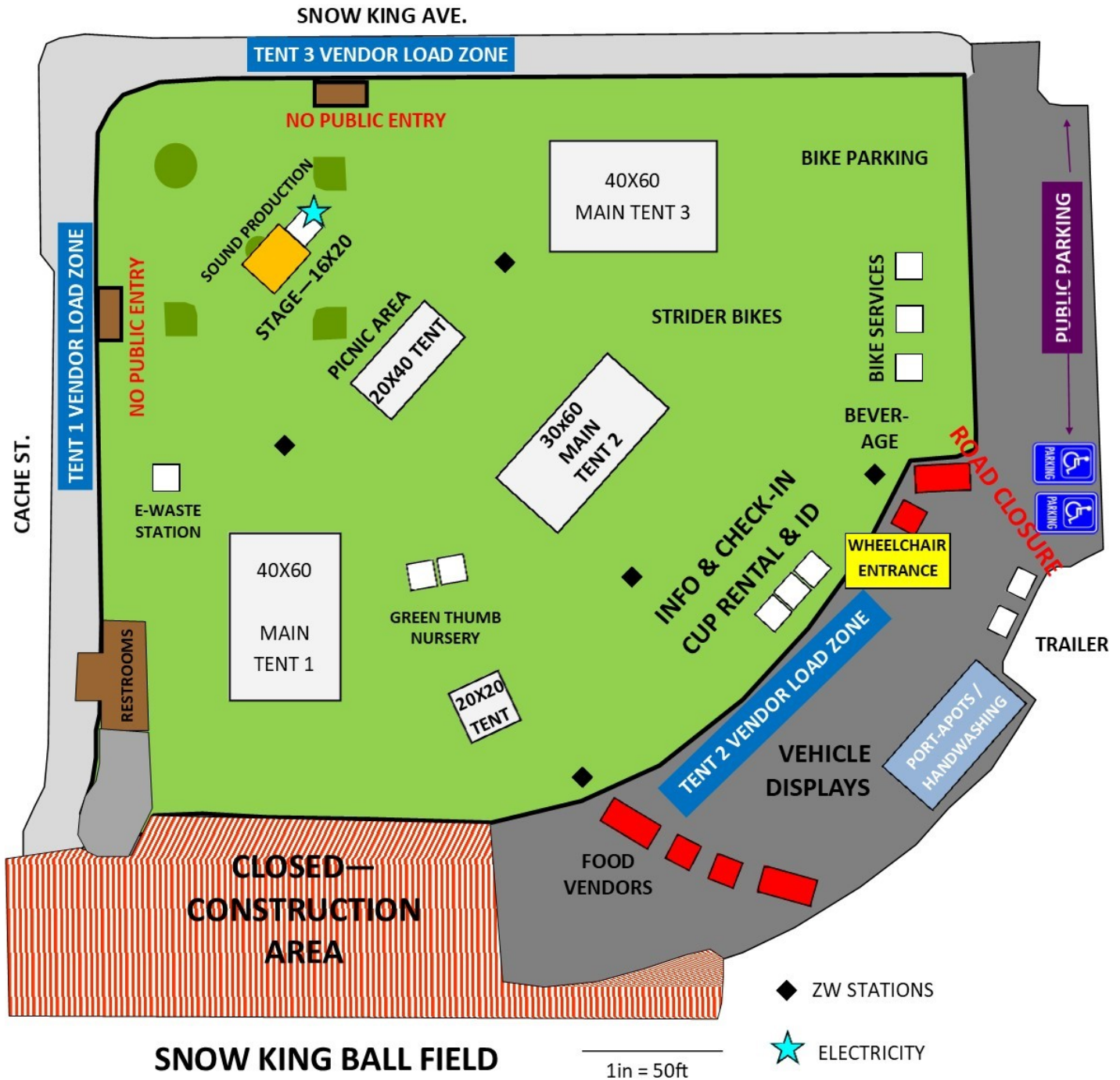
➤ \$5,000,000 – annual aggregate

**COVERAGE PERIOD:** July 1, 2017 to June 30, 2018



## Preliminary Event Map

\*subject to change up completion of booth registration\*





## Attachment E

# Sign Permits



### TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department  
Planning Division

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

ph: (307) 733-0520 or  
(307) 733-0440  
fax: (307) 734-3563  
[www.townofjackson.com](http://www.townofjackson.com)

#### EVENT NAME:

Event Name: Jackson EcoFair 2018 Physical Address of Event: Snow King Ave. at Cache St.  
Description of Event: The Jackson EcoFair is a 15-year community tradition, celebrating sustainability & showcasing local businesses & non-profits & their environmental efforts. Hosted by Energy Conservation Works

#### EVENT SPONSOR/APPLICANT:

Name: Virginia Powell Symons, Event Planner Phone: 307-413-0174  
Mailing Address: PO Box 12694 Jackson, WY ZIP: 83002  
E-mail: info@jacksonecofair.org Non-Profit: ☒ For Profit: ☐

#### TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>Albertson's</u>	Business/Description: <u>Snow King Ball Field fence</u>
Physical Address: <u>105 Buffalo Way</u>	Physical Address: <u>Snow King Ave. at Cache St.</u>
Dates of Display: <u>April 29 - May 13, 2018</u>	Dates of Display: <u>April 29 - May 13, 2018</u>
Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>

#### SUBMITTAL REQUIREMENTS. Attach the following:

\_\_\_\_\_ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign. \*\*new banners currently in the design process, due to recent rebranding.

\_\_\_\_\_ Installation specifications, and any structural details or specifications required for freestanding signs.

*Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.*

Signature of Authorized Event Applicant

Virginia Powell Symons

Applicant Name Printed

March 3, 2018

Date

Event Planner

Title



**TOWN OF JACKSON  
JACKSON POLICE DEPARTMENT  
NOISE PERMIT APPLICATION**

**PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.**

Event Sponsor (Person responsible for event and noise if complaints are received):

Name: Virginia Powell Symons Date of Birth: 01/20/1981

Phone number ( 307 ) 413 - 0174

PO Box: 12694

Town: Jackson State WY Zip Code 83002

Street Address: 2173 Corner Creek Ln.

Town: Jackson State WY Zip Code 83001

Location of Event: Snow King Ball Field

Physical Address: Snow King Ave. at Cache St.

Date(s) of Event: Saturday, May 12, 2018

Requested Starting Time of Event: 12:00 a.m./p.m.

Requested Ending Time of Event: 5:00 a.m./p.m.

**Please be advised that the noise permit will not extend beyond 11 p.m.**

Type of Event: Community Festival

(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.

Amplified live music, announcements, and presentations

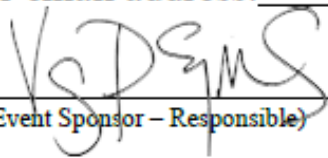
Band Name: Sound production provided by JH Production Co., pending contract

Telephone or email address: jeidemiller@mac.com or 307-690-3287

or

First and last name of person providing music: Jeff Eidemiller

Telephone or email address: see above

Signed:  / 3/3/2018  
(Event Sponsor - Responsible) (Date)



Attachment G  
**Exposition License**

Date: \_\_\_\_\_

**EXPOSITION LICENSE APPLICATION**



**Town of Jackson**  
**PO Box 1687, Jackson, Wyoming 83001**  
**Phone: (307)733-3932**  
**Fax: (307)739-0919**  
[www.townofjackson.com](http://www.townofjackson.com)

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

Business/Organization Name: Energy Conservation Works

D/b/a: Jackson EcoFair 2018

Nature of Exposition: Community festival allowing sustainability focused booth hosts to sell wares

Is the Business/Organization a:

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship  
☒ Non-Profit Organization *(If non-profit, please attach copy of 501(C) (3))*  
☐ Other Please explain: \_\_\_\_\_

Physical Address of Expo:

Street: Snow King Ave. at Cache St. No: \_\_\_\_\_

Building: \_\_\_\_\_ City: Jackson State: WY Zip Code: 83001

Date of Expo: Saturday, May 12, 2018

Time of Expo: 12:00-5:00pm

Business/Organization Physical Address: 140 E. Broadway #25

Post Office Box: 7879

City: Jackson State: WY Zip Code: 83002

Business Phone Number: (307) 413-0174

Fax/email address: virginia@vibranteventsgh.com OR info@jacksonecofair.org

WY Sales Tax Number: N/A

Federal Employers ID Number: 32-0359052

**\*\* List Information for all Owners/Officers/Partners *REQUIRED* \*(license will be DENIED if information incomplete)**

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
Virginia Margaret Powell Symons	107601-163	WY	01/20/1981	307-413-0174

If property is rented/leased:

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: \_\_\_\_\_

Have you ever been convicted of a felony? ☐ Yes ☒ No

The undersigned hereby certifies that the foregoing information is accurate and agrees to comply with all laws and ordinances of the Town of Jackson applicable to the subject matter thereof.

Signed: VS Powell Symons

Date: March 3, 2018



Additional Information: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Exposition license will: \*\*a complete vendor listing will be provided in early May, upon completion of event registration

☐ be for my business/organization ONLY.

☒ include 50-70 number of businesses or organizations. Attach list of ALL vendors

Business is:

☐ a Sales Tax Collecting Business.

☒ a Non-Sales Tax Collecting Business.

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☐ Yes ☒ No If not, please explain: \_\_\_\_\_ in process

Will a sign or banner be posted? ☒ Yes ☐ No

\*\*\* The above questions **MUST** be completed in order for you application to be processed.

I, Virginia Symons, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING )

COUNTY OF TETON ) \$

SUBSCRIBED AND SWORN TO BEFORE ME BY

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
Printed name of applicant

WITNESS my hand and official seal

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

#### Exposition License Fees

For Profit Businesses

Not For Profit Businesses

**\$100.00** per day for any event with 5 or fewer vendors

**\$50.00** per day for any event with 5 or fewer vendors

**\$200.00** per day for any event with more than 5 vendors

**\$100.00** per day for any event with more than 5 vendors

For Official Use Only – Please Do Not Write Below This Line

Zoning: ☐ UC ☐ UC2 ☐ UR ☐ AR ☐ AC ☐ SR ☐ R  
☐ BC ☐ NC ☐ NC2 ☐ OP ☐ RB ☐ BP ☐ MHP

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Administration Department			

☐ Application Approved

☐ Application Denied;

Reason: \_\_\_\_\_

License Fee	\$
Date Paid	
Receipt Number	
Employee initials	



Attachment H:

## Resident/Business Event Notification

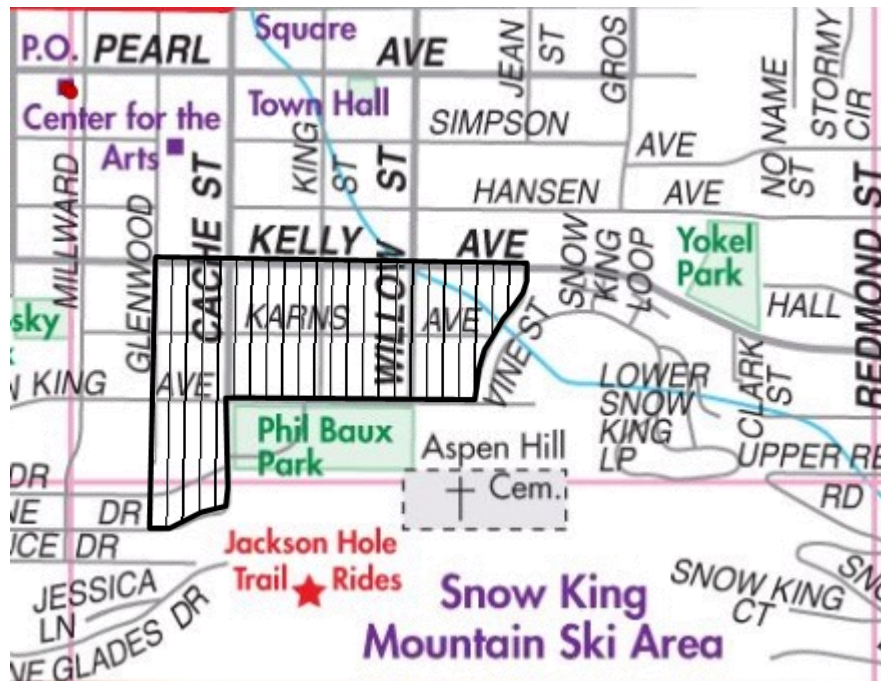


The 2018 Jackson EcoFair will take place at the Snow King Ball Field on Saturday, May 12 from 12-5pm. Please expect additional traffic and on-street parking. Additionally, the Snow King parking lot will be closed to the public beginning at 12pm on Friday, May 11 for event setup.

**Please call 307-413-0174 with questions or concerns.**

We hope to see you at EcoFair!

Distribution Area:







# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** March 26, 2017  
**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Town Clerk  
**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson  
**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event – ElkFest

## PURPOSE/STATEMENT

The Mayor and Council approve or deny all special event applications requesting the use of Town Square including street closures, assistance from Town personnel, use of Town equipment and relief from Town Ordinances on behalf of the Town of Jackson.

## BACKGROUND/ALTERNATIVES

The applicant, the Jackson Hole Chamber of Commerce and the Elk Fest Committee, request permission to host ElkFest on the Town Square and Town streets on Saturday, May 19 and Sunday, May 20, 2018. The weekend of activities has been built around the world famous Jackson Hole Boy Scout Elk Antler Auction.

This event has been approved in previous years and there are no significant changes requested for this year. A list of all major events is attached.

Specific requests from the Town include:

- Use of George Washington Memorial Park and Center and Deloney Streets on Saturday, May 19, 2018 for the Boy Scout Expo, Elk Antler Auction, Jackson Youth Baseball food tent and Rotary Club Elk Antler Sale and the use of Center Street on Sunday, May 20, 2018 for the Chili Cook Off:
  - **Saturday, May 19, 2018 Street Closures:** Closure of Center Street from Broadway to the Mountain Trails Gallery Parking Lot and closure of Deloney from Cache to just past Center Street (down the hill past Center Street) from 5:00 A.M. – 5:00 P.M. Staff recommends that *Street Closed Ahead* signs be placed at Gill and Center Streets.
  - **Sunday, May 20, 2018 Street Closures:** Center Street closed from Broadway to the Mountain Trails Gallery Parking Lot from 7:00 A.M. to 3:00 P.M. Like last year, the Chamber is NOT requesting closure of the streets following the Elk Antler Auction until the morning of May 20<sup>th</sup> for the Chili Cook Off. Staff recommends that *Street Closed Ahead* signs be placed at Gill and Deloney Streets to alert motorists and avoid traffic confusion.
- Three parking spaces reserved on Center Street for handicap just north of Orsetto's driveway.
- The BSA are requesting all the parking spaces on Broadway on the south side of the Town Square to accommodate the Rocky Mountain Elk Foundation trailer and spaces for unloading. beginning Friday, May 18, 2018 at 4:00 P.M.
- Three parking spaces reserved on the NE corner of Broadway and Center intersection for service vehicles and unloading equipment (extending parking 3 spaces across Center Street).
- Five parking spaces reserved on the west side of Center Street in the middle of the block for the setup of the community bandstand, service trailer and tent beginning Friday, May 18,



2018 at 4:00 P.M. In the past “No Parking” signs were posted on the west side of Center Street.

- Six parking permits to allow all-day volunteer parking in any open parking space in Town Square permitting parking longer than three hours as posted.
- No requests to hang signs or banners for this event, but the applicant is aware that any signs would need Town Council approval with a sign permit application for temporary banners in conjunction with Elkfest activities. Section 9.52.050(B)(8) of the Municipal Code prohibits signs on public lands without first obtaining the permission of the Town Council.
- Bleachers for the antler auction to be delivered by the Parks and Recreation Department.
- Posting of signage (including no parking signs to be posted prior to these events) to allow for the street closures. The applicant shall be responsible for the closure of the parking lot as well as streets and the procuring, posting and removal of any signage including, but not limited no parking and handicapped parking signs associated with the event.
- Police Department services for crowd control and safety during events.
- Police Department services request to tow cars by 4:30 A.M. on Saturday, May 19.
- Permission to use Town barricade and road signs. The applicant will be responsible for the pick-up, set up, removal and return of all barricades and road signs from the Public Works Department. The applicant shall coordinate all barricade and signage needs with the Public Works Department at least three (3) business days prior to the event.
- A malt beverage permit for Sunday, May 20, 2018 from 11:00 A.M. -3:00 P.M. for the High Noon Chili Cook-Off. The applicant is requesting relief from Town of Jackson Municipal Code prohibiting open containers on Town streets and sidewalks so that individuals will be allowed to consume and carry alcoholic beverages throughout the event on Center Street. Security guards and volunteers will be posted along the perimeter of Center Street to prevent people from leaving the area with alcohol.
- A for-profit expo application from Town staff.
- Permission from Town Council for amplified sound associated with the events.
- Irrigation locates and access to electricity for both days of the event from Parks and Recreation.

This application has been forwarded to staff for review and comment.

#### ATTACHMENTS:

Special Event Application  
Malt Beverage Application  
Exposition License Application

#### FISCAL IMPACT:

Income from exposition business licenses and malt beverage permit totaling \$300.

Costs of the event include: The Police Department estimates its fiscal impact at \$200 for vehicle towing, crowd control and safety during events. Additional, but minimal fiscal impact includes staff time associated with the scheduling the pick up and drop off of barricades and road signs (Public Works) and the delivery and pick up of bleachers (Parks and Recreation).

#### STAFF IMPACT:

On-duty police officers Police will assist with the towing of cars, crowd control and safety during the events. On-duty Public Works personnel will assist with the check out and check in of Town barricades and road signs. Parks and Recreation services are requested for the delivery of bleachers, irrigation locates and power needs.

#### LEGAL REVIEW:

N/A



### RECOMMENDATION:

Staff recommends that the ElkFest special event applications be approved, subject to the following conditions and restrictions:

1. The applicant shall be responsible for the collection and removal of all trash generated from the event, including, without limitation, leftover ties used for the elk antlers. The applicants shall provide additional trash receptacles in the food service areas.
2. The applicant shall provide recycling receptacles and provide for the removal of all recycled material.
3. Electrical power is available from Town Square. Utility and irrigation locates are required before any tents may be erected or stakes or any other items are placed in Town Square. Applicant shall coordinate all power needs, water locates and payment of fees with the Parks & Recreation Department park manager (732-5793) at least three (3) business days prior to the event.
4. The applicant is required to provide turf protection in front of and behind any table or other exhibit on Town Square where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regard to turf protection.
5. All clean up activities shall be completed by 5:00 P.M. each day.
6. The applicant shall not block walkways or otherwise obstruct pedestrian traffic.
7. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
8. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits or booths may be secured to any live forestry.
9. The applicant shall be responsible for the pick up and return of all barricades and road signs from the Public Works Department. The applicant shall coordinate a pick up and drop off schedule for all barricade and signage needs with the Public Works Department at least three (3) business days prior to the event.
10. The applicant shall be responsible for the production, posting and removal of the no parking signage. The applicant will work with the Jackson Hole Police Department who will be responsible for removal or towing vehicles parked in designated no parking spaces.
11. The applicants shall be responsible for barricade setup and placement and disassembly. All barricades, cones, and any road closure signs must be removed and returned to Public Works immediately following the event.
12. An insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town attorney.
13. The applicant shall notify, in advance, all businesses affected by the street closures and shall provide advance community radio and/or newspaper announcements regarding the event, the street closures, and the promotion of free parking in area public parking lots.
14. The applicant shall not block the store fronts of businesses with service vehicles or trailers for longer than one hour without prior approval of the business owners.
15. All tenting and tarps must meet Fire Code Standards for fireproofing and location prior to the event.
16. Applicant shall coordinate all food service with Teton County Environmental Health.
17. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. An ID bracelet system shall be utilized and all ID's checked.



18. A sales tax permit must be obtained from the Wyoming Department of Revenue. A vendor list with tax ID numbers must be submitted to both the Wyoming Department of Revenue and the Town of Jackson at least two weeks prior to the event to obtain a sales tax permit. Please contact the Wyoming Department of Revenue at (307) 734-9354 or [brian.way@wyo.gov](mailto:brian.way@wyo.gov) with any questions.
19. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
20. Fire Department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
21. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43). Complete a Temporary Tent Permit Application. This application can be found on the Jackson Hole / Teton County Fire/EMS website.
22. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
23. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
24. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
25. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
26. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
27. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
28. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
29. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
30. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
31. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
32. There shall be no campfires or open fires during the event including at the Mountain Man Rendezvous Fest.
33. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
34. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website.
35. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.



SUGGESTED MOTION:

I move to approve the ElkFest 2018 special event applications made by the Chamber of Commerce and the ElkFest Committee, subject to the conditions and restrictions listed in the staff report.





March 15, 2018

Mayor Pete Muldoon  
Jackson Town Council  
PO Box 1687  
Jackson, WY 83001

To the Honorable Mayor and Councilmen,

The ElkFest Committee is requesting permits for the use of the following areas during the ElkFest celebration, May 19th & 20th, 2018.

**Street Closures:**

**Saturday, May 19th**

5:00 am – 5:00 pm:

Set up begins for antler display on Center & Deloney streets.

**Sunday, May 20th**

7:00 am – 3:00 pm:

Set up begins for Jackson Hole High Noon Chili Cook Off on Center Street.

**Handicap Parking:**

Spaces will be allotted on E. Broadway alongside The Wyoming Outfitters per the Town of Jackson's discretion.

**Trash Receptacles:**

Individual food vendors will provide trash receptacles and the Chamber will provide a dumpster to be located in the alley behind The Wyoming Outfitters (see map). The JH Chamber of Commerce will oversee removal.

**Toilets:**

4 Port-a-pots will be provided at the corner of Deloney and Center St. (see map).

**No Parking Signs:**

Signs will be needed for all road closures throughout the weekend around the Town Square.

**Fire Lanes:**

Provided through road closures and No Parking Signs.

**Fire Extinguishers:**

Fire Extinguishers will be provided in the proximity of food vendors.

**TC Health Permits:**

Food vendors will be responsible for acquiring on an individual basis.



**Barricade Detail:**

**Saturday, May 19th**

5:00 am – 3:00 pm:

**Boy Scout Expo and Antler Auction:**

Blocking Broadway at Center St.

Blocking Center St. at driveway into Great Harvest parking lot

**Sunday, May 20th**

5:00 am – 3:00 pm:

**Chili Cook Off.**

Blocking Broadway at Center St thru the driveway at Great Harvest lot

Blocking Deloney St. at Center St. at intersection.

**Brief Event description:**

- Mountain Man Rendezvous (ongoing) reservation is in place at Teton County Fairgrounds.
- The use of Town Square and surrounding streets, except Cache and Broadway, on Saturday, May 20th from 5:00 a.m. to 3 p.m. for:
  - Weed & Pest, Game & Fish and NER booths for family activities
  - Boy Scout Expo and Demonstrations
  - Rotary Private Antler Sale
  - B.S.A. Antler Auction
  - Jackson Youth Baseball Food tent

Attached is one permit that encompasses both days and three events coordinated by the Jackson Hole Rotary Lunch Club, the Boy Scouts of America, and the Jackson Hole Chamber of Commerce.

On behalf of the ElkFest Committee, thank you for considering our requests. I will be attending the appropriate Town Council Meeting when the ElkFest permit will be approved and will be happy to amend this application in any way necessary.

Sincerely,



Caitlin Colby  
JHCC Special Events Manager



# Special Event Application

## Submit Completed Document To:

Town Hall  
Town of Jackson - Special Events  
150 East Pearl Street  
P.O. Box 1687  
Jackson, Wyoming 83001

cpelletier@townofjackson.com  
(307) 733-3932 ext. 1112 (phone)  
(307) 739-0919 (fax)



A completed application  
must be submitted at least  
21 days prior to your event.

Non-Profit Fee: \$25  
For-Profit Fee: \$150

## APPLICANT INFORMATION

Name of Event: ElkFest

Name of Organization: Jackson Hole Chamber of Commerce

Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ For-Profit Business

Mailing Address: PO Box 550

City: JACKSON State: WY Zip Code: 83001

Name of Person Completing Application: Caitlin Colby

Email Address: caitlin@jacksonholechamber.com

Work Phone: 307-201-2309 Cell Phone: 585-880-5701

## EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly  
☐ Parade ☒ Festival ☐ Biking ☐ Education  
☐ Other: \_\_\_\_\_

Description & Purpose of Event (Attach additional sheets if necessary): \_\_\_\_\_

Location of Event: Town Square, Delaney & Center Alternative Location: N/A

Date(s) of Event: May 19th & 20th Event Operating Hours: \_\_\_\_\_

Event Set Up Begins Date: May 19th Time: 5:00 AM - 3:00 PM

Event Clean Up Ends Date: May 20th Time: 7:00 AM - 3:00 PM



# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance  
(Spectators and Participants)

Per Day: 1,000

Total Event: 2,000

Special Considerations (check all that apply):

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Alcoholic Beverages | <input checked="" type="checkbox"/> Cooking/Grilling    | <input checked="" type="checkbox"/> Electricity Requested |
| <input checked="" type="checkbox"/> Food Sales          | <input checked="" type="checkbox"/> Merchandise Sales   | <input type="checkbox"/> Recurring Event                  |
| <input checked="" type="checkbox"/> Ticketed Admission  | <input checked="" type="checkbox"/> Sound Amplification | <input type="checkbox"/> Pets or Animals                  |
| <input checked="" type="checkbox"/> Tents               | <input checked="" type="checkbox"/> Street Closure      | <input type="checkbox"/> Sidewalk Closure                 |
| <input type="checkbox"/> Overnight Parking              | <input type="checkbox"/> Overnight RV Camping           | <input checked="" type="checkbox"/> Use of Town Square    |

Event Co-Sponsor (s): BOY SCOUTS OF AMERICA & ROTARY LUNCH CLUB

*All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.*

Will you be charging admission or a fee for your event?

☒ Yes ☐ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Maureen Murphy Cell Phone: 541-908-5314

## EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- |   |   |
|---|---|
| <input type="checkbox"/> Tents (X)                      | <input type="checkbox"/> Food Vendors (FV)                |
| <input type="checkbox"/> Beverage Vendors (BV)          | <input type="checkbox"/> Alcohol Vendors (A)              |
| <input type="checkbox"/> Portable Toilets (T)           | <input type="checkbox"/> Hand Washing Sink (HWS)          |
| <input type="checkbox"/> Stages or Amplified Sound (SO) | <input type="checkbox"/> Bleachers (BL)                   |
| <input type="checkbox"/> Garbage Receptacles (G)        | <input type="checkbox"/> Recycling Receptacles (RR)       |
| <input type="checkbox"/> Retail Merchants (RM)          | <input type="checkbox"/> Security (P)                     |
| <input type="checkbox"/> Fire Lane (FL)                 | <input type="checkbox"/> Fire Extinguishers (EX)          |
| <input type="checkbox"/> First Aid / EMS (FA)           | <input type="checkbox"/> Barricades (B)                   |
| <input type="checkbox"/> Electricity / Generator (EL)   | <input type="checkbox"/> Trailers, Vehicles, Storage (TR) |

*Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.*



## Special Event Application

### STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?



Yes

☐ No

Area of Closure Request

Date(s)

Start Time

End Time

Center Street 5/19/2018 5 AM - 3 PM

Deloney Street 5/19/2018 5 AM - 3 PM

Center Street 5/20/2018 7 AM - 3 PM

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces?



Yes

☐ No

If "Yes", how many parking spaces will be unavailable due to the event: \_\_\_\_\_ parking spaces

Will the event closure requests impact any START Bus routes?

☐ Yes

☒ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: \_\_\_\_\_ START Bus contacted?

☐ Yes

☐ No

### RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?



Yes

☐ No



# Special Event Application

## TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

<u>X</u> Large Street Barricades	<u>X</u> "Road Closed" Street Signs
<u>          </u> Small Sidewalk Barricades	<u>          </u> "Local Traffic Only" Street Signs
<u>          </u> 28 Inch Street Cones	<u>          </u> "Detour" Street Signs
<u>          </u> Candlestick Cones	<u>          </u> 32-Gallon Recycling Bins

☼ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

☼ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

☼ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

☼ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

## TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

### POLICE DEPARTMENT

(307) 733-1430

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Event Security     | <input type="checkbox"/> Mounted Horse Patrol                | <input type="checkbox"/> Traffic Control                    |
| <input type="checkbox"/> Race Lead Vehicle  | <input type="checkbox"/> Parade Lead Vehicle                 | <input type="checkbox"/> General Presence                   |
| <input type="checkbox"/> Towing / Ticketing | <input type="checkbox"/> Assistance with<br>Parking Closures | <input type="checkbox"/> Assistance with<br>Street Closures |

Please describe in detail your request: \_\_\_\_\_

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

### PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

### PARKS AND RECREATION DEPARTMENT (307) 732-5753

☒ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☐ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: \_\_\_\_\_

*\*Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field?

☒ Yes

☐ No

If "Yes", has the site been reserved with Parks and Recreation?

☐ Yes

☐ No

### FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☐ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

Please describe in detail your request: \_\_\_\_\_



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

START BUS (307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: \_\_\_\_\_

## VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☒ Yes

☐ No

If "Yes", please indicate times:

Start Time: 7:00 AM

Finish Time: 2:00 PM

Will your event feature any musical entertainment?

☐ Yes

☒ No

*If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.*

## SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

☐ Yes

☒ No

If "Yes", have you completed a sign permit application?

☐ Yes

☐ No

*A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.*

## INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached:

☒ Yes

☐ No



# Special Event Application

## PORTABLE RESTROOMS AND SINKS

The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: 3 Number of ADA Accessible Portable Toilets: 1

If "No", please explain: \_\_\_\_\_

Portable restrooms may not be located within 50 feet of any food vendor.

Restroom Company: Macy's

Restroom Drop off / Pick Up Date for Drop Off: 5/19 Time for Drop Off: 6:30 AM

Date for Pick Up: 5/20 Time for Pick Up: 5:00 PM

## ALCOHOL

Will there be alcoholic beverages at the event?

☒ Yes

☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

If "Yes", what will be offered in addition to beer? \_\_\_\_\_

*If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.*



# Special Event Application

## VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

*If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.*

Please describe any sales activity at your event:

*EKfest merchandise: mugs, glasses, shirts, etc.*

Will any food or beverages be sold at your event?

☒ Yes

☐ No

*If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.*

## TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. *For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.*

Will you be using a waste company for your waste removal plan?

☐ Yes

☒ No

If "Yes", which company will you be using? \_\_\_\_\_

How many trash receptacles will be supplied for your event? \_\_\_\_\_

When will the trash receptacles be delivered? *2/10/24* \_\_\_\_\_

When will the trash receptacles be picked up and removed from site? *2/10/24* \_\_\_\_\_

Describe your plan for the collection and removal of trash during your special event:

*Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.*



# Special Event Application

## SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☐ Rental / Use of Recycling Bins for Special Events
- ☐ Use of JH20 Water Bottle Refilling Station for Special Events
- ☐ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

## RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. **For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.**

Will you be using a company for your recycling plan?

☐ Yes

☒ No

If "Yes" which company will you be using? \_\_\_\_\_

How many recycling receptacles will they (or you) supply for your event? \_\_\_\_\_

When will these recycling receptacles be delivered? \_\_\_\_\_

When will recycling receptacles be picked up and removed from site? \_\_\_\_\_

Describe your plan for collection and removal of recyclable materials during your special event:

*Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.*

---



# Special Event Application

## SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

## STANDARD CONDITIONS OF APPROVAL

***Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.***

### GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: CC



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

### STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

### SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

### POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

### ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: CC



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

### PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

### INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

### FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: CC



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

### TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: CC



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7).

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

### FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: CC



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

### FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

***Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.***

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: Caitlin Colby  
Signature

APPLICANT: Caitlin Colby  
Printed Name

DATE: 3/15/2018

TITLE: Special Events Manager









## MALT BEVERAGE PERMIT APPLICATION

Fee \$ \_\_\_\_\_

Date Paid \_\_\_\_\_

The fee is \$100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a \$200 fee.

### W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.

- (a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

### JMC 6.50.020. Malt Beverage Permits.

- B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.
- C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
- D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars (\$100.00) per twenty-four hour period.

---

**All Malt Beverage Permits requests must be approved by the Jackson Town Council.**  
**Please submit the completed application at least 21 days in advance of the date of the event.**

---

Name of Organization Requesting Permit: Jackson Hole Chamber of Commerce

Event Contact Person and Phone Number: Caitlin Colby (307) 733-3316

Date(s) of Permit: Sunday, May 20<sup>th</sup> 2018

Hours of Permitted Service and Consumption: 11:00 AM - 3:00 PM

Description of Premises where malt beverages are to be served (physical address):

Center Street between Delaney and Broadway

Purpose of Event: Chili Cook Off

**I have read, understand, and will comply with the above laws governing a Malt Beverage Permit.**

(Sign Here) Caitlin Colby

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.  
Submit application to Town Hall or fax to 739-0919.







# 2018 ElkFest Weekend Event Plan

Saturday, May 19<sup>th</sup>

**Event:** ElkFest

**Time:** 5:30 am to 5:00 pm Setup to begin at 5:30 am with Expo and Auction to begin at 10:00 am. The Expo is scheduled to end at 1:00 pm. The Auction will end at approximately 1:30 with cleanup until 3:00 pm. The last two trailers may not be moved until 5:00.

**Location:** Town Square and Center Street (from Broadway to north side of Deloney). Space is shared with other Elkfest activities.

## **Description:**

**Scout Expo:** Each BSA unit in the area will be invited to set up a display or activity within the town square. Past activities have included pioneering towers, monkey bridges, inflatable toys, craft displays, etc. Each display is manned by local Scouts and their leaders. We will have a person in charge of the Expo who will coordinate with the Parks and Rec concerning use of the town square.

**Antler Auction:** The community bandstand will be set up on the west side of Center Street, with a service trailer parked to the south and trailers of antlers parked to the north and or south. There will also be two tents next to the south end of the service trailer for extended work area and for sale of antlers. The auction will be conducted from the bandstand with auction participants located in the street to the east of the bandstand. Antlers to be sold will be displayed prior to the auction in the street. Fire access will be maintained at all times on the east side of Center Street.

**Street closure:** (for all of Elkfest the day of the BSA Auction) We will need Center street closed from Broadway to the drive into the gallery parking lot. We would like three parking spaces reserved for handicapped just north of that drive. Deloney will need to be closed from the Center/Deloney intersection to where it starts downhill past Center street. Fire and emergency vehicles will have access along the east side of Center street. (See Map)

## **Special Needs:**

**Parking:** We would like three parking spaces on Broadway on the south side of the town square, nearest the Broadway, Cache intersection for handicap parking. Continuing east from there we would like 3 parking spaces on each side of Center street on the north side of Broadway to be blocked off for service vehicles and for loading and unloading of equipment. (See map)

**Electricity:** We will need the power to be turned on to the outlets in the town square. Power is to be used for the auction sound system and for computers. We will coordinate with Parks and Rec for that.



**Additional Request:** To facilitate set up on Saturday morning we would like to position and stabilize the bandstand and the service trailer within five parking spaces on Center Street (west side of road approx. in the middle the block) Friday afternoon. The parking spaces are all that will be required- no extensions into the street. In the past, temporary "No Parking" signs were posted on the west side of Center Street to allow us room to pull into those spaces.

**Sunday, May 20<sup>th</sup>**

**Event:** Jackson Hole High Noon Chili Cook Off

**Time:** 7:00 AM – 3:00 PM, events run 12:00-3:00 PM

**Location:** Center Street, from Broadway to Deloney

**Description:** Chili Cook off Competition with 2 classes, Professional and Amateur. Tasters pay \$5 for a spoon and get to taste as much chili as they wish. Tasters will vote for People's Choice winners. A panel of judges will blindly taste each chili and select the winner for the Judge's Choice category.

**Street Closure:** Center Street, from Broadway to Orsetto Italian restaurant

**Special Needs:** Electricity for Sound System











Date: 03/15/2018

## EXPOSITION LICENSE APPLICATION



**Town of Jackson**  
**PO Box 1687, Jackson, Wyoming 83001**  
**Phone: (307)733-3932**  
**Fax: (307)739-0919**  
**www.townofjackson.com**

Instructions: All information on both sides of this form must be fully completed. Failure to complete any item will delay the processing of your application. All payments shall be made at the time of application and shall be non-refundable, unless an application is denied. If the Town denies a business license application, the entire fee, less a \$37.00 application fee will be refunded. An application for a business license must be submitted and approved by the Town before the business can begin operations.

**Business/Organization Name:** Rotary Lunch Club of Jackson Hole - Elk Antler Sale

**D/b/a:** \_\_\_\_\_

**Nature of Exposition:** sale of raw antler in conjunction with BSA Elkfest

**Is the Business/Organization a:**

- ☐ Corporation ☐ Partnership ☐ Sole Proprietorship  
☒ Non-Profit Organization *(If non-profit, please attach copy of 501(C) (3))*  
☐ Other Please explain: \_\_\_\_\_

**Physical Address of Expo:**

**Street:** Deloney/ Center Street **No:** \_\_\_\_\_

**Building:** n/a **City:** Jackson **State:** WY **Zip Code:** 83001

**Date of Expo:** May 19, 2018

**Time of Expo:** 8 am - 3 pm with set up and take down (5 am - 5pm)

**Business/Organization Physical Address:** \_\_\_\_\_

**Post Office Box:** PO Box 3487

**City:** Jackson **State:** WY **Zip Code:** 83001

**Business Phone Number:** (307 ) 732-5944

**Fax/email address:** jason.berezay@hubinternational.com

**WY Sales Tax Number:** \_\_\_\_\_

**Federal Employers ID Number:** 83-0296341

**\*\* List Information for all Owners/Officers/Partners REQUIRED \*(license will be DENIED if information incomplete)**

NAME AS IT APPEARS ON DRIVER'S LICENCE	Driver License #	State	Date of Birth	Phone
Jason Berezay - volunteer	106485-535	WY	02-27-1974	307-690-2803

**If property is rented/leased:**

**Owner's Name:** \_\_\_\_\_

**Owner's Mailing Address:** \_\_\_\_\_

**Owner's Phone Number:** \_\_\_\_\_

**Have you ever been convicted of a felony?** ☐ Yes ☐ No

The undersigned hereby certifies that the foregoing information is accurate and agrees to comply with all laws and ordinances of the Town of Jackson applicable to the subject matter thereof.

**Signed:** J Berezay

**Date:** 3.15.18



Additional Information: \_\_\_\_\_

**Exposition license will:**

☐ be for my business/organization ONLY.

☒ include <sup>53 spaces</sup> number of businesses or organizations. Attach list of ALL vendors

**Business is:**

☐ a Sales Tax Collecting Business.

☐ a Non-Sales Tax Collecting Business.

Have you obtained all necessary permits/inspections/fees, as required by the Town of Jackson?

☒ Yes ☐ No If not, please explain: Chamber will be submitting teh special event application to include all members approved by the Elkfest Committee for activities in and around Town Square

Will a sign or banner be posted? ☐ Yes ☒ No

\*\*\* The above questions MUST be completed in order for you application to be processed.

I, \_\_\_\_\_, do hereby swear and affirm the information I have supplied in this application is true and correct to the best of my knowledge. Further, I do hereby consent to the release of all medical, physical, criminal and any other information, including information of a confidential or privileged nature by any person(s) having such records for the purpose of checking my suitability to obtain the permit requested herein. I hereby release said persons, their organizations, and others from any liabilities or damage which may result from furnishing the requested information. A photocopy of this release is considered as valid as an original.

STATE OF WYOMING )

COUNTY OF TETON )

SUSCRIBED AND SWORN TO BEFORE ME BY

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
signature of applicant

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
WITNESS my hand and official seal

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

**Exposition License Fees**

**For Profit Businesses**

**\$100.00 per day for any event with 5 or fewer vendors**

**\$200.00 per day for any event with more than 5 vendors**

**Not For Profit Businesses**

**\$50.00 per day for any event with 5 or fewer vendors**

**\$100.00 per day for any event with more than 5 vendors**

For Official Use Only – Please Do Not Write Below This Line

**Zoning:** ☐ UC ☐ U2 ☐ UR ☐ AR ☐ AC ☐ SR ☐ R  
☐ BC ☐ NC ☐ NC2 ☐ OP ☐ RB ☐ BP ☐ MHP

Approving Department	Initials	Date Approved	Comments
Building Department			
Fire Department			
Planning Department			
Police Department			
Administration Department			

☐ Application Approved

☐ Application Denied;

Reason: \_\_\_\_\_

License Fee	\$
Date Paid	
Receipt Number	
Employee Initials	





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER  
Arthur J. Gallagher Risk Management Services, Inc.  
2850 Golf Road  
Rolling Meadows IL 60008

CONTACT NAME: Ali Sulita  
PHONE (A/C, No, Ext): 1-833-3ROTARY  
E-MAIL: rotary@ajg.com  
ADDRESS:

FAX (A/C, No):

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Lexington Insurance Company

19437

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED  
All Active US Rotary Clubs & Districts

ATTN: Risk Management Dept.  
1560 Sherman Ave.  
Evanston, IL 60201-3698

## COVERAGES

CERTIFICATE NUMBER: 899307648

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC. OTHER:			015375594	7/1/2017	7/1/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			015375594	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

## CERTIFICATE HOLDER

Town of Jackson  
PO Box 1687  
Jackson WY 83001

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/20/18

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MHBT, a Marsh & McLennan Agency, LLC company 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	<b>CONTACT NAME:</b> Jane Passino		
	<b>PHONE (A/C, No, Ext):</b> 972-770-1600	<b>FAX (A/C, No):</b> 972-770-1699	
	<b>E-MAIL ADDRESS:</b> Jane_Passino@mhbt.com		
<b>INSURED</b> BSALFLCA Boy Scouts of America, National Council and All of its affiliates and subsidiaries  The Grand Teton Council, 107 3910 So. Yellowstone Hwy. Idaho Falls, ID 83402	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> Old Republic Insurance Company		24147
	<b>INSURER B :</b>		
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
	<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 860427139 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		MWZY312833	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>AUTOMOBILE LIABILITY</b>  ANY AUTO ALL OWNED AUTOS HIRED AUTOS  SCHEDULED AUTOS NON-OWNED AUTOS						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only of the limits of liability specified in such contract for the event specified herein.

BSA Elk Antler Project  
March 1 - May 31, 2018  
Location: National Elk Refuge

## CERTIFICATE HOLDER

U.S. Department of the Interior  
National Elk Refuge  
P.O. Box 510  
Jackson, WY 83001  
Attention: Lori Iverson  
(307) 690-4375  
lori\_iverson@fws.gov

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

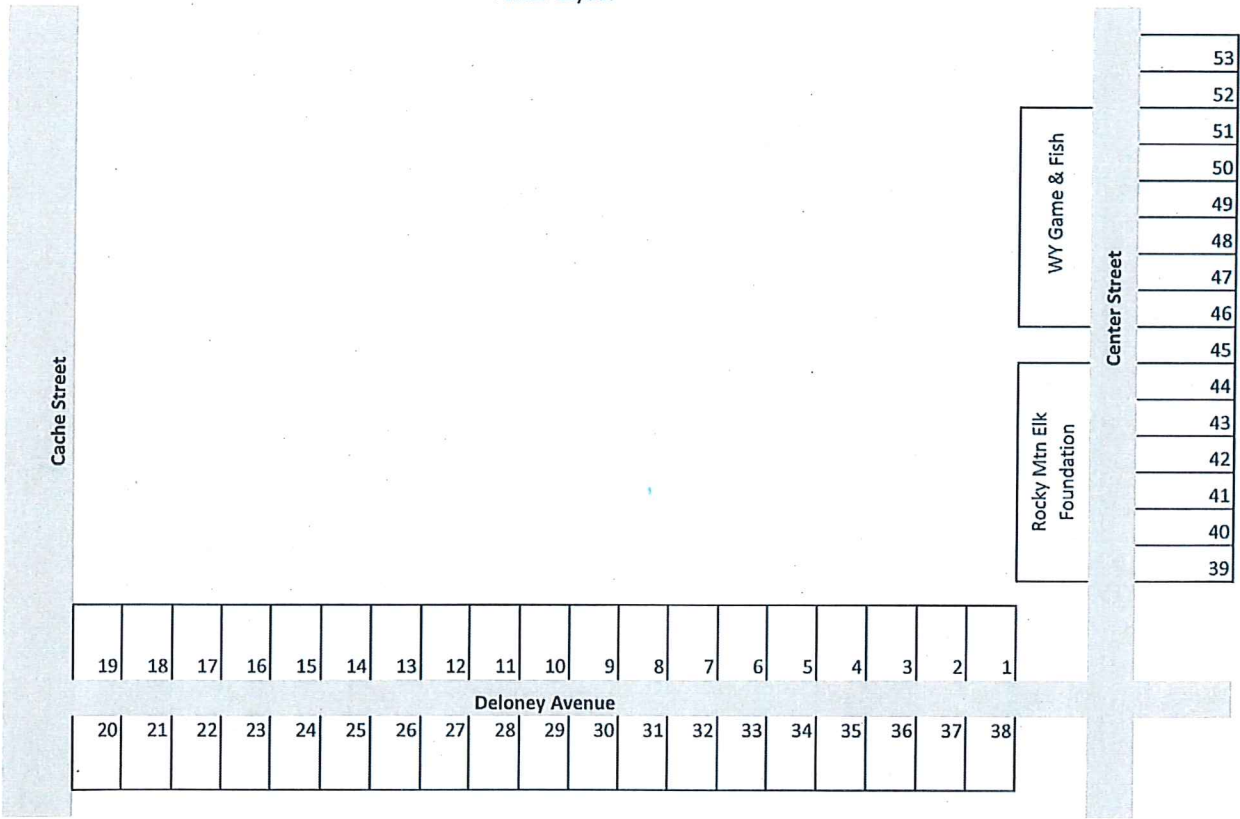
AUTHORIZED REPRESENTATIVE







Private Elk Antler Sale  
Vendor Layout



North Side of Town Square









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MHBT, a Marsh & McLennan Agency, LLC company 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231	<b>CONTACT</b> NAME: Jane Passino PHONE (A/C, No, Ext): 972-770-1600 E-MAIL ADDRESS: Jane.Passino@mhbt.com		<b>FAX</b> (A/C, No): 972-770-1699
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Old Republic Insurance Company		<b>NAIC #</b> 24147
<b>INSURED</b> BSALFLCA Boy Scouts of America, National Council and All of its affiliates and subsidiaries	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 860427139

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		MWZY312833	3/1/2018	3/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is named as an additional insured by virtue of a written or oral contract or by the issuance/existence of a permit or certificate of insurance but only with respect to operations by or on behalf of the Insured, or to facilities of, or facilities used by the Insured and then only of the limits of liability specified in such contract for the event specified herein.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.





# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** April 2, 2018

**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson

**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event: Old Bill's Fun Run

#### PURPOSE/STATEMENT:

The Mayor and Council approve or deny all special event applications requesting the use of public property, street closures, use of Town barricades and the services of Town personnel on behalf of the Town of Jackson.

#### BACKGROUND/ALTERNATIVES:

The applicant, the Community Foundation of Jackson Hole, requests to host Old Bill's Fun for Charities 2018 on Saturday, September 8. Preparations for the race will begin on the morning of Friday, September 7, 2018 and end prior to event commencement at 10:00 A.M. The clean-up from the event is expected to conclude around 2:00 P.M. The applicant will, again, partner with the Chamber of Commerce in order to coordinate Fall Arts Festival and Old Bill's. The applicant has also been working with the Farmer's Market to coordinate the two events and cross promote the events. Additionally, the applicant has positioned the event as far east on Deloney Street as possible to be mindful of store frontage.

The only change from past years is permission to have amplified music along the run/walk course, specifically in front of participating Old Bill's non-profits St. John's Medical Center and the Senior Center of Jackson Hole. Both organizations would have family friendly DJ'ed music in front of their buildings between 10am and 11:15am on September 8. More information regarding the request can be found in Attachment F in this staff report.

The applicant has requested the following from the Town:

1. Use and temporary closures of Town streets for the race route from Town Square, south on Willow, east on Hansen, north on Nelson and the Elk Refuge road to the race turnaround, and returning to Town Square west on Broadway. Street closures along the route include East Broadway from Cache to Willow Avenue (6:00 A.M. to 2:00 P.M.), Willow Avenue from Broadway to Hansen (9:45 A.M. to 11:00 A.M.), and the westbound lane of East Broadway from Nelson to Willow (10:00 A.M. to noon). A map with the proposed route is attached.
2. Use of Town Square and closure of surrounding streets. Closures include
  - a. **Deloney Street** between Cache and Center from Friday, September 7<sup>th</sup> at 8:00 A.M. through the weekend;
  - b. **Deloney Street** from Cache to North King on Saturday, September 8<sup>th</sup> from 6:00 A.M. to 2:00 P.M. for vendor drop off and staging;
  - c. **Center Street** from the Mountain Trails / the former Fjall Raven parking lot to Broadway on Saturday, September 8<sup>th</sup> from 6:00 A.M. to 2:00 P.M.;



- d. **East Broadway** from Cache to Willow Avenue on Saturday, September 8<sup>th</sup> from 6:00 A.M. to 2:00 P.M.;
  - e. **East Broadway (westbound)** from Willow to Nelson on Saturday, September 8<sup>th</sup> from 10:00 A.M. to 12:00 Noon.
  - f. **Willow Avenue** from Deloney to Hansen on Saturday, September 8<sup>th</sup> from 9:45 A.M. and 11:00 A.M.; and
  - g. the north end of **South King Street** (just north of the alley up to the intersection with Broadway) on Saturday, September 8<sup>th</sup> from 6:00 A.M. to 2:00 PM. An Event Plan with detailed closure requests is attached. (Please note that Deloney Street will remain closed throughout the weekend with the tent erected due to Taste of the Tetons on Sunday, September 9<sup>th</sup>. Taste of the Tetons is an event associated with the Fall Arts Festival special event, which will become before Council for approval at a later date.)
3. No Parking signs posted along Nelson Drive between Hansen and Broadway for the day of the event between the hours of 8:00am and 11:00am. The road is narrow on this portion of the course and it is challenging to accommodate the number of participants with cars present. The applicant does not anticipate that any enforcement/towing would be necessary rather the applicant believes that having 'no parking' signs in place would significantly reduce the number of cars thus making the event more manageable. The applicant requests that no parking be in effect between the hours of 8:00am until 11:00am on the day of the race.
  4. Police Department assistance with traffic control, street closures and posting of signage.
  5. Use of Town barricades and cones and Public Works assistance with check out and check in of barricades and cones.
  6. Parks & Recreation Department assistance with irrigation locates including access to electricity and water, and sprinkler shut off.
  7. Permission from Town Council for amplified noise generated by the event including live and recorded music.
  8. Exemption from the Town of Jackson Municipal Code prohibiting dogs in George Washington Memorial park.
  9. Approval for temporary banners in various locations around Town in the weeks prior to the event, as well as sundry signs and banners on/around Town Square the day of the event per the Temporary Sign Permit Applications attached to this staff report as well as Attachment G1 and G2. These include a start line banner across Broadway at Center Street and "Co-Challenger" banners on the Wyoming Outfitters building. This is comparable to the banner request that was made and approved last year.

The application has been submitted to all departments for approval. Staff will meet with event organizers prior to the event.

#### ATTACHMENTS:

Application.

#### FISCAL IMPACT:

No direct income. Costs include the services of numerous police and community service officers for street closures, traffic control and posting of signage, and the services of Public Works personnel for the preparation, checking out and checking in of barricades, cones and street signs. The estimated cost to the Police Department is \$1480.00

#### STAFF IMPACT:

Staff impact includes the services of numerous police and community service officers for street closures, traffic control and posting of signage, and the services of Public Works personnel for barricade preparation,



check out and check in. Parks and Recreation services will also be required for assistance with utilities, sprinkler shut off, and irrigations locates.

LEGAL REVIEW:

N/A

RECOMMENDATION:

Staff recommends the approval of application, subject to the following conditions and restrictions:

1. The applicant shall clean up immediately following the event and shall be responsible for the collection and removal of all refuse generated by the event, including recycled material. Additional trash receptacles are required.
2. Emergency vehicle access lanes must be maintained at all times on all closed or blocked streets.
3. Signs signifying 2K, 5K and 10K turnarounds must be clearly marked.
4. All efforts must be made to contain spectators to the sidewalks and out of the middle of the streets.
5. The applicant shall conduct the event in a timely, safe and professional manner.
6. The applicant shall coordinate all road closures with START, Public Works and the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during the event. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.
7. The applicant shall obtain the necessary food service permit from Teton County Environmental Health.
8. The applicant shall coordinate the event with and honor all agreements with the Farmers Market.
9. The applicant shall notify, in advance, all businesses and residences that may be affected by the road closures and the approved race route.
10. The applicant shall obtain a sign permit from the Building and Planning Department for any additional signage/banners.
11. The applicant shall provide to the Town in advance of the event an insurance certificate that names the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions.
12. Electrical power is available on the Town Square. Irrigation locates are required before any tents may be erected or stakes or any other items are placed in Town Square. The applicants shall coordinate all power needs and water locates with the Parks & Recreation Department park superintendent (733-5056) at least three (5) business days in advance of the event.
13. The Parks and Recreation Department is requesting that the applicant utilize the water available at the water bottle station in the Town Square for all drinking water needs.
14. The applicant is required to provide turf protection in front of and behind any table or other exhibit on Town Square where crowds will stand.
15. All clean up shall be completed by 4:00 P.M. on race day.
16. The applicant shall not block walkways or otherwise obstruct pedestrian traffic.
17. All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
18. No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits or booths may be secured to any live forestry.
19. Barricade delivery and pick up shall be coordinated through the Public Works Department. The applicants shall be responsible for barricade setup, placement and disassembly.



20. All tents, tarps or items that are in emergency vehicle access lanes shall be affixed temporarily and shall be capable of being removed quickly in the event of emergency.
21. Fire department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
22. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
23. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
24. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
25. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
26. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
27. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
28. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
29. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
30. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
31. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
32. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
33. The applicant shall be responsible for the pick up and return of all barricades and road signs from the Public Works Department. The applicant shall coordinate a pick up and drop off schedule for all barricade and signage needs with the Public Works Department at least three (3) business days prior to the event.
34. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
35. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website.
36. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website too.

#### SUGGESTED MOTION:

I move to approve the special event application made by the Community Foundation of Jackson Hole for Old Bill's Fun Run 2018, subject to the conditions and restrictions listed in the staff report.





March 6, 2018

Mayor Pete Muldoon and Jackson Town Council  
Mr. Carl Pelletier, Town of Jackson Special Events and Public Information Officer  
Post Office Box 1687  
Jackson, Wyoming 83001

***Re: Special Event Permit for Old Bill's Fun Run for Charities 2018***

Dear Mayor Muldoon, Town Councilors and Mr. Pelletier:

On behalf of the Community Foundation of Jackson Hole, I am pleased to submit a Special Event Permit application for Old Bill's Fun Run 2018 to take place on Town Square on Saturday, September 8.

Each year the Community Foundation works with the Town of Jackson, Fire/EMS and local law enforcement to ensure a safe and fun community event. In addition to support from government agencies, we recruit 300+ volunteers to staff the event on Town Square and along the run/walk course.

The Old Bill's 2018 run/walk route remains the same as in the past several years. Participants will begin at Town Square, proceed east on Broadway, turn south on Willow, east on Hansen, north on Nelson and head out to the National Elk Refuge. (Note: the Community Foundation has secured a special use permit from the NER for the segment on federal land.) The return route will exit the Refuge and head west on Broadway to the finish line at Town Square.

Please note that I am in communication with the Chamber of Commerce and Farmer's Market to coordinate the various events taking place on Town Square the weekend of September 8-9.

Thank you for your assistance. Feel free to contact me with any questions.

Sincerely,

Annie Riddell  
Old Bill's Fun Run Coordinator  
307.690.5284 / ariddell@cfjacksonhole.org



# Special Event Application

## Submit Completed Document To:

Town Hall  
Town of Jackson - Special Events  
150 East Pearl Street  
P.O. Box 1687  
Jackson, Wyoming 83001

cpelletier@townofjackson.com  
(307) 733-3932 ext. 1112 (phone)  
(307) 739-0919 (fax)



## Date Application Received

Non-Profit Fee: \$25  
For-Profit Fee: \$150

A completed application  
must be submitted at least  
21 days prior to your event.

## APPLICANT INFORMATION

Name of Event: Old Bill's Fun Run for Charities

Name of Organization: Community Foundation of Jackson Hole

Type of Organization: ☒ Non-Profit ☐ Public Agency ☐ For-Profit Business

Mailing Address: Post Office Box 574

City: Jackson State: Wyoming Zip Code: 83001

Name of Person Completing Application: Annie Riddell

Email Address: ariddell@cfjacksonhole.org

Work Phone: 307.739.1026 Cell Phone: 307.690.5284

## EVENT INFORMATION

Type of Event: ☒ Run / Walk ☐ Concert ☐ Filming ☐ Assembly  
☐ Parade ☐ Festival ☐ Biking ☐ Education  
☐ Other: \_\_\_\_\_

Description & Purpose of Event *(Attach additional sheets if necessary):* Old Bill's is a fundraiser for 200+ local nonprofits. Over the event's 21-year lifetime, it has raised more than \$146 million.

Location of Event: Jackson Town Square Alternative Location: \_\_\_\_\_

Date(s) of Event: Saturday, September 8 Event Operating Hours: 8am-12pm

Event Set Up Begins Date: Friday, September 7 Time: 8am

Event Clean Up Ends Date: Saturday, September 8 Time: 2pm



# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 4,000+ Total Event: 4,000+

Special Considerations (check all that apply):

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Alcoholic Beverages | <input type="checkbox"/> Cooking/Grilling  | <input checked="" type="checkbox"/> Electricity Requested                      |
| <input type="checkbox"/> Food Sales          | <input type="checkbox"/> Merchandise Sales   | <input type="checkbox"/> Recurring Event                                       |
| <input type="checkbox"/> Ticketed Admission  | <input checked="" type="checkbox"/> Sound Amplification<br><i>See Attachment F</i> | <input checked="" type="checkbox"/> Pets or Animals<br><i>See Attachment A</i> |
| <input checked="" type="checkbox"/> Tents    | <input checked="" type="checkbox"/> Street Closure<br><i>See Attachment C</i>      | <input type="checkbox"/> Sidewalk Closure                                      |
| <input type="checkbox"/> Overnight Parking   | <input type="checkbox"/> Overnight RV Camping                                      | <input checked="" type="checkbox"/> Use of Town Square                         |

Event Co-Sponsor (s): \_\_\_\_\_

*All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.*

Will you be charging admission or a fee for your event? ☐ Yes ☒ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Kacey Karstens Cell Phone: 360.907.2937

## EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable): *See Attachment B*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Tents (X)                      | <input checked="" type="checkbox"/> Food Vendors (FV)          |
| <input type="checkbox"/> Beverage Vendors (BV)                     | <input type="checkbox"/> Alcohol Vendors (A)                   |
| <input checked="" type="checkbox"/> Portable Toilets (T)           | <input checked="" type="checkbox"/> Hand Washing Sink (HWS)    |
| <input checked="" type="checkbox"/> Stages or Amplified Sound (SO) | <input type="checkbox"/> Bleachers (BL)                        |
| <input checked="" type="checkbox"/> Garbage Receptacles (G)        | <input checked="" type="checkbox"/> Recycling Receptacles (RR) |
| <input type="checkbox"/> Retail Merchants (RM)                     | <input checked="" type="checkbox"/> Security (P)               |
| <input checked="" type="checkbox"/> Fire Lane (FL)                 | <input type="checkbox"/> Fire Extinguishers (EX)               |
| <input checked="" type="checkbox"/> First Aid / EMS (FA)           | <input checked="" type="checkbox"/> Barricades (G)             |
| <input checked="" type="checkbox"/> Electricity / Generator (EL)   | <input type="checkbox"/> Trailers, Vehicles, Storage (TR)      |

JH Security onsite  
Sept 7 6pm-Sept 8 6am

*Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.*



# Special Event Application

## STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot?



Yes



No

Area of Closure Request

Date(s)

Start Time

End Time

See Attachment C

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces?



Yes



No

If "Yes", how many parking spaces will be unavailable due to the event: ~75 parking spaces

Will the event closure requests impact any START Bus routes?



Yes



No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: East Jackson

START Bus contacted?



Yes



No

See Attachment C

## RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients? See Attachment D



Yes



No



# Special Event Application

## TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting: **See Attachment E**

<u>  X  </u> Large Street Barricades	<u>  X  </u> "Road Closed" Street Signs
<u>      </u> Small Sidewalk Barricades	<u>  X  </u> "Local Traffic Only" Street Signs
<u>  X  </u> 28 Inch Street Cones	<u>      </u> "Detour" Street Signs
<u>  X  </u> Candlestick Cones	<u>      </u> 32-Gallon Recycling Bins

⚠ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

⚠ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

⚠ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

⚠ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

## TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

### POLICE DEPARTMENT

(307) 733-1430

<input type="checkbox"/> Event Security	<input type="checkbox"/> Mounted Horse Patrol	<input checked="" type="checkbox"/> Traffic Control
<input checked="" type="checkbox"/> Race Lead Vehicle	<input type="checkbox"/> Parade Lead Vehicle	<input checked="" type="checkbox"/> General Presence
<input checked="" type="checkbox"/> Towing / Ticketing	<input type="checkbox"/> Assistance with Parking Closures	<input checked="" type="checkbox"/> Assistance with Street Closures

Please describe in detail your request: **See Attachment E**

The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

### PUBLIC WORKS DEPARTMENT (307) 733-3079

☒ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request: The Community Foundation would appreciate street sweeping around

Town Square prior to Old Bill's set-up on September 7, as well as post-event on September 8 (after 2pm).

### PARKS AND RECREATION DEPARTMENT (307) 732-5753

☒ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☒ Electricity Access

☒ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request: Irrigation locates and mowing are requested prior to the set-up of dozens

of 10x10' tents (mostly nonprofit booths). Additionally, electricity is requested to power the event's refrigerated truck.

*\*Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field?

☐ Yes

☒ No

If "Yes", has the site been reserved with Parks and Recreation?

☐ Yes

☒ No

### FIRE / EMS DEPARTMENT (307) 733-4732

☒ Foot Patrol

☒ Ambulance

☐ Fire Engine

☐ Rescue Truck

☐ Bicycle Patrol

☐ Event Site Inspection

\*Please describe in detail your request: Lily Mohler of Jackson Hole Fire/EMS serves on the Old Bill's Run Committee.

Ms. Mohler works in tandem with event planners and arranges for an EMS team and ambulance to be onsite at Old Bill's.

In addition, for several years the Fire Department has hung a giant American flag over East Broadway between King and Willow Streets using ladder trucks. This service is requested again in 2018.



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

START BUS

(307) 732-8651

☒ Event Specific Shuttle(s)

Please describe in detail your request: [See Attachment B](#)

## VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☒ Yes

☐ No

If "Yes", please indicate times: Start Time: 7am

Finish Time: 12pm

Will your event feature any musical entertainment?

☒ Yes

☐ No

*If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.*

[See Attachment F](#)

## SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

☒ Yes

☐ No

If "Yes", have you completed a sign permit application?

☒ Yes

☐ No

*A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.*

[See Attachments G1 and G2](#)

## INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. The additional insured language on the certificate may not include any limitations or exclusions. Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached:

☒ Yes

☐ No

[See Attachments H1 and H2](#)



# Special Event Application

## PORTABLE RESTROOMS AND SINKS

**The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.**

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: 17 Number of ADA Accessible Portable Toilets: 1

See Attachment B  
for locations on  
Town Square and  
along route

If "No", please explain: \_\_\_\_\_

**Portable restrooms may not be located within 50 feet of any food vendor.**

Restroom Company: Macy's Services

*(Town Square porta-pots)*

Restroom Drop off / Pick Up Date for Drop Off: September 8 Time for Drop Off: 6am

Date for Pick Up: September 8 Time for Pick Up: 1pm

Note: pots located  
along run/walk  
route to be  
delivered on  
September 7 and  
picked up on  
September 10

## ALCOHOL

Will there be alcoholic beverages at the event?

☐ Yes

☒ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

If "Yes", what will be offered in addition to beer? \_\_\_\_\_

*If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.*



# Special Event Application

## VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☐ Yes

☒ No

***If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.***

Please describe any sales activity at your event: No merchandise is sold at Old Bill's, although same-day run/walk registrants are charged \$20/person or \$50/family. (Registration is free prior to Run Day.) Income from Run Day registration benefits local nonprofits.

Will any food or beverages be sold at your event?

☐ Yes

☒ No

***If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.***

## TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☒ Yes

☐ No

If "Yes", which company will you be using? Teton County Integrated Solid Waste & Recycling and Westbank Sanitation

How many trash receptacles will be supplied for your event? 12 rolling cans and one roll-off dumpster

When will the trash receptacles be delivered? Afternoon of Friday, September 7

When will the trash receptacles be picked up and removed from site? Morning of Monday, September 10

Describe your plan for the collection and removal of trash during your special event: \_\_\_\_\_

Mari Allan Hanna from Teton County Integrated Solid Waste & Recycling serves on the Old Bill's Run Committee and leads

the Recycling & Waste team. Throughout the event, these volunteers empty trash full trash bins into a dumpster provided by Westbank Sanitation, which is located in the retired Wells Fargo drive-through on Deloney Street.

Westbank hauls its dumpster and bins away on Monday following the event.

***Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.***



# Special Event Application

## RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. ***For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.***

Will you be using a company for your recycling plan?

☒ Yes

☐ No

If "Yes" which company will you be using? Teton County Integrated Solid Waste & Recycling and Jackson Curbside Recycling

How many recycling receptacles will they (or you) supply for your event? 12 cans

When will these recycling receptacles be delivered? Afternoon of Friday, September 7

When will recycling receptacles be picked up and removed from site? Morning of Monday, September 10

Describe your plan for collection and removal of recyclable materials during your special event: \_\_\_\_\_

Mari Allan Hanna from Teton County ISWR serves on the Old Bill's Run Committee and leads the Recycling & Waste team.

Throughout the event, these volunteers collect recyclables and compostable cups. On Monday following the event, recyclables are hauled from the retired Wells Fargo drive-through by Jackson Curbside Recycling. Mari Allan delivers compostable cups to Terra Firma.

*Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.*

## SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

The only change is the request for amplified music along the run/walk course, specifically in front of participating

Old Bill's nonprofits St. John's Medical Center (555 East Broadway) and the Senior Center of Jackson Hole (830 E Hansen). Both organizations have approved family-friendly DJ'd music in front of their buildings between 10-11am on September 8.

Details on Attachment F (noise permit application).

Please also note that Old Bill's Coordinator Annie Riddell has been in communication with Wells Fargo project manager Lori Smith about the construction that will be underway April-October at the corner of Deloney and North Center Streets. Old Bill's has Wells Fargo's permission to use its former drive-through for recycling and waste operations, as well as the alley that runs behind the construction site for nonprofit booth drop-off.



# Special Event Application

## TOWN IMPACT SURVEY

In an effort to better understand the impact of this special event on the local economy please answer the following questions:

4,000+

Estimated total number of participants and/or spectators at the special event. If the event is reoccurring - taking place multiple days over the course of a season - please indicate the total estimated number from all events combined over the course of the season.

90%

Estimated percentage of Jackson resident participants and/or spectators at the special event.

95%

Estimated percentage of local area participants and/or spectators at the event. This would include participants and spectators from Victor, Alpine, Driggs and the other areas surrounding Jackson that would not require an overnight stay in Jackson.

5%

Estimated percentage of out-of-town participants and/or spectators at the special event.

If participants and/or spectators are traveling from out-of-town (including surrounding areas such as Victor, Driggs, Alpine, etc.,) are they coming to Jackson with the primary reason to participate in or watch this special event? Is this event a driving force in a visitor's decision to travel to Jackson?

☒ Yes

☐ No

*The Town of Jackson will be sending a Post Event survey following your event to capture additional information. We would truly appreciate you filling a post survey out.*

Many residents of surrounding areas participate in Old Bill's. The event does not have data on out-of-town visitors, other than anecdotal knowledge of several families who come to JH each year for Old Bill's.

## STANDARD CONDITIONS OF APPROVAL

***Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.***

### GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: AJR



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

### STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

### SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

### POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

### ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: AJR



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

### PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

### INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

### FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: AJR



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

### TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

**See Attachment A**

Initials: AJR



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

### FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: AJR



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

### FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

***Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.***

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT:   
Signature

APPLICANT: Anne J. Riddell  
Printed Name

DATE: March 6, 2018

TITLE: Old Bill's Coordinator



**Attachment A**  
*Request to allow dogs in Town Square*

March 6, 2018

Dear Mayor Muldoon and Town Councilors,

Dogs are an integral part of our community, and many people enjoy bringing them along when they run or walk. We estimate that each year around 150 dogs accompany an estimated 4,000 Old Bill's participants.

The Town has generously allowed our canine companions to enter the Square the past 12 years that Old Bill's has occurred in this location. We ask that dogs again be permitted in George Washington Park at Old Bill's 2018. Thanks to local nonprofit PAWS, leashes and mutt-mitts will available, and "Doggie Valet" volunteers will help ensure that dogs do not enter the food tent. As always, Town Square will be thoroughly cleaned post-event.

Many thanks for your consideration,



Annie Riddell  
Old Bill's Coordinator  
307.690.5284 / [ariddell@cfjacksonhole.org](mailto:ariddell@cfjacksonhole.org)



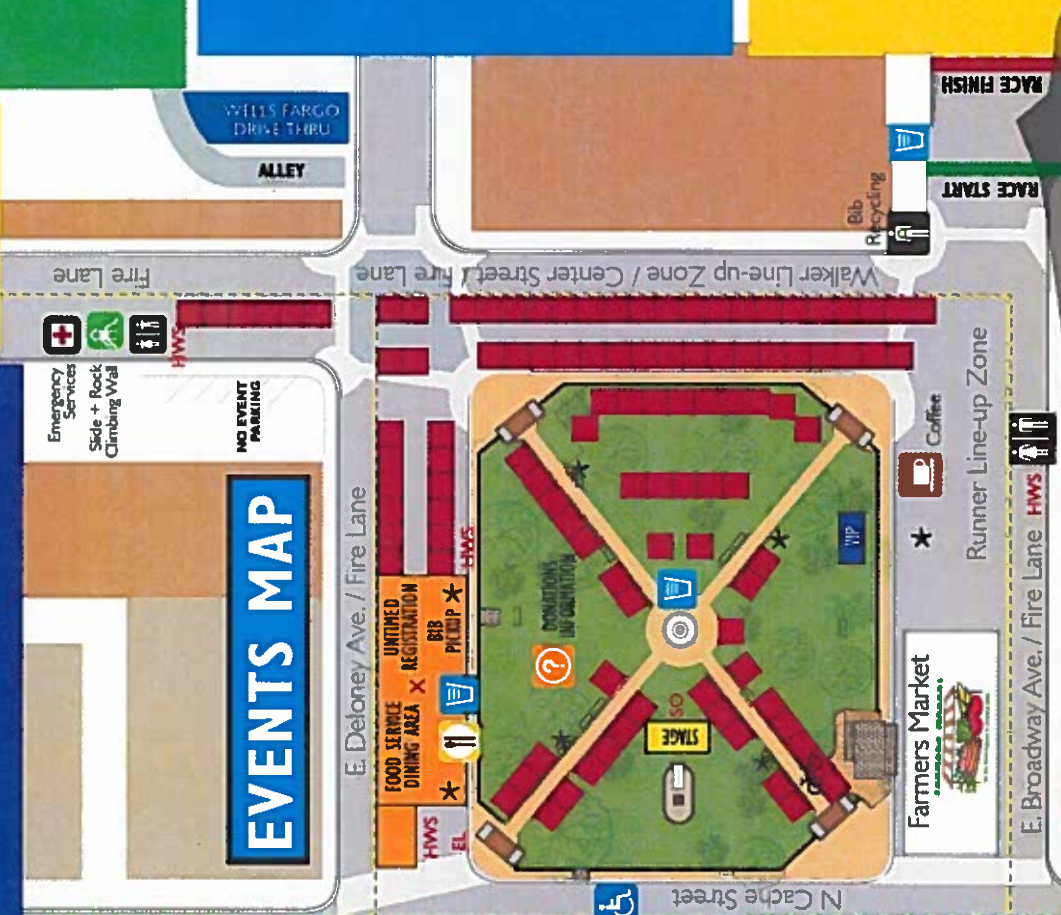
Attachment B1

# OLD BILL'S FUN RUN

## ROUTE MAP



## EVENTS MAP



- Nonprofit Booths
- Fire Lane
- Trash/Recycling
- Bike Valet





Attachment B2

# OLD BILL'S FUN RUN 2018: SEPTEMBER 8TH

-  = Public Parking
-  = Street Closure
-  = Handicap Parking



## REMEMBER:

- Chipped bibs provided to runners who register to be timed.
- Timed runner registration ends at 5pm on Friday, Sept. 7th. There is no registration for timed runners on Run Day.
- Timed runners can pick up bibs at Community Foundation (245 East Simpson) Tues., Sept. 4th–Thurs., Sept. 6th from 10am–6pm or on Fri., Sept. 7th from 10am–5pm. Bibs also available under Deloney Street Tent on Sat, Sept 8th from 8–10am.
- Runners line up on Broadway, timed (bibbed) runners in front of untimed runners. Stay left at the finish.
- Walkers line up on Center Street.
- There will be traffic on the course – please pay attention!
- Run and walk with traffic, and stay in the lane.
- 5K timed runners wear blue bibs.
- 5K youth timed runners wear green bibs.
- 10K timed runners wear red bibs.
- Well-behaved dogs on a short leash are welcome. Mutt-Mitts provided by PAWS. Dog water available at rest stops.
- Only walkers, runners, wheelchairs and strollers are allowed on the race course. **No other wheeled transport is permitted.**
- Grant money awarded to the top timed finishers, diaper derby winners and oldest/youngest participants.

## SCHEDULE OF EVENTS:

To be announced.

## ALTERNATIVE TRANSPORTATION

Ride the START Bus Town Shuttle to and from the event for free. Or ride your bike and use the free bike valet hosted by Friends of Pathways. Participants who use alternative transportation will be entered in a raffle to win \$100 for their favorite nonprofit.

Please help reduce waste by bringing your own reusable water bottle.



Join us for next year's Old Bill's Fun Run



## **Attachment C**

### *Requested Street Closures, No Parking Signage and START Bus Impact*

#### **I. Requested Street Closures**

*Friday = September 7; Saturday = September 8; Sunday = September 9*

##### **Deloney Street**

Cache to Center

Friday 8am thru Sunday Chamber event

Center to North King

Saturday 6am – 2pm

##### **Center Street**

Broadway to Mountain Trails Gallery parking lot entrance

Saturday 6am – 2pm

##### **East Broadway Avenue**

Cache to Willow

Saturday 6am – 2pm

Willow to Nelson

Saturday 10am – 12pm

##### **South King Street**

Broadway to east-west alley between Broadway and Pearl

Saturday 6am – 2pm

##### **Willow Avenue**

Broadway to Hansen

Saturday 9:45am – 11am

*As always, the intersection at Willow and Broadway will be partially blocked to traffic for runner safety.*

##### **Hansen Street**

Open to traffic with volunteers posted to ensure safety

##### **Nelson Street**

Open to traffic with volunteers posted to ensure safety

#### **II. No Parking signage**

Pursuant to last year's Jackson Police Department advisory that no parking signage posting would not be provided by CSOs in the future, event organizer Annie Riddell plans to post signs with a volunteer team on Thursday, September 6. Annie shadowed a CSO team as they posted no parking signs for Old Bill's 2017, so she is versed on where and how to post them.

Annie and volunteers will post no parking signage on all the streets scheduled for closure (see Attachment C), as well as on Nelson Street between Hansen and Broadway. Because it is narrow, this road does not readily accommodate the volume of Old Bill's participants, and parked cars/drift boats exacerbate the problem. As in 2017, the no parking time frame will be 8-11am on Run Day (September 8). Police enforcement is not required, as signs alone should adequately reduce the number of cars/boats along Nelson Street.

#### **III. START Bus Impact**

START Bus Director Darren Bruggmann is aware of the Old Bill's date, time and run/walk route. Given the ever-increasing size of the Old Bill's crowd, START is considering suspending service east of Willow Street between 9:45-11:45am on September 8. The primary concern is runner/walker safety. START suspended East Jackson bus service the past three Old Bill's with no registered complaints from area residents or businesses.

Mr. Bruggmann will be discussing the proposed September 8 route modification with the START Advisory Board.



**Attachment D**  
**Event Notice to Neighbors**



**TO: Homes and businesses along the route of Old Bill's Fun Run 2018**  
**FROM: Community Foundation of Jackson Hole**  
**RE: Activity on your street on Saturday, September 8 from 10:00-11:30am**

An estimated 4,000 people are expected to participate in Old Bill's Fun Run for Charities 2018, a community-wide celebration that encourages philanthropy. Over the 21-year lifetime of the event, Old Bill's has raised over \$146 million for local nonprofits.

The run/walk this year is on **Saturday, September 8**. It starts at 10:00am on Town Square, and the route follows Broadway, Willow, Hansen and Nelson Streets out to the National Elk Refuge. Runners and walkers return to Town Square via East Broadway. Area streets are generally clear of event participants by 11:30am.

Because your home or business is located along the run/walk route, I want to alert you to activity on your street the morning of September 8. The Jackson Police Department will work with our volunteers to direct vehicular and pedestrian traffic. To ease congestion, please move your vehicles off the street if possible.

I invite you to participate in Old Bill's 2018! Find information online at [oldbills.org](http://oldbills.org) or at the Community Foundation office at 245 East Simpson Avenue. Thanks in advance for your cooperation and support. Hope to see you on September 8!

Sincerely,  
Annie Riddell  
Old Bill's Coordinator  
307.690.5284 / [ariddell@cfjacksonhole.org](mailto:ariddell@cfjacksonhole.org)



## **Attachment E**

### *Equipment and Services Requests*

#### **I. Equipment**

The Community Foundation requests delivery of the following equipment from Public Works on Friday, September 7 (morning if possible):

- 4 yellow street barricades to Broadway and Cache
- 3 yellow street barricades to Deloney and Cache (delivery by 8am street closure)
- 5 yellow street barricades to Mountain Trails Gallery parking lot entrance on N. Center
- 2 yellow street barricades to Mountain Trails Gallery parking lot entrance on Deloney
- 1 independently-standing "Road Closed Ahead" sign to the corner of Gill and Deloney
- 4 yellow barricades to Broadway and Center
- 4 yellow barricades to Broadway and Willow
- 3 yellow barricades to the east-west alley of S. King between Broadway and Pearl
- 2 yellow barricades to Willow and Hansen
- 16 candlestick cones to south end of alley behind Wyoming Outfitters
- 10 street cones to south end of alley behind Wyoming Outfitters
- 10 street cones to Broadway and Willow
- 10 street cones to Deloney and Center
- 15 street cones at entrance of the National Elk Refuge
- Conveyor belt material for cattle guard on National Elk Refuge (see below)

In 2016, Public Works generously devoted time and energy to helping Old Bill's organizers solve the runner/walker safety issue posed by the bison guard (heavy-duty cattle guard) near the entrance of the National Elk Refuge. Public Works procured industrial-grade conveyor belt material from Evans Construction and placed it over the bison guard just prior to Run Day 2016 and 2017. The Community Foundation requests this service again in 2018.

In addition to the equipment for Run Day, the Foundation requests use of approximately 14 street cones for its Old Bill's Awards Party on Monday, October 22 at the National Museum of Wildlife Art. Event coordinator Annie Riddell will coordinate with Sam Jewison regarding pick-up and return times.

#### **II. Police Services**

Consistent with Old Bill's in past years, the Community Foundation requests the following support from the Jackson Police Department:

- Deloney Street closure
  - Historically CSOs have managed the closure of Deloney Street at 8am on Friday before Run Day, including towing. The Foundation would be grateful for this continued service on September 7 and is pleased to provide any support needed.
- Ticketing/towing on Run Day
  - CSOs are always helpful with the ticketing and towing of cars on closed streets in the early morning hours of Run Day. The Foundation would be grateful for this continued service on September 8 and is pleased to provide any support needed.
- Traffic control along the run/walk route
  - In tandem with the Old Bill's traffic control team, comprised of 50+ volunteers from Teton Science Schools, event organizer Annie Riddell will communicate



with the Jackson Police Department on traffic management plans and troubleshooting potential problems in advance.

- Race lead vehicle
  - Two officers on electric motorcycles, as have been provided in the past, would be much appreciated on September 8.
- Police presence at the Start Line (corner of East Broadway and Center)
  - In the aftermath of the Boston Marathon bombings, the Foundation recognizes that acts of terrorism can occur anywhere. We believe that law enforcement at the Start Line on September 8 will help deter any potential violence at Old Bill's. We defer to the Police Department as to how many officers are allotted for this purpose.



**Attachment F**

**TOWN OF JACKSON  
JACKSON POLICE DEPARTMENT**

**NOISE PERMIT APPLICATION**

**PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.**

Event Sponsor (Person responsible for event and noise if complaints are received):

Name: Annie Riddell Date of Birth: May 17, 1977

Phone number ( 307 ) 690 - 5284

PO Box: 574

Town: Jackson State WY Zip Code 83001

Street Address: 245 East Simpson Avenue

Town: Jackson State WY Zip Code 83001

Location of Event: Jackson Town Square and East Jackson run/walk route (see Attachment B)

Physical Address: Cache/Broadway

Date(s) of Event: Saturday, September 8, 2018

Requested Starting Time of Event: 6am (set-up starts) a.m./p.m.

Requested Ending Time of Event: 2pm (clean-up ends) a.m./p.m.

**Please be advised that the noise permit will not extend beyond 11 p.m.**

Type of Event: nonprofit fundraiser

(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.

Amplified, family-friendly DJ or live music and MC commentary on Town Square from 7am-12pm

Amplified, family-friendly DJ music along run/walk route (E Hansen and E Broadway) from 10-11am

Band Name: TBA

Telephone or email address: \_\_\_\_\_

or

First and last name of person providing music: TBA

Telephone or email address: \_\_\_\_\_

Signed: Annie Riddell / March 6, 2018  
(Event Sponsor – Responsible) (Date)



# Attachment G I



## TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department  
Planning Division

150 East Pearl Ave. | ph: (307) 733-0520 or  
P.O. Box 1687 | (307) 733-0440  
Jackson, WY 83001 | fax: (307) 734-3563  
[www.townofjackson.com](http://www.townofjackson.com)

### EVENT NAME:

Event Name: Old Bill's Fun Run for Charities Physical Address of Event: Jackson Town Square  
Description of Event: Fundraiser for 200+ local nonprofits

### EVENT SPONSOR/APPLICANT:

Name: Annie Riddell / Community Foundation of Jackson Hole Phone: 307.690.5284  
Mailing Address: PO Box 574, Jackson, Wyoming 83001 ZIP: 83001  
E-mail: ariddell@cfjacksonhole.org Non-Pofit: x For Profit:       

### TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

<b>A</b>	Business/Description: <u>Community Foundation of Jackson Hole</u>	Business/Description: <u>Albertsons</u>	<b>C</b>
	Physical Address: <u>245 East Simpson Avenue</u>	Physical Address: <u>50 Buffalo Way</u>	
	Dates of Display: <u>August 20-September 3 and Sept 4-17</u>	Dates of Display: <u>August 26-September 8</u>	
	Consent from Owner Obtained? Yes <u>x</u> No <u>      </u>	Consent from Owner Obtained? Yes <u>x</u> No <u>      </u>	
<b>B</b>	Business/Description: <u>Community Foundation of Jackson Hole</u>	Business/Description: <u>Jackson Town Square</u>	<b>D</b>
	Physical Address: <u>245 East Simpson Avenue</u>	Physical Address: <u>Broadway and Cache Street</u>	
	Dates of Display: <u>August 31-September 14</u>	Dates of Display: <u>September 7-8</u>	
	Consent from Owner Obtained? Yes <u>x</u> No <u>      </u>	Consent from Owner Obtained? Yes <u>x</u> No <u>      </u>	

### SUBMITTAL REQUIREMENTS. Attach the following:

- \_\_\_\_\_ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
- \_\_\_\_\_ Installation specifications, and any structural details or specifications required for freestanding signs.

See Attachment G I Narrative

*Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.*

Anne Riddell  
Signature of Authorized Event Applicant  
Anne J. Riddell  
Applicant Name Printed

March 6, 2018  
Date  
Old Bill's Coordinator  
Title



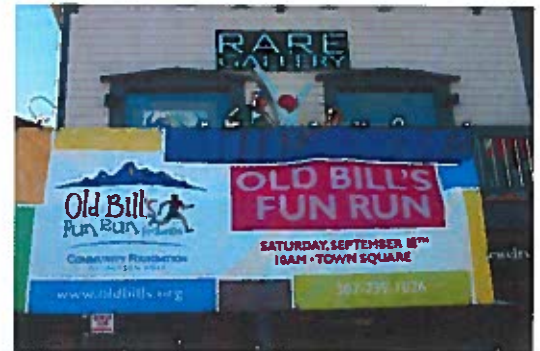
## Attachment G1: Narrative

### A. Community Foundation/August 20-September 3 and September 4-17

4x6' multi-colored vinyl Old Bill's banner

Location: Community Foundation balcony, 245 East Simpson Avenue

Aesthetic: same style as banner at right



### B. Community Foundation/August 31-September 14

Two 4x8' magnetic boards displaying Co-Challengers

Location: freestanding on Community Foundation front lawn,

245 East Simpson Avenue

Aesthetic: see right



### C. Albertsons/August 26-September 8

12x14' multi-colored vinyl Old Bill's banner

Location: Albertsons storefront/banner area

Aesthetic: see right (event date will be updated for 2018)

Note: Albertsons management has approved the above dates





## D. Town Square/September 7-8

The Community Foundation requests to hang 35+ Old Bill's-related vinyl banners around Town Square the afternoon of Friday, September 7 until afternoon on Saturday, September 8.

Roughly half of these banners provide event-specific information to Old Bill's participants. They include:

- Start Line banner
- Donations & Information booth banners
- Runner/walker registration and directional banners on Town Square and along the run/walk route
- Food service informational banners



Note: most of the 100+ nonprofits hosting booths on Run Day will hang banners within their 10x10' booth spaces. Like the aforementioned event banners, these nonprofit banners will be up very short-term – approximately 7:00am-12:30pm on September 8.



The other half of the proposed Run Day banners acknowledge Old Bill's Co-Challengers ~ donors at the \$25K, \$35K, \$50K, \$100K, \$250K and \$500K tiers who collectively provide millions in matching funds to the event. The Community Foundation hopes to acknowledge these generous donors in two prominent locations:

- 1) 8x20' banner listing all Co-Challengers on the balcony of JD High Country Outfitters
- 2) 13-18 3x8' business Co-Challenger banners modeled after the one below on Wyoming Outfitters and Alaska Fur



As always, the Community Foundation is requesting permission from JD High Country Outfitters, Wyoming Outfitters and Alaska Fur Gallery to hang Co-Challenger banners on their storefronts.



## The logo is a circular seal for the Town of Jackson, Wyoming. It features a stylized landscape with a blue mountain peak, a yellow river, and a black silhouette of an elk. The text "TOWN OF JACKSON" is written in a circle around the top, and "WYOMING" is written at the bottom.

**Planning & Building Department  
Planning Division**

ph: (307) 733-0520 or  
(307) 733-0440  
fax: (307) 734-3563  
[www.townofjackson.com](http://www.townofjackson.com)

Event Name: Old Bill's Fun Run for Charities Physical Address of Event: Jackson Town Square

Description of Event: Fundraiser for 200+ local nonprofits

Name: Annie Riddell / Community Foundation of Jackson Hole Phone: 307.690.5284

Mailing Address: PO Box 574, Jackson, Wyoming 83001 ZIP: 83001

E-mail: ariddell@cfjacksonhole.org Non-Pofit: x For Profit: \_\_\_\_\_

Business/Description: <u>Business Co-Challenger storefronts</u>	Business/Description: _____
Physical Address: <u>See attached addresses</u>	Physical Address: _____
Dates of Display: <u>August 23-September 6</u>	Dates of Display: _____
Consent from Owner Obtained? Yes <u>x</u> No _____	Consent from Owner Obtained? Yes _____ No _____
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes _____ No _____	Consent from Owner Obtained? Yes _____ No _____

\_\_\_\_\_ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

\_\_\_\_\_ Installation specifications, and any structural details or specifications required for freestanding signs.

*Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.*

March 6, 2018  
Date  
Old Bill's Coordinator  
Title



## Attachment G2: Narrative

Over 60 "Co-Challengers" collectively provide millions of dollars in matching funds through the Old Bill's Fun Run for Charities. They donate at multiple tiers between \$25K and \$500K. Roughly 3/4 of the Co-Challenger group is comprised of couples and family foundations, and about 1/4 are businesses.

The Community Foundation requests permitting for its Old Bill's 2018 business Co-Challengers to hang 3x8' vinyl banners on their storefronts from August 23-September 6. The banners are modeled after this one:



Following are current\* business Co-Challengers with locations inside Town of Jackson limits:

Business Co-Challenger	Location(s)
Bank of Jackson Hole	10 East Pearl Street, 975 West Broadway, 990 West Broadway
First Interstate Bank	120 East Broadway, 842 West Broadway
Graham-Faupel-Mendenhall	80 West Broadway
Rocky Mountain Bank	890 West Broadway
Rusty Parrot Lodge	175 North Jackson Street
Snake River Brewing	265 South Milward Street
Wells Fargo Bank	112 North Center Street, 50 Buffalo Way
WRJ Designs	30 South King Street
Zions Bank	25 South Willow Street #201

\* Please note that Co-Challenger recruitment is ongoing throughout the year. At present there are 13 business Co-Challengers (in addition to those above, several are outside of Town limits), and more may commit over the next several months. So that all business Co-Challengers may enjoy the same marketing benefits, the Community Foundation will submit a supplemental request for banner permitting in early/mid-August that includes any new business Co-Challengers.



Attachment #1



COMMF0U-03

CSAEZ

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 02/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER License # 6024</b> HUB International Mountain States Limited 1315 S Highway 89, Suite 103 PO Box 2560 Jackson, WY 83001	<b>CONTACT NAME:</b> Carol Saez <b>PHONE (A/C, No, Ext):</b> (307) 733-2467 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> carol.saez@hubinternational.com																					
<b>INSURED</b>  Community Foundation of Jackson Hole PO Box 574 Jackson, WY 83001	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A :</td><td>Philadelphia Indemnity Insurance Company</td><td>18058</td></tr> <tr> <td>INSURER B :</td><td></td><td></td></tr> <tr> <td>INSURER C :</td><td></td><td></td></tr> <tr> <td>INSURER D :</td><td></td><td></td></tr> <tr> <td>INSURER E :</td><td></td><td></td></tr> <tr> <td>INSURER F :</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Philadelphia Indemnity Insurance Company	18058	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	Philadelphia Indemnity Insurance Company	18058																				
INSURER B :																						
INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	PHPK1753766	02/27/2018	02/27/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 It is understood and agreed that the Certificate Holder is named as Additional Insured but only with respect to its liability arising out of the activities of the Named Insured. coverage is primary and non-contributory -  
 Event - Old Bill's fun Run - 9/8/18

## CERTIFICATE HOLDER

## CANCELLATION

 Town of Jackson  
 PO Box 1687  
 Jackson, WY 83001

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> License # 6024 <b>HUB International Mountain States Limited</b> 1315 S Highway 89, Suite 103 PO Box 2560 Jackson, WY 83001	<b>CONTACT NAME:</b> Carol Saez <b>PHONE (A/C, No, Ext):</b> (307) 733-2467 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> carol.saez@hubinternational.com <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 18058
--	--	------------------------

**INSURED**  
**Community Foundation of Jackson Hole**  
PO Box 574  
Jackson, WY 83001

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	PHPK1753766	02/27/2018	02/27/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
It is understood and agreed that the Certificate Holder is named as Additional Insured but only with respect to its liability arising out of the activities of the Named Insured. Old Bill's Fun Run 9/8/18

## CERTIFICATE HOLDER

## CANCELLATION

Teton County Park & Rec Dept.  
PO Box 811  
Jackson, WY 83001

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





# **TOWN OF JACKSON**

## **TOWN COUNCIL**

### **AGENDA DOCUMENTATION**

**PREPARATION DATE:** April 2, 2018

**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson

**PRESENTER:** Carl Pelletier

**SUBJECT:** Special Event: Teton County Fair 2018

#### **PURPOSE/STATEMENT:**

The Mayor and Council approve or deny all special event applications requesting street closures, services of Town personnel, use of Town equipment, relief from the town ordinances, and the issuance of malt beverage permits, on behalf of the Town of Jackson.

#### **BACKGROUND/ALTERNATIVES:**

The applicant, the Teton County Fair Board, is hosting the annual Teton County Fair at the Fairgrounds from Wednesday, July 25 to Sunday, July 29, 2018. The fair will include 4H activities, a petting zoo, a carnival, exhibits, vendors, and nightly entertainment including a rodeo, pig wrestling, figure 8 races, a free concert event and a rodeo event. The applicant anticipates a total of 20,000 to 30,000 spectators will attend these events.

In connection with the fair, the applicant requests the following from the Town:

1. A temporary road closure of Snow King Avenue between Flat Creek Drive to just past the Exhibit Hall near South Millward Street from Wednesday, July 25 at approximately 8:00 A.M. through Sunday, July 29 at 8:00 P.M. The closure will require the usage of Town barricades and assistance from the Public Works and Police Departments.
2. Police Department services for event crowd control July 25 through July 29, as needed.
3. A malt beverage permit for the sale of beer July 25 through July 29 from 6:00 P.M. until 11:00 P.M. each day.
4. The applicant is requesting a Noise Permit from 8:00 A.M. until 11:00 P.M. with the exception of Friday, Saturday and Sunday nights, which has a request for a permit until midnight.
5. The applicant is requesting permission to display two onsite banners from July 16 to July 30 per the attached sign permit application. Section 9.52.050 of the Municipal Code prohibits signage on public property without Town Council permission.
6. Permission to park the Teton County Fair wagon on the corner of Broadway and Flat Creek Drive near Staples from July 16 through July 30. The wagon will have a banner attached to each side stating "Teton County Fair July 25 – July 29, 2018" per the attached sign permit application. The applicant has stated that it has permission from the property owner. Relief by the Town Council from the town's signage ordinances is required for the use of the wagon, its signage, and its placement in a public right-of-way.
7. A non-profit expo license which will be submitted for vendor sales.
8. Permission for overnight camping at the Fairgrounds for 4-H families only from 7/23 – 7/30. Section 10.04.220 of the Municipal Code prohibits overnight parking on any parking lot owned,



operated, leased, or maintained by the town; and Section 9.52.050 prohibits sleeping in any public place unless permission is granted by the Town Council for special events.

9. Assistance from Public Works personnel to hang light post banners, which are requested to be up beginning Monday, July 16 through Sunday, July 29, 2018.
10. Permission to use Town of Jackson barricades and road signs.
11. Permission to host a family-friendly, free concert in the large grassy arena located directly north of the rodeo arena on Wednesday, July 25th. Permission to have amplified noise associated with this concert. This concert would end no later than 10:00 PM, similar to a JH Live Concert.
12. Permission to use the START Bus parking lot to the North of the facility for semi-truck staging, Monday July 23 through Monday, July 30. Parking would be occupied by semi-trucks used for the petting zoo that the Fairgrounds is not able accommodate.

The application has been submitted and reviewed by all Town departments. The following concerns have been raised by staff and incorporated into the conditions and restrictions below:

1. START buses will need to be allowed access on Snow King Avenue. As such, parking attendants will need to let the buses through off of Flat Creek and onto Snow King Avenue for fueling and maintenance. The Fair Manager will be in contact with START Bus to address this topic as well as the topic of utilizing the START Bus parking lot to the North of the facility for parking of semi-trailers mentioned above.

Significant changes for 2018: This year, all vendor booths and the big top tent will be located on the North-side of the property on the Grassy Arena. The parking lot at the Exhibit Hall will be used as parking for public and vendors. The grassy area next to the Exhibit Hall will be used for the dog show, 4-H activities, and the horse show.

If construction on the temporary fire station has not started, the Fair Board would like to put a tent under the pavilion and use as the Exhibit Hall.

#### ATTACHMENTS:

Application  
Sign Permit Application  
Malt Beverage Permit Application

#### FISCAL IMPACT:

Direct income includes income from the Malt Beverage Fee (\$500) and the Expo License (\$500). Costs include the services of numerous police and community service officers for crowd control, and traffic control (approximately \$4,400), the services of Public Works personnel delivering barricades and hanging light pole banners (approximately \$340) and costs associated with services provided by the Parks and Recreation Department including irrigations locates, bleacher delivery and set-up (approximately \$500).

#### STAFF IMPACT:

The services of numerous police and community service officers for crowd control, and traffic control and the services of Public Works personnel for barricade/road sign drop off and pick up and hanging light pole banners.

#### LEGAL REVIEW:

N/A

#### RECOMMENDATION:

Staff recommends approval of the application, subject to the following conditions and restrictions:



1. The applicant shall coordinate all road closures and requests for assistance with the Public Works and Police Departments at least 14 days prior to the event.
2. Covered Grandstand tickets will be sold for all night events (with the exception of the free concert night) and they will be "no smoking" seats.
3. Porta potties will be placed adjacent to the arena.
4. The applicant shall coordinate all personnel requirements for crowd control with the Police Department for each event.
5. The applicant shall clean up after the event and haul away all trash from the site.
6. The applicant shall provide for the disposal and removal of all recycled material.
7. The applicant shall not allow trash or recycling receptacles to overflow.
8. The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to minors and the prohibition of consumption off the authorized premises.
9. Alcoholic beverages shall be sold in 16 oz. or smaller plastic cups.
10. Beer sales shall cease at the beginning of the last heat of the Figure 8 races.
11. Individuals serving beer (including beer at the beer fest) will have TIPS training.
12. Beer servers will overserve individuals or serve to obviously intoxicated individual.
13. Police will be notified immediately with any attempt by a minor to purchase alcohol.
14. Parking shall not be allowed on the Parks & Recreation Park Maintenance grounds. Entrances must be kept open at all times.
15. The applicant shall coordinate with the Parks & Recreation Parks Division at least five days prior to the event all irrigation needs and set-up at the expo grounds.
16. The pony ride vendor shall not be located on the turf at the tennis courts.
17. The applicant shall allow adequate room at closures for START buses to access the city shops facilities.
18. All events will comply with Fire Department and Fire Marshall occupancy restrictions. Applicant shall make sure attendance at events does not exceed the maximum capacity as determined by the Jackson Hole Fire/EMS Department.
19. Permissible carnival times, as agreed upon with the Jackson Police Department and the Teton County Sheriff's Office, are maximum hours of operation with no exceptions. All activities must cease at said end time.
20. In addition to providing the list to the Wyoming Department of Revenue containing the names, social security numbers and addresses of all participating artists, vendors and merchants pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department fourteen days prior to the event.
21. Snow King Avenue shall remain open to bike traffic at all times.
22. Fire department access roads shall maintain and clear and unobstructed width of 20 feet to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.
23. All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).
24. Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).
25. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2)
26. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
27. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).



28. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
29. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
30. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).
31. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
32. Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).
33. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
34. Following the Fair a thorough cleaning of the rodeo grounds will be conducted to insure that no pieces of metal or car parts are in the sand/dirt of the arena following the figure 8 car races.
35. Public Safety Plan: Where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety (IFC403.2).
36. Crowd Managers: For events having over 1000 participants, trained crowd managers shall be established at a ratio of one crowd manager to every 250 persons (IFC403.3). There is a link to an on-line Crowd Manager Training Program on the Jackson Hole Fire / EMS website.
37. Review and follow all of the guidelines listed on the Jackson Hole Fire/EMS website regarding Special Event Rules, based on the 2012 International Fire Code. These rules can be obtained from the Town of Jackson website.
38. All overnight vehicles shall place a clearly visible card in the dash designating the vehicle as affiliated with the Teton County Fair.
39. There shall be no campfires or open fires during the event.
40. Any other conditions or restrictions staff wishes to add upon further review of the application.

**SUGGESTED MOTION:**

I move to approve the special event application made by the Teton County Fair Board for the 2019 Teton County Fair including the issuance of a Malt Beverage Permit from July 25 – July 29 subject to the conditions and restrictions listed in the staff report.



# TETON COUNTY FAIR



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

PO Box 3075  
305 W. Snow King Ave.  
Jackson, Wyoming 83001

ph: 307.733.5289  
fax: 307.733.2577

February 27, 2018

Carl Pelletier  
Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

Dear Carl:

Please find enclosed our Special Events Permit, Sign Permit, Malt Beverage, Noise Permit for the 2018 Teton County Fair, How the West is Fun!

Our insurance is through Haas and Wilkerson Insurance.

We would once again like to put our wagon on the corner of Broadway and Flat Creek Drive. Our wagon is painted red and white and the banners are attached to each side of the top of the wagon. The banners say, "Teton County Fair July 25 – July 29, 2018". The banners are white with red and blue lettering. It will be parked on the corner of the property on the grass. It will not obstruct the roadway or sidewalk.

The Fair Board would like to request:

- The street closure of Snow King Avenue for the dates of Wednesday, July 25 through Sunday, July 29, 2018.
- A malt beverage permit to sell beer Wednesday, July 25 through Sunday, July 29, 2018 from 6 p.m. to midnight.
- To have our Fair banners put up on the light poles around the Town of Jackson. We would really appreciate having them up no later than Monday, July 16th through Sunday, July 29, 2018. I will write the Chamber of Commerce a letter requesting this, also.
- A Noise Permit

We will once again be using Teton Trash Removal for sanitation. The Fair Board will provide garbage cans around the grounds, rent additional larger receptacles, and will have additional large dumpsters on the fairgrounds. The garbage is emptied and removed as needed to prevent overflow. We also pay the Recycling Center to bring in bins and place those in the booth and carnival areas. We contract with a cleaner during Fair, so all garbage containers are emptied on a regular basis.



# TETON COUNTY FAIR



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

PO Box 3075  
305 W. Snow King Ave.  
Jackson, Wyoming 83001

ph: 307.733.5289  
fax: 307.733.2577

We hire Macy's to provide portable toilets and hand washing stations. We will once again have additional hand washing stations to be placed near all animal exhibits. Again, this year, we are going to have portable toilets in the arena area for all the night events.

We have labeled handicapped parking areas throughout the fairgrounds.

All of our electrical needs are handled by a licensed electrician we contract with for the Fair.

Security contractor will need to be "Crowd Control Certified" through the National Fire Marshall Association prior to the commencement of the first night event.

We have fire extinguishers located in all of our buildings and additional ones are borrowed for the Figure "8" Races. Also, the fire department will be on the grounds for the Pig Wrestling and Figure "8" Races.

We will be meeting with the Police Department regarding overall Fair security and safety.

We are also requesting to use the Start Bus parking lot to the North of the facility for semi-truck staging, Monday July 23- Monday July 30. These are the petting zoo trucks that we are not able to accommodate space on the fairgrounds. I have am planning to reach out to Darren Brugmann for this request.

I am enclosing a fairgrounds map. I don't have a detailed schedule yet, but it will be available on our website, [www.tetoncountyfair.com](http://www.tetoncountyfair.com), within the next couple weeks. The set-up will start on Monday, July 9<sup>th</sup> and take-down will be done by Friday, August 3<sup>rd</sup>, 2018.

*The grandstand events are as follows:*

- o Free Concert, Wednesday, July 25 – 6:00 p.m.
- o Pig Wrestling, Thursday, July 26 – 7:00 p.m.
- o Xtreme Ninja Challenge, Friday, July 27 – 7:00 p.m.
- o Rodeo – Saturday, July 28 – 8:00 p.m.
- o Figure '8' Races – Sunday, July 29 – 7:00 p.m.

*The requested carnival hours are as follows:*

- o Wednesday, July 25 – 5:00 – 11 P.M.
- o Thursday, July 26 – 5:00 – 11 P.M.
- o Friday, July 27 – 5:00 p.m. – Midnight
- o Saturday, July 28 – 3:00 p.m. – Midnight
- o Sunday, July 29 – 3:00 p.m. - Midnight

I will provide your Finance Department and the Wyoming Department of Revenue the names, social security numbers, and addresses for our booth vendors in early July.



# TETON COUNTY FAIR



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

The Breakfast Rotary Club sells beer for us at our night events as a fundraiser for them. I will have updated TIPS Training provided prior to first scheduled night event.

On behalf of the Teton County Fair Board, I would like to thank the Town of Jackson for its support of, and cooperation with, the Teton County Fair.

If you have any questions or concerns, please feel free to contact me at the Fair Office

We hope to see you at the 2018 Teton County Fair!

Sincerely,

Lauren Long  
Director of General Services

PO Box 3075  
305 W. Snow King Ave.  
Jackson, Wyoming 83001

ph: 307.733.5289  
fax: 307.733.2577



# Special Event Application

## Submit Completed Document To:

Town Hall  
Town of Jackson - Special Events  
150 East Pearl Street  
P.O. Box 1687  
Jackson, Wyoming 83001

cpelletier@townofjackson.com  
(307) 733-3932 ext. 1112 (phone)  
(307) 739-0919 (fax)



A completed application  
must be submitted at least  
21 days prior to your event.

Non-Profit Fee: \$25  
For-Profit Fee: \$150

## APPLICANT INFORMATION

Name of Event: 2018 Teton County Fair

Name of Organization: Teton County Fair Board

Type of Organization: ☐ Non-Profit ☒ Public Agency ☐ For-Profit Business

Mailing Address: PO Box 3075

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Lauren Long

Email Address: llong@tetoncountywy.gov

Work Phone: 307-732-8409 Cell Phone: 307-203-0886

## EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly  
☐ Parade ☒ Festival ☐ Biking ☐ Education  
☐ Other: \_\_\_\_\_

Description & Purpose of Event (Attach additional sheets if necessary): \_\_\_\_\_

Annual County Fair

Location of Event: 305 West Snow King Ave Alternative Location: \_\_\_\_\_

Date(s) of Event: July 20 - 29, 2018 Event Operating Hours: 6 AM - Midnight

Event Set Up Begins Date: July 25, 2018 Time: 7:00 AM

Event Clean Up Ends Date: July 30, 2018 Time: 5:00 PM



# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 3,000 Total Event: 20,000

Special Considerations (check all that apply):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Alcoholic Beverages | <input checked="" type="checkbox"/> Cooking/Grilling     | <input checked="" type="checkbox"/> Electricity Requested |
| <input checked="" type="checkbox"/> Food Sales          | <input checked="" type="checkbox"/> Merchandise Sales    | <input checked="" type="checkbox"/> Recurring Event       |
| <input checked="" type="checkbox"/> Ticketed Admission  | <input type="checkbox"/> Sound Amplification             | <input checked="" type="checkbox"/> Pets or Animals       |
| <input checked="" type="checkbox"/> Tents               | <input checked="" type="checkbox"/> Street Closure       | <input checked="" type="checkbox"/> Sidewalk Closure      |
| <input checked="" type="checkbox"/> Overnight Parking   | <input checked="" type="checkbox"/> Overnight RV Camping | <input type="checkbox"/> Use of Town Square               |

Event Co-Sponsor (s): \_\_\_\_\_  
*All for-profit organizations must submit a letter of event sponsorship from a non-profit organization if sales are requested on public property.*

Will you be charging admission or a fee for your event? ☒ Yes ☐ No

Alternative Contact Information During the Event (someone besides applicant who will be on site and available for Town personnel or Police to contact during the event):

Name: Emily Beardsley Cell Phone: 307-690-7181

## EVENT SITE PLAN

On a separate sheet of paper, provide a Site Plan sketch of the event. Include maps or a diagram of the entire event including the names of streets or areas that are part of the venue and the surrounding area. The plan should include the following (if applicable):

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Tents (X)                      | <input checked="" type="checkbox"/> Food Vendors (FV)                |
| <input checked="" type="checkbox"/> Beverage Vendors (BV)          | <input checked="" type="checkbox"/> Alcohol Vendors (A)              |
| <input checked="" type="checkbox"/> Portable Toilets (T)           | <input checked="" type="checkbox"/> Hand Washing Sink (HWS)          |
| <input checked="" type="checkbox"/> Stages or Amplified Sound (SO) | <input checked="" type="checkbox"/> Bleachers (BL)                   |
| <input checked="" type="checkbox"/> Garbage Receptacles (G)        | <input checked="" type="checkbox"/> Recycling Receptacles (RR)       |
| <input checked="" type="checkbox"/> Retail Merchants (RM)          | <input checked="" type="checkbox"/> Security (P)                     |
| <input checked="" type="checkbox"/> Fire Lane (FL)                 | <input checked="" type="checkbox"/> Fire Extinguishers (EX)          |
| <input checked="" type="checkbox"/> First Aid / EMS (FA)           | <input checked="" type="checkbox"/> Barricades (B)                   |
| <input checked="" type="checkbox"/> Electricity / Generator (EL)   | <input checked="" type="checkbox"/> Trailers, Vehicles, Storage (TR) |

*Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.*



## Special Event Application

### STREET / SIDEWALK / PUBLIC PARKING LOT - CLOSURE REQUESTS

Will the event close any street, sidewalk, alley or public parking lot? ☒ Yes ☐ No

Area of Closure Request	Date(s)	Start Time	End Time
-------------------------	---------	------------	----------

Snow King Ave from Milward to Flat Creek	7/25 - 7/29	6:00 AM	Midnight

The applicant will be responsible for production, posting and removal of "No Parking" and "Handicap Parking" signs along Town streets where public parking spaces exist within the event site. If the event involves a closure this will be need to be coordinated with the Jackson Police Department at least 2 weeks prior to the requested closure date. Jackson Police Department: (307) 733-1430. All parking signs, road signs, cones and barricades must be taken down immediately following the event's ending time.

Will the event restrict / close access to any public parking spaces? ☐ Yes ☒ No

If "Yes", how many parking spaces will be unavailable due to the event: n/a parking spaces

Will the event closure requests impact any START Bus routes? ☒ Yes ☐ No

If "Yes", which routes will be impacted? Has START Bus been contacted about this impact?

Route Description: Buses will need to be START Bus contacted? ☒ Yes ☐ No

### RESIDENT AND/OR BUSINESS NOTIFICATION

Events that require road closures, parking space closures, or sidewalk closures or may cause disruption for the Town of Jackson residents, businesses, churches, etc. may be required to mail or hand deliver notification to the affected parties within a two block radius at least one week prior to the event's Town Council consideration meeting. Notices must reflect the date(s), day(s), time(s) and location(s) of the event, types of activities taking place at the event, the event coordinator's contact information and the date and time of the Town Council meeting.

Have you provided a sample of the notice and a proposed list of recipients?

☐ Yes ☒ No



# Special Event Application

## TOWN EQUIPMENT REQUESTS

Indicate the type and the quantity of items that you are requesting:

X _____ Large Street Barricades	X _____ "Road Closed" Street Signs
_____ Small Sidewalk Barricades	_____ "Local Traffic Only" Street Signs
_____ 28 Inch Street Cones	_____ "Detour" Street Signs
_____ Candlestick Cones	_____ 32-Gallon Recycling Bins

⚠ The equipment above can be arranged through the Public Works Department (307) 733-3079. A \$500 deposit will be required at the time of pick-up for equipment. The applicant is responsible for arranging the pick up of equipment from the Public Works Department as well as returning equipment immediately following the event. The Town of Jackson will only deliver equipment to parades and Town sponsored events.

⚠ The Town of Jackson has a very limited number of recycling bins that can be utilized as part of your event's recycle plan. The applicant will be responsible for emptying the recycle containers and cleaning the bins before they are returned to the Public Works Department.

⚠ If you are uncertain of the exact number of equipment needed please feel free to contact either the special event coordinator or the Public Works Department for additional information.

⚠ Additional equipment such as bleachers, electrical spiderboxes, etc., can be requested through the Parks and Recreation Department (307) 732-5753.

## TOWN SERVICES REQUESTS

Indicate the Town services that you are requesting. *Please note: you will need to coordinate services with individual departments and a fee may be associated with your request.*

### POLICE DEPARTMENT

(307) 733-1430

<input type="checkbox"/> Event Security	<input type="checkbox"/> Mounted Horse Patrol	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Race Lead Vehicle	<input type="checkbox"/> Parade Lead Vehicle	<input type="checkbox"/> General Presence
<input type="checkbox"/> Towing / Ticketing	<input type="checkbox"/> Assistance with Parking Closures	<input type="checkbox"/> Assistance with Street Closures

Please describe in detail your request: \_\_\_\_\_

**The Chief of Police determines if police services will be needed at the special event for public safety concerns. The Chief of Police will also determine the number of police officers to staff the event. Fees may be associated with the need for additional police services at the event.**



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

### PUBLIC WORKS DEPARTMENT (307) 733-3079

☐ Street Sweeping

☐ Snow Removal

☐ Street Marking

Please describe in detail your request

### PARKS AND RECREATION DEPARTMENT (307) 732-5753

☐ Irrigation Locates - Any event placing stakes in turf must obtain irrigation locates.

☐ Electricity Access

☐ Turf / Tree Care - Any additional mowing, raking, trimming or spraying needs.

☐ Additional Public Restroom Cleaning

Please describe in detail your request:

*\*Please note: if you are requesting the use of a public park or public ball field you must confirm and reserve your space through the Parks and Recreation Department. The only exception is George Washington Memorial Park (Town Square), which does not require a reservation form.*

Is the requested event site a public park or ball field? ☒ Yes ☐ No

If "Yes", has the site been reserved with Parks and Recreation? ☒ Yes ☐ No

### FIRE / EMS DEPARTMENT (307) 733-4732

☐ Foot Patrol

☒ Ambulance

☒ Fire Engine

☒ Rescue Truck

☐ Bicycle Patrol

☒ Event Site Inspection

Please describe in detail your request: Fire engine, first aid station and ambulance during night events.

Fire/EMS has approved this request (staff pending) on February 19, 2018.



# Special Event Application

## TOWN SERVICES REQUESTS (Continued)

START BUS (307) 732-8651

☐ Event Specific Shuttle(s)

Please describe in detail your request: N/A

## VOICE / MUSIC AMPLIFICATION REQUESTS

Will your event have any amplified sound?

☒ Yes

☐ No

If "Yes", please indicate times: Start Time: 6 PM Finish Time: 10 PM

Will your event feature any musical entertainment?

☒ Yes

☐ No

*If "Yes", please attach the schedule of any music or entertainment proposed to occur during event.*

## SIGN or BANNER REQUESTS

Are you requesting to hang signs or banners?

☒ Yes

☐ No

If "Yes", have you completed a sign permit application?

☒ Yes

☐ No

***A Sign Permit Application will need to be submitted along with this application if signs are requested. This permit can be accessed on the Town of Jackson website or through the Planning Department.***

## INSURANCE REQUIREMENTS

An insurance certificate is required prior to the start of your event. This certificate must name the "Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers" and must also state that coverage is primary and non-contributory is required for every event. Insurance limits must be at least \$1,000,000/occurrence and \$1,000,000 aggregate. **The additional insured language on the certificate may not include any limitations or exclusions.** Insurance certificates are subject to the review and approval of the Town Attorney. Please be sure to include alcohol liability if there will be alcohol at the event. You must supply insurance before your event.

A certificate of insurance is attached:

☐ Yes

☒ No



# Special Event Application

## PORTABLE RESTROOMS AND SINKS

**The Town of Jackson requires the applicant to provide additional chemical toilets or portable toilets for all events with an anticipated peak time attendance exceeding 75 people.**

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The Town of Jackson may determine the total number of required restroom facilities required on a case-by-case basis based on the presence of food and drink at the event and the maximum number of attendees at your event during peak time. The Town of Jackson may determine that you need to coordinate with Parks and Recreation for additional public restroom cleanings if you intend on using a public restroom as part of your restroom facility plan.

Do you plan to provide portable restroom facilities?

☒ Yes

☐ No

If "Yes", please indicate the total number of portable toilets and number of ADA accessible toilets.

Total Number of Portable Toilets: 10 Number of ADA Accessible Portable Toilets: 2

If "No", please explain: \_\_\_\_\_

**Portable restrooms may not be located within 50 feet of any food vendor.**

Restroom Company: Macy's Services

Restroom Drop off / Pick Up Date for Drop Off: July 25 Time for Drop Off: 10 AM

Date for Pick Up: July 30 Time for Pick Up: 10 AM

## ALCOHOL

Will there be alcoholic beverages at the event?

☒ Yes

☐ No

Will you be offering any alcoholic beverages besides beer? ☐ Yes

☒ No

If "Yes", what will be offered in addition to beer? \_\_\_\_\_

***If you are planning on serving alcoholic beverages at your event, then either a completed Malt Beverage Permit (beer only) or Catering Permit (beer, wine and/or spirits) must be submitted. You can access these applications on the Town of Jackson website.***



# Special Event Application

## VENDORS / MERCHANTS / SALES

Will anything be sold at your event?

☒ Yes

☐ No

***If you are planning on selling items at your event then you will need to complete either an Exposition Business License (for 2 or more vendors) or a Transient Merchant License (for 1 vendor). A complete list of vendors, including a vendor tax ID, must be submitted to the Town of Jackson and to the State of Wyoming's Department of Revenue prior to the event. Both the Exposition License and the Transient Merchant License are on the Town of Jackson's website.***

Please describe any sales activity at your event:

Vendor space has been sold around the Big Top Tent which will be located on the Grassy Arena this year.

Will any food or beverages be sold at your event?

☒ Yes

☐ No

***If "Yes", you will need to contact the Teton County's Department of Environmental Health prior to the event (307) 732-8490.***

## TRASH REMOVAL PLAN

All events are required to have a plan for the collection removal of trash during and after the event. The trash receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the waste removal plan. ***For assistance with formulating a Trash Removal Plan please contact Integrated Solid Waste and Recycling at (307) 732-5771.***

Will you be using a waste company for your waste removal plan?

☒ Yes

☐ No

If "Yes", which company will you be using? Teton Trash Removal

How many trash receptacles will be supplied for your event? 95

When will the trash receptacles be delivered? July 25

When will the trash receptacles be picked up and removed from site? July 30

Describe your plan for the collection and removal of trash during your special event:

Teton Trash and the Recycling Center will provide an additional roll-off and dumpster to accommodate ~~as~~ recycling bins around the fairgrounds for recycling purposes.

<sup>and</sup>

***Applicants are responsible for cleaning and restoring the site immediately following the event. Please pick up all trash associated with your event including, but not limited to paper, bottles, cans, signs, course markings, etc. The cost of any employee overtime incurred because of an applicant's failure to clean / restore the site following the event will be borne by the applicant and will be considered in future application requests. If you believe that no litter will be generated during your event please state this in your plan.***



# Special Event Application

## SUSTAINABLE EVENT PLANNING

The Town of Jackson encourages all special events to strive to be sustainable in our community and for our environment. We have partnered with the **Teton County Integrated Solid Waste and Recycling (ISWR)** to offer opportunities to help your special event to be as "green" as possible. Opportunities available:

- ☒ Rental / Use of Recycling Bins for Special Events
- ☒ Use of JH20 Water Bottle Refilling Station for Special Events
- ☒ Consultation on Conducting Green Special Events

Please contact the Waste Diversion and Outreach Coordinator at ISWR at 307-732-5771.

## RECYCLING PLAN

All events are required to have a plan for the collection and removal of recyclable materials during and after the event. The recycling receptacles located in the Town parks, parking lots, ball fields, sidewalks and public restrooms should not be included in the recycling collection and removal plan. **For assistance with formulating a Recycling Plan please contact Teton County Integrated Solid Waste and Recycling (ISWR) at (307) 732-5771.**

Will you be using a company for your recycling plan? ☒ Yes ☐ No

If "Yes" which company will you be using? Integrated Recycling and Solid Waste

How many recycling receptacles will they (or you) supply for your event? 10

When will these recycling receptacles be delivered? July 25

When will recycling receptacles be picked up and removed from site? July 30

Describe your plan for collection and removal of recyclable materials during your special event:  
Teton County Fair will pay the recycling center for the delivery and pick-up of recyclable materials.

*Applicants are responsible for cleaning and restoring the site immediately following the event. If you believe that no recyclable materials will be generated during your event please state this in your plan. For a list of recyclables and how they need to be sorted, or for information about where the recycling bins are located call ISWR (307) 732-5771.*

---



# Special Event Application

## SIGNIFICANT EVENT CHANGES

Has this event been approved in the Town of Jackson in previous years?

☒ Yes

☐ No

If "YES" please indicate any significant changes to the event request since its last approval:

This year, all vendor booths and the big top tent will be located on the North-side of the property on the Grassy Arena. The parking lot at the Exhibit Hall will be used as parking for public and vendors. The grassy area next to the Exhibit Hall will be used for the dog show, 4-H activities, and the horse show. Additionally, if construction on Temp. fire station has not started, Fair Board would like to put a tent under the pavillion and use as the Exhibit Hall.

## STANDARD CONDITIONS OF APPROVAL

***Please review the following standard list of conditions and restricts for events. Initial the bottom of each page indicating that you have read, understand and agree to these conditions and restrictions.***

### GENERAL

The event shall be conducted in a timely, safe and professional manner.

All town ordinances, including, but not limited to noise, possession and use of weapons, open fires and animals (including the prohibition of dogs in any town park) shall apply to all events except where specifically granted relief by the Town Council.

The applicant shall advise and instruct all participants, volunteers, vendors, merchants and spectators on event conditions, restrictions, prohibitions and responsibilities as indicated by the Town Council in the staff report.

Initials: LL



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TRASH / CLEAN UP

The applicant shall clean up immediately following each event and shall be responsible for the collection and removal of all refuse generated by the event.

If trash will be generated from the event, then the applicant must supply extra trash and containers and dispose of all trash generated by the event. Trash containers shall not be permitted to overflow.

If recyclable materials are generated from the event, then the applicant is required to provide recycling containers and provide for the removal of all recycled material. Recycling containers shall not be permitted to overflow.

### STREETS

Fire department access roads shall have and maintain a clear and unobstructed width of 20 feet and unobstructed vertical clearance of not less than 13 feet 6 inches to allow for emergency vehicle traffic along ALL areas of open and closed streets (IFC 503.2.1). Booths and tents may be erected on either side of street, however, a 20 foot straight path must be provided.

### SIDEWALKS

The applicant shall not block walkways or otherwise obstruct pedestrian traffic.

All walkways, boardwalks, entrances and ADA ramps must be kept open and unobstructed at all times

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

### POWER / ELECTRICAL

Electrical power is available from Town Square. The applicant shall coordinate all power needs with the Parks & Recreation Department's Park Manager (307-733-5057) at least three (3) business days prior to the event.

All power and sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.

All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).

### ADDITIONAL PERMIT & LICENSE FEES

The applicant shall apply and pay for all licenses and/or permits prior to the events.

Initials: LL



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TOWN EQUIPMENT

The use of the Parks & Recreation Department bleachers shall be coordinated through that department (307) 732-5753.

Barricade, road sign, cone and recycle bin use shall be coordinated through the Public Works Department. The applicants shall be responsible for pick up, setup, placement and disassembly and return. All equipment use require a \$500 damage deposit that must be submitted at the time of pick up at the Public Works Department to protect against any loss or damage.

All barricades, cones, bins and road signs must be removed immediately following the event. These items must be returned the same location as they were picked up.

### PORTABLE RESTROOMS

If applicable, the applicant shall provide an adequate number of port-a-potties at the event site and shall arrange for their removal immediately at the conclusion of the event.

The applicant shall ensure all port-a-potties are placed on paved areas.

### INSURANCE

The applicant and all participating organizations are required to maintain liability insurance in the amount of \$1,000,000.00. Prior to the event, each organization shall provide a certificate of insurance naming the Town of Jackson as an additional insured including its Officers, Officials, Employees, and Volunteers and must also state that coverage is primary and non-contributory. The Town Attorney shall approve all certificates of insurance.

### FOOD / VENDING

The applicant shall obtain the necessary food service permits from Teton County Environmental Health.

The applicant shall provide additional trash receptacles in the food service areas.

Per Section 5.20 of the Municipal Code: The applicant shall be responsible for ensuring that all sales tax receipts are remitted to the Wyoming Department of Revenue and in no event later than the thirtieth day of the month following the exposition [and] acquire and keep on file names, addresses and phone numbers of all participants.

In addition to providing a list of all participating vendors, artists, and merchants, along with their social security numbers and addresses, to the Wyoming Department of Revenue, pursuant to Jackson Municipal Code Section 5.20.020 A.1.b., the applicant shall also provide that same list to the Town of Jackson Finance Department.

Vendors shall not dump hot water or other liquids on the turf.

Initials: LL



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ALCOHOL

The applicant shall take all measures necessary to comply with applicable alcohol dispensing laws and regulations, including the prevention of sales to and consumption by minors and the prohibition of consumption off the authorized premises. All ID's must be checked and ID bracelet system may be required.

Only 16oz or small plastic cups are used for beer and alcohol sales.

No alcohol shall be served in bottles or glass containers.

The applicant shall be responsible to be alert to and report any instances of underage drinking to the Jackson Police Department.

It is recommended that servers be TIPS trained prior to serving alcohol. No "over serving" shall be allowed to occur or serving to obviously intoxicated persons.

Participants shall not be permitted to leave the event with open containers.

No more than two beers shall be sold to any person at any one time.

### TOWN PARKS

The applicant shall coordinate the use of any public park (including the Town Square), including reservations, paperwork and applicable fees, with the Parks and Recreation Department.

The applicant shall coordinate park reservation and the payment of Parks & Recreation fees at least 30 days prior to the event.

The applicant is required to provide turf protection in front of and behind any table or other exhibit where crowds will stand. The applicant shall abide by all Parks & Recreation Department recommendations with regards to turf protection.

Vehicles are prohibited on all turf areas of any park or anywhere within the Town Square.

No trees or other forestry may be moved, modified, damaged or destroyed to set up booths, tents, or exhibits. No ropes, exhibits, signs, banners or booths may be secured to any live forestry.

Use of Town Square shall be subject to the submission to and approval of staff of a detailed site plan, indicating set-up, safety procedures and turf protection, and the imposition of such other conditions or restrictions deemed necessary.

Irrigation locates are required if stakes are placed in the ground. Applicant may forfeit damage deposit if an irrigation locate is not conducted and irrigation equipment is damaged.

Per Municipal Code, dogs are not allowed in Town Parks.

Initials: LL



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### TENTS

Irrigation locates are required before any tents may be erected or stakes or any other items are placed in any public park, including the Town Square. The applicant shall coordinate all water locates with the Parks & Recreation Department's Park Manager (307-732-5793) at least three (3) business days prior to the event.

All tents having an area in excess of 200 square feet shall require advance permitting through the Fire Department unless open on all sides (IFC 105.6.43).

Tents which can hold over 50 or more occupants must provide the Fire Department with a detailed site and floor plan detailing means of egress, seating capacity, location and type of heating and electrical equipment (IFC 3103.6).

Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines (IFC 3103.8.2).

Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).

Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).

Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).

All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)

Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).

Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means (IFC 3104.19).

### FAIR GROUNDS / RODEO GROUNDS

All use of the Rodeo Grounds shall be coordinated through and subject to the approval of the Fair Manager under the authority of the Parks and Recreation Department.

Anyone camping at the Rodeo Grounds shall indicate that they are affiliated with the group by placing a card in the windshield of their vehicle. Campers are reminded that fires are not permitted.

Initials: LL



# Special Event Application

## STANDARD CONDITIONS FOR ALL EVENTS (continued)

### ROAD CLOSURES / PUBLIC PARKING CLOSURES

The applicant shall notify all business, residences, churches, etc. affected by the street closures and public parking closures prior to the public hearing.

The applicant shall notify, in advance, all business, residences, churches, etc. affected by the street closures and public parking closures and shall provide advance community radio and/or newspaper announcements regarding the event and the closures.

The applicant shall coordinate all road closures with the Police Department and shall provide an adequate number of volunteers to assist with traffic control and barricade setup/removal during each event.

The applicant shall coordinate all road closures with START, Fire/EMS, Public Works and the Police Department. Volunteer placement and assignments shall be reviewed and approved in advance with the Police Department.

The applicant shall be responsible for producing, posting and removing the temporary No Parking signs. No Parking signs must be posted two days prior to the parking closures. The applicant should meet with the Police Department two weeks prior to the event to discuss the procurement, posting and removal of the signs.

Emergency vehicle access lanes shall be maintained during the event.

### FIREWORKS

All fireworks displays must be approved by the Fire Chief prior to the event.

The Fire Department will monitor the firing area potential for wildfire. The Department will make recommendations directly to the applicant for mitigation and will give final approval the day of the event.

The application shall be subject to the review and approval of the Fire Department and any additional conditions or restrictions placed by such Department.

***Please note, that the conditions and restrictions listed above are standard for special events held in Town, additional conditions or restrictions may be required by the Town Council and/or staff upon further review of the application.***

I have read and understand the standard conditions for events. I have answered all of the questions in this application truthfully and to the best of my knowledge.

APPLICANT: Lauren Long  
Signature

APPLICANT: Lauren Long  
Printed Name

DATE: 2/27/18

TITLE: Director of General Services -





## **SIGN PERMIT (SGN) APPLICATION**

### **Planning & Building Department Planning Division**

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

ph: (307) 733-0520 or  
(307) 733-0440  
fax: (307) 734-3563  
[www.townofjackson.com](http://www.townofjackson.com)

#### ***For Office Use Only***

Fees Paid _____	Date _____	Sign District:
Check # _____	Application # _____	Town Sq Sign District _____
Credit Card _____	Approved By _____	General Sign District _____
Cash _____	Public Works Review _____	Master Sign Plan _____
	Structural Review _____	

#### **PROJECT.**

Name/Business/Description: Lauren Long/Teton County Fair

Physical Address: 305 W Snow King Ave

Lot, Subdivision: \_\_\_\_\_

PIDN: \_\_\_\_\_

#### **OWNER.**

Name: Teton County Fair

Phone: 307-732-8409

Mailing Address: PO Box 3075

ZIP: 83001

E-mail: llong@tetoncountywy.gov

#### **APPLICANT/AGENT.**

Name, Agency: Teton County Fair

Phone: 307-732-8409

Mailing Address: PO Box 3075

ZIP: 83001

E-mail: llong@tetoncountywy.gov

#### **DESIGNATED PRIMARY CONTACT.**

\_\_\_\_ Owner      X Applicant/Agent

#### **GENERAL INFORMATION.**

N/A Is this a multi-tenant building?

Name of Building: \_\_\_\_\_

N/A Number of Tenants.

N/A Length of building frontage in linear feet (1<sup>st</sup> frontage)

N/A Length of building frontage in linear feet (2<sup>nd</sup> frontage if applicable)

N/A How many signs are you planning to install/erect?

Yes Is the sign associated with a temporary use or grand opening event? Dates of Display (2 weeks max) : 7/16-7/30



**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.

Have you attached the following?

N/A **Application Fees.** See the currently adopted Fee Schedule in the Administrative Manual for more information.

N/A **Notarized Letter of Authorization.** A notarized letter of consent from the landowner is required if the applicant is not the owner, or if an agent is applying on behalf of the landowner. If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation is also required. Please see the Letter of Authorization template in the Administrative Manual for a sample.

       **Proposed Signs.** Please provide the information requested for each sign.

       **Required Drawings.** Please provide the following drawings as part of your application.

       A site plan, drawn to a recognized engineering scale, which depicts the property boundaries, building footprints, access and circulation, and the location of each proposed sign and any existing signs that will remain.

       Description of the dimensions, colors, materials and types of any existing signs that will remain.

       Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.

       Installation specifications, and any structural details or specifications required for freestanding signs.

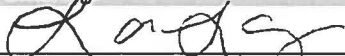
       Specifications for proposed lighting.

**PROPOSED SIGNS.** Please fill out the following information for each sign as applicable. If you are proposing more than two signs, you may provide this information on an additional sheet. Refer to **Section 5.6.1.C, Allowable Signage**, for an explanation of the sign requirements below.

	<b>SIGN 1</b>
Type:	<u>2 Large Banners</u>
Dimensions:	<u>4 FT X 12 FT</u>
Area (square feet):	<u>48 Feet</u>
Height:	<u>4 FT</u>
Clearance:	<u>On Front of Fair Office</u>
Setback property line:	<u>On backside of grandstands</u>
Sign color:	<u>White &amp; Red</u>
Sign material	<u>July 16-July 30</u>
Lighting proposed:	<u>N/A</u>

	<b>SIGN 2</b>
Type:	<u>Teton County Fair Wagon</u>
Dimensions:	<u>with 2 signs for Fair</u>
Area (square feet):	<u>Parked on corner of Broadway &amp; Flat Creek</u>
Height:	<u>      </u>
Clearance:	<u>      </u>
Setback property line:	<u>      </u>
Sign color:	<u>White &amp; red</u>
Sign material	<u>July 16 - July 30</u>
Lighting proposed:	<u>N/A</u>

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 Owner or Authorized Applicant/Agent

Lauren Long

Name Printed

2/27/18

Date

Director of General Services

Title





## MALT BEVERAGE PERMIT APPLICATION

Fee \$ \$500

Date Paid \_\_\_\_\_

The fee is \$100 per day (for each 24-hour period). If malt beverage service runs past 12-Midnight, then it will be counted as two days with a \$200 fee.

**W.S. 12-4-502. Twenty-four hour malt beverage permit and catering permit; restrictions; application procedure; fees.**

- (a) A malt beverage permit authorizing the sale of malt beverages only may be issued by the appropriate licensing authority to any responsible person or organization for sales at a picnic, bazaar, fair, rodeo, special holiday or similar public gathering. No person or organization holding the special permit shall sell any alcoholic liquor other than malt beverages on the premises described on the permit, nor shall any malt beverage be sold or consumed off the premises authorized by the permit.

**JMC 6.50.020. Malt Beverage Permits.**

- B. It shall be the duty and obligation of the permit holder to ensure that no sales are made to any person under the age of twenty-one (21) years.
- C. The permits authorized by this section shall be issued for one, twenty-four hour period, subject to the schedule of operating hours provided in Section 6.40.030 of this Code. No person or organization shall receive more than a total of twelve malt beverage permits for sales at the same premises in any one year, except that this limitation shall not be applicable to malt beverage permits issued for sales at any fair, rodeo, pari-mutuel event or other similar public event conducted by a public entity upon public premises.
- D. The permit shall be issued without notice on application to the Town Council on forms prepared by the Town of Jackson. The fee for a malt beverage permit, shall be one hundred dollars (\$100.00) per twenty-four hour period.

---

All Malt Beverage Permits requests must be approved by the Jackson Town Council.  
Please submit the completed application at least 21 days in advance of the date of the event.

---

Name of Organization Requesting Permit: Teton County Fair

Event Contact Person and Phone Number: Lauren Long, 307-732-8409

Date(s) of Permit: July 25- 29, 2018

Hours of Permitted Service and Consumption: 6 PM - 11 PM

Description of Premises where malt beverages are to be served (physical address):  
305 W Snow King Ave. Beverages will be served during night events.

Purpose of Event: Annual County Fair

I have read, understand, and will comply with the above laws governing a Malt Beverage Permit

(Sign Here) \_\_\_\_\_

Malt Beverage Permit will be processed and issued upon payment to the Town of Jackson.  
Submit application to Town Hall or fax to 739-0919.



**TOWN OF JACKSON  
JACKSON POLICE DEPARTMENT**

**NOISE PERMIT APPLICATION**

**PLEASE PRINT AND USE A BLACK OR BLUE INK PEN. Thank you.**

Event Sponsor (Person responsible for event and noise if complaints are received):

Name: Lauren Long Date of Birth: 4/12/1986

Phone number ( 307 203-0886 ) -

PO Box: 3075

Town: Jackson State WY Zip Code 83001

Street Address: 305 W Snow King Ave

Town: Jackson State WY Zip Code 83001

Location of Event: 305 W Snow King Ave

Physical Address: 305 W Snow King Ave

Date(s) of Event: July 25 - 27, 2017

Requested Starting Time of Event: 6:00 a.m./~~p.m.~~

Requested Ending Time of Event: midnight a.m./p.m.

**Please be advised that the noise permit will not extend beyond 11 p.m.**

Type of Event: Annual County Fair

(i.e. Baptism, Birthday Party, Wedding, Concert, Employee Party, etc.)

Please **explain** the type of noise expected. Live music, band, D.J., acoustic, amplified music, sound system of any type, dancing, etc.

Wednesday, July 25, Live Band, Thursday, July 26th- Sunday, July 30th night events in the Rodeo Arena which includes Pig Wrestling, Ninja Competition, Rodeo, and Figure 8.

Band Name: \_\_\_\_\_

Telephone or email address: \_\_\_\_\_

or

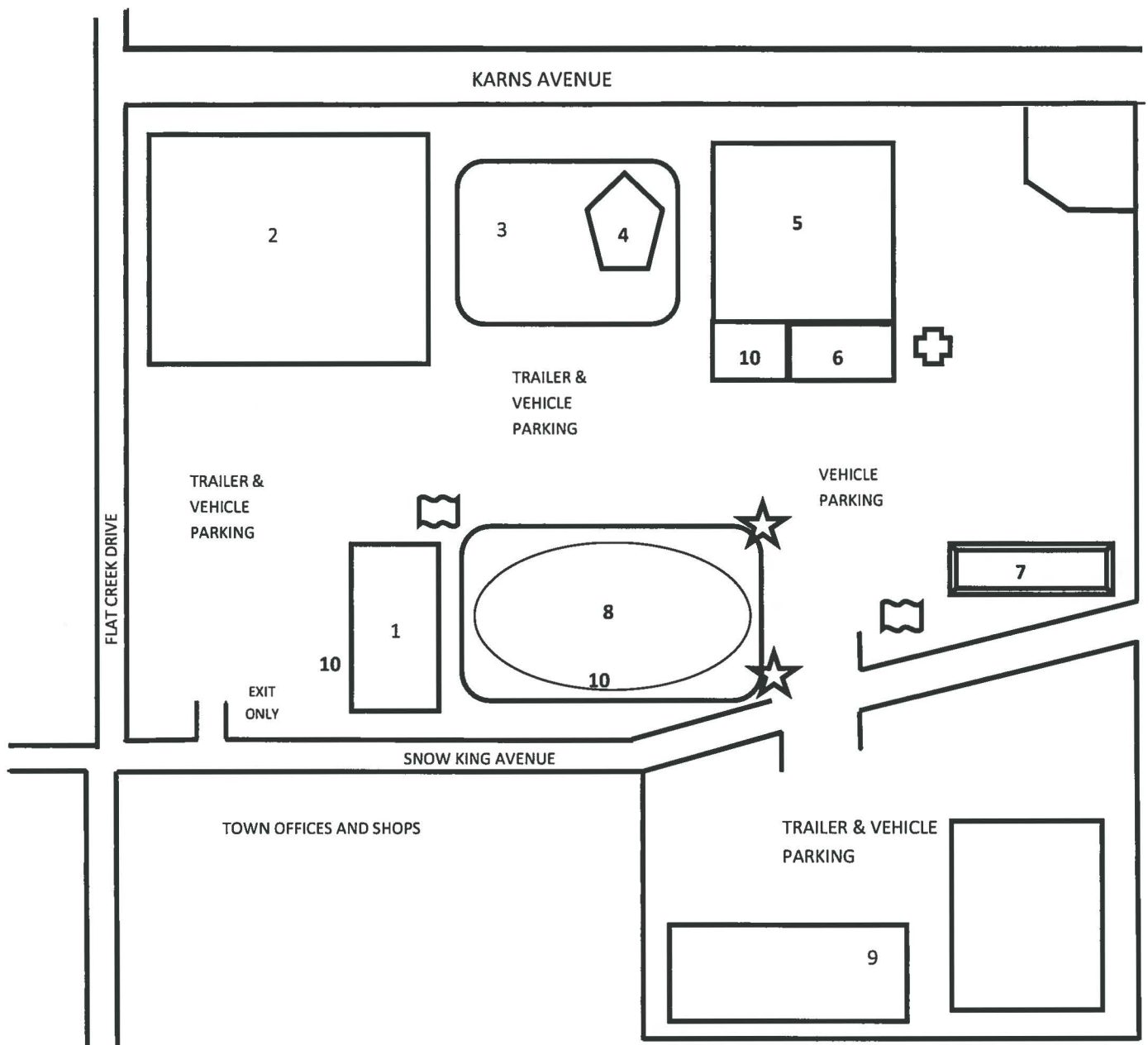
First and last name of person providing music: \_\_\_\_\_

Telephone or email address: \_\_\_\_\_

Signed:  2/27/18  
(Event Sponsor - Responsible) (Date)



# 2018 TETON COUNTY FAIR MAP



1—HERITAGE ARENA

2—CARNIVAL

3—GRASSY ARENA/BOOTHS

4—BIG TOP & LIONS TENT

5—PAVILLION (POTENTIAL EXHIBIT HALL)

6 - FAIR OFFICE

7—PETTING ZOO

8—RODEO ARENA

9— EXHIBIT HALL

10—RESTROOMS

**ALL LIVESTOCK TRAILERS MUST ENTER FAIRGROUNDS ON SOUTH WEST CORNER (NEXT TO HERITAGE ARENA)!**

**4-H WILL CONTINUE TO ENTER ON SOUTH EAST ENTRANCE AND PROCEED TO HERITAGE ARENA FOR PARKING**



TICKET BOOTH



HANDWASHING STATION



FIRST AID STATION





# **TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION**

**PREPARATION DATE:** MARCH 29, 2018

**MEETING DATE:** April 9 2018

**SUBMITTING DEPARTMENT:** PLANNING & BUILDING

**DEPARTMENT DIRECTOR:** TYLER SINCLAIR

**PRESENTER:** TYLER SINCLAIR

**APPLICANT:** JACKSON HOLE CLASSICAL ACADEMY

**SUBJECT:** TEMPORARY SIGN PERMIT – Evening of the Arts

---

## STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

## BACKGROUND/ALTERNATIVES

The applicant has requested one temporary banner to be located at 105 Buffalo Way (Albertsons) during:

May 13-20, 2018

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

## ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposal is consistent with Council's strategic intent.

## ATTACHMENTS

Applicant Submittal

## FISCAL IMPACT

None

## STAFF IMPACT

None



## LEGAL REVIEW

N/A

## RECOMMENDATION

The Planning Director makes no recommendation for the banner located at 105 Buffalo Way (Albertsons), subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for 105 Buffalo Way (Albertsons) may be installed during:

May 13-20, 2018

## SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Jackson Hole Classical Academy, subject to three (3) conditions of approval.

**(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)**





# **TEMPORARY SIGN PERMIT APPLICATION**

**Planning & Building Department  
Planning Division**

150 East Pearl Ave. | ph: (307) 733-0520 or  
P.O. Box 1687 | (307) 733-0440  
Jackson, WY 83001 | fax: (307) 734-3563  
[www.townofjackson.com](http://www.townofjackson.com)

## **EVENT NAME:**

Event Name: Evening of the Arts Physical Address of Event: 3255 West High School Rd  
Description of Event: Student spring choral concert and act show

## **EVENT SPONSOR/APPLICANT:**

Name: Jackson Hole Classical Academy Phone: 307-201-5040  
Mailing Address: PO Box 7466 ZIP: 83002  
E-mail: ebisnie@jhclassical.org Non-Profit: ☒ For Profit: ☐

## **TEMPORARY BANNER LOCATION: Consent from Property Owner Required** (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>Albertsons</u>	Business/Description: _____
Physical Address: <u>105 Buffalo Way</u>	Physical Address: _____
Dates of Display: <u>May 13-20, 2018</u>	Dates of Display: _____
Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>

## **SUBMITTAL REQUIREMENTS. Attach the following:**

- ☒ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.  
☐ Installation specifications, and any structural details or specifications required for freestanding signs.

*Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.*

Elizabeth Cogburn Bisnie  
Signature of Authorized Event Applicant

Elizabeth Cogburn Bisnie  
Applicant Name Printed

March, 18, 2018  
Date

Marketing Coordinator  
Title



# Jackson Hole Classical Academy



## *Evening of the Arts*

Thursday, May 17  
6:00 PM



"The mind is not a vessel to be filled  
but a fire to be kindled."

- Plutarch

\_\_\_\_\_ jhclassical.org \_\_\_\_\_

-96 inches by 140 inches - vinyl





# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** MARCH 29, 2018  
**MEETING DATE:** APRIL 9, 2018

**SUBMITTING DEPARTMENT:** PLANNING & BUILDING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTER:** TYLER SINCLAIR

**APPLICANT:** SHERVINS

**SUBJECT:** TEMPORARY SIGN PERMIT – SHERVINS SPRING TIRE SALE

---

## STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

## BACKGROUND/ALTERNATIVES

The applicant has requested one temporary banner to be located at Shervins (400 S. Highway 89) during:

March 26, 2018 – April 14, 2018

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

## ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposal is consistent with Council's strategic intent.

## ATTACHMENTS

Applicant Submittal

## FISCAL IMPACT

None

## STAFF IMPACT

None



## LEGAL REVIEW

N/A

## RECOMMENDATION

The Planning Director makes no recommendation for the banner located at Shervins (400 S. Highway 89), subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The sign for Shervins may be installed during: March 26, 2018 – April 14, 2018

## SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Shervins, subject to three (3) conditions of approval.

**(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)**





# TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department  
Planning Division

150 East Pearl Ave. | ph: (307) 733-0520 or  
P.O. Box 1687 | (307) 733-0440  
Jackson, WY 83001 | fax: (307) 734-3563  
www.townofjackson.com

## EVENT NAME:

Event Name: SPRING TIRE SALE Physical Address of Event: 400 S HWY 89  
Description of Event: TIRE SALE  
TO BE DISPLAYED MAR 26TH THRU APR 14TH

## EVENT SPONSOR/APPLICANT:

Name: SHERVIN'S IND OIL Phone: 307 733 3793  
Mailing Address: BOX 14450 JACKSON ZIP: 83002  
E-mail: DARRELL@SHERVIN OIL & BIZ Non-Profit:      For Profit: X

## TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes <u>X</u> No _____	Consent from Owner Obtained? Yes _____ No _____
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes _____ No _____	Consent from Owner Obtained? Yes _____ No _____

## SUBMITTAL REQUIREMENTS. Attach the following:

- \_\_\_\_\_ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
- \_\_\_\_\_ Installation specifications, and any structural details or specifications required for freestanding signs.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Signature of Authorized Event Applicant

Date

Applicant Name Printed

Title

DARRELL SHERVIN

3-20-18

OWNER V.I.P.



From Shervin's

2 signs 2 1/2 FT BY 10 FT  
yellow Red SAYS "TIRE SALE"

To Be displayed AT SOUTH WEST  
CORNER OF PROPERTY.

400 S Hwy







# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** MARCH 29, 2018

**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** PLANNING & BUILDING

**DEPARTMENT DIRECTOR:** TYLER SINCLAIR

**PRESENTER:** TYLER SINCLAIR

**APPLICANT:** SOROPTIMIST OF JACKSON

**SUBJECT:** TEMPORARY SIGN PERMIT – Bras For A Cause

## STATEMENT/PURPOSE

To approve or deny relief from the Town's sign ordinance for the use of temporary signage not requiring a special event or exposition license.

## BACKGROUND/ALTERNATIVES

The applicant has requested two temporary banners to be located at the Snow King Ball Field and 105 Buffalo Way (Albertsons) during:

April 29-May13, 2018

Section 4670.I of the Town's Land Development Regulations allows Council to approve up to four (4) off-site banners. The event does not require any Town services; therefore, a special event license is not required. Staff recommends approval, as the Town has permitted such signs in the past, as long as all other regulations for signage are complied with.

## ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Staff finds that the proposal is consistent with Council's strategic intent.

## ATTACHMENTS

Applicant Submittal

## FISCAL IMPACT

None

## STAFF IMPACT

None



## LEGAL REVIEW

N/A

## RECOMMENDATION

The Planning Director makes no recommendation for the banners located at the Snow King Ball Field and 105 Buffalo Way (Albertsons), subject to the following conditions:

1. The use of the site shall be granted by the property owner.
2. The sign shall not be located on the sidewalks or in the public right of way.
3. The signs for the Snow King Ball Field and 105 Buffalo Way (Albertsons) may be installed during:

April 29-May13, 2018

## SUGGESTED MOTION

I move to **approve** the temporary banner in conjunction with Soroptimist of Jackson, subject to three (3) conditions of approval.

**(Although Staff is not making a recommendation of the application, the motion is made in the affirmative.)**





# TEMPORARY SIGN PERMIT APPLICATION

Planning & Building Department  
Planning Division

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

ph: (307) 733-0520 or  
(307) 733-0440  
fax: (307) 734-3563  
[www.townofjackson.com](http://www.townofjackson.com)

## EVENT NAME:

Event Name: BRAS FOR A CAUSE Physical Address of Event: COWBOY BAR 25 N. CACHE ST  
Description of Event: LIVE + SILENT AUCTION FUNDRAISER JAC WY  
BENEFITING ST. JOHN'S WOMEN'S ~~QUARTER~~ HEALTH FUND

## EVENT SPONSOR/APPLICANT:

Name: SOROPTIMIST OF JACKSON Phone: 310-989-4151  
Mailing Address: PO BOX 2249 JACKSON WY ZIP: 83001  
E-mail: JHBRASFORACAUSE@gmail.com Non-Profit: ☒ For Profit: ☐

## TEMPORARY BANNER LOCATION: Consent from Property Owner Required (maximum of 4 signs allowed, display dates up to two weeks allowed)

Business/Description: <u>ALBERTSONS</u>	Business/Description: <u>OWNED BY TOWN / LOT</u>
Physical Address: <u>105 BUFFALO WY</u>	Physical Address: <u>CACHE + SNOWKING AVE</u>
Dates of Display: <u>APRIL 29 - MAY 13</u>	Dates of Display: <u>APRIL 29 - MAY 13</u>
Consent from Owner Obtained? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Business/Description: _____	Business/Description: _____
Physical Address: _____	Physical Address: _____
Dates of Display: _____	Dates of Display: _____
Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>	Consent from Owner Obtained? Yes <input type="checkbox"/> No <input type="checkbox"/>

## SUBMITTAL REQUIREMENTS. Attach the following:

- ☒ Illustration of each proposed sign that includes dimensions, colors, materials and type of sign.
- ☒ Installation specifications, and any structural details or specifications required for freestanding signs.

Under penalty of perjury, I hereby certify that I have read this application and state that, to the best of my knowledge, all information submitted in this request is true and correct. I agree to comply with all county and state laws relating to the subject matter of this application, and hereby authorize representatives of the Town of Jackson to enter upon the above-mentioned property during normal business hours, after making a reasonable effort to contact the owner/applicant prior to entering.

Tawnya Denice TAWNYA DENICE  
Signature of Authorized Event Applicant

3/19/18  
Date

TAWNYA DENICE  
Applicant Name Printed

\_\_\_\_\_  
Title





---

JACKSON HOLE, WY

**LIVE & SILENT AUCTION  
FUNDRAISER**

***MAY 12, 2018***

**DETAILS AT:  Jackson Hole Bras for a Cause**



LOCATION: CACHÉ + SNOW KING AVE

INSTALL: ZIP TIES OR CARABINERS

DIMEN: 4' H X 10' W



LIVE AND SILENT AUCTION

MILLION DOLLAR COWBOY BAR  
DOORS OPEN AT 6:30PM



JACKSON HOLE BRAS FOR A CAUSE

\* DATE WILL BE ADDED TO FINAL  
" MAY 12, 2018 "





# **TOWN OF JACKSON**

## **TOWN COUNCIL**

### **AGENDA DOCUMENTATION**

**PREPARATION DATE:** April 5, 2018  
**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Public Works  
**DEPARTMENT DIRECTOR:** Larry Pardee  
**PRESENTER:** Brian Lenz, Town Engineer

**SUBJECT:** Request for Council approval for additional connections to the Wilson Sewer District's system.

#### STATEMENT/PURPOSE

The purchase of this item is to obtain approval from the Council for the connection of three new parcels to the existing Wilson Sewer District sewer system.

#### BACKGROUND/ALTERNATIVES

As a condition of the formation of the Wilson Sewer District in 2003, the Town Council must approve of the addition of any new sewer connections from lots that were not in the District at the time of formation. As such, the Wilson Sewer District is officially requesting to add three additional parcels to the district. The attached map indicates the location of the existing District and the location of the proposed additions.

It should be noted that the owner of each parcel must sign an "Agreement for Connection and Use of the Wilson Sewer District's Facilities". This agreement binds the property owners to comply with the service requirements set by the Town as were stated within the 2003 agreement with the District.

#### ATTACHMENTS

A map showing the location of the district and the location of the parcels to be connected.

#### FISCAL IMPACT

Minor additional wastewater billing to the Wilson Sewer District.

#### STAFF IMPACT

A few hours review time by Town PW staff for each new connection.

#### LEGAL REVIEW

N/A.

#### RECOMMENDATION

That the Town Council approve the additional connections to the Wilson Sewer District.

#### SUGGESTED MOTION

I move to approve the connection of three additional parcels to the Wilson Sewer District as presented.



Rec'd 4-3-2018  
St. Bridget

## WILSON SEWER DISTRICT

P.O. Box 1607  
WILSON, WY 83014

March 30, 2018

Town of Jackson  
P.O. Box 1687  
Jackson, WY 83001

RE: **Wilson Sewer District/Town of Jackson Agreement**

Dear Mayor and Town Council Members:

This letter is written on behalf of the owners of three properties that do not currently lie within the boundaries of the Wilson Sewer District. The owners have petitioned the Wilson Sewer District Board of Directors for annexation and sewer service. The Wilson Sewer District has approved the annexation requests and would like permission to execute the enclosed Connection and Use Agreement patterned after the agreement executed on June 19, 2003, between the Wilson Sewer District and the Town of Jackson. The aforementioned District/Town agreement requires Town approval for any service connection outside of the district boundaries. The Wilson Sewer District would like to allow properties outside of the District to connect to the sewer system, as it meets the District's primary objective of eliminating as many septic tank systems as possible which, in turn, protects the ground water.

The parcels are described as:

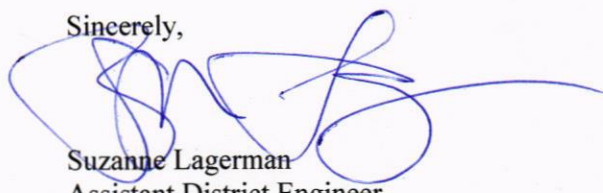
- 1) Lot 2, Schofield Patent Subdivision, PIDN 22-41-17-27-1-03-012, Address 750 N Dakota Lane, and the owners are Charles C. and Susan Finch Moore,
- 2) Lot 1, Teal River Subdivision, PIDN 22-41-17-23-1-14-001, Address 4260 W River Springs Drive, and the owner is Green Investors, LLC, and
- 3) R Park, PIDN 22-41-17-23-1-00-045, Address 4270 W River Springs Drive, and the owner is Rendezvous Lands Conservancy.

Enclosed for your reference is a District Boundary Map indicating the locations of the parcels and the current version of the Outside User Connection and Use Agreement (as mentioned above).

Amending the District boundaries is a time consuming and costly process requiring petitions, a vote of all registered voters in the District, and, of course, a revision to the District/Town Connection and Use Agreement. Therefore, we have, in the past, submitted a list of each property owner's connection request in writing to Town staff prior to issuing a connection license, on the condition that the District will amend the boundaries to include the property receiving service at such a time as the District determines that there are sufficient properties ready for annexation to justify the cost and expense of the annexation process. The last time we submitted such a request was in July of 2017 on behalf of one property owner.

The members of the Wilson Sewer District Board of Directors thank you in advance for your time and consideration.

Sincerely,



Suzanne Lagerman  
Assistant District Engineer

cc: Brian Lenz, Town Engineer



DATE	3/30/18	REV.
SURVEYED	-	
DRAWN	SK	
CHECKED	SLL	
APPROVED	RNN	



## **AGREEMENT FOR CONNECTION TO AND USE OF WILSON SEWER DISTRICT FACILITIES**

This Agreement is made and entered into effective the \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between the Wilson Sewer District, a Wyoming Sewer District organized pursuant to W.S. § 41-10-101 et seq., of P.O. Box 1607, Wilson, Wyoming 83014 (the "District") and \_\_\_\_\_, whose mailing address is \_\_\_\_\_, ("Outside User").

**1. RECITALS.** The District is a Wyoming Sewer District which owns and operates wastewater collection and transmission facilities within the boundaries of the District, which collect and transmit wastewater to treatment facilities operated by the Town of Jackson. The Outside User owns property outside the boundaries of the District, which property is described in Exhibit A attached hereto and made a part hereof (the "Outside User's Property") and desires to connect to and utilize the collection and transmission facilities operated by the District. The parties have agreed to the terms and conditions for the connection and use of the District's facilities and execute this Agreement to set forth the terms and conditions of their agreement in writing.

**2. PERMISSION TO CONNECT TO DISTRICT SYSTEM.** The District agrees that the Outside User shall be permitted to connect wastewater disposal facilities on the Outside User's Property to the District's system, and the District agrees to receive wastewater generated on the Outside User's Property, and to transmit such wastewater to the Town of Jackson treatment system, subject to and on the terms and conditions set forth hereafter.

**3. PAYMENT OF CONNECTION FEE AND CONSTRUCTION OF LINES AND FACILITIES CONNECTING TO THE DISTRICT'S SYSTEM.** The Outside User agrees to pay a connection fee of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for \_\_\_\_ Equivalent Residential Unit(s) (ERU) at the time of connection. Connection fee to be paid by current applicant \_\_\_\_ or paid in full by previous Outside User \_\_\_\_ (please check one). The Outside User agrees to construct and install, at the Outside User's sole expense, all lines and facilities necessary for connection to the District's system, in full compliance with all applicable District, Town of Jackson, Teton County and State of Wyoming rules and regulations. The District in its



sole discretion may require that lines and facilities be of a size to accommodate additional users. The Outside User shall obtain a building permit from Teton County, and shall provide a copy thereof to the District. The District shall be provided written documentation, certifying proper construction, promptly after the connection of the Outside User's property to the District's system.

**4. PAYMENT OF USER FEES / RIGHT OF DISTRICT TO FILE AND FORECLOSE LIEN.** The Outside User agrees to promptly pay user fees in accordance with the rules and regulations and fee schedules adopted by the District from time to time. The Outside User agrees to pay all costs incurred by the District in collecting user fees not paid within thirty (30) days of the date of billing, including reasonable attorney's fees, whether suit is brought or not. In addition, the District shall have the right to file and foreclose a lien against the Outside User's Property to collect delinquent user fees.

**5. EASEMENTS REQUIRED FOR CONNECTION.** The Outside User shall obtain all easements across third party property required for the connection of the Outside User's Property to the District's system. All easements required over third party property for sewer mains and manholes accepted by the District as provided in paragraph 8 shall be granted to the District and shall be in a form acceptable to the District.

**6. MAINTENANCE AND REPAIR.** The Outside User shall be responsible for the cost and expense of maintaining and repairing lines and facilities connecting the Outside User to the District's system, and all such maintenance and repair shall be in full compliance with applicable District rules and regulations.

**7. COMPLIANCE WITH RULES AND REGULATIONS REGARDING WASTEWATER DISCHARGE.** The Outside User shall comply with all applicable District, Town of Jackson, Teton County and State of Wyoming rules and regulations regarding wastewater discharged into the District's system.

**8. MAINTENANCE OF MAIN LINES AND MANHOLES.** The District may agree to assume ownership, operation and maintenance responsibilities for main lines and manholes that provide service to more than one property, if such facilities are constructed to



District standards and all applicable easements have been granted to the District. The District will only assume such responsibility by a separate written instrument executed by the District, and all Outside Users whose property utilizes the main lines and manholes.

**9. AGREEMENT TO ANNEX PROPERTY INTO DISTRICT BOUNDARIES.**

The Outside User agrees to the annexation of the Outside User's Property into the boundaries of the Wilson Sewer District, at such time as the District determines that sufficient properties are ready for annexation to justify the cost and expense of the annexation process.

**10. INDEMNIFICATION.** The Outside User agrees to indemnify and hold harmless the District from and against any and all loss, cost, liability, expense and/or cause of action arising out of or resulting from the Outside User's failure to maintain or repair its lines and facilities connecting to the District's system, or to comply with all applicable rules and regulations regarding wastewaters discharged into the District's system. This indemnification includes reasonable attorney's fees.

**11. VOLUNTARY TERMINATION / DISCONNECTION.** At any time prior to annexation of the Outside User's Property into the District, the Outside User shall have the right to terminate this Agreement and disconnect from the District's system upon not less than forty-five (45) days prior written notice to the District and proof of authorized alternative wastewater treatment and disposal permits. The Outside User shall be responsible for all costs and expenses associated with disconnection from the District's system.

**12. ENFORCEMENT.** This Agreement may be enforced by either party by an action at law or in equity, specifically including extraordinary remedies of specific performance and injunctive relief. In the event either party shall be required to bring an action to enforce its rights pursuant to this agreement, the substantially prevailing party in such controversy shall be entitled to recover, in addition to any and all other relief, all costs, including a reasonable sum for attorney's fees, incurred.

**13. ENTIRE AGREEMENT/AMENDMENT.** This Agreement constitutes the entire agreement between the parties and it may not be amended except by agreement in writing signed by the parties hereto.



**14. BINDING/SEVERABILITY.** This Agreement shall be binding upon the parties hereto and their successors and assigns in interest of the facilities set forth herein. In the event any portion of this agreement shall be deemed unenforceable for any reason, such determination shall not affect the enforceability of any of the remainder of the provisions of this agreement, which shall remain in full force and effect.

**15. RIGHTS AND OBLIGATIONS APPURTENANT TO OUTSIDE USER'S PROPERTY.** The rights and obligations of the Outside User set forth herein shall be appurtenant to the Outside User's Property, and shall inure to the benefit of and shall be binding upon future owners of the Outside User's Property.

**16. CONSTRUCTION.** This Agreement shall be construed according to the laws of the State of Wyoming.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**OUTSIDE USER:**

\_\_\_\_\_

STATE OF \_\_\_\_\_ )

\_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by \_\_\_\_\_.

WITNESS my hand and official seal.

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

My Commission Expires: \_\_\_\_\_



WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

**WILSON SEWER DISTRICT,**  
A Wyoming Sewer District:

\_\_\_\_\_  
President

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_, 201\_\_ by \_\_\_\_\_ as President of the Wilson Sewer District.

WITNESS my hand and official seal.

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

My Commission Expires: \_\_\_\_\_





# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** MARCH 29, 2018  
**MEETING DATE:** APRIL 9, 2018

**SUBMITTING DEPARTMENT:** PLANNING & BUILDING  
**DEPARTMENT DIRECTOR:** TYLER SINCLAIR  
**PRESENTERS:** TYLER VALENTINE, SENIOR PLANNER

**SUBJECT:** DEMOLITION PERMIT APPLICATION B18-0146 – REQUEST FOR STAY OF DEMO PERMIT

**OWNER:** WYOMING GAME & FISH COMMISSION

## STATEMENT/PURPOSE

The purpose of this item is to consider a stay in the issuance of a demolition permit for a structure located at 360 N Cache Street.

## BACKGROUND/ALTERNATIVES

On March 8, 2018 the Town received a demolition permit application for a structure at 360 N Cache Street from the Wyoming Game & Fish Commission. The Teton County Historic Preservation Board, when notified of the application for demolition, stated it had an interest in the structure and wanted to discuss at their next Board meeting a request for stay of issuance of the demolition permit.

Pursuant to Town demolition procedures for structures listed on the Teton County Historic Preservation Board (the Board) non-exclusive list of structures which are either in excess of fifty (50) years old or are otherwise historically or architecturally significant, the application was forwarded to the Board for review and recommendation. In an email dated March 20, 2018 the TCHPB requested that Town Council consider granting a 90 day stay on the issuance of the requested demolition permit. Municipal Code Section 15.38.020D.2.B states that the purpose of the stay is to allow public comment and in order for the applicant, the Board and other interested parties to explore alternatives to demolition. In addition, Section 15.38.020D.2.B states that the Board shall cite the historic preservation principles upon which it is relying to make its comments or recommendations regarding the impact of such demolition on historic preservation.

In considering this request, staff notes that Council may choose to grant a stay in the issuance of the demolition permit up to a maximum of 90 days, but upon the completion of that time period, the permit would be issued and the structure would be allowed to be removed as requested by the property owner.

## LOCATION

This structure used for commercial purposes is on property located at 360 N Cache Street with a legal address PT. NW1/4 SW1/4, SEC. 27, TWP. 41, RNG. 116





#### ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Town Council shall determine whether the proposed request is consistent with Council's strategic intent.

#### FISCAL IMPACT

None

#### STAFF IMPACT

None

#### LEGAL REVIEW

N/A

#### ATTACHMENTS

Teton County Historic Preservation Board Request



Wyoming Cultural Properties Form

RECOMMENDATIONS/ CONDITIONS OF APPROVAL

Staff has made no recommendation on this item.

SUGGESTED MOTION

I move to grant a \_\_\_\_ (up to 90) day stay on the issuance of Demolition Permit Application #B18-0146.



## Kelly Bowlin

---

**From:** Katherine Wonson <katherinewonson@gmail.com>  
**Sent:** Thursday, March 29, 2018 10:09 AM  
**To:** Kelly Bowlin; Erin Gibbs; Shawn Ankeny; Mackenzie King  
**Subject:** Re: 360 N. Cache Demolition Permit

Hi, Kelly, here is some information about 360 North Cache Building that led our board to recommend a demolition stay:

1. We need to learn more about the history of the building. There is reason to believe that this building is actually a representative of a building type across the state for other Wyoming Game and Fish buildings. We don't know how many remain, and therefore if this one is significant. It is also one of the few remaining historic brick buildings in town.
2. We need to find out whether there is any federal funding, permits or licences involved in the project. If so, Game and Fish would need to initiate the National Historic Preservation Act Section 106 process with the State Historic Preservation Office. As a Certified Local Government (CLG), it is our duty to make sure that the Section 106 process is being followed when applicable in our community.
3. It is in fair condition and is one of the historic gateway structures that greet you as you enter town from the north. It is located next to the brick, historic WYDOT building. Our board would like time to talk with Game and Fish about alternatives for use (instead of demolition for use as surface parking).

Let me know if this works or if you wanted something different. Thank you!

Katherine

On Thu, Mar 29, 2018 at 9:31 AM, Katherine Wonson <[katherinewonson@gmail.com](mailto:katherinewonson@gmail.com)> wrote:  
Hi, Kelly, I am working on it right now and will get it to you by 10:30 AM.

On Thu, Mar 29, 2018 at 9:28 AM, Kelly Bowlin <[kbowlin@jacksonwy.gov](mailto:kbowlin@jacksonwy.gov)> wrote:

Staff reports for Town Council are due today at 11:00. If I don't have the documentation by that time it will not be included.

*Kelly Bowlin*

*Development Coordinator*

*Town of Jackson*

*PO Box 1687*

*Jackson, WY 83001*

[307-733-0520](tel:307-733-0520) X1352



**From:** Katherine Wonson [mailto:[katherinewonson@gmail.com](mailto:katherinewonson@gmail.com)]

**Sent:** Thursday, March 29, 2018 6:15 AM

**To:** Erin Gibbs <[gibbs.erin.e@gmail.com](mailto:gibbs.erin.e@gmail.com)>

**Cc:** Shawn Ankeny <[shawn@ankenyarchitecture.com](mailto:shawn@ankenyarchitecture.com)>; Kelly Bowlin <[kbowlin@jacksonwy.gov](mailto:kbowlin@jacksonwy.gov)>

**Subject:** Re: [360 N. Cache](#) Demolition Permit

Hi, Shawn, I will pull something together today! Sorry for the delay.

Sent from my iPhone

On Mar 29, 2018, at 2:24 AM, Erin Gibbs <[gibbs.erin.e@gmail.com](mailto:gibbs.erin.e@gmail.com)> wrote:

Hi all,

My deep apologies for missing this- I am currently out of the country and this is the first time I have had access to my email (it is no longer available on my phone). Since the meeting has passed, I'm assuming there isn't anything I can add in right now, but if you need anything, Katherine has my number and I am happy to help.

Best,

Erin

On Tue, Mar 27, 2018 at 2:48 PM, Shawn Ankeny <[shawn@ankenyarchitecture.com](mailto:shawn@ankenyarchitecture.com)> wrote:

Kelly, I am away, Katherine and Erin, do you have anything to could please send to Kelly? I wasn't there for this discussion, so I'm not sure about the final thoughts...

Thank you,

Shawn

Sent from my iPhone



On Mar 27, 2018, at 2:01 PM, Kelly Bowlin <[kbowlin@jacksonwy.gov](mailto:kbowlin@jacksonwy.gov)> wrote:

Shawn,

I need any information you have on this building by tomorrow. I'm doing the staff report so it can go on the April 2<sup>nd</sup> council agenda.

Thank you,

Kelly

*Kelly Bowlin*

*Development Coordinator*

*Town of Jackson*

*PO Box 1687*

*Jackson, WY 83001*

[307-733-0520](tel:307-733-0520) X1352

---

**From:** Shawn Ankeny :: Ankeny Architecture

[<mailto:shawn@ankenyarchitecture.com>]

**Sent:** Monday, March 26, 2018 4:25 PM

**To:** Kelly Bowlin <[kbowlin@jacksonwy.gov](mailto:kbowlin@jacksonwy.gov)>; Mackenzie King <[mking@dubbe-moulder.com](mailto:mking@dubbe-moulder.com)>; Katherine Wonson <[katherinewonson@gmail.com](mailto:katherinewonson@gmail.com)>; Betsy Engle <[eoflint.engle@gmail.com](mailto:eoflint.engle@gmail.com)>; Frank Johnson <[20jax10@gmail.com](mailto:20jax10@gmail.com)>; Erin Gibbs <[gibbs.erin.e@gmail.com](mailto:gibbs.erin.e@gmail.com)>

**Subject:** Re: [360 N. Cache](#) Demolition Permit

Board,

Can you help Kelly with this? Please see below.

Thank you,



Shawn

On Mar 26, 2018, at 4:19 PM, Kelly Bowlin  
<[kbowlin@jacksonwy.gov](mailto:kbowlin@jacksonwy.gov)> wrote:

Can you get me some historical background for this building? I would like to put it in the Councils staff report.

Thank you,

Kelly

*Kelly Bowlin*

*Development Coordinator*

*Town of Jackson*

*PO Box 1687*

*Jackson, WY 83001*

*[307-733-0520](tel:307-733-0520) X1352*

---

**From:** Shawn Ankeny :: Ankeny Architecture  
[<mailto:shawn@ankenyarchitecture.com>]

**Sent:** Tuesday, March 20, 2018 1:30 PM

**To:** Kelly Bowlin <[kbowlin@jacksonwy.gov](mailto:kbowlin@jacksonwy.gov)>; Katherine Wonson  
<[katherinewonson@gmail.com](mailto:katherinewonson@gmail.com)>; Mackenzie King <[mking@dubbe-moulder.com](mailto:mking@dubbe-moulder.com)>; Erin Gibbs <[gibbs.erin.e@gmail.com](mailto:gibbs.erin.e@gmail.com)>

**Subject:** [360 N. Cache](#) Demolition Permit

Dear Kelly:



Thank you so much for including the Teton County Historic Preservation Board in the review of the demolition permit for [360 N. Cache](#).

After looking at the site and buildings,

We are going to recommend to delay the demolition process for 90 days.

Please let us know when the delay request will come before the Town Council so that we can be there. Please also let us know if you would like more specifics on why we are recommending a delay. Katherine can potentially write something up for you to read at the Town Council Meeting.

We appreciate you including us in this review!

Thank you,

Sincerely,

Shawn Ankeny

For the Teton County Historic Preservation Board

### **Disclaimer**

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and may have been automatically archived by **Mimecast Ltd**, an innovator in Software as a Service (SaaS) for business. Providing a **safer** and **more useful** place for your human generated data. Specializing in; Security, archiving and compliance. To find out more [Click Here](#).





# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** April 5, 2018  
**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Administration  
**DEPARTMENT DIRECTOR:** Bob McLaurin  
**PRESENTER:** Bob McLaurin

**SUBJECT:** Authorize Payment for Sewer Easement

#### STATEMENT/PURPOSE

The purpose of this item for the Town Council to authorize a payment of \$140,250 to the Office of State Lands (OSL) for a sewer easement.

#### BACKGROUND/ALTERNATIVES

In 2006, the Town installed a new sewer line through the State School Section near the Jackson Hole High School athletic facilities. At that time, the Town secured an easement from the OSL encumbered .913 acres (39,784 square feet). The Town paid \$2,411.20 as consideration for this easement.

In 2013, the Town of Jackson at the request of the Teton County School District relocated approximately 300 feet of this sewer line. The District wished to construct a concession building which would be used to sell food and drinks during high school athletic events. Because of the new location of the line, the Town needed to modify the easement.

In 2014 we applied to the OSL to modify the existing easement. The proposed modification involved vacating 309.34 linear feet of the original easement and adding 349.34 feet in an adjacent location. The effect of this change was to increase the area of encumbrance by 837 square feet. At that time the Office of State Lands appraised the value of the easement at \$187,000. The Town, its engineers and appraisers believe this to be a wildly excessive amount and have tried to negotiate the amount with the OSL.

In April 2104, the West Broadway Landslide was reactivated and the Town began the process of designing, funding and constructing the landslide mitigation project. As you will recall, the design solution involved the installation of a shear key, buttresses, MSE and RSS walls. An important component of the remediation project is installation of drainage improvements above the active landslide. These improvements are intended to divert surface water draining off the hillside away from the landslide headscarp.

Because the property above the landslide is owned by the State of Wyoming, we applied to the Office of State Lands for a drainage easement to accommodate these improvements. Because the OSL has determined that the Town of Jackson is out of compliance with the school sewer easement, they will not process our drainage easement application.

Therefore, we need to resolve the school sewer easement so that the OSL will process the drainage easement. In order to begin the process to resolve the sewer easement, we need to pay the consideration demanded by the State. Pursuant to OSL rules, we can pay 75% of the amount (\$187,000) under protest. This will also enable us to meet with the SLIB Board for a final



determination of value. This will allow the SLIB Board to process and approve the landslide drainage easement at its meeting on April 12.

We have discussed this matter with staff at the OSL and as noted, we are paying this under protest. At the June SLIB meeting, the SLIB Board will consider the valuation of the easement. In the event, we cannot reach an agreement with the OSL on the value, we have the option of placing the sewer line back within the original easement. This would require the School District to move the concession building off the easement. If we choose this solution, the \$142,500 would be refunded to the Sewer Fund.

In the event the School District does not wish to remove the building, they could choose to pay for the sewer easement.

### ATTACHMENTS

The following documents are attached to this staff report.

- Exhibit A - Map showing the existing sewer easement and proposed modifications to said easement
- Exhibit B - Map Showing aerial view of the sewer easement
- Exhibit C - Map showing location of proposed landslide drainage easement.

### FISCAL IMPACT

The fiscal impact of this matter is \$140,250. As noted previously, if we cannot agree on a fair valuation, the Town can revert to the original easement and the \$140,250 will be refunded to us.

### STAFF IMPACT

This item has had significant staff impact over the past few years trying to resolve this matter. Going forward, it will have limited staff impact.

### LEGAL REVIEW

Not applicable at this time.

### RECOMMENDATION

I recommend the Council authorize payment under protest of \$140,250 to the Office of State Lands.

### SUGGESTED MOTION

I move to direct the Town Manager to pay \$140,250 under protest to the Office of State Lands for a sewer easement adjacent to the High School Athletic Fields.

---

Synopsis for PowerPoint (120 words max):







STATE OF WYOMING  
GRANT OF EASEMENT

Easement No. 7579

RELEASED	<input checked="" type="checkbox"/>
INDEXED	<input checked="" type="checkbox"/>
ABSTRACTED	<input checked="" type="checkbox"/>
SCANNED	<input checked="" type="checkbox"/>

Project: 06-159-02

WHEREAS the Board of Land Commissioners approved this grant of easement on August 10, 2006; THEREFORE, the State of Wyoming, acting through its Board of Land Commissioners (Grantor), for and in consideration of the payment of Two thousand four hundred eleven and 20/100 dollars (\$2,411.20) hereby grants and conveys to the Town of Jackson (Grantee), to use for the term of 35 years, in the following described tract of land for a sewer pipeline only, more particularly described as follows:

All that portion of the NE4 of Section 06, of T.40N., R.116W., of the 6th P.M., Teton County, Wyoming, lying between parallel right of way lines 20 feet apart, being 10 feet on each side when measured at right angles as described on the attached exhibits. The described parcel of land contains .92 acres, more or less.

See attached Exhibits A 1 & 2, B

These descriptions are based on a survey done by or under the authority of, John R. Baston with Wyoming PLS No. 6193, certified November of 2006.

TO HAVE AND TO HOLD this easement across the above-described tract of land for the purpose of locating, constructing, using, maintaining, improving, and repairing the above-described sewer pipeline, subject to the following conditions:

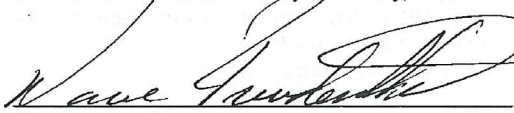
1. The rights granted herein shall forever be subject to the rights of the Grantor, its assigns or lessees to explore for, develop, and extract any and all minerals or other subsurface resources beneath this easement. If required for mineral exploration, development or extraction, the Grantee shall, upon written notice from the Grantor, remove or relocate at its own expense the above-described sewer pipeline.
2. Upon abandonment or discontinuance of use of this easement for the purposes specified above, all of Grantee's rights under this grant of easement shall revert to Grantor or its assigns, the same as if this grant had never been made. Failure to report to Grantor the status of the use of this easement every ten years from the date of this grant shall be evidence of intent by Grantee to abandon this easement. Should this easement be abandoned by Grantee, the above-described tract of land shall be returned to a condition satisfactory to Grantor.
3. This easement may be transferred, however, no transfer may increase the burden on the servient estate in any manner.
4. Any transfer of ownership of this easement, or any change of name or mailing address of the owner of this easement, shall be reported to Grantor within thirty (30) days of the transfer or change.

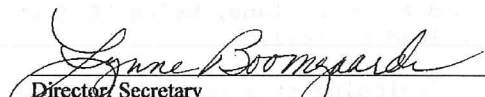
The State of Wyoming and the Board of Land Commissioners do not waive their sovereign immunity by entering into this agreement and specifically retain immunity and all defenses available to them as sovereigns pursuant to Wyo. Stat. § 1-39-104(a) and all other law.

IN TESTIMONY WHEREOF, the Board of Land Commissioners caused this instrument to be signed by its President and countersigned by its Secretary, and its seal to be affixed on the 12<sup>th</sup> day of January, 2007.



Countersigned:

  
Governor, President  
Board of Land Commissioners

  
Director, Secretary  
Office of State Lands & Investments

Attorney General's Office Approval as to Form:

  
Bridget Hill, Assistant Attorney General

Grantor: BOARD OF LAND COMMISSIONERS  
Grantee: TOWN OF JACKSON  
Doc 0699226 bk 658 pg 983-986 Filed at 4:31 on 04/05/07  
Sherry L Daigle, Teton County Clerk fees: 17.00  
By MICHELE E. FAIRHURST Deputy


 Examined



EXHIBIT A

DESCRIPTION FOR  
SEWER UTILITY EASEMENTS  
FROM THE  
STATE OF WYOMING  
TO THE  
TOWN OF JACKSON  
AS SHOWN ON EXHIBIT B

Two 20 feet wide strips of land located in the NE1/4, Section 6, Township 40 North, Range 116 West, 6<sup>TH</sup> PM, Town of Jackson, Teton County, Wyoming and being a portion of that record tract of land described in that Warranty Deed to the State of Wyoming, recorded in Book 27 of Photos, pages 31-35 in the Office of the Teton County Clerk, said 20 feet wide strips of land being 10 feet each side of the following described centerlines:

Beginning at a Point on the East-West Mid-Section line of said Section 6, said Point being S89°54'09"W, 1730.18 feet from the E.1/4 corner of said Section 6;

Thence along an existing sewerline, N01°50'41"E, 10.59 feet to manhole No. B-6;

Thence continuing along an existing sewerline, N08°05'19"W, 8.62 feet to manhole No. C1-4;

Thence continuing along an existing sewerline, N01°15'17"W, 433.02 feet to manhole No. C1A-2;

Thence continuing along an existing sewerline, N07°03'08"W, 433.24 feet to manhole No. C1A-4;

Thence continuing along an existing sewerline, N14°42'37"E, 309.34 feet to manhole No. C.O.;

Thence continuing along an existing sewerline, N0°36'21"W, 360.14 feet to manhole No. C1A-6;

Thence continuing along an existing sewerline, S88°27'38"W, 78.77 feet to manhole No. C1A-8;

Thence continuing along an existing sewerline, S70°33'46"W, 309.74 feet to manhole No. C1A-10;

Thence continuing along an existing sewerline, N05°46'54"W, 17.04 feet more or less, to a point on the northerly boundary line of said record tract of land, Book 27 of Photos, pages 31-35;

Also an additional 20 feet wide strip of land in said record tract of land, being 10 feet each side of the following described centerline:

Beginning at a point on the northerly easement line of the above-described easement, said point being N20°49'06"W, 10.01 feet from manhole C1A-8, described above;

Thence N20°49'06"W, 28.73 feet, more or less, to a point on the northerly boundary line of said record tract of land, Book 27 of Photos, pages 31-35.



State of Wyoming  
Easement No. 7579  
Exhibit A 2 of 2

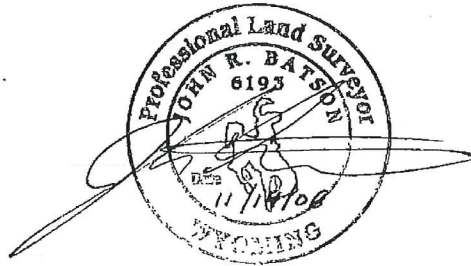
The sidelines of the above-described easements to be lengthened or shortened to intersect at angle points and at property boundaries.

The basis of bearing for this description is Geodetic North, rotated from Grid North.

Said easements contains 0.91 acres, more or less, and are subject to any easements, rights-of-way, reservations or restrictions of sight and/or of record.

The total centerline length of the 2 easements is 1989.23 feet, (120.56 rods).

As shown on Exhibit "B", attached hereto by this reference made a part hereof.



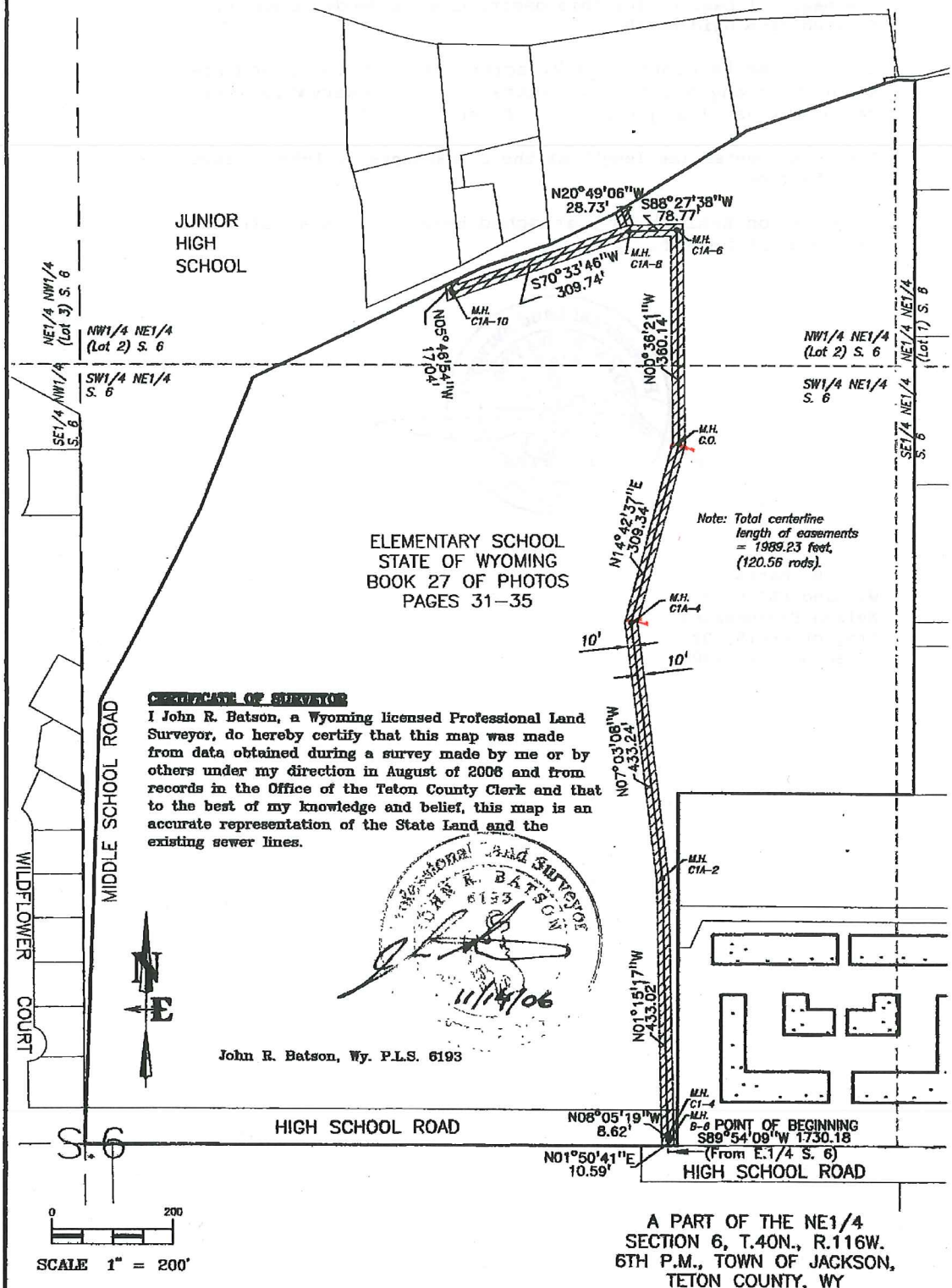
John R. Batson  
Wyoming PLS 6193  
Nelson Engineering  
Project 06-159-02  
November 14, 2006



# EXHIBIT B

## SEWER UTILITY EASEMENTS FROM THE STATE OF WYOMING TO THE TOWN OF JACKSON

State of Wyoming  
Easement No. 7579  
Exhibit B



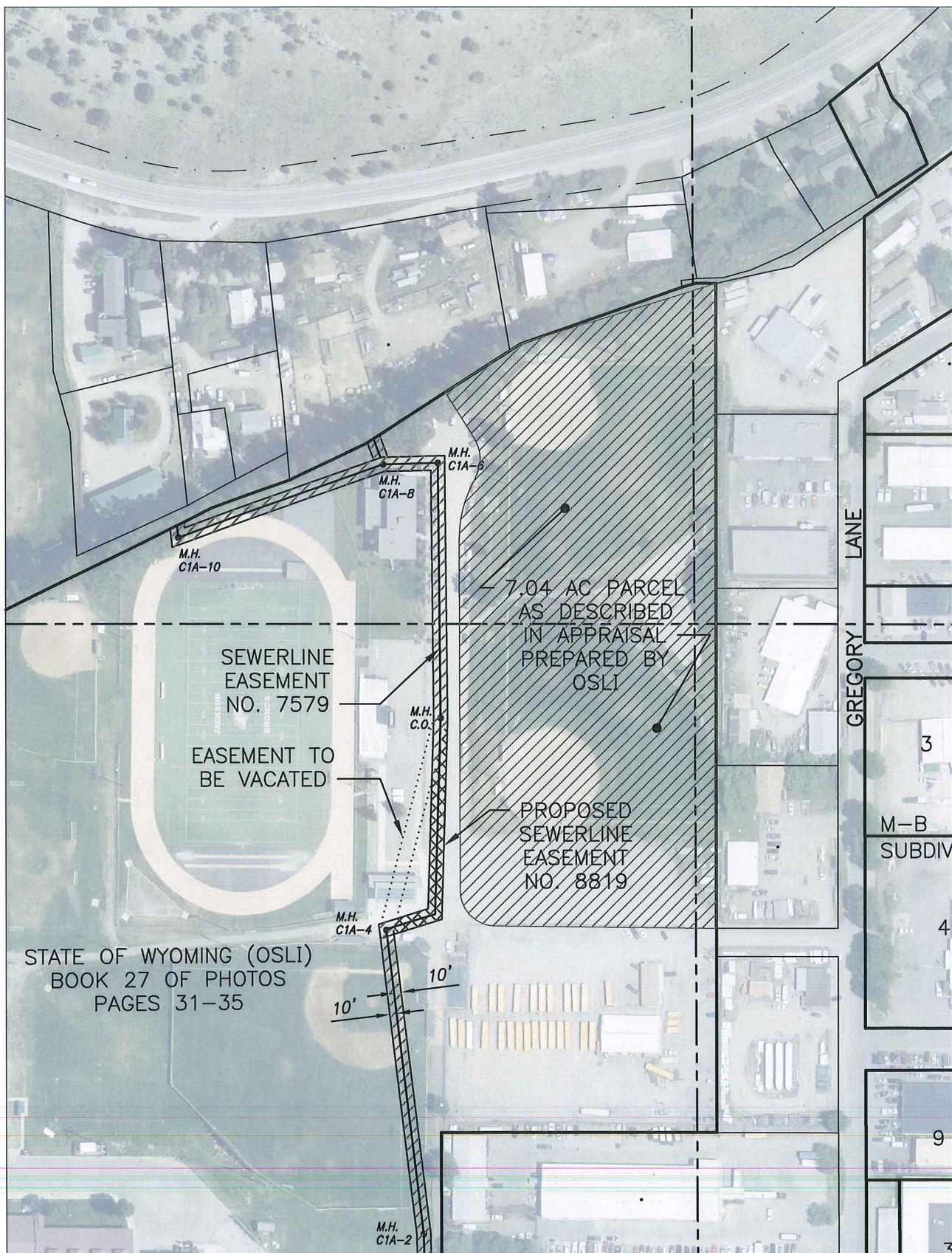
DRAWING NO 1	DRAWING TITLE EXHIBIT B	DATE 11/14/06
JOB NO 06-159-02	SEWER EASEMENT	ENGINEERED SK
		DRAWN J.R.B.
		CHECKED J.R.B.
		APPROVED J.R.B.

**NELSON  
ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087



S:\Prj\2014\175-03 (West Broadway Landslide Mitigation Construction)\SEWER EASEMENT NEAR HIGH SCHOOL ROAD\Exhibit - Difference 2017.dwg (6x11) - Nov 02 2017 00:07:29 pm PLOTTED BY: green



DRAWING NO  
1  
JOB NO  
14-175-03

TITLE  
SANITARY SEWER LINE  
SECTION 6 T40N R116W  
EASEMENT NO. 7579  
PROPOSED EASEMENT NO. 8819

**NELSON ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	11/02/17	REV.
SURVEYED	-	
DRAWN	BJG	
CHECKED	RRN	
APPROVED		





# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** April 3, 2018  
**MEETING DATE:** April 9, 2018

**SUBMITTING DEPARTMENT:** Town Clerk  
**DEPARTMENT DIRECTOR:** Roxanne Robinson  
**PRESENTER:** Sandy Birdyshaw, Town Clerk

**SUBJECT:** 3 Resolutions Authorizing Application to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018

#### STATEMENT/PURPOSE

Each year the Animal Shelter, START, and Victim Services apply for participation in The Community Foundation of Jackson Hole's Old Bill's Fun Run.

Application criteria includes having authorization to apply. The proposed resolutions provide that approval.

#### ATTACHMENTS

Resolution 18-04 – Animal Shelter  
Resolution 18-05 – START  
Resolution 18-06 – Victim Services

#### SUGGESTED MOTIONS

I move to approve Resolution **18-04** authorizing the **Jackson – Teton County Animal Shelter** to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018.

I move to approve Resolution **18-05** authorizing **START** to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018.

I move to approve Resolution **18-06** authorizing the **Jackson – Teton County Victim Services** to apply to The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018.



**RESOLUTION 18-04**

**Authorizing the Jackson - Teton County Animal Shelter  
to Submit an Application to  
The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018**

**WHEREAS**, the Jackson Town Council recognizes the need for public support for the Jackson - Teton County Animal Shelter; and

**WHEREAS**, the Community Foundation of Jackson Hole requires that certain criteria be met in order for the Jackson - Teton County Animal Shelter to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria;

**NOW, THEREFORE, BE IT RESOLVED** by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by the Jackson - Teton County Animal Shelter in Old Bill's Fun Run 2018.

**BE IT FURTHER RESOLVED**, that Janelle Holden and Adam Galadima are hereby designated as the authorized representatives of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

**PASSED AND APPROVED this 9th day of April, 2018.**

TOWN OF JACKSON

By: \_\_\_\_\_  
Pete Muldoon, Mayor

ATTEST:

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk



**RESOLUTION 18-05**

**Authorizing Southern Teton Area Rapid Transit (START)  
to Submit an Application to  
The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018**

**WHEREAS**, the Jackson Town Council recognizes the need for public support for START; and

**WHEREAS**, the Community Foundation of Jackson Hole requires that certain criteria be met in order for START to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria.

**NOW, THEREFORE, BE IT RESOLVED** by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by Southern Teton Area Rapid Transit (START) in Old Bill's Fun Run 2018.

**BE IT FURTHER RESOLVED**, that Darren Brugmann and Anna White are hereby designated as the authorized representative of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

**PASSED AND APPROVED this 9th day of April, 2018.**

TOWN OF JACKSON

By: \_\_\_\_\_  
Pete Muldoon, Mayor

ATTEST:

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk



## **RESOLUTION 18-06**

### **Authorizing Jackson-Teton County Victim Services to Submit an Application to**

#### **The Community Foundation of Jackson Hole's Old Bill's Fun Run 2018**

**WHEREAS**, the Jackson Town Council recognizes the need for public support for Jackson- Teton County Victim Services; and

**WHEREAS**, the Community Foundation of Jackson Hole requires that certain criteria be met in order for Jackson- Teton County Victim Services to participate in the Foundation's programs, and to the best of our knowledge, this application meets those criteria;

**NOW, THEREFORE, BE IT RESOLVED** by the Jackson Town Council, that the Town Council supports a grant application to the Community Foundation for the amount raised by Jackson- Teton County Victim Services in Old Bill's Fun Run 2018.

**BE IT FURTHER RESOLVED**, that Tracey Trefren is hereby designated as the authorized representative of the Town of Jackson to act on behalf of the Jackson Town Council on all matters relating to this grant application.

**PASSED AND APPROVED this 9th day of April, 2018.**

TOWN OF JACKSON

By: \_\_\_\_\_  
Pete Muldoon, Mayor

ATTEST:

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk



## **ORDINANCE B**

**AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NOS. 164, 256, 350, 652, 1051 AND SECTION 2.40.010 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING TOWN PLANNING COMMISSION MEMBERSHIP; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED, THAT:**

### **SECTION 1.**

Section 1 of Town of Jackson Ordinance Nos. 164, 256, 350, 652, 1051 and Section 2.40.010 of the Municipal Code of the Town of Jackson are hereby amended and reenacted to read as follows:

#### **2.40.010 Created--Membership--Qualifications--Terms.**

There is created a Town Planning Commission for the Town of Jackson, which commission shall consist of seven (7) members, including a chairman, all to be appointed by the Mayor by and with the advice and consent of the Town Council. Members of the Town Planning Commission shall have been bona fide residents of the Town for at least two (2) years immediately prior to their becoming members of the commission and no person holding any other public office or position in the government of the Town shall be eligible for membership on such commission. The members of the initial commission shall take office as of the date of their appointment and qualification. Initial appointments shall be two (2) appointments for one (1) year, two (2) appointments for two (2) years, and three (3) appointments for three (3) years, and thereafter members shall be appointed for a term of three (3) years in the manner hereinabove provided at the expiration of the term of each member. All members shall serve without compensation. The Town Planning Commission shall appoint a secretary who, unless he is a member of the Planning Commission, shall not be entitled to vote on matters before the Planning Commission.

(Ord. \_\_\_\_\_ §1, 2018; Ord. 1051 §1, 2014; Ord. 652 § 1, 2000; Ord. 350 § 1, 1986; Ord. 256 § 1, 1979; Ord. 164 § 1, 1973.)



## **SECTION II.**

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

## **SECTION III.**

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

## **SECTION IV.**

This ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

PASSED 2ND READING THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Pete Muldoon, Mayor

ATTEST:

BY: \_\_\_\_\_  
Sandy Birdyshaw, Town Clerk



# ATTESTATION OF TOWN CLERK

STATE OF WYOMING )  
COUNTY OF TETON )ss  
TOWN OF JACKSON )

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 \_\_\_\_\_, 2018.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

---

Sandy Birdyshaw, Town Clerk



## **ORDINANCE C**

AN ORDINANCE AMENDING AND REENACTING TOWN OF JACKSON ORDINANCE NO. 1074 (PART) AND SECTIONS 8.10.5.C.2, 8.10.5.E AND 8.10.6.D REGARDING PLANNING AND ZONING COMMISSION /BOARD OF ADJUSTMENT MEMBERSHIP AND QUORUM; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JACKSON, WYOMING, IN REGULAR SESSION DULY ASSEMBLED, THAT:

### **SECTION I.**

Section 1 of Town of Jackson Ordinance No. 1074 (part) and Subsection 8.10.5.C.2 of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

#### **Sec. 8.10.5 Planning and Zoning Commission.**

##### **C. Membership.**

**2. Appointment.** The Planning and Zoning Commission shall be composed of 7 members, to be appointed by the Mayor with the consent of the Town Council.

### **SECTION II.**

Section 1 of Town of Jackson Ordinance No. 1074 (part) and Subsection 8.10.5.E of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

#### **Sec. 8.10.5 Planning and Zoning Commission.**

**E. Quorum and voting.** The presence of 4 or more members of the Planning and Zoning Commission shall constitute a quorum of the Planning and Zoning Commission necessary to take action and transact business. All actions shall require a simple majority vote of the members of the quorum present.

### **SECTION III.**

Section 1 of Town of Jackson Ordinance No. 1074 (part) and Subsection 8.10.6.D of the Town of Jackson Land Development Regulations are hereby amended and reenacted to read as follows:

#### **Sec. 8.10.6 Board of Adjustment.**

**D. Quorum and voting.** The presence of 4 or more members of the Board of Adjustment shall constitute a quorum of the Board of Adjustment necessary to take action and transact business. All actions shall require an affirmative vote by 3 members of the Board of Adjustment.



**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 take effect after its passage, approval and publication.

PASSED 1ST READING THE \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

PASSED 2ND READING THE \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

PASSED, APPROVED AND ADOPTED THE \_\_\_\_ DAY OF \_\_\_\_\_, 2018.

TOWN OF JACKSON

BY: \_\_\_\_\_  
Pete Muldoon, Mayor

ATTEST:

BY: \_\_\_\_\_  
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 \_\_\_\_\_, 2018.

I further certify that the foregoing Ordinance was duly recorded on page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Jackson, Wyoming.

\_\_\_\_\_  
Town Clerk





# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** March 8, 2018

**MEETING DATE:** March 13, 2018

**SUBMITTING DEPARTMENT:** Legal

**DEPARTMENT DIRECTOR:** Audrey Cohen-Davis

**PRESENTER:** Paul Anthony

**SUBJECT:** Ordinance to increase the number of required members of the Planning Commission/Board of Adjustment from five (5) members to seven (7) members.

#### STATEMENT/PURPOSE

This item is before Council for the first reading of an Ordinance to increase the number of required members of the Planning Commission/Board of Adjustment from five (5) members to seven (7) members and the number for a quorum.

#### BACKGROUND/ALTERNATIVES

On March 5, 2018, Town Council directed staff to prepare Ordinances to amend the Jackson Municipal Code and Town of Jackson Land Development Regulations (LDRs) to increase the number of required members of the Planning Commission/Board of Adjustment back to seven (7) members from five (5) members.

#### ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

Town Council shall determine whether the proposed Ordinances are consistent with Council's strategic intent.

#### ATTACHMENTS

1. Ordinance B Amending and Re-enacting Section 1 of Town of Jackson Ordinance Nos. 164, 256, 350, 652, 1051 and Section 2.40.010 of the Municipal Code of the Town of Jackson
2. Ordinance C Amending and Re-enacting Town of Jackson Ordinance No. 1074 (part) and Sections 8.10.5.C.2, 8.10.5.E and 8.10.6.D regarding Planning and Zoning Commission/ Board of Adjustment Membership and Quorum

#### FISCAL IMPACT

Increasing the size of the Planning and Zoning Commission/Board of Adjustment from five (5) members to seven (7) members will result in a small fiscal impact to the Town through the increased costs (e.g., copies, deliveries, etc.) needed to administer a Planning and Zoning Commission/Board of Adjustment with two additional members than is currently the case.

The fiscal impact of passage of these ordinances after third reading varies between \$250.00 and \$700.00 depending on the length of the ordinance. (Shorter ordinances average around \$350.00 and short franchise ordinances can reach \$700.00.) Ordinances appear in the paper after third reading but sent to the paper prior to Council action on third reading. They appear in the paper the Wednesday following Council's action on third reading (two (2) days later). Should the Council make changes to the ordinance on third reading, the ordinance would need to be re-advertised in its final form.



### STAFF IMPACT

Increasing the size of the Planning and Zoning Commission/Board of Adjustment from five (5) members to seven (7) members will increase the amount of staff time and resources needed to administer a Planning and Zoning Commission/Board of Adjustment with two additional members than is currently the case.

The staff impact of passage of this ordinance after third reading is notable in the Town Clerk's office and involves preparing the ordinance for advertising and sending to the newspaper, update of the Jackson Municipal Code online and in hard copy for those receiving hard copy versions of the code. The ordinance is also printed and signed and placed in the permanent record storage book in the vault and indexed and posted on the website. The ordinance is also prepared and sent to the newspaper for advertising.

### LEGAL REVIEW

Complete.

### RECOMMENDATION

Based upon the directive of the Town Council, the Town Attorney recommends **approval** of Ordinances B and C attached hereto.

### SUGGESTED MOTION

1. I move to **approve** Ordinance B Amending and Re-enacting Section 1 of Town of Jackson Ordinance Nos. 164, 256, 350, 652, 1051 and Section 2.40.010 of the Municipal Code of the Town of Jackson.
  2. I move to **approve** Ordinance C Amending and Re-enacting Town of Jackson Ordinance No. 1074 (part) and Sections 8.10.5.C.2, 8.10.5.E and 8.10.6.D regarding Planning and Zoning Commission/ Board of Adjustment Membership and Quorum.
-





Wyoming  
Association of  
Municipalities  
*Building Strong Communities*

TO: **All Mayors**

FROM: Earla Checchi, Finance Manager

SUBJECT: **Voting Delegates for the 2018 WAM Summer Conference**

DATE: March 9, 2018

We are requesting that your municipality's governing body appoint its **Official Voting Delegate** and **alternate** to WAM's Summer Conference Business Meeting, held Thursday, June 14, 2018 in Pinedale. Items that your Voting Delegate will be voting on are: By-law changes, Resolutions, Membership Dues. **Any** individual member of the association is entitled to speak during the June business meeting. However, when a vote is taken on any action the official voting delegate, or the alternate, is the **only one allowed to vote** for the city or town. Any elected or appointed official/staff may be designated by the city/town as its official voting delegate.

**Please complete the attached form and mail/fax it to WAM by Friday, May 11.** We appreciate your cooperation and prompt action on this matter to ensure that each municipality is represented by a person who has been duly authorized by your governing body to take an active role in the business meeting.

If you find your official delegate is not able to attend the conference at the last moment, you may re-appoint someone else. For this change to be accepted we do need the change **in writing**. You may send/fax it to the WAM office by Friday, May 11 or your voting delegate may bring the written change/authorization to the conference and submit it to the WAM registration desk **by Wednesday, June 13 before 12:00n.** After that time, changes will not be accepted.

Please contact us with any questions.

***Ensure YOUR community has a VOICE and a VOTE at the June business meeting!***



**WYOMING ASSOCIATION OF MUNICIPALITIES  
2018 WAM SUMMER CONFERENCE  
OFFICIAL VOTING DELEGATE FORM**

The following person has been selected as the ***Official Voting Delegate*** for the 2018 WAM Summer Conference Business Meeting in Pinedale, Thursday, June 14, 2018.

**City/Town:** Jackson

**Name:** Pete Muldoon

**Title:** Mayor

*Alternate Delegate will be:* #1 Hailey Morton Levinson #2 Bob Lenz

*Title:* Council member Council member

Date Approved by the City/Town Council: Regular Council meeting April 9, 2018

Attest: Sandra P. Birdyshaw (City/Town Clerk)

**PLEASE MAIL/FAX TO WAM NO LATER THAN MAY 11, 2018**

315 West 27 Street, Cheyenne, WY 82001

Phone (307) 632-0398, Fax (307) 632-1942 or

Email to Earla Checchi at: [checchi@wyomuni.org](mailto:checchi@wyomuni.org)



## MEMORANDUM

TO: Mayor and Town Council

FR: Bob McLaurin, Town Manager

DT: April 9, 2018

RE: Town Manager's Report

### Special Events

Since October 2017 the following special events were approved at the staff level: Halloween Costume Contest on the Town Square, The Great Pumpkin Smash (cancelled due to weather), Veteran's Day Service on the Town Square, Parks and Recreation's Turkey Trot, Town Square Lighting, Our Lady of Guadalupe Procession, Santa on the Town Square, Caroling on the Town Square, Christmas Caroling Sleigh Ride, Nativity Scene on the Town Square, Menorah Display on the Town Square, MLK Assembly on the Town Square, Easter Egg Hunt on the Town Square, Hoff's Bikesmith Bike Swap, National Day of Prayer, Parks and Recreation's Spring Run Off and the Young Life Fun Run. These events either do not reach thresholds to trigger Town Council approval or they are reoccurring event requests without any changes. All applications were distributed to all departments and no concerns were raised.

### Town Manager's Schedule

I will be in Cheyenne Wednesday and Thursday, April 11 and 12 to attend the State Land and Investment Board meeting regarding the sewer easement issue we are working to resolve. I will be available by phone during this time.