

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

The Teton County Board of Commissioners met in regular meeting on **August 15, 2023** in the Commissioners Chambers located at 200 S. Willow in Jackson, Wyoming. The meeting was called to order at 9:01 a.m. and the Pledge of Allegiance was recited.

ROLL CALL

County Commission: Luther Propst, Chair, Natalia Macker, Vice-Chair, Mark Newcomb, and Wes Gardner were present. Greg Epstein was absent.

ADOPTION OF AGENDA

A motion was made by Commissioner Macker and seconded by Commissioner Gardner to adopt today's agenda with the addition of Item number 12, which is the designation of a Designee for the Board of County Commissioners to represent the County as a property owner in Rafter J. Chair Propst called for the vote. The vote showed all in favor and the motion carried.

MINUTES

A motion was made by Commissioner Macker and seconded by Commissioner Gardner to approve the 7-11-2023, 7-31-2023, and 8-1-2023 minutes. Chair Propst called for a vote. The vote showed all in favor and the motion carried.

CONSENT AGENDA

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

1. Consideration of a Contract with Independent Contractor, Christina Kitchen for Nurse Practitioner Services at Teton County Health Department
3. Consideration of an Employee Housing Lease Agreement – 40 East Pearl
4. Consideration of Approval of Annual Compensation Agreement for UW Extension Office - Clerical Staff
5. Consideration of Letter of Authorization for Fodor Law to Submit a Townhome Plat for Parkside at Benson-Brown Station
6. Consideration of an Enrollment Agreement for the NACo High Performance Leadership Academy
7. Consideration of MOU with Grand Targhee for Radio Site
9. Consideration of an Agreement with FHWA for the FY22 Safe Streets and Roads for All Grant Program
10. Consideration of an Employee Housing Lease Agreement – 105 Mercill
11. Consideration of an Employee Housing Lease Agreement at 240 River Bench Road

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

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

MATTERS FROM COMMISSION AND STAFF:

1. Consideration of a Contract with Independent Contractor, Christina Kitchen for Nurse Practitioner Services at Teton County Health Department

To approve the Contract between Independent Contractor, Christina Kitchen, for Nurse Practitioner services for family planning clients at Teton County Health Department for the period August 15, 2023 – December 31, 2024

3. Consideration of an Employee Housing Lease Agreement – 40 East Pearl

To approve the Lease Agreement for 40 East Pearl Unit #203 with Emily Libert.

4. Consideration of Approval of Annual Compensation Agreement for UW Extension Office - Clerical Staff

To approve the annual compensation agreement with the University of Wyoming for the Clerical Staff.

5. Consideration of Letter of Authorization for Fodor Law to Submit a Townhome Plat for Parkside at Benson-Brown Station

To approve the Letter of Authorization designating Habitat for Humanity of the Greater Teton Area, Inc. c/o Fodor Law Office as an authorized owner's representative for the Parkside townhome plat application.

6. Consideration of an Enrollment Agreement for the NACo High Performance Leadership Academy

To approve the Enrollment Agreement with the Professional Development Academy for five participants in the National Association of Counties High Performance Leadership Academy.

7. Consideration of MOU with Grand Targhee for Radio Site

To approve the Memorandum of Understanding with the Grant Targhee Resort, LLC for the use of the Colter Ski Patrol Shelter for the 800 MHz WyoLink radio site.

9. Consideration of an Agreement with FHWA for the FY22 Safe Streets and Roads for All Grant Program

To approve the grant agreement with the U.S. Department of Transportation/Federal Highway Administration for the FY22 Safe Streets and Roads for All grant program to prepare a Teton County & Town of Jackson Comprehensive Safety Action Planning project.

10. Consideration of an Employee Housing Lease Agreement – 105 Mercill

To approve the Lease Agreement for 105 Mercill Avenue Unit #215 with Marilu Hernandez.

11. Consideration of an Employee Housing Lease Agreement at 240 River Bench Road

To approve the Lease Agreement for 240 River Bench Road, Alpine, Wyoming with Josiah Nash

DIRECT CORRESPONDENCE

1. Melissa Turley 7/25/2023 email regarding TVA Grant Information
2. Town of Jackson 7/26/2023 email regarding Notice: Incorporate 2-Acre Parcel
3. Elisabeth Collins 7/27/2023 email regarding TVISD Mill Levy Request
4. Elisabeth Collins 7/27/2023 email regarding TVWSD Final Budget
5. Chi Melville 7/28/2023 email regarding UK Second-Home Owners/High Taxes
6. Kathy Tompkins 7/29/2023 email regarding High School Road RFQ/WYDOT Meeting
7. Wade Hirschi 7/29/2023 email regarding Aspen Pines Water & Sewer Budget
8. Bob Hammond 7/29/2023 email regarding Highway 22 Bike Path Construction
9. Destin Peters 7/31/2023 email regarding Teton County GIS
10. Sinclair Buckstaff JR 7/31/2023 email regarding Fiscal Year 24 FCWID Budget
11. Destin Peters 8/2/2023 email regarding GIS
12. Butch and Linda Williams 8/3/2023 email regarding State Lands Glamping
13. Kathy Tompkins 8/3/2023 email regarding High School Road
14. Jayne Ottman 8/3/2023 email regarding Basecamp Amendman
15. Tim Young 8/3/2023 email regarding Wyoming STIP
16. Lance Cygielman 8/3/2023 email regarding E-Bikes
17. Chi Melville 8/5/2023 email regarding Targhee's Monitoring Reports
18. Clare Stumpf 8/5/2023 email regarding 90 Virginian Way
19. Jonathan Schechter 8/7/2023 email regarding 90 Virginian Way Project Concerns
20. Jennifer Kronberger 8/8/2023 email regarding Town of Wilson/WYDOT Projects
21. Amy Kuszak 7/28/2023 email regarding Ranches at Spring Creek

PUBLIC COMMENT

There was no public comment.

MATTERS FROM COMMISSION AND STAFF

2. Consideration for Public Warning Siren Contract

Rich Ochs, Emergency Management Coordinator, presented to the Board for consideration of approval a quote for outdoor warning siren system install, preventative maintenance, and system upgrade.

Teton County Emergency Management (TCEM) is responsible for public alert, warnings, and notifications (AWN) in Teton County. TCEM maintains a multi-layered AWN system comprised of Nixle SMS/email alerts, FEMA's Wireless Emergency Alerts, NOAA All Hazards Weather Radio, the Emergency Alert System through local broadcasters, our TCIncident.org website, public address systems on emergency vehicles, and outdoor warning sirens. Sirens are placed near population centers where they can effectively warn people that are outdoors that something is wrong and they should tune to their phone or one of the above sources for more information.

There was no public comment.

A motion was made by Commissioner Newcomb and seconded by Commissioner Gardner to approve the sole source Federal Signal Quote SYSQ8365-04 in the amount of \$118,233.84. Chair Propst called for a vote. The vote showed all in favor and the motion carried.

8. Consideration of Award for Professional Services for High School Road Area Transportation Planning and Design

Charlotte Frei, Regional Transportation Planning Administrator, presented to the Board for consideration of approval a notice of award for Professional Services with Mead & Hunt, Inc. for High School Road Area Transportation Planning and Design. The Regional Transportation Planning Administrator (RTPA) workplan and FY2024 budget included a task for developing a transportation plan for the Study Area to address multimodal transportation improvements called for in the ITP, and to address changing demand for multimodal transportation considering several projects in the Study Area.

There was no public comment.

A motion was made by Commissioner Macker and seconded by Commissioner Gardner to approve the award to Mead & Hunt for Professional Services for High School Road Area Transportation Planning and Design. Chair Propst called for a vote. The vote showed all in favor and the motion carried.

12. Consideration of the Appointment of a Designee to Represent the County as Landowners in Rafter J

A motion was made by Commissioner Macker and seconded by Commissioner Gardner to appoint Alyssa Watkins to complete the Rafter J Ranch Homeowners Association Documents on behalf of the County as a property owner. Chair Propst called for a vote. The vote showed all in favor and the motion carried.

MATTERS FROM PLANNING AND DEVELOPMENT

The following two applications were presented as separate but related items:

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| 1. Permit: | BDJ2022-0006 | - CONTINUED FROM 8-1-2023 |
| Applicant: | Y2 Consultants | |
| Presenter: | Chandler Windom | |

Request: A boundary adjustment request pursuant to Section 8.5.5 of the Land Development Regulations to adjust the internal property lines between Lots 1-7 of the Ranches at Spring Creek.

Location: Lots 1-7 of the Ranches at Spring Creek with street addresses 970, 985, 945, 935 W Polo Place, 2925 N Spring Gulch, 785 & 1115 W Polo Place respectively. The subdivision is located to the west of Spring Gulch Road. The lots are zoned Planned Unit Development-Neighborhood Conservation and are in the Scenic Resources Overlay and partially in the Natural Resources Overlay.

Chandler Windom, Senior Planner, presented changes made to BDJ2022-0006 since the August 1st Board of County Commissioners meeting.

The application proposes to adjust the internal property lines of all the lots in the subdivision, along with a request to amend the existing Teton County Scenic Preserve Trust (TCSPT) easement, EAS2022-0003. The subdivision, which is part of the Spring Creek Ranch Planned Unit Development, currently contains five (5) vacant residential lots, a single (1) equestrian center lot, and a single (1) vacant clubhouse lot. The application clusters the “clubhouse lot” adjacent to the existing equestrian center and relocates the residential building envelopes relative to the TCSPT open space. A Zoning Compliance Verification (ZCV2021-0039) review of Land Development Regulations (LDR) compliance was completed for the proposed reconfiguration of Lots 1-7 of the Ranches at Spring Creek (Plat No. 1072). In addition, an Environmental Analysis update (EVA2022-0003) and a scenic resources analysis (ZCV2022-0005) were both completed for the proposed adjustment. This will result in a new plat map (the 2nd Filing) of Ranches at Spring Creek Subdivision.

2. Permit: EAS2022-0003 - **SCENIC PRESERVE TRUST - CONTINUED FROM 8-1-2023**
Applicant: Y2 Consultants
Presenter: Erin Monroe
Request: A request pursuant to the Teton County Open Space Resources Resolution for an amendment to be made to a Teton County Scenic Preserve Trust Conservation Easement associated with a Boundary Adjustment request.
Location: Lots 1-7 of the Ranches at Spring Creek with street addresses 970, 985, 945, 935 W Polo Place, 2925 N Spring Gulch, 785 & 1115 W Polo Place respectively. The subdivision is located to the west of Spring Gulch Road. The lots are zoned Planned Unit Development-Neighborhood Conservation and are in the Scenic Resources Overlay and partially in the Natural Resources Overlay.

Erin Monroe, Associate Long-Range Planner, presented to the Board for consideration of approval changes to an amendment request pursuant to the Teton County Open Space Resources Resolution to the Spring Creek Ranch conservation easement held by the Teton County Scenic Preserve Trust (TCSPT) due to a Boundary Adjustment (BDJ2022-0006) request. The request includes an amendment to the northwestern portion of the Spring Creek Ranch open space easement, held by the Teton County Scenic Preserve Trust (TCSPT) at 945 W Polo Place. The request is for the following two changes:

1. Adjust the location of the building envelopes within the open space easement boundaries and,
2. Expand the size of the TCSPT open space easement by approximately ±4.5 acres. The Applicant simultaneously submitted a request to adjust the internal property lines of the lots in the subdivision through BDJ2022-0006 which is being processed concurrently by Senior Planner Chandler Windom. Consideration of approval of the Boundary Adjustment is reliant on the approval of this easement amendment request.

Brenda Youngkin, of Y2 Consultants, for the Applicant, commented on the applications.

There was no public comment for either application.

MOTION FOR BDJ2022-0006

A motion was made by Commissioner Macker and seconded by Commissioner Newcomb to approve BDJ2022-0006, updated June 1, 2023 to adjust lot lines between Lots 1-7 of the Ranches at Spring Creek, and again updated August 7, 2023 to remove the proposed east-west running easement from Spring Gulch, based on the findings in Section 8.5.5, and the standards of Section 8.2.13.C of the Teton County Land Development Regulations as recommended by the Planning Director, and being able to make the finding pursuant to Wyoming Statute §34-12-108, that such partial vacation does not abridge or destroy any of the rights and privileges of other proprietors in Plat No. 1072, and request the Teton County Clerk write “Vacate” on Plat No. 1072 upon filing of a new plat. Chair 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 Macker to convene as the Scenic Preserve Trust. Chair Propst called for a vote. The vote showed all in favor and the motion carried.

The meeting entered Scenic Preserve Trust at 9:29 a.m.

MOTION FOR EAS2021-0003

A motion was made by Commissioner Newcomb and seconded by Commissioner Macker to approve EAS2021-0003, updated June 30, 2023, for a requested amendment to the Spring Creek Ranch Open Space Easement held by Teton County Scenic Preserve Trust, being able to make the findings for amendment in the Open Space Resources Resolution of Teton County, Wyoming. Chair 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 Macker to exit Scenic Preserve Trust and reconvene as the Teton County Board of County Commissioners. Chair Propst called for a vote. The vote showed all in favor and the motion carried.

The meeting adjourned from Scenic Preserve Trust at 9:31 a.m.

MATTERS FROM COMMISSION

- A. Courthouse Update

Sarah Mann, Director of General Services, presented an update on funding for the courthouse improvement project.

- B. Sustainability Coordinator/Water Quality Specialist: Sarah Mann updated the Board on the hiring of a Sustainability Coordinator, and Alyssa Watkins, Board of County Commissioners Administrator, answered questions from the Board regarding the timeline for the hiring of a Water Quality Specialist.

ADJOURN

A motion was made by Commissioner Macker and seconded by Commissioner Gardner to adjourn. Chair Propst called for a vote. The vote showed all in favor and the motion carried. The meeting adjourned at 9:47 a.m.

Respectfully submitted,
Chalice Weichman
Deputy County Administrative Clerk

TETON COUNTY BOARD OF COMMISSIONERS

Luther Propst, Chair

ATTEST:

Maureen E. Murphy, County Clerk