

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

The Teton County Board of Commissioners met in special session on **February 25, 2020** in the Teton County Library Auditorium located at 125 Virginian Lane in Jackson. The meeting was called to order at 9:05am.

Commission Present: Natalia Macker Chair, Greg Epstein Vice-Chair, Mark Barron, Mark Newcomb, and Luther Propst.

Staff Present: Alyssa Watkins, Sherry Daigle, April Norton, Jodie Pond, Brady Hansen, Heather Overholser, Chris Neubecker, Sarah Mann, Steve Ashworth, Paul Cote, Kristen Waters, Amy Evans, Kristi Malone, Rian Rooney, and Shelley Fairbanks.

Facilitator: Fran VanHouten

DISCUSSION ITEMS

AGENDA

- ❖ 9:00AM - START
- ❖ WELCOME
- ❖ LONG-RANGE FACILITY AND OPERATIONAL STRATEGIC PLANNING
 - FACILITY R&M REPLACEMENT
 - ✚ COURTHOUSE – PREFERRED OPTION DISCUSSION
 - FUTURE LAND NEEDS/ACQUISITIONS
 - FAIRGROUNDS DISCUSSION
 - FUTURE SPACE NEEDS ANALYSIS
- ❖ 10:30 - MORNING BREAK
- ❖ INTERNAL SUSTAINABILITY PLAN
 - PLAN REVIEW
 - REVIEW AND REVISION OF IMPLEMENTATION PLAN
 - EMP POLICY
- ❖ 12:00 – 1:30 LUNCH (on your own)
- ❖ COMMUNITY SUSTAINABILITY
 - MOUNTAINS TOWNS 2030 CLIMATE ACTION LETTER
 - RIVERWIND FOUNDATION PROPOSED COMMUNITY SUSTAINABILITY POLICY
- ❖ 2:45 - AFTERNOON BREAK
- ❖ FEE SETTING POLICY/PHILOSOPHY CONSIDERATIONS
- ❖ 4:00 ADJOURN

DESIRED OUTCOMES

1. Long-Range Facility and Operation Strategic Planning
 - a. Agreement on preferred alternative for Courthouse
 - b. Agreement on director for the Fairgrounds
 - c. Update on patterns to help inform strategic planning
2. Internal Sustainability Plan
 - a. Agreement on implementation/Revision for 2020 to 2022
 - b. Affirm/change direction
3. Community Sustainability
 - a. Agreement on actions relate to Mountain Towns' letter
 - b. Agreement on direction/next steps with regard to this policy
4. Fee Setting Policy/Philosophy
 - a. Guidance so that department head can make stronger recommendation

GROUND RULES

- Golden Rule - Do unto others as you would have done unto you
- Open Communication towards the Best Community Solution
- No Surprises
- Well Vetted Decision Making (based on mutual understanding)
- Stay on Topic, Minimize Redundancy
- BCC Does Its Homework – Call Staff Before Meeting
- Recognize and Work Through Differences of Opinion

LONG-RANGE FACILITY AND OPERATIONAL STRATEGIC PLANNING

Building Life Cycles

- 15 Years – Flooring/Paint/Minor Mechanical
- 20-25 Years – Replacement HVAC/Roof/FACP/Plumbing Fixtures/Lighting Fixtures/Siding/Paint
- 50 Years – Everything at 25 years plus - Electrical/Plumbing/Fire Sprinklers Systems/Windows/siding

FY2021 Total \$3.1 million (\$900,000 potential from EMP)

FY2022 Total \$1.5 million (\$100,000 potential from EMP)

FY2023 Total \$920,000

- 5 Year Total FY2021-FY2025 Projection \$6.6 million “major items only
 - This does not include FIRE/ISWR/Parks and Rec
 - These numbers are for large capital items only and do not include routine maintenance projects such as carpet, paint, minor mechanical equipment
 - These numbers also do not include outdoor areas such as sidewalks and parking lots
 - Annual Capital needs are projected at \$2-3 million or maintaining the existing buildings. (\$10-15 million for FY21-25)
- This is based on current knowledge. FCAs will be back in Spring.

Courthouse (built in 1968)

Option 1 – Total \$5 million

- Maintain the existing courthouse “as-is” with minimal expansion (lobby). Includes a new entry/screening area and security systems upgrades, ADA restroom and elevator upgrades, energy upgrades, and routine maintenance.

Option 2 – Total \$31 million (minimum recommendation by consultant)

- Renovation and Addition of 33,000 square feet. Moves Dispatch and 911 computer into a secure space, Victim Services, Drug Court, Law Library. ADA accessibility and secure covered parking. In-custody bridge from jail to courthouse. Built without interruption to current operations.

Option 3 – Total \$53 million

- New Courthouse in General Services building location. 3 floors + garden level at 16,000 SF each

Option 4 – Total \$15 million (minimum needed recommended by Facilities)

- Smaller Addition – tear down Circuit Courtroom, new courtroom and judge’s chambers on 2nd floor, new lobby, restrooms, secured parking.

The meeting recessed at 10:12am and reconvened at 10:18am.

Fairgrounds

The lease on the fairgrounds expires in 2026. The current fairgrounds are 12.35 acres and includes a Rodeo/Outdoor Arena, Heritage/Indoor Arena, Grassy Arena, Small Warm-Up Arena, Exhibit Hall & South Grassy Arena, Minimal Parking, Minimal Storage, and Fair Office. The current fairgrounds operate under multiple leases between Town & County & Rodeo Concessionaire.

The ideal fairgrounds would be located on 25+ acres and include Outdoor/Rodeo Arena, Indoor Arena, Grassy Arena, Adequate Warm-Up Arena, English Riding Arena, Covered Stall Barn, Livestock Pavilion(s), Storage Facility for Equipment/Arena Panels/Extra Stall Panels/Arena Dirt, Expo Building/community Center, RV Hookups (25+ sites), Adequate Parking (spectator and trucks pulling horse trailers), Equipped Concession Stand, Commercial Kitchen, Covered Open-Air concreted Vendor Area, Amphitheater/Music Venue, Fair Office with Large Meeting Space. The fairgrounds would be County owned and operated.

Future Space Needs Analysis

Participants included:

- 5 Elected Offices (outside of the Board of county Commissioners)
- 17 Departments/divisions under the purview of the BCC

 Survey

- Please rate the adequacy of the following operational spaces for your elected office or division.
 - Office space
 - Storage space
 - Conference room/meeting space
 - Staff/break room space
 - Parking

Comments:

- Parking can be inadequate in the winter, especially with no overnight parking
 - Our vault size is inadequate and is regularly “busting at the seams”
 - Car parking is fine, be we need better bike parking
 - Datacenter space is inadequate
 - Office space per employee is adequate, but the configuration is not. Very awkward.
- Please detail historic staffing levels – how many FTE’s were authorized for your elected office or division for the following years?
 - Please attempt to project future staffing levels – how do you think your staffing needs may change over the next 10 years?
 - How likely do you think it is that the current space(s) allotted to your elected office or division will continue to adequately serve you into the following future years?
 - Are there any other comments you would like to make related to the operational space needs of your elected office or division?

Comments:

- Adequacy varies across fire stations
 - The current arrangement of the fairgrounds (both in terms of layout and leased space) limits the County's ability to adequately accommodate the needs
 - Both meeting space and parking space are mostly adequate but there are occasionally times when one or the other is not available when needed - parking more so than meeting space
 - Need a larger District Court courtroom/jury deliberation room that is ABA accessible
 - Lack a private meeting/training space
 - Current staff workstations offer no privacy from the public for staff meetings, discussions about confidential cases and uninterrupted training
 - Phase 2 of the park shop will be critical in the next 5 years to accommodate operational needs for equipment and material storage
 - We need more parking at Adams Canyon; use and staffing have increased here without any addition of parking
 - Very hard to say what the needs will be 15-20 years out
 - Confidentiality is important in our office space, many conversations are overheard by other division employees and staff are spread out
 - Public records access areas are not ideal
 - Current space limitations prevent the office from expanding the scope of services offered to the public
 - No dedicated break/rest area
- Next Steps:
 - ❖ Short Term
 - Review space "necessary but not available" responses to gauge degree of impact that can be made under existing circumstances.
 - Review parking constraints at existing facilities and vet ability to increase capacity.
 - ❖ Long Term
 - Determine ability to expand capacity at County-owned facilities and on existing County-owned sites.
 - Overlay CMMS outcomes with survey responses to identify highest priority facilities and areas of opportunity to meet multiple needs simultaneously.

The meeting was recessed at 10:46am and reconvened at 10:55am.

INTERNAL SUSTAINABILITY PLAN

Plan Review

- ✚ Foundation Phase Actions Present to FY2019
 - 10 projects on list
 - 2 projects completed
 - 1 project in progress
- ✚ Phase I Actions FY2020 to FY2024
 - 23 projects on list
 - 2 projects completed
 - 5 projects in progress
- ✚ Phase II FY2016 to FY2030
 - ✚ 12 projects on list
 - ✚ 0 projects completed
 - ✚ 3 projects in progress

Review and Revision of Implementation Plan
EMP Policy

The meeting was recessed for lunch at 11:55am and reconvened at 1:05pm.

COMMUNITY SUSTAINABILITY

- ❖ RIVERWIND FOUNDATION PROPOSED COMMUNITY SUSTAINABILITY POLICY
 - Clarity on Teton County's priorities
 - In order to fulfill our vision, we commit to continually improve upon:
 - ✚ Implementing principles, policies, strategies and targets for:
 - Climate sustainability and protection of wildlife, natural and scenic resources, and open space
 - The preservation and management of our indigenous and contemporary culture, history, and community character
 - Strengthening and maintaining community health, racial and socio-economic diversity, and quality of life
 - Planning for and managing a diverse, balanced, and stable economy not reliant on physical growth
 - ✚ Outreach to, education, and engaging of community stakeholders and members on:
 - Community sustainability goals and initiatives

- Their opportunities for contributing to these goals and initiatives, including reducing energy use and traffic and parking congestion; achieving Zero Waste; sourcing and supporting locally derived, environmentally and socially responsible products and services; and reducing greenhouse gas emissions
- Their role in making our community more resilient to natural and human-caused disasters, including those that are the result of climate change
- Innovative and best sustainability practices
- ✚ Preventing, mitigating, and managing the negative impacts of resident and visitor population growth upon our environment and natural resources, infrastructure and services, cultural and historic sites, community character and quality of life, and quality of visitor experience
- ✚ Destination marketing and promotions that are consistent with our identity as a “green” community, desire to attract responsible travelers, and vision to be a world-leading sustainable community and destination
- ✚ Meeting, exceeding, and reporting to and seeking feedback from the public on progress toward local community goals and international standards for sustainability
- ✚ Leading by example: Imparting a positive example of public and private sector collaboration for environmental stewardship, social responsibility, and economic vitality
- Smallest Steps:
 - Get own house in order
 - Enable others to do the same
 - Transit
 - Zero Waste
 - ECW
 - More fully implementing Comprehensive Plan
 - Public Health/Human Sustainability
 - Water
 - Housing
 - Write our policy statement
 - Work with Riverwind to align needs
 - How to tell our stories?
- ❖ MOUNTAINS TOWNS 2030 CLIMATE ACTION LETTER
 - ✚ Support community conversations about setting courageous and action-based climate goals that make significant impacts by 2030.
 - ✚ Engage other leaders in our community, region, and state in aligning climate action.
 - ✚ Actively share and collaborate with other communities on implementing best practices and creating new solutions.
 - Smallest Steps:
 - Get own house in order
 - Enable others to do the same
 - More fully implementing Comprehensive Plan
 - Public Health/Human Sustainability

The meeting was recessed at 2:25pm and reconvened at 2:35pm.

FEE SETTING POLICY/PHILOSOPHY CONSIDERATIONS

Fee Setting Departments

- Parks and Rec
- Public Health
- Environmental Health
- Fairgrounds
- Solid Waste & Recycling
- EMP
- Planning and Building
- Housing
- Public Works (Engineering, Road & Levee)
- Fire/EMS

Fee Setting Considerations

- Degree of Cost Recovery
 - Lowest cost recovery for the High Community Value
 - Highest cost recovery for the High Individual Value
 - Annual review of fees
 - Use of Advisory Boards for guidance for setting fees
 - Sliding scale
 - Err on the side of inclusivity
 - Staff time involved
- Adjustments for Non-Profits/Government Entities
- Paced with Inflation
- Aligned with Regional Policies/Practices
- Degree of Subsidy for Public Benefit
- Statutes
- Incentives
- Seasonality/Demand Cycles

- Incentives for off-season permitting
- Increase in costs during peak seasons
- Residential vs Commercial
- Ability to Pay

ADJOURN

A motion was made by Commissioner Barron and seconded by Commissioner Propst to adjourn. Chair Macker called for the vote. The vote showed all in favor and the motion carried. The meeting adjourned at 3:45pm.

Respectfully submitted: sdf

TETON COUNTY BOARD OF COMMISSIONERS

Natalia D. Macker, Chair

Greg Epstein, Vice-Chair

Mark Barron

Mark Newcomb

Luther Propst

ATTEST:

Sherry L. Daigle, County Clerk