

**TOWN COUNCIL REGULAR MEETING**  
**Monday, June 18, 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 may encompass all areas, participants, and audience members. *Please silence all electronic devices during the meeting.*

**I. OPENING**

- I. A. Call to Order / Roll Call
- I. B. Pledge of Allegiance
- I. C. Announcements
  - 1. Employee Introductions: Sam Stephens, Senior Collection System Operator; CJ Proctor and Forrest Spence, Police Officers
  - 2. Proclamation for Professional Engineers Day

Documents:

[ProclamProEngineersDay.pdf](#)

**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**

- III. A. Meeting Minutes:
  - 1. June 4, 2018 regular meeting
- III. B. Disbursements
- III. C. May 2018 Municipal Court Report
- III. D. Friends of Pathways Malt Beverage Permit
- III. E. Bid 19-01: Notice of Award for the FY2019 Chip Seal Project
- III. F. Special Event: Paws of Jackson Hole Tux and Tails Gala
- III. G. Special Event: Jackson Hole Lions Club 4th of July Breakfast
- III. H. Special Event: Federal Electric Contractors Reserved Parking for Historic Yellowstone Bus
- III. I. Special Event: Osprey Beverages Budweiser Clydesdales
- III. J. Temporary Sign Permit: Indian Art Closing (P18-190)
- III. K. Temporary Sign Permit: White Horse Social (P18-192)

Documents:

[A\\_MeetingMinutes-060418.pdf](#)  
[B\\_Disbursements-06142018.pdf](#)  
[C\\_May2018MunicipalCourtReport.pdf](#)  
[D\\_FriendsOPathwaysMaltBeveragePermit.pdf](#)  
[E\\_Bid19-01\\_ChipSealProject.pdf](#)  
[F\\_SpEvent\\_PAWSTuxandTails.pdf](#)  
[G\\_SpEvent\\_LionsJuly4Breakfast.pdf](#)  
[H\\_SpEvent\\_FECYellowstoneBus.pdf](#)  
[I\\_SpEvent\\_ClydesdaleHorsesTownSquare.pdf](#)  
[J\\_TempSign\\_IndianArtsClosing.pdf](#)

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

##### **IV.A. Administration**

1. Public Hearing for the Fiscal Year 2019 Town Budget (Kelly Thompson, Finance Director)
2. Teton Brewing Company LLC request for Outdoor Service (Sandy Birdyshaw, Town Clerk)
3. Garage Parking Lease with Jackson Hole Airport for Ride2Fly (Larry Pardee, Town Manager)

Documents:

[PublicHearingTownBudget.pdf](#)  
[TetonBrewingOutdoorService.pdf](#)  
[ParkingLeaseAirporRide2Fly.pdf](#)

##### **IV.B. Transit**

1. RFP 18-18: Award for START Mobile Ticketing / Electronic Fare System (Darren Brugmann, START Director)

Documents:

[RFP18-18\\_STARTElectronicFare.pdf](#)

#### **V. RESOLUTIONS**

- A. Resolution 18-13: A Resolution Amending the Fiscal Year 2018 Town of Jackson Budget (Kelly Thompson, Finance Director)
- B. Resolution 18-14: A Resolution Adopting the Fiscal Year 2019 Town of Jackson Budget (Kelly Thompson, Finance Director)

Documents:

[Res18-13\\_BudgetAMD4\\_REVISED\\_06-15.pdf](#)  
[Res18-14\\_FY2019BudgetAdoption.pdf](#)

#### **VI. ORDINANCES**

- VI. A. Ordinance M: An Ordinance Establishing Chapter 9.26 in the Town of Jackson Municipal Code regarding Non-Discrimination (Presented for 1st Reading, Audrey Cohen-Davis)

Documents:

[Nondiscrimination SRwOrd 06182018.pdf](#)

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

A. Scheduling:

1. June 25th Special Council Meeting moved from 1pm to 6pm (Districts 3-6 Zoning)
2. July 2nd JIM, request to begin at 2pm (Housing Ordinances)

B. Board and Commission Reports

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

A. Town Manager's Report

Documents:

TownManagerReport061818.pdf

**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.*

## Proclamation

### National Professional Engineers Day

**WHEREAS**, Licensed professional engineers are dedicated to applying scientific knowledge, mathematics, and ingenuity to develop solutions for technical, societal, and commercial problems while holding paramount the public health, safety, and welfare; and

**WHEREAS**, Jackson's licensed professional engineers have made significant contributions on a local and national scale; and

**WHEREAS**, Jackson's economy has grown, in part, because its licensed professional engineers are instrumental to our community; and

**WHEREAS**, August 1, 2018, has been declared PROFESSIONAL ENGINEERS DAY by the Wyoming Society of Professional Engineers in conjunction with the National Society of Professional Engineers, an organization founded in 1934 that represents the interests of more than 31,000 licensed professional engineers and those on the path to licensure, who show the highest level of dedication to their profession in all 50 states and US territories;

**NOW, THEREFORE**, I, Pete Muldoon, Mayor of the Town of Jackson, by the authority vested in me, hereby proclaim **August 1, 2018** as **PROFESSIONAL ENGINEERS DAY** in Jackson, Wyoming, and call upon all citizens to join me in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the Town of Jackson.

**DATED THIS 18<sup>th</sup> DAY OF JUNE 2018.**

**Town of Jackson**

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

ATTEST:

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk



## TOWN COUNCIL PROCEEDINGS

JUNE 4, 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, Don Frank and Bob Lenz.

STAFF: Larry Pardee, Roxanne Robinson, Audrey Cohen-Davis, Tyler Sinclair, Roger Shultz, Kelly Thompson, Darren Bruggmann, Steve Ashworth, Johnny Ziem, Brian Schilling, Carl Pelletier, and Sandy Birdyshaw

Mayor Muldoon introduced new Community Service Officer Thomas Raab and welcomed Larry Pardee to his first meeting as Town Manager. The Mayor made comment on the portrayal of Native Americans in the Old West Days Parade.

**Public Comment:** none

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

- A. **To approve the meeting minutes for the May 21 workshop, May 21 regular meeting, and May 29, 2018 special meeting as presented.**
- B. **Disbursements.** To approve the disbursements as presented. Jackson Curbside \$810.00, Carquest \$595.80, Cash \$191.75, Safety Supply \$620.64, Ace Hardware \$765.31, Delcon \$23000.00, Jackson Hole Historical \$1875.00, A-core of Idaho \$400.00, Evans Construction \$92909.63, Utility Technical Service \$5593.54, High Country Linen \$1700.91, Jackson Hole News & Guide \$3228.06, Jorgensen Associates \$18826.37, LVLP \$13089.62, Nelson Engineering \$13657.56, Smith Power Products \$539.18, Watts Steam Store \$4250.00, Napa \$1396.01, Teton Motors \$408.55, Wort Hotel \$772.00, CDW-Government \$24990.76, Animal Care Clinic \$88.90, White Glove Cleaning \$2193.75, Hunt Construction \$6299.50, Centurylink \$249.75, Macy's Service \$2757.00, USA Blue Book \$893.05, Sunrise Environmental \$1191.19, Energy Laboratories \$212.00, Grafix Shoppe \$124.49, Alan's Welding \$18.25, Teton County Transfer Station \$156.00, One Call of Wyoming \$303.75, Todd Smith \$283.50, Entenmann-Rovin \$338.00, Wyoming.com \$10.00, AT&T \$233.69, Verizon Wireless \$7396.27, Xerox \$1182.24, Employers Council \$716.60, Kenworth \$315.70, Ranch Inn \$200.00, Westwood Curtis \$1190.00, James Bristol \$1540.00, ER Office \$478.61, Exposure Signs \$250.00, Advanced Glass Trim \$240.00, Johnson Roberts & Associates \$18.10, Darin Martens Design \$2149.00, Audrey Cohen-Davis \$39.86, Home Health for Pets \$1022.00, Thomson West \$1093.41, Charter \$1612.26, Wyoming State Board \$80.00, Gillig \$1475.24, Eleaven Food Company \$960.00, Warner Truck Center \$781.00, Sherwin-Williams \$905.16, Coban Technologies \$500.00, Team Laboratories \$847.50, Korem Corporation \$12630.00, C&A Professional Cleaning \$9384.21, Schow's Truck Center \$172.16, Snake River Roasting \$193.67, Fleetpride \$306.18, Silverstar \$2313.28, Ron's Towing \$200.00, Big R \$212.94, Control System Technology \$9597.00, Best Best & Kreiger \$2153.41, HD Fowler \$2029.72, Swagit \$920.00, Oldcastle Precast \$280.00, Trefonas Law \$228.60, Anthony Uhl \$352.00, Cornforth Consultants \$9722.00, ISC \$139333.95, Department of Family Services \$30.00, All American Publishing \$299.00, Kellerstrass \$26972.98, Wrench It \$329.94, Newlevel Group \$5440.53, PSA Worldwide \$2582.39, Snake River MEP \$680.00, Snake River Supply \$35586.00, Ray Sawdy \$100.00, Alpha Software \$2875.50, Amazon \$3560.48, Lenovo \$21338.09, Greenway Painting \$475.00, Mary Vande Keift \$1049.33, Teton Tools \$148.40, John Foster \$138.00, Ron Hurst \$138.00, John Singh \$100.00, Dude Solutions \$3847.73, Hole Food Rescue \$2500.00, David Stubbs \$4665.00, Buckrail \$375.00, Intellichoice \$23172.50, Sam Stephens \$232.45, Mobycon \$10080.00, Chad Spracklen \$1500.00, Stephen Brafford \$545.66, Arturo Clement \$750.00, Dale Goodman \$428.41, Mauricio, Morales-Mejia \$200.00, Alyson Bowers \$374.96, Jacob Normond \$100.00, Sargent Investigations \$30.00, Richard Ashburn \$6800.00, Keely Herron \$1024.00, Anna White \$391.58, Joshua Elwell \$740.00, Minuteman Security \$525.00
- C. **Special Event: Jackson Hole Live Concert Series.** To approve the special event application by made Center Management Inc. for the JacksonHoleLive 2018 Concert Series, subject to the conditions and restrictions listed in the staff report.
- D. **Special Event: Jackson Hole Farmer's Market on the Town Square.** To approve the application made by Jackson Hole Farmers Market on the Town Square for the Farmers Market on Town Square special event, subject to the conditions and restrictions listed in the staff report.

- E. **Special Event: WYO Country Fest Summer Concert Series.** To approve the special event application made by Gunslinger Productions for the WYO Country Fest summer concert series, subject to the conditions and restrictions listed in the staff report.
- F. **Temporary Sign Permit: Jackson Hole Land Trust (P18-167).** To approve the temporary banners in conjunction with JH Land Trust, subject to three (3) conditions of approval.
- G. **Temporary Sign Permit: Tin Cup Challenge (P18-168).** To approve the temporary banners in conjunction with John Finley and the Tin Cup Challenge, subject to three (3) conditions of approval.
- H. **Temporary Sign Permit: Meridian Trust (P18-172).** To approve the temporary banners in conjunction with Meridian Trust, subject to three (3) conditions of approval.
- I. **Temporary Sign Permit: Public Historic Walking Tour.** To approve the temporary banners in conjunction with Travel Story GPS and JH History Museum, subject to three (3) conditions of approval.

Mayor Muldoon called for the vote on the motion to approve the consent calendar. The vote showed 4-0 in favor with Lenz absent. The motion carried.

**RFP 18-19: Award for START Mobile Ticketing / Electronic Fare System.** Darren Brugmann and Larry Pardee made staff comment. Discussion followed on creating a system which would be more rider-friendly for visitors and residents.

A motion was made by Jim Stanford and seconded by Bob Lenz to continue this item to the June 18, 2018 Regular Council meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Karns Meadow Memorandum of Agreement for Environmental Assessment.** Steve Ashworth made staff comment. Discussion followed on revising the Memorandum to allow the Town to provide additional funding if needed based on request for proposal responses.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve the Memorandum of Agreement between the Town of Jackson and the Jackson Hole Land Trust for the funding of the Karns Meadow Park Environmental Assessment, not to exceed \$35,000, subject to modifications discussed today and review by the Town Attorney. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Budget Discussion.** Larry Pardee made staff comment on changes made to the proposed budget as had been previously recommended by administration and Council. Discussion followed on changing earmarked funds from affordable housing to employee housing.

A motion was made by Jim Stanford and seconded by Bob Lenz to appropriate \$1 million to employee housing from the affordable housing fund. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Discussion followed salary adjustments for law enforcement. Roxanne Robinson made staff comment on historical increases and market data.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to accept changes to the budget as presented in the budget memo. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**Microbrewery Permit and Restaurant Liquor License for Get Loose, LLC dba Roadhouse Brewing Co. Pub & Eatery.** Sandy Birdyshaw made staff comment. Mayor Muldoon opened a public hearing to hear any protest against the issuance of this license. None were presented. Mayor Muldoon closed the public hearing. Colby Cox of Get Loose, LLC made comment on brewing operations.

A motion was made by Don Frank and seconded by Hailey Morton Levinson to approve the issuance of a restaurant liquor license and a dual microbrewery permit to Get Loose LLC d/b/a Roadhouse Brewing Co Pub & Eatery for the remaining license year ending March 31, 2019, subject to the conditions and restrictions listed in the staff report and further direct the Town Clerk to issue the licenses upon confirmation that all conditions of approval have been met within the timeframe set forth in current Wyoming Statute 12-4-103(a)(iv).

- 1) Prior to commencing microbrewery operations and alcohol and malt beverage sales, the applicant shall have complied with all Town of Jackson Building Codes, Land Development Regulations, and will have obtained all required permits and approvals from all applicable Town/County departments.
- 2) Prior to license issuance, the applicant shall pass a dispensing-room inspection conducted by the Town Clerk.
- 3) Any additional minor corrections deemed necessary by staff or the Wyoming Liquor Division.
- 4) All sales of other malt beverages for on-premises consumption must be obtained through a licensed wholesale malt beverage distributor.

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

**Memorandum of Understanding for Blair Drive Kids Bike Loop with Mountain Bike the Tetons.** Brian Schilling made staff comment. John Graham made public comment requesting mitigation between the bike skills area and his newly purchased property.

A motion was made by Bob Lenz and seconded by Don Frank to the Memorandum of Understanding with Mountain Bike the Tetons for the construction, stewardship, and maintenance of the Blair Drive Kids Bike Loop Project and direct staff to proceed with project implementation as presented. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

Tyler Sinclair and Audrey Cohen-Davis made staff comment and discussion continued on encroachment agreements in place and reviewing properties adjacent to the Town’s parcel.

**Item P18-046: Fee Waiver Request for Central Wyoming College for 235 & 255 Veronica Lane.** This item was moved to the August 6, 2108 Regular Council Meeting.

**P18-047, 48, 49: Sketch Plan, Zoning Map Amendment, and Conditional Use Permit at 235 & 255 Veronica Lane.** A motion was made by Hailey Morton Levinson and seconded by Don Frank to continue this item to August 6, 2108. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**P18-072: Subdivision Plat for 301 Hidden Hollow Drive.** A motion was made by Hailey Morton Levinson and seconded by Don Frank to continue this item to June 18, 2108. 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 Don Frank to read ordinances by short title. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

**ORDINANCE E**

AN ORDINANCE ADDING CHAPTER 12.32 TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGULATING USE OF AND ON THE PATHWAYS IN THE TOWN OF JACKSON, 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:

**ORDINANCE F**

AN ORDINANCE ADDING CHAPTER 10.13 TO THE MUNICIPAL CODE OF THE TOWN OF JACKSON PROVIDING FOR THE USE AND REGULATION OF ELECTRIC BICYCLES ON THE STREETS AND PATHWAYS OF THE TOWN OF JACKSON, 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:

**ORDINANCE H**

AN ORDINANCE AMENDING AND REENACTING SECTION 1 OF TOWN OF JACKSON ORDINANCE NO. 661 AND SECTION 10.04.205 OF THE MUNICIPAL CODE OF THE TOWN OF JACKSON REGARDING ELECTRIC BICYCLES WITHIN ON-STREET BIKELANES AND PATHWAYS IN THE TOWN OF JACKSON; 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:

Public comment was given by Amberly Baker, Shannon McCormick, Aaron Chapel, Michael Lynch, and Brian Schilling.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve Ordinance E on third reading and designate it Ordinance 1192. Mayor Muldoon called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve Ordinance F on third reading and designate it Ordinance 1193. Mayor Muldoon called for the vote. The vote showed all in favor. The motion carried.

A motion was made by Hailey Morton Levinson and seconded by Don Frank to approve Ordinance H on third reading and designate it Ordinance 1194. Mayor Muldoon called for the vote. The vote showed all in favor. 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 CAST meeting in Crested Butte in August 2018. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried.

A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to approve reasonable travel expenses for a few residents in the Wind River Reservation to come to a Council meeting and share their story. The vote showed all in favor and the motion carried.

Jim Stanford made comment on creating a Home Mail Delivery Taskforce and bringing back to Council if there are substantial steps that the Town could take to increase postal services.

**Town Manager’s Report.** Larry Pardee reported that he and Mr. McLaurin would be traveling to Cheyenne this week to dispute the sewer fee assessment.

**Adjourn.** A motion was made by Hailey Morton Levinson and seconded by Don Frank to adjourn the meeting. Mayor Muldoon called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 7:48 p.m.

TOWN OF JACKSON

ATTEST:

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

\_\_\_\_\_  
Sandra P. Birdyshaw, Town Clerk  
minutes: spb  
Published JH News & Guide: June 13, 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
5	CARQUEST AUTO PARTS INC.	6090-386981	TRANSMISSION FILTER	05/04/2018	22.28	.00	
5	CARQUEST AUTO PARTS INC.	6090-387574	LUG NUT M12-1.5	05/09/2018	8.94	.00	
5	CARQUEST AUTO PARTS INC.	6090-387579	LUG NUT	05/09/2018	18.90	.00	
5	CARQUEST AUTO PARTS INC.	6090-390173	PAINTED ROTOR, BRK PADS S	05/29/2018	95.36	.00	
Total 5:					145.48	.00	
13	SAFETY SUPPLY & SIGN CO., I	164135	DICKIE 18X18 VINYL FLAG REF	05/15/2018	4,255.00	.00	
13	SAFETY SUPPLY & SIGN CO., I	164152	REC CUST, NO PARKING SYMB	05/15/2018	79.25	.00	
Total 13:					4,334.25	.00	
44	JACKSON HOLE CHAMBER	070118	4TH OF JULY PARADE ENTRY	07/01/2018	25.00	.00	
Total 44:					25.00	.00	
51	ACE HARDWARE	604168	SPRY MARKING GRN, PNK, WH	05/08/2018	671.28	.00	
51	ACE HARDWARE	604169	GAS CAN PLASTIC	05/08/2018	44.99	.00	
51	ACE HARDWARE	607454	HAMMER RIP 20OZ FIB, TAPE F	05/30/2018	20.48	.00	
51	ACE HARDWARE	607606	GARAG SURG BLK	05/31/2018	34.99	.00	
51	ACE HARDWARE	607629	UNIVERSAL FLAP.CAHIN, RUST	05/31/2018	47.95	.00	
51	ACE HARDWARE	608487	SMARTFLO MAX HOSE, BIBB H	06/05/2018	67.96	.00	
51	ACE HARDWARE	608610	BIT DRILL TURBOMAX	06/06/2018	7.49	.00	
51	ACE HARDWARE	608659	KEYBLANK KWIKSET KW1 ACE	06/06/2018	11.96	.00	
51	ACE HARDWARE	608699	TROWEL HAND POLY 10", SPR	06/06/2018	12.47	.00	
51	ACE HARDWARE	608790	ANCHR DRV	06/07/2018	2.40	.00	
51	ACE HARDWARE	608816	LARGE MANGETIC KEY CASE	06/07/2018	5.99	.00	
Total 51:					927.96	.00	
55	TETON COUNTY SHERIFF'S-JAI	509	MAY INMATES	06/05/2018	648.00	.00	
Total 55:					648.00	.00	
65	DELCON INC	18066	WO#: 013840- DISCONNECT FL	04/30/2018	740.00	.00	
Total 65:					740.00	.00	
70	THYSSEN KRUPP ELEVATOR C	3003925986	GOLD- FULL MAINTENANCE SE	06/01/2018	288.39	.00	
Total 70:					288.39	.00	
81	EVANS CONSTRUCTION INC	187094B	TICKET #: 140154313	05/24/2018	100.00	100.00	06/06/2018
81	EVANS CONSTRUCTION INC	187229	TICKET # 70178928	05/03/2018	1,925.63	.00	
81	EVANS CONSTRUCTION INC	187277	TICKETS # 70178940 & 7017894	05/31/2018	3,310.13	.00	
81	EVANS CONSTRUCTION INC	187452	TICKET #: 140155250& 1401552	06/05/2018	395.60	.00	
Total 81:					5,731.36	100.00	
96	HIGH COUNTRY LINEN	0061745	MATS @ TOWN HALL	04/10/2018	215.50	.00	
96	HIGH COUNTRY LINEN	0065511	MATS @ TOWN HALL	05/08/2018	215.50	.00	
96	HIGH COUNTRY LINEN	0068013	MATS @ SHELTER	05/23/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0070295	MATS @ TOWN HALL	06/05/2018	215.50	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
96	HIGH COUNTRY LINEN	0070514	MATS @ SHELTER	06/06/2018	61.93	.00	
96	HIGH COUNTRY LINEN	0070755	UNIFORMS: SEWER	06/07/2018	19.40	.00	
96	HIGH COUNTRY LINEN	0070755	UNIFORMS: WATER	06/07/2018	36.37	.00	
96	HIGH COUNTRY LINEN	0070755	UNIFORMS: STREET	06/07/2018	65.48	.00	
96	HIGH COUNTRY LINEN	0070755	UNIFORMS: FLEET	06/07/2018	38.80	.00	
96	HIGH COUNTRY LINEN	0070755	UNIFORMS: WWTP	06/07/2018	24.25	.00	
96	HIGH COUNTRY LINEN	0070755	BUILDING MAINT @ PW	06/07/2018	59.05	.00	
96	HIGH COUNTRY LINEN	0070755	UNIFORMS: ADMIN	06/07/2018	9.70	.00	
96	HIGH COUNTRY LINEN	S0064578	BUILDING MAINT @ TOJ RESTR	05/01/2018	438.75	.00	
96	HIGH COUNTRY LINEN	S0066482	BUILDING MAINT @ TOJ RESTR	05/14/2018	239.25	.00	
96	HIGH COUNTRY LINEN	S0070957	BUILDING MAINT @ PW- TORK	06/07/2018	43.70	.00	
Total 96:					1,745.11	.00	
114	JACKSON LUMBER INC	00350150-001	CORNER BRACE, THREADED A	06/05/2018	68.29	.00	
114	JACKSON LUMBER INC	00353143-001	SELECT STRUC KD FIR	06/13/2018	10.32	.00	
114	JACKSON LUMBER INC	00353361-001	STAKES, LATHPB	06/13/2018	62.21	.00	
Total 114:					140.82	.00	
131	JACKSON HOLE NEWS & GUID	245672	AD#345672	06/06/2018	422.40	.00	
131	JACKSON HOLE NEWS & GUID	278044	AD#344994	05/02/2018	79.20	.00	
131	JACKSON HOLE NEWS & GUID	278045	AD#344630	05/02/2018	422.40	.00	
131	JACKSON HOLE NEWS & GUID	278394	AD#346370	05/09/2018	31.80	.00	
131	JACKSON HOLE NEWS & GUID	278395	AD@#346369	05/09/2018	35.78	.00	
131	JACKSON HOLE NEWS & GUID	278396	AD#346368	05/09/2018	35.78	.00	
131	JACKSON HOLE NEWS & GUID	278397	AD#346371	05/09/2018	39.75	.00	
131	JACKSON HOLE NEWS & GUID	279046	AD#347238	05/23/2018	67.58	.00	
131	JACKSON HOLE NEWS & GUID	279306	AD#347239	05/30/2018	95.40	.00	
131	JACKSON HOLE NEWS & GUID	279307	AD#347191	05/30/2018	218.40	.00	
131	JACKSON HOLE NEWS & GUID	279308	AD#347582	05/30/2018	127.20	.00	
131	JACKSON HOLE NEWS & GUID	279309	AD#347585	05/30/2018	123.23	.00	
131	JACKSON HOLE NEWS & GUID	279310	AD#347586	05/30/2018	723.45	.00	
131	JACKSON HOLE NEWS & GUID	279362	AD#347587	05/30/2018	31.80	.00	
131	JACKSON HOLE NEWS & GUID	279363	AD#347588	05/30/2018	23.85	.00	
131	JACKSON HOLE NEWS & GUID	279401	AD#345671	05/31/2018	1,297.92	.00	
131	JACKSON HOLE NEWS & GUID	279402	AD#347718	05/31/2018	128.14	.00	
131	JACKSON HOLE NEWS & GUID	279403	AD#347188	05/31/2018	424.42	.00	
131	JACKSON HOLE NEWS & GUID	279404	AD#344631	05/31/2018	1,081.60	.00	
131	JACKSON HOLE NEWS & GUID	279405	AD#346672	05/31/2018	512.56	.00	
131	JACKSON HOLE NEWS & GUID	279913	AD#347830	06/06/2018	151.05	.00	
131	JACKSON HOLE NEWS & GUID	279915	AD#279915	06/06/2018	143.10	.00	
131	JACKSON HOLE NEWS & GUID	279916	AD#347832	06/06/2018	254.40	.00	
131	JACKSON HOLE NEWS & GUID	279916	AD#347832	06/06/2018	254.40	.00	
131	JACKSON HOLE NEWS & GUID	279917	ADD#347833	06/06/2018	465.08	.00	
131	JACKSON HOLE NEWS & GUID	279918	AD#347923	06/06/2018	218.40	.00	
131	JACKSON HOLE NEWS & GUID	279919	AD#347834	06/06/2018	103.35	.00	
131	JACKSON HOLE NEWS & GUID	279920	AD@347261	06/06/2018	276.20	.00	
131	JACKSON HOLE NEWS & GUID	279984	AD#347835	06/06/2018	27.83	.00	
Total 131:					7,816.47	.00	
156	LOWER VALLEY ENERGY INC	92050 053118	930 simon lane	05/31/2018	72.19	72.19	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	145 WEST HANSEN	05/31/2018	60.71	60.71	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	145 WEST HANSEN	05/31/2018	32.69	32.69	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	145 WEST HANSEN	05/31/2018	25.02	25.02	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	145 WEST HANSEN	05/31/2018	58.38	58.38	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	940 SIMON LANE	05/31/2018	81.36	81.36	06/05/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
156	LOWER VALLEY ENERGY INC	92050 053118	174 N KING	05/31/2018	303.22	303.22	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	455 VIN STREET	05/31/2018	40.49	40.49	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	55 VIRGINIAN	05/31/2018	61.09	61.09	06/05/2018
156	LOWER VALLEY ENERGY INC	92050 053118	55 VIRGINIAN	05/31/2018	26.64	26.64	06/05/2018
156	LOWER VALLEY ENERGY INC	92050-017- 05/	92050-017: INTERMED TREATM	05/31/2018	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-021- 05/	92050-021: 150 E PEARL AVE	05/31/2018	1,410.07	.00	
156	LOWER VALLEY ENERGY INC	92050-025- 05/	92050-025: SK W NEW SHOP	05/31/2018	445.42	.00	
156	LOWER VALLEY ENERGY INC	92050-047- 05/	92050-047: UV BUILDING	05/31/2018	16.00	.00	
156	LOWER VALLEY ENERGY INC	92050-051- 05/	92050-051: WELL #5	05/31/2018	1,940.42	.00	
156	LOWER VALLEY ENERGY INC	92050-114- 05/	92050-114: HOME RANCH RSTR	05/31/2018	204.98	.00	
156	LOWER VALLEY ENERGY INC	92050-131- 05/	92050-131: 195 E DELONEY RS	05/31/2018	67.94	.00	
156	LOWER VALLEY ENERGY INC	92050-357- 05/	92050-357: KARNS MEADOW ST	05/31/2018	223.04	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-045: TOWN SQUARE LIG	05/31/2018	47.27	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-050: WATER TANK JXN	05/31/2018	20.46	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-081: PEARL ST IRR CON	05/31/2018	19.92	.00	
156	LOWER VALLEY ENERGY INC	92050-GRP:71	92050-074: CRABTREE LANE T	05/31/2018	16.24	.00	
Total 156:					5,189.55	761.79	
166	TETON COUNTY-FUND 19	053118	MAY 2018 PARKS & REC	05/31/2018	20,375.25	.00	
Total 166:					20,375.25	.00	
187	NELSON ENGINEERING	47144	PROJ: 14-175-03 WEST BROAD	05/29/2018	23,591.00	.00	
Total 187:					23,591.00	.00	
215	RED'S AUTO GLASS, INC.	I034702	LABOR: INSTALL GLASS DOOR	04/26/2018	85.00	.00	
Total 215:					85.00	.00	
226	O'RYAN CLEANERS	1000805-06-01	DRY CLEANING	06/01/2018	181.98	.00	
Total 226:					181.98	.00	
241	ST JOHN'S HOSPITAL	053118	CLINIC NUMBER 30726702 0531	05/31/2018	715.00	.00	
241	ST JOHN'S HOSPITAL	30800642-000	EMERGENCY ROOM VISIT	05/15/2018	372.50	.00	
Total 241:					1,087.50	.00	
251	STANDARD PLUMBING SUPPLY	HKKW89	METAL CUTS BLADE- CUTTER	06/11/2018	31.96	.00	
Total 251:					31.96	.00	
257	NAPA AUTO PARTS INC.	775140	WHEEL COVER PAINTED	05/08/2018	19.99	.00	
257	NAPA AUTO PARTS INC.	779292	FLASHER	05/30/2018	48.85	.00	
257	NAPA AUTO PARTS INC.	779437	NAPAGOLD OIL FILTERS, AIR FI	05/30/2018	249.04	.00	
257	NAPA AUTO PARTS INC.	779444	NAPAGOLD AIR FILTER	05/30/2018	23.74	.00	
257	NAPA AUTO PARTS INC.	781151	BATFILL	06/07/2018	12.28	.00	
Total 257:					353.90	.00	
268	TETON MOTORS INC	5085882	CONDENSER	05/22/2018	146.28	.00	
268	TETON MOTORS INC	5085883	PAD KIT, ROTOR	05/22/2018	523.60	.00	
268	TETON MOTORS INC	5085963	CREDIT: ROTOR	05/29/2018	400.40-	.00	
Total 268:					269.48	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
284	THOMPSON PALMER & ASSOCI	68324	CONSULTING TOWN BUDGET	05/31/2018	475.00	.00	
	Total 284:				475.00	.00	
328	842-NCPERS GROUP WYOMIN	842618	PAYROLL DEDUCTIONS	05/23/2018	80.00	80.00	06/06/2018
	Total 328:				80.00	80.00	
383	ANTLER MOTEL, INC.	051718	ROOMS @ 49ER FOR CANIDID	05/17/2018	1,375.00	.00	
	Total 383:				1,375.00	.00	
406	WYOMING LAW ENFORCEMEN	A-428	TRAINING MATTSON	05/15/2018	1,692.70	.00	
	Total 406:				1,692.70	.00	
472	WHITE GLOVE CLEANING, INC.	34827	MOVE OUT HOUSE CLEANING	06/04/2018	298.76	.00	
	Total 472:				298.76	.00	
502	ELECTRICAL WHSLE SUPPLY C	S4466112.001	PLSTC TAPE, ELECT TAPE, CO	05/17/2018	77.01	.00	
	Total 502:				77.01	.00	
503	HUNT CONSTRUCTION INC	7828	CRACK REPAIR @ FLAT CREEK	06/11/2018	4,390.00	.00	
	Total 503:				4,390.00	.00	
544	CENTURYLINK	1441192058	75912352 0518	05/19/2018	240.80	.00	
	Total 544:				240.80	.00	
552	RENDEZVOUS ENGINEERING,	20613	JOB #: 18-010- TOJ PUBLIC WO	05/31/2018	2,889.85	.00	
552	RENDEZVOUS ENGINEERING,	20614	PROJ: 18-011- TOJ 2022 WILD F	05/31/2018	65.00	.00	
	Total 552:				2,954.85	.00	
563	WESTBANK SANITATION	2863002	940 Simon Lane	06/01/2018	46.69	.00	
563	WESTBANK SANITATION	2863373	WWTP- TRASH SERVICE FOR J	06/01/2018	613.03	.00	
	Total 563:				659.72	.00	
605	CNA SURETY	070318	BOND FOR CLERKS & TREASU	06/30/2018	609.50	.00	
	Total 605:				609.50	.00	
611	CUMMINS ROCKY MOUNTAIN L	024-55103-1	LABOR, MICS SERVICE, PARTS	03/31/2017	681.34	.00	
	Total 611:				681.34	.00	
614	TETON COUNTY TREASURER	061518	ELECTRICAL FEES COLLECTE	06/15/2018	58,830.12	.00	
	Total 614:				58,830.12	.00	
618	ZYLAB INTERNATIONAL INC.	V180_180065	WEBSERVER LICENSES 070118	05/29/2018	5,195.50	.00	
	Total 618:				5,195.50	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
668	FREEDOM MAILING SERVICE I	33763	UTILITY BILLING	06/08/2018	897.13	.00	
668	FREEDOM MAILING SERVICE I	33763	UTILITY BILLING	06/08/2018	897.14	.00	
Total 668:					1,794.27	.00	
708	DELTA DENTAL PLAN OF WYO	053118	MAY CLAIMS	05/31/2018	9,964.90	9,964.90	06/06/2018
Total 708:					9,964.90	9,964.90	
721	EMERG + A + CARE	943222861	WORK EXAM	06/01/2018	251.00	.00	
Total 721:					251.00	.00	
831	RST SAND & GRAVEL	16158	TICKET # 20945- TOPSOIL SCR	06/08/2018	147.20	.00	
Total 831:					147.20	.00	
861	ROTARY CLUB OF JACKSON H	030118	QUARTLY DUES MARCH & APR	04/30/2018	392.00	.00	
Total 861:					392.00	.00	
937	AERATION INDUSTRIES INT. IN	0156108	EPOXY FILTER COVER FITS	05/31/2018	797.65	.00	
Total 937:					797.65	.00	
996	TETON COUNTY SPECIAL FIRE	053018C	MAY 2018 CAPTIAL	05/30/2018	16,453.80	.00	
996	TETON COUNTY SPECIAL FIRE	053018M	MAY 2018 CAPTIAL	05/30/2018	24,311.75	.00	
Total 996:					40,765.55	.00	
1022	GALLS INC.	009302590	UNIFORMS	02/09/2018	92.00	.00	
1022	GALLS INC.	009937140	MENS TWILL PDU	05/17/2018	171.50	.00	
1022	GALLS INC.	009985801	RADIO HOLDER	05/24/2018	80.00	.00	
Total 1022:					343.50	.00	
1134	ENERGY LABORATORIES INC.	158500	INFLUENT, EFFLUENT	05/31/2018	106.00	.00	
Total 1134:					106.00	.00	
1355	TETON COUNTY TRANSFER ST	367434	DIM/LUMBER	05/03/2018	129.00	.00	
Total 1355:					129.00	.00	
1443	TETON COUNTY CLERK	053118FE	JUNE 2018 FIRE/EMS	05/31/2018	101,360.75	.00	
1443	TETON COUNTY CLERK	053118HA	JUNE 2018 HOUSING	05/31/2018	13,049.50	.00	
1443	TETON COUNTY CLERK	053118PR	JUNE 2018 PARKS & REC	05/31/2018	90,986.59	.00	
1443	TETON COUNTY CLERK	053118PR	JUNE 2018 PARKS & REC	05/31/2018	21,949.66	.00	
1443	TETON COUNTY CLERK	117	PROFESSIONAL SERVICES - C	03/31/2008	548.56	.00	
Total 1443:					227,895.06	.00	
1504	ONE CALL OF WYOMING	48630	TICKETS FOR MAY 2018 CDC C	06/05/2018	123.75	.00	
1504	ONE CALL OF WYOMING	48630	TICKETS FOR MAY 2018 CDC C	06/05/2018	123.75	.00	
Total 1504:					247.50	.00	
1505	SPRING CREEK ANIMAL HOSPI	624921830	MEDS	05/03/2018	30.39	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1505	SPRING CREEK ANIMAL HOSPI	624922066	ANIMAL CARE	05/08/2018	15.00	.00	
1505	SPRING CREEK ANIMAL HOSPI	624922066	ANIMAL CARE	05/08/2018	99.97	.00	
1505	SPRING CREEK ANIMAL HOSPI	624922598	ANIMAL CARE	05/17/2018	37.96	.00	
1505	SPRING CREEK ANIMAL HOSPI	624922630	PET FOOD	05/18/2018	34.23	.00	
1505	SPRING CREEK ANIMAL HOSPI	624922915	CANINE FOOD	05/23/2018	211.18	.00	
1505	SPRING CREEK ANIMAL HOSPI	624922934	MEDS	05/23/2018	14.28	.00	
Total 1505:					443.01	.00	
1560	BLUE SPRUCE CLEANERS,INC	060118	DRY CLEANING	06/01/2018	338.68	.00	
Total 1560:					338.68	.00	
1614	TETON COUNTY-FUND 10	053018D	MAY 2018 DISPATCH	05/30/2018	24,184.80	.00	
1614	TETON COUNTY-FUND 10	053018K	MAY 2018 KOHLHARDT	05/30/2018	4,321.05	.00	
1614	TETON COUNTY-FUND 10	053018N	MAY 2018 NORTON	05/30/2018	7,391.36	.00	
1614	TETON COUNTY-FUND 10	053018P	MAY 2018 PATHWAYS	05/30/2018	10,244.25	.00	
Total 1614:					46,141.46	.00	
1640	WESTERN STATES	IN000613838	CONTRACT SUMMARY	04/10/2018	1,173.75	.00	
1640	WESTERN STATES	IN000613838	CONTRACT SUMMARY	04/10/2018	391.25	.00	
1640	WESTERN STATES	IN000663054	HOSE AS	05/21/2018	127.72	.00	
Total 1640:					1,692.72	.00	
1764	WYOMING.COM INC	1815194	DOMAIN HOSTING	06/05/2018	5.00	.00	
Total 1764:					5.00	.00	
1783	AT&T	05162018	MONTHLY CHARGES	05/08/2018	64.70	.00	
1783	AT&T	287279795460	MONTHLY CHARGES	05/19/2018	247.56	247.56	06/07/2018
Total 1783:					312.26	247.56	
1949	VERIZON WIRELESS	9808276129	MONTHLY SERVICES	05/02/2018	5,323.26	.00	
1949	VERIZON WIRELESS	9808276130	MONTHLY SERVICES	05/02/2018	1,542.88	.00	
Total 1949:					6,866.14	.00	
2175	DIVISION OF VICTIM SERVICES	060118	Crime surcharge 16-01-0105, 17-	06/01/2018	300.00	300.00	06/04/2018
Total 2175:					300.00	300.00	
2179	XEROX CORPORATION	093414398	CONTRACT COPIER	06/01/2018	96.49	.00	
2179	XEROX CORPORATION	093414399	CONTRACT COPIER	06/01/2018	292.16	.00	
2179	XEROX CORPORATION	093414400	CONTRACT COPIER	06/01/2018	225.94	.00	
2179	XEROX CORPORATION	093414401	CONTRACT COPIER	06/01/2018	60.10	.00	
2179	XEROX CORPORATION	093414417	CONTRACT COPIER	06/01/2018	16.78	.00	
Total 2179:					691.47	.00	
2380	EMPLOYERS COUNCIL SERVIC	0000214242	TRAVEL EXPENSES	05/29/2018	180.62	.00	
Total 2380:					180.62	.00	
2383	COVENANT INSURANCE GROU	053118	CONSULTING agreement 07/01/1	05/31/2018	6,750.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 2383:					6,750.00	.00	
2486	JH APPLIANCE	33653	SERVICE CHARGE TECH @ 685	05/21/2018	79.00	.00	
Total 2486:					79.00	.00	
2556	TETON WATER WORKS	053118	RESTITUTION CASE#17-07-000	05/31/2018	100.00	100.00	06/04/2018
Total 2556:					100.00	100.00	
2614	PLANET JACKSON HOLE, INC	053118	ADS	05/31/2018	1,008.00	.00	
Total 2614:					1,008.00	.00	
2802	WESTWOOD CURTIS	20617	PROJ: 18-037 TOJ PUBLIC WOR	05/31/2018	1,680.00	.00	
2802	WESTWOOD CURTIS	20624	PROJ: 18-026 BROADWAY SPE	05/31/2018	474.76	.00	
Total 2802:					2,154.76	.00	
2814	TERRA FIRMA ORGANICS, INC	3672	SORTING OF MATERAIL FOR S	05/21/2018	1,000.00	.00	
Total 2814:					1,000.00	.00	
2842	YELLOW IRON EXCAVATION, L	28139	455 VINE DRIVE	05/31/2018	17.50	17.50	06/04/2018
2842	YELLOW IRON EXCAVATION, L	28139	455 VINE DRIVE	05/31/2018	17.50	17.50	06/04/2018
2842	YELLOW IRON EXCAVATION, L	28139	455 VINE DRIVE	05/31/2018	17.50	17.50	06/04/2018
2842	YELLOW IRON EXCAVATION, L	28139	455 VINE DRIVE	05/31/2018	17.50	17.50	06/04/2018
2842	YELLOW IRON EXCAVATION, L	28240	PROJ: TOWN AHLL- MAY 4 YAR	05/31/2018	200.00	.00	
2842	YELLOW IRON EXCAVATION, L	28241	TRASH REMOVAL MAY 2018 @	05/31/2018	325.00	.00	
Total 2842:					595.00	70.00	
2850	LDA INC.	2597	SHIPPING- WATER SAMPLES	06/06/2018	60.06	.00	
Total 2850:					60.06	.00	
3037	CHIEF	7734	JR BADGES	05/04/2018	1,335.25	.00	
Total 3037:					1,335.25	.00	
3222	OTIS ELEVATOR COMPANY	SB05033618	SERVICE CONTRACT 06/01/18	05/21/2018	2,845.80	.00	
Total 3222:					2,845.80	.00	
3237	MCI FLEET SUPPORT, INC.	3575597C	CREDIT	03/23/2018	848.04-	.00	
Total 3237:					848.04-	.00	
3323	IDAHO TRAFFIC SAFETY, INC.	189531	PROJ: 2018 ROAD STRIPING	06/11/2018	26,568.61	.00	
Total 3323:					26,568.61	.00	
3408	E.R. OFFICE EXPRESS	08994	OFFICE SUPPLY @ PW	04/25/2018	100.44	.00	
3408	E.R. OFFICE EXPRESS	08999	Tidal Paper	04/26/2018	131.98	.00	
3408	E.R. OFFICE EXPRESS	09302	FILE FOLDERS	05/31/2018	38.99	.00	
3408	E.R. OFFICE EXPRESS	09333	PAPER	06/04/2018	149.98	.00	
3408	E.R. OFFICE EXPRESS	09334	PAPER	06/04/2018	74.99	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3408	E.R. OFFICE EXPRESS	09374	PENS	06/06/2018	14.19	.00	
3408	E.R. OFFICE EXPRESS	09400	EARTHWISE BY OXFORD	06/08/2018	18.18	.00	
Total 3408:					528.75	.00	
3420	VISA	1016 0618	TRAVEL EXPENSE PD ACADEM	05/24/2018	62.63	.00	
3420	VISA	1065 0618	LIBERTY MOUNTAIN	05/24/2018	242.93	.00	
3420	VISA	1065 0618	STAPLES	05/24/2018	61.85-	.00	
3420	VISA	1065 0618	STRAFFORD PUBLICATIONS	05/24/2018	247.00	.00	
3420	VISA	1065 0618	USPS	05/24/2018	5.21	.00	
3420	VISA	1065 0618	STAPLES	05/24/2018	221.02	.00	
3420	VISA	1065 0618	SNAKE RIVER BREWING	05/24/2018	110.34	.00	
3420	VISA	1065 0618	PINKY G'S	05/24/2018	73.50	.00	
3420	VISA	1073 0618	US TACTICAL	05/24/2018	47.85	.00	
3420	VISA	1073 0618	CARDBOARD CUT OUT	05/24/2018	154.99	.00	
3420	VISA	1073 0618	MAVERICK	05/24/2018	15.04	.00	
3420	VISA	1073 0618	LANDER INN	05/24/2018	392.00	.00	
3420	VISA	1073 0618	BLAUER MANUFACTURING	05/24/2018	622.84	.00	
3420	VISA	1115 0618	SIDEWINDERS	05/24/2018	52.53	.00	
3420	VISA	1115 0618	FEDEX	05/24/2018	26.70	.00	
3420	VISA	1115 0618	MAINSTAY SUITES	05/24/2018	331.46	.00	
3420	VISA	1115 0618	MAINSTAY SUITES	05/24/2018	27.31-	.00	
3420	VISA	1115 0618	ALBERTSONS	05/24/2018	171.02	.00	
3420	VISA	1115 0618	ALBERTSONS	05/24/2018	47.86	.00	
3420	VISA	1115 0618	ALBERTSONS	05/24/2018	19.08	.00	
3420	VISA	1115 0618	CROWN TROPHY	05/24/2018	31.00	.00	
3420	VISA	1115 0618	AYLOR STORE	05/24/2018	50.00	.00	
3420	VISA	1115 0618	HAT SIX TRAVEL	05/24/2018	75.00	.00	
3420	VISA	1123 0618	BK	05/24/2018	5.03	.00	
3420	VISA	1123 0618	FANNETT GRILL	05/24/2018	16.25	.00	
3420	VISA	1123 0618	HOLIDAY INN	05/24/2018	93.00	.00	
3420	VISA	1164 0618	UPS	05/24/2018	28.75	.00	
3420	VISA	1164 0618	EL ABUELITO	05/24/2018	36.80	.00	
3420	VISA	1164 0618	SMITHS	05/24/2018	35.64	.00	
3420	VISA	1164 0618	ALBERTSONS	05/24/2018	2.00	.00	
3420	VISA	1164 0618	SMITHS	05/24/2018	30.68	.00	
3420	VISA	1164 0618	FED EX	05/24/2018	63.74	.00	
3420	VISA	1164 0618	JACKSON HOLE MARKETPLAC	05/24/2018	15.00	.00	
3420	VISA	1164 0618	FED EX	05/24/2018	51.65	.00	
3420	VISA	1164 0618	JACKSON HOLE MARKETPLAC	05/24/2018	15.00	.00	
3420	VISA	1255 0618	BUBBA'S	05/24/2018	30.37	.00	
3420	VISA	1255 0618	STAPLES	05/24/2018	279.86	.00	
3420	VISA	2030 0618	DETAIL DRIVEN	05/24/2018	125.00	.00	
3420	VISA	2030 0618	TEXACO	05/24/2018	29.73	.00	
3420	VISA	2030 0618	TRAVEL EXPENSE	05/24/2018	286.39	.00	
3420	VISA	4564 0618	AMAZON LIGHT BULBS	05/24/2018	37.00	.00	
3420	VISA	4564 0618	TLF FLOWERS	05/24/2018	76.90	.00	
3420	VISA	4564 0618	AMAZON CABLES	05/24/2018	9.74	.00	
3420	VISA	4564 0618	AMAZON FILLER	05/24/2018	57.34	.00	
3420	VISA	4564 0618	AMAZON TOGGLE SWITCH	05/24/2018	16.88	.00	
3420	VISA	4564 0618	USPS	05/24/2018	24.20	.00	
3420	VISA	4564 0618	AMAZON WIPER BLADES	05/24/2018	64.28	.00	
3420	VISA	5207 0618	AMAZON CARIBENERS	05/24/2018	36.40	.00	
3420	VISA	5207 0618	ACE HARDWARE	05/24/2018	.83	.00	
3420	VISA	5215 0618	ALBERTSONS	06/14/2018	59.29	.00	
3420	VISA	5215 0618	ALBERTSONS	06/14/2018	3.99	.00	
3420	VISA	5215 0618	GALLS	06/14/2018	336.55	.00	
3420	VISA	5215 0618	WYOMING WIRELESS	06/14/2018	132.56	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420 VISA		5215 0618	CHEYENNE STAY BRIDGE SUIT	06/14/2018	279.00	.00	
3420 VISA		5215 0618	COCOCOLA BOTTLE	06/14/2018	17.15	.00	
3420 VISA		5215 0618	HILTON PARC	06/14/2018	291.13	.00	
3420 VISA		5215 0618	AMAZON	06/14/2018	241.10	.00	
3420 VISA		5215 0618	EXXON	06/14/2018	23.73	.00	
3420 VISA		5215 0618	HOLIDAY INN - RIVERTON	06/14/2018	101.37	.00	
3420 VISA		5215 0618	NATIONAL NETWORK	06/14/2018	300.00	.00	
3420 VISA		5215 0618	NATIONAL NETWORK	06/14/2018	145.00	.00	
3420 VISA		5215 0618	NATIONAL NETWORK	06/14/2018	445.00	.00	
3420 VISA		5215 0618	DELTA AIR	06/14/2018	457.60	.00	
3420 VISA		5215 0618	DELTA AIR	06/14/2018	457.60	.00	
3420 VISA		5397 0618	SILVER DOLLAR	05/24/2018	20.00	.00	
3420 VISA		5397 0618	POST REGISTER	05/24/2018	666.50	.00	
3420 VISA		5397 0618	SNOW KING RESORT	05/24/2018	99.55-	.00	
3420 VISA		5397 0618	LUCKYS	05/24/2018	16.38	.00	
3420 VISA		5397 0618	SILVER DOLLAR	05/24/2018	132.50	.00	
3420 VISA		5397 0618	SILVER DOLLAR	05/24/2018	22.00	.00	
3420 VISA		5397 0618	SILVER DOLLAR	05/24/2018	134.00	.00	
3420 VISA		5397 0618	NEW YORK CITY SUB	05/24/2018	210.80	.00	
3420 VISA		5397 0618	FACEBOOK ADS	05/24/2018	5.17	.00	
3420 VISA		5397 0618	SNOW KING RESORT	05/24/2018	2,080.10	.00	
3420 VISA		5397 0618	MOES ORIGINAL	05/24/2018	66.18	.00	
3420 VISA		5397 0618	CASPER STAR TRIBUNE	05/24/2018	1,092.00	.00	
3420 VISA		5397 0618	SNOW KING RESORT CATERIN	05/24/2018	1,758.75	.00	
3420 VISA		6098 0618	PLANETIZEN	05/24/2018	19.95	.00	
3420 VISA		6106 0618	SNOW KING	05/24/2018	1.15	.00	
3420 VISA		6106 0618	ALBERTSONS	05/24/2018	7.98	.00	
3420 VISA		6106 0618	CONOCO	05/24/2018	31.03	.00	
3420 VISA		6106 0618	INTERNATIONAL CODE COUNC	05/24/2018	136.00	.00	
3420 VISA		6106 0618	FACEBOOK ADS	05/24/2018	49.47	.00	
3420 VISA		6106 0618	SNOW KING	05/24/2018	1,032.60	.00	
3420 VISA		6106 0618	SNOW KING	05/24/2018	342.08	.00	
3420 VISA		6106 0618	FEDEX	05/24/2018	14.20	.00	
3420 VISA		6106 0618	FEDEX	05/24/2018	36.62	.00	
3420 VISA		6106 0618	STINKY PRINTS	05/24/2018	1,333.76	.00	
3420 VISA		6684 0618	THE WORT	05/24/2018	43.04	.00	
3420 VISA		6684 0618	THE WORT	05/24/2018	23.61	.00	
3420 VISA		6684 0618	THE WORT	05/24/2018	37.80	.00	
3420 VISA		6684 0618	FOUR SEASONS	05/24/2018	85.28	.00	
3420 VISA		6684 0618	THE WORT	05/24/2018	33.56	.00	
3420 VISA		6684 0618	THE WORT	05/24/2018	10.12	.00	
3420 VISA		6817 0618	VALLEY MARKET	05/24/2018	79.58	.00	
3420 VISA		6817 0618	MAVERICK	05/24/2018	71.82	.00	
3420 VISA		6817 0618	MURDOCH'S	05/24/2018	71.37	.00	
3420 VISA		6817 0618	GREEN RIVER ANIMAL CLINIC	05/24/2018	57.74	.00	
3420 VISA		6825 0618	EXPENSES fbi ACADEMY	05/24/2018	220.32	.00	
3420 VISA		6825 0618	SAKE THAI	05/24/2018	36.17	.00	
3420 VISA		6908 0618	CREDIT COUCHER-VDARA	06/14/2018	44.22-	.00	
3420 VISA		6908 0618	HOLIDAY INN ST GEORGE	06/14/2018	182.93	.00	
3420 VISA		6908 0618	INTUIT	06/14/2018	15.00	.00	
3420 VISA		6908 0618	AMAZON PRIME MEMBERSHIP	06/14/2018	99.00	.00	
3420 VISA		6908 0618	AUTOLINK DISH	06/14/2018	111.66	.00	
3420 VISA		6908 0618	VDARA FRONT DESK	06/14/2018	1,137.67	.00	
3420 VISA		6908 0618	PAYPAL CONCRETES	06/14/2018	90.00	.00	
3420 VISA		6908 0618	CREDIT VOUCHER-MIRAGE	06/14/2018	157.60-	.00	
3420 VISA		6908 0618	CREDIT VOUCHER-MIRAGE	06/14/2018	135.15-	.00	
3420 VISA		6908 0618	IPHONE PAYMENT	06/14/2018	56.16	.00	
3420 VISA		6908 0618	IPHONE PAYMENT	06/14/2018	56.16	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3420	VISA	6908 0618	AMAZON WE SERVICES	06/14/2018	78.88	.00	
3420	VISA	6908 0618	URBAN ARMOR GEAR	06/14/2018	139.80	.00	
3420	VISA	6908 0618	VDARA CONDO -VEGAS	06/14/2018	124.72	.00	
3420	VISA	7294 0618	ANIMAL SHELTER SUPPLIES	05/24/2018	772.29	.00	
3420	VISA	7294 0618	ANIMAL SHELTER SUPPLIES	05/24/2018	379.00	.00	
3420	VISA	8144 0618	MAVERIC	05/24/2018	15.50	.00	
3420	VISA	8144 0618	PILOT	05/24/2018	12.93	.00	
3420	VISA	8144 0618	CRYSTAL INN	05/24/2018	510.40	.00	
3420	VISA	8144 0618	OWPSACSTATE	05/24/2018	156.00	.00	
3420	VISA	8144 0618	HOME DEPOT	05/24/2018	479.64	.00	
3420	VISA	8144 0618	MAVERIC	05/24/2018	16.00	.00	
3420	VISA	8144 0618	ALLRED APPLIANCE	05/24/2018	74.50	.00	
3420	VISA	8185 0618	CHEYENNE STAYBRIDGE SUIT	06/14/2018	279.00	.00	
3420	VISA	8185 0618	START BIKE-EMPLOYEES	06/14/2018	262.50	.00	
3420	VISA	8185 0618	THE MIDDLE FORK	06/14/2018	15.37	.00	
3420	VISA	8185 0618	LOAF AND JUG JACKSON	06/14/2018	26.86	.00	
3420	VISA	8185 0618	SMTIHS,JACKSON	06/14/2018	19.19	.00	
3420	VISA	8185 0618	ALBERTSONS,JACKSON	06/14/2018	16.94	.00	
3420	VISA	8185 0618	NATURAL GROCERS CHEYENN	06/14/2018	15.56	.00	
3420	VISA	8185 0618	NATURAL GROCERS CHEYENN	06/14/2018	10.42	.00	
3420	VISA	8185 0618	OLD CHICAGO CHEYENNE	06/14/2018	23.58	.00	
3420	VISA	8185 0618	CITY MARKET RAWLINS	06/14/2018	30.00	.00	
3420	VISA	8185 0618	TAQUERIA MEXICAN CHEYENN	06/14/2018	27.42	.00	
3420	VISA	8185 0618	HOLIDAY LODGE CHEYENNE	06/14/2018	69.76	.00	
3420	VISA	8185 0618	KS RAWLINS	06/14/2018	26.80	.00	
3420	VISA	8185 0618	COWFISH LANDER	06/14/2018	30.20	.00	
3420	VISA	8185 0618	ANONGS THAI CUISINE CHEYE	06/14/2018	37.27	.00	
Total 3420:					22,612.59	.00	
3487	ARCHITECTURAL BUILDING SU	7830912	DOOR WORK @ POLICE STATI	06/01/2018	1,302.52	.00	
Total 3487:					1,302.52	.00	
3527	UPS	0000129VW42	SHIPPING CHARGE-POLICE	05/26/2018	18.48	.00	
3527	UPS	0000129VW42	SHIPPING CHARGE-POLICE	06/02/2018	20.60	.00	
Total 3527:					39.08	.00	
3596	ADVANCED GLASS TRIM, LLC	19189	WINDSHIELD #3398- 2013 CHEV	05/23/2018	240.00	.00	
3596	ADVANCED GLASS TRIM, LLC	19200	WINDSHIELD #685- 2015 CHEV	05/23/2018	315.00	.00	
Total 3596:					555.00	.00	
3619	WY CHILD SUPPORT ENFORCE	060618	case #209790 GALLEGHER	06/06/2018	146.76	146.76	06/06/2018
3619	WY CHILD SUPPORT ENFORCE	060618	case#230073 CORONA	06/06/2018	745.50	745.50	06/06/2018
Total 3619:					892.26	892.26	
3661	JOHNSON, ROBERTS & ASSOC	135999	PHQ ANSWER SHEET,MAIL	05/31/2018	15.00	.00	
Total 3661:					15.00	.00	
3761	RAE, JOSHUA	28A	BOARDWALK TEAR AND REPL	05/11/2018	10,998.73	10,998.73	06/01/2018
Total 3761:					10,998.73	10,998.73	
3879	GROSSENBACHER BROS, INC	47250	PD NOTEBOOKS	05/15/2018	315.65	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 3879:					315.65	.00	
3932	MILLER SANITATION	11591	CITY CANS 74/DAY, ONE EXTR	05/18/2018	8,029.00	.00	
3932	MILLER SANITATION	11592	START ROUTE 10 CANS- JUNE	05/18/2018	455.00	.00	
Total 3932:					8,484.00	.00	
3961	CHARTER	002091805281	150 E PEARL	05/28/2018	1,612.26	.00	
Total 3961:					1,612.26	.00	
3989	STINKY PRINTS, INC	47042	PROJ: TOJ WATER SYSTEM- E	05/04/2018	35.30	.00	
Total 3989:					35.30	.00	
4125	ROSS CONCRETE CONST LLC	052918	PROJ: ELLINGWOOD SIDEWAL	05/29/2018	4,927.50	.00	
Total 4125:					4,927.50	.00	
4212	GILLIG LLC	40460197	LED LAMP BLK	05/21/2018	161.34	.00	
4212	GILLIG LLC	40461804	BRAKE CHAMBER	05/24/2018	572.74	.00	
4212	GILLIG LLC	50421100	CREDIT: 39' WHEEL SENSOR &	05/11/2018	108.57-	.00	
Total 4212:					625.51	.00	
4240	JERRY SEINER CHEVROLET, IN	1946946	MOTOR ASM FAN	05/11/2018	247.11	.00	
Total 4240:					247.11	.00	
4292	Commercial Tire-ID Falls	110274	265/70R17 BLIZZAK DMV2	05/22/2018	1,502.32	.00	
Total 4292:					1,502.32	.00	
4294	FIRE SERVICES OF IDAHO	39772P	PROJ: TOJ SERVICE CALL TO D	05/30/2018	285.00	.00	
Total 4294:					285.00	.00	
4359	SHERWIN-WILLIAMS CO.	1197-1	SAFETY WALKWAY PAINTING	05/15/2018	804.95	.00	
4359	SHERWIN-WILLIAMS CO.	1531-1	CHL RBR WHT TRAFFIC GRN, C	05/21/2018	178.30	.00	
4359	SHERWIN-WILLIAMS CO.	2-6474	RAC X TIP 211	05/23/2018	31.99	.00	
Total 4359:					1,015.24	.00	
4401	MEYRING & ASSOCIATES, INC	18577	OUTDOOR VACUUM NEED FLE	05/16/2018	144.04	.00	
4401	MEYRING & ASSOCIATES, INC	18599	DISCONNECT WALL HEATER- L	05/17/2018	91.01	.00	
4401	MEYRING & ASSOCIATES, INC	18635	SERVICE CALL- LOOK TO REPL	06/12/2018	70.00	.00	
Total 4401:					305.05	.00	
4452	3T PRODUCTS, LLC	59914	REFLECTIVE TAPE AMD CAP, S	03/27/2018	271.16	.00	
Total 4452:					271.16	.00	
4473	BROWER PSYCHOLOGICAL SE	063018	PSYCH REVIEW	06/30/2018	600.00	.00	
Total 4473:					600.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4485	BLISS CARGO	11942	DELIVERY OF PACKAGE FROM	05/13/2018	100.00	.00	
	Total 4485:				100.00	.00	
4548	SILVER CREEK SUPPLY	S1859570.001	LENEX TUBE CUTTER	06/11/2018	79.86	.00	
	Total 4548:				79.86	.00	
4556	ENTERSECT	518EP31284	ENTERSECT POLICE ONLINT 1	05/31/2018	902.99	.00	
	Total 4556:				902.99	.00	
4623	MSC INDUSTRIAL SUPPLY CO	2115963001	SS WORM GEAR HOSE CLAMP,	05/10/2018	265.47	.00	
	Total 4623:				265.47	.00	
4691	SCHOW'S TRUCK CENTER	C005039375:0	CAM KIT, WASHER, SPACERS,	05/24/2018	2,548.26	.00	
	Total 4691:				2,548.26	.00	
4699	SNAKE RIVER ROASTING	559712	COFFEE FOR PW SHOP & STR	04/05/2018	96.90	.00	
4699	SNAKE RIVER ROASTING	560645	COFFEE @ PW SHOP	05/24/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	600155	COFFEE	05/31/2018	101.75	.00	
4699	SNAKE RIVER ROASTING	600156	COFFEE @ PW	05/31/2018	48.45	.00	
4699	SNAKE RIVER ROASTING	600220	CREDIT: RETURN BUNN PAPER	06/04/2018	34.95-	.00	
	Total 4699:				260.60	.00	
4720	SILVERSTAR	2032730	FIBER	06/01/2018	2,313.27	.00	
	Total 4720:				2,313.27	.00	
4736	IDAHO CHILD SUPPORT RECEI	060618	case #236965 christensen	06/06/2018	350.50	350.50	06/06/2018
	Total 4736:				350.50	350.50	
4774	BIG R RANCH & HOME	1325998	SUNSCREEN SPRAY, GENERA	06/07/2018	20.98	.00	
	Total 4774:				20.98	.00	
4775	Schmidt, Brian	019299	REIMBURSTMENT DOT PHYSIC	06/05/2018	155.00	.00	
	Total 4775:				155.00	.00	
4825	PLUM	0055731-IN	ANIMAL SHELTER GOODIES	05/31/2018	354.16	.00	
	Total 4825:				354.16	.00	
4848	WAMCO LAB, INC.	13618	FULL EFFLUENT ACUTE TOXICIT	05/14/2018	1,000.00	.00	
	Total 4848:				1,000.00	.00	
4859	Flowpoint Envirmental systems	4359	WATER+7	02/11/2018	265.00	.00	
4859	Flowpoint Envirmental systems	4359	WATER+7	02/11/2018	530.00	.00	
	Total 4859:				795.00	.00	
4887	CONTROL SYSTEM TECHNOLO	8979	CONTROL SERVICE, MILEAGE	05/17/2018	7,635.00	.00	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4887	CONTROL SYSTEM TECHNOLO	8980	CONTROL SERVICE, MILEAGE	05/17/2018	692.50	.00	
4887	CONTROL SYSTEM TECHNOLO	8984	CONTROL SERVICE- UPDATE C	05/22/2018	2,567.50	.00	
4887	CONTROL SYSTEM TECHNOLO	8985	CONTROL SERVICE- START UP	05/22/2018	2,500.00	.00	
4887	CONTROL SYSTEM TECHNOLO	8989	CONTROL SERVICE- CONNECT	05/29/2018	3,420.00	.00	
4887	CONTROL SYSTEM TECHNOLO	8990	CONTROL SERVICE- DEVELOP	05/29/2018	3,750.00	.00	
4887	CONTROL SYSTEM TECHNOLO	8994	CONTROL SERVICE: MODIFIED	06/04/2018	2,932.50	.00	
Total 4887:					23,497.50	.00	
4931	SNOW KING HOTEL	180706	STAKEHOLDER MEETING	04/19/2018	486.85	.00	
Total 4931:					486.85	.00	
4966	DANA SAFETY SUPPLY, INC	516198	SMITH AND WARREN BUCKLE	05/22/2018	906.09	.00	
Total 4966:					906.09	.00	
4988	HD FOWLER COMPANY	C446329	CREDIT: 36" VALVE BOX BOTT	06/01/2018	164.68-	.00	
4988	HD FOWLER COMPANY	I4842657	36" VALVE BOX, 26" VALVE BOX	05/31/2018	1,077.73	.00	
4988	HD FOWLER COMPANY	I4845837	FAST SS TAPPING SLEEVE	06/04/2018	594.31	.00	
4988	HD FOWLER COMPANY	I4845967	36" SCREW TYPE VALVE BOX B	06/05/2018	149.32	.00	
4988	HD FOWLER COMPANY	I4847435	26" VALVE BOX TOP	06/05/2018	426.56	.00	
4988	HD FOWLER COMPANY	I4847436	1" VALVE BOX RISER	06/05/2018	32.01	.00	
4988	HD FOWLER COMPANY	I4849090	GRIP JOINT ADAPTER, CTS STI	06/06/2018	376.40	.00	
Total 4988:					2,491.65	.00	
5085	CORNFORTH CONSULTANTS, I	10917	WEST BROADWAY SLIDE- CON	04/02/2018	593.50	.00	
5085	CORNFORTH CONSULTANTS, I	10978	HILLSIDE REGULATIONS PLAN	05/04/2018	578.50	.00	
Total 5085:					1,172.00	.00	
5098	JACKSON ANIMAL HOSPITAL	15670	RABIES	05/02/2018	15.00	.00	
5098	JACKSON ANIMAL HOSPITAL	15802	DENTAL	05/09/2018	150.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16061	FELINE SPAY	05/23/2018	90.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16069	RABIES	05/23/2018	15.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16100	MEDS	05/24/2018	53.35	.00	
5098	JACKSON ANIMAL HOSPITAL	16124	ANIMAL CARE	05/26/2018	23.11	.00	
5098	JACKSON ANIMAL HOSPITAL	16154	CANINE SPAY	05/29/2018	173.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16335	RABIES & VACCINE	06/05/2018	15.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16335	RABIES & VACCINE	06/05/2018	23.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16357	RABIES	06/06/2018	15.00	.00	
5098	JACKSON ANIMAL HOSPITAL	16835	ANIMAL CARE	06/07/2018	83.62	.00	
Total 5098:					656.08	.00	
5111	SCHMILLEN, SCOTT	01679	FIXTURE CLEANING MAY 2018	05/22/2018	237.50	.00	
5111	SCHMILLEN, SCOTT	01680	FIXTURE CLEANING MAY 2018	05/22/2018	237.50	.00	
5111	SCHMILLEN, SCOTT	01681	FIXTURE CLEANING MAY 2018	05/23/2018	522.50	.00	
5111	SCHMILLEN, SCOTT	01682	FIXTURE CLEANING MAY 2018	05/24/2018	190.00	.00	
Total 5111:					1,187.50	.00	
5244	ISC, INC	SIN0246863	ADDON HPJ9150A COMPATIBL	05/31/2018	1,943.78	.00	
5244	ISC, INC	SIN024749	1 YEAR RENEWAL SYNAPPS C	05/30/2018	1,334.00	.00	
5244	ISC, INC	SIN024960	ADDON HP J9150A COMPATIBL	06/13/2018	313.66	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5244:					3,591.44	.00	
5280	ROUTEMATCH SOFTWARE, INC	34784	ANNUAL TECHNICAL SUPPORT	05/31/2018	17,008.75	.00	
5280	ROUTEMATCH SOFTWARE, INC	34784	ANNUAL TECHNICAL SUPPORT	05/31/2018	1,546.25	.00	
Total 5280:					18,555.00	.00	
5332	MOBILE WIRELESS, LLC	2704	NETMOTION MOBILITY	04/20/2018	543.48	.00	
5332	MOBILE WIRELESS, LLC	2704	NETMOTION MOBILITY	04/20/2018	2,717.38	.00	
Total 5332:					3,260.86	.00	
5543	RUSH TRUCK CENTER, IDAHO	3010465813	THERMOSTAT ASSEMBLY	05/08/2018	68.29	.00	
Total 5543:					68.29	.00	
5586	Ranck and Schwartz	1188	Mattheis Company	06/12/2018	2,362.50	.00	
Total 5586:					2,362.50	.00	
5632	SNAKE RIVER MEP COMPLETE,	3004	FAB AND DELIVER NEW FITTIN	05/21/2018	1,461.00	.00	
5632	SNAKE RIVER MEP COMPLETE,	3006	ERV (4 WAY SPLIT) @ START B	05/21/2018	1,360.00	.00	
Total 5632:					2,821.00	.00	
5726	AMAZON	042618	SHIPPING WIRELESS KEYBOA	04/26/2018	95.88	95.88	06/06/2018
5726	AMAZON	042818	MONITER-SHIPPING	04/28/2018	203.88	203.88	06/06/2018
5726	AMAZON	13QH-16YH-K	HP LASERJET PRO LASE PRIN	06/06/2018	449.84	.00	
5726	AMAZON	14KL-LG7Y-RL	BATTERY CARTRIDGE	05/20/2018	47.95	47.95	06/06/2018
5726	AMAZON	1CFK-KCV9-T	HP EXPANSION MODULE	05/31/2018	1,440.00	.00	
5726	AMAZON	1KTN-4T69-K1	NANUK 904 WATERPROOF HA	01/04/2018	207.65	.00	
5726	AMAZON	1QMN-4XKJ-G	PURELL FOOD SERVICE SURF	10/11/2017	121.02	.00	
5726	AMAZON	1QMN-4XKJ-G	LESS SALES TAX	10/11/2017	6.85-	.00	
5726	AMAZON	1RPY-NKTP-9	RESCUE SHOT CASE	01/03/2018	84.95	.00	
Total 5726:					2,644.32	347.71	
5734	GREENWAY PAINTING LLC	000309	EPOXY & PRIMER @ START	06/04/2018	723.35	.00	
5734	GREENWAY PAINTING LLC	000311	PATCH AND PAINT ADMIN OFFI	06/04/2018	350.00	.00	
5734	GREENWAY PAINTING LLC	000311	PRIME AND FINISH WALLS 2 C	06/04/2018	575.00	.00	
Total 5734:					1,648.35	.00	
5763	NATURE'S GARDEN & PROPER	053018	SPRAYED SPRUCES FOR INSE	05/30/2018	395.00	.00	
Total 5763:					395.00	.00	
5788	WYOMING GARAGE DOOR, LLC	1885	PROJ: START BUS BARN 1/4" C	05/11/2018	592.00	.00	
5788	WYOMING GARAGE DOOR, LLC	1888	PROJ: PUBLIC WORKS- SERVIC	06/11/2018	1,110.00	.00	
Total 5788:					1,702.00	.00	
5812	RUI INC. DBA VILLAGE GARDN	1314052	MATERIAL, FEES, LABOR @ 20	03/31/2018	2,622.00	.00	
Total 5812:					2,622.00	.00	
5838	Rendezvous Insurance Inc.	1799	INSURANCE PREMIUM EXCESS	05/29/2018	26,309.63	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 5838:					26,309.63	.00	
5895	TETON MOUNTAIN RANCH	4186	CONCRETE	05/23/2018	200.00	.00	
Total 5895:					200.00	.00	
5915	CROWN TROPHY	181510	ENGRAVING	06/01/2018	45.00	.00	
Total 5915:					45.00	.00	
5941	PETHEALTH SERVICES INC	SIUN11806991	ANIMAL ADOPTION	05/31/2018	4.85	.00	
Total 5941:					4.85	.00	
5943	GREEN, JIM	053018	REIMBURSE FOR MAILING PLA	05/30/2018	104.68	.00	
Total 5943:					104.68	.00	
5973	ETCHED IN STONE	100 060418	VALUE ROCKS	06/04/2018	636.00	.00	
5973	ETCHED IN STONE	100 ELK	ANTLER ENGRAVING	06/04/2018	150.00	.00	
Total 5973:					786.00	.00	
6011	DIMENSIONS CONSTRUCTION	98	ROOF SHEDS AT SHELTER	06/06/2018	4,820.30	.00	
Total 6011:					4,820.30	.00	
6044	WESTERN MUNICIPAL CONST	17-26 #8	PROJ: 17-26- SPRING GULCH LI	05/25/2018	128,025.00	.00	
Total 6044:					128,025.00	.00	
6051	CARPETS PLUS COLORTILE	1803	CARPET INSTALL AT PUBLIC W	05/31/2018	1,900.00	.00	
Total 6051:					1,900.00	.00	
6086	WATER WERKS, INC	2133	PROJ: TOWN HALL 4/18- REPAI	05/25/2018	124.92	.00	
Total 6086:					124.92	.00	
6147	OUTLAW BROTHERS CONSTR	23	WO# 1063 PART 2	06/01/2018	526.37	.00	
6147	OUTLAW BROTHERS CONSTR	24	WO#: 1095	06/01/2018	4,354.00	.00	
Total 6147:					4,880.37	.00	
6186	WHITE, ANNA	060618	TRAVEL EXPENESE	06/06/2018	246.82	246.82	06/06/2018
Total 6186:					246.82	246.82	
6189	SPRINGHILL SUITES;JOE MADE	053118	RESTITUTION - CASE #18-02-02	05/31/2018	200.00	200.00	06/04/2018
Total 6189:					200.00	200.00	
6190	PV HOLDING CORP.	053118	BOND REFUND CASE #18-02-0	05/31/2018	225.00	225.00	06/04/2018
Total 6190:					225.00	225.00	
6191	VALENTE PERCE GARCIA	053118	BAIL REFUND CASE #18-01-063	05/31/2018	1,500.00	1,500.00	06/04/2018

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 6191:					1,500.00	1,500.00	
6192	EARTHPLANTER	I986655	40" URBAN RECTANGLE -GRAY	05/14/2018	9,677.00	.00	
Total 6192:					9,677.00	.00	
6193	McWHORTER TECHNOLOGIES	060818	ONE 30 DAY JOB AD POSTING	06/08/2018	200.00	.00	
Total 6193:					200.00	.00	
6194	FLORAL ART LLC	033388/1	ARR MASON JAR TABLE ARRA	06/14/2018	1,350.00	.00	
Total 6194:					1,350.00	.00	
6195	JACKSON HOLE STILL WORKS	378	COPPER MUG, 14 OZ CUSTOM	06/12/2018	920.00	.00	
Total 6195:					920.00	.00	
6196	WYOMING DRYWALL INC	7184	PROJ: PARKING GARAGE- PAT	06/07/2018	350.00	.00	
Total 6196:					350.00	.00	
Grand Totals:					850,976.31	26,385.27	

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  
MUNICIPAL COURT  
MONTHLY REPORT TO THE MAYOR AND THE TOWN COUNCIL  
FOR THE MONTH OF MAY, 2018**

During the month of May, the court received \$26,084 in fines, fees, and forfeitures.  
548 new cases were docketed: 405 parking citations, 143 summons  
70 cases were dismissed: 38 parking violations

The abbreviations used below are: BF=forfeiture, GP=pled guilty or nolo contendere, G=found guilty at trial, NG=found not guilty at Trial,  
R=restitution, CS=community service, DP=deferred prosecution, D=dismissed, DTS=dismissed for traffic school,  
S=suspended sentence, FTA=failed to appear, DA=deferred adjudication

**CLOSED CASES**

<u>NAME</u>	<u>CITATION</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>	<u>\$</u>
ANSLOW JR, ROBERT JAMES	186005215AA	Use of cell phone while driving prohibited	BF	65
ASUR, SAMUEL	186004251AA	No display of current registration	BF	135
ASUR, SAMUEL	186004250AA	Speeding 44/30	BF	118
BARRETT, JACQUELINE ELIZABETH	186003598AA	Failure to maintain liability coverage	D-Valid Info Provided	0
BEBEAR, GUIKKAUME	186005123AA	Speeding 30 mph Zone 44/30	BF	108
BENEDICT, HEATHER LYNN	186005502AA	Public intoxication	BF	110
BENNETT, GAINOR LLOYD	186003689AA	Speeding 30 mph Zone 46/30	BF	124
BHANUMURTHY, NUNNA	186004775AA	Failure to maintain liability coverage	D-Per Town's Motion	0
BISCHOFF, ELLEN S	186003806AA	Required to stop on flashing red signal	BF	85
BLEGGI, BRANNON LEON	186004770AA	Use of cell phone while driving prohibited	BF	90
BOOHER, KRISTENE ELAINE	186005220AA	Use of cell phone while driving prohibited	BF	65
BRAM, AHARON HUNTER GINDLING	186003683AA	Speeding 30 mph Zone 43/30	DTS	0
BYWATER, STEPHEN	186004785AA	Driver & Passenger Req. to wear seat belt	BF	25
CALVO, FAITH SUSANNA	186005509AA	Failure to maintain liability coverage	D-Valid Info Provided	0
CALVO, FAITH SUSANNA	186005508AA	No display of current registration	D-Per Town's Motion	0
CAMPBELL, ERIC JAY	186004772AA	Failure to stop at a red light	BF	135
CARTER, JONATHAN ANDREW	186001528AA	Minor in bar/use fake ID to obtain alcohol	DP	0
CASTELLI, PIETRO COLGATE	186004945AA	No display of current registration	BF	125
CHAPMAN, LAWRENCE IRVIN	186005702AA	Stop Sign Violation	BF	125
CLARK, ABIGAIL WILSON	186003686AA	Speeding urban - 30 mph zone 44/30	BF	116
COHEN, COURTNEE M	95153J	Use of cell phone while driving prohibited	BF	65
CORNFOOT, PETER CHISHOLM	186004763AA	Speeding in a School Zone 31/20	BF	240
COX, NICHOLE RHIANNE	186004185AA	Speeding in a school zone 25/20	BF	55
CRAIG, DAVID REMBERT	186004778AA	Operating unsafe veh on highway	BF	85
CROSS, BARBARA J.	19801K	Driving/Control of vehicle while intox	D- Under WSS 7-13-301	0
Domskey, Jake	95767J	Driving/Control of vehicle while intox	D- Under WSS 7-13-301	0
EARNEST JR, DANIEL CLIFFORD	186004191AA	Speeding 39/30	BF	60
ENRIQUEZ PEREZ, PAULINA	186004677AA	Stop Sign Violation	DTS	0
ETHERTON, BRADLEY SCOTT	186001479AA	Driving/Control of vehicle while intox	D- Under WSS 7-13-301	0
FALLON, SARAH B	186004804AA	Use of cell phone while driving prohibited	BF	65
FAUPEL, JULIE LIN	186004776AA	Use of cell phone while driving prohibited	BF	100
FERRIER, DAVID R	186004689AA	Use of cell phone while driving prohibited	BF	75
FLORES, MARCO ANTONIO	186005211AA	Use of cell phone while driving prohibited	D-Per Town's Motion	0
FRAPPART, JACK VICTOR	186005223AA	Use of cell phone while driving prohibited	BF	65
FREEDMAN, ANNA W	19489K	Speed Limits Generally 32/20	BF	265
FRYER BEGG, GAVIN	186003003AA	Speeding 30 mph Zone 40/30	BF	100
FULLERTON, SANDAL LEE	186005503AA	Stop Sign Violation	BF	135
GALLAGHER, ROBERT T	186004264AA	Speeding 30 mph Zone 44/30	BF	116
GEORGE, CINDY MILLER	186002931AA	Speeding 30 mph Zone 51/30	BF	154
GONZALEZ LOPEZ, MARCO ANTONIO	186005114AA	Failure to yeild ROW	BF	75
GRANS, TODD	19488K	Speed Limits Generally 30/20	BF	195
GRAUR, ANDREI	186004259AA	Speed Limits Generally 36/25	BF	102
GUILFOIL, WILLIAM J	19476K	battery-MUST APPEAR	GP-Nolo Contendere	150
GUION, THOMAS JAMES	186004769AA	No display of current registration	BF	135
HAYSE, BRUCE	186004773AA	Failure to maintain liability coverage	D-Valid Info Provided	0
HEFFERNAN, AGNES CECELIA	186003008AA	Speeding 30 mph Zone 43/30	BF	122
HERNANDEZ ECHAVARRIA, MARIO A	186003011AA	Failure to maintain liability coverage	D-Valid Info Provided	0
HERNANDEZ ECHAVARRIA, MARIO A	186003012AA	Speeding 30 mph Zone 43/30	BF	112
HOWALD, GENA J	186002919AA	Failure to stop at a red light	BF	135

HOWELL, STEPHANIE M	186004765AA	Speeding 25 mph Zone 39/25	BF	108
HUBER, ANDREW THOMAS	186005505AA	No display of current registration	D-Per Town's Motion	0
HUBER, ANDREW THOMAS	186005506AA	Use of cell phone while driving prohibited	BF	75
JACKSON, GREGORY TAFT	186004783AA	Driver & Passenger Req. to wear seat belt	BF	25
JACKSON, GREGORY TAFT	186005120AA	Speeding 43/25	BF	152
JENSEN, CALVIN D	186003595AA	Use of cell phone while driving prohibited	BF	65
JONES, BRYAN CALLIER	186004245AA	Speeding 30 mph Zone 34/30	BF	100
KANN, ELISABETH A	19493K	Failure to stop at a red light	BF	125
KATZ, DAVID A	38323B	Dog bite causing wound	D-Per Town's Motion	0
KAZENMAIER, BENJAMIN CLAUS	186004668AA	Speeding urban - 30 mph zone 47/30	BF	138
KEEL, VIRGINIA MARIE	186003687AA	No display of current registration	BF	125
KILMAIN, ROBERT JAMES	186005214AA	Use of cell phone while driving prohibited	BF	90
KIM, JAEHOON	186005515AA	Stop Sign Violation	BF	135
KLUS, FLORIAN TOMA	186003809AA	Sleeping/occupying in unlawful places	D-Per Town's Motion	0
KNECHTEL, THOMAS LEE	186004149AA	Public intoxication	D-Per Town's Motion	0
KOCH, RHETT LEE	186003597AA	Use of cell phone while driving prohibited	BF	65
KOEKKOEK, PETER TOBIAS	186003808AA	Stop Sign Violation	D-Per Town's Motion	0
KRINGEN-STENBERG, BETH A	186004193AA	Speeding 38/30	BF	60
LACOSTE, EMILY VIRGINIA	19482K	Use of cell phone while driving prohibited	BF	90
LEE, LORRIE BELLE	186004782AA	Driver & Passenger Req. to wear seat belt	BF	25
LEMIN, MARIA ELSA	186005507AA	Speeding in a school zone 34/20	BF	180
LESTITIAN, JESSICA RHODES	186003994AA	Use of cell phone while driving prohibited	BF	65
LIRA, KEVIN MIGUEL	186003380AA	Public intoxication	BF	110
LUNA LOPEZ, MARTIN ALBERTO	186004640AA	Stop Sign Violation	D-Per Town's Motion	0
MANOUKIAN, ANDRIA L	19487K	Speed Limits Generally 33/20	DTS	0
MARSIGLIO, PETER	186002921AA	Speeding in a School Zone 29/20	BF	170
MARTINEZ, BRENDA	186004741AA	Stop Sign Violation	DTS	0
MCCREEDY, MATTHEW	186005113AA	Speeding 41/25	BF	112
MCGINNIS, CONNOR JAMES	186004258AA	Public intoxication	BF	110
MCLANAHAN, EDWARD M	19516J	Minor in bar/use fake ID to obtain alcohol	DP	0
MENDEZ FONSECA, VIRIDIANA	186002929AA	No Driver's license	BF	410
METHERELL, THERESE ANNE LOWE	186003382AA	Use of cell phone while driving prohibited	BF	65
MONTIEL SANCHEZ, EVARISTO	186003599AA	Failure to stop at a red light	BF	125
MOORE, JEREMIE MICHAEL	186003680AA	Speeding in a school zone 31/20	BF	240
MOREHART, KIRSTEN RENEE	186005106AA	Marijuana: use and/or possession	BF	250
MULLINIX, EDWARD WINGATE	186004635AA	Public intoxication	D-Per Town's Motion	0
PALMAS GUILTY, CLAUDIO ALBERTO	186004983AA	Public intoxication	BF	110
PERRY, NATHEN ANTHONY	186005204AA	Use of cell phone while driving prohibited	BF	65
PIERCE, FREDERICK ROSS	186004468AA	battery	DP	0
PLUMA, MARIBEL	186003940AA	Failure to report over \$1000 property damage or injury	D-Per Town's Motion	0
POLINO, CARA JANE	186004521AA	Use of cell phone while driving prohibited	BF	65
POULSON, SHIRLEY PATRICIA	186003692AA	Speeding urban - 30 mph zone 45/30	BF	120
PRABHAKARAN, RAJESHKUMAR	186003007AA	Speeding 30 mph Zone 46/30	BF	124
PRATTS, SAMUEL J	19594K	Use of cell phone while driving prohibited	BF	65
Quiroz-Carrillo, Pablo	19595K	Use of cell phone while driving prohibited	BF	65
REPPEN, NANCY JANE	186003581AA	Stop Sign Violation	DTS	0
RODRIGUEZ-ALBIZU, BRIAN	186004263AA	Failure to maintain liability coverage	D-Valid Info Provided	0
RUFFIN, DEANDRE B	186004163AA	Speeding 34/25	BF	60
SCHAAL, NICHOLAS ADAM	186003807AA	Required to stop on flashing red signal	BF	85

SCHILLING, MARGARET MACDONALI	186005501AA	Use of cell phone while driving prohibited	BF	75
SEITZ, LEAH GAYLIN	186004753AA	Speeding 30 mph Zone 44/30	BF	126
SELL, LUKE CHARLES	186003006AA	Failure to maintain liability coverage	D-Valid Info Provided	0
SMERKLO, ABBY DAVINA	186004767AA	Following too Close	BF	85
SMITH, RICHARD SCOTT	186002930AA	Use of cell phone while driving prohibited	BF	65
SOMMER STEIN, LUKAS	186004923AA	Marijuana: use and/or possession	GP	250
SORENSEN, JON KIETH	186004779AA	Driver & Passenger Req. to wear seat belt	BF	25
SORENSEN, JON KIETH	186004780AA	Failure to maintain liability coverage	D-Valid Info Provided	0
STANCIU, VLADIMIR IONEL	186004187AA	No Driver's license	BF	410
STEUBER, BERNARD W	186003014AA	Failure to maintain liability coverage	D-Valid Info Provided	0
STEWART, CURTIS D	03411L	Duty upon colliding with unattended vehicle or property	BF	235
STOLP, JON DAVID	186003802AA	Public intoxication	D-Per Town's Motion	0
SU, WEIPENG	186002586AA	Speed Limits Generally 41/30	BF	104
SUMMERWILL, THOMAS W	186001973AA	MUI/MIP (18-20 year old)	DP	0
SUSANO-GARCIA, JUAN A	186004805AA	Use of cell phone while driving prohibited	BF	65
SWORD, ELIZABETH PAYSON	186001534AA	Use of cell phone while driving prohibited	BF	100
THACKRAY, GREGORY SCOTT	186004217AA	Speeding urban - 30 mph zone 39/30	D-Per Town's Motion	0
TSANG, KIN KEI	186002346AA	Careless driving	BF	100
TUPANJANIN, OLIVIA STUART	186004192AA	Speeding 38/30	BF	60
VAN GRINSVEN, KENDRA KIM	186005104AA	Speeding 38/25	BF	106
WALLACE, JIM T	19616K	Unlawful Contact or Touching	D-Per Town's Motion	0
WARD, ZACHARY BURKE	186004982AA	Speeding 40/30	BF	100
WARDELL, MICHAEL BYRON	186005216AA	Use of cell phone while driving prohibited	BF	65
WELCH, SAGE M	95155J	No display of current registration	BF	125
WHATLEY, DAVID L	95863J	No Driver's license	BF	410
WHATLEY, DAVID L	95862J	Stop Sign Violation	BF	110
WILHITE, JENNIFER	CI:17-10-0150	Residential short-term rental violation (7 counts)	D-Per Town's Motion	0
WILLIAMS, EMILY ELIZABETH	186004140AA	Speeding faster than reasonable and prudent	DTS	0
WOODMENCEY, RENE M	19485K	Use of hand-held electronic device while driving	BF	75
WRAY, TYREL H	19491K	Speed Limits Generally 30/20	BF	195
ZUNIGA VALENZUELA, LUIS MANUEL	186003010AA	Speeding 30 mph Zone 48/30	BF	132



# **TOWN OF JACKSON**

## **TOWN COUNCIL**

### **AGENDA DOCUMENTATION**

**PREPARATION DATE:** June 8, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson

**PRESENTER:** Sandy Birdyshaw

**SUBJECT:** Malt Beverage Permit Request – Friends of Pathways

#### PURPOSE STATEMENT

The Town Council, as the local liquor licensing authority, approves the issuance of all malt beverage permits.

#### BACKGROUND/ALTERNATIVES

Friends of Pathways has applied for a malt beverage permit for the Commuter Choice Challenge Celebration to be held on the lawn at Snake River Brewing on Wednesday, June 20, 2018, from 4:00 P.M. to 7:00 P.M.

Section 12-4-502(a) of Wyoming Statutes provides:

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.

The application has been reviewed and approved by the Police Department, subject to the conditions and restrictions listed in the recommendation section below.

#### ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

This event supports Town is Heart because it encourages people who live outside of town to make smarter choices on their commute to town.

#### ATTACHMENTS

Malt Beverage Permit Application.

#### FISCAL IMPACT

A malt beverage permit fee of \$100.00 will be deposited to the general fund.

#### STAFF IMPACT

Minimal.

#### LEGAL REVIEW

N/A



### RECOMMENDATION

Staff recommends approval of the requested malt beverage permit, subject to the following conditions and restrictions:

1. The 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.
2. Every sale will include an age verification by checking IDs.
3. Beer may only be sold in plastic cups, no more than 16 oz.
4. No more than 2 beers may be sold to any one person in a transaction.
5. There will be no serving of alcohol to obviously intoxicated people.
6. Permit holder shall be responsible to be alert and report any instances of underage drinking to the Jackson Police by calling 733-2331.
7. Beer sales will cease at the end of the event, or at 7:00 p.m., whichever occurs first.

### SUGGESTED MOTION

I move to approve the issuance of a malt beverage permit to Friends of Pathways for the Commuter Choice Challenge Celebration on June 20, 2018, from 4:00 P.M. to 7:00 P.M., subject to the conditions and restrictions listed in the staff report.



Town of Jackson

PAID  
dclis

## MALT BEVERAGE PERMIT APPLICATION

Permit # \_\_\_\_\_

Fee (\$100.00 Per Day) \$100

**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. W.S. 12-5-201 does not apply to this subsection.

---

All Malt Beverage Permit 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: Friends of Pathways

Event Contact Person and Phone Number: Lauren Dickey 317.797.6022

Date(s) of Permit: June 20, 2018

Hours of Permitted Service and Consumption: 4 – 7 pm

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

Snake River Brewery – 265 S Milward St.

---

Purpose of Event: Commuter Choice Challenge Celebration

I will not serve to any Minors under 21 (Sign Here) Lauren Dickey 

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 TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** June 13, 2018  
**MEETING DATE:** June 18, 2017

**SUBMITTING DEPARTMENT:** Public Works  
**ACTING DEPARTMENT DIRECTOR:** Johnny Ziem  
**PRESENTER:** Brian Lenz, Town Engineer

**SUBJECT:** Request Council authorization to complete the 2018 Chip Seal Improvement Project.

## STATEMENT/PURPOSE

The purpose of this item is to obtain Council Consent to complete the 2018 Chip Seal Improvement Project.

## BACKGROUND/ALTERNATIVES

In an effort to reduce future street maintenance budget and reduce potholes, the Public Works department began a chip seal program in 2013.

To extend the life of a roadway and reduce the amount of patching required, chip sealing is typically used on roadways that have been in place for approximately 5 to 7 years. The top coating of the roadway surface significantly reduces the degradation of the roadway surface and provides a sealing element that restricts water infiltration into the road's base course which reduces the formation of potholes.

Studies have proven that the implementation of a chip seal program can extend the service life of a roadway up to and possibly exceeding a 40-year lifespan as compared to a standard 20-year lifespan of a non-treated roadway. Chip sealing costs approximately \$0.46/SF, whereas patching of a roadway costs nearly \$6.00/SF. Over time, it is the Engineering Department's goal to complete sealing of all Town streets once every seven years. The long-term cost savings should be significant for the Town should this program continue.

The chip seal project shall be completed with the application of 3/8" chips on tack coated roadway surface, and two layers of 3/8" chips on alley ways. Once the chips are applied they will be compacted with a heavy wheel roller. Once the chips have been applied and rolled, they will remain in place on the roadway to be further compacted by normal traffic for several days. Town crews will use street sweepers to clean loose chips from the surface of the roadway.

The roadways and alley ways to be complete this year are shown below:

- Flat Creek Drive north of West Kelly Avenue to concrete roadway near West Broadway Avenue
- Meadowlark Lane
- Powderhorn Lane south of Meadowlark Lane
- Crabtree Lane
- Alley south of East Broadway Avenue and east of South Willow Street
- Alley south of East Broadway Avenue and east of South Jean Street
- Alley south of East Pearl Avenue and east of South Willow Street
- Alley south of East Pearl Avenue and east of South Jean Street
- Alley north of Cache Creek Drive and west of Redmond Street
- Alley north of Cache Creek Drive and east of Redmond Street
- Alley north of East Kelly Avenue and east of Redmond Street
- Alley on the west side of May Park from E Hansen to Cache Creek Drive
- Alley on the south side of May Park along the gravel portion of East Kelly Avenue to Rancher Street

The project should take approximately five days to place the chips, five days to allow vehicle traffic to further compact the chips before the Town crews use sweepers to clean up the loose chips.

The five day project is scheduled to be completed between July 9<sup>th</sup> and August 17<sup>th</sup>, 2018.

The project was advertised in the JH News & Guide Weekly for two weeks beginning May 9<sup>th</sup>, 2018.

On May 24<sup>th</sup> the Town received the following bids for the project:

Evans Construction Company = \$ 142,740.00

The Jackson Town Council has several options to consider and proceed with:

- Approve the construction contract of the 2018 Chip Seal Improvement Project, and continue the current Chip Seal Maintenance schedules
- Place the Chip Seal Maintenance Program on hold by denying the contract
- Deny the Chip Seal contract proposed and consider putting the funds into other Street Maintenance Projects such as accelerate patching or overlays

#### [ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT](#)

Economic Stability: strategy - Create an inviting downtown environment and improve walkability, also effectively manage the Town's on street and off street parking inventory.

The current Chip Seal Program was designed and will provide the most cost effective roadway maintenance program with limited impacts to road closures during construction. As this program continues Public Works is expecting that all of the town roadways will have better quality while reducing long term maintenance and costly reconstruction processes.

#### [ATTACHMENTS](#)

None

### FISCAL IMPACT

The project shall be completed with FY 2019 Street Maintenance funding budget.

### STAFF IMPACT

During this project the majority of the PW staff shall be involved with communicating traffic impacts and advising drivers of the best way to navigate through Town to their destination, performing grading preparation work on alley ways, and sweeping excess chips from roadways. It is estimated that a minimum of 120 hours of PW staff time shall be required.

### LEGAL REVIEW

No legal review is proposed as we are utilizing a previously reviewed contract.

### RECOMMENDATION

That the Town Council approves of the construction contract for 2018 Chip Seal Improvement Project as presented.

### SUGGESTED MOTION

I move that the Town Council approve of the construction contract for the 2018 Chip Seal Improvement Project with Evans Construction Company of Jackson, WY in the amount of \$142,740.00 and upon legal approval authorize the mayor to execute all necessary contract Agreements.



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** June 13, 2018  
**MEETING DATE:** June 18, 2018

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

**SUBJECT:** Special Event- Paws of Jackson Hole – Tuxes & Tails Gala on the CFA lawn.

#### STATEMENT/PURPOSE

The Town Council approves the exemptions from stipulations in Center for the Arts lease agreement.

#### BACKGROUND/ALTERNATIVES

Paws of Jackson Hole has requested that the Tuxes & Tails Gala annual event scheduled for the Center Park on the Center for the Arts Lawn on June 22nd be allowed to operate with amplified sound until 10:00 PM.

The Center for the Arts is permitted to conduct events on the Center Park; however, the CFA's current Conditional Use Permit states that events held on the Center lawn must cease by 9:00 PM, unless a Special Event Permit is issued by the Town of Jackson.

- O. **Outdoor Operating Hours.** Outdoor events or events in which the amphitheater doors are open shall end by 10:00 p.m. in the amphitheater and by 9:00 PM in all other outdoor areas unless a Special Event Permit is issued by the Town of Jackson.

Thus, in order for the special event to operate until 10:00 PM they would need to obtain approval from the Town Council for an exemption from their lease. The Town Council approved a similar request last year and there no significant changes from last year's request.

The application has been submitted to all Town departments for review. In the past the Police Department has received noise complaints from neighbors of the Center for the Arts for events held on the lawn.

The applicant requests the following in association with this special event:

1. Permission to operate on the Center for the Arts lawn until 10:00 PM.
2. Permission for amplified sound on the Center for the Arts lawn until 10:00 PM.

#### ATTACHMENTS

Special event application.

#### FISCAL IMPACT

N/A

### STAFF IMPACT

N/A

### LEGAL REVIEW

Complete

### RECOMMENDATION

Staff makes no specific recommendation with regard to this request. Should Council wish to approve this application, staff recommends that approval be subject to the following condition:

1. The applicant is expected to monitor the noise levels of the event to ensure that it is conducted in a manner that reduces the likelihood that it will disturb the residents of the surrounding area or neighborhood. In the event that complaints from residents are received, the person to whom this permit is issued shall be responsible for taking reasonable steps to see that the noise is abated in a timely manner.

### SUGGESTED MOTION

I move to approve the special event request made by Paws of Jackson Hole to allow the annual Tuxes & Tails Gala event to operate on the Center for the Arts lawn until 10:00 PM on June 22, 2018 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)



## 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: Tuxes & Tails Gala

Name of Organization: PAWS of Jackson Hole

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

Mailing Address: PO Box 13033

City: Jackson State: WY Zip Code: 83002

Name of Person Completing Application: Amy Romaine

Email Address: amy@pawsofjh.org

Work Phone: 307-734-2441

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

## EVENT INFORMATION

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

Description & Purpose of Event (After submission you can)  
(Attach additional sheets if necessary):

To create awareness about local animal issues and raise critical funding for our nine

Location of Event: Center for the Arts Lawn Alternative Location: \_\_\_\_\_

Date(s) of Event: June 22, 2017 Event Operating Hours: 6:00 PM - 10:00

Event Set Up Begins Date: June 21, 2017 Time: 3:00 PM

Event Clean Up Ends Date: June 24, 2017 Time: 8:00 AM



# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 250 Total Event: 250  
(Spectators and Participants)

Special Considerations (check all that apply):

- |   |   |   |
|---|---|---|
| <input checked="" 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 checked="" type="checkbox"/> Sound Amplification | <input checked="" type="checkbox"/> Pets or Animals |
| <input checked="" 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 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: Shawn Meisl Cell Phone: 307-413-2222

## 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

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: 6:00 PM Finish Time: 10:00 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.*

*PRO Playing near Center Doors to Lawn*

## 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

*CFA+  
BIO  
CATERING*

# 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: We will have access to all the bathrooms at the Center for the Arts

**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 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? Full bar, wine, cocktails

*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: \_\_\_\_\_

***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? \_\_\_\_\_

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.*

## 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:

No significant changes - same as 2017.



# 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:

250 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.

75% Estimated percentage of Jackson resident participants and/or spectators at the special event.

15% 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.*

## 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: AMR

# 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: AMR

# 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: AMR

# 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: AMR

# 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: AMR

# 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: Amy M. Romaine

Printed Name

DATE: ~~2017~~ 5/15/2018

TITLE: Executive Director

[illegible]





# **TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION**

**PREPARATION DATE:** June 13, 2018  
**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Town Clerk  
**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson  
**PRESENTER:** Carl Pelletier, Special Events Coordinator

**SUBJECT:** Special Event: Fourth of July Street Breakfast

## **PURPOSE/STATEMENT:**

Consideration of special event applications requesting the use of Town streets, services of personnel, and use of equipment on behalf of the Town of Jackson.

## **BACKGROUND/ALTERNATIVES:**

The applicant, the Jackson Hole Lions Club, requests permission to host a 4<sup>th</sup> of July Street Breakfast on Deloney Avenue between Cache and Center on July 4, between 7:00 A.M. and 10:30 A.M. Set up will begin at 5:00 A.M. and clean-up will end by 1:00 P.M. The expected audience is 1,300. Two tents are used during the event: one to prepare food and the other for the breakfast. The applicant requests the use of barricades for the Deloney closure between Cache and Center from 5:00 A.M. to 1:00 P.M. The applicant is also requesting closure of parking spaces on the south side of Deloney (George Washington Memorial Park side of the street) from 5:00 P.M. on July 3 until 5:00 A.M. on July 4<sup>th</sup> for staging of equipment (tables, chairs, grills, tents, etc...).

**Significant request change from previous years:** Due to the construction taking place on Center Street between Deloney and Gill, the applicant is requesting to move the location of the annual street breakfast from Center Street (between Deloney and Gill) to Deloney (between Cache and Center). The applicant is also requesting parking space closures along the south side of Deloney between 5:00 P.M. on July 3 until 5:00 A.M. on July 4 for staging of equipment used for the breakfast.

The application has been sent to all departments for review.

## **ATTACHMENTS:**

Special Event Application  
Map

## **FISCAL IMPACT:**

Fiscal impact is minimal but includes costs associated with on-duty Public Works personnel to deliver barricades and Police Department personnel assistance with posting of no-parking signage. The cost to the Public Works department for all 4<sup>th</sup> of July events is estimated at \$1,700 including street sweeping and barricade assistance. (The services provided by Public Works overlap from 4<sup>th</sup> of July event to event). No income from temporary business license as applicant is a non-profit with all proceeds directly benefitting the The Jackson Hole Lion's Club (Town of Jackson Municipal Code 5.21.060 (2)).



STAFF IMPACT:

On-duty Public Works personnel to deliver barricades and Police Department personnel assistance with posting of no-parking signage.

LEGAL REVIEW:

N/A

RECOMMENDATION:

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

1. The applicant shall clean up immediately after the event and shall be responsible for the collection and removal of all trash generated by the event. The applicant shall provide additional on-site trash receptacles.
2. The applicant shall not block the roadway longer than necessary and shall remove all barricades at the conclusion of the event without delay.
3. The applicant shall coordinate all food service with Teton County Public Health prior to serving food to the public.
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 at least one week 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. The applicant shall not block any sidewalk or obstruct pedestrian traffic.
6. The applicant shall maintain an emergency vehicle access lane during the event.
7. Banners are not permitted unless approved in advance by separate application to the Planning and Building Department.
8. All power or sound cords that cross walkways shall be taped and secured to avoid a tripping hazard.
9. The applicant shall provide advance notice to all parties who will be affected by the road closure.
10. 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.
11. 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).
12. 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).
13. 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)
14. Tents must meet the flame propagation performance criteria of NFPA 701 (IFC 3104.2).
15. Combustible materials shall not be located within any tent, canopy or membrane structure in use for public assembly (IFC 3104.5).
16. Smoking shall not be permitted in tents, canopies or membrane structures. Approved "No Smoking" signs shall be conspicuously posted (IFC 3104.6).
17. All open flame devices are strictly prohibited within tents unless approved by the fire code official (IFC 3104.7)
18. Portable 2A:10B-C fire extinguishers shall be provided, one minimum, for tents requiring permits with a 75 foot travel distance (IFC 3104.12).

19. Any cooking performed within tents shall require advance approval by the Fire Department (IFC 3104.15.3 – 3104.15.7).
20. 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).
21. All electrical/temporary power shall be in accordance with the 2011 National Electric Code and subject to inspection from this Department (IFC 605.9).
22. The applicant shall be responsible for the closure of the street and the procuring, posting and removal of any signage including but not limited no parking and handicapped parking signs associated with the event.
23. An adequate number of designated handicapped parking spaces shall be established in the vicinity of the event.

SUGGESTED MOTION:

I move to approve the special event application made by the Jackson Hole Lions Club for the Fourth of July Street Breakfast, 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: 4th of July Breakfast

Name of Organization: Jackson Hole Lions Club

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

Mailing Address: PO Box 1343

City: Jackson State: WY Zip Code: 83001

Name of Person Completing Application: Kelly Bass

Email Address: kgbass@hotmail.com

Work Phone: 307-690-3489 Cell Phone: 307-690-3489

## EVENT INFORMATION

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

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

To serve breakfast before the 4th of July parade

Location of Event: Deloney b/t Center and Cache Alternative Location: \_\_\_\_\_

Date(s) of Event: July 4, 2018 Event Operating Hours: 5 am to 1 pm

Event Set Up Begins Date: July 03, 2018 Time: 5 pm

Event Clean Up Ends Date: July 04, 2018 Time: 1 pm

# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance Per Day: 1300 Total Event: 1300  
(Spectators and Participants)

Special Considerations (check all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Alcoholic Beverages           | <input checked="" 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 checked="" type="checkbox"/> Ticketed Admission | <input type="checkbox"/> Sound Amplification         | <input type="checkbox"/> Pets or Animals                  |
| <input type="checkbox"/> Tents                         | <input checked="" type="checkbox"/> Street Closure   | <input type="checkbox"/> Sidewalk Closure                 |
| <input checked="" 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: Michael Schrotz Cell Phone: 307-690-8389

## 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
-------------------------	---------	------------	----------

Deloney St between Center St and Cache	July 3 - July 4	July 3 5 pm	July 4 1 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: 30 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:

6 _____ Large Street Barricades	4 _____ "Road Closed" Street Signs
4 _____ 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 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: \_\_\_\_\_

Helping with closing half of Deloney on July 3 in eve and road closure / no parking signs

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: P&R said we could use electricity and water connection

corner of town square at Deloney and Center

*\*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: Restroom facilities down the street

**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 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:

Just an entrance fee to our all you can eat breakfast

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? To be determined

How many trash receptacles will be supplied for your event? 2

When will the trash receptacles be delivered? July 3

When will the trash receptacles be picked up and removed from site? July 4 or 5

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

We will also have trash cans lining the street to put garbage in and then putting the garbage into the dumpster or we will take the trash off site

***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? 5

When will these recycling receptacles be delivered? July 4

When will recycling receptacles be picked up and removed from site? July 4

Describe your plan for collection and removal of recyclable materials during your special event:  
We use our plastic tubs and / or garbage bags to check recycling and then dispose off site

*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:

We have had to move the breakfast from Center Street due to Wells Fargo construction on the corner of Center and Deloney. So we have moved it to Deloney which may help with traffic as that is a one way street. We have a site plan attached and hope to utilize the water and electricity from the Square from Parks and Rec who we have already contacted them about. We wish to close one side of Deloney the evening of the 3rd so we may get the trailer full of tables from Hoback Fire Dept on one side of the street for easy unloading on the 4th. The contact person can only deliver it on the 3rd and then pick it up after the breakfast. We may need to put the grills and other trucks on that side the night before as well. We used to have the alley by the bank and parking area behind the bank to use prior. We hope to use the Town's tents that have been offered for food prep and if we don't have enough room on the street, can we put them on the town square park by the fence by the shed (see map). The Community Band will also play for a short time during the breakfast and that will be on the Cache / Deloney side.

## 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: kgb

# 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: kgb

# 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: kgb



# 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: kgb

# 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: kgb



# 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: \_\_\_\_\_

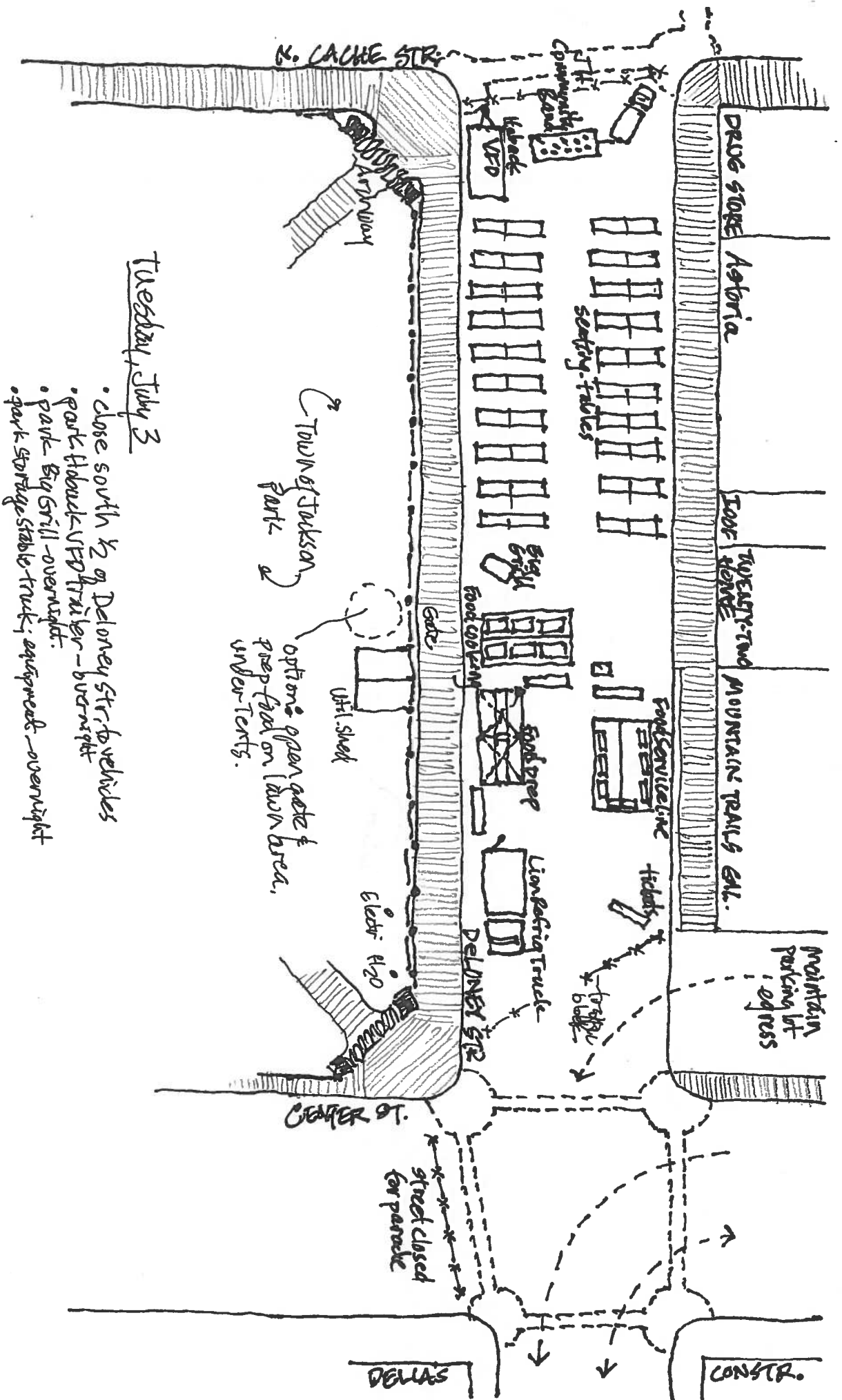
Signature

APPLICANT: Kelly Bass

Printed Name

DATE: 06/06/2018

TITLE: Co-Organizer



### Tuesday, July 3

- close south 1/2 of Delaney Str. to vehicles
- park Hiback VFD trailer - overnight
- park Big Grill - overnight
- park storage stable truck; equipment - overnight

### Wednesday, July 4

- close entire Delaney Str. to vehicles
- move in Lions refing truck
- set up tents, awning, grills
- serve breakfast 7 to parade...
- Clean up by 1:00

### Jackson Hole Lions Club

### JULY 4th STREET BREAKFAST

1" = 30'



NORTH





# **TOWN OF JACKSON**

## **TOWN COUNCIL**

### **AGENDA DOCUMENTATION**

**PREPARATION DATE:** June 13, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne Devries Robinson

**PRESENTER:** Carl Pelletier, Special Events Coordinator

**SUBJECT:** FEC (Federal Electrical Contractors) June Meeting – Historic Yellowstone Bus Parking

#### STATEMENT/PURPOSE

The Mayor and Council approve the use of town streets and temporary no parking signage for special events.

#### BACKGROUND/ALTERNATIVES

The applicant, Cache Valley Electric, requests permission reserve 2 parking spaces in front of the Million Dollar Cowboy Bar on Tuesday, June 26, 2018 from 5:00 P.M. until 10:00 P.M. The applicant is requesting to park a fully-restored antique 1925 bus that was initially commissioned for use in Yellowstone National Park in the 1920's. The applicant is hosting a Federal Electrical Contractors conference in Jackson from June 24 – June 27. One of the activities planned for this conference is a farewell dinner at the Million Dollar Cowboy Bar on June 26. The applicant is requesting to showcase this vehicle for all to view (conference goers, residents and visitors) outside of the Cowboy Bar.

There will be no sales conducted from this vehicle. There is no advertising associated with this vehicle. The applicant is requesting two parking spaces reserved in front of the Million Dollar Cowboy Bar for the vehicle to be showcased. The owners of the Million Dollar Cowboy Bar have been notified of this request and are favorable to the idea.

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

1. Permission to reserve two parking spaces in front of the Million Dollar Cowboy Bar on June 26<sup>th</sup> from 5:00pm – 10:00pm.
2. Permission to post "No Parking" signs in front of these two spaces prior to the event.
3. Use of Town barricades and street signs for the parking space closure.

This application has been submitted to all Town departments for review.

#### ATTACHMENTS

Special Event Application

Letter from the Applicant with an Event Description

A Photo of the 1925 Yellowstone Bus

#### FISCAL IMPACT

N/A

### STAFF IMPACT

Minimal, but includes the services of Public Works staff to issue any town equipment such as cones or barricades that would be necessary for the event.

### LEGAL REVIEW

N/A

### RECOMMENDATION

If the Council wishes to approve this special event then the staff recommends that the event is 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 each event.
2. All walkways and boardwalks must be kept unobstructed at all times.
3. The applicant shall coordinate any road or parking space closures with the Police Department.
4. The applicant shall be responsible for the production, posting, and removal of the no parking signs.
5. The applicant shall notify, in advance, all business affected by any parking space closures.
6. The applicant shall not block the store fronts of businesses.
7. 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.
8. The applicant shall be responsible for the check out, pick up, set up and return of all barricades and road signs from the Public Works Department. The applicant will be responsible for any deposit required for this equipment.

### SUGGESTED MOTION

If the Town Council wishes to approve of this special event then staff would suggest the following motion:

I move to approve the special event application submitted by Cache Valley Electric to park a historic 1925 fully-restored Yellowstone Tour bus in front of the Million Dollar Cowboy Bar on Tuesday, June 26, 2018 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: FEC (Federal Electrical Contractors) June Meeting

Name of Organization: Cache Valley Electric

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

Mailing Address: P.O. Box 405

City: Logan State: Utah Zip Code: 84323

Name of Person Completing Application: Autumn Hansen

Email Address: Autumn.Hansen@cve.com

Work Phone: 435-716-8805 Cell Phone: 307-699-9131

## EVENT INFORMATION

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

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

See attached

Location of Event: Million Dollar Cowboy Bar Alternative Location: \_\_\_\_\_

Date(s) of Event: June 26, 2018 Event Operating Hours: 5:00 p.m. - 10:00 p.m.

Event Set Up Begins Date: June 26, 2018 Time: 5:00 p.m.

Event Clean Up Ends Date: June 26, 2018 Time: 10:00 p.m.



# Special Event Application

## EVENT INFORMATION (Continued)

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

Special Considerations (check all that apply): 2 Parking spaces to display our fully restored 1925 Yellowstone Tour Bus

- |  |   |  |
|--|---|--|
| <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 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: Brett Hugie Cell Phone: 435-757-9366

## 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: 2 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:

CVE will provide 8 traffic cones to close the 2 desired parking spaces while the antique bus is being moved into place.

\_\_\_\_\_ 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

☐ Event Security

☐ Mounted Horse Patrol

☐ Traffic Control

☐ Race Lead Vehicle

☐ Parade Lead Vehicle

☐ General Presence

☐ Towing / Ticketing

☒ Assistance with  
Parking Closures

☐ Assistance with  
Street Closures

Please describe in detail your request: Approval to display fully restored antique 1925 Yellowstone Bus in public parking spaces for more than 3 hours.

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: N/A

### 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

Auto insurance cards can be provided upon request if needed.



## 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: Parking of bus beyond the 3 hour limit

**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:

*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 restrlctions.*

### 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: AH

# 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: AH



# 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:   AH



# 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: AH

# 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: AL

# 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: Autumn Hansen  
Signature

APPLICANT: Autumn Hansen  
Printed Name

DATE: 5/31/18

TITLE: PAYROLL MANAGER

Special Event Town of Jackson request.

Description of event:

This is an event for members of Federated Electrical Contractors which is being held in Jackson, Wyoming, June 24-27, 2018.

One of the activities planned is a farewell dinner taking place at the Million Dollar Cowboy Bar on the evening of June 26<sup>th</sup>. As part of this event, we would like to showcase our fully-restored antique 1925 White bus. These vehicles were commissioned for use in Yellowstone National Park in the 1920's and later. The convertible top made these the ideal vehicles for sightseeing throughout Yellowstone National Park. We would like to showcase this vehicle for the residents as well as the visitors of Jackson Hole. We are requesting to have two parking spaces blocked off in order to accommodate this bus during this short window of time on the evening of June 26<sup>th</sup>.

While most people won't remember these iconic open-air park busses, all can enjoy the rich history surrounding some of the first visitors to Yellowstone National Park. And what better place to view such a sight as in front of the iconic Million Dollar Cowboy Bar of Jackson, Wyoming.

We invite all of Jackson to stop by and glimpse a moment into the past of this unique area and vehicle.



## Event Site Plan



1925 Yellowstone Bus to be parked in front of Million Dollar Cowboy Bar June 26, 2018 from 5-10 p.m.





May 31, 2018

Mr. Buddy Howell  
General Manager  
Million Dollar Cowboy Bar  
25 North Cache Street  
Jackson, WY 83001-0621

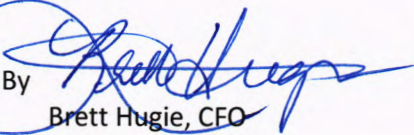
Dear Buddy,

As previously discussed, we would like to display our fully-restored antique 1925 White Bus, affectionately referred to as a "Yellowstone Bus", in front of your business the evening of June 26, 2018 while our members enjoy dinner and music in your fine establishment.

Our bus would occupy two public parking spaces outside the front doors of your business for approximately 5 hours June 26<sup>th</sup>. We anticipate moving the bus into place at 5:00 p.m., where it will be accessible for viewing by residents and visitors of Jackson Hole until 10:00 p.m. the same evening.

Thank you for your willingness to accept and accommodate us with this request.

Sincerely,  
CACHE VALLEY ELECTRIC COMPANY

By   
Brett Hugie, CFO



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** June 15, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne Devries Robinson

**PRESENTER:** Carl Pelletier, Special Events Coordinator

**SUBJECT:** Budweiser Clydesdale Horse Team and Hitch on the Town Square

#### STATEMENT/PURPOSE

The Mayor and Council approve the use of town streets and temporary no parking signage for special events.

#### BACKGROUND/ALTERNATIVES

The applicant, Osprey Beverages, requests permission reserve parking spaces on Wednesday, June 27, 2018 from 5:00 P.M. until 8:00 P.M. The applicant is requesting to bring the Budweiser Clydesdale Horse Team and Hitch to the Town Square for residents and visitors to observe and enjoy.

The applicant is requesting to reserve approximately 6 parking spaces in front of the Snake River Brewery between the hours of 5:00 P.M. and 6:00 P.M. to stage the horse team and hitch. The Clydesdales will then proceed north on Milward to Deloney. The Clydesdales will then proceed east on Deloney. The applicant is requesting 10 parking spaces on south side of Deloney between Cache and Center to park the hitch and Clydesdale team between the hours of 6:00 P.M. and 8:00 P.M. At approximately 8:00 P.M. the Clydesdale team and hitch will proceed back to Milward by the Snake River Brewery and unhitch the team. The applicant has indicated that they would have volunteers to assist with traffic while the team crosses intersections. If available, members of the Jackson Police Department will be willing to assist with these intersection crossings, but the applicant is aware that the department is currently short staffed the resources are not present to dedicate staff to assist with intersection crossings.

There will be no sales conducted. The owners of the Snake River Brewery have been notified of this request and are favorable to the idea.

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

1. Permission to reserve 6 parking spaces in front of the Snake River Brewery on June 27<sup>th</sup> from 5:00 P.M. – 6:00 P.M.
2. Permission to reserve 10 parking spaces on the south side of Deloney (between Cache and Center) adjacent to the George Washington Memorial Park on June 27<sup>th</sup> from 6:00 P.M. – 8:00 P.M.
3. Permission to post “No Parking” signs in front of these two spaces prior to the event.
4. Use of Town barricades and street signs for the parking space closure.
5. Permission for the Clydesdale horse team and hitch to utilize Town streets.

This application has been submitted to all Town departments for review. Upon review of the application by the Police Department, alterations from the initial request are presented above.

A little background on the Budweiser Clydesdales obtained from the Budweiser website. "The Budweiser Clydesdales made their first-ever appearance on April 7, 1933. A gift from August A. Busch, Jr. and Adolphus Busch to their father in celebration of the repeal of Prohibition, the presentation of the original two six horse hitched of champion Clydesdales moved father, sons and drivers to tears. The phrase 'crying in your beer' was officially coined shortly thereafter. No strangers to television broadcasts and parades, the Budweiser Clydesdales have figured prominently in two Presidential inaugurations. They appeared in Harry Truman's inaugural parade in 1949, and then again for Bill Clinton's in 1993."

#### ATTACHMENTS

Special Event Application

#### FISCAL IMPACT

N/A

#### STAFF IMPACT

Minimal, but includes the services of Public Works staff to issue any town equipment such as cones or barricades that would be necessary for the event.

#### LEGAL REVIEW

N/A

#### RECOMMENDATION

If the Council wishes to approve this special event then the staff recommends that the event is 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 each event.
2. All walkways and boardwalks must be kept unobstructed at all times.
3. The applicant shall coordinate any road or parking space closures with the Police Department.
4. The applicant shall be responsible for the production, posting, and removal of the no parking signs.
5. The applicant shall notify, in advance, all business affected by any parking space closures.
6. The applicant shall not block the store fronts of businesses.
7. The applicant shall work with the Jackson Hole Playhouse to coordinating the timing of the rival of the Clydesdale horses and the conclusion of the nightly shootout on the Town Square.
8. The applicant shall utilize volunteers to assist with traffic control at all intersection crossings.
9. 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.
10. The applicant shall be responsible for the check out, pick up, set up and return of all barricades and road signs from the Public Works Department. The applicant will be responsible for any deposit required for this equipment.



### SUGGESTED MOTION

If the Town Council wishes to approve of this special event then staff would suggest the following motion:

I move to approve the special event application submitted by Osprey Beverages to bring the Budweiser Clydesdale Horse Team and Hitch to the Town Square on Wednesday, June 27, 2018 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: Budweiser Clydesdales

Name of Organization: Osprey Beverages

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

Mailing Address: PO BOX 470

City: JACKSON State: WYOMING Zip Code: 83001

Name of Person Completing Application: LEO GUTIERREZ

Email Address: LGUTIERREZ@WYOM.NET

Work Phone: 307.733.6767 Cell Phone: 307.699.0406

## EVENT INFORMATION

Type of Event: ☐ Run / Walk ☐ Concert ☐ Filming ☐ Assembly  
☐ Parade ☐ Festival ☐ Biking ☐ Education  
☐ Other: CLYDESDALE HITCH AROUND TOWN SQUARE.

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

PARK CLYDESDALE HITCH IN FRONT OF COWBOY BAR

Location of Event: MILLION DOLLAR COWBOY BAR Alternative Location: \_\_\_\_\_

Date(s) of Event: 6/27/2018 Event Operating Hours: 5-8

Event Set Up Begins Date: June 27, 2018 Time: 5-8PM

Event Clean Up Ends Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Special Event Application

## EVENT INFORMATION (Continued)

Estimated Event Attendance (Spectators and Participants) Per Day: 250 Total Event: 250

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 checked="" 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 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: LEO GUTIERREZ Cell Phone: 307.699.0406

## 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: 4 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: \_\_\_\_\_

### POLICE LEAD VEHICLE

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 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:

*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: lg

# 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: lg \_\_\_\_\_

# 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: lg

# 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: lg



# 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: lg

# 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: Leo A. Gutierrez

Printed Name

DATE: 06/11/2018

TITLE: President



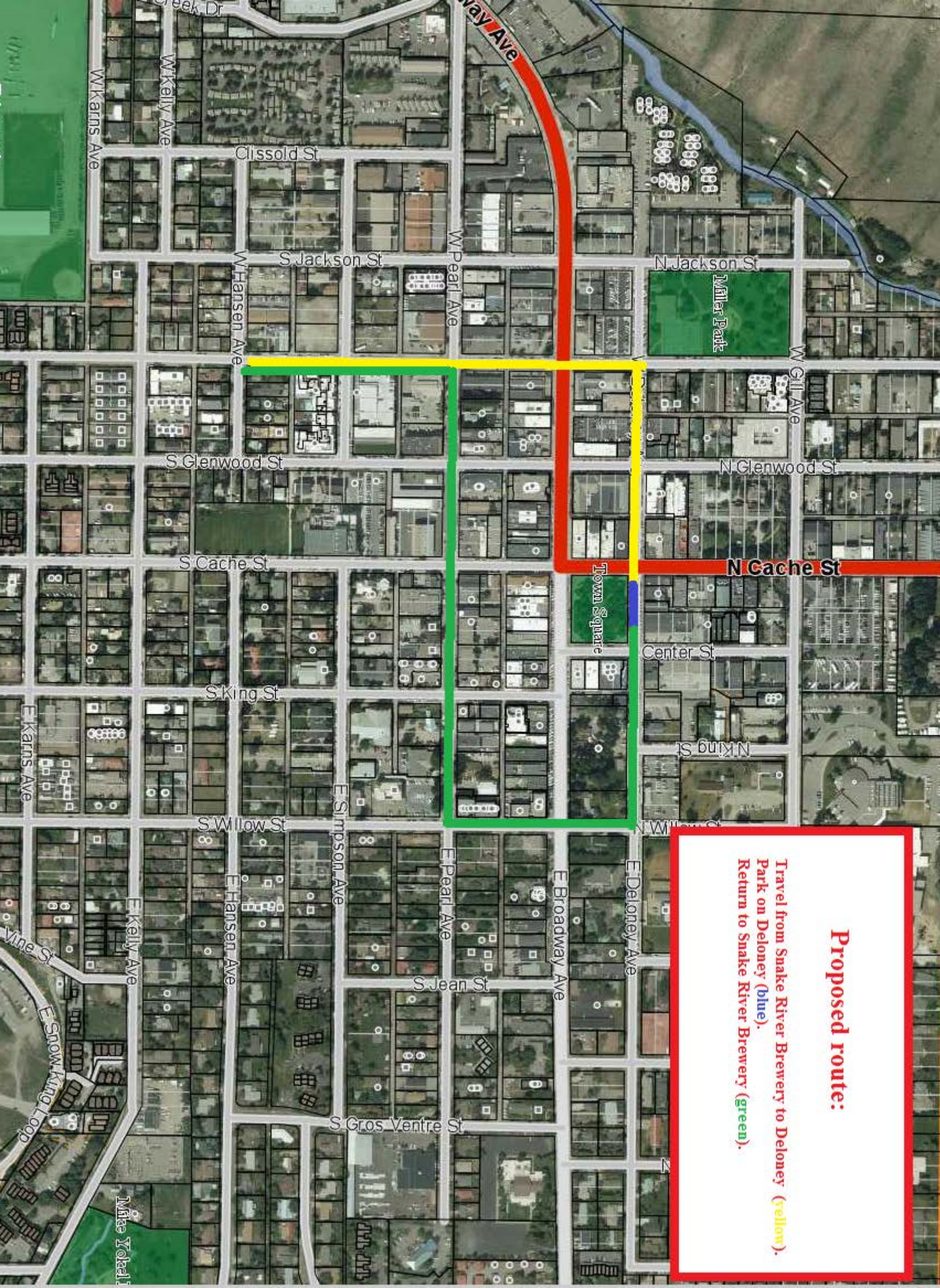
N Cache St

PROPOSED PARKING CLOSURE

E Delaney Ave

Town Square





## Proposed route:

Travel from Snake River Brewery to Delaney (yellow).  
Park on Delaney (blue).  
Return to Snake River Brewery (green).





# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** June 14, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** PLANNING & BUILDING

**DEPARTMENT DIRECTOR:** TYLER SINCLAIR

**PRESENTER:** TYLER SINCLAIR

**APPLICANT:** INDIAN ARTS – TERRY & JOY KENNEDY

**SUBJECT:** TEMPORARY SIGN PERMIT – INDIAN ARTS GOING OUT OF BUSINESS

---

## 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 a temporary banner to be located at times:

Indian Arts (105 E. Broadway Ave) – June 18, 2018 through October 18, 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 Indian Arts, 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 Indian Arts may be installed during:  
June 18, 2018 through October 18, 2018

## SUGGESTED MOTION

I move to **approve** the temporary banners in conjunction with Indian Arts, 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: Closing out of Business Physical Address of Event: 105 E. Broadway  
Description of Event: Final days of Business - Closing out of Business

**EVENT SPONSOR/APPLICANT:**

Name: Terry J. Kenney Phone: 386-546-8805  
Mailing Address: P.O. Box 3242 ZIP: 89001  
E-mail: tk-sundance@earthlink.net 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: <u>Indian Arts</u>	Business/Description: _____
Physical Address: <u>105 E. Broadway</u>	Physical Address: _____
Dates of Display: <u>6/18/18 - 10/18/18</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.*

Terry Kennedy  
Signature of Authorized Event Applicant

TERRY KENNEDY  
Applicant Name Printed

6-13-18  
Date  
Owner  
Title

## Design Your Banner

 delete

 undo

 ? Free Design Help

Sign Type

Banner

Sign Size

W 96

H 22

in.  ft.

Save & Continue

**GOING OUT OF BUSINESS**  
**50% to 75%**  
**OFF**

*To be placed over existing wooden sign  
above door into the store.*

## Brendan Conboy

---

**From:** Terry Kennedy <tk Sundance@earthlink.net>  
**Sent:** Wednesday, June 13, 2018 12:36 PM  
**To:** Brendan Conboy  
**Subject:** Raindance Indian Arts temporary sign

**TO:** CITY OF JACKSON  
**FROM:** RAINDANCE INDIAN ARTS  
**RE:** CODE VIOLATION AND REQUEST FOR SIGN PERMIT  
**DATE:** JUNE 13, 2018

Dear City of Jackson;

Raindance Indian Arts has been in the same location in Jackson for 35 years. The store and its owners, Terry and Joy Kennedy, have outlived two recessions, several downturns in global and American economy, and a number of other maladies affecting the town of Jackson. Now however, the owners of the building, in which Raindance has made its home all these years, have sold the building to developers, causing Raindance to lose their lease. So, forced to move or liquidate, we, the owners, have chosen to liquidate, and have therefore, placed liquidation signs in our windows, as well as one sign outside the store, in attempts to attract as many people into our store as we can this summer, hoping to recoup at least some of the loss of our business.

However, we have been informed by the code enforcement officer, that signs placed outside a storefront, violate code, and we must get a permit from the town for any signage placed outside the store. What we want to do is place a, "Going Out of Business" banner, over our regular "Raindance" signage that is outside the store, and that has been permitted for 34 years. This signage would be professionally printed. We feel that our need for this sign is integral to our liquidation sale, because only signs placed outside the storefront, are visible to greater amounts of foot, as well as vehicular traffic. All the other signs, located within the store, or in the window, are only visible by traffic walking directly in front of the store, and thus do not produce the attention from the public that we really need in order to make our liquidation sale work at its maximum potential.

We have done our due diligence, and went around the town to photograph and document the MANY other businesses in violation of this code, and yet allowed to maintain the position of their signs! These violations include banners, sandwich boards, and other signs, all placed outside the storefronts. Some of these businesses have their entire windows covered with signs. We feel discriminated against, because none of these other businesses have been given a code violation, nor are they required to attain a permit!

We are NOT going out of business by choice! We have been forced out by the sale of our building to developers. We have paid sales tax for 34 years, and will be paying more sales tax in the next four months than we have paid in the last four years, IF we are allowed to make maximum potential of our store front and place a sign outside our store front that attracts more of the public's attention.

As a business that has benefited the town of Jackson for 34 years, and that has been forced out of the town, we are asking the town to consider our complaint, and reconsider its stand on our one sign that is so necessary to our ability to help recoup the loss of our business!

Most Sincerely,





# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** June 14, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** PLANNING & BUILDING

**DEPARTMENT DIRECTOR:** TYLER SINCLAIR

**PRESENTER:** TYLER SINCLAIR

**APPLICANT:** WHITE HORSE SOCIAL – SARAH HOFFMAN

**SUBJECT:** TEMPORARY SIGN PERMIT – WHITE HORSE SOCIAL

## 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 a temporary banner to be located at times:

Cutty's (1140 W. Highway 22) – July 2, 2018 through July 24, 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 Cutty's, 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 White Horse Social may be installed during:  
Cutty's (1140 W. Highway 22) – July 2, 2018 through July 24, 2018

## SUGGESTED MOTION

I move to **approve** the temporary banners in conjunction with White Horse Social, 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:

White Horse Social

Physical Address of Event:

Fair Grounds

Description of Event:

Fundraiser

## EVENT SPONSOR/APPLICANT:

Name:

Sarah Hoffman

Phone: 307 690 9780

Mailing Address:

P.O. Box 12203 Jackson WY

ZIP: 83002

E-mail:

Sarah.hoffman1227@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:

Cathy's Bar & Grill

Business/Description:

Cathy's Bar & Grill

Physical Address:

1140 State Hwy 22

Physical Address:

1140 State Hwy 22

Dates of Display:

Jackson WY

Dates of Display:

July 2 - July 24

Consent from Owner Obtained? Yes ☐ No ☐

Consent from Owner Obtained? Yes ☒ No ☐

Business/Description:

X

Business/Description:

X

Physical Address:

X

Physical Address:

X

Dates of Display:

X

Dates of Display:

X

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

Sarah Hoffman

Date

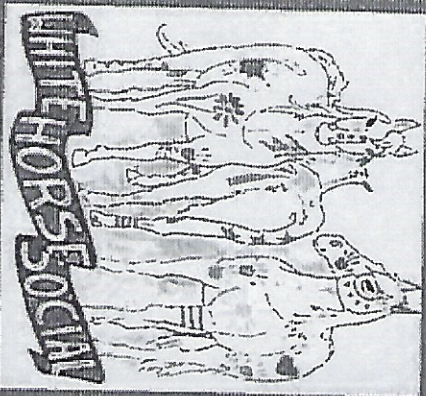
Applicant Name Printed

Title



Blue background with white lettering

Logo is full color with yellow, red, green, blue, + purple



# The White Horse Social

Tuesday Night of Fair Week

6-8 PM at the Teton County Fairgrounds Food Court

*Family Fun for All Ages - Pony Painting - Ice Cream Social  
Raffles - Silent Auction - Dinner - Kids' Activities*

Dates:

~~Sign 1~~ Sign 1: July 12-21

Sign 2: July 5-21

Sign 3: June 7-13





# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** June 12, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Finance

**DEPARTMENT DIRECTOR:** Kelly Thompson

**PRESENTER:** Kelly Thompson, Finance Director

**SUBJECT:** Public Hearing for Fiscal Year 2019 Town Budget

#### STATEMENT/PURPOSE

The purpose of this item is for the Town Council to conduct a public hearing on the FY19 Town Budget.

It is necessary for the Mayor to OPEN A PUBLIC HEARING to hear public comment regarding the budget. After public comment has been taken, the Mayor must CLOSE THE PUBLIC HEARING.

#### BACKGROUND/ALTERNATIVES

Pursuant to Wyoming Statute 16-4-109(b) the Town Council must conduct a public hearing on the budget not later than the third Tuesday in June.

It would be appropriate for the Mayor to tap the gavel and officially open a public hearing on the FY19 Town of Jackson budget.

After public comment has been taken, the Mayor then taps the gavel again and closes the public hearing.

Pursuant to Wyoming Statute 16-4-111(a) the Town Council must then adopt the budget within 24 hours of the conclusion of the public hearing. Adoption of the budget is scheduled for tonight later on in the agenda under the Resolution portion of the meeting. Should the Council wish to conduct the public hearing tonight and adopt the budget later, they would need to complete that adoption no later than Tuesday, June 19 in the evening.

Staff recommends the Council conduct the public hearing and adopt the budget later in the meeting.

The Town Council has several options, several are listed below:

1. Conduct the public hearing on the FY19 budget and adopt the budget later in the meeting.
2. Conduct the public hearing on the FY19 budget and direct staff to notice a special Town Council meeting to occur no later than June 19 in the evening.

#### STAKEHOLDER ANALYSIS

The stakeholders involved in this issue include the Town Council, Town staff, the Town organization, and the citizens of the Town of Jackson.

#### ATTACHMENTS

None. The budget adoption resolution is presented later in the agenda.

#### FISCAL IMPACT

There is no fiscal impact associated with conducting the public hearing on the budget.

#### STAFF IMPACT

There is no staff impact associate with conducting the public hearing on the budget.

#### LEGAL REVIEW

N/A

#### RECOMMENDATION

Staff recommends the Council conduct the public hearing on the FY19 budget and adopt the budget later in the meeting.

#### SUGGESTED MOTION

No motion necessary.

#### Synopsis for PowerPoint (120 words max):

##### Background:

Pursuant to Wyoming Statute 16-4-109(b) the Town Council must conduct a public hearing on the budget not



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** June 7, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Town Clerk

**DEPARTMENT DIRECTOR:** Roxanne DeVries Robinson

**PREPARED BY:** Sandy Birdyshaw, Town Clerk

**SUBJECT:** Teton Brewing Company LLC d/b/a Stillwest Brewery and Grill: Request to add Outdoor Liquor Service to their Restaurant Liquor License

#### STATEMENT/PURPOSE

The Town Council is the local licensing authority with the ability to regulate liquor licenses.

#### BACKGROUND/ALTERNATIVES

The Town Council approved a restaurant liquor license with a dual microbrewery permit for Teton Brewing Company LLC on June 19, 2017. Teton Brewing's building is nearing completion at 45 East Snow King Avenue.

These dual licenses were approved under the "old" W.S. 12-4-103(a)(iv) which allowed two years to become operational, or until June 18, 2019. At the time of their application, the *doing business name* was Bourbon Rock Brewing Company. The owners changed their d/b/a name to Stillwater Brewery and Grill in October, and recently changed it to be Stillwest Brewery & Grill, which they plan to open under.

When Council approved the microbrewery and restaurant liquor license applications last June, a 6<sup>th</sup> condition of approval was "*The applicant shall request, and obtain Town Council approval prior to any service or consumption of alcohol on any adjacent outdoor deck or patio.*"

As their construction is nearing completion, the licensee is coming back to Council to request permission to add outdoor service of alcoholic and malt beverages in two areas, as follows:

1. On the 2<sup>nd</sup> floor deck facing Snow King Mountain (malt beverage and alcohol service):
  - This area meets W.S. 12-5-201(a) as it is immediately adjacent and enclosed. It has two points of emergency egress on the west and east side.
  - Restaurant staff will take drink orders from seated outdoor customers, alcohol or malt beverages would be poured in the restaurant dispensing room, and delivered to the table.
  - Customers will leave by going back through the main dining room, allowing staff to monitor and prevent customers from leaving with open containers.
2. On the ground level Forecourt area facing Snow King Mountain (malt beverage only):
  - The Forecourt is located within the licensed building footprint, being enclosed on three sides by building structure and has a full sprinkled ceiling. It is open on the side facing Snow King Avenue between stone columns.



- The forecourt would also serve as a waiting area for the restaurant dining room. It is located adjacent to their retail shop including a malt beverage tap station.
- Applicant shall install signage regarding Town of Jackson open container laws on the stone columns. If necessary applicant will use roping to further enclose the area between columns and designate staff to monitor and prevent customers from leaving with open containers.

The following is an excerpt from Wyoming State Statute 12-5-201(a) as it relates to serving alcoholic beverages outside of the licensed building: *“Alcoholic beverages secured in the licensed room by a server may be served only in the building in which the licensed room is located and in an immediately adjacent fenced or enclosed area as approved by the local licensing authority.”*

#### ALIGNMENT WITH COUNCIL’S STRATEGIC INTENT

Allowing businesses the flexibility to attract locals and guests by hosting outdoor seating with a magnificent view of Snow King at their licensed premises supports the Town is Heart. It will attract folks to the outer skirts of the downtown area to enjoy an excellent dining experience and awesome mountain views at the same time. It also supports Economic Sustainability as it is a location that will generate sales tax revenues.

#### ATTACHMENTS

Floor Plan, photos

#### FISCAL IMPACT

None

#### STAFF IMPACT

Impact to staff is within normal duties of reviewing and processing a liquor application, placing required legal notices, and internal communications.

#### LEGAL REVIEW

#### RECOMMENDATION

Staff does not recommend denial or approval. The Town Council has many options, some of which are listed below:

1. Approve outdoor liquor service with the following conditions:
  - 1) Approval is contingent on applicant having complied with all Town of Jackson Building Codes, Land Development Regulations, and obtaining all required permits and approvals from all applicable Town/County departments.
  - 2) Approval of outdoor liquor service applies to the 2<sup>nd</sup> floor deck.
  - 3) Approval of malt beverage consumption in the forecourt includes that the applicant shall install signage regarding Town of Jackson open container laws on the stone columns. If necessary applicant will use roping to further enclose the area between columns and designate staff to monitor and prevent customers from leaving with open containers.
  - 4) Any changes to the plan of operations for outdoor service shall come back for Town Council review.
  - 5) Any additional minor corrections deemed necessary by staff or the Wyoming Liquor Division.
2. Deny the request.
3. Discuss and postpone action to the next regular meeting.
4. Other.

### SUGGESTED MOTION

I move to approve outdoor service of alcohol and malt beverages as outlined and conditioned in the staff report, pursuant to Wyoming Statute 12-5-201(a), at Teton Brewing Company LLC d/b/a Stillwest Brewery and Grill located at 45 East Snow King Avenue.



**2nd Floor Deck**  
outdoor seating

Coffee Shop

**Ground Level**  
**Forecourt**

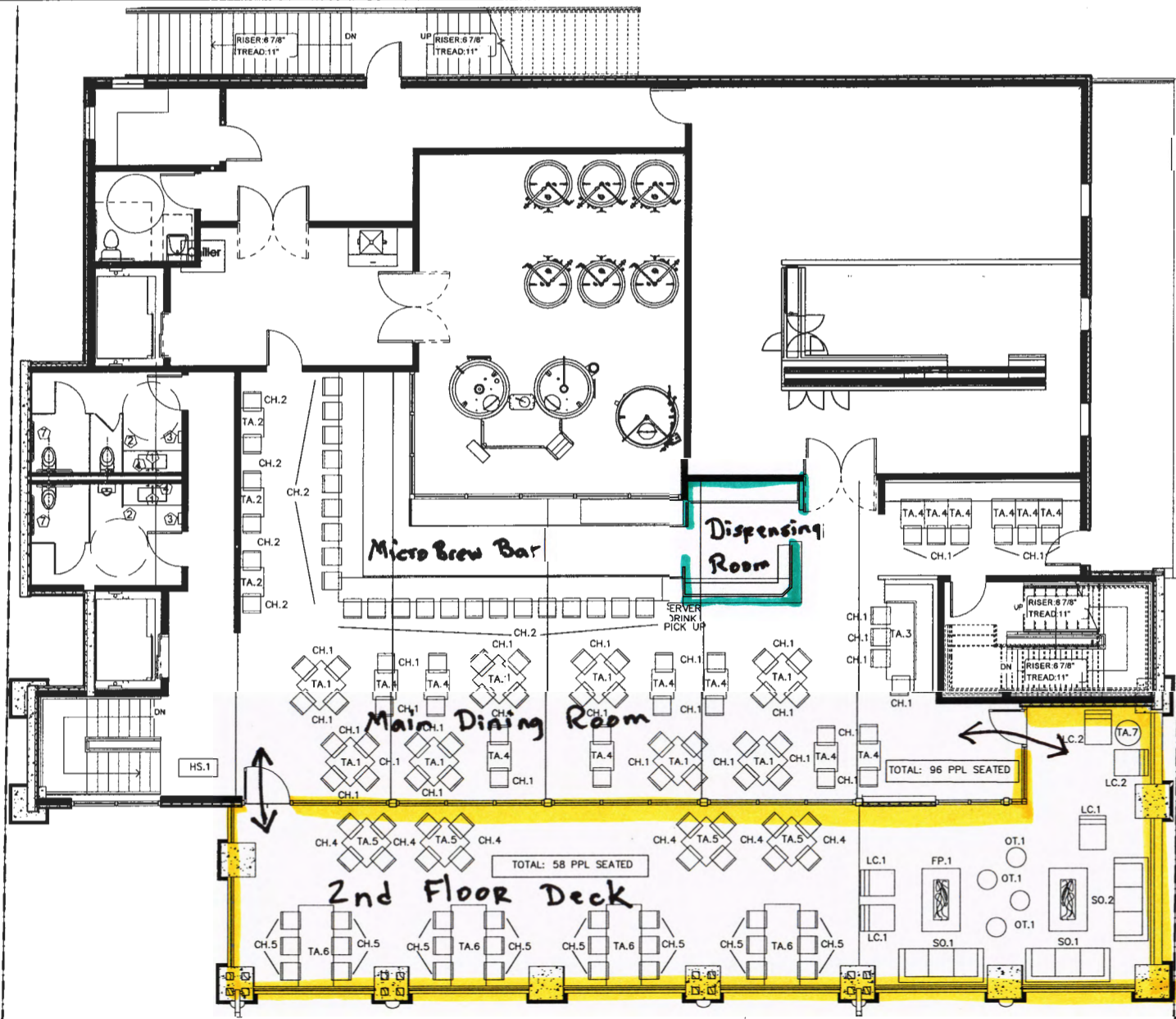
Retail /  
Taps

SNOW KING AVENUE





2nd floor



SECOND FLOOR FURNITURE PLAN  
SCALE: 1/4" = 1'-0"



STILLWATER BREWERY AND GRILL  
101 BROWN AVENUE SUITE 100  
JACKSONVILLE, FLORIDA 32205  
404.251.0022 FAX 404.251.0030

REVISIONS

No.	Date	Description

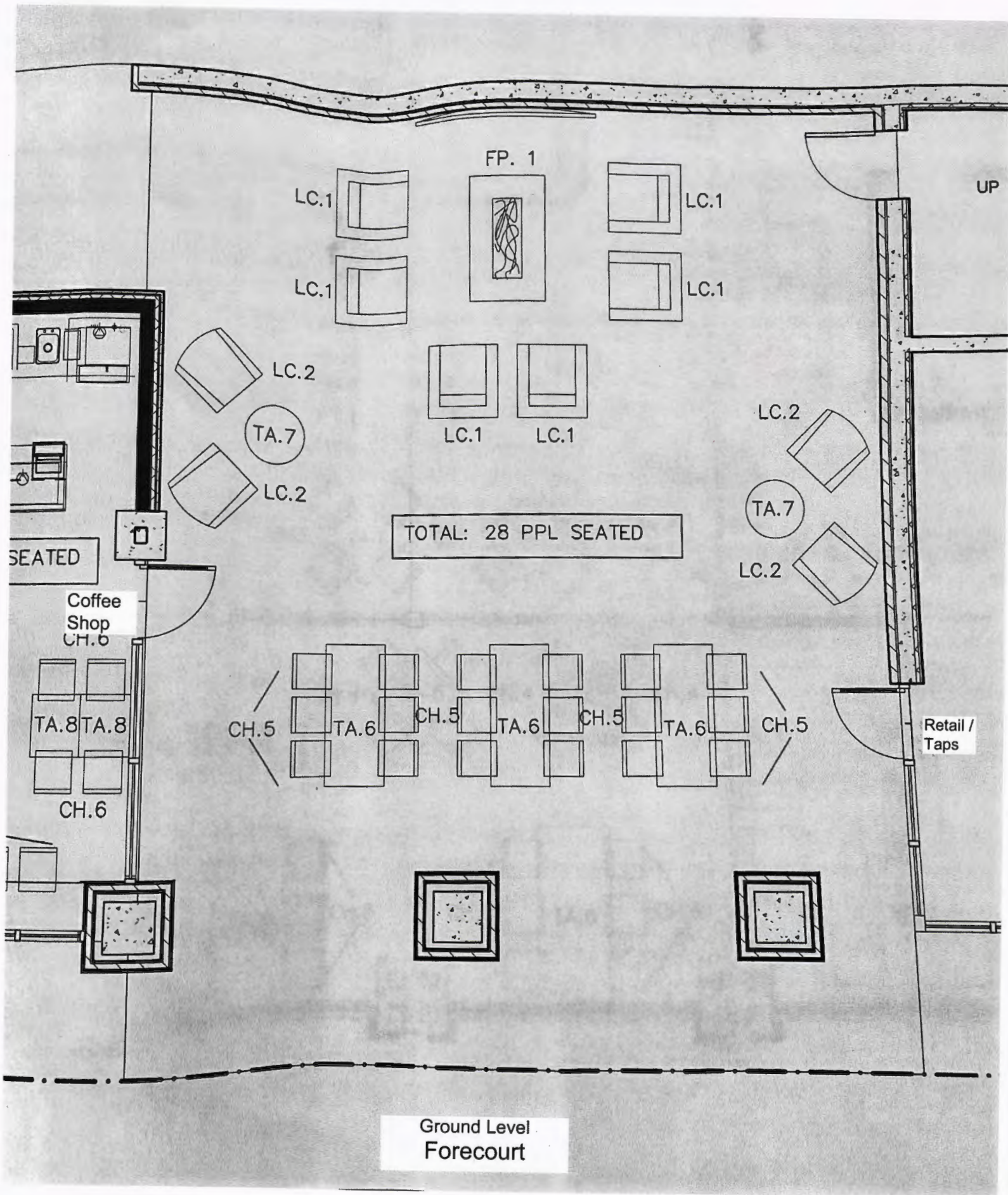
STILLWATER BREWERY AND GRILL  
JACKSON HOLE, WY

Notes:  
This Document is the  
Property of the  
Architect/Design Firm.  
Unauthorized Use or  
Reproduction is Prohibited.

Date: 12.1.17  
Designer: K.A.  
Project Designer: A.S.G.B.  
Project #: 1737

FLOOR PLAN  
W/ FURNITURE

ID2.2







# TOWN OF JACKSON TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** June 14, 2018

**MEETING DATE:** June 18<sup>th</sup>, 2018

**SUBMITTING DEPARTMENT:** Administration Department

**DEPARTMENT DIRECTOR:** Larry Pardee

**PRESENTER:** Larry Pardee

**SUBJECT:** Town Parking Garage Lease of Spaces to Jackson Hole Airport – Ride-2-Fly Program

## STATEMENT/PURPOSE

The purpose this item is for Town Council to review and consider a draft parking garage lease agreement between the Town of Jackson and the Jackson Hole Airport Board for payment for the use of parking spaces in the Town owned parking garage to allow airport customer parking for the Ride-2-Fly Program.

## BACKGROUND/ALTERNATIVES

The Town Council approved the use of the upper 3<sup>rd</sup> and 4<sup>th</sup> floors of the Milward & Simpson Parking Garage for the use of the Ride-2-Fly Program. The program has provided an offsite park and ride airport program at no cost to the airport. The draft agreement as presented was drafted by the Airport Board's legal counsel and proposes a payment to the Town of Jackson for the allowance of this parking in the amount of 52,457 annually. Town staff reviewed the proposed agreement and sent back comments as noted in the attached draft. Please see the Town Attorney's comments outlining staff's request for clarification and/or additional information as noted in the sidebar of the draft agreement.

The Town Council may want to consider whether to continue the arrangement with the Jackson Hole Airport or whether they want to discontinue that arrangement and allow parking in the entire structure for employees of downtown businesses, citizens, and guests to the community wanting longer parking than 3 hours at a stretch.

## The Town Council has several options for consideration:

1. Approve the draft parking agreement with the Jackson Hole Airport Board for Ride-2-Fly as presented and authorize Mayor Muldoon to execute the agreement on behalf of the town of Jackson.
2. Discuss the proposed agreement, request any additional information from the Jackson Hole Airport Board, direct the Town Attorney to provide a complete and comprehensive legal review, and direct staff to further review the agreement and present the agreement for Town Council action at a future Town Council meeting.
3. Deny the request in its current form and request a different proposal.
4. Take no action thereby continuing the Ride-2-Fly parking arrangement without payment.

5. Deny the request and direct staff to discontinue allowance of parking in the structure for Ride-2-Fly patrons and further direct staff to remove the signage.
6. Other.

### ATTACHMENTS

Draft - Lease of Parking Spaces at 4-18-18 (ACD revisions)

### FISCAL IMPACT

Revenue generator of \$52,457.00 as presented today in its current form.

### STAFF IMPACT

The staff impact of Council's approval of this agreement is minimal in that the document would need to be executed by all parties and scanned into the records of the Town of Jackson.

### LEGAL REVIEW

Town Attorney has only sent back comments from staff members for the Airports legal counsel review and consideration. Should Town Council wish to proceed with this draft lease agreement it requires final legal review and any additional Council requests.

### RECOMMENDATION

Staff recommends the Council discuss the agreement, consider any changes to it, and then act on the agreement. Staff makes no specific recommendation at this time as there are benefits to discontinuing the arrangement and there are also benefits to the Town of Jackson being compensated for use of spaces that are not available to the general public.

Should the Council be ready to act, staff recommends the document be approved subject to any further changes by the Town Attorney.

### SUGGESTED MOTION

Should the Town Council be ready to act, one possible motion would be:

I move to discuss the proposed agreement, request any additional information from the Jackson Hole Airport Board, direct the Town Attorney to provide a complete and comprehensive legal review, and direct staff to further review the agreement and present the agreement for Town Council action at a future Town Council meeting.

---

#### Synopsis for PowerPoint (120 words max):

##### Purpose:

The purpose this item is for Town Council to review and consider a draft parking garage lease agreement between the Town of Jackson and the Jackson Hole Airport Board for payment for the use of parking spaces in the Town owned parking garage to allow airport customer parking for the Ride-2-Fly Program.



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** May 29, 2018 (revised: 6/12)  
**MEETING DATE:** June 18, 2018 (continued from June 4<sup>th</sup>)

**SUBMITTING DEPARTMENT:** START  
**DEPARTMENT DIRECTOR:** Darren R Brugmann  
**PRESENTER:** Darren Brugmann, START Director

**SUBJECT:** RFP 18-18: Award for Mobile Ticketing/Electronic Fare System

#### STATEMENT/PURPOSE

The purpose of this item is for Town Council to consider awarding contract negotiations with RouteMarch, Inc. for START's Mobile Ticketing/Electronic Fare System – The Request For Proposal (RFP) process winner for RFP 18-18. The Council initially reviewed this request on June 4<sup>th</sup> but deferred in order to obtain further information which is included with this report.

#### BACKGROUND/ALTERNATIVES

Currently, fares for utilizing the START Bus system are collected manually. The advancement in transit technology in recent years has pushed Mobile Ticketing to the forefront. A number of major transit systems in the country have recently adopted new fare payment technologies. The Town of Jackson believes that the benefits of Mobile Ticketing technology are significant and critical to each system's ability to attract new riders and grow ridership in the future. As a means to increase ridership, the Town of Jackson envisions providing greater fare payment options, convenience and flexibility for its transit riders. Also, the importance of accountability and the ability to track fare purchases is critical to START's future.

RFP 18-18 was initiated on April 16, 2018 to solicit potential vendors. The intent of RFP 18-18 was to obtain services from a single vendor to implement new fare collection technologies for START. The new fare collection system will complement and eventually eliminate the existing fare box system by adding a comprehensive and secured Mobile Ticketing and/or Electronic Fare solution. The purpose of RFP 18-18 was to solicit proposals from various vendors; conduct a fair and extensive evaluation based on criteria listed and then to select the vendor who can help START best reach its goals.

The intent of the project is as follows:

- Institute a robust and flexible platform to support single fare transactions (ticket types, prices, validity and expiration).
- Ensure convenience and ease of use for all customers.
- Make the boarding process easier for bus operators and customers.
- Reduce onboard fare processing time to improve on-time performance.
- Address the issue of fare validation and verification of single and multi-pass tickets in an effective approach that does not compromise the rider's experience.
- Use centralized server/account-based fare payment processing (Must be integrated with existing fare recording software)
- Seamless integration with existing RFID technology in use with existing local existing businesses.

- Provide accurate revenue management and accountability of all fare transactions.
- Provide accurate and timely ridership and revenue data that can support detailed analysis and reporting of transit trends among riders.
- Integrated reporting of fare collected through existing fare box technology and the new Mobile Ticketing device.
- Ensure optimized functionality in a challenging environment for network connectivity onboard the buses.
- Comply with existing payment industry standards (if any).
- Protect customer privacy and transaction security by complying with the security standards of the financial payments industry, ensuring the security and confidentiality of customer information and protecting it against threats or hazards.
- Achieve cost efficiencies through the reduction of cash handling, number of forms of fare media and operating cost.
- Future integration of credit card payments with our present Point of Sale (POS) system at ticket locations.
- Reduce the use of cash for fare payment onboard buses to minimize dwell time and to reduce business expenses in handling cash.
- Maximize the reach to customers while minimizing the reliance on retail distribution network.
- Support and be extensible to new technologies as they mature in the industry.
- Pricing per unit plus any associated hardware/software, in our case it would be Thirty (30) units.

The solution shall be a cloud based system designed to provide a secure, robust 24/7/365 service to both the agency and its riders. The system is accessed through secure web portals for both the agency as well as the riders. The system will integrate directly with an appointed Payment Service Provider (PSP) partner, for all credit card processing.

Follow-up from June 4<sup>th</sup> Council Meeting:

At the June 4<sup>th</sup> Council meeting, the following questions were posed for further information gathering before the Council will consider action:

- a. How other resort communities and other bus systems address credit card payments on the bus. Specifically a listing of which communities have bus systems, do they accept credit card payments on the bus, etc.

Response: I asked for information from the following resort communities – Vail, Aspen (including Roaring Fork Transit Authority RFTA which services the entire Aspen area), Steamboat Springs, Telluride, Sun Valley Idaho (Mountain Rides). I also inquired with Community Transit and King County Washington systems (my previous employers). While I did not hear back from all, all that responded stated they do not have any system in place that allows the buses to be “point of sale” that is, accept personal credit cards or other payment than cash. None of the respondents had ever heard of a public transit system accepting personal credit cards on the bus. The main reason would be technology limitations of processing payment on each bus, time. None of the systems allow drivers to exchange cash or otherwise for payment of service on the bus. Drivers are specifically shielded from monetary exchanges of any sort mainly for the safety of the Driver and liability reasons.

- b. Which other bus systems have kiosks either on the buses or in a central location for patrons to purchase tickets/passes, etc.

Response: Only the larger, urban area transit systems have any type of ticket selling “kiosk” ticket purchasing machines – RFTA, Community Transit, King County WA. These kiosks are placed mainly in heavily used transit centers and along Bus Rapid Transit (BRT) stations. All

transit systems do sell some type of pass or tickets and only designate certain locations as to where those can be purchased (similar to us at the Town Hall, START Facility and Albertsons).

- c. How much a kiosk would cost and (based on comments today) whether one kiosk could address downtown paid parking passes and/or ebike payments.

Response: Yes, kiosks could be purchased to handle ticket purchasing for all modes mentioned – START Bus, START Bike and parking. Just a purchase of the machine itself can range from \$20K-45K per unit. The information given to me regarding the cost of kiosks is very high. Accepting cash payments at the machine inflates the upfront purchase cost of the machine considerably. However, the START Board did not consider including kiosks in this RFP process mainly due to cost factors and uncertainty of paid parking at this time.

- d. How much the in bus kiosk system would cost.

Response: In addition to the upfront purchase cost mentioned above (\$20-45K/unit) other factors to consider would be placement of the machines, and the ongoing servicing of each machine for ticket/pass loading and removal of cash collected at the machine. The transit systems utilizing kiosks have paid personnel responsible for these functions. The amount of additional staffing is dependent on the number of kiosks in operation.

With regards to Question A. above, START is certainly not precluded from moving toward open payments (tapping credit card on bus) in the future by selecting Routematch as our preferred vendor. In fact, Routematch can deliver open payment technology through its system. However, that type of solution is considerably much more expensive than typical systems for several reasons: it requires additional hardware, additional software and significantly more compliance costs (PCI and EMV). It can always be added at a later date. As an important FYI (and stressed above), few if any transit systems have deployed open payment systems despite them being available for years. The real time authentication/processing can often lead to problems/delays with boarding, extending into OTP impact. As stated above, this option was not part of this RFP. We can get you more information and should be something that is discussed with the results of the Parking Management Study and where the Town may go with parking, etc.

It is also important to reiterate the importance of having the information/data that we would get from electronic fares so that we can accurately assess a fee to the mountain resort or other areas served to have an educated and informed conversation about services provided and how they being paid for by the START ridership. This was a main reason for pursuing the mobile ticketing and electronic fare system we have in front of you at this time.

### STAKEHOLDER ANALYSIS

RFP 18-18 generated nearly 25 interested vendors. Six (6) Vendors submitted a response by the amended May 11, 2018 deadline. Those vendors were: RouteMatch (Atlanta, GA), Acumen (Oakland, CA), Passport Inc. (Charlotte, NC), Delerrok (Vista, CA), Token Transit Inc. (San Francisco, CA) and Hopthru (San Francisco, CA).

The evaluation committee was made up of the following staff members: Darren Brugmann (START Director), Kelly Thompson (Finance Director) and Michael “Zolo” (IT Director). They evaluated all proposals based on the following criteria:

- Substantiated representations regarding the vendor’s capabilities and qualifications in providing the equipment, technology and services required and experience in completing similar projects (examples from other projects, references, etc).
- Clearly demonstrated understanding of the proposed project and proposed solutions and alternatives.
- Qualifications and experience



- Initial costs for the proposed solution, implementation, training and on-going support.
- Ability to meet specified schedule
- References
- Demonstrated success of the proposed solution, quality of equipment and availability of ongoing support. Warranties or other assurance of quality, service, customer satisfaction.
- Ability to adhere to the attached federal clauses.

The Evaluation Committee recommends:

#### **RouteMatch**

- The clear winner in terms of platform and benefits as well as value to our riders and taxpayers.
- Committed to provide full cross-compatibility with JHMR's passes (and others) with no extra cost
- Committed to a discount when bundling existing RouteMatch maintenance with RMPay maintenance
- Committed to implementation budget within grant award
- Committed to provide full integration with Xpress BillPay at no extra cost

Should contract negotiations not be successful with RouteMatch, the next vendor in line of the committee's recommendation would then be considered.

#### [ATTACHMENTS](#)

None

#### [FISCAL IMPACT](#)

The following is as budgeted in FY19 budget and Grant Award:

\$228,750	Total
\$183,000	Federal (80%)
\$45,750	Local (20%)

#### [STAFF IMPACT](#)

Review and completion of Contractual requirements (Legal Staff). DRAFT Contract will be presented to Town Council at June 18, 2018 meeting.

#### [LEGAL REVIEW](#)

None at this time.

#### [RECOMMENDATION](#)

Staff recommends Council to proceed with contract negotiations with RouteMatch, Inc.

#### [SUGGESTED MOTION](#)

If Town Council is ready to move forward, a suggested motion:

I move to approve RouteMatch as the RFP#18-18 process winner and direct staff to enter into contract negotiations and bring back the Mobile Ticketing/Electronic Fare System contract for Council approval.

---



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

REVISED 06-15

**PREPARATION DATE:** June 11, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Finance

**DEPARTMENT DIRECTOR:** Kelly Thompson

**PRESENTER:** Kelly Thompson, Finance Director

**SUBJECT:** Amendment #4 to Fiscal Year 2018 Budget

#### STATEMENT/PURPOSE

A resolution adopting amendments to the Town of Jackson's fiscal year 2018 budget.

#### BACKGROUND/ALTERNATIVES

The attached resolution proposes modifications to the Town's current FY 2018 budget. The resolution represents the 2018 amended budget divided into budget divisions (Mayor & Council, Municipal Judge, Town Attorney, etc.). Significant items include budget amendment of \$21,960 salaries and benefits for Town Manager transition, \$22,000 for take home car program, \$15,000 for building official services, \$85,000 in street paint projects, \$80,000 in shop parts, \$150,000 inter-fund transfer to fleet fund, \$14,773 to complete Stellaria Lane lighting, \$90,000 for Smith/Simon/May storm drainage improvements, and \$96,540 to complete water/sewer/sidewalk improvements along Highway 22.

#### ATTACHMENTS

- Resolution 18-13 adopting amendments to the Fiscal Year 2018 Budget.
- Exhibit A – Schedule of Increases/Decreases.

#### ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The annual adoption of the fiscal year budget, and subsequent amendments, are critical to the Town's ability to accomplish its purpose and mission. The budget is a vehicle for the Council to address each Strategic Intent.

#### FISCAL IMPACT

The proposed budget adjustments in the attached resolution include only the updates where current division estimates vary *significantly* from current budget. The proposed budget adjustments do not address small and relatively immaterial variances between expectations and budget.

#### STAFF IMPACT

The staff impact of the Council's adoption of this amendment is positive, in that it will allow staff to continue with the work programs requested by Council during the formulation of the budget.

#### LEGAL REVIEW

N/A

#### RECOMMENDATION

Staff recommends that the Mayor & Council approve the attached resolution.

## **SUGGESTED MOTION**

I move to approve the resolution adopting amendments to the fiscal year 2018 budget.

### **Purpose:**

To amend the 2018 amended budget.

### **Background:**

The Town Council amends the adopted budget as needed during the fiscal year. The first amendment typically occurs in late September or early October, with the last amendment occurring in June before adoption of the following year's budget.

### **Fiscal Impact:**

Amendments are funded through available fund balances or with adjustments to revenue projections.

RESOLUTION 18-13

A RESOLUTION ADOPTING AMENDMENTS TO THE FISCAL YEAR 2018 BUDGET OF THE TOWN OF JACKSON.

WHEREAS, pursuant to Wyoming Statutes, the governing body of the Town of Jackson is empowered to control the finances of the Town including adopting and amending the annual budget; and

WHEREAS, the specific statutory requirements for budgeting procedures are stipulated in the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 16-4-124); and

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Jackson that the fiscal year 2018 budget is hereby amended as follows:

EXPENDITURES AND OTHER USES	Approved Budget	Increase (Decrease)	Amended Budget
Mayor & Town Council	303,908	-	303,908
Town Attorney	421,796	9,770	431,566
Municipal Judge	262,218	-	262,218
Administration	324,654	21,960	346,614
Town Clerk & Personnel	577,807	13,500	591,307
Finance	548,832	2,000	550,832
Information Technology	501,381	1,500	502,881
Planning	1,046,127	11,600	1,057,727
Town-Wide Services	218,347	23,000	241,347
Town Hall Building	178,049	-	178,049
PD Administration	519,835	7,000	526,835
PD Investigation	396,665	4,000	400,665
PD Patrol	2,895,322	39,840	2,935,162
PD Community Service	518,074	2,689	520,763
PD Special Operations	21,706	-	21,706
Victim Services	239,960	-	239,960
Animal Shelter/Control	263,378	-	263,378
Building Inspections	374,035	15,000	389,035
Public Works Administration	257,645	-	257,645
Streets	1,714,867	143,000	1,857,867
Town Engineer	423,667	-	423,667
Public Works Yard Operations	180,734	-	180,734
Public Garage Operations	88,410	3,000	91,410
Cemetery	41,570	-	41,570
Social Services	675,838	-	675,838
Sports and Events Center	114,763	-	114,763
Public Amenities	101,080	-	101,080
Community Promotions	246,825	23,124	269,949
County-Budgeted Joint Programs	2,884,218	-	2,884,218
Transfers Out	4,633,415	150,000	4,783,415
Total General Fund	20,975,126	470,983	21,446,108
Affordable Housing	1,207,409		1,207,409
Total Affordable Housing Fund	1,207,409	-	1,207,409
Parking Exactions Fund	45,000	-	45,000
Total Parking Exactions Fund	45,000	-	45,000
Parks Exactions	9,706	-	9,706
Total Park Exactions	9,706	-	9,706
Employee Housing Fund	911,197	21,984	933,181
Total Employee Housing Fund	911,197	21,984	933,181
Animal Care Fund	38,500	-	38,500
Transfers Out	60,000	-	60,000
Total Animal Care Fund	98,500	-	98,500
Lodging Tax Fund	354,002		354,002
Transfers Out	377,801		377,801
Total Lodging Tax Fund	731,803	-	731,803

<b>Expenditures and Other Uses</b>	<b>Approved Budget</b>	<b>Increase (Decrease)</b>	<b>Amended Budget</b>
Vertical Harvest Fund	15,000		15,000
Total Vertical Harvest Fund	15,000	-	15,000
Snow King-Snow Making Fund	52,552		52,552
Total Snow King-Snow Making Fund	52,552	-	52,552
START Administration	598,556	19,638	618,194
START Operations	3,458,493	22,000	3,480,493
START Capital	2,401,250	-	2,401,250
START Indirect Cost Allocations	52,617	-	52,617
Total START Fund Expenditures	6,510,916	41,638	6,552,554
Capital Outlay	5,977,287	184,773	6,162,060
Total Capital Projects Fund	5,977,287	184,773	6,162,060
Capital Outlay	35,000	-	35,000
Total 2006 SPET	35,000	-	35,000
Capital Outlay	1,525,601	-	1,525,601
Total 2010 SPET	1,525,601	-	1,525,601
Capital Outlay	1,365,000	-	1,365,000
Total 2014 SPET	1,365,000	-	1,365,000
Capital Outlay	7,478,268	-	7,478,268
Total 2016 SPET	7,478,268	-	7,478,268
Capital Outlay	2,901,000	-	2,901,000
Total 2017 SPET	2,901,000	-	2,901,000
Water Maintenance & Operation	743,642	(67,471)	676,171
Water Wells	249,135	-	249,135
Water Billing & Accounting	165,148	-	165,148
Water Capital Outlay & Improvements	1,043,977	75,488	1,119,465
Water Loan Expenditures	108,220	-	108,220
Water Transfers Out	488,734	-	488,734
Sewage Plant Operations	835,875	-	835,875
Sewage Maint. & Operations	348,791	-	348,791
Sewage Billing & Accounting	164,640	-	164,640
Sewage Capital Outlay & Improvements	3,734,481	23,523	3,758,004
Sewage Transfers Out	488,734	-	488,734
Total Enterprise Funds	8,371,377	31,540	8,402,917
Employee Insurance	2,308,300	-	2,308,300
Total Insurance Fund	2,308,300	-	2,308,300
Fleet Expenditures	1,933,122	30,000	1,963,122
Total Fleet Management Fund	1,933,122	30,000	1,963,122
Central Equipment Expenses	1,205,099	-	1,205,099
Total Central Equipment Fund	1,205,099	-	1,205,099
IT Services	824,677	16,000	840,677
Total IT Service Fund	824,677	16,000	840,677



<b>REVENUES AND OTHER SOURCES</b>	<b>Approved Budget</b>	<b>Increase (Decrease)</b>	<b>Amended Budget</b>
Taxes	7,121,392	-	7,121,392
Licenses & Permits	888,600	-	888,600
Intergovernmental Revenue	9,751,432	-	9,751,432
Charges for Services	641,273	13,540	654,813
Fines & Forfeitures	403,194	-	403,194
Miscellaneous Revenue	145,757	27,800	173,557
Transfers In	1,090,085	-	1,090,085
Total General Fund	20,041,733	41,340	20,083,073
Licenses & Permits	30,000	-	30,000
Miscellaneous Revenue	10,000	-	10,000
Transfers In	1,182,409	-	1,182,409
Total Affordable Housing Fund	1,222,409	-	1,222,409
Licenses & Permits	1,000	-	1,000
Miscellaneous Revenue	200	-	200
Total Parking Exactions	1,200	-	1,200
Licenses & Permits	10,000	-	10,000
Miscellaneous Revenue	100	-	100
Total Park Exactions	10,100	-	10,100
Miscellaneous Revenue	210,860	-	210,860
Transfers In	300,000	-	300,000
Total Employee Housing Fund	510,860	-	510,860
Miscellaneous Revenue	70,600	-	70,600
Total Animal Care Fund	70,600	-	70,600
Taxes	731,603	-	731,603
Miscellaneous Revenue	200	-	200
Total Lodging Tax Fund	731,803	-	731,803
Contributions & Donations	27,200	-	27,200
Total Vertical Harvest Fund	27,200	-	27,200
Contributions & Donations	52,752	-	52,752
Total Snow King Snow Making Fund	52,752	-	52,752
Intergovernmental Revenue	4,385,326	-	4,385,326
Charges for Services	1,278,376	-	1,278,376
Miscellaneous Revenue	4,500	-	4,500
Transfers In	377,801	-	377,801
Total START Fund Revenues	6,046,003	-	6,046,003
Intergovernmental	1,928,424	-	1,928,424
Miscellaneous Revenue	27,200	-	27,200
Transfers In	3,151,006	-	3,151,006
Total Capital Projects Fund	5,106,630	-	5,106,630
Miscellaneous Revenue	1,100	-	1,100
Total 2006 SPET	1,100	-	1,100
Miscellaneous Revenue	5,200	-	5,200
Total 2010 SPET	5,200	-	5,200
Taxes	-	-	-
Miscellaneous	13,800	-	13,800
Total 2014 SPET	13,800	-	13,800
Taxes	2,154,000	-	2,154,000
Miscellaneous	30,000	-	30,000
Total 2016 SPET	2,184,000	-	2,184,000
Taxes	2,900,000	-	2,900,000
Miscellaneous	1,000	-	1,000
Total 2017 SPET	2,901,000	-	2,901,000

REVENUES AND OTHER SOURCES	Approved Budget	Increase (Decrease)	Amended Budget
Water Charges for Services	2,425,759	-	2,425,759
Water Miscellaneous	21,000	-	21,000
Sewage Charges for Services	3,632,069	-	3,632,069
Sewage Miscellaneous	20,000	-	20,000
Total Enterprise Funds	6,098,828	-	6,098,828
Charges for Services	2,507,117	-	2,507,117
Miscellaneous Revenue	2,500	-	2,500
Total Employee Insurance Fund	2,509,617	-	2,509,617
Charges for Services	1,981,120	-	1,981,120
Miscellaneous Revenue	500	-	500
Transfers In	-	150,000	150,000
Total Fleet Management Fund	1,981,620	150,000	2,131,620
Charges for Services	433,700	-	433,700
Miscellaneous Revenue	129,500	-	129,500
Total Central Equipment Fund	563,200	-	563,200
Charges for Services	680,757	-	680,757
Miscellaneous Revenue	200	-	200
Transfers In	-	-	-
Total IT Service Fund	680,957	-	680,957

CHANGE OF FUND BALANCE	Approved Budget	Increase (Decrease)	Amended Budget
General Fund	(933,393)	(429,643)	(1,363,035)
Affordable Housing	15,000	-	15,000
Parking Exactions Fund	(43,800)	-	(43,800)
Park Exactions Fund	394	-	394
Employee Housing Fund	(400,337)	(21,984)	(422,321)
Vertical Harvest Fund	12,200	-	12,200
Snow Making Fund	200	-	200
Animal Care Fund	(27,900)	-	(27,900)
Lodging Tax Fund	-	-	-
Start Fund	(464,913)	(41,638)	(506,551)
Capital Projects	(870,657)	(184,773)	(1,055,430)
2006 SPET	(33,900)	-	(33,900)
2010 SPET	(1,520,401)	-	(1,520,401)
2014 SPET	(1,351,200)	-	(1,351,200)
2016 SPET	(5,294,268)	-	(5,294,268)
2017 SPET	-	-	-
Enterprise Funds	(2,272,549)	(31,540)	(2,304,089)
Employee Insurance Fund	201,317	-	201,317
Fleet Management Fund	48,498	120,000	168,498
Central Equipment Fund	(641,899)	-	(641,899)
IT Services Fund	(143,720)	(16,000)	(159,720)

PASSED, APPROVED, & ADOPTED this 18<sup>th</sup> day of June , 2018

Town of Jackson

By: 

Pete Muldoon

Mayor

ATTEST:

By: 

Sandy Birdyshaw

Town Clerk

**Exhibit A -Schedule of Increases\Decreases**

<b>General Fund Expenditures and Other Uses</b>		
<b>Town Attorney</b>		
Professional Services	3,770	Exceeded budget
Salaries and Wages - Part-Time	6,000	Additional Support Staff
<b>Administration</b>		
Salaries & Wages - Regular	17,548	1 Month Town Manager Transition
FICA & Medicare	1,342	1 Month Town Manager Transition
Wyoming Retirement	2,601	1 Month Town Manager Transition
Workers' Compensation	469	1 Month Town Manager Transition
<b>Town Clerk &amp; Personnel</b>		
General/Office Supplies	1,500	Exceeded Budget
Employee Recruitment	8,000	Exceeded Budget Due to Turnover
Employee Recognition Program	4,000	Exceeded budget
<b>Finance</b>		
Credit Card Fees	2,000	Increase in usage
<b>Information Technology</b>		
Petroleum Products	1,500	Take Home Car Program
<b>Planning</b>		
Professional Services	11,600	Clarion Contract Approved at 5/21/18 Council Meeting
<b>Patrol - Administration</b>		
Prisoner Expense	4,500	Exceeded budget
Petroleum Products	2,500	Take Home Car Program
<b>Patrol - Investigations</b>		
Overtime	1,000	Overtime for SnoCross and Hospital, Offsetting Revenue
Petroleum Products	3,000	Take Home Car Program
<b>Police - Patrol</b>		
Overtime	4,540	Overtime for SnoCross and Hospital, Offsetting Revenue
Petroleum Products	14,000	Take Home Car Program
Repair & Maint - Shop Parts	13,000	Vehicle Crash, Reimbursed by At-Fault Insurance
Repair & Maint - Shop Labor	300	Vehicle Crash, Reimbursed by At-Fault Insurance
Professional Services	8,000	Contract Law Enforcement for Airport
<b>Police - Community Service Officer</b>		
Petroleum Products	1,000	Take Home Car Program
Salaries & Wages - Regular	1,350	Salary Adjustments
FICA & Medicare	103	Salary Adjustments
Wyoming Retirement	200	Salary Adjustments
Workers' Compensation	36	Salary Adjustments
<b>Building Inspections</b>		
Professional Services	15,000	Third Party Plan Review, Inspection and Building Official Services
<b>Streets</b>		
Repair & Maint - Shop Parts	58,000	Exceeded budget
R & M - Paint Projects	85,000	Shifting of Projects Due to Spring Season
<b>Parking Garage</b>		
Repair & Maint - Buildings	3,000	Exceeded budget
<b>Community Promotion</b>		
Local Promotion	1,500	Bike Conference Sponsorship approved at February 5, 2018 Council Meeting
Local Promotion	10,000	Lienz Delegation Hosted Events
Promo - Holiday Lighting	11,624	Contract exceeded budget and various repairs
<b>Town-Wide Services</b>		
Public Education	3,000	Lodging Tax Educational Campaign approved at February 5, 2018 Council Meeting
Public Education	3,000	Exceeded budget
Retreat/In-Service	13,000	Exceeded budget
Employee Events	4,000	Exceeded budget
<b>Transfers Out</b>		
Transfer to Fleet Maint Fund	150,000	Transfer Out Fleet Management Fund
<b>Total General Fund</b>	<b>470,983</b>	

**Special Revenue Fund Expenditures and Other Uses****Employee Housing Fund**

R&M - 930 Simon Lane	4,400	Utilities and Reclass Professional Services
R&M - 940 Simon Lane	2,200	Utilities and Reclass Professional Services
R&M - 675 East Hansen	4,400	Utilities and Reclass Professional Services
R&M - 145A West Hansen	1,800	Utilities and Reclass Professional Services
R&M - 145B West Hansen (1)	6,900	Utilities and Reclass Professional Services
R&M - 174 North King	5,200	Utilities and Reclass Professional Services
R&M - 455 #3 Vine Street	800	Utilities and Reclass Professional Services
R&M - Virginian Village #65-7	900	Utilities and Reclass Professional Services
R&M - Virginian Village #65-5	900	Utilities and Reclass Professional Services
Rent - 475 Aspen Drive #2	8,800	Utilities and Reclass Professional Services
Rent - Wildflower Court	5,684	Utilities and Reclass Professional Services
Professional Services	(20,000)	Reclass Professional Services

**START Administration**

Professional Services	19,638	Tiger Grant Administration and START Fund Working Group
-----------------------	--------	---

**START Operations**

Repair & Maint - Shop Parts	22,000	Exceeded budget
-----------------------------	--------	-----------------

<b>Total Special Revenue Fund</b>	<b>63,622</b>	
-----------------------------------	---------------	--

**Capital Project Fund Expenditures and Other Uses****Capital Projects Fund**

Stellaria Lane & JWG Str Light	14,773	Additional costs of boring, landscaping, lighting control, and material costs
Smith/Simon/May Storm Drainage	90,000	Additional work including Design, Survey, Landscaping, Irrigation, Easements, and Deck Repairs
Highway 22 - Sidewalk Improvement	80,000	Cost associated with change in quantities, site conditions and utility conflicts

<b>Total Capital Projects Fund</b>	<b>184,773</b>	
------------------------------------	----------------	--

**Water Fund Expenditures and Other Uses****Water Maintenance & Operations**

Repair & Maint - Dist Syst	(67,471)	Offset for Well #5 Budget Amendment
----------------------------	----------	-------------------------------------

**Water Capital Outlay**

Well #5	67,471	Exceeded budget
Highway 22 (Westview Townhomes)	8,017	Cost associated with change in quantities, site conditions and utility conflicts

<b>Total Water Fund</b>	<b>8,017</b>	
-------------------------	--------------	--

**Sewer Fund Expenditures and Other Uses****Sewer Maintenance & Operations**

Repair & Maint - System	15,000	SCADA work related to Spring Creek Lift Station
-------------------------	--------	---

**Sewer Capital Outlay**

Hwy 22 (Westview & JH Air)	8,523	Cost associated with change in quantities, site conditions and utility conflicts
----------------------------	-------	--

<b>Total Sewage Fund</b>	<b>23,523</b>	
--------------------------	---------------	--

**Internal Service Fund Expenditures and Other Uses****IT Service Fund**

Communications Maintenance	16,000	Migrating Cell Phones to in-house; SIM Cards
----------------------------	--------	--

**Fleet Management Fund**

Parts for Resale	30,000	Additional Sheriff Build-Outs, exceeded budget
------------------	--------	--

<b>Total Internal Service Fund</b>	<b>46,000</b>	
------------------------------------	---------------	--

<b>Total Expenditures and Other Uses</b>	<b>796,917</b>	
--	----------------	--

**General Fund Revenues and Other Sources**

Police Ser-Special Event/Other	13,540	Offsetting Revenue for Overtime
Miscellaneous Reimbursement	14,500	Take Home Car Program
Miscellaneous Revenue	13,300	Reimbursement by At-Fault Insurance

<b>Total General Fund</b>	<b>41,340</b>	
---------------------------	---------------	--

**Internal Service Fund Revenues and Other Sources****Fleet Management**

Transfer from General Fund	150,000	Transfer In Fleet Management Fund
----------------------------	---------	-----------------------------------

<b>Total Internal Service Fund</b>	<b>150,000</b>	
------------------------------------	----------------	--

<b>Total Revenues and Other Sources</b>	<b>191,340</b>	
---	----------------	--



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** June 12, 2018

**MEETING DATE:** June 18, 2018

**SUBMITTING DEPARTMENT:** Finance

**DEPARTMENT DIRECTOR:** Kelly Thompson

**PRESENTER:** Kelly Thompson, Finance Director

**SUBJECT:** Adoption of FY 2019 Budget

#### STATEMENT/PURPOSE

To pass a resolution adopting the Fiscal Year 2019 Budget.

It is necessary for the Mayor to OPEN A PUBLIC HEARING to hear public comment regarding the budget. After public comment has been taken, the Mayor must CLOSE THE PUBLIC HEARING.

#### BACKGROUND/ALTERNATIVES

The Mayor and Council are required by statute and sound fiscal management practice to formally adopt an annual budget. The budget then becomes the fiscal road map for management through which policies are implemented for the fiscal year beginning on July 1.

By formally adopting the budget, the Mayor and Council are provided with a tool for measuring management's financial stewardship.

#### ALIGNMENT WITH COUNCIL'S STRATEGIC INTENT

The budget is formulated pursuant to the Town's Strategic Intents. Its adoption provides resources for those activities necessary for those ambitions.

#### ATTACHMENTS

- Resolution Adopting the FY 2019 Budget
- Public e-mail comments

#### FISCAL IMPACT

The adopted budget serves as guide for expenditures in the following fiscal year. The fiscal impact is summarized in the resolution accompanying this staff report.

#### STAFF IMPACT

Implementation of the adopted budget includes updating amounts in software, publishing and communicating the formally adopted budget documents, and meeting state notification requirements.

#### LEGAL REVIEW

N/A

#### RECOMMENDATION

It is recommended that the Mayor & Council pass the accompanying resolution adopting the FY 2019 budget.



## **SUGGESTED MOTION**

**I move to approve the resolution adopting fiscal year 2019 budget.**

### **Synopsis for PowerPoint (120 words max):**

The Mayor and Council are required by statute and sound fiscal management practice to formally adopt an annual budget. The budget then becomes the fiscal road map for management to implement policies for the upcoming fiscal year beginning on July 1.

### **Purpose:**

To pass a resolution adopting the Fiscal Year 2019 Budget.

### **Fiscal Impact:**

The adopted budget serves as guide for expenditures in the following fiscal year. The fiscal impact is summarized in the accompanying resolution.

**RESOLUTION 18-14**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2019 BUDGET FOR THE TOWN OF JACKSON, WYOMING.**

WHEREAS, the Town of Jackson is subject to the provisions of the Uniform Municipal Fiscal Procedures Act as specified by Wyoming Statutes (W.S. 16-4-101 through 16-4-124); and

WHEREAS, pursuant to the Uniform Municipal Fiscal Procedures Act, the governing body for the Town of Jackson is required, by resolution or ordinance, to make the necessary appropriations and adopt a budget, subject to future amendment, for fiscal year 2019.

NOW, THEREFORE, BE IT RESOLVED, by the Town Council of the Town of Jackson, Wyoming, in regular session duly assembled, that the budget for fiscal year ending June 30, 2019 shall be as follows:

**TOWN OF JACKSON, WYOMING  
ADOPTED BUDGET FOR FISCAL YEAR 2019  
ALL FUNDS - FINANCIAL SOURCES AND USES**

DESCRIPTION	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUNDS	INTERNAL SERVICE	TOTAL FUNDS
Beginning Fund Balance	\$ 7,422,068	\$ 3,325,647	\$ 12,970,780	\$ 10,739,646	\$ 2,698,119	\$ 37,156,259
Revenues:						
Taxes	7,659,985	829,638	-	-	-	8,489,623
Licenses & Permits	1,011,226	41,000	-	-	-	1,052,226
Intergovernmental	10,195,931	4,892,353	1,701,147	250,000	-	17,039,431
Charges for Services	639,501	1,320,619	-	5,020,602	5,999,319	12,980,041
Fines & Forfeitures	408,226	-	-	-	-	408,226
Miscellaneous Revenue	183,857	290,860	214,952	67,000	12,400	769,069
Total Revenues	20,098,726	7,374,470	1,916,099	5,337,602	6,011,719	40,738,616
Transfers In	1,071,518	1,882,465	3,381,697	-	295,812	6,631,492
Total Sources	21,170,244	9,256,935	5,297,796	5,337,602	6,307,531	47,370,108
Expenditures:						
General Government	4,184,418	234,655	45,000	-	3,660,149	8,124,222
Public Safety	7,588,207	25,000	441,690	-	232,470	8,287,367
Public Works	2,864,984	-	4,218,862	5,209,679	2,325,632	14,619,157
Health & Welfare	699,172	-	-	-	-	699,172
Community Development	257,325	320,701	-	-	-	578,026
Transit	-	6,862,284	250,000	-	-	7,112,284
Culture & Recreation	1,301,238	398,474	1,586,453	-	-	3,286,165
Pathways	-	84,600	287,500	-	-	372,100
Debt Service	-	-	52,552	108,220	-	160,772
General Unallocated	159,960	-	-	-	-	159,960
Total Expenditures	17,055,304	7,925,714	6,882,057	5,317,899	6,218,251	43,399,225
Transfers Out	3,917,398	436,110	1,295,812	982,172	-	6,631,492
Total Uses	20,972,702	8,361,824	8,177,869	6,300,071	6,218,251	50,030,717
Ending Fund Balance	\$ 7,619,610	\$ 4,220,758	\$ 10,090,707	\$ 9,777,177	\$ 2,787,399	\$ 34,495,650

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Town Council of the Town of Jackson, the preceding results in the following budgeted appropriations by fund and division for the fiscal year ending June 30, 2019:

<b>General Fund</b>		<b>Capital Projects Funds</b>	
General Government		Capital Projects (5th cent)	
Mayor & Town Council	\$ 305,725	Public Works	
Town Attorney	467,142	Annual Street Reconstruction	\$ 825,000
Municipal Judge	246,965	Budge Hillside Stabilization	491,355
Administration	318,382	Door Security Systems - Town Buildings	20,000
Town Clerk & Personnel	610,129	Bury LVE Overhead Power Mercill Ave (Town)	35,000
Finance	577,302	Stormwater - Flat Creek	240,000
Information Technology	523,132	Snow King Estates - Asphalt Paving	500,000
Planning	967,525	Cache Creek Tube - Phase I (Storm Drainage)	300,000
Town Hall Building	168,116	Aspen Cemetery - Erosion Control & Asphalt	210,000
Public Safety		Fleet Shop Equipment	45,000
Police	4,591,892	Pathways	
Fire/EMS (County)	1,726,235	TOJ Bicycle Network Improvements	100,000
Communications Center (County)	380,000	Pathways Annual Cap. Repairs	25,000
Victim Services	247,158	Garaman Flood Mitigation	110,000
Animal Shelter/Control	259,253	Bike Racks	10,000
Building Inspections	383,669	New Pedestrian Foot Bridge (E.Kelly & Cache Creek)	15,000
Public Works		USFWS Connector & North Cache Streetscape	20,000
Public Works Administration	259,161	Pathway Benches	7,500
Streets	1,802,062	Culture and Recreation	
Town Engineer	463,988	Parks & Rec	1,586,453
Yard Operations	165,239	Public Safety	
Parking Garage	97,583	Fire/EMS	426,690
Public Amenities	76,951	4 - Mobile Radios	15,000
Health and Welfare		General Government	
Social Services	699,172	Star Valley Facility - Bus Storage/Dispatch Center	250,000
Community Development		Fair Exhibit Hall Remodel Planning	20,000
Community Promotion	257,325	Town Space - Needs Analysis	25,000
Culture and Recreation		Transfers Out	1,295,812
Parks & Recreation (County)	1,202,148	Vertical Harvest	
Sports & Events Center	79,203	Revenue Recapture	37,500
Memorial Park (Cemetery)	19,887	Repairs & Maintenance	5,000
Unallocated		Snow King Snow Making	
Town-Wide Services & Insurance	159,960	Debt Service	52,552
Transfers Out	3,917,398	2006 SPET Fund	
Total	<u><u>\$ 20,972,702</u></u>	Downtown Cache Creek Tube Improvements	150,559
		2010 SPET	
<b>Special Revenue Funds</b>		Energy Projects	361,821
Affordable Housing		2014 SPET	
Community Development	\$ 285,701	Streets	350,000
Parking Exactions		2016 SPET	
Community Development	35,000	West Broadway Landslide	647,627
Employee Housing		Total	<u><u>\$ 8,177,869</u></u>
General Government	234,655		
Animal Care		<b>Enterprise Funds</b>	
Public Safety	25,000	Water Utility	
Transfers Out	35,000	Public Works	
Lodging Tax		Maintenance and operations	\$ 781,730
Culture and Recreation	398,474	Water wells	286,760
Pathways	84,600	Billing, accounting, & insurance	168,789
Transfers Out	346,764	Capital outlay	1,341,427
START Bus System		Debt service	108,220
Administration	712,550	Transfers Out	491,086
Operations	3,670,984	Sewage Utility	
Capital Outlay	2,478,750	Public Works	
Transfers Out	54,346	Sewage plant operations	874,973
Total	<u><u>\$ 8,361,824</u></u>	Maintenance and operations	369,833
		Billing, accounting, & insurance	167,982
		Capital outlay	1,218,185
		Transfers Out	491,086
		Total	<u><u>\$ 6,300,071</u></u>
		<b>Internal Service Funds</b>	
		Employee Insurance	\$ 2,464,257
		Fleet Management	2,130,632
		Central Equipment	514,510
		IT Services	1,108,852
		Total	<u><u>\$ 6,218,251</u></u>

**PASSED, APPROVED, & ADOPTED this 18th day of June , 2018**

**Town of Jackson**

**By: \_\_\_\_\_**  
**Pete Muldoon**  
**Mayor**

**ATTEST:**

**By: \_\_\_\_\_**  
**Sandy Birdyshaw**  
**Town Clerk**



# TOWN COUNCIL AGENDA DOCUMENTATION

**PREPARATION DATE:** June 13, 2018

**MEETING DATE:** June 18, 2108

**SUBMITTING DEPARTMENT:** Legal

**DEPARTMENT DIRECTOR:** Audrey Cohen-Davis

**PRESENTER:** Audrey Cohen-Davis, Town Attorney

**SUBJECT:** Non-Discrimination Ordinance M for First Reading

## STATEMENT/PURPOSE

The purpose of this workshop item is to present Ordinance M for first reading to add Chapter 9.26 to the Jackson Municipal Code regarding non-discrimination related to sexual orientation and gender identity or expression.

## BACKGROUND/ALTERNATIVES

On December 7, 2015, the Town Council approved Resolution 15-26 supporting non-discrimination in the Town of Jackson.

At the December 4, 2017 Town Council meeting, Mayor Muldoon asked Town Council if there was interest in directing staff to draft a non-discrimination ordinance for review. A motion was made by Jim Stanford and seconded by Hailey Morton Levinson to direct staff to bring back at a future workshop a discussion for a non-discrimination ordinance and to discuss any associated legal issues or constraints.

Staff's understanding of the goals for such an ordinance was to prohibit discrimination in employment, places of public accommodation (restaurants, bars, other businesses, etc.), and housing, as well as providing a procedure for the investigation and enforcement of complaints and violations.

Research indicated the following cities in Wyoming have taken the following actions (in descending chronological order):

- Casper – Adopted a Non-Discrimination Resolution (February, 2018)
- Sheridan – Adopted a Non-Discrimination Resolution (October, 2017)
- Cheyenne – Adopted a Non-Discrimination Resolution (October, 2016)
- Gillette – Adopted a Non-Discrimination Resolution (September, 2016)
- Jackson – Adopted a Non-Discrimination Resolution (December, 2015)
- Laramie – Enacted a Non-Discrimination Ordinance (May, 2015)

At the March 19, 2018 workshop the Town Council passed a motion “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 identity, and to bring back an outline of staff and fiscal costs at a future workshop.”

A draft ordinance was presented at the May 26, 2018 meeting for review and consideration by the Town Council. A motion was passed to direct the Town Attorney to finalize the non-discrimination ordinance based upon the discussion and direction today for first reading at an upcoming Town Council meeting.

One final issue for the Town Council's consideration is the definition of Employer. I have added the following highlighted language to that definition:



B. EMPLOYER: Any person or entity doing business within the Town of Jackson who employs one (1) or more employees, and any agent of such person or entity **including but not limited to local and national property management companies, property managers, rental agents and guest referral companies**, for purposes of this Chapter, the term does not include:

1. The United States or any department or agency thereof, a corporation wholly owned by the government of the United States or Indian Tribe;
2. The State of Wyoming or any department or agency thereof, including any political subdivision of the State;
3. a bona fide private membership club (other than a labor organization) which is exempt from taxation under the Internal Revenue Code of 1986; or,
4. a fraternal or religious association or corporation if the association or corporation is neither organized for private profit nor has as its primary purpose the provision of accommodations or services that are available on a non-membership basis.

The Wyoming Fair Employment Practices Act defines employer as: “Employer” shall mean the state of Wyoming or any political subdivision or board, commission, department, institution or school district thereof, and every other person employing two (2) or more employees within the state; but it does not mean religious organizations or associations.” As to the issue of (2) or more employers versus (1) or more employees, the Town may be more strict than state statute. Additionally, the ACLU has opined that the Town not expand exemptions beyond those accorded to other protected classes in Wyoming. This is a policy decision if want to change what is drafted, and staff is prepared to discuss.

## ATTACHMENTS

Ordinance M Adding Chapter 9.26 Regarding Non-discrimination.

## FISCAL IMPACT

The fiscal impact of directing staff to prepare an ordinance could include the expenditure of already authorized professional services funds for outside legal counsel. Additional fiscal impact may include the cost of an investigator (potentially a contract or town employee), cost of processing of the complaint, and cost to prosecute such complaints. The fiscal impact associated with adoption and codification of any non-discrimination ordinance includes the potential for challenges to the ordinance and costs associated with defending any challenge. The fiscal impact of passage of this ordinance after third reading varies between \$250 and \$700 depending on the length of the ordinance. (Shorter ordinances average around \$350 and short franchise ordinances can reach \$700.)

## STAFF IMPACT

Staff impact on the Legal Department has been researching and drafting a legally-sound ordinance. Significant additional staff impact will occur to enforce such an ordinance. Additional staff impacts would need to be addressed once the content of an ordinance is finalized. The ordinance may include a complaint process that impacts various departments including Administration (investigating and processing the complaint), Legal (prosecuting the complaint), Municipal Court (adjudicating the complaint), Finance (addressing issues associated with the business license for the business in question), Police (investigation and citations).

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, updating 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. Should an ordinance be passed and then challenged, this would also involve significant time on the part of the Legal

Department, the Town Clerk Department, and other Town departments in terms of defense, document production, etc.

#### LEGAL REVIEW

Complete.

#### RECOMMENDATION

Staff makes no recommendation at this time.

#### SUGGESTED MOTION

I move to approve Ordinance M at first reading.

---

#### Synopsis for PowerPoint (120 words max):

#### PURPOSE

The purpose of this workshop item is to present a non-discrimination ordinance related to sexual orientation and gender identity or expression for first reading.

#### BACKGROUND/ALTERNATIVES

At the March 19, 2018 workshop the Town Council passed a motion “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 identity, and to bring back an outline of staff and fiscal costs at a future workshop.”

A draft ordinance was presented at the May 26, 2018 meeting for review and consideration by the Town Council. A motion was passed to direct the Town Attorney to finalize the non-discrimination ordinance for first reading at an upcoming Town Council meeting.

#### FISCAL IMPACT

The fiscal impact of directing staff to prepare an ordinance could include the expenditure of already authorized professional services funds for outside legal counsel. Additional fiscal impact may include the cost of an investigator (potentially a contract or town employee), cost of processing of the complaint, and cost to prosecute such complaints. The fiscal impact associated with adoption and codification of any non-discrimination ordinance includes the potential for challenges to the ordinance and costs associated with defending any challenge. The fiscal impact of passage of this ordinance after third reading varies between \$250 and \$700 depending on the length of the ordinance. (Shorter ordinances average around \$350 and short franchise ordinances can reach \$700.)

AN ORDINANCE ESTABLISHING CHAPTER 9.26 TO THE TOWN OF JACKSON MUNICIPAL CODE REGARDING NON-DISCRIMINATION; 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.**

Chapter 9.26 of the Municipal Code of the Town of Jackson, is hereby created to read as follows:

### **CHAPTER 9.26      ILLEGAL DISCRIMINATION**

#### **9.26.010      Legislative findings.**

- A.      The Town of Jackson ("Town") is composed of and welcomes diverse individuals, groups, and communities;
- B.      The Town values this diversity and encourages all residents and visitors to contribute to the commercial life and activities of Jackson, and to the cultural and social life of the Town;
- C.      Discrimination and discriminatory practices based on sexual orientation or gender identity or expression inhibit and restrict the economic growth and opportunities of Jackson and its citizens and visitors, as well as the cultural, social and commercial activities and life of the Town;
- D.      Discrimination disturbs or jeopardizes the public health, safety and welfare of the Town;
- E.      While the vast majority of employers, housing providers, and places of public accommodation within the Town do not discriminate on the basis of actual or perceived sexual orientation and gender identity or expression, the Town has received public testimony and written complaints reporting instances in discrimination.
- F.      Although state and federal laws have been enacted to eliminate discrimination in employment, housing, and public accommodations the Town finds that existing state and federal laws do not adequately address all discriminatory acts reported by the Town's diverse residents, including lesbian, gay, bisexual, and transgender individuals that have not attained equal opportunity in housing, public accommodations, and employment. A barrier to the advancement of lesbian, gay, bisexual, and transgender individuals in their personal and professional lives within the Town is the potential discriminatory practices of employers and providers of public accommodations and housing on the basis of actual or perceived sexual orientation and gender identity or expression, and thus the Town deems it necessary to adopt local regulations adapted to the needs of its citizens.
- G.      Discrimination on the basis of actual or perceived sexual orientation and gender identity or expression impacts all citizens who may be lesbian, gay, bisexual, or trans gender, because it limits the ability to fully and freely identify themselves as they seek employment, housing and the services and products provided by public accommodations;

H. Discrimination in employment prevents the gainful employment of Town residents, may create breaches of the peace, add burdens upon the public for relief and welfare, and cause citizens, including youth, to seek employment elsewhere;

I. Discrimination in housing makes it difficult for persons addressed in this article to find housing in close proximity to urban services, educational facilities, in price ranges that are within their earning ability, and may cause citizens to seek housing outside the Town;

J. Discrimination in places of public accommodation is economically harmful to a prosperous community and is otherwise detrimental to the welfare and economic growth of the Town and may cause citizens to seek public accommodations outside the Town.

K. Discrimination must be prohibited in order to protect the health, safety and welfare of the Town and to ensure the basic human rights of members of groups that have historically been subject to discrimination, including the right of such group members to live in peace where they wish;

L. Prohibition of discrimination will attract new residents and businesses to the Town, will encourage visitors and tourists to the Town, and is necessary to raise and maximize revenue for the Town;

M. The Town wishes to exercise its powers to the fullest extent allowed by the Constitution and statutes of the State of Wyoming and United States to prohibit and regulate discrimination.

**9.26.020 Declaration of policy, purpose and intent.**

A. It is declared to be among the civil rights of the people of the Town of Jackson, Wyoming to be free from discrimination in housing, public accommodations and employment, and for it to be contrary to the policy of the Town and unlawful to discriminate against any person because of sexual orientation or gender identity or expression in places of housing, public accommodation and employment. It is also declared to be unlawful to retaliate against any person for making a complaint or assisting in an investigation or proceeding as set forth in this Chapter.

B. Consistent with the findings of the Town Council, it is the intent of the Town of Jackson that no person shall be denied his or her civil rights or discriminated against based upon his or her actual or perceived sexual orientation or gender identity or expression, as more specifically set out in this Chapter.

C. Consistent with the findings of the Town Council, and incorporating those findings, this Chapter is enacted to exercise, to the fullest extent allowed by Wyoming statutes and the Wyoming Constitution, the powers of the Town of Jackson to prohibit such discrimination in order to, without limitation, encourage the economic growth of the Town, raise revenue for the Town for the benefit of its residents, prevent activities that disturb or jeopardize the public health, safety, peace or morality of the Town, provide for the health, safety and welfare of the Town, and to generally encourage the growth and economic expansion of the Town, and the ability of its residents to fully participate in the cultural, social and economic life of the Town.

### **9.26.030 Definitions.**

As used in this Chapter the following definitions apply:

A. **DISCRIMINATION, DISCRIMINATE OR DISCRIMINATORY:** Any act, policy or practice that has the effect of unfavorably subjecting any person to different or separate treatment because of his or her actual or perceived sexual orientation, gender identity or expression, or association with a person or group of people so identified, or on the belief that a person has a particular sexual orientation or gender identity or expression, even if that belief is incorrect.

B. **EMPLOYER:** Any person or entity doing business within the Town of Jackson who employs one (1) or more employees, and any agent of such person or entity including but not limited to local and national property management companies, property managers, rental agents and guest referral companies, for purposes of this Chapter, the term does not include:

1. The United States or any department or agency thereof, a corporation wholly owned by the government of the United States or Indian Tribe;
2. The State of Wyoming or any department or agency thereof, including any political subdivision of the State;
3. a bona fide private membership club (other than a labor organization) which is exempt from taxation under the Internal Revenue Code of 1986; or,
4. a fraternal or religious association or corporation if the association or corporation is neither organized for private profit nor has as its primary purpose the provision of accommodations or services that are available on a non-membership basis.

C. **GENDER IDENTITY OR EXPRESSION:** An actual or perceived gender related identity, expression, or behavior, regardless of the individual's sex at birth.

D. **HOUSING FACILITY OR "HOUSING ACCOMMODATION":** A building or portion of a building, whether constructed or to be constructed, that is or will be used as the home, domicile, residence, or sleeping quarters of its occupants.

E. **PERCEIVED:** Refers to the perception of the actor, and not to the perception of the person for or against whom the action is taken.

F. **PERSON:** A natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer of employee of any them.

G. **PUBLIC ACCOMMODATION:** A place, including the Town and its agencies, however organized, offering services, facilities or goods to or soliciting patronage from members of the general public. This includes places of lodging, establishments serving food or drink, auditoriums and other places of public gathering, shopping facilities, medical and other professional service establishments, public transportation facilities, libraries and other professional service establishments, places of entertainment and recreation, daycare centers and other social service establishments.

Public accommodation does not include an institution, club, or place of accommodation that proves that it is, by its nature, distinctly private. An institution, club, or place of accommodation is not by its nature distinctly private if:

1. It has more than one hundred (100) members, and
2. Provides regular meal service, and
3. Regularly receives payment for dues, fees, use of space, facilities, services, meals, or beverages, directly or indirectly, from or on behalf of nonmembers, for the furtherance of trade or business. For the purposes of this definition, any lodge of a recognized national fraternal organization is considered by its nature distinctly private.

H. **SEXUAL ORIENTATION:** Actual or perceived heterosexuality, bisexuality, or homosexuality.

**Section 9.26.040 Employment discrimination prohibited.**

- A. It is a discriminatory or unfair employment practice and shall be unlawful:
- i. For an employer to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation or the terms, conditions or privileges of employment against a person, otherwise qualified, on the basis of sexual orientation or gender identity or expression; and,
  - ii. For a person, an employer, an employment agency, a labor organization, or its employees or members, to discriminate in matters of employment or membership against any person, otherwise qualified, on the basis of sexual orientation or gender identity or expression.

**Section 9.26.050 Places of Public Accommodation; Discrimination prohibited.**

All persons of good deportment are entitled to the full and equal enjoyment of all public accommodations, including accommodations, advantages, facilities and privileges of all places or agencies which are public in nature, or which invite the patronage of the public, including Town facilities and services, without any distinction, discrimination or restriction on account of sexual orientation or gender identity or expression.

**Section 9.26.060 Housing; Discrimination prohibited.**

It shall be unlawful for any person, owner, manager, employee, or any entity whose business includes engaging in any residential real estate related transactions to discriminate on the account of sexual orientation or gender identity or expression in the sale, lease or rental of any housing facility, or to otherwise discriminate in the terms, conditions, maintenance, improvement, or repair of any housing facility. The rental of sleeping rooms in a private residence designed as a single dwelling unit in which the owner also resides is excluded from this section provided that the owner rents no more than two (2) sleeping rooms within the residence.

**Section 9.26.070 Other prohibited acts.**

- A. No person shall adopt, enforce or employ any policy or requirement, sign or notice which discriminations or indicates discrimination in providing housing, employment or public accommodations.
- B. No person shall discriminate in the publication or distribution of advertising material, information or solicitation regarding housing, employment or public accommodations.
- C. No agent, broker, labor union, employment agency or any other intermediary shall discriminate in making referrals, listings or providing information with regard to housing, employment or public accommodations.



- D. No person shall conspire with, assist or coerce another person to discriminate in any manner prohibited by this Chapter.

**Section 9.26.080 Retaliation.**

No person shall coerce, threaten, discharge, expel, blacklist, or otherwise retaliate against another person for opposing any practices prohibited by this Chapter, or making a complaint, or assisting in an investigation or proceeding regarding an alleged violation of this Chapter; nor shall any person require, request, conspire with, assist, or coerce another person to coerce, threaten, discharge, expel, blacklist or to retaliate against a person for making a complaint or assisting in an investigation or proceeding.

**Section 9.26.090 Discriminatory effects.**

No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived sexual orientation or gender identity or expression, for an individual to obtain housing, employment or public accommodations.

**Section 9.26.100 Exceptions.**

Notwithstanding anything contained in this Chapter, the following practices shall not be violations of this Chapter:

- A. For a religious organization or institution to restrict any of its facilities of housing or accommodations which are operated as a direct part of religious activities to individuals of the denomination involved or to restrict employment opportunities for officers, religious instructors and clergy to individuals of that denomination.
- B. For the owner of an owner-occupied one-family or two-family dwelling, or a housing facility or public accommodation facility, respectively, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.
- C. To limit occupancy in a housing project or to provide public accommodations or employment privileges or assistance to individuals who are of low income, over 55 years of age or disabled, in circumstances in which such limitations are appropriately designated.
- D. To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment for groups, including, but not limited to, minorities and women, where allowed or required by law.
- E. To refuse to enter a contract with an unemancipated minor.
- F. To refuse to admit to a place of public accommodation serving alcoholic beverages an individual under the legal age for purchasing alcoholic beverages.
- G. To refuse to admit individuals under 18 years of age to a business providing entertainment or selling literature which the operator of said business deems unsuitable for minors.
- H. For an educational institution to limit the use of its facilities to those affiliated with such institution.
- I. To provide discounts on products and services to students, minors and senior citizens.

J. To discriminate in any arrangement for the sharing of a dwelling unit by an individual who is sharing the unit.

K. Nothing herein shall be construed to prohibit any affirmative action laws passed by any level of government. Preferential treatment of or benefits conferred on any of the classes protected from discrimination under this Chapter are permissible to the extent allowed by law.

#### **Section 9.26.110 First Amendment Rights.**

This ordinance fully acknowledges all rights guaranteed by the First Amendment of the United States Constitution.

#### **Section 9.26.120 Violation and Remedy.**

##### **A. Procedure for Filing Complaints.**

1. Any person who claims to have been injured by an unlawful employment practice, an unlawful housing practice or an unlawful public accommodation practice subject to the Town's jurisdiction under this Chapter may file a complaint with the Town Manager or his/her designee. A complaint must be filed within ninety (90) calendar days after an alleged violation under this Chapter has occurred.

2. A complaint must be in writing, made under oath or affirmation, and contain the following information:

- a. The Complainant's name, address, telephone number and signature;
- b. The date the alleged unlawful employment practice, unlawful housing practice or an unlawful public accommodation practice occurred;
- c. A statement of the facts upon which the allegation of an unlawful employment practice, unlawful housing practice or an unlawful public accommodation practice occurred;
- d. The name of the alleged violator, or facts sufficient to identify such person ("Respondent"); and
- e. Whether a complaint concerning this same matter has been filed with another agency and the disposition of said complaint.

3. Upon receipt of the complaint, the Town Manager or his/her designee shall assign such complaint to a person or entity (the "Investigator") with the requisite knowledge, skills and expertise to further investigate the complaint as herein described. Such assignment will be made at the sole discretion of the Town Manager or his/her designee. In the event said complaint involves persons employed by the Town, the Investigator shall be an independent third party. In addition, any remedy provided herein is cumulative with internal disciplinary policies that may apply.

4. Promptly upon receipt of the complaint from the Town Manager or his/her designee, the Investigator shall:

- a. Provide the Respondent written notice that a complaint alleging the commission of an unlawful employment practice, unlawful housing practice or unlawful public accommodation practice has been filed against him/her;
- b. Furnish a copy of the complaint to the Respondent; and
- c. Advise the Respondent of his/her procedural rights and obligations, including the right to file a written, signed, and verified informal answer to the complaint within fifteen (15) calendar days after service of notice of the complaint.

5. Not later than fifteen (15) calendar days after service of the notice and copy of the complaint, a Respondent may file an answer to the complaint. The answer must be in writing, made under oath or affirmation, and contain the following information:

- a. The Respondent's name, address, telephone number, and signature of the Respondent or the Respondent's attorney, if any; and
- b. A concise statement of facts in response to the allegations in the complaint, including facts of any defense or exemption.

## **B. Investigation.**

1. Upon receipt of the complaint, the Investigator shall commence an investigation to determine the facts behind the complaint and whether there is reasonable cause to believe the Respondent committed an unlawful employment practice, unlawful housing practice or unlawful public accommodation practice.

2. No investigation may commence if, after reviewing the allegations of the complaint, the Investigator determines that the complaint does not come within the scope of this Chapter. Upon determining that a particular complaint does not come within the scope of this Chapter, the Investigator shall dismiss the complaint, notify the Complainant and Respondent and take no further action.

3. In connection with any investigation of a complaint filed under this Chapter, the Investigator shall seek the voluntary cooperation of any person to:

- i. Obtain access to premises, records, documents, individuals, and any other possible source of information;
- ii. Examine, record and copy necessary materials; and
- ii. Take and record testimony or statements of any person reasonably necessary for the furtherance of the investigation.

4. The Investigator may dismiss a complaint during the investigation and prior to referral to the Town Attorney if the Investigator determines that:

- i. The complaint was not filed within the required time period;
- ii. The location of the alleged unlawful employment practice or unlawful housing practice is not within the Town's jurisdiction;
- iii. The alleged unlawful unemployment practice or alleged unlawful housing practice is not a violation of this Chapter;

- iv. The Complainant refuses to cooperate with the Investigator in the investigation of the complaint;
- v. The Complainant cannot be located after the Investigator has performed a reasonable search; or
- vi. A conciliation agreement has been executed by the Complainant and Respondent.

### **C. Disposition of a Complaint.**

1. If, upon completion of an investigation of a complaint, the Investigator determines that an unlawful employment practice, unlawful housing practice or unlawful public accommodation practice has occurred the Investigator shall refer the case to the Town Attorney, who shall determine how best to pursue further action, if any, on the complaint.

2. If the Town Attorney determines that cause exists to find that an unlawful employment practice, unlawful housing practice or unlawful public accommodation practice occurred and the facts are sufficient to warrant the initiation of an action, and the Town Attorney determines that cause exists to pursue a matter in municipal court, then the Town Attorney shall provide written notification to the Respondent and Complainant that an action to enforce this Chapter will be initiated in municipal court.

3. If the Town Attorney determines that no unlawful employment practice, unlawful housing practice or unlawful public accommodation practice occurred or that the facts are insufficient to warrant the initiation of an action in municipal court, the Town Attorney shall provide written notification to the Respondent and Complainant that the complaint will be dismissed.

### **Section 9.26.130 Violation; Penalties**

Any violation of this Chapter shall be an offense punishable by a fine of up to \$750.00 per day per violation.

### **SECTION II.**

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

### **SECTION III.**

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of the ordinance.

### **SECTION IV.**

This Ordinance shall become effective after its passage, approval and publication.

PASSED 1ST READING THE \_\_\_\_ DAY OF \_\_\_\_\_, 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 P. Birdyshaw, 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.

\_\_\_\_\_  
Sandy P. Birdyshaw  
Town Clerk

## MEMORANDUM

TO: Mayor and Town Council  
FR: Larry Pardee, Town Manager  
DT: June 18, 2018  
RE: Town Manager's Report

### Sales and Lodging Tax

The Town budgeted a total of \$975,471 in lodging tax revenues for the entire fiscal year from the 30% visitor impact portion combined with the 10% general fund portion. For FY18 we collected a total of \$1,066,481 which is 109.3% of budgeted collections. June 2018 revenue represents collections from April 2018. These amounts are tracked through the Special Revenue Fund for the Lodging Tax.

Sales tax collections for FY2018 ended up 10.5% over last year. Collections were \$872,329 more than budgeted. June 2018 revenue represents collections from April 2018.

### Building Inspection Assistance

Just as an FYI, due to a serious family health situation, the budget amendment for FY2018 includes some additional funding to assist with professional services for building inspections. Staff may also need to amend the budget for FY2019 to also address this same issue.

### Public Restroom Cleaning

Due to the significant early influx of tourists to the community and the lack of familiarity with accepted U.S. restroom practices, staff will be expending funds to implement an education campaign in this regard. Additional signage explaining and also depicting accepted practices will be installed to assist travelers who may be unsure or unfamiliar with dealing with wastepaper and use of facilities. Cleaning crews have experienced significant and intense cleaning sessions in recent months and the issue needs to be addressed. Additionally, staff will likely be presenting a budget amendment in the FY19 budget to add additional cleanings throughout the day to ensure cleanliness for all visitors utilizing our facilities.

### Written Notice of Termination of Agreement for Planning Services

With the acceptance of the Town Manager's report into the record, staff will proceed with providing Teton County a 90 day written notice of Termination of the Agreement for Management and Leadership Services for the Teton County Planning and Development Department pursuant to Article 4 of that agreement dated August 7, 2017. Without termination notice, the agreement would continue through June 30, 2021.