

Teton County Idaho Commissioners' Meeting Agenda
Monday, April 13, 2015 - 9:00am
150 Courthouse Drive, Driggs, ID – 1st Floor Meeting Room

- 9:00 **Meeting Called to Order** – Bill Leake, Chair
Amendments to agenda if any
- Teton Soil Conservation District – Lynn Bagley
1. 2014 Report
 2. Request for Funds
- Emergency Management – Greg Adams
1. Emergency Management
 2. Mosquito Abatement OPs Plan

- 9:30 **Open Mic**
if no speakers, go to next agenda items

DEPARTMENT BUSINESS

Public Works – Darryl Johnson

1. Solid Waste – Saul Varela, Supervisor
 - a. Landfill Cap
 - b. Waste Collection Procurement Committee
2. Road & Bridge – Clay Smith, Supervisor
 - a. Seasonal Operator Request
3. Engineering
 - a. Chip Crushing Contract
 - b. Intern Hire

Planning & Building – Jason Boal, PA

1. Qrtly Building Permit Numbers
2. Ordinance 2015-2-2-6 Approval
3. Training Request

- 10:00 Economic Development
1. TVBDC Quarterly Update
 2. Geo Tourism Center Request for Support
 3. Chamber of Commerce Update

Centennial Celebration – Chairman Leake

Executive Session per IC§67-2345 (1)(d)
Indigent Matters & (1)(b) Personnel

- 12:00 Elected Officials/Department Head
1. Salary Plan Review, and Guidelines (BDPA)
 2. Performance Evaluations
 3. Department Updates
 4. BoCC Chair
 - a. Department Website Home Pages
 - i. Current & Relevant
 - ii. FAQ's
 - b. Centennial

- 2:00 American Insurance – Travis Argyle
- Fair Board – Katie Salisbury
1. Tractor Purchase Request
 2. Capital Improvements Request
 3. DRAFT Recreation & Fair Board Coordinator
- Clerk – Mary Lou Hansen, Clerk
1. FY 2015 Quarterly Financial
 2. Resolution 2015-0413A
- Treasurer – Beverly Palm
1. Warrants
 2. Tax Deed Process
 3. Cancellation of Taxes, Interest, Penalties & Fees – Resolution 2015-0413B
 4. Credit Card Processing Contract

Administrative Business

will be dealt with as time permits

1. Approve Available Minutes
2. Other Business
 - a. Alcoholic Beverage License Headwaters Grill
 - b. Conference Schedule
3. Committee Reports
4. Priorities Check-up
5. Claims

ADJOURN

Upcoming Meetings

April 13 – 6:00 pm Public Meeting:2015 Road Projects
April 22 – IAC Webinar: Property Tax System
April 27 – 9:00 am Regular Meeting of the Board
May 7 – BOE Training Rigby
May 11 – 9:00 am Regular Meeting of the Board



File Copy

208-354-2905 ext. 5
FAX: 208-354-8410

Teton County Clerk

89 N. Main #1
Driggs, Idaho 83422

April 15, 2014

Mr. Lynn Bagley
Teton Soil Conservation District
275 Old Railway Road
Driggs, ID 83422

Dear Lynn:

Thank you for your presence and presentation at yesterday's meeting of the Board of County Commissioners. This letter will confirm their decision to budget \$5,909 (\$5,737 + 3%) for the Teton Soil Conservation District during Fiscal Year 2015.

It is mutually understood that these funds will be used to help carry out an active conservation program in Teton County.

Sincerely,

A handwritten signature in cursive script that reads "Mary Lou Hansen".

Mary Lou Hansen
County Clerk



Teton County

Emergency Management & Mosquito Abatement

Department Report 3/9-4/8/2015



Projects Accomplished

In March we were able to submit 11 grant projects to the State for their consideration to utilize remaining Homeland Security Funds that other jurisdictions didn't spend. The projects submitted were; upgraded cameras for the courthouse, a portable metal detector for the courthouse, a gas detector for Tetonia, an upgraded security system for Victor, an access control system for the Driggs City building, fencing around a Driggs well site, installing a generator for the Driggs City building, a license plate reader system for HWY 33 and 31, a PC forensics system, a laser firearms training system, and 10 mobile dispatch devices for Fire, Ambulance and SAR. We should hear back about these in about a month.

On the last week of March I was able to attend the American Mosquito Control Association conference in New Orleans. It was an excellent opportunity to see the latest and greatest innovations in mosquito control and to network with professionals from around the world. My full report is attached.

On April 7th we had an election for our new LEPC officers. They are elected for a term of two years. The new officers are; Kelly Wells Chairperson, Jenifer Shaum Vice-Chair, and Jared Gunderson Secretary. In this packet you will see a letter that needs to be signed to let the State know about our new officers and certificates of appreciation for the outgoing board.

We have revised the operation plan for the Mosquito Abatement District and it is attached to this report.

Future Projects

One of the things that I learned about at the AMCA meeting was the use of used tire drives to reduce the mosquito breeding habitat in a community. I would like to organize and promote a used tire drive for the County through the Mosquito Abatement District. This will not only reduce the mosquito population without having to utilize any chemicals, but also help clean up the community. In order to be able to accomplish this I am requesting that the Mosquito Abatement District have the fees for taking tires to the transfer station eliminated for this project. May I proceed with this?

Kelly Wells, the Sheriff's chief deputy would like to upgrade his cell phone and we have the opportunity to sell his existing cell phone to pay for the upgrade. It is worth around \$165 to \$205. May we do so?

The University of Idaho finally got their review of our existing All-Hazard Mitigation Plan to me last week. I am still waiting for their computations and mapping for our hazard risk. They are more than 2 months late getting this to me and that is going to slow down the revision process. My latest goal is to have the revised plan to FEMA by the end of July.

I have been asked to participate on the steering committee to create a crisis standards of care protocol for the State. These guidelines will help medical professionals to make decisions during emergencies in regards to utilizing scarce resources. Idaho is the last State to have these protocols and we will be seeking to get them into State law. The process is expected to take 2 years.

Future Appointments

4/10	Leveraging Tools for Damage Assessment Class in IF 8-5
4/14	LEPC Officers Meeting 10
4/17	Pediatric Triage Training in Rexburg 7-10 PM
4/21	Presentation to the Teton HAM Radio Club 7-9 PM
4/30	First Net Briefing 3 PM
5/5	Teton County Radio/LEPC meeting 2:30-5



Board of County Commissioners

Mary Marsh
Idaho Bureau of Homeland Security
4040 Guard Street, Bldg. 600
Boise, ID 83705

April 13, 2015

Dear Mrs. Marsh:

In compliance with the Emergency Planning and Community Right to Know Act (EPCRA), it is the responsibility of the Board of County Commissioners of each county to submit names in nomination for Local Emergency Planning Committee membership to the Idaho Bureau of Homeland Security.

We have acquired for your review, consideration and for submittal to the Bureau of Homeland Security, the following nominees who have shown an interest in assisting Teton County in meeting obligations and requirements for the continuing development of a Local Emergency Planning Committee. These appointments would be for a two year term, ending April 30, 2017.

Nominees

Kelly Wells, Chairperson:	work, 208-354-2323 kwells@co.teton.id.us
Jenifer Shaum, Vice Chairperson:	work, 208-354-2905 jshaum@co.teton.id.us
Jared Gunderson, Secretary:	work, 208-354-2362 jgunderson@driggsidaho.org

Sincerely,

Bill Leake, Chairman



Teton County

Emergency Management & Mosquito Abatement

2015 AMCA Meeting Report



Meeting Report

On March 29th through April 2nd I was able to attend the American Mosquito Control Association's 2015 meeting in New Orleans. The meeting had attendees from 35 countries.

Wolbachia is a tiny parasite that lives inside the cells of insects and different strains of this parasite can either prevent dengue spread or shorten the hosts lifespan. In addition, depending on how you setup the release of purposefully infected mosquitos can have different outcomes. If you release wolbachia infected male mosquitos the offspring of the infected males with uninfected females will all die. If you release wolbachia infected female mosquitos the offspring of the infected females with uninfected males will have infected offspring that can then disperse and cause either shortened lifespan or not allow dengue spread. This last year there were two conflicting reports that researchers claimed that wolbachia infected mosquitos actually amplified the spread of West Nile Virus and another study claiming that they saw no connection. We are not using Wolbachia and will wait to see how this plays out before we consider it. There have been some releases of Wolbachia infected mosquitos in Kentucky this last year from May to October and they found that the hatch rates for that targeted species went down to 30% of what it would normally be, but they didn't release a sufficient number of the infected mosquitos to completely eradicate the targeted species in that area.

Oxitec has come up with a new spin on the tactic of releasing sterilized male mosquitos to control a certain species of mosquito. Instead of using radiation to sterilize the male mosquitos, which in turn leaves the males in pretty rough shape that have a hard time competing with the normal male mosquito population, they are utilizing genetics to modify male mosquitos to make them mostly sterile. They have also worked in a genetic kill switch just like in the original Jurassic Park that if the mosquitos aren't fed a certain compound certain genetic material will eventually lead to cell death and the death of the mosquito. I guess time will tell if their mechanism works better than the Jurassic Park one.

A new company has come up with a device called Bite Back that is a mosquito trap that uses a mosquito attractant to lure mosquitos into a chamber that they can't fly out of and they eventually die inside the device.

The military is working to create a wearable mosquito repellent device. Instead of spraying yourself with DEET or other compounds you strap a device onto your belt or arms and it slowly releases the repellent over a month. This way you don't have to keep re-applying the repellent.

Kirk Tubbs the Twin Falls Idaho Mosquito Abatement Manager gave a presentation on the effect of new Attractive Targeted Sugar Bait on bees. A new formula of this barrier treatment utilizes garlic as the insecticide active ingredient. The bees would actually rather starve than eat it. An interesting effect of this new ATSB garlic formula is that the mosquitos that feed on it actually don't go after a blood meal after they have eaten the ATSB.

A new study in the Florida Keys has found no connection between mosquito control efforts and a decline in butterfly populations. In fact they found the opposite that the areas with mosquito control had more numbers of butterflies and a greater number of different species of butterflies.

The West Nile Virus outbreak in California last year has provided some interesting data. The number of infected humans with the neuroinvasive form of the disease went up about 20% and the mortality rate went up about 3%. This could be based on fewer doctors reporting the less severe form of the virus or the virus may be changing. Additionally, the reason they couldn't stop the disease transmission cycle was their unwillingness to apply adulticide from the air. If they would have done so at the first signs of the outbreak, it would have significantly lowered the amount of disease spread and illness and death.

There were several different studies on the effectiveness of different types of mosquito traps for different species of mosquitoes. The type we are currently utilizing appears to continue to be the most effective for the species we encounter.

There are two different organizations trying to adapt drones to mosquito control applications, one utilizing a radio controlled helicopter and another utilizing an automated program on a tablet to control a more typical 6 rotor drone design. Right now payload and flight time are limiting the effectiveness of this platform in our field, but the drone industry is rapidly evolving and may be more applicable in the next few years. On a side note they do have some promising drones coming out that could do high resolution mapping in visible light ranges as well as infrared. This could be ready to help identify mosquito breeding habitat more easily in the near future.

A significant portion of the meeting was spent on the chikungunya virus and how the affected areas are trying to grapple with this new disease. Luckily none of the mosquitos in our area are capable of transmitting the virus.

The meetings were excellent and I had a great opportunity to network with professionals from around the world and discuss their operations and look for ways to better ours.



WK: 208-354-3442
CELL: 208-534-8710

**Teton County
Solid Waste & Recycling**

1088 Cemetery Rd
Driggs, ID 83422

April 07, 2015

TO: Board of County Commissioners
FROM: Saul Varela-Solid Waste Supervisor
SUBJECT: Solid Waste & Recycling Update

The following items are for your review and discussion at the April 13, 2015 meeting.

Transfer Station Update

1. Cities Request Teton County to provide supplies for Valley Clean Up Events

Teton Valley is planning a week long community clean up event that includes Teton, Driggs, Victor and possibly some school groups. This cleanup event is planned for the week of May 9th - 16th. Attached are Community Cleanup Tipping Fee Waiver Forms for the Cities of Victor, Driggs, and Teton. They have also requested to see if Teton County could purchase and provide garbage bags and latex gloves for individuals participating in the valley wide clean up events. I asked for the separate entities to provide an estimate of each material that they might need, but I did not receive any estimates.

2. Seasonal full time labor Position Update

The deadline for submitting applications for the solid waste seasonal labor position ended on April 3rd. There was only one application received and I would like to reopen and extend the deadline for submitting applications to fill the position.

3. (Seasonal Part Time Operator) possibly not returning this Summer

Byron Egbert is a solid waste seasonal part time operator employee that works from the beginning of May to the end of October. Byron has notified me that he will not be able to return to his part time seasonal position due to personal reasons. He is hoping that he can find a way to return and will notify me if anything changes.

4. 5 Year Lease for a new Loader every six months Arnold Equipment (Volvo)

Teton County has received an offer for a new loader factory order for \$5,000 every six months on a five year contract, (see attached). Arnold Equipment would deliver a new loader every six months and trade out the foam filled tires. Teton County would retain the existing rubber bucket and forks that would still work on the new loaders. This lease agreement comes with a full machine warranty that includes a scheduled maintenance. At this time the current loader does not have any warranty and we have just received an estimate to replace a hub seal for a total cost of \$1,144.63 which Teton County will be paying out of pocket. Arnold Equipment is offering \$69,000 for trade in on existing Volvo L60F. The \$69,000 trade in for the current loader is sufficient to cover the full 5 year term cost of \$50,000 plus an additional \$19,000.



scalehouse: 208-354-3442
Supervisor: 208-354-3443

Teton County
Solid Waste

scalehouse: 1088 Cemetery Rd.
150 Courthouse Dr.
Driggs, ID 83422

Community Cleanup Tipping Fee Waiver Form

Organization Requesting Waiver: The City of Driggs

Contact Person: Annie Decker

Contact Phone Number: (201) 450-3922 Contact Email: adecker@driggsidaho.org

Date of event: 5/9/15

Area to be cleaned: Valley Centre Park and some city streets

Identifying marker or vehicles bringing waste to the transfer station: (for example: company logo, license plate, driver's name, etc.)

City of Driggs Logo

(Jared, Dylan, Henry, or Owen)

Criteria for Approval and Accepting Waste:

1. Request must be made at least one month prior to the event.
2. Only waste normally accepted by the transfer station will be accepted. For example no household hazardous waste will be accepted.
3. Waste will only be accepted at no charge from vehicles identified in the application.
4. Waste will only be accepted at no charge on the day specified in the application.

County Use Only:

Date Application Received: _____

Date Application Presented to BoCC: _____

Application Approved: _____

Date Applicant Notified of BoCC Decision: _____



scalehouse: 208-354-3442
Supervisor: 208-354-3443

Teton County
Solid Waste

scalehouse: 1088 Cemetery Rd.
150 Courthouse Dr.
Driggs, ID 83422

Community Cleanup Tipping Fee Waiver Form

Organization Requesting Waiver: City of Victor

Contact Person: Valee Wells

Contact Phone Number: 787-2940 Contact Email: VWells@Victorcityidaho.com

Date of event: 5/16/2015 - Drop Week 5/10-5/16 Voorhees pickup week of 5/18

Area to be cleaned: City of Victor

Identifying marker or vehicles bringing waste to the transfer station; (for example: company logo, license plate, driver's name, etc.) Voorhees Sanitation trucks,

City of Victor Trucks, RAD Recyclers

This is in conjunction with the County wide Cleanup

Criteria for Approval and Accepting Waste:

1. Request must be made at least one month prior to the event.
2. Only waste normally accepted by the transfer station will be accepted. For example no household hazardous waste will be accepted.
3. Waste will only be accepted at no charge from vehicles identified in the application.
4. Waste will only be accepted at no charge on the day specified in the application.

County Use Only:

Date Application Received: _____

Date Application Presented to BoCC: _____

Application Approved: _____

Date Applicant Notified of BoCC Decision: _____

Saul Varela

From: Gloria Hoopes [gloria5852@silverstar.com]
Sent: Thursday, April 09, 2015 3:54 PM
To: Saul Varela
Subject: Re: Community Clean Up Tipping Fee Waiver Request Form

Saul,
I am having trouble with my Adobe program so here is the information. I hope you can put it into the form for me.

Tetonia has three vehicles that may be used depending on our volume. They are:

1. 1992 Ford F-350 license # C16796
2. 1982 Ford F800 Dump Truck license #C18853
3. 2001 Chevrolet S-10 license #8B FY353 This license # may change since we are waiting for the title.

Thanks,

Gloria----- Original Message -----

From: "Saul Varela" <svarela@co.teton.id.us>

To: "Gloria Hoopes" <gloria5852@silverstar.com>

Sent: Thursday, April 09, 2015 2:30 PM

Subject: Community Clean Up Tipping Fee Waiver Request Form

Hi Gloria,

I just wanted to check and see if you have filled out the form requesting the waiver of tipping fees for Tetonia's cleanup event? I am suppose to turn those in with my Board of Commissioners Update due today.

Thank you.

Saul Varela, Supervisor
Teton County Solid Waste & Recycling
Mailing: 150 Courthouse Drive
Physical: 1088 Cemetery Road
Driggs, Id 83422
Office: (208)354-3442
Cell: (208)534-8710

[Email_Small]



QUOTATION TO: Teton County Transfer Station
70 W. North Buxton
Driggs, ID 83422

PRICE F.O.B. Driggs, ID . **DATE** 27-Feb-15

One (1) New Volvo L60G Loader, factory order..... \$5,000 per 6 months

To include all Standard Equipment plus the following Optional Equipment:

- 2014 model with 6 hours,
- Volvo 5.7 Litre 161 HP IT4 Engine,
- Cab with Heat and A/C,
- 4F/3R Power-Shift Transmission,
- 20.5-R25 Radial, FOAM FILLED, Tires off of previous machine,
- Back-up Camera,
- Volvo Coupler,
- 2.7 CYD 100" Loader Bucket,
-
- Use of Trash Bucket you currently have with New Rubber Edge,
- Use of Pallet Forks you currently have,

One (1) Volvo L60F Loader, s/n 61778, with new tires off of new L60G.....\$69,000
Arnold Machinery will take current loader on trade for \$69,000. However Teton County wants the funds, we are at your disposal. Whether Teton County wants a check for whole \$69000 and writes a check back to Arnold for \$5000 at each trade. Maybe you want us the first payment out, or all payments out, or a combination of some sort.

You keep the foam filled tires and put them on transfer station machine. We bring you a new loader with bucket every 6 months for 5 years (10 loaders), swap the tires, and your operating costs are fixed at \$10,000 per year. Only variables will be fuel and tires.

WARRANTY

- Full Machine Warranty includes scheduled maintenance

We appreciate your interest in Arnold Machinery Company and the products we represent. If you have any questions please call me at 252-4422

Best Regards,

Brent J. Kunz
208-252-4422
bkunz@arnoldmachinerycme.com

ARNOLD MACH CO - CE 11 ID FALL
 3330 N YELLOWSTONE HWY
 IDAHO FALLS, ID - 83401
 PH: 208/523-0822
 FX: 208/523-9918

Customer W O R K O R D E R Document Pg
 548780 ** QUOTE ** GA5999 1

NET 30 DAYS 4/07/15 13:48

Sold To Ship To
 TETON COUNTY SOLID WASTE TETON COUNTY SOLID WASTE
 150 COURTHOUSE DRIVE 150 COURTHOUSE DRIVE
 ROOM 117 ROOM 117
 DRIGGS ID 83422 DRIGGS ID 83422

208/354-8780 208/354-8780
 FOB FIELD JOB

Br	Trk	Make	Model	Serial	Equipment	Meter	Sls	Customer	P.O.
011	V1	L60F		61778		4,926	999		

Ordr	Ship	Description	Each	Amount
			Ordered	4/07/15

REMOVE THE WHEEL AND REMOVE THE OUTSIDE HUB REPLACE THE SEAL
 BETWEEN THE HOUSING AND REINSTALL THE HUB AND WHEEL, FILL
 WITH AXLE OIL

1	1	1 VM 11035031	O-RING	BADR58 N	10.66	10.66
1	1	1 VM 11035032	O-RING	BADR64*N	12.26	12.26
1	1	1 VM 15031222	TRANSMIS	HC004 *N	160.69	160.69
		TOTAL PARTS				183.61
100		MILEAGE		TX	2.00	200.00
		LABOR				738.00
		IDAHO STATE SALES TAX				23.02

Weight	.2 lb	Total	1,144.63
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Authorized Signature	Date	Pulled By	Checked By
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WK: 208-354-0245
djohnson@co.teton.id.us

Public Works Department
MEMORANDUM

150 Courthouse Drive
Driggs, ID 83422

April 9, 2015

TO: Board of County Commissioners
FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS
SUBJECT: Public Works Update

The following items are for your review and discussion at the April 13, 2015 meeting.

SOLID WASTE

Please see the attached update from the SW Supervisor.

Landfill Cap Update:

- Construction drawings are still being reviewed by the DEQ, all comments are expected to be received by the DEQ Idaho Falls office by the end of the week
- Material haul from the Felt Pit is scheduled to begin on May 4
- We have identified at least 2 fill material sources and are working on determining the best option to pursue
- We anticipate advertising for the landfill cap rehabilitation project some time in May

Waste Collection Procurement Committee: See attached meeting minutes for the 4/2/2015 meeting.

ROAD & BRIDGE

Road & Bridge Crews:

- Crews have gone back to their 4 day-10 hour summer work week. Most crews are working Monday –Thursday 7:00 to 5:30
- Crews are continuing with spring grading efforts and have begun some culvert replacement work
- Oil for the chip seal patching machine was received the first week of April. Weather permitting, crews will begin patching roads

Seasonal R&B Hires: Road and Bridge will be hiring seasonal employees for the summer. In past years, R&B has hired only truck drivers. This year, in addition to hiring 2 truck drivers, we would like to hire an experienced grader operator that has worked with in the R&B department in the past. Temporary/Seasonal Employees (who receive no benefits) may be hired at 91% of market point for their first season and re-hired at 96% for subsequent seasons. We are hoping

both drivers from last year will be able to return. We are proposing to hire the grader operator at the salary they had at the time they left the County plus the additional 10% allowed for non-benefit return seasonal employees. Funds will be paid from Road and Bridge line item 0402-0005; Salaries – Part time & Seasonal.

PUBLIC WORKS

E5000S Road Reconstruction: Continuing with plans and specifications. Hope to advertise for bids in May

W6000S Road Reconstruction: A joint application was submitted to the DEQ and Army Corps of Engineers by Alder Environmental. The Corps has requested an interagency meeting to tour the project corridor and discuss wetland encroachment mitigation. That meeting is tentatively scheduled for Wednesday, April 22 and will be conducted at the Courthouse.

Edgewood Path: During the 12/22/2014 BoCC Meeting, a motion was approved to spend up to \$5,000 to improve the Edgewood Estates public access. A grant application has also been submitted to the Idaho Parks and Recreation to help fund the development of a non-motorized path within the dedicated path easement. In anticipation of this project being constructed in the summer of 2015, I reached out to the BLM to notify them of our intentions. Attached is the email response that was received by the BLM. I am hoping for direction on how to proceed with this effort.

E5000S Road Re-Classification: During the 11/24/2015 BoCC Meeting (minutes attached), commissioners directed the Public Works Director to re-designate the eastern most portion of E5000S from a major to a minor collector. In addition, the road has been designed using the standard for a minor collector with bike path. The application was approved by ITD and the FHWA. The road is now classified as a minor collector and the speed limit will be reduced to 35 mph east of S2000E and posted as such.

Chip Crushing Contract: Rock chips are needed for the chip seal projects proposed for 2015. Instead of purchasing the chips, Public Works has solicited services to have rock chips and some additional 2” minus road base crushed in the Driggs Gravel Pit. Attached are the tabulated results. Owen Construction is the apparent low bid. Crushing will be paid from the Levee fund line item 811 – Gravel Overlays and R&B fund line item 0689 Aggregate.

<p><i>Action Item: - Motion to approve the gravel crushing bid for rock chips and 2” minus material at the Driggs Pit to Owen Construction with a cost not to exceed \$45,895.</i></p>
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Engineer Intern Hire: There is a line item in the Public Works budget for an intern. This position is a 3-4 day per week position from May through August. The intern will assist with tasks such as updating road counts, project inspection, database updates and basic design assistance for the Public Works Director. Pay will be based on rates offered in past years for this position. Funds will be paid from Public Works line item 0406-0000; Salaries – Intern.

Teton County Solid Waste Procurement Committee

MINUTES: April 2, 2015

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

Committee Members Present: Bob Benedict, Ashley Koehler, Saul Varela, Darryl Johnson, Jen Werlin, Isabell Waddell, Mary Lou Hansen, Bill Leake

Committee Members Absent: Sid Kunz

The meeting began at 4:05 pm.

The group reviewed and approved the goals as revised and attached to the March 5 minutes. Ms. Waddell said the the waste hauler RFP should be certain to include everything referenced as a contract item within the goals. She also said certain words needed to be defined in the RFP, such as "waste," "hazardous waste," and "diversion."

The Committee completed review of the draft "Scope of Services" document which was begun on March 5. They also reviewed and suggested modifications to the draft contract and response grid prepared by Mr. Johnson. The cities will be informed of the county's waste hauler selection process and invited to join the county if desired.

Mr. Johnson said time was running short on completing this process so that the new waste hauler could begin providing services no later than November 1. The group agreed a new vendor would probably need 60-90 days advance notice, which means the contract should be awarded in July.

The Committee agreed to meet again on Thursday, April 23 and Monday, May 4 in order to have completed documents available for review by the County Commissioners during their May 11 meeting.

The meeting ended at 6:00

Minutes respectfully submitted by Mary Lou Hansen.

approval: (1) The approval and recording will not be final until the County Public Works Director approves the design of the right-of-way modification; and (2) There will be no change in Open Space. Chairman Park made a motion to approve the Minor Plat amendment for River Rim Division II to accommodate a minor change to the layout of roads, utilities or other facilities. Motion seconded by Commissioner Rinaldi and carried unanimously.

OTHER BUSINESS. The Board reviewed Mr. Boal's memo regarding stream flow data for floodplain mapping (Attachment #7) and his memo regarding floodplain training for planner Kristin Rader.

● **MOTION.** Commissioner Rinaldi made a motion to spend \$1,740 from the Contracted Services account to obtain stream flow information from Biota. Motion seconded by Chairman Park and carried unanimously.

● **MOTION.** Commissioner Rinaldi made a motion to send Planner Kristin Rader to the March 2015 floodplain training at the EMI in Maryland. Motion seconded by Chairman Park and carried unanimously.

PUBLIC WORKS

The Board reviewed the written report prepared by Public Works Director Darryl Johnson (Attachment #8). The Final Report about the Landfill Cap has been received from Forsgren Associates and will be reviewed by Mr. Johnson before it is forwarded to DEQ.

● **MOTION.** Commissioner Kunz made a motion to spend \$12,000 of the Remaining Cash in Special Road Levy Fund 33 for additional crushing of 2" gravel at the Felt Pit. Motion seconded by Commissioner Rinaldi and carried unanimously.

● **MOTION.** Commissioner Rinaldi made a motion to approve Mr. Johnson's Dec. 29-31 vacation request and authorize him to work remotely during that time. Motion seconded by Commissioner Kunz and carried unanimously.

EDGEWOOD ESTATES PUBLIC LANDS ACCESS. The Board reviewed Mr. Johnson's memo providing history about public access in this subdivision, along with four possible options (Attachment #9). The BLM will not begin travel management planning in this area for another 2-3 years. Commissioner Kunz said he would prefer Option #4 but doubts the landowner would provide the necessary easement across his property. Therefore, he believes Option #1 is best since it utilizes an existing 30-foot public easement, even though it intersects BLM land about 500' south of the existing trail.

Janine Jolley said the BLM documented that there had been an access in this area since 1918 during the county's 2006 road hearings. At that time, BLM officials had no problem with the county moving the access to the platted easement. She said her family has used this access for five generations and she is tired of the harassment received for their efforts to continue using this area.

Commissioner Rinaldi said she supports making improvements necessary to direct folks to the county's 30' right-of-way. But she said the county must be certain to become involved in future BLM travel map updates so that the revised trail configuration provides a connected access from the private land to the public land.

● **MOTION.** Commissioner Kunz made a motion to spend up to \$5,000 of the Remaining Cash in Special Road Levy Fund 33 to improve the Edgewood Estates public access. Motion seconded by Commissioner Rinaldi and carried unanimously.

W600S DESIGN UPDATE. Mr. Johnson said the ideal road design would have 4:1 borrow pit slopes. However, steeper slopes will be necessary in some areas in order not to disturb existing irrigation structures and fences located within the county right of way. Commissioner Rinaldi said the road should be built in a way that would be best for the county in the long run. The Board asked Mr. Johnson to provide information regarding the impacts of maintaining 4:1 slopes.

From: Casterson, Jeremy
To: Darryl Johnson
Cc: Lazdauskas, Rebecca; Monica Zimmerman
Subject: Re: Teton County Development Review Committee (DRC) meeting
Date: Monday, March 23, 2015 3:28:56 PM

Hi Darryl.

Is there any way that the county could wait on the development of the right of way? The development of the right of way would lead directly to BLM where there is currently no trail. This essentially would create a new user-created trail on BLM without going through the steps of travel management as we identified in our earlier email.

"The public lands adjacent to the proposed subdivision do not have any designated trails. The BLM will not allow construction of new routes and motorized cross country travel is discouraged in this area. The Upper Snake Field Office, BLM has been working with local groups in Teton Valley regarding future travel and transportation planning for public lands in Teton Valley (including the parcel adjacent to the subdivision). BLM policy directs the field offices to comprehensively manage travel and transportation on public lands through the development of comprehensive travel networks. Travel and transportation planning will address motorized or off-highway vehicle (OHV) activities, non-motorized travel and recreation needs, as well as resource issues. During travel and transportation planning the BLM will consider a full range of possibilities for types and modes of travel; identified roads and trails; time and season of use; and certain types of vehicles (e.g., OHVs, motorcycles, all-terrain vehicles, and high clearance vehicles) for the public lands adjacent to the proposed Taylor Shadows Subdivision".

Teton Valley will be included in the first area we do a Travel Plan for. However, we're still several years out (2018?). Again, thanks for coordinating with our office on this. We have the same goal of increased public access to the BLM land in the Teton Valley, so we do support this effort.

Jeremy Casterson
Field Manager
(208) 524-7555

On Thu, Mar 12, 2015 at 11:23 AM, Darryl Johnson <djohnson@co.teton.id.us> wrote:

Hello Rebecca:

Below is a correspondence I sent to the BLM in December regarding a possible path re-alignment through the Edgewood subdivision to access BLM lands in Teton county. I have also attached an exhibit showing what the County is proposing. The public is in jeopardy of losing their access to public lands because they are currently crossing public land. The commissioners made and approved a motion to appropriate funds for the improvement of a non-motorized trail within the

platted ath right of way.

I assume if the County improves this corridor to public lands, a trail will quickly be developed by users to re-connect to the existing trail. In your previous correspondence, you stated that you have not intentions of developing trails in the area at this time. I'm looking for input from the BLM on how you feel I should proceed. Is it ok to construct the new path with the understanding that the BLM will support that access point at some time in the future? Leaving the access point in its current location will not be an option in the near future.

Can you please advise on whether or not the BLM will support our re-alignment efforts and how you would recommend we proceed to best accommodate your schedule?

Regards;

Darryl Johnson, PE, PLS

Teton County Public Works Director

Office: 208-354-0245, Cell: 208-313-0245

djohnson@co.teton.id.us

From: Lazdauskas, Rebecca [mailto:rlazdauskas@blm.gov]

Sent: Thursday, December 18, 2014 4:07 PM

To: Darryl Johnson

Cc: Monica Zimmerman; Jeremy Casterson

Subject: Fwd: Teton County Development Review Committee (DRC) meeting

Hi Darryl-

I received your voicemail and spoke to Jeremy Casterson (Upper Snake Field Manager) and Monica Zimmerman (our Outdoor Rec Planner) regarding your message and email to Jeremy. The email below explains the current management situation of the BLM-managed lands adjacent to the Edgewood Subdivision. It will likely be 2 to 3 years, possibly a bit longer, before we begin travel management planning for this area. We will definitely contact the County and we look forward to working with you during the process. Please contact Monica if you have further questions regarding travel management, her number is 524-7543.

Thank you,

Becky Lazdauskas

Realty Specialist

208-524-7521

----- Forwarded message -----

From: **Zimmerman, Monica** <mzimmerman@blm.gov>

Date: Fri, Apr 11, 2014 at 3:52 PM

Subject: Teton County Development Review Committee (DRC) meeting

To: jboal@co.teton.id.us

Cc: Rebecca Lazdauskas <rlazdauskas@blm.gov>

Jason,

This email is to document Becky and my phone conversation with you regarding the application for the 2 lot Taylor Shadows Subdivision. The proposed subdivision is adjacent to BLM managed public lands outside the city of Victor.

Thank you contacting the BLM regarding the application for the subdivision. The public lands adjacent to the proposed subdivision do not have any designated trails. The BLM will not allow construction of new routes and motorized cross country travel is discouraged in this area. The Upper Snake Field Office, BLM has been working with local groups in Teton Valley regarding future travel and transportation planning for public lands in Teton Valley (including the parcel adjacent to the subdivision). BLM policy directs the field offices to comprehensively manage travel and transportation on public lands through the development of comprehensive travel networks. Travel and transportation planning will address motorized or off-highway vehicle (OHV) activities, non-motorized travel and recreation needs, as well as resource issues. During travel and transportation planning the BLM will consider a full range of possibilities for types and modes of travel; identified roads and trails; time and season of use; and certain types of vehicles (e.g., OHVs, motorcycles, all-terrain vehicles, and high clearance vehicles) for the public lands adjacent to the proposed Taylor Shadows Subdivision.

Please let me know if you have any further questions or concerns.

Thank You, Monica

Monica Zimmerman

Outdoor Recreation Planner

Upper Snake Field Office

1405 Hollipark Drive

Idaho Falls, ID 83401

208-524-7543

208-709-2371 (cell)

208-524-7505 (fax)

requires annexation to occur before any future development can take place. He agreed that the annexation was very oddly-shaped and would be difficult for surveyors to monument. Avoiding city property taxes on undeveloped land was an important consideration when planning the annexation proposal.

PUBLIC WORKS

The Board reviewed the written report prepared by Public Works Director Darryl Johnson (Attachment #8).

SOLID WASTE. Supervisor Saul Varela said the second test for Monitoring Well #1 came back negative, which means the first test was in error and no water quality problems exist. The Board was happy to receive this good news. Mr. Varela reviewed the bid comparison for the scrap metal recycling contract and recommended that the bid be awarded to Western Metals (Attachment #9).

● **MOTION.** Commissioner Rinaldi made a motion to award the scrap metal contract to Western Metals. Motion seconded by Commissioner Kunz and carried unanimously.

ROAD & BRIDGE. Mr. Johnson said the snow plow wings have been installed and the snowplowing season has commenced. The cattle guards for the Smith Canyon project have been purchased, but might not be installed until spring. The signage for that project will be completed this fall.

Edstrom Construction has requested approval to crush gravel 24 hours per day in order to fulfill their county contract by Dec. 31. Commissioner Rinaldi asked why Edstrom was so far behind schedule and said this would set a bad precedent. Depending upon the weather, Mr. Johnson believes Edstrom could probably finish crushing without extended hours. Commissioner Kunz said Edstrom has had difficulty completing their contract due to the county's unrealistic gravel specification. Commissioner Rinaldi said the gravel specification was part of the bid. However, Road & Bridge Supervisor Clay Smith said Edstrom's delay has been caused by the weather and also by their lack of a jaw crusher. Mr. Smith said there would probably be no complaints about extended hours due to the remote location of the Felt pit. However, he pointed out that approval would open the door for private contractors to also request 24 hour operations. Mr. Smith said the gravel isn't needed until spring and suggested that another contract extension be granted instead. The Board agreed this would be the best approach and asked Mr. Johnson to submit a request in December if necessary.

The Board discussed Kim Jeffries' request to lower the speed along a portion of E5000S to 25 mph and place a stop sign at the junction of E5000S and S2000E; they also reviewed speed and accident statistics collected by the county (Attachment #10). E5000S is designated as a major collector and Mr. Smith said the statistics provide no justification for lowering the speed limit. However, Mr. Johnson said the county could re-designate the eastern most portion of E5000S as a minor collector, which would give reason to lower the speed limit to 35 or 40 mph. The Board asked Mr. Johnson to pursue that option.

● **MOTION.** Chairman Park made a motion to use remaining cash in the Road Levy Fund 33 to pay \$12,325 for change Order #1 for the Darby Creek Bridge project. Motion seconded by Commissioner Kunz and carried unanimously.

The Board discussed the Jorgensen Associates letter regarding options and recommendations for the W6000S road reconstruction (Attachment #11). Mr. Johnson agrees with their recommendation that the 12" section with woven geotextile be used because of its multiple benefits. It is also the least costly option, at \$73.00 per linear foot. Mr. Johnson said geotextile fabric has a very long lifespan, provided it isn't damaged by routine maintenance. The Board agreed that this option should be used in the design.

WASTE HAULING PROCUREMENT COMMITTEE. The Board approved the proposed committee members, but asked that a representative from Victor be added. Commissioner Kunz lives in Victor and volunteered to serve, provided that the Board would seriously consider the Committee's recommendations. He wants to be sure the new waste hauling contract doesn't punish non-recyclers.



TETON COUNTY, IDAHO
ENGINEERING
150 Courthouse Drive
Driggs, ID 83422

Project: 2015 Teton County Gravel Crushing
Subject: Bid Comparison
By: D Johnson
Date: 4/8/2015

COMPANY	ESTIMATE
Owen	\$ 45,895.00
DePatco	\$ 76,750.00
Price Excavation	No Response



FROM: Planning Staff, Jason Boal
TO: Board of County Commissioners
RE: Planning & Building Department Update
MEETING: April 13, 2015

Long-Range Projects:

- Land Use Code Revisions
 - Working with Driggs and Victor on a website for public outreach.
 - P&Z is finishing a review of Article 10 then Articles 4-7 over the next few meetings
 - Code Studio will be in town for a few days to work with staff (week of the 13th)

Building and Zoning Permit Numbers: (See attached reports)

Building	Fiscal Year 2014 (50%)	Fiscal Year 2015 (50%)	Percentage of 2015 Projection
Permits (New & Re-Activations)	28	43	
Permit Fees	\$22,378.37	\$32,765.43	47%
Impact Fees	\$10,422.45	\$18,663.18	

Planning	Fiscal Year 2014 (50%)	Fiscal Year 2015 (50%)	Percentage of 2015 Projection
Permits	13	21	
Permit Fees	\$2,325.00	\$7,454.00	93%

Planning and Zoning Commission Attendance Ordinance: (See attached memo)

Staff suggests the following motion if the Board is comfortable with the new language of the ordinance:

I RECOMMEND APPROVAL of Ordinance 2015-2-2-6 Attendance (for the Planning and Zoning Commission).

Training Request: Sustainable Communities initiative, Western Rural Grantee Gathering- May 5-6 in Billings, MT (paid for through the HUD grant)

Teton County Recreation & Fair Board Coordinator Position: (See attached memo)

BUILDING DEPARTMENT HISTORIC INCOME and UNITS

FISCAL YEAR CALCULATION

BUILDING DEPARTMENT

	2008	2009	2010	Fiscal 2011	2012	2013	2014	2015
Residential	148	74	34	9	12	23	25	10
Commercial	10	3	1	1	6	1	5	3
Other Structures	29	23	38	16	30	47	45	15
Misc. Permits				11	18	27	23	9
Total Permits	187	100	73	37	66	98	98	37
Re-activations					8	6	3	6
Permit fees	\$245,000.00	\$63,143.35	\$49,384.80	\$26,334.42	\$45,058.55	\$73,356.26	\$74,223.43	\$32,765.43
Residential Impact fees	N/A	26 @	19 @	12 @	13 @	23 @	25	9 @
Commercial Impact fees	N/A	\$52,154.96	\$38,113.24	\$24,071.52	\$26,077.48	\$46,137.08	\$50,149.00	\$18,053.64
		2 @	1 @	2 @	3 @		3 @	2 @
		\$5,339.74	\$84.30	\$1,035.47	\$885.32		\$1,012.14	\$609.54

PLANNING AND ZONING DEPARTMENT HISTORIC INCOME and UNITS

PLANNING AND ZONING FEES

	2008	2009	2010	Fiscal 2011	2012	2013	2014	2015	
Planning and Zoning Applications	OTO 12 SUB 73 CUP 18 ZONE CH 3 MISC 8	OTO 15 SUB 23 CUP 16 ZONE CHG 0 MISC 31	OTO/ BA 13 SUB 8 CUP 1 ZONE CHG 0 MISC 22	OTO/BA 9 SUB 1 CUP 4 ZONECHG 0 MISC 11	OTO/BA 19 SUB 3 CUP 1 ZONE CHG 1 MISC 18	OTO/BA 15 SUB 0 CUP+ 2 ZONE CHG 0 MISC ** 23	OTO/BA 13 SUB 1 CUP 2 ZONE CH 0 MISC ** 23	OTO/BA 6 SUB 1 CUP 0 ZONE CH 0 MISC ** 14	21
Total Applications	114	85	44	25	42	40	39		
Income	\$181,137.00	\$85,357.00	\$21,957.50	\$9,602.4	\$20,358.60	\$8,047.00	\$8,537.00	\$7,454.00	

platt amendment x2 floodplain permit x6, permitted with conditions x2, DA amendment, DA Extension, TUP x 6, sign x 3, BA re-submittal, Scenic Corridor

floodplain permit (5), DA Extension, Home Occ / renewal (4), insignificant Plat amdt (4), TUP (3), Permitted with Conditions (2), Sign (3), variance

Plat Amd (4), sign (1), TUP (1), Variance (1), Floodplain (2), Scenic Corridor (1), Home Occupation (2), Permitted with Conditions (2)

Residential Impact fees collected to date: 127 @ \$ 2,005.96 Total \$ 254,756.92

Commercial Impact fees collected to date: 13 Total \$ 9,660.41

Planning and Building Historic Income

4/6/2015

Building Department Fiscal Year 2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	YTD
Single Family Dwellings	4	1	1	1	2	1							10
Commercial	0	1	0	0	1	1							3
Other Structures	4	1	1	0	0	9							15
Misc. permits	2	2	1	1	1	2							9
Total Permits	10	5	3	2	4	13	0	0	0	0	0	0	37
Re-activation / extension	1	0	1	1	2	1							6
Total Impact Fees	\$8,023.84	\$2,090.29	\$0.00	\$2,005.96	\$4,011.92	\$2,531.17							\$18,663.18
Total Permit Fees	\$10,272.34	\$5,072.05	\$1,425.75	\$1,904.65	\$4,209.84	\$9,880.80							\$32,765.43

Single Family Dwellings includes setting permits for manufactured homes

Other Structures = replacement of SFD w/out impact fee, garages, sheds, barns, carports, Ag

Misc. = mechanical, setting, additions, remodels, foundation

4/3/2015

ORDINANCE NO. 2015-2-2-6

AN ORDINANCE OF THE COUNTY OF TETON, STATE OF IDAHO, AMENDING SECTION 2-2-6 TO THE TETON COUNTY CODE TO CLARIFY THE PLANNING AND ZONING COMMISSIONS ATTENDANCE POLICY.

BE IT ORDAINED by the Board of County Commissioners of Teton County, Idaho that Section 2-2-6 of the Teton County Code shall be, and the same is amended as follows:

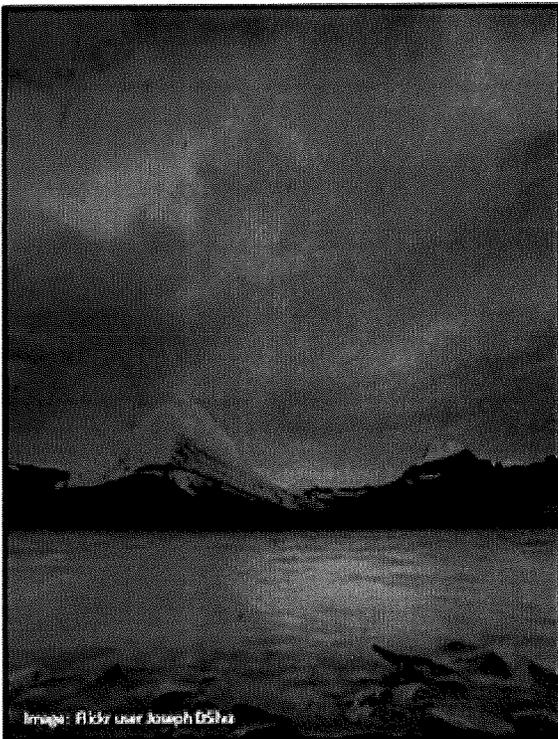
2-2-6 ATTENDANCE: Members are expected to attend all meetings, hearings and work sessions of the Commission. If a member has four (4) absences of the regularly scheduled monthly meetings (meeting with the review of an application), in one calendar year, the Board may replace that member through the process found in the Teton County Administrative Policies. If a member cannot attend a meeting, hearing or work session, he or she shall notify the Chairperson and/or staff in advance of the meeting. (Amd. 4-10-2015)

Jason Boal

From: Jan Brown <jabrown@co.fremont.id.us>
Sent: Wednesday, April 01, 2015 10:14 AM
To: Tom Cluff; Patty Parkinson (cclerk@cityofstanthony.org); Jason Boal; Sheryl Hill
Subject: Western Rural Grantee Gathering Registration Reminder!

There are five of us who have indicated interest in attending this event and all five of us will be allowed to attend. The agenda is not yet finalized, but they still want teams to register by April 6. Below is the link to the registration page that each person needs to complete independently. For the name of our regional initiative, just enter "Teton View Regional Plan". Where it asks about financial support, check "YES", and in the comments box, enter "Reimbursement requested for accommodations only".

We'll be carpooling together to Billings the afternoon of May 4th and absorbing that cost through our own grant. We'll return the evening of May 6th as the event is expected to wrap up by mid-afternoon.



Sustainable Communities Initiative Western Rural Grantee Gathering

Billings, Montana ~ May 5 - 6, 2015

Minnesota
Housing Partnership

NADO
RESEARCH FOUNDATION

Sustainable
Communities
Learning
Network

Just a reminder to register for this upcoming meeting, "Sustainable Communities Initiative Western Rural Grantee Gathering." Thank you if you've already registered! Remember that you need to register with us via the weblink below, and you also need to contact the Northern Hotel to reserve a hotel room for this event. (number below).

This free event is specifically designed for HUD Sustainable Communities grantees and EPA technical assistance recipients. The gathering, hosted by Minnesota Housing Partnership and NADO Research Foundation as part of our capacity building work with the Sustainable Communities Learning Network, will take place on Tuesday and Wednesday, May 5-6, 2015, in Billings, MT. (Travel funding is available, more information is below).

Participants will come together to discuss regional planning efforts underway in their regions. The event will include opportunities to network and learn from each other, hear about implementation strategies, connect with Federal and other partners, workshops to explore initiatives underway in Billings, and other topics!

We are working on an agenda for this event, and would like to hear from you about topics you want to ensure we discuss. Please contact Bill or Brett (or both) with your ideas for the agenda.

Registration and Location

Sign up for the meeting online, by using [this form](#). It only takes a few minutes! **Please RSVP by Monday, April 6.** Project teams are encouraged to register up to four participants. Space is limited and will be on a first-come, first-served basis. Please have each participant register separately.

The gathering will be held at the [Northern Hotel](#), located within close walking distance of restaurants, shops, and other attractions in the heart of downtown Billings. We have secured a room block at the hotel for \$83/night. To make reservations, **please call the hotel at 406-867-6767** and request the rate for the “Minnesota Housing Partnership block.” **The deadline for this discounted room rate is April 6.**

Travel Funding

If you are interested in receiving travel cost assistance (toward coach airfare or mileage and two nights at the hotel), please indicate this in your registration form and we will contact you with additional details.

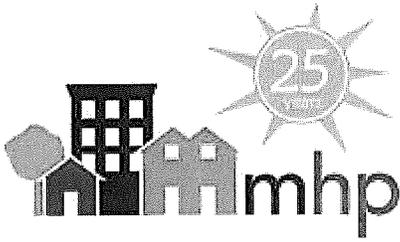
[Click here to register online](#)

After registering, you will receive an e-mail with additional information about creating a 5 slide PowerPoint to share as part of our 5x5 presentations (5 minutes, 5 slides) to learn more about each other's projects in fast-paced, interactive discussions.

If you have any questions, please don't hesitate to contact us!

Bill Vanderwall
Minnesota Housing Partnership
Bill.vanderwall@mhponline.org
651-925-5541

Brett Schwartz
NADO Research Foundation
bschwartz@nado.org
202-270-4397



Bill Vanderwall | Capacity Building Manager
Minnesota Housing Partnership
2446 University Ave W, Ste 140
Saint Paul, MN 55114-1740
651.925.5541 | 800.728.8916
f: 651.649.1725 | www.mhponline.org



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Teton Valley Business Development Center

Strategies and Progress Report

April 3, 2015

Economic Growth Strategies – By Focus Area (Source: RPI Report)

A. Business Recruitment and Development

- Establish an organizational structure (A1a) (Also includes all organizational support and misc. work)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

- Policies and Procedures
- Revenue
- Employee Evaluation

Actions:

- Attended Community Foundation Tin Cup Training.
- Helped host Greater Yellowstone Consortium open houses in Jackson and Victor.
- Continue to review loans and participate on the Development Company board of directors.

- Identify start-up funding (A1b)

- Inventory infrastructure and real estate assets (A2a)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: ongoing

- Communications/Broadband
- Electricity
- Transportation
- Water
- Real Estate/Gem State Prospector

Actions:

- In lieu of heavy recruiting, have spent a significant amount of time talking with owners and builders about creating the additional light industrial space we so desperately need.
 - Continued working with Mike Flury and local officials to work out an appropriate plan for Driggs Center.
- Continued to provide guidance to new Racin Station owner re: build-out, tenants, rates
- Monitored progress of likely new building near Segos Skis
- Met with Etta Rokes to discuss potential building and business opportunities for her Rocky Road location.
- Met with Silver Star's Ron McCue to discuss possible incubator office space in their building north of Driggs.

- Disseminate information on assets (A2b)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: ongoing

- Add information and links to website as available

- Identify specific businesses and set goals for recruitment (A2c)

Primary Responsibility: Board;

- Identify business and industry targets

- Brian McDermott will respond to inquiries

Actions:

Cycling companies contacted:

<http://www.machinecycles.com/>
<http://www.lynskeyperformance.com/>
<http://maestroframeworks.com/>
<http://mattercycles.com/>
<http://matthewscustomcycles.blogspot.com/>
<http://www.meechcustombicycles.com/>
<http://www.merlinbike.com/>
<http://moors.com/>
<http://www.mosaiccycles.com/>
<http://www.musecycles.com/>
<http://www.ntpbikes.com/>
<http://oddticycles.blogspot.com/>
 Industry Nine Components [<http://industry-nine.net/>] x
 Cane Creek [<http://www.canecreek.com/>] x
 Morewood USA [<http://www.morewoodbikes.com/>] x
 Endless Bike Co. [<http://www.endlessbikes.com/>] x
 Suspension Experts [<http://www.mtbsuspensionexperts.com/>] x
<http://olearybuiltbicycles.com/contact/>
<http://oneghost.com/>
<http://www.oswaldcycleworks.com/>
<http://www.pereiracycles.com/bicycles.php>
<http://www.quiringcycles.net/contact-us/>
<http://www.reebcycles.com/>
<http://renovobikes.com/>
<http://www.rexcycles.com/>
<http://bicycleframes.com/>
<http://rickjonesbicycles.com/>
<http://rittecycles.com/>
<http://www.rocklobstercycles.com/>
<http://rosko.cc/>
<http://www.samsaracycles.com/>
<http://www.chumbausa.com/>
<http://sevendcycles.com/home.php>
http://www.lugoftheirish.com/Shamrock_Cycles/Home.html
<http://www.signalcycles.com/>
<http://silentcycles.com/>
<http://www.simplebicycleco.com/>
<http://sixelevenbicycleco.com/>
<http://www.snydercycles.com/>
<http://soulcraftbikes.com/>
<http://www.spookybikes.com/contact>
<http://stevepottsbicycles.com/index.php>
<http://www.stijlcycles.com/contact/>
<http://www.stinnerframeworks.com/>
<http://stoutbikes.blogspot.com/>
<http://www.strongframes.com/>
<http://www.ridesuperco.com/>
<http://sycip.com/>
<http://www.tedwojcikcustombicycles.com/>
https://www.facebook.com/pages/TET-Cycles/110500025698562?ref=br_tf
http://www.thinairframeworks.com/Thin_Air_Frameworks/Projects/Projects.html
<http://bikethomson.com/thomson-bikes/>
<http://www.thursdaybicycles.com/>

Status on current prospect companies:

- Project Miller—new Urbanist rec. tech mixed use development
 - Potential land and build-to-suit partners identified
 - Beginning to line up tenants.
 - No new movement
- Project Juice—beverage
 - No new movement.

New prospects:

- Steve Potts Bikes
 - New prospect has shut his old business in Calif. and will be scheduling a visit to Teton Valley and Bozeman.

- Kirk A. Pacenti // Owner Pacenti Cycle Design
 - He expresses strong interest.
 - Supplied follow up info. Will schedule call and visit.
- Submitted proposal for service center company on behalf of Silver Star. Teton Valley is technically not qualified because of our distance from the airport, however I convinced the Dept. of Commerce project manager to insert a summary of our proposal.

Advertising:

- Secured periodic no-cost space on the website of Teton Gravity Research
<http://www.tetongravity.com/>, the world leader in ski and adventure films and web content.

Recruit creative class entrepreneurs that can work from home via telecommuting (A2d)

Primary Responsibility: Board; Timeframe: ongoing

- Develop a recruitment campaign
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Action:

Create an information portal for potential new businesses (A2e)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

- Continue to make information available through the Made in Teton Valley site

Coordinate all economic development entities to implement the Economic Development Plan (A3a)

Primary Responsibility: Board; Timeframe: ongoing

- Develop a plan to coordinate economic development activities

Action:

- Continue to work closely with Chamber to coordinate activities, including co-hosting Chance Meetings each month.
 - Chance Meetings is doing well with interesting guests and steady attendance.
- Continue to keep cities abreast of our work.
- Met with Shawn Hill of VARD to foster a cooperative relationship and to try to ensure that VARD doesn't disrupt any projects that we are facilitating.

Provide business expansion assistance (A4a)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Mustered letters of support to expedite Forage Bistro's new serving license.

Provide information on micro-loan funding for small businesses (A4b)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Micro loan info is included in new Resource Guide

Start-up support including business plan assistance, networking and financing options (A4c)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Connected engineers with an avalanche transceiver idea with the BYU E-center to scope market opportunity.
 - Pursuing REDA grant to pay for the work.

- Obtained preliminary agreement to market product under 22 Designs brand.
- Worked with Sue Cicero on her new business startup plan.
- Coached Juan Morales on starting a dried fruit business in Driggs.
- Coached Suzanne Knighton on expanding her fledgling education/tutoring business.
-
-

Collaborate with state organizations to lobby the State Legislature on issues that encourage business and economic growth (A4d)

Primary Responsibility: Board; Timeframe: as the need arises

Actions:

- Roger Brink has successfully lobbied on a few measures (see President's report)

Encourage entrepreneurial and niche businesses (A4e)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Actions:

•

B. Physical Asset Development

Expand telecommunications infrastructure (B1a)

Primary Responsibility: Silver Star; Timeframe: ongoing

Expand and diversify educational opportunities (B1b)

Primary Responsibility: several education groups; Timeframe: ongoing

Action:

- Met with Education Committee
- Continue to coordinate Ford Garage project
 - Will re-engage EITC regarding vocational education needs.
 - Met twice with Development Company principals and County Commissioners.
 - TVBDC will take the local lead on the project.
 - Reviewed revised renovation project plans.

Foster a stable environment to support healthcare needs (B1c)

Primary Responsibility: Health Care Providers; Timeframe: ongoing

Coordinate transportation (B1d)

Primary Responsibility: various; Timeframe: ongoing

- Incorporate Sustainable Yellowstone Report, 2014

Implement downtown enhancement and in-fill (B1e)

Primary Responsibility: Cities, TVBDC; Timeframe: Ongoing

Actions:

- Continue to push appropriate businesses toward downtown core

Establish Valley Way finding (B1f)

Primary Responsibility: Driggs, County; Timeframe: 2016

Driggs is leading the effort and has engaged a design/engineering firm.

Improve recreation infrastructure (B1g)

Primary Responsibility: Various; Timeframe: ongoing

C. Tourism and Marketing

This is largely a Chamber- and GeoTourism Center-led piece of work.

- Attract regional tourists to Teton Valley (C1a)**
 - *Primary Responsibility: Chamber; Timeframe: ongoing*
- Get tourists to stop when traveling through or near Teton Valley (C1b)**
 - *Primary Responsibility: Chamber, GeoTourism; Timeframe: TBD*
- Provide and promote special events and competitions (C1c)**
 - *Primary Responsibility: various; Timeframe: ongoing*
- Identify target marketing to a focused group of potential visitors (C1d)**
 - *Primary Responsibility: Chamber; Timeframe: ongoing*
- Develop a Teton Valley brand (C1e)**
 - *Primary Responsibility: TVBDC; Timeframe: 2015*

Action:

- We now have production-ready logo graphics that we are beginning to preview and disseminate. The plan is to do a formal rollout at the May 22 Economic Summit.
 - McD will be creating a style guide to ensure integrity of application
 - Built logo letterhead
 - Checked out Dropbox distribution modality. It is no longer free, so I will instead simply email zipped folder of logos.
 - Contacted David Kearsly and Becky Maness of SignIt Now regarding banners and decals. Haven't heard back.
 - Published LinkedIn and Facebook posts on our branding.

- **Create an information portal for visitors to the area (C1f)**
 - *Primary Responsibility: Business Development Committee; Timeframe: 2014*

- **Completed by Chamber. Result:** <http://www.discovertettonvalley.com/home>

D. Protect and Foster Lifestyle Community

- Enhance key recreational assets (D1a)**
 - *Primary Responsibility: various; Timeframe: ongoing*
- Maintain open space and provide a mechanism to protect natural resources (D1b)**
 - *Primary Responsibility: various; Timeframe: ongoing*
- Housing inventory (D2a)**
 - *Primary Responsibility: various; Timeframe: ongoing*
 - Sustainable Yellowstone Report, 2014
- Promote food events that support farming (D3a)**
 - *Primary Responsibility: various; Timeframe: ongoing*
- Support infrastructure to enhance local value added farm products (D3b)**
 - *Primary Responsibility: various; Timeframe: ongoing*
- Work with Grand Targhee Resort to maximize the effects of summer music events (D4a)**
 - *Primary Responsibility: Business Development Committee; Timeframe: ongoing*
- Support events that highlight local arts, history, culture and music (D4b)**
 - *Primary Responsibility: various; Timeframe: ongoing*

Performance Metrics from FY 2015 Dept. of Commerce MOU

**Attachment A
Performance FY 2015**

1. Business Recruitment -
 - Reach out to 50 recreation, technology and aviation companies. Target is to acquire at least two new companies.
 - Results: On track

2. Business Expansion -
 - Consult with 5 existing companies, resulting in at least two achieving at least 10 percent revenue growth.
 - Results: On track

3. Business Retention -
 - Consult with 5 existing companies, resulting in them being able to retain and/or grow their business.
 - Results: On track

4. Business Start Ups -
 - Support 2 successful startups.
 - Results: On track

5. Professional Development -
 - Director to attend two training/development sessions.
 - Results: Completed. McD attended the Idaho Economic Dev. Assn. Fall meeting, Community Foundation's Board Member and grant writing workshops.
 -

6. Gem State Prospector-
 - In January 2015, hold a GSP training for Teton Valley Realtors.
 - Results: Completed
 -

7. Other-
 - Quarterly reports to the community through local media.
 - Results: On track

Note: Performance measures will be customized on a program by program basis. At a minimum each performance measure will include numerical goals that parallel Rural Idaho Economic Development Professional Program reporting format. The department reserves the right to include additional performance requirements in advance of issuing a formal MOU.

**Attachment B
Sustainability**

1. Board Training and Development (It will be expected that the board will participate in X amount of trainings to be conducted by the DEPARTMENT and/ or its partners.) –
 - Two Board training sessions.
 - Results: Attended Community Foundation Board Training
 -

2. Staff Professional Development (Staff paid for with Department funds will participate in two trainings conducted by the DEPARTMENT and/or its partners.)-
 - Two staff training sessions.
 - Results: Completed. McD attended the Idaho Economic Dev. Assn. Fall meeting, Community Foundation’s Board Member and grant writing workshops.

3. Private Participation (During the period of the MOU the GRANTEE will be required to engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas)-
 - The Teton Valley Business Development Center will sponsor three significant events in FY 2015. Already in the planning stage is a Gem State Prospector Training. Other likely events are an annual Tourism Summit and an Education Summit.
 - Results: On track. Gem State Prospector training completed. Economic Summit is in planning stage.
 -

4. Fundraising (The GRANTEE and its board will be expected to raise funds above and beyond the minimum match required. Expect this section to include specific fund raising goals, descriptions of fundraising efforts and/or timelines for completing fundraising efforts)
 - We plan to use our Summits as fundraising venues, as well as building relationships with large donors in the valley. Goal is \$10,000 for FY 15.
 - Results: On track. We have engaged Becky Mitchell, a professional grant writer, to seek marketing and education grants. Goal TBD.

5. Organizational Marketing (Here the DEPARTMENT will be looking for a list of efforts to be undertaken by the GRANTEE to market their individual program and timelines for completing those efforts)
 - Marketing plan provided to R. Shroll under separate cover. This is the same document, “TVBDC Plan & Report” that we provide monthly to the Board of County Commissioners.

Teton Valley Business Development Center

Strategies and Progress Report

March 5, 2015

Economic Growth Strategies – By Focus Area (Source: RPI Report)

A. Business Recruitment and Development

Establish an organizational structure (A1a) (Also includes all organizational support and misc. work)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

- Policies and Procedures
- Revenue
- Employee Evaluation

Actions:

- Attended Community Foundation networking lunch.
- Prepped, attended and did follow up for TVBDC Board Strategic Planning Advance. Sent numerous docs and graphics for review.
- With Roger Brink, had intro meeting with Dale Prows, new GM at Huntsman Springs.
- With Fletch and Roger, met with Becky Mitchell to commission her effort to seek and apply for grant funding.
- Set date, venue and drafted agenda for the Teton Valley Economic Summit, featuring Jeff Sayer, director, Idaho Dept. of Commerce, and staff from Dept. of Labor and the Development Company.
- Continue to review loans and participate on the Development Company board of directors.

Identify start-up funding (A1b)

Inventory infrastructure and real estate assets (A2a)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: ongoing

- Communications/Broadband
- Electricity
- Transportation
- Water
- Real Estate/Gem State Prospector

Actions:

- In lieu of heavy recruiting, have spent a significant amount of time talking with owners and builders about creating the additional light industrial space we so desperately need.
 - Working with Mike Flury and local officials to work out an appropriate plan for Driggs Center.
 - With Roger and Fletch, met with Randy Garn to see his land and guide him toward light industrial and downtown infill projects.
- Continued to investigate uses for gravel pit north of Victor, meeting with county and city planners.
 - Connected owner with potential business user

- .Discussed potential building with Wit of Valley Lumber.
- With Fletch White, met with Hondo Miller to discuss potential new building in Victor.
-

Disseminate information on assets (A2b)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: ongoing

- Add information and links to website as available

Identify specific businesses and set goals for recruitment (A2c)

Primary Responsibility: Board;

- Identify business and industry targets
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Actions:

Status on current prospect companies:

- Project Miller—new Urbanist rec. tech mixed use development
 - Potential land and build-to-suit partners identified
 - Beginning to line up tenants.
- Project Juice—beverage
 - No new movement.

New prospects:

- Working with a food company—Hayes Batten of Glacier Brands--that will set up office in /Driggs soon. He's looking for a development kitchen and will initially contract out his production, but aims to build 20,000 sf. next year.. Helped him shop office space (he landed in Teton Valley Realty building), connected him with local officials and business people.

Advertising:

- Secured periodic no-cost space on the website of Teton Gravity Research <http://www.tetongravity.com/>, the world leader in ski and adventure films and web content.

Recruit creative class entrepreneurs that can work from home via telecommuting (A2d)

Primary Responsibility: Board; Timeframe: ongoing

- Develop a recruitment campaign
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Action:

- Met with NYC agency owner who cites the long distance from clients as an impediment to moving here.

Create an information portal for potential new businesses (A2e)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

- Continue to make information available through the Made in Teton Valley site

Coordinate all economic development entities to implement the Economic Development Plan (A3a)

Primary Responsibility: Board; Timeframe: ongoing

- Develop a plan to coordinate economic development activities

Action:

- Continue to work closely with Chamber to coordinate activities, including co-hosting Chance Meetings each month.
 - Chance Meetings is doing well with interesting guests and steady attendance.
- Continue to keep cities abreast of our work.

Provide business expansion assistance (A4a)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Continue to support a confidential business expansion with connections, referrals and advice.
- Connected Sego Skis with the retail and marketing teams at Grand Targhee with the goal of co-marketing and placing product in Grand Targhee's two retail venues.
- Represented TVBDC at the signing reception for Sego's newest pro athlete, the iconic free skier, Lynsey Dyer <http://lynseydyer.com/bio/>
-
-

Provide information on micro-loan funding for small businesses (A4b)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Start-up support including business plan assistance, networking and financing options (A4c)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Provided counsel and resource referrals to Jackson Fellows, who is looking to start a blacksmithy.
- Met with Matt of Strongcrete Llc. to give him a sense of the construction market as he contemplates a return to the valley.
- Met with Kari Johnson to provide counsel and resource referrals as she contemplates opening a gallery and workshop.
-

Collaborate with state organizations to lobby the State Legislature on issues that encourage business and economic growth (A4d)

Primary Responsibility: Board; Timeframe: as the need arises

Encourage entrepreneurial and niche businesses (A4e)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Actions:

-

B. Physical Asset Development

Expand telecommunications infrastructure (B1a)

Primary Responsibility: TBD; Timeframe: TBD

Expand and diversify educational opportunities (B1b)

Primary Responsibility: TBD; Timeframe: TBD

Action:

- Met with Education Committee

Foster a stable environment to support healthcare needs (B1c)

Primary Responsibility: TBD; Timeframe: TBD

- ❑ **Coordinate transportation (B1d)**
Primary Responsibility: TBD; Timeframe: TBD
 - Incorporate Sustainable Yellowstone Report, 2014
- ❑ **Implement downtown enhancement and in-fill (B1e)**
Primary Responsibility: TBD; Timeframe: TBD
- ❑ **Establish Valley Way finding (B1f)**
Primary Responsibility: TBD; Timeframe: TBD

Driggs is leading the effort and has engaged a design/engineering firm.
- ❑ **Improve recreation infrastructure (B1g)**
Primary Responsibility: TBD; Timeframe: TBD

C. Tourism and Marketing

This is largely a Chamber- and GeoTourism Center-led piece of work.

- **Attract regional tourists to Teton Valley (C1a)**
Primary Responsibility: TBD; Timeframe: ongoing
- **Get tourists to stop when traveling through or near Teton Valley (C1b)**
Primary Responsibility: TBD; Timeframe: TBD
- **Provide and promote special events and competitions (C1c)**
Primary Responsibility: TBD; Timeframe: TBD
- **Identify target marketing to a focused group of potential visitors (C1d)**
Primary Responsibility: TBD; Timeframe: TBD
- **Develop a Teton Valley brand (C1e)**
Primary Responsibility: TBD; Timeframe: 2015

Action:

- We now have production-ready logo graphics that we are beginning to preview and disseminate. The plan is to do a formal rollout at the May 22 Economic Summit.
 - McD will be creating a style guide to ensure integrity of application
- **Create an information portal for visitors to the area (C1f)**
Primary Responsibility: Business Development Committee; Timeframe: 2014
- **Completed by Chamber. Result:** <http://www.discovertetonvalley.com/home>

D. Protect and Foster Lifestyle Community

- **Enhance key recreational assets (D1a)**
Primary Responsibility: TBD; Timeframe: TBD
- **Maintain open space and provide a mechanism to protect natural resources (D1b)**
Primary Responsibility: TBD; Timeframe: TBD

- **Housing inventory (D2a)**
Primary Responsibility: TBD; Timeframe: TBD
 - Sustainable Yellowstone Report, 2014
- **Promote food events that support farming (D3a)**
Primary Responsibility: TBD; Timeframe: TBD
- **Support infrastructure to enhance local value added farm products (D3b)**
Primary Responsibility: TBD; Timeframe: TBD

Actions:

- **Work with Grand Targhee Resort to maximize the effects of summer music events (D4a)**
Primary Responsibility: Business Development Committee; Timeframe: ongoing
- **Support events that highlight local arts, history, culture and music (D4b)**
Primary Responsibility: TBD; Timeframe: ongoing

Performance Metrics from FY 2015 Dept. of Commerce MOU

Attachment A Performance FY 2015

1. Business Recruitment -
 - Reach out to 50 recreation, technology and aviation companies. Target is to acquire at least two new companies.
 - Results: On track
2. Business Expansion –
 - Consult with 5 existing companies, resulting in at least two achieving at least 10 percent revenue growth.
 - Results: On track
3. Business Retention –
 - Consult with 5 existing companies, resulting in them being able to retain and/or grow their business.
 - Results: On track
4. Business Start Ups –
 - Support 2 successful startups.
 - Results: On track
5. Professional Development –
 - Director to attend two training/development sessions.

- Results: Completed. McD attended the Idaho Economic Dev. Assn. Fall meeting, Community Foundation's Board Member and grant writing workshops.
-

6. Gem State Prospector-

- In January 2015, hold a GSP training for Teton Valley Realtors.
- Results: Completed
-

7. Other-

- Quarterly reports to the community through local media.
- Results: On track

Note: Performance measures will be customized on a program by program basis. At a minimum each performance measure will include numerical goals that parallel Rural Idaho Economic Development Professional Program reporting format. The department reserves the right to include additional performance requirements in advance of issuing a formal MOU.

Attachment B Sustainability

1. Board Training and Development (It will be expected that the board will participate in X amount of trainings to be conducted by the DEPARTMENT and/ or its partners.) -

- Two Board training sessions.
- Results: Attended Community Foundation Board Training
-

2. Staff Professional Development (Staff paid for with Department funds will participate in two trainings conducted by the DEPARTMENT and/or its partners.)-

- Two staff training sessions.
- Results: Completed. McD attended the Idaho Economic Dev. Assn. Fall meeting, Community Foundation's Board Member and grant writing workshops.

3. Private Participation (During the period of the MOU the GRANTEE will be required to engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas)-

- The Teton Valley Business Development Center will sponsor three significant events in FY 2015. Already in the planning stage is a Gem State Prospector Training. Other likely events are an annual Tourism Summit and an Education Summit.

- Results: On track. Gem State Prospector training completed. Economic Summit is in planning stage.
 -
4. Fundraising (The GRANTEE and its board will be expected to raise funds above and beyond the minimum match required. Expect this section to include specific fund raising goals, descriptions of fundraising efforts and/or timelines for completing fundraising efforts)
- We plan to use our Summits as fundraising venues, as well as building relationships with large donors in the valley. Goal is \$10,000 for FY 15.
 - Results: On track. We have engaged Becky Mitchell, a professional grant writer, to seek marketing and education grants. Goal TBD.
5. Organizational Marketing (Here the DEPARTMENT will be looking for a list of efforts to be undertaken by the GRANTEE to market their individual program and timelines for completing those efforts)
- Marketing plan provided to R. Shroll under separate cover. This is the same document, "TVBDC Plan & Report" that we provide monthly to the Board of County Commissioners.

Teton Valley Business Development Center

Strategies and Progress Report

February 9, 2015

Economic Growth Strategies – By Focus Area (Source: RPI Report)

A. Business Recruitment and Development

- Establish an organizational structure (A1a) (Also includes all organizational support and misc. work)

Primary Responsibility: Brian McDermott; Timeframe: 2014

- Policies and Procedures
- Revenue
- Employee Evaluation

Actions:

- Wrote Silver Star grant application.
- Attended Community Foundation grant training.
- Met with editor of Teton Valley News to brainstorm story ideas.
- Set up new computer, including file transfers, directory structure, etc.

- Identify start-up funding (A1b)

- Inventory infrastructure and real estate assets (A2a)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: 2014

- Communications/Broadband
- Electricity
- Transportation
- Water
- Real Estate/Gem State Prospector

Actions:

- Investigated zoning issues and possible permitted uses for gravel pit north of Victor.
- Met with Ned Thomas, likely new owner of Racin Station, about his plans and the types of uses appropriate for the building. He is scheduled to close in March.
- Met with airport board to discuss rationale for changing the name to Driggs Teton Valley Airport.
-

- Disseminate information on assets (A2b)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: 2015

- Add information and links to website as available

- Identify specific businesses and set goals for recruitment (A2c)

Primary Responsibility: Board; Timeframe: next board retreat, 2014

- Identify business and industry targets
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Actions:

Status on current prospect companies:

- Project Miller—new Urbanist rec. tech mixed use development
 - Potential land and build-to-suit partners identified
 - Beginning to line up tenants.
- Project Juice—beverage
 - No new movement.
- Kelson Cycles of Ashton was unable to find space in the valley for this year's production season.
 - He remains eager to locate here as soon as we can get adequate space built.

New prospects:

- Contacted the following small bike companies.
 - <http://www.handsomecycles.com/>
 - <http://harveykevin65.wix.com/harveycycleworks>
 - <http://honeybikes.com/>
 - <http://www.huntercycles.com/>
 - <http://igleheartcustomframesandforks.com/>
 - <http://www.ifbikes.com/>
 - <http://ingliscycles.com/>
 - <http://breadwinnercycles.com/>
 - <http://www.jonesbikes.com/>
 - <http://kenteriksen.com/>
 - <http://www.keshobicycles.com/>
 - <http://www.kirkleebicycles.com/story/>
 - <http://kishbike.com/>
 - <http://www.litespeed.com/inner.asp?content=contact>
- Colorado bike maker Guerilla Gravity would like to locate here but estimates the cost of doing so to be \$2 million.
- Met with a Seattle MD and discussed the possibility of bringing med-tech businesses to the valley.
- Reached out to a snow shoe manufacturer.

Recruit creative class entrepreneurs that can work from home via telecommuting (A2d)

Primary Responsibility: Board; Timeframe: 2015

- Develop a recruitment campaign
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Action:

Create an information portal for potential new businesses (A2e)

Primary Responsibility: Brian McDermott; Timeframe: 2014

- Continue to make information available through the Made in Teton Valley site

Coordinate all economic development entities to implement the Economic Development Plan (A3a)

Primary Responsibility: Board; Timeframe: next board retreat, 2014

- Develop a plan to coordinate economic development activities

Action:

- Continue to work closely with Chamber to coordinate activities, including co-hosting Chance Meetings each month.
- Continue to keep cities abreast of our work.

Provide business expansion assistance (A4a)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Provided confidential information and connections to a local business aiming to expand, including financing and State of Idaho Commerce and Labor data and training funding.
- Tested and wrote review for Sego's Prospect model.
- Showed several office/shop properties to Drew Orlando of Sky Def Productions.

Provide information on micro-loan funding for small businesses (A4b)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Start-up support including business plan assistance, networking and financing options (A4c)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Connected welder Tim Hoffman with target market individuals, legal and financing advice.
- Introduced Garage Grown Gear and several other business owners to Randy Shroll, Idaho Commerce.
- Met with Sada Crawford to advise her on starting an ultra-runners' satchel business.
- Met with Andy Harlan to advise him on starting a tourism discount business.
- Met with Jeff Buydos to advise him on starting an imaging business.
- Met with Cathy Pollack to advise her on a new therapy business.
- Followed up with all of the above with detailed information and referrals.

Collaborate with state organizations to lobby the State Legislature on issues that encourage business and economic growth (A4d)

Primary Responsibility: Board; Timeframe: as the need arises

Encourage entrepreneurial and niche businesses (A4e)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Actions:

-

B. Physical Asset Development

Expand telecommunications infrastructure (B1a)

Primary Responsibility: TBD; Timeframe: TBD

Expand and diversify educational opportunities (B1b)

Primary Responsibility: TBD; Timeframe: TBD

Action:

-

Foster a stable environment to support healthcare needs (B1c)

Primary Responsibility: TBD; Timeframe: TBD

Coordinate transportation (B1d)

Primary Responsibility: TBD; Timeframe: TBD

- Incorporate Sustainable Yellowstone Report, 2014

Implement downtown enhancement and in-fill (B1e)

Primary Responsibility: TBD; Timeframe: TBD

Establish Valley Way finding (B1f)

Primary Responsibility: TBD; Timeframe: TBD

Driggs is leading the effort and has engaged a design/engineering firm.

Improve recreation infrastructure (B1g)

Primary Responsibility: TBD; Timeframe: TBD

C. Tourism and Marketing

This is largely a Chamber- and GeoTourism Center-led piece of work.

- **Attract regional tourists to Teton Valley (C1a)**

Primary Responsibility: TBD; Timeframe: 2015

- **Get tourists to stop when traveling through or near Teton Valley (C1b)**

Primary Responsibility: TBD; Timeframe: TBD

- **Provide and promote special events and competitions (C1c)**

Primary Responsibility: TBD; Timeframe: TBD

- **Identify target marketing to a focused group of potential visitors (C1d)**

Primary Responsibility: TBD; Timeframe: TBD

- **Develop a Teton Valley brand (C1e)**

Primary Responsibility: TBD; Timeframe: 2015

Action:

- Marketing Committee has selected the logo, which we will show at our Board Retreat..

- **Create an information portal for visitors to the area (C1f)**

Primary Responsibility: Business Development Committee; Timeframe: 2014

- **Completed by Chamber. Result:** <http://www.discovertettonvalley.com/home>

D. Protect and Foster Lifestyle Community

- **Enhance key recreational assets (D1a)**

Primary Responsibility: TBD; Timeframe: TBD

- **Maintain open space and provide a mechanism to protect natural resources (D1b)**

Primary Responsibility: TBD; Timeframe: TBD

- **Housing inventory (D2a)**
Primary Responsibility: TBD; Timeframe: TBD
 - Sustainable Yellowstone Report, 2014
- **Promote food events that support farming (D3a)**
Primary Responsibility: TBD; Timeframe: TBD
- **Support infrastructure to enhance local value added farm products (D3b)**
Primary Responsibility: TBD; Timeframe: TBD

Actions:

- **Work with Grand Targhee Resort to maximize the effects of summer music events (D4a)**
Primary Responsibility: Business Development Committee; Timeframe: 2014
- **Support events that highlight local arts, history, culture and music (D4b)**
Primary Responsibility: TBD; Timeframe: ongoing

Performance Metrics from FY 2015 Dept. of Commerce MOU

Attachment A Performance FY 2015

1. Business Recruitment -
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6. Gem State Prospector-
 - In January 2015, hold a GSP training for Teton Valley Realtors.
7. Other-
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 - We plan to use our Summits as fundraising venues, as well as building relationships with large donors in the valley. Goal is \$10,000 for FY 15.
 - We have had discussions with Sam Bixler, a professional grant writer, about seeking marketing and education grants. Goal TBD.
5. Organizational Marketing (Here the DEPARTMENT will be looking for a list of efforts to be undertaken by the GRANTEE to market their individual program and timelines for completing those efforts)
 - Marketing plan provided to R. Shroll under separate cover. This is the same document, "TVBDC Plan & Report" that we provide monthly to the Board of County Commissioners.

Teton Valley Business Development Center

Strategies and Progress Report

January 2015

Economic Growth Strategies – By Focus Area (Source: RPI Report)

A. Business Recruitment and Development

- Establish an organizational structure (A1a) (Also includes all organizational support and misc. work)**

Primary Responsibility: Brian McDermott; Timeframe: 2014

- Policies and Procedures
- Revenue
- Employee Evaluation

Actions:

- Completed Employee Evaluation.
- Reviewed three Development Company loan applications.
- Participated in the Development Company loan committee annual meeting.
- Dealt with crashing computer hard drive and ensuing document recovery.
- Researched cost of new PC.
- Set up Pay Pal account with Wayne's help.
- With Jen's help, put out our first newsletter via Mail Chimp.
- Helped Fletch update our website with a "Donate Now" button.
-

- Identify start-up funding (A1b)**

- Inventory infrastructure and real estate assets (A2a)**

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: 2014

- Communications/Broadband
- Electricity
- Transportation
- Water
- Real Estate/Gem State Prospector

Actions:

- Met with Josh Thulin about building industrial space near Victor.
- Met with Ned Thomas about potential for Racine Station building. Provided detailed follow up information for which he was quite grateful.
- Met with Etta Rokes about building industrial space in Rocky Road.
- Attended Silver Star reception and supported publicity re: 1 gig internet.
- Met with Lynda Fennern of Key Bank re: the possibility of investors building light industrial space.

Disseminate information on assets (A2b)

Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: 2015

- Add information and links to website as available

Identify specific businesses and set goals for recruitment (A2c)

Primary Responsibility: Board; Timeframe: next board retreat, 2014

- Identify business and industry targets
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Actions:

- Working with Kelson Cycles of Ashton to find space in Tetonia or Driggs. Roger Brink and I showed them possibilities in the valley. Collaborating with Doug Self on locating additional properties.
- Provided our business cost comparison chart to Realtor Brooke Saindon for use with a client.

Status on current prospect companies:

- Project Miller—new Urbanist rec. tech mixed use development
 - No new movement.
- Project Juice—beverage
 - No new movement.

New prospects:

- Contacted the following small bike companies.
 - <http://www.gaulzetticicli.com/chunder/>
 - <http://www.geekhousebikes.com/contact/>
 - <http://www.grahamcycles.com/>
 - <http://www.groovycycleworks.com/>
 - <http://ridegg.com/>
 - <http://gunnarbikes.com/site/>
-

Recruit creative class entrepreneurs that can work from home via telecommuting (A2d)

Primary Responsibility: Board; Timeframe: 2015

- Develop a recruitment campaign
- Brian McDermott will respond to inquiries on an ongoing basis as needed

Action:

Create an information portal for potential new businesses (A2e)

Primary Responsibility: Brian McDermott; Timeframe: 2014

- Continue to make information available through the Made in Teton Valley site

Coordinate all economic development entities to implement the Economic Development Plan (A3a)

Primary Responsibility: Board; Timeframe: next board retreat, 2014

- Develop a plan to coordinate economic development activities

Action:

- Continue to work closely with Chamber to coordinate activities, including co-hosting Chance Meetings each month.

Provide business expansion assistance (A4a)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Met with Mark Rockefeller about his desire to re-boot the 300 South Main project. He's looking for investors and unit builders/tenants.
- Scoped the possibility of obtaining Idaho grants for Grand Targhee expansion.

Provide information on micro-loan funding for small businesses (A4b)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Start-up support including business plan assistance, networking and financing options (A4c)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Action:

- Met with Sue Cicero to scope potential bake/coffee shop on E. Little Ave.
- Met with Lyndsey Brehm to scope potential orthodontic appliance and tool business. He also expressed an interest in investing in light industrial space.
- Met with Tim Hoffman who is considering starting a mobile welding business.
- Met with Steve Murphy of Three Peaks Dinner Table to help scope out a packaged chip business. Provided detailed follow up, including contact at the state and university level.
-

Collaborate with state organizations to lobby the State Legislature on issues that encourage business and economic growth (A4d)

Primary Responsibility: Board; Timeframe: as the need arises

Encourage entrepreneurial and niche businesses (A4e)

Primary Responsibility: Brian McDermott; Timeframe: ongoing

Actions:

- Continue to work with Segos Skis. Helped resolve a channel conflict perception with retailers Peaked, Habitat and Yostmark.
- Attended Yostmark Christmas reception and networked with owners and customers.

B. Physical Asset Development

Expand telecommunications infrastructure (B1a)

Primary Responsibility: TBD; Timeframe: TBD

Expand and diversify educational opportunities (B1b)

Primary Responsibility: TBD; Timeframe: TBD

Action:

- Met with Gloria Hoopes and Monte Woostenhulme re: education.
- Met with Jim Jackson re: HS aviation education, airport branding.

Foster a stable environment to support healthcare needs (B1c)

Primary Responsibility: TBD; Timeframe: TBD

Coordinate transportation (B1d)

Primary Responsibility: TBD; Timeframe: TBD

- Incorporate Sustainable Yellowstone Report, 2014

Implement downtown enhancement and in-fill (B1e)

Primary Responsibility: TBD; Timeframe: TBD

Establish Valley Way finding (B1f)

Primary Responsibility: TBD; Timeframe: TBD

Driggs is leading the effort and has engaged a design/engineering firm.

Improve recreation infrastructure (B1g)

Primary Responsibility: TBD; Timeframe: TBD

C. Tourism and Marketing

This is largely a Chamber- and GeoTourism Center-led piece of work.

- **Attract regional tourists to Teton Valley (C1a)**
Primary Responsibility: TBD; Timeframe: 2015
- **Get tourists to stop when traveling through or near Teton Valley (C1b)**
Primary Responsibility: TBD; Timeframe: TBD
- **Provide and promote special events and competitions (C1c)**
Primary Responsibility: TBD; Timeframe: TBD
- **Identify target marketing to a focused group of potential visitors (C1d)**
Primary Responsibility: TBD; Timeframe: TBD
- **Develop a Teton Valley brand (C1e)**
Primary Responsibility: TBD; Timeframe: 2015

Action:

- Reviewed designer submissions. Not up to par. Tyler McKellar to tap one of his designers.
- **Create an information portal for visitors to the area (C1f)**
Primary Responsibility: Business Development Committee; Timeframe: 2014
- **Completed by Chamber. Result:** <http://www.discovertetonvalley.com/home>

D. Protect and Foster Lifestyle Community

- **Enhance key recreational assets (D1a)**
Primary Responsibility: TBD; Timeframe: TBD
- **Maintain open space and provide a mechanism to protect natural resources (D1b)**
Primary Responsibility: TBD; Timeframe: TBD
- **Housing inventory (D2a)**
Primary Responsibility: TBD; Timeframe: TBD
 - Sustainable Yellowstone Report, 2014
- **Promote food events that support farming (D3a)**
Primary Responsibility: TBD; Timeframe: TBD
- **Support infrastructure to enhance local value added farm products (D3b)**
Primary Responsibility: TBD; Timeframe: TBD

Actions:

- **Work with Grand Targhee Resort to maximize the effects of summer music events (D4a)**
Primary Responsibility: Business Development Committee; Timeframe: 2014
- **Support events that highlight local arts, history, culture and music (D4b)**
- *Primary Responsibility: TBD; Timeframe: ongoing*

Performance Metrics from FY 2015 Dept. of Commerce MOU

Attachment A Performance FY 2015

1. Business Recruitment -
 - Reach out to 50 recreation, technology and aviation companies. Target is to acquire at least two new companies.
2. Business Expansion -
 - Consult with 5 existing companies, resulting in at least two achieving at least 10 percent revenue growth.
3. Business Retention -
 - Consult with 5 existing companies, resulting in them being able to retain and/or grow their business.
4. Business Start Ups -
 - Support 2 successful startups.
5. Professional Development -
 - Director to attend two training/development sessions.
6. Gem State Prospector-
 - In January 2015, hold a GSP training for Teton Valley Realtors.
7. Other-
 - Quarterly reports to the community through local media.

Note: Performance measures will be customized on a program by program basis. At a minimum each performance measure will include numerical goals that parallel Rural Idaho Economic Development Professional Program reporting format. The department reserves the right to include additional performance requirements in advance of issuing a formal MOU.

Attachment B Sustainability

1. Board Training and Development (It will be expected that the board will participate in X amount of trainings to be conducted by the DEPARTMENT and/ or its partners.) –
 - Two Board training sessions.
2. Staff Professional Development (Staff paid for with Department funds will participate in two trainings conducted by the DEPARTMENT and/or its partners.)-
 - Two staff training sessions.
3. Private Participation (During the period of the MOU the GRANTEE will be required to engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas)-
 - The Teton Valley Business Development Center will sponsor three significant events in FY 2015. Already in the planning stage is a Gem State Prospector Training. Other likely events are an annual Tourism Summit and an Education Summit.
4. Fundraising (The GRANTEE and its board will be expected to raise funds above and beyond the minimum match required. Expect this section to include specific fund raising goals, descriptions of fundraising efforts and/or timelines for completing fundraising efforts)
 - We plan to use our Summits as fundraising venues, as well as building relationships with large donors in the valley. Goal is \$10,000 for FY 15.
 - We have had discussions with Sam Bixler, a professional grant writer, about seeking marketing and education grants. Goal TBD.
5. Organizational Marketing (Here the DEPARTMENT will be looking for a list of efforts to be undertaken by the GRANTEE to market their individual program and timelines for completing those efforts)
 - Marketing plan provided to R. Shroll under separate cover. This is the same document, "TVBDC Plan & Report" that we provide monthly to the Board of County Commissioners.

Dawn Felchle

From: Dawn Felchle
Sent: Friday, April 03, 2015 12:41 PM
To: Ann Loyola; Barbara Agnew; Brent Schindler; Bret Campbell; Brian McDermott; Carla & Craig Sherman; 'Carrie Mowrey'; Clerk; 'Dawn Banks'; Erica Linnell; Gloria Hoopes; Hyrum Johnson; 'Jen Werlin'; Jennifer Walton; 'Juanita Flores'; 'Karen Russell'; Kay Fullmer; 'Lauren Bennett'; 'Mary Mason'; Monte Woolstenhulme; 'Rick Richter'; 'Sandra Walters'; 'Sandy Mason'; 'Shona Kasper'; 'Susie Blair'; 'Teri McLaren'; 'Todd Cook'; Tony Liford; 'TV Chamber of Commerce'; Zach Smith
Cc: Bill Leake; Hyrum Johnson; Gloria Hoopes; Zach Smith; Dawn Felchle
Subject: Centennial Celebration
Attachments: Centennial Business Plan - DRAFT.pdf

Dear Centennial Committee Members,

On behalf of the Commissioners and the Mayors, we want to thank you for your input on the Centennial Committee back in 2014. Attached is a draft document from Chairman Bill Leake outlining a possible list of activities for the remainder of the year. To date, the County has spent \$12,750 to (1) Create a Centennial logo, (b) design and install 75 Banners throughout the cities of Driggs, Teton, Victor and the Courthouse, (c) print 10,000 stickers, (d) distribute cookies & cider at Snowfest and (e) host a birthday party for 110 at the Senior Center.

The **next step** is to identify an individual to be the Centennial Plan Coordinator (CPC) either on a volunteer or very limited paid part-time basis. Because you have shown a desire for a successful celebration, the Board wanted to first extend the invitation to you. If you are not interested but know someone with the proper qualifications, please refer them to the office of the Commissioners. The individual chosen needs to have a talent for multi-tasking and must be able to see these events through to the end (January 2016). Excellent organization and communication skills are necessary. Interested persons should contact this office no later than April 17th.

Step 2 is to identify individuals or entities in the community to take on each of the items on the proposed list.

Step 3 is to determine a cost for each activity

Step 4 create a timeline for each item, backing up from a grand finale event affiliated with Snowfest in January of 2016.

The attached list is not the final, but the Board does request that the CPC determine a final based on effectiveness, ease of implementation and cost. Everyone is in agreement that fewer activities should be done, but done well, rather than a multitude of activities that are not fully thought out and implemented.

Again, our thanks for your past and future contributions to the Centennial Celebration!

Dawn Felchle
Assistant to County Commissioners
Risk Manager
150 Courthouse Drive, Driggs, ID 83422
1-208-354-8775
www.tetoncountyidaho.gov



Board of County Commissioners

Centennial Celebration Plan

Pending their agreement, an Executive Committee has been formed, comprised of a Commissioner and each of the three Mayors. If no one volunteers to be the Celebration Plan Coordinator (CPC), the Executive Committee will look to contract out the service.

The CPC, with the help of the executive committee will identify volunteer leads for each of the following (and any additional) activities:

1. Develop a commemorative plaque to be displayed in the Court House that individuals or families can buy small brass name plates to show when they arrived in the valley. Must be done so that additional plates can be added in the future.
2. Design and procure 3000 Centennial Pins or Coins to pass out. These will be distributed at events that host a Centennial activity. Also, design and procure at least two 3'x6' banners for use at the parade and for the mobile booth. Also a 6' or 8' table cover and banner may be needed.
3. Design and procure 4000 Brochures that explains the history of the Valley and significant events. It should refer to the Centennial website for more information and schedule of events. Ask Powder Valley Press if they will do or support this. It could also provide a means for people to suggest other events, participate and who to contact.
4. Design and implement an Ad campaign for the Centennial events and plans.
5. Design and procure 4000 post cards.
6. Design and Set up a website that will be an ongoing source of information, pictures, etc. about the history of Teton County. Ask the Museum if they can support providing information, pictures, etc.
7. Organize and enter a float in the 4th of July parade and throw out candy for the kids. Maybe a hay wagon with banners and load it up with the kids, elected officials from both the county and cities. Maybe ask Bagley's if they can provide the wagon.

8. Draft a speech or get someone to write and give it at the 4th of July fireworks. It should be short, highlighting the significant events over the last 100 years. And talk about our future.
9. Develop a mobile booth setup that can be used at the Fair with some historical information to show. It may also be used at other events. It may also provide a means to purchase commemorative items and plaque plates.
10. Plan and execute a Fall party of some sort or piggy back on an existing event (Oktoberfest) to celebrate the Centennial.
11. Plan and execute a Winter event (maybe a Bon Fire) on or around Jan 15, 2016 maybe in conjunction with the Snow Fest if the dates work. Could have s'mores for the kids and music (but probably not a band). Again, have someone give a speech.
12. Plan and execute a free raffle for the left over banners.
13. Organize and execute something for the kids like a poster or essay contest. The theme could be something like "What does Teton County mean for Me". See if the School District will take the lead on this.
14. Contact key community leaders, business owners, valley residents to let them know what we are planning and if they would like to participate in any of the activities. Refer to the list provided.

The activities can be modified but should be approved by the CPC. The CPC should obtain the Executive Committee approval if the modification is significant.



Teton County Fair Board
Memo to Board of County Commissioners
4/7/15
RE: Fair Board Tractor

The Teton County Fair Board met on 3/11/2015 and decided to purchase a new/used tractor for the fair grounds. This tractor is necessary to maintain the outdoor arena and new pavilion riding surfaces throughout the year. The fair board intends to charge for all exclusive uses of these facilities and will need to maintain the riding surfaces daily. The tractor will be operated by fair board members, county extension and a list of pre-approved volunteers on a regular schedule to meet the grooming needs at the fairgrounds. The fair board plans to split the cost of the tractor between funds left in the arena account and the fair board account.

We have the following amount available in our fair fund:

\$28,709 remaining cash (Fair Fund balance)
-32,070 still to be to spent (Budget balance)
+16,752 budgeted revenue yet to be collected
\$13,391 potentially available in Fund 82 for ½ of tractor purchase (without any additional revenue above projections made last year)

We have forecasted approximately \$30,000 is remaining in our arena fund for additional expenses.

We circulated a request for bids for the tractor in April to eight regional farm equipment dealers. We received four qualified bids and one of the units has since sold. The bid from Pioneer Equipment totaled \$26,925 and was the best price to meet our specifications. We would like to spend \$10,000 from the fair fund (leaving 25%) and \$16,925 from the arena fund to make the purchase.

We realize that this purchase will temporarily reduce the available funds in our fair board account. However, we did not project any additional rental revenue in 2014-2015 from the Pavilion and we expect to build our account balance up with an increase in rentals from the fair grounds. Please let us know if we can proceed with this purchase. We sincerely appreciate your help in carrying out our mission.

"The Teton County Fair Board strives to produce an exceptional county fair, administers the year round use of the fairgrounds, and brings the community together to preserve and promote our western heritage and rural traditions."

Sincerely,

Katie Salsbury, Teton County Fair Board Chair



Teton County Fair Board
Memo to BOCC
3/14/2015
RE: New signs at the fair grounds

The Teton County Fair Board met on 3/11/2015 and decided to put new signs at the fairgrounds -

- 1) New HWY 33 sign
- 2) New welcome sign with rules
- 3) New fair building sign with address for fire department
- 4) New pavilion sign with rules
- 5) New outdoor arena sign with rules

The fair board would like to use funds from our capital improvement budget item to pay for the new signs. We had originally categorized these funds to be used for gravel parking but our priorities have since changed. We have also been made aware of impact fee funds designated for the fair grounds that might be available for the new gravel parking areas. This would allow us to accomplish both projects with existing funds allocated to the fairgrounds.

Please let us know if you have any objections to this plan.

We sincerely appreciate the board's help in carrying out our mission.

"The Teton County Fair Board strives to produce an exceptional county fair, administers the year round use of the fairgrounds, and brings the community together to preserve and promote our western heritage and rural traditions."

Sincerely,

Katie Salsbury, Teton County Fair Board Chair



FROM: Planning Staff, Jason Boal
TO: Board of County Commissioners
RE: Recreation/Fair Grounds Coordinator
MEETING: April 13, 2015

I have worked with the Fair Board on creating a job description for the Recreation/Fair Grounds Coordinator. I utilized job descriptions from similar positions in the state (from BDPA).

The outstanding questions at this point are:

1. What department will this position be placed in, or will a new department be created?
2. What is the appropriate wage range for this position?

Please feel free to suggest any edits to the description.



Class Title: Recreation and Fair Grounds Coordinator Pay Grade: 6-7

FLSA Designation: Covered

Established: 4-15

Class Summary/Primary Function

The principal function of an employee in this class is to plan, organize, coordinate and direct the use of the Teton County Fairgrounds, as well as the implementation of the Teton County Recreation Master Plan. This position will work: to coordinate existing Fairgrounds and recreational activities in the valley, to develop long range plans for the fairgrounds and recreation in the valley, and work to find funding for existing and future improvements. The work is performed under the general direction of _____ but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office and outdoor environment. An employee in this class may be required to work evenings.

Essential Duties and Responsibilities (will vary by assignment)

- Manage design and implementation of marketing, media relations, and public relations campaigns including a website, printed material development, radio, television and newspaper advertising, media relations, and promotions;
- Perform public relations functions to facilities and programs and educates the public on issues relative to their parks and fairgrounds;
- Serve as advisor and/or liaison to various boards, committees and commissions, representing the County's interests in park and recreation services and the fairgrounds;
- Supervise the design/revision of necessary contracts, information forms, business communications and flyers;
- Set procedures, methods, techniques, and equipment for projects;
- Maintain records, documentation, and logs of work orders, including materials, tools, supplies, equipment, and labor for work assignments;
- Inspect parks, access points and related County property to determine conditions and maintenance required;
- Research and writes grants, and develops, implements, and manages fundraising/sponsorship efforts maintaining sponsor relations;
- Administer grant funds, monitor budget, approve payments, implement cost saving measures, monitor and administers the financial record;
- Prepare reports for the County Commissioners;
- Respond to and resolves complaints and concerns from citizens about programs, facilities, and policies; develops effective solutions; keeps all parties informed;
- Perform all work duties and activities in accordance with County policies, Fair Board policies, procedures, and safety practices.

Recreation-

- Coordinate with existing recreation services in Teton Valley to maximize available resources.
- Improve the utilization and maintenance of existing parks and recreation amenities.
- Continue to improve public access to National Forest land, BLM land, rivers, and streams.
- Work to establish funding sources to coordinate and manage existing and future recreation facilities, programs, and services.
- Develop and implement a long-range plan for recreation facilities and programs.
- Promote the development of equity partnerships with recreation organizations for the delivery of parks and recreation programs and facilities.
- Grow the opportunities for year round indoor and outdoor recreation participation.

Fairgrounds-

- Serves as primary liaison between fair board and subcontractors, government officials, volunteers, local businesses, and community organizations;
- Work with the Fair Board to design and implement annual budget and operating plan for facilities, annual Fair and Festivals;
- Manages year-round fair facility, including scheduling, maintenance, and recommends and oversees capital improvements as approved by fair board;
- Governs fair development and production including: entertainment, home arts, vendors, carnival, venue set-up, etc. as needed;
- Maintains records, conducts research, makes recommendations, and creates reports for the fair board on issues as they arise;
- Setup fair board meeting essentials including agenda, minute taking and minutes distribution;
- Coordinates prompt payment of all accounts payable and payroll with approval of fair board;
- Tracks revenue and expenses and makes all bank deposits;

Other Duties and Responsibilities:

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other related duties as required.

Competency Requirements:**Knowledge of:**

- Principles and practices of Recreation Management;
- Principles and practices of Fairgrounds Management;
- Local government operations, policies, procedures, departmental relationships and politics;
- Research, writing and presentation skills;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer;
- Job-related software applications, including, but not limited to, website building software, GIS and Microsoft Office;
- Customer service procedures and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the position;
- Interpret and clearly explain County recreation functions, policies, and procedures;
- Prepare, review, and maintain accurate and reliable files, records, reports, databases, presentations, regulatory documents, and correspondence, determining content and follow-up, if required ;

- Represent the County and negotiate outcomes desirable to the County;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, non-profits and the public;
- Prepare accurate, complete and reliable reports, presentations and regulatory documents;
- Identify specific requirements for various situations related to recreation and facility management;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Develop creative and effective resolutions to simple and complex problems;
- Assist with determining priorities and making work assignments, follow-up to ensure desired results, and document actions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial; Maintain a professional demeanor during stressful situations;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelor's degree in Recreation Management or closely related field; and
- One (1) year of experience in local government recreation and/or fairground management; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs.; to work in an office environment; and to maneuver around construction or field sites;
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, climbing stairs, sitting, lifting, stooping, squatting, kneeling, bending, crouching.

Marketing & Development Coordinator						
Employer Code	Employer Type	Region Number	Actual Average	Range Minimum	Range Maximum	Position Title
36	Public - County	3	\$21.79			Marketing Coordinator
15	Public - City	3	\$18.25	\$14.66	\$20.52	Marketing & Development Coordinator
30	Public - County	3	\$15.01	\$12.16	\$19.79	Marketing & Sponsorship Coordinator
Fairgrounds Assistant						
17	Public - County	5	\$19.90	\$18.32	\$21.08	Fairgrounds Assistant
27	Public - County	4	\$14.39			Fair Groundskeeper
Fairgrounds Manager						
27	Public - County	4	\$27.79			Fair Manager
30	Public - County	3	\$24.12	\$17.80	\$28.98	County Fair Administrator
17	Public - County	5	\$22.44	\$22.44	\$25.82	Fairgrounds Manager
Construction Coordinator						
21	Public - City	5	\$22.01	\$18.71	\$22.01	Parks Coordinator
Events Coordinator						
15	Public - City	3	\$18.25	\$14.66	\$20.52	Events Coordinator - Civic Center
15	Public - City	3	\$17.08	\$14.66	\$20.52	Marketing Coordinator
36	Public - County	3	\$16.21			Booking & Events Coordinator
30	Public - County	3	\$15.46	\$14.71	\$23.95	Event Coordinator
Park Crew Chief						
30	Public - County	3	\$17.22	\$16.18	\$26.34	Parks Manager
40	Public - City	3	\$14.92	\$13.33	\$20.17	Parks Supervisor
Parks & Facilities Maint. Supervisors						
14	Public - City	1	\$26.23	\$21.08	\$29.51	Parks Supervisor
22	Public - City	3	\$24.61	\$21.84	\$32.50	Park Maintenance Foreman
15	Public - City	3	\$24.02	\$20.56	\$28.78	Parks Maintenance Supervisor
15	Public - City	3	\$17.12	\$15.69	\$21.97	Building Maintenance Supervisor
15	Public - City	3	\$16.78	\$15.69	\$21.97	Supervisor - Building Maintenance
Parks and Rec Management						
29	Public - County	6	\$25.71			Parks and Recreation Manager
Parks Division Managers						
36	Public - County	3	\$22.28			Park Manager
19	Public - City	3	\$18.56	\$17.97	\$25.18	Parks Facility Manager
40	Public - City	3	\$18.08	\$14.70	\$22.24	Parks Coordinator
Rec Center Workers						
15	Public - City	3	\$20.11	\$18.49	\$25.87	Rec Center Shift Manager
23	Public - City	3	\$18.33	\$17.10	\$25.65	Community Center Rec Specialist
Recreation Assistant						
25	Public - City	4	\$13.53	\$13.46	\$19.38	Recreation Aide
Recreation Program Coordinators						
36	Public - County	3	\$26.22			Recreation Specialist
22	Public - City	3	\$22.62	\$13.56	\$20.18	Recreation Coordinator
16	Public - City	1	\$22.30	\$17.48	\$24.59	Community Trails Coordinator
21	Public - City	5	\$19.98	\$16.98	\$19.98	Recreation Sports Programmer
25	Public - City	4	\$19.55	\$17.65	\$25.42	Recreation Coordinator
40	Public - City	3	\$19.55	\$15.44	\$23.35	Marketing Coordinator
14	Public - City	1	\$18.70	\$16.28	\$22.79	Recreation Coordinator
23	Public - City	3	\$17.15	\$15.69	\$23.53	Recreation Specialist
15	Public - City	3	\$13.70	\$14.66	\$20.52	Education & General Program Coordinator
Recreation Supervisors						
15	Public - City	3	\$19.07	\$16.78	\$23.49	Recreation Programs Supervisor
Average			\$19.70	\$16.69	\$23.55	

Yearly						
Purpose		Average	Min.	Max.		
Cost	Wages	\$	40,983.87	\$ 34,715.92	\$	48,990.93
	Benefits	\$	13,934.52	\$ 11,803.41	\$	16,656.92
	Operations					
	Total	\$	54,918.39	\$ 46,519.33	\$	65,647.85
Source	Title/Authority					
Salary Options	Fair Board/ Fair Ground Revenue	Fund 0082				
	General Fund (new Recreation Line)					
	Park & Recreation Levy	63-805				
	Fair Grounds Levy	22-206				