

**OFFICIAL SUMMARY PROCEEDINGS
OF THE BOARD OF COUNTY COMMISSIONERS, TETON COUNTY, WYOMING**

The Teton County Board of Commissioners met in regular meeting on **August 30, 2022** in the Commissioners Chambers located at 200 S. Willow in Jackson. The meeting was called to order at 9:00 a.m. and the Pledge of Allegiance was recited.

ROLL CALL

County Commission: Luther Propst, Vice-Chairman, Mark Barron, Mark Newcomb and Greg Epstein were present. Natalia Macker, Chairwoman, was absent.

ADOPTION OF AGENDA

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to adopt today's agenda with the addition of item 21: Consideration of FY23 Budget Allocation. Vice-Chairman Propst called for the vote. The vote showed all in favor and the motion carried.

MINUTES

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to approve the for meetings dated 7-25-2022, 8-1-2022, 8-2-2022, 8-3-2022, 8-4-2022, 8-5-2022, 8-8-2022, and 8-18-2022 minutes. Vice-Chairman Propst called for the vote. The vote showed all in favor and the motion carried.

CONSENT AGENDA

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to place the following Matters from Staff on a Consent Agenda:

1. Consideration of Approval of Use of ARP Funds for Sheriff's Office & Fire/EMS Radios
2. Consideration of Contract for EOC Site Upgrades Design
3. Consideration of Contract for Fire Station 1 IT Room HVAC
4. Consideration of Contract for Old Library HVAC Upgrades Design
5. Consideration of Contract for Mechanical/Electrical Design at EOC
6. Consideration of an Employee Housing Lease at Hoback Cabin #6
7. Consideration of an Employee Housing Lease at Hoback Cabin #8
8. Consideration of Adoption of 2022 Emergency Operations Plan
9. Consideration of UW Extension Office Annual Compensation
10. Consideration of Contract for Transportation and Disposal of Household Hazardous Waste (HHW)
11. Consideration of Approval to Apply for USDA Composting and Food Waste Reduction Funding for Air Separator Equipment
12. Consideration of Urban Forestry Consultant Services Contract
13. Consideration of a Vehicle Purchase for Parks and Recreation
14. Consideration of Recreation Center Steam Unit Replacement
15. Consideration of Changes to the 2022/2023 Salary Plan; Assessor's Office, Human Resources, Library, and Public Works Road & Levee Division
18. Consideration of Amendment One to the FY2021 EMPG Grant Award Agreement
19. Consideration of an Agreement with EcoConnect Consulting
20. Consideration of Blue Mountain Bench Subdivision Improvements Agreement

Vice Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

A motion was made by Commissioner Newcomb and seconded by Commissioner Epstein to approve the items on the Consent Agenda with the motion as stated in their respective staff report. Vice-Chairman Propst called for the vote. The vote showed all in favor and the motion carried.

MATTERS FROM COMMISSION AND STAFF:

1. Consideration of Approval of Use of ARP Funds for Sheriff's Office & Fire/EMS Radios

To approve the purchase of public safety radios to be paid with American Rescue Plan (ARP) Funds in the amount of \$1,148,389.

2. Consideration of Contract for EOC Site Upgrades Design

To approve the contract for EOC civil site upgrades Phase 1 services with Jorgensen Engineering on a time and materials basis with a not to exceed price of \$47,000.00.

3. Consideration of Contract for Fire Station 1 IT Room HVAC

To approve the contract with Snake River MEP to install cooling equipment per MEP's bid dated 7-28-2022 in the amount of \$24,910.00.

4. Consideration of Contract for Old Library HVAC Upgrades Design

To approve the contract for HVAC design upgrades to JTEC in an amount not-to-exceed \$5,000.00. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

5. Consideration of Contract for Mechanical/Electrical Design at EOC

To approve the contract for Emergency Operations Center Mechanical and Electrical design upgrades with Energy 1 in the amount of \$24,000.00.

6. Consideration of an Employee Housing Lease at Hoback Cabin #6

To approve the Lease Agreement for Hoback Cabin #6, located at 11055 S highway 89, with County employee Kaxton Stephens.

7. Consideration of an Employee Housing Lease at Hoback Cabin #8

To approve the Lease Agreement for Hoback Cabin #8, located at 11055 S highway 89, with County employee Lindsey Currie.

8. Consideration of Adoption of 2022 Emergency Operations Plan

To approve and adopt the 2022 Teton County/Town of Jackson Emergency Operations Plan.

9. Consideration of UW Extension Office Annual Compensation

To approve both annual compensation agreements with the University of Wyoming for the Extension Clerical and 4-H Educator.

10. Consideration of Contract for Transportation and Disposal of Household Hazardous Waste (HHW)

To approve the unit-based Contract with Clean Harbors Environmental Services, Inc. for the transportation and disposal of household hazardous waste from the Teton County Integrated Solid Waste and Recycling HHW facility Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

11. Consideration of Approval to Apply for USDA Composting and Food Waste Reduction Funding for Air Separator Equipment

To approve the submission of an application for a USDA Composting and Food Waste Reduction grant in the amount of \$240,000, with a \$60,000 local match. (The final application will be made available for the Chair to sign.)

12. Consideration of Urban Forestry Consultant Services Contract

To approve the Urban Forestry Consulting contract with Inner Tree Consulting and Tree Care in the amount of \$9800. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

13. Consideration of a Vehicle Purchase for Parks and Recreation

To approve the contract for the purchase of the Ford Ranger truck from Rocky Mountain Yeti in the amount of \$43,428.26 with an immediate disbursement of \$1,000.00 as a deposit as required by the terms of sale.

14. Consideration of Recreation Center Steam Unit Replacement

To approve the contract with Wyoming Mechanical for the steam unit replacement project in the amount of \$9,196.21. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

15. Consideration of Changes to the 2022/2023 Salary Plan; Assessor's Office, Human Resources, Library, and Public Works Road & Levee Division

To approve the amended 2022/2023 Teton County Salary Plan as presented. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

18. Consideration of Amendment One to the FY2021 EMPG Grant Award Agreement

To approve Amendment One to the Grant Award Agreement Between Wyoming Office of Homeland Security and County of Teton for Fiscal Year 2021 Emergency Management Performance Grant.

19. Consideration of an Agreement with EcoConnect Consulting

To approve the sole source Consultant Agreement between Teton County and EcoConnect Consulting LLC for staff and technical support on the Natural Resource LDR updates in an amount not to exceed \$20,000.00.

20. Consideration of Blue Mountain Bench Subdivision Improvements Agreement

To Approve and Sign the Blue Mountain Bench Subdivision Improvements Agreement, Final Plat Mylar, and Covenants, Conditions & Restrictions (CC&Rs)

DIRECT CORRESPONDENCE

1. Joe Cranston 7/26/2022 email regarding SRSC ISD Budget
2. Scott Horn 7/26/2022 email regarding WYDOT Meeting
3. Travis Gay 7/26/2022 email regarding Alta Community Recreation Picnic
4. Joe Cranston 7/26/2022 email regarding SRSCISD Budget
5. John Willott 7/27/2022 email regarding Skyline Ranch ISD Budget
6. Larry Pardee 7/27/2022 email regarding 2nd Response to County BUILD Funding
7. Eyes on Teton County 7/27/2022 email regarding Candidate Forum
8. Tim Young 7/28/2022 email regarding Letter to WYDOT
9. Elisabeth Collins 7/28/2022 email regarding TVSF Mill Levy and GoBond Reequst
10. Perri Stern 7/29/2022 email regarding JSA Construction Vehicles
11. Loy Keifling 7/29/2022 email regarding Construction Traffic Complaint
12. John Willott 7/29/2022 email regarding Skyline Ranch ISD 23 Budget
13. Judge Radda 7/29/2022 email regarding Courthouse Condition
14. John Willott 8/1/2022 email regarding Skyline Ranch ISD Budget
15. Louisa Sandvig 8/1/2022 email regarding Children's Museum Space Support

16. Emily Hagedorn 8/1/2022 email regarding TCD Final Budget
17. Tim Young 8/1/2022 email regarding Fence Easement WY22
18. Camille Obering 8/1/2022 email regarding WYDOT Fence Easement
19. Melissa Turley 8/1/2022 email regarding BUILD Grant Subrecipient Agreement
20. Iris Lazzareschi 8/1/2022 email regarding Future of Fairgrounds
21. Julien Hass 8/2/2022 email regarding Future of Fairgrounds
22. Wade Hirshi 8/3/2022 email regarding Wilson Sewer District Budget
23. Wade Hirschi 8/3/2022 email regarding Aspens Pines Water and Sewer District
24. Wade Hirschi 8/3/2022 email regarding Fish Creek ISD Budget
25. Raquel Ratliff 8/3/2022 email regarding Jackson Hole Rodeo/Future of Fairgrounds
26. Christine Watkins 8/3/2022 email regarding JH Winery CUP
27. Katherine Dowson 8/5/2022 email regarding Snake River Bridge Replacement Project
28. Chi Melville 8/8/2022 email regarding E-Bikes
29. Don Frank 8/8/2022 email regarding Plan Review Durations
30. Kathy Tompkins 8/9/2022 email regarding WYDOT STIP Comment
31. Geoff Gottlieb 8/9/2022 email regarding Teton Wetlands Preservation Fund
32. Tim Young 8/11/2022 email regarding Draft STIP Public Comment - Pathways
33. Jesse Glick 8/11/2022 email regarding Environmental Impact
34. Katherine Dowson 8/12/2022 email regarding Snake River Bridge Replacement Project
35. Michael Stern 8/13/2022 email regarding TC Historic Pres. Budget
36. Julien Hass 8/15/2022 email regarding Support for Housing
37. Bob Hammond 8/15/2022 email regarding Snake River Bridge Replacement Project
38. Brady Manning 8/15/2022 email regarding Broadband Development
39. Catherine Rogers 8/16/2022 email regarding Tribal Trail Connector
40. Laura Sundrla 8/16/2022 email regarding Tribal Trail Connector
41. Matt Carey 8/16/2022 email regarding Tribal Trail Connector
42. William Reinecke 8/17/2022 email regarding Tribal Trail Connector
43. Jordan Wilsted 8/17/2022 email regarding SPET Project Promotion
44. Geoff Gottlieb 8/17/2022 email regarding Tribal Trail Connector
45. Christine Watkins 8/17/2022 email regarding Tribal Trail Connector
46. Department of Environmental Quality 8/19/2022 email regarding Mobile Animal Incinerator Notice
47. WY Historic Preservation 8/19/2022 email regarding Bridge Over Snake River
48. Kathy Tompkins 8/20/2022 email regarding JH Travel and Tourism Comments
49. Wyoming Department of Transportation 8/22/2022 email regarding Snake River Bridge

PUBLIC COMMENT

There was no public comment.

MATTERS FROM COMMISSION AND STAFF

16. Consideration of a Contract for a Classification and Compensation Study

Alyssa Watkins, Board of County Commissioners Administrator, presented to the Board for consideration of approval an agreement for a Classification and Compensation Study, to include a compensation and benefits analysis and design of an updated pay structure.

Only June 27th, Teton County issued a Request for Qualifications (RFQ) seeking a consultant to conduct a comprehensive classification and compensation study and analysis. The chosen firm will, if appropriate, provide an updated market study of comparable entities and will recommend a new salary plan, evaluate employee positioning within the newly recommended salary plan, and provide implementation strategies, including but not limited to providing a strategy for monitoring for market position, inflation, compression, and internal equity.

Public comment was given by Sheriff Matt Carr to suggest that there should be different matrices for emergency responders such as fire and law enforcement.

A motion was made by Commissioner Epstein and seconded by Commissioner to Barron to approve the Human Resource Consulting Master Services Agreement with Digital Insurance, Inc., operating as OneDigital, for a Classification and Compensation Study, in an amount not to exceed \$79,500. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

17. Consideration of Revisions to the Teton County Telework Policy

Alyssa Watkins, Board of County Commissioners Administrator, presented to the Board for consideration of approval changes to policy 4-17, Telework.

On December 13, 2021, the Teton County Board of County Commissioners (BCC) approved an amended version of the 2020 edition of the Teton County Human Resources Policy Manual. A notable change in the amended manual was the addition of flexible scheduling options for county employees, including the option to telework up to one (1) day per week. The Policy Committee chose a narrow application of telework to begin in order to ensure it would be successful for the organization. Having operated under the new policies for approximately seven months and facing increasing challenges in recruitment and retention, in July, 2022, County Department Directors requested the Policy Committee meet near-term to consider expansion of the telework policy.

Public comment was given by Sheriff Matt Carr, as a Policy Committee member.

A motion was made by Commissioner Barron and seconded by Commissioner Newcomb to approve the redline changes to policy 4-17, Telework, of the current Teton County Human Resources Policy Manual. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

21. Consideration of FY23 Budget Allocation

Alyssa Watkins, Board of County Commissioners Administrator, presented to the Board for consideration of approval an additional \$10,000 allocation for FY23 to support the ski pass-related wellness benefits offered to County Employees.

JH Air recently released program costs for the 22-23 ski season, which are significantly increased. Staff discussed these increases and potential options with the Board of County Commissioners (BCC) on August 29, 2022. The BCC indicated an interest in maintaining the program parameters for F23, while having the Wellness Committee consider program alternatives for future years. The purpose of this action item is to authorize an additional \$10,000 in FY23 funding, allowing \$30,000 in payment to JH Air for the same 20% discount for employees on the lowest rate season passes and 200 one-day vouchers.

There was no public comment.

A motion was made by Commissioner Epstein and seconded by Commissioner Newcomb to approve the FY2023 budget allocation of \$30,000 to JH Air. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

An amended motion was made by Commissioner Barron and seconded by Commissioner Epstein to approve that the additional allocation of \$10,000 comes from General Fund balance for the JH Air program, for a total FY23 allocation for JH Air of \$30,000. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

MATTERS FROM PLANNING AND DEVELOPMENT

Findings of Fact, Conclusions of Law, and Order:

1. CUP2021-0001- Ian McGregor

Keith Gingery, Chief Deputy County Attorney presented to the Board for consideration of approval the findings of fact and conclusions of law for CUP2021-0001, an application made by Ian McGregor, for approval of a Conditional Use Permit, pursuant to Section 8.4.2, Conditional Use Permit of the Teton County Land Development Regulations, to allow for an Accessory Use, Home Business Cidery.

There was no public comment.

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to approve the Findings of Fact and Conclusions of Law granting approval for CUP2021-0001. Vice-Chairman Propst called for a vote. The vote showed three in favor and the motion carried 3-0 with Commissioner Newcomb abstaining.

The meeting recessed at 9:29 a.m. and reconvened at 9:33 a.m.

NEW BUSINESS

- 2. Permit:** AMD2022-0005
Applicant: Teton County Planning & Building
Presenter: Erin Monroe
Request: Notice is hereby given pursuant to Wyoming Statute §16-3-103 that Teton County is considering adoption of amendments to the Teton County Land Development Regulations (LDRs) to establish longer timeframes for County staff to review five of the planning applications, bringing them to 60 days (from 30-45 days). These applications include the following:
1. Environmental Analyses (EA) LDR Section 8.2.2 (45 to 60 days)
 2. Grading Permits (GEC) LDR Section 8.3.4 (45 to 60 days)
 3. Sign Permits LDR Section 8.3.5 (30 to 60 days)
 4. Basic Use Permits (BUP) LDR Section 8.4.1 (45 to 60 days)
 5. Zoning Compliance Verifications (ZCV) LDR Section 8.6.2 (45 to 60 days)
- These are amendments to the Land Development Regulations which are authorized pursuant to Wyoming Statute §18-5-201.
- Location:** Countywide

Erin Monroe, Associate Long-Range Planner, presented to the Board for consideration of approval a proposal to amend the Teton County Land Development Regulations (LDRs), pursuant to Section 8.7.1 and W.S. 18-5-202, to amend Article 8 related to establishing longer timeframes for County staff to review five of the planning applications, all of which are administrative review, bringing them to 60 days (from 30-45 days). These applications include the following: Environmental Analyses, Grading Permits, Sign Permits, Basic Use Permits, and Zoning Compliance Verifications. Application processes that are not included in this list either already have a 60- day (or more) timeframe or go through the public hearing process. This amendment application is made by the Teton County Planning and Building Services Director to provide flexibility for staff due to the unpredictable nature of application submittal volume and waves of staffing shortages.

Chris Neubecker, Director of Planning and Building Services, answered questions from the Board.

Amy Ramage, County Engineer, and Hamilton Smith, Principal Planner, commented on the proposal.

Public comment was given by Don Frank.

A motion was made by Commissioner Newcomb and seconded by Commissioner Barron to continue this item to the October 4, 2022 BCC regular meeting. Vice-Chairman Propst called for a vote. The vote showed three in favor and the motion carried 3-1 with Commissioner Epstein opposed.

- 3. Permit:** MSC2022-0023 – **POSTPONED TO SEPTEMBER 20, 2022**
Applicant: Teton County Parks & Recreation
Presenter: Hamilton Smith
Request: Miscellaneous Planning Request to amend the Wilson Boat Ramp Outdoor Recreation Use Conditional Use Permit (CUP2016-0002) Conditions of Approval
Location: BLM Parcel at the intersection of Highways 22 and 390, commonly known as the Wilson Boat Ramp property. Tract 51A, Sec. 23, Twp. 41, Rng. 117. The property is zoned Public/Semi-Public, and is within the Natural Resources Overlay.

A motion was made by Commissioner Barron and seconded by Commissioner Newcomb to Continue this item to the September 20, 2022 Board of County Commissioner meeting. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried.

MATTERS FROM COMMISSION - None

ADJOURN

A motion was made by Commissioner Epstein and seconded by Commissioner Barron to adjourn. Vice-Chairman Propst called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 10:22 a.m.

Respectfully submitted,
Chalice Weichman
Deputy County Administrative Clerk

TETON COUNTY BOARD OF COMMISSIONERS

Natalia D. Macker, Chairwoman

ATTEST:

Maureen E. Murphy, County Clerk