

Town of West Yellowstone

Tuesday, August 8, 2023

West Yellowstone Town Hall, 440 Yellowstone Avenue

The Town Council work session/meeting will be conducted in person and virtually using ZOOM, connect at zoom.us or through the Zoom Cloud Meetings mobile app.

Meeting ID: 893 834 1297.

WORK SESSION

6:30 PM

Idaho Department of Transportation, District Engineer Jason Minzghor
US-20 from Ashton to SH-87 options

Discussion

<https://itdprojects.org/projects/us-20-ashton-to-sh-87-jct/>

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- **Public Comment**
Dr. Debra Fountain, School Superintendent
- **Council Comments**

Treasurer's & Securities Reports

Purchase Orders: #6582 to RDO Equipment, repairs to backhoe, \$7612.69

#6584 to Sprinter Heating & Air, HVAC unit for Police Chief's office, \$6,910.40

Claims

Business License Applications: Boba Café House, 433 Hwy 20, resort tax bond waiver request

Consent Agenda

Minutes: **July 25, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Recycling Interlocal Agreement with Hebgen Basin Solid Waste District

Discussion/Action

Resolution No. 793, mail ballot election

Discussion/Action

Staffing Plan

Discussion/Action

Town Manager Evaluation, executive session if requested

Discussion/Action

Correspondence/FYI/Meeting Reminder



Policy No. 16 (Abbreviated)
Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command. Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Town Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held prior to regular Tuesday meetings and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at (406) 646-7795 or eroos@townofwestyellowstone.com.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.



P.O. BOX 1570

**TOWN OF WEST YELLOWSTONE
MONTANA**

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

1000 - 411258 - 920

Date 8-03-23

Ship Via

Order No. 006584

Department PUBLIC WORKS

TO: SPRINTER HEATING & AIR

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	New HVAC unit at police dept. for chiefs office

Estimated Cost \$ 6,910.40

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary

Sprinter Heating & Air LLC

Estimate

1 Landmark Lane Suite 3
Rigby, ID 83442
(208) 745-7226
service@sprinterheating.com

ESTIMATE#	1168
DATE	08/02/2023
PO#	

CUSTOMER
Town of West Yellowstone 440 Yellowstone Avenue West Yellowstone MT 59758 (406) 640-9074

SERVICE LOCATION
Town of West Yellowstone 124 Yellowstone Avenue West Yellowstone MT 59758 (406) 640-9074

DESCRIPTION	Free Estimate- Install Mitsubishi Mini Split System 3/4 ton will mount head unit in the chief's office condenser will be mounted on outside wall power ran from disconnect next to unit. Includes parts and labor
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Estimate			
Description	Qty	Rate	Total
Free Estimate- Install Mitsubishi Mini Split System 3/4 ton will mount head unit in the chief's office condenser will be mounted on outside wall power ran from disconnect next to unit. Includes parts and labor Bid	1.00	6,910.40	6,910.40

CUSTOMER MESSAGE
It has been a pleasure working with you. Let me know when you would like to get this added to our calendar.

Estimate Total: \$6,910.40

P.O. BOX 1570

TOWN OF WEST YELLOWSTONE MONTANA

PHONE: 406-646-7795
FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 1000-430200-369

Date 7-27-23

Ship Via

Order No. 006582

Department PUBLIC WORKS

TO: ROO EQUIPMENT

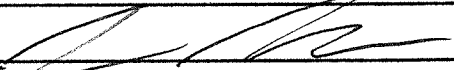
ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Repairs to Backhoe

Estimated Cost \$ 7,612.⁰⁹

Authorized By 

Requested By 

VENDOR COPY - White OFFICE COPY - Canary



RDO Equipment Co.
 257 Laura Louise Lane
 Bozeman, MT 59718
 406-551-2141
 Fax: 406-551-2147

For Billing Inquiries or to
 receive invoices via E-mail or
 MyDealer website, please contact
 RDOAR@rdoequipment.com

Ship to: N/A

Branch
 BOZEMAN, MT

Date	Time	Page
07/25/23	21:14:10 (B)	01
Account No.	Phone No.	Invoice No.
9074003	4066467609	W1459016

Ship Via Purchase Order
 field

Tax Exemption Number Federal ID Number

Invoice to: TOWN OF WEST YELLOWSTONE
 PO BOX 579
 WEST YELLOWSTONE MT 59758

Salesperson
 MY4

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X276240	310SJ BACKHOE LOAD	3910	1T0310SJJ0197156	02/24/12	
	310SJ		PE4045L151875	02/22/16	5000 X

**Buy parts online and view your invoices at RDOequipment.com/account.

SEGMENT# 1 C DDW01 STT-155 04/05/23 07/07/23
 TRAVEL, ROUND TRIP

CORRECTION:

Traveled to and from 3 times do to length of time service
 required, had to order more parts for brake light issue

ADDITIONAL DESCRIPTION:

Jon Simms 406-640-9074

jon Brown 208-240-0534

Across the road from the Holiday inn on Yellowstone

10401099	LABOR	1378.00
	SEGMENT TOTAL==>	1378.00

SEGMENT# 2 C DDW01 RDO-040-DIAG 04/05/23 06/08/23
 ELECTRICAL DIAGNOSTICS

CONDITION:

Is having issues with brake lights not shutting off and
 idle up not working

CAUSE:

Bad pressure switches and connectors shorted out and
 melted.

CORRECTION:

Removed floor liner, unbolted and removed throttle pedal
 assembly. Pulled control panel forward and removed all
 connectors. Removed entire dash piece and set aside.
 Unbolted main cover and pulled outward with steering
 assembly and brake pedal assembly. Pulled hydraulic hoses
 and harness out to access brake switches. Removed and

CONTINUED ON PAGE 02

Thank you for your business



RDO Equipment Co.
 257 Laura Louise Lane
 Bozeman, MT 59718
 406-551-2141
 Fax: 406-551-2147

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 MyDealer website, please contact
 RDOAR@rdoequipment.com

Ship to: N/A

Branch
 BOZEMAN, MT

Date
 07/25/23

Time
 21:14:10 (B)

Page
 02

Account No.
 9074003

Phone No.
 4066467609

Invoice No.
 W1459016

Ship Via
 field

Purchase Order

Tax Exemption Number

Federal ID Number

Salesperson
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 PO BOX 579
 WEST YELLOWSTONE MT 59758

SERVICE INVOICE

STK#/FLEET#	HRS	PIN/EIN	WARRANTY DATE	HRS
X276240	310SJ BACKHOE LOAD	3910	1T0310SJJB0197156	02/24/12
	310SJ	PE4045L151875	02/22/16	5000 X
replaced brake switches and, after ordering and receiving parts, cut and spliced in new connectors for switches. Assembled cab in reverse order. Was informed brake light bulbs were removed and to just run to parts store to get new ones. Returned to job, installed bulbs and checked operation. All ok at this time.				
AT393721	Pressure Switch	2	57.62	115.24
R77480	RECEPTACLE	2	.74	1.48
	Electrical Connector Assy			
			PARTS	116.72
			LABOR	1164.00
10401099			SEGMENT TOTAL==>	1280.72

SEGMENT# 3 C DDW01 NA	04/05/23	07/07/23		
INSTALL HARDLINES TO FRON OF MACHINE				
<u>CONDITION:</u>				
CUSTOMER BOUGHT LINES AND HARDWARE, WE NEED TO BRING THE HARDWARE WITH US				
<u>CORRECTION:</u>				
Removed damaged lines, installed new lines and hardware. Positioned lines and hoses into location and secured.				
			LABOR	380.00
10401099			SEGMENT TOTAL==>	380.00

SEGMENT# 4 C DDW01 10012000H	04/05/23	07/07/23		
2000 HOUR SERVICE				
<u>CORRECTION:</u>				
Performed 2000 hour service and inspection. Took all necessary fluid samples, drained and filled engine oil, transmission, hydraulic, both axles and all 4 planetary				

CONTINUED ON PAGE 03

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Ship to: N/A

Branch
 BOZEMAN, MT

Date	Time	Page
07/25/23	21:14:10 (B)	03
Account No.	Phone No.	Invoice No.
9074003	4066467609	W1459016

Ship Via	Purchase Order
field	

Tax Exemption Number	Federal ID Number
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Invoice to: TOWN OF WEST YELLOWSTONE
 PO BOX 579
 WEST YELLOWSTONE MT 59758

Salesperson
 MY4

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
X276240	310SJ BACKHOE LOAD	3910	1T0310SJJB0197156	02/24/12	
	310SJ		PE4045L151875	02/22/16	5000 X

drives. Removed and replaced engine oil filter, fuel filters, all air filters, hydraulic and transmission filters.

Removed hood, section of exhaust, cooler and other components to access valve cover. Removed 4 caps to access nuts then removed valve cover. Set engine to TDC1 and adjusted valves. Rotated engine over to TDC 4 and adjusted remaining valves. Assembled machine in reverse order, cleaned up residue from built up debris. Tested operation, all ok at this time.

Machine hours - 3910

ADDITIONAL DESCRIPTION:

2000 hour service

AR69444	HY-GARD	2	129.67	259.34
AT184590	AIR FILTER	1	43.20	43.20
AT191102	AIR FILTER	1	17.30	17.30
AT332908	FILTER ELEMENT	1	42.60	42.60
AT332909	FILTER ELEMENT	1	29.49	29.49
AT346594	KIT	10	22.08	220.80
AT365870	FILTER ELEMENT	1	45.98	45.98
AT367840	OIL FILTER	1	87.13	87.13
AT466863	Oil Filter	1	69.04	69.04
RE504836	OIL FILTER	1	21.72	21.72
RE522878	FILTER ELEMENT	1	36.00	36.00
RE541922	Filter Element	1	35.97	35.97
R524468	GASKET	1	53.22	53.22
TY26679	PLUS-50 TM ENGI	3	151.54	454.62
	PLUS-50 II OIL 15W40 CK4/SN			
TY6354	HY-GARD 1 Gal	1	27.56	27.56
	PARTS			1443.97

CONTINUED ON PAGE 04

Thank you for your business



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Branch
 BOZEMAN, MT

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 04

Account No.
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Phone No.
 4066467609

Invoice No.
 W1459016

Ship Via
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Purchase Order

Tax Exemption Number

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 PO BOX 579
 WEST YELLOWSTONE MT 59758

Salesperson
 MY4

SERVICE INVOICE

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS	
X276240	310SJ BACKHOE LOAD	3910	1T0310SJJ0197156	02/24/12		
	310SJ		PE4045L151875	02/22/16	5000 X	
				LABOR		2820.00
10401099				SEGMENT TOTAL==>		4263.97

***** WORK ORDER TOTALS *****

PARTS	1560.69
LABOR	5742.00
HAZARDOUS MTL	60.00
SRV ACCESSORIES	250.00
TOTAL DUE RDO	7612.69

-----+
 | Payments are due on your RDO account 30 days from the invoice date |
 +-----+

PLEASE REMIT TO: RDO EQUIPMENT CO.
 P.O. BOX 7160
 FARGO, ND 58106-7160

Thank you for your business

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50319		266 Utilities Underground Location	37.68					
	3075368	07/31/23 excavation notifications	18.84		WATER	5210 430500	357	101000
	3075368	07/31/23 excavation notifications	18.84		SEWER	5310 430600	357	101000
50320		2264 MORNING GLORY COFFEE & TEA	67.50					
	0001	07/03/23 Dispatch coffee	33.75		DISP	1000 420160	220	101000
	339156	07/24/23 Dispatch coffee	33.75		DISP	1000 420160	220	101000
50321		2575 WY Tourism Business Improvement	48,249.72					
	07/31/23	Collections in July 2023	48,249.72		TBID	7202 411800	540	101000
50323		2813 Century Link	1,561.57					
	07/19/23	E911 Viper 255-9710	987.16		E911	2850 420750	345	101000
	07/19/23	E911 Viper 255-9712	32.94		E911	2850 420750	345	101000
	07/19/23	E911 Viper 646-5170	121.86		E911	2850 420750	345	101000
	07/19/23	Alarm Lines 646-5185	101.10		TWNHLL	1000 411250	345	101000
	07/19/23	Police - 646-7600	318.51		POLICE	2850 420750	345	101000
50326		151 Gallatin County WY TS/Compost	2,439.00					
	07/31/23	Household waste	2,439.00		PARKS	1000 460430	534	101000
50327		2088 Town West Yellowstone	1,198.23					
	08/01/23	utility chrgs, Chamber, 895	185.18		BLDGS	1000 411257	340	101000
	08/01/23	utility chrgs, UPDL, 892	116.85		BLDGS	1000 411252	340	101000
	08/01/23	utility chrgs, PS Shops, 884	52.86		BLDGS	1000 411253	340	101000
	08/01/23	utility chrgs. Povah Ctr, 887	281.39		BLDGS	1000 411255	340	101000
	08/01/23	utility chrgs, Police Dept, 886	67.06		BLDGS	1000 411258	340	101000
	08/01/23	utility chrgs, City Park, 885	190.20		BLDGS	1000 411253	340	101000
	08/01/23	utility chrgs, Library, 891	55.18		LIBBLD	1000 411259	340	101000
	08/01/23	utility chrgs, Twn Hall, 921	249.51		TWNHAL	1000 411250	340	101000
50329		2852 Blackfoot Communications	2,124.32					
	08/01/23	646-5106, fax soc svc	40.53		SOCSRV	1000 450135	345	101000
	08/01/23	646-5119, police station Dispa	40.53		DISPCH	2850 420750	345	101000
	08/01/23	646-5141, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	08/01/23	646-5185, town hall alarm	40.53		TWNHAL	1000 411250	345	101000
	08/01/23	646-7311, social services	20.37		SOCSRV	1000 450135	345	101000
	08/01/23	646-7481, povah elevator	58.16		POVAH	1000 411255	345	101000
	08/01/23	646-7511, town hall fax	40.53		TWNHAL	1000 411250	345	101000
	08/01/23	646-7609, public works	30.01		PUBSVC	1000 430200	345	101000
	08/01/23	646-7650, police station fax	40.53		DISPCH	2850 420750	345	101000
	08/01/23	646-7715, povah center	24.63		POVAH	1000 411255	345	101000
	08/01/23	646-7795, town hall	229.05		TWNHAL	1000 411250	345	101000
	08/01/23	646-7845, court clerk	133.91		COURT	1000 410360	345	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	08/01/23	646-9017, library	43.63		LIBRAR	2220 460100	345	101000
	08/01/23	646-9027, sewer plant alarm	40.53		SEWER	5310 430600	345	101000
	08/01/23	ethernet, library	300.00		LIBRAR	2220 460100	345	101000
	08/01/23	ethernet, povah center	187.26		POVAH	1000 411255	345	101000
	08/01/23	ethernet, police station	350.00		POLICE	1000 411258	345	101000
	08/01/23	ethernet, town hall	272.00		TWNHAL	1000 411250	345	101000
	08/01/23	ethernet, public works shop	125.00		STREET	1000 430200	345	101000
	08/01/23	602-4909, town hall judge	13.99		COURT	1000 410360	345	101000
	08/01/23	602-4894 Town hall Court Clerk	1.10		COURT	1000 410360	345	101000
	08/01/23	602-4897 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/23	602-4898 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/23	602-4900 town hall	5.25		TWNHAL	1000 411250	345	101000
	08/01/23	602-4901 town hall	5.25		TWNHAL	1000 411250	345	101000
	08/01/23	602-4902 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/23	602-4903 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/23	602-4904 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/23	602-4905 town hall	1.10		TWNHAL	1000 411250	345	101000
	08/01/23	602-4906 Library Main desk	1.10		LIBRY	2220 460100	345	101000
	08/01/23	602-4907 Library Director	1.10		LIBRY	2220 460100	345	101000
	08/01/23	602-4908 Povah Ctr	11.10		POVAH	1000 411255	345	101000
	08/01/23	602-4949 Town Hall	11.10		TWNHAL	1000 411250	345	101000
	08/01/23	6024044 Soc Ser Pantry	10.00		SOCSER	1000 450135	345	101000
50332		2546 Century Link QCC	9.46					
	648935501	07/24/23 long dist chg 406-646-7600	9.46		DISPAT	1000 420160	345	101000
50333		73 Westmart Building Center	2,749.61					
	07/27/23	Street Buildings leanto	244.57		STREET	1000 430200	366	101000
	07/27/23	Street Supplies	1,392.17		STREET	1000 430200	220	101000
	07/27/23	Sewer Supplies	37.98		SEWER	5310 430630	220	101000
	07/27/23	Water Supplies	18.99		WATER	5210 430500	220	101000
	07/27/23	UPDL Supplies	178.53		UPDL	1000 411252	220	101000
	07/27/23	Library Building Supplies	198.04		LIBRY	1000 411259	366	101000
	07/27/23	Town Hall Supplies	64.49		TWNHLL	1000 411250	220	101000
	07/27/23	Town Hall Building Supplies	15.63		TWNHLL	1000 411250	366	101000
	07/27/23	Chamber Supplies	75.96		CHMBR	1000 411257	220	101000
	07/27/23	Park supplies	488.11		PARKS	1000 460430	220	101000
	07/27/23	Clinic Building Supplies	35.14		CLINIC	1000 411251	366	101000
50334		3242 Fisher's Technology	20.76					
	1200520	07/25/23 copy fee	20.76		FINADM	1000 410510	356	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50336		42 Fall River Electric	7,468.70					
	07/20/23	PARK, old firehouse 2901001	41.66		PARK	1000 411253	341	101000
	07/20/23	povah comm ctr 4212001	220.44		POVAH	1000 411255	341	101000
	07/20/23	unmetered lights 4212004	1,451.25		STLITE	1000 430263	341	101000
	07/20/23	RR Well 4212005	39.00		WATER	5210 430500	341	101000
	07/20/23	SEWER LIFT STATION 4212006	335.08		SEWER	5310 430600	341	101000
	07/20/23	SEWER PLANT 4212007	1,433.20		SEWER	5310 430600	341	101000
	07/20/23	POLICE 4212008	182.93		POLICE	1000 411258	341	101000
	07/20/23	TOWN HALL 4212009	374.47		TWNHLA	1000 411250	341	101000
	07/20/23	ICE RINK 421010	45.96		PARKS	1000 411253	341	101000
	07/20/23	S Canyon XmasTree Light 421011	0.00		STLITE	1000 430263	341	101000
	07/20/23	South Iris Street Well 4212013	833.94		WATER	5210 430500	341	101000
	07/20/23	MAD SEWER LIFT 4212014	108.35		SEWER	5310 430600	341	101000
	07/20/23	Hayden/Grouse Well 4212015	39.00		WATER	5210 430500	341	101000
	07/20/23	911 Tower 4212016	108.24		911	2850 420750	341	101000
	07/20/23	MADADD H20 Tower 4212017	54.45		WATER	5210 430500	341	101000
	07/20/23	SHOP 4212018	64.12		STREET	1000 430200	341	101000
	07/20/23	ANIMAL 4212029	50.42		ANIML	1000 440600	341	101000
	07/20/23	CLORINATOR 4212030	42.56		WATER	5210 430500	341	101000
	07/20/23	Electric Well 4212031	40.12		WATER	5210 430500	341	101000
	07/20/23	PARK 4212032	87.48		PARKS	1000 411253	341	101000
	07/20/23	UPDH 4212041	476.39		UPDH	1000 411252	341	101000
	07/20/23	SEWER TREAT SERV 4212046	1,311.43		SEWER	5310 430600	341	101000
	07/20/23	LIBRARY 23 dunraven 4212054	128.21		LIBR	1000 411259	341	101000
50337		95 Energy West-Montana	775.05					
	07/31/23	nat gas 210361788 updl	160.91		UPDH	1000 411252	344	101000
	07/31/23	nat gas 210360293 Police	29.44		POLBLD	1000 411258	344	101000
	07/31/23	nat gas 210361746 Pub Services	35.96		STREET	1000 430200	344	101000
	07/31/23	nat gas 210361811 old firehall	22.85		PARK	1000 460430	344	101000
	07/31/23	nat gas 210363966 old bld ins	22.85		STREET	1000 430200	344	101000
	07/31/23	nat gas 210360540 library	26.14		LIBBLD	1000 411259	344	101000
	07/31/23	nat gas 210364599 Povah	254.70		POVAH	1000 411255	344	101000
	07/31/23	nat gas 210361697 Iris Lift St	39.25		SEWER	5310 430600	344	101000
	07/31/23	nat gas 210365425 Twm Hall	155.17		TWNHAL	1000 411250	344	101000
	07/31/23	nat gas 210361655 Mad Add Sewe	27.78		SEWER	5310 430600	344	101000
50340		2421 NAPA Auto Parts	908.65					
	07/31/23	Napa Shop Supplies	908.65		STREET	1000 430200	220	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50342		2789 WEX Bank	5,861.81					
	08/01/23 10	Ford Expedition 6-000046	0.00		SOCSER	1000 450135	231	101000
	08/01/23 10	JD Backhoe 310SJ	0.00		STREET	1000 430200	231	101000
	08/01/23 91	Ford 6-582	598.61		STREET	1000 430200	231	101000
	08/01/23	SS Snow Blower Green	0.00		STREET	1000 430200	231	101000
	08/01/23	Grader	0.00		STREET	1000 430200	231	101000
	08/01/23 14	Water Truck	0.00		STREET	1000 430200	231	101000
	08/01/23 2010	JD 772 Grader	0.00		STREET	1000 420100	231	101000
	08/01/23 92	SS Blower-Yellow	0.00		STREET	1000 430200	231	101000
	08/01/23 02	Freightliner Dump 6-54564A	53.59		STREET	1000 430200	231	101000
	08/01/23 08	GMC Pickup 6-1484	0.00		STREET	1000 430200	231	101000
	08/01/23	JD Loader 624P	188.78		STREET	1000 430200	231	101000
	08/01/23 08	CAT 938H Loader	1,166.07		STREET	1000 430200	231	101000
	08/01/23 08	904B MiniLoader	73.42		STREET	1000 430200	231	101000
	08/01/23 15	Ford F-250	147.91		STREET	1000 430200	231	101000
	08/01/23 18	2018 Dodge Ram-PW	381.93		STREET	1000 430200	231	101000
	08/01/23 18	Dodge Ram-Police	402.87		POLICE	1000 420100	231	101000
	08/01/23 19	Dodge Durango	211.96		POLICE	1000 420100	231	101000
	08/01/23	Multi-Use Vehicle - Sienna	40.55		WATER	5210 430500	231	101000
	08/01/23	Multi-Use Vehicle - Sienna	55.49		HELP	7010 450135	231	101000
	08/01/23	Multi-Use Vehicle - Sienna	51.61		LIBRY	2220 460100	370	101000
	08/01/23 06	Dodge Durango 6-1374/6-2010	55.89		STREET	1000 430200	231	101000
	08/01/23 15	Sweeper	239.32		STREET	1000 430200	231	101000
	08/01/23 '00	FL Dumptrk 6-60700A	0.00		STREET	1000 430200	231	101000
	08/01/23 '14	Ford Intercep	302.58		POLICE	1000 420100	231	101000
	08/01/23	PD Dodge Ram#1	609.53		POLICE	1000 420100	231	101000
	08/01/23	PD Dodge Ram#2	313.43		POLICE	1000 420100	231	101000
	08/01/23 01	Frht truck #1	0.00		STREET	1000 430200	231	101000
	08/01/23 01	Frht truck #2	0.00		STREET	1000 430200	231	101000
	08/01/23 19	Dodge 5500	124.24		STREET	1000 430200	231	101000
	08/01/23 20	Dodge Ram (silver)	253.25		POLICE	1000 420100	231	101000
	08/01/23 '17	Chevy 3/4 ton white	244.28		WATER	5210 430500	231	101000
	08/01/23 '13	Chevy 3500	142.38		STREET	1000 430200	231	101000
	08/01/23 77	Int'l Dump 6-1368	204.12		STREET	1000 430200	231	101000
50344		3400 Julie Brown	2,282.50					
	080423 08/04/23	Dispatch Building	340.00		DSPTCH	1000 411258	398	101000
	080423 08/04/23	Library	337.50		LIBRY	1000 411259	357	101000
	080423 08/04/23	Rendezvous Ski building	80.00		TRLHD	1000 411256	350	101000
	080423 08/04/23	Town Hall	825.00		TWNHLL	1000 411250	357	101000
	080423 08/04/23	Povah Building	700.00		POVAH	1000 411255	350	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50346		1514 Verizon Wireless	1,136.00					
		21 Smartphones						
		5 laptops						
	07/20/23	640-0108, Police	42.18		POLICE	1000 420100	345	101000
	07/20/23	640-0121 Laptop	40.01		POLICE	1000 420100	345	101000
	07/20/23	640-0141 Street SP	42.18		STREET	1000 430200	345	101000
	07/20/23	640-0159 Street SP	42.18		STREET	1000 430200	345	101000
	07/20/23	640-0606 911 Dispatch	42.18		911	1000 420160	345	101000
	07/20/23	640-1103, Operator SP	42.18		STREET	1000 430200	345	101000
	07/20/23	640-1460, Library Dir, SP	42.18		LIBRAR	2220 460100	345	101000
	07/20/23	640-1461, S & W operator, SP	42.18		SEWER	5310 430600	345	101000
	07/20/23	640-1462, S & W Super, SP	92.17		WATER	5210 430500	345	101000
	07/20/23	640-1463, Deputy PSS, SP Sspnd	42.18		PARKS	1000 460430	345	101000
	07/20/23	640-1472, Ops Mgr, SP	42.18		ADMIN	1000 410210	345	101000
	07/20/23	640-1676, Rec Coor, SP	42.18		REC	1000 460440	345	101000
	07/20/23	640-1754, COP, SP	42.18		POLICE	1000 420100	345	101000
	07/20/23	640-1755, Police	42.18		POLICE	1000 420100	345	101000
	07/20/23	640-1756, Police	42.18		POLICE	1000 420100	345	101000
	07/20/23	640-1757, Police	42.18		POLICE	1000 420100	345	101000
	07/20/23	640-1758, Head Dispatcher	42.36		DSPTCH	1000 420160	345	101000
	07/20/23	640-1759, Police	42.18		POLICE	1000 420100	345	101000
	07/20/23	640-7547,WS Super	42.18		SEWER	5310 430600	345	101000
	07/20/23	640-9074, PSS, SP	42.18		STREET	1000 430200	345	101000
	07/20/23	640-2195 683 laptop	40.01		POLICE	1000 420100	345	101000
	07/20/23	640-2551 COP laptop	40.01		POLICE	1000 420100	345	101000
	07/20/23	641-0184 686 laptop	40.01		POLICE	1000 420100	345	101000
	07/20/23	641.0207 681 laptop	40.01		POLICE	1000 420100	345	101000
	07/20/23	640-2354 Social Services	42.18		SOCSER	1000 450135	345	101000
	07/20/23	640-2629 City Judge	42.18		COURT	1000 410360	345	101000
50348		379 Energy Laboratories, Inc	261.00					
	567340 07/24/23	Water Testing	261.00		WATER	5210 430500	348	101000
50349		3066 Core & Main	105.42					
	T191293 07/12/23	Shop Supplies	105.42		STREET	1000 430200	220	101000
50350		2537 Balco Uniform Co., Inc.	528.00					
	75422 07/17/23	Uniforms	528.00		POLICE	1000 420100	226	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50351		3002 Billings Clinic Patient	259.00					
	407400520	07/17/23 Clinic Services	259.00		SEWER	5310 430600	351	101000
50352		346 Montana Board of Investments	68,861.26					
	08/01/23	TwnHllconstrLoanpymntPrinciple	58,445.00		REVBON	2100 490200	610	101000
	08/01/23	TwnHllconstrLoanpymntInter	10,416.26*		REVBON	2100 490200	620	101000
50353		1 First Security Bank of BZN, Div	43,855.93					
	61600020	07/30/23 80 Acres Principle	37,106.45		80ACRS	2100 490200	610	101000
	61600020	07/30/23 80 Acres Interest	6,749.48*		80ACRS	2100 490200	620	101000
50354		1 First Security Bank of BZN, Div	38,835.69					
	11800639	07/30/23 Learning Center Principle	32,307.41		LRNCTR	2100 490200	610	101000
	11800639	07/30/23 Learning Center Interest	6,528.28*		LRNCTR	2100 490200	620	101000
50355		2893 Wild Bill Productions, LLC	36,295.00					
	WildBillDa	07/07/23 Wild Bill Days	36,295.00		MAP	2101 410130	398	101000
50356		2500 Black Mountain Productions	4,049.87					
	23-06	07/28/23 Music in the park 2023	4,049.87		MAP	2101 410130	398	101000
50357		2586 Waxie Sanitary Supply	1,646.15					
	81854982	07/21/23 Cleaning Supplies	451.55		PARKS	1000 460430	220	101000
	81869318	07/28/23 Cleaning Supplies	1,194.60		PARKS	1000 460430	220	101000
50358		2937 CINTAS First Aid & Safety	536.26					
	5169126784	08/01/23 First Aide Supplies	536.26		STREET	1000 430200	220	101000
50359		3309 AQUAPRO	2,066.47					
	A23242	06/29/23 Shop Supplies	2,066.47		STREET	1000 430200	220	101000
50360		3422 Sprinter Heating & Air LLC	525.00					
	20092	07/31/23 Service to all Furnaces	525.00		TWNHLL	1000 411250	366	101000
50361		3391 TSC Corner Station, INC.	105.43					
	1012185	07/20/23 Fuel	105.43		STREET	1000 430200	231	101000
50362		3245 4 Corners Recycling LLC	3,500.00					
	6013	07/01/23 AnnTripleBinRntlfm7/23-6/24	3,500.00		PARKS	1000 460430	534	101000

08/04/23
17:28:17

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 8/23

Page: 7 of 8
Report ID: AP100

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50363		2490 MMIA	48,541.50					
	120Prp24-1	07/01/23 MMIAPropertyInsurance	FY24 33,008.22*		GF	1000 510330	512	101000
	120Prp24-1	07/01/23 MMIAPropertyInsurance	FY24 6,310.39*		WATER	5210 510330	512	101000
	120Prp24-1	07/01/23 MMIAPropertyInsurance	FY24 9,222.89*		SEWER	5310 510330	512	101000
50364		2099 Quick Print of West Yellowstone	94.99					
	17973	07/31/23 Laminated Sheets	75.08		TWNHLL	1000 411250	220	101000
	17989	07/31/23 Dot Stickers, pens	19.91		TWNHLL	1000 411250	220	101000
50365		2822 ClearBlu Business Services	225.00					
	2029	07/16/23 Jettted Sewer	225.00		SEWER	5310 430630	357	101000
50366		2800 RDO Equipment Co.	7,612.69					
	1459016	07/25/23 Repairs To Backhoe	7,612.69		STREET	1000 430200	369	101000
50367		2398 George Watson, Ph.D.	1,500.00					
	I,I,I,I	06/11/23 PD Sych evaluation	1,500.00		POLICE	1000 420100	351	101000
50368		2948 Montana Department of	30.00					
	08/04/23	Permit Plates for WelcomeSigns	30.00		STREET	1000 430200	870	101000
50369		764 General Distributing Co.	68.88					
	1272154	07/31/23 Welding Fuel	68.88		STREET	1000 430200	231	101000
		# of Claims	38	Total:				336,394.10

TOWN OF WEST YELLOWSTONE
Fund Summary for Claims
For the Accounting Period: 8/23

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$72,882.24
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$151,552.88
2101 Marketing & Promotions (MAP)	
101000 CASH	\$40,344.87
2220 Library	
101000 CASH	\$439.62
2850 911 Emergency	
101000 CASH	\$1,649.77
5210 Water Operating Fund	
101000 CASH	\$8,035.29
5310 Sewer Operating Fund	
101000 CASH	\$13,184.22
7010 Social Services/Help Fund	
101000 CASH	\$55.49
7202 TBID Agency Fund	
101000 CASH	\$48,249.72
Total:	\$336,394.10



Town of West Yellowstone Business License Application

Business Name: Boba Cafe House
 Applicant: KW Corp.
 Contact Person: Ryso Shin
 Mailing Address: POB 606, W. Yellowstone, MT 59758
 Physical Address of Business: 433 HWY 20, W. Yellowstone, 59758
 Phone Number: 801-558-3601 Fax Number: _____
 Email Address: wagonwheelyellowstone@gmail Website: _____

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town
 Block: 10 Lot: 9

Zoning District, please mark one:

- B-3 Central Business District (Old Town)
- B-4 Expanded Business District (Grizzly Park)
- E-2 Entertainment District (Grizzly Park)
- PUD Planned Unit Development (Grizzly Park)
- Residential Districts, Home Occupations Only (Mad Add)
- New Business
- Change of Location
- Transfer of Ownership
- Name Change

- Is this business licensed by the State of Montana? Yes No
- Appropriate Town/County/Health Dept approvals (if applicable) Yes No (please attach)
- If this business is located in Grizzly Park, has the business been approved by the Grizzly Park Architectural Committee (GPAC)? Yes No

Type of Business Please explain in detail the following: number of units, seating capacity, etc. Contractors should list trailers and equipment and where these items will be stored.

(vs) Boba Tea, Cafe, light sandwich, One unit, 20 seating

Business License Fee: \$ 50
 Resort Tax Bond: \$ waiver request attached

[Signature]
 Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
8/3/2023
 Date

FOR OFFICE USE ONLY

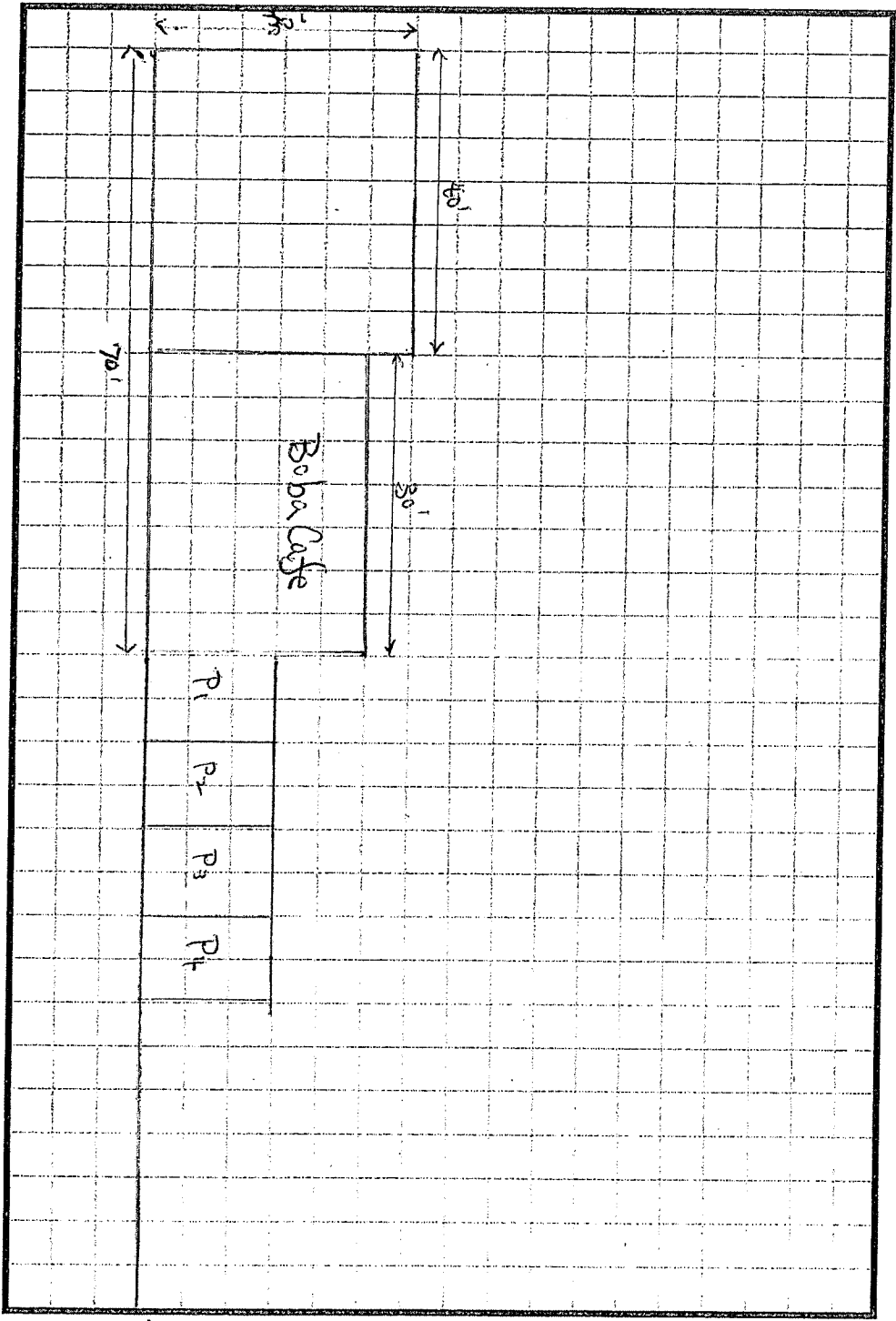
Date Approved: _____ Town Council Administration _____

Date _____ Check # _____ Amount \$ _____ License # _____

SCN _____ BLP _____ STX _____ RDX _____

Site Plan

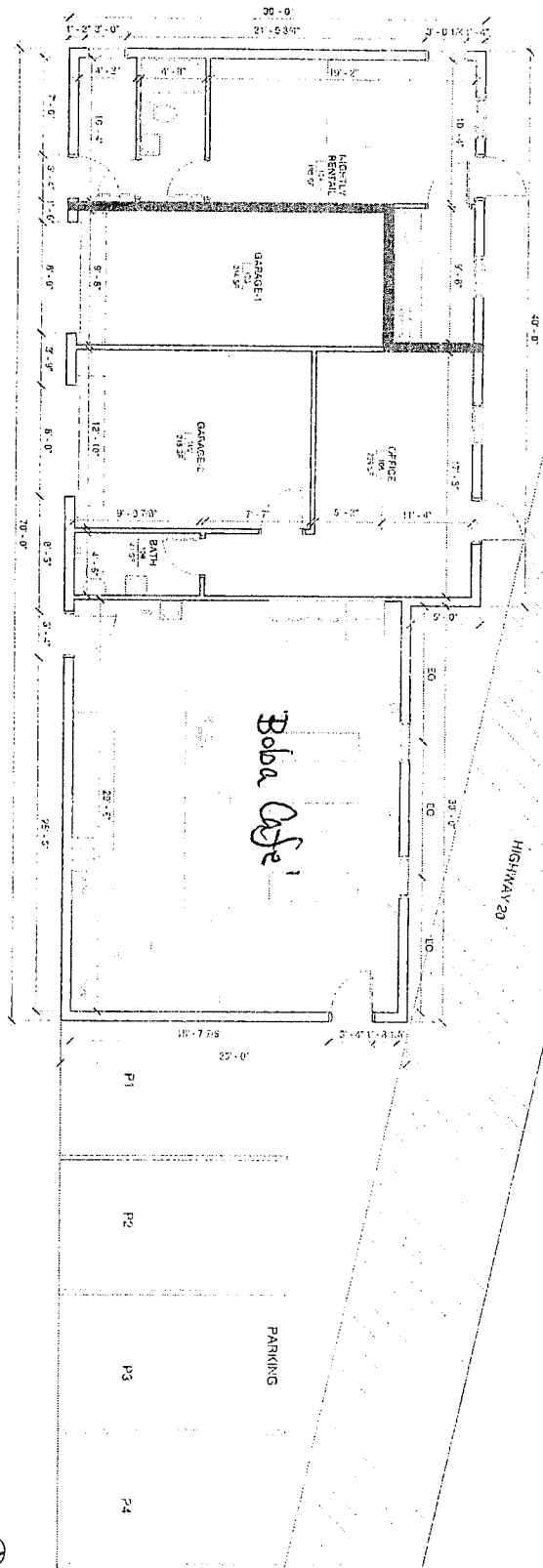
Business Name: Boba Cafe House
Business Owner: RW Corp
Business Street Address: 433 HWY 20
Block: 10 Lot: 9 Subdivision: Old Town



Scale: 1 inch = 20 feet

Note: This grid represents a standard Town lot, 100 feet by 150 feet.

A1 MAIN LEVEL FLOOR PLAN



- LEGEND**
- ① DOOR
 - ② 15' DOUBLE DRYWALL
 - ③ BED
 - ④ DECK OR TABLE
 - ⑤ CHAIR
 - ⑥ REFRIGERATION
 - ⑦ MICROWAVE
 - ⑧ DATA TABLE
 - ⑨ TOILET
 - ⑩ SINK
 - ⑪ WINDOW
 - ⑫ ELECTRICAL OUTLET
 - ⑬ DISHWASHER
 - ⑭ ICE CREAM MACHINE
 - ⑮ REGISTER COUNTER
 - ⑯ STAINLESS TOP 14.38 FT WIDE DESK
 - ⑰ SINK
 - ⑱ TALL REFRIGERATOR FOR DRINK
 - ⑲ CABINET
 - ⑳ COFFEE MACHINE SMALL BLENDER
 - ㉑ DISPENSER FOR SMOOTHIE
 - ㉒ FREEZER FOR ICE

LEGEND

REFERENCE NOTES



BOBASTOP CAFE INC
 433 HIGHWAY 20 WEST YELLOW STORE, MT 59758

FLOOR PLAN

A101

8/3/2023

Resort Tax Bond Waiver Request

Dear West Yellowstone Town Counsel,

I am writing to request a waiver for the Resort Tax Bond on behalf of our business, KW Corp, which operates as Boba Café House. We have already obtained Resort tax bond under the business name of KW Corp, and as such, we kindly ask for your consideration in granting us the waiver.

Thank you for your time and understanding.

Sincerely,

Kyoso Shin

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, positioned to the right of the name 'Kyoso Shin'.

KW Corp dba Boba Café House



Retail Food License Application

Montana Department of Public Health & Human Services
Food & Consumer Safety Section

929 50 5155 TO DPHHS County Retail Food & TFSH form 1/2013

- Establishments with 2 or fewer employees working at any one time (\$85 license fee)
- Establishments with more than 2 employees working at any one time (\$115 license fee)
- E Stop License? (Fees collected by Department of Revenue)

**Make check payable to – Montana Department of Public Health & Human Services (MDPHHS)

Please Print

Licensee Name (Business Owner) Robust? Get Inc
 Establishment Name Robust Get Inc
 Establishment Location Address 423 Highway 20
 City West Yellowstone Zip Code 59758 County Gallatin
 Mailing Address (if different from above) PO Box 606
 City West Yellowstone State MT Zip Code 59758
 Establishment Telephone _____ Owner/Corporate Telephone 81-288-9233
 Establishment Fax _____ E-mail address lucy@robustget.com

I hereby certify that the information I have supplied above is true and correct.

Licensee Signature [Signature] Date 9/26/2023

Regulatory authority must submit applications with fees to DPHHS/FCSS.
DPHHS will not accept license applications directly from applicants.

This section is to be completed and signed by the Regulatory Authority Only!

Type of Establishment (Check one or more – the fee is the same regardless of number checked)

- Food Service Establishment (1)
- Tavern or Bar (2)
- Meat Market (3)
- Bakery (4)
- School Cafeteria (13)
- Food Manufacture – Onsite Retail Only (6)
- Water Hauler (8)
- Perishable Food Dealer (9)
- Food Service / Catering (10)
- Food Service / Delicatessen (11)
- Produce (12)
- Mobile (7)

Seasonal Yes No Dates Open _____ to _____

Water Supply Public, PWSID # MT 0003131 Sewage Treatment Public Town of West Yellowstone
 Private, Test Results Satisfactory? Yes No Private, Permit # _____

Previously Licensed Yes No Former Name of Establishment _____

Previous License Number _____ Last Calendar Year Licensed _____

License Limitations and Restrictions _____

(The above statement will appear on the printed license identifying restriction with this license)

Signature of Regulatory Authority [Signature]
(Signature verifies compliance with applicable statutes and rules for this establishment)

Printed Name of Regulatory Authority S. Susan [Signature] Date 07/26/23

Please do NOT staple check or money order to license application

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
July 25, 2023

COUNCIL MEMBERS PRESENT: Travis Watt, Brian Benike, Lisa Griffith, Jeff McBirnie, and Jeff Mathews

OTHERS PRESENT: Town Manager Dan Walker, Finance Director Katie Thompson, Public Services Superintendent Jon Simms, Town Clerk Liz Roos, Town Attorney Jane Mersen by Zoom, approximately 70 community members participate in person or by Zoom

The meeting is called to order by Mayor Travis Watt at 5:30 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded, the meeting is being broadcast over the internet using a program called Zoom.

The Treasurer's Report with corresponding banking transactions is on file at the Town Offices for public review during regular business hours.

WORK SESSION

Mayor Watt calls the work session to order and explains the first topic of discussion is the Capital Improvement Plan and the FY 2024 Budget. Finance Director Katie Thompson explains that she has updated the appearance of the CIP Summary Table and points out the changes. She points out that to be a CIP project, the cost must be over \$5000 and last five years or more. Highlights include lease payments for a new grader and loader, seal coat treatment for old town, repairs to the Town Hall, fire hydrant replacements, the roof at the Museum, Police Station roof, remodel of the office for Chief of Police, restroom and drinking fountain at the tennis courts, and then the wastewater treatment plant. Thompson presents the preliminary general fund budget for FY 2024, pointing out the updates since the preliminary budget was adopted. She explains that the State is abandoning the BaRSAA funds allocation for street projects in lieu of HB 76 which will provide a monthly allocation to the Town for street projects. Capital projects include a new police vehicle, street lights, tennis court resurfacing, and a \$250,000 set aside for the Mammoth Room upgrade. She explains that at this point, the budget is balanced, but they do expect some things will still change. She explains that they do expect property tax revenue to change and possible staffing changes that may affect the budget.

Town Manager Dan Walker presents a revised staffing plan for the Council to consider. Chief Gavagan has requested an additional full-time officer. Gavagan explains that officer safety is his number one goal and an additional officer would allow them to schedule two officer to be on shift in the evenings. He says that they have been operating under the same staffing plan since 1996/1997 and they really need to bring the staffing levels up to what they need. Walker recommends adding "Human Resources" to the Town Clerk's title as her job description has already been updated. He proposes moving the Recreation Coordinator position under the Social Services department. He explains that they brought in a consultant a couple years ago that made this recommendation and wish to implement it. The position is under the Public Services department now, but they think moving it to Social Services will provide better support and programs. He also proposes changing the title of Public Services "Superintendent" to "Director." They are also updating the title of the library staff to be "Staff Librarian" instead of "Assistant Librarian." Walker explains that without objection, they will make the proposed changes and bring the plan back for approval at the next Town Council meeting.

The work session is adjourned at 6:15 PM, the regular meeting convenes at 7 PM.

Public Comment Period

Liz Roos addresses the room on behalf of the West Yellowstone Athletic Booster Club. She explains that they are seeking donations for new goal posts at the school football field and need to raise about \$5000. Stacey Schmier addresses the room and says that she recently learned about the need for new goal posts and will put together a fundraiser during the upcoming Rod Run. Jan Neish of the Island Park News inquires about the system the Town uses to broadcast

meetings through Zoom, says the way West Yellowstone is doing it is better than other entities she tunes into.

Council Comments

Council Member Brian Benike comments about the success of the recent Touch-A-Truck event.

ACTION TAKEN

- 1) Motion carried to approve the Treasurer's and Securities report dated June 30, 2023. (McBirnie, Benike)
- 2) Motion carried to approve Purchase Order #6583 to Yellowstone Pavement Solutions for new traffic markings for \$29,673.50. (McBirnie, Mathews)
- 3) Motion carried to approve the claims, which total \$158,964.84. (Mcbirnie, Mathews)
- 4) Motion carried to approve the new business license for the Smokejumper Café at 628 Gibbon Avenue, made by James Killinger on the condition that they obtain their license from the health department and an inspection by the Fire Department. (McBirnie, Benike)
- 5) Motion carried to approve the minutes for the July 11, 2023 Town Council Meeting. (McBirnie, Mathews) Griffith is opposed, motion passes.
- 6) Motion carried to not provide a letter of support (Mathews, McBirnie) Benike, Mathews, McBirnie, Watt vote in favor of the motion, Griffith abstains, motion passes

DISCUSSION

- 2) Public Services Superintendent Jon Simms explains that they will conduct the seal coating project in early August and then traffic markings will be applied after that.
- 5) Council Member Lisa Griffith states that in the public comment section, it was Town Clerk Liz Roos that responded, not the council, and clarifies that there is not a building moratorium but a sewer connection moratorium in place.
- 6) Mayor Watt explains that the next item on the agenda is the request from the developer of Moonrise Meadows to write a letter of support for a secondary access road through Forest Service land from the development. Watt explains that they will permit the developer to present, then the Town's planning consultant to present, Tyler Steinway-Intrinsik Architecture, and Acting District Ranger, Nick Mustoe. The Council members will each have an opportunity to comment, a motion will be made, and then public comment will be taken.

Rob Yeakey, on behalf of Moonrise Meadows, addresses the meeting. Yeakey explains that in order to comply with fire codes, they require a second access to the parcel. The fire chief has determined that only one of the proposed accesses meets the requirements and therefore a second access is required. Yeakey explains that their first application for the access road that was submitted to the Forest Service was denied. He explains that before they resubmit, they need a letter of support from the Town.

Tyler Steinway of Intrinsik Architecture addresses the meeting and presents an overview of the project. He points out that the issue up for consideration tonight is only the secondary access request. He briefly explains that the proposed project is to build 416 units in five phases. Projects with over 200 units require a secondary access.

Nick Mustoe, Acting District Ranger, explains that the application from Moonrise Meadows was denied because it did not comply with their requirements and primary

access to a development through Forest Service lands is not acceptable. The US Forest Service is under no obligation to grant secondary access.

Town Attorney Jane Mersen explains that when making this decision, it does not really matter whether the project is commercial or residential, if there are more than 200 units, it would require a secondary access.

Griffith makes a secondary motion to delay the motion until public comment is received and then adjourn into executive session, but there is no second and the motion dies. Mayor Watt calls for comments from the Council. Griffith expresses concern about discussion considering current litigation. Mersen responds that the pending litigation should not preclude the Town Council from doing their duty and recommends acting on the request. McBirnie asks questions of Rob Yeakey about the project, traffic, access, and the scope of the project. Griffith inquires about the zoning for the property and what would the USFS require to grant the secondary access. Nick responds that he would have to refer to their public lands group but it would likely need to show a public benefit.

Benike states that he has received payments from Moonrise in the past for labor and snow removal but does not expect any future payments. He says that the information provided from the USFS is very interesting. Griffith says that as an attorney, uncomfortable taking comments or taking a position due to pending litigation. Watt says that the current motion on the table is to deny support for the secondary access. He opens the meeting for public comment. He reports that they received 54 letters/emails about the issue. He says that 53 of them were in opposition and one was in favor.

Brian Gallik, an attorney representing the Madison Addition Homeowners Association, addresses the meeting. Gallik submitted a written letter and supporting documentation earlier in the day. Gallik points out that the property is not land-locked, there is access to the parcel from the Town. Gallik also addresses other perceived issues with the project and encourages the Council to deny the request. Rick Fairbanks addresses the Council and expresses opposition to the project. Carolyn Golba asks about the type of intersection that would need to be installed at Frost Street, sidewalks, and opposes the project. Steve Lafflam questions who is responsible for maintenance of the roads and opposes the increased traffic that would be created. Paula Strozic comments that the lack of information is reason enough to deny support for the secondary access. Doug Schmier expresses concern about the proposal to lock the gate that would permit access to Hayden and the fact that the traffic study was conducted in April, one of the slowest months of the year. He also worries about the effect on property values and the affect on the Frontier Trail. Stacey Schmier states that she does not want a road behind her house, which would literally be in her backyard and encourages the Council to deny. Jessica Kohl shares concern about how the access road will change their neighborhood and encourages the Town to deny the request. Lindsey Charlton expresses concern about students traveling to and from school. Jim Eyman opposes the request. John Layman comments that he chose to purchase property here in 1982 because it is a quiet community. He opposes the request. Chris Balmer expresses opposition to the request and says that it is evident by how they have treated the land they own and that shows how they will treat the forest service land. Jim Eyman says that when the land for the subdivision was originally acquired, it was for the residents, not tourists. Maggie Anderson expresses concern about safety, the cost of maintaining the roads and that falling on the Town, and the sight views. Marysue Costello expresses concern about the impact on the Frontier Trail and Boundary Trail, which are currently part of current FLAP grant applications. Kenny Jones expresses opposition due to traffic flow on Highway 20 and also has concerns about safety due to there being no sidewalks. Chris Humbert expresses opposition to the proposal due to safety and impact on the neighborhood.

Griffith makes a secondary motion to not take a position on the request until the Town has more information and the Town is no longer party to a lawsuit with Moonrise. There is no second, motion fails.

McBirnie asks about where traffic will enter and depart from for Phase I and II. Yeakey responds that they would use the only access they have which is from Hayden. He asks when would the secondary access road be built. Yeakey says the road could be built in three months, so as soon as it was approved. Mersen asks the Council to state their reasons for how they will vote. Benike says he does not support the secondary access because it does not benefit the public. Mathews agrees and says they have an existing ingress and egress. Griffith says that she will not take a position on this matter due to lack of information and the possibility of compromising the Town in the current lawsuit. Mersen advises that unless there is a conflict of interest, she should take a position. Griffith disagrees. McBirnie opposes the request because of the traffic impact and lack of information. Watt also opposes the request based on not enough information about the project and he does not think the Town should be part of the application.

- A) **Town Manager/Staff Reports:** Town Manager Dan Walker reports that they did receive a response from Montana DEQ regarding the design for the mechanical wastewater plant. He says that there are multiple issues for them to work through and they will be meeting soon to discuss it. He had a meeting regarding expansion of the Fir Ridge Cemetery this week. They have 87 lots available and 13 cremains only lots available, they have sold 31 lots since the beginning of the year. They also had a meeting last week with representatives of the FLAP grant to discuss and evaluate the application. The seal coat project will take place August 7, 8, and 9, 2023 and north/south streets will be temporarily closed on those dates.
- B) **Advisory Board Reports:** Benike reports that the MAP Fund Advisory Board met last week, Griffith states that the Health Care Services Advisory Board is meeting September 8, 2023.

The meeting is adjourned at 8:05 PM. (McBirnie, Benike)

Mayor

ATTEST:

Town Clerk

Police Department - Department Head(s) Report July 28– Aug 3, 2023

- 124 calls for service
- 14 citations issued
- 31 Warnings
- 1 Arrests
- 5 New cases generated
- Calls included traffic stops, traffic (reckless) complaints, Hit & run, illegal camping, animal complaints, vehicle crashes, parking, Disturbances, suspicious persons/activity, abandoned vehicles, citizen assists, lost/found property, Mental Health, Suicide Threat, Harassment, Disorderly conduct, Welfare check, Coroner call, Bear attack and other fun stuff.
- The bear traps on the Buttermilk Trail behind Lazy Acres have been removed and the trail has been re-opened by the Forest Service. The Bear was not trapped during trapping operations. As always, be bear aware and stay safe.
- Department head meeting
- I sent a letter to the West Yellowstone Sports Shooting Association requesting use of the range off of the South Plateau Road, south of town. With the reduction in land in the new lease agreement for the waste water treatment plant, we have lost the ability to use the range built there for the PD. I have offered them a paid membership for each of the officers. It would be a disruption of their operation for their members for two hours from 3:00 – 5:00 pm one day a month. During our firearms training, the range would be closed for members. The trap range and archery would still be available to them during this time. I will keep you posted on this.
- I have created the officer's schedule for the next two shift changes (6 months). This shows their work schedules through February. I have moved the swing shift officer to a mid-week schedule to allow a little double coverage for both night officers working opposite ends of the week. It is not ideal, but I think it is the best move for the rest of the summer season. I may re-evaluate for the winter months.
- Status update on the patrol vehicle ordered last November. The vehicle has arrived at Dana Safety, but..... they are so backlogged in the build time (200 vehicles ahead of us. This backlog is pandemic related. 2021 vehicles were cancelled by Ford do to resource issues. Everyone re-ordered after Ford started building the police vehicles again. This created the backup we are experiencing now. I am working with them on a quote for this year's vehicle and hope to present that at an upcoming council meeting. The build time for 2024 looks a little better because Dana expects to work through the majority of their backlog by the end of the year. With that said, I think you can see the importance of ordering the vehicle sooner than later. I would like to float an idea to consider. On the new capital improvement plan, we have a vehicle being purchased every year for the next five years. We may want to consider ordering two this year, knowing that the second vehicle purchase will fall into the following year's budget. Forward thinking here could save us months of delay. Dana Supply is one of only a couple of options for emergency vehicle build-outs, so other options are very limited. In addition, they are simply the best at doing it, hence the backlog.

- The radar unit in the Chief's patrol vehicle has failed. The unit has been sent back to the manufacture for repair. Still have two months left on the warranty, so repairs will be free.
- Mike is attending a Homeowners' Association annual meeting for the Madison Addition homeowners' Thursday night as an invited guest. Hopefully I can help answer some questions and concerns. I am admittedly a little scared 😊
- Officer Neil Courtis has a birthday next Tuesday. To celebrate, he is attending a two-day continuing education training for School Resource Officers. After that, he is off on vacation.
- I had another contractor look over the Chief's office remodel, hope to have another quote to compare soon.
- We are excited that we received a complete application for the Telecommunications positions (still currently 2 vacancies) we will plan to schedule an interview with her in the near future.

Until next week,

Mike & Brenda



Week of 07.31.2023

- Completed SFE updates for new billing cycle. Started answering questions over new invoice.
- Worked on budget.
- Met with and worked with Spencer regarding the FPS.
- Researched employee question regarding insurance.
- Prepared for 08.08.2023 meeting.

From: [Dan Walker](#)
To: [Elizabeth Roos](#)
Subject: FW: Bullet points 8/02/2023
Date: Friday, August 4, 2023 8:35:18 AM

From: Kyle Tanner <ktanner@townofwestyellowstone.com>
Sent: Friday, August 4, 2023 7:00 AM
To: Jon Simms <jsimms@townofwestyellowstone.com>; Dan Walker <dwalker@townofwestyellowstone.com>
Subject: Bullet points 8/02/2023

Bullet points 8/02/2023

- #1 No sales on public property handouts given to all rental sales businesses.
- #2 Plans review and building permit issued for 316 Washburn circle town home.
- #3 State permits applied for concerning the towns Welcome signs.
- #4 Down town walk around checking on sales and signs on public property.
- #5 Prep for Rod Run.
- #6 Seal coat no parking papers given out.

Social Services

Highlights

JULY 21-27 2023

We have been assisting a family that have had car problems with showers, food, gas and motel

Senior citizen needed help with paying for RX

Assisting with Medicaid applications

Candidate for Dispatcher came in and took the typing skill test

Senior Food distributed

Emergency box handed out

Assisted a young man who was fired in YNP. He was dropped off in town with nothing. He is now on his way to a shelter n Idaho Falls

Organizational class was well attended with 20 individuals learning the most important steps to get organized

Working with Patty Peterson with the upcoming Bike Rodeo

Lots of Donations of clothing and food items

Several individuals are using the shower facilities

Dianna has participated in two webinars – National Council on Aging and Medicaid Renewal process

Big thanks to Public Work employees for having our backs!!

Debbi and Dianna

Public Services Dept. Bi-Weekly Report: July 20th through August 2nd, 2023

Work Performed

Vehicle and equipment maintenance: installed new power steering pump on chevy 2500, F-350 tagged and pulled for service, cracked exhaust manifold on Durango, replace curb and strip brooms on 2017 pelican, replace broken water line on 904 broom, continue fixing wheel bearings & repack hubs, replace ball joints on trash trailer. Working on u-joints for PTO shaft on auger, auxiliary drive seal leaking on 1999 rotary loader, needs to be replaced. We'll be pulling drum reels off of 92 rotary loader to rebore bushing/ shear pin housing and to reinforce reel teeth and to reface unit. Service trash pump, get evaporator #4 at WW plant back online. Grinder pump at Iris lift station went out over the weekend (contactors replaced and panel adjustments were made). Install strobe on zero turn mower. HVAC repairs and service inspections were performed within town owned facilities. Fixed broken fencing at the cemetery and began removing new growth aspen saplings before property becomes overgrown again. Continue filling in low spots within each snow storage area. Work on casting pond, continue filling to keep up with daily evaporation rates. (The pond is evaporating water at 0.92" per day at the upper evaporation limits. This equates to roughly 4600G/ day out of the 70kG that the pond is holding. These numbers come directly from our town engineer.) Work on fixing jack fences, cleanup debris around the site and in the pond. Street sweeping, brooming aprons in alleyways and sidewalks: ongoing. Signage updates and pole repairs: ongoing. Performed water samples. Rake off surface debris from Cell B at sewage lagoon. Replace flush sensors, hand dryers, door handles, closers, thresholds, light fixtures, and cadets in facilities as needed. Water valve service requests: on-going. Continue installing utility locate whisks in all parkways. Exercise service and gate valves to be able to isolate town in case of major supply break (in many locations these valves were never turned or exercised in 40 years, so they'll need to be replaced, we'd recommend budgeting to replace 4-5 per year). Install risers and replace castings on SAS and STS manholes. Reset manhole castings to proper grade. Fix sensors in restrooms at UPDL, park shop and visitor's center. Add material to berms at intersections where washouts have occurred. Continue fixing sprinkler systems, replace cracked pvc pipes, install new valves and heads. Continue mowing lawns, trimming and spraying weeds. Pothole repairs. Continue to adjust and tighten hardware on all playground equipment. PW crew has been hogging out material with payloaders from the IP cells at WW lagoon to allow for proper drainage. Crew working on hauling abandoned metal around town to the WW lagoon for scrap. We finally had Mill Creek Metal company show up to haul away 4 semi loads worth of scrap from the lagoon. They'll be paying the town \$100/ton for disposing of this mess. This needed to happen to clean up the 20 acres at the current lagoon site we lost with the new airport lease agreement. We've made a new spot for all our material storage behind well #4 that we now have gated off. We'll be hauling over a ton of castings, valves, risers, basins, piping, etc. to get it off the airport site. Fixed the perimeter fencing and replaced posts that were damaged this past winter at well 4. An accident involving a side by side along south plateau road caused an outage at the well station 4 over the weekend resulting in a water level drop at our holding tank. Our utility crews came in early Saturday morning to scramble but were able to get us back online. Cleaning up interior parks, alleyways, lagoon, and enclosure at the PW shop. Sorting through and organizing shipping containers used for storage at park shop, PW shop and WW plant. Continue to fill in potholes along town streets and parking lots. Utility locate requests: as needed. Respond to flag lowering notifications. Cleanup graffiti and respond to vandalism: ongoing. Cleaned up debris blowing out of triple bin roll off containers and Abitibi's at PW shop. Adjust/ tighten face plates on all light poles in central business district. Disconnect and remove

streetlight poles that continue to fall down along the highway (these poles are likely 40+ years old and have been crumbling for decades). Continue cleaning up loose tree limbs and brush around town. Remove jagged fence posts along streets and alley ROW's. Pickup roadkill: as needed. Continue to fill in tree pits throughout central business area to help mitigate tripping hazards. Replace broken swings at town park, fix doorway threshold and install new hardware on stall doors at the visitor's center, install new soap dispensers in park bathrooms. Collect grass clippings from town park and haul away. Trash route and litter collection: ongoing, we are currently performing the route multiple times per day as needed.

Administrative

Followed up with Asphalt Systems Inc. on street sealcoat treatments for next week, Aug 7th, 8th and 9th the 10th if needed due to weather. Dropped off public notices to all businesses and affected residents on the N/S streets within old town. Traffic control markings will be painted once the sealcoat is completed. I have that scheduled for August 17th and 18th. Coordinated HVAC services, inspections and repairs, set up duct cleaning. Continue lining up end of 2023 and 2024 CIP projects. Meetings with DEQ and Engineers, Department Heads, Utility Providers. Hauled around the Finance Director to look at these CIP projects with me. Had her get a visual on the items that we're requesting for budget to better understand our infrastructure and fleet needs. I was very impressed she took the time with me... Met with Bridger Built for walkthroughs on roofing proposals for museum, police department and eventually the UPDL. We'll be receiving additional bids from Great White Construction and Briggs Roofing. Boiler inspections performed with the Hartford Company at PW buildings. Coordinate with Barta Electric to eliminate power supply to more of the streetlights along Highway 20 that are crumbling and falling down. Coordinate with John Deere on newly leased 772 grader, we should be seeing the new machine by the beginning of next week. Met with SK Geothermal to discuss the possible need and usage of bulk water for the core samples being collected along Targhee Pass for horizon project. Lined up technician from Hotsy Cleaning Systems to do an overall on our pressure washer. We've had some pump issues and they're going to run through the unit and see about replacing the ceramic plungers. The lighting project to replace all 58 poles along the highway has concluded, we did receive one bid. Our town engineer will be forwarding a letter of recommendation to award the bid. I'll need to be advised if we'd like to award and get it done or re-bid. I would advise against a rebid as we would most likely not get any bids, supplies are becoming harder to find and material costs will continue to rise. I've yet to hear back from HK contractors for a bid on the installation of a new sidewalk on N. Electric St. from Alley D to the Madison Apartments. More than likely this is not a big enough project for them and they're already busy enough in YNP. Haven't heard about a re-quote from Depatco either, whose proposal we received last year. I've also reached out to Wade Surey to pour the 450' stretch with no reply so far. Coordinated the updates to strobes and radio's on our fleet vehicles with our vendor, Jeff Gurr. Continue to work through ways to help alleviate the water issues and leaking at town hall that we've apparently had for the past 12 years. It doesn't sound like insurance is going to cover this. Fill in shifts on equipment, trash route, litter collection and skimming suspended sewage from Cell B as needed. Delco Western is scheduled to be onsite to program Scada software updates to well #4 once new water meter gets installed. Suggest staffing plan modifications to the town manager. Get new computer setup in my office. Review parts needed with vendors on heavy equipment. Met with Tim at Swiss Precision Nursery to look at problem trees around town and met with residents' who were concerned over weakened trees, adjacent to their properties within the town's ROW along linear park. These trees are now dropped, and residents are happy. Coordinated the removal of some unwanted equipment for Billings

Clinic. Continued discussion with the Forest Service and SeaReach about the proposed kiosks installation at the end of Iris and the beginning of trailhead. The site needs to be raised several feet to get the footings to proper grade before the town helps with any range of base work. Jonathan Kempff at USDA is working with Tri-State to come up with a precast base for these kiosks and said he'd get me pricing to piggyback off of, I've yet to hear back from anyone. Continued discussion with Big Sky Anglers on another proposed kiosk they'd like the town to install at the casting pond, told Joe once I heard back from Kempff that I'd have a more definitive timeframe on an install, as long as priorities allow. SAS lines and field verifications, MH inspections for Forsgren Engineering. Set up interview for a potential equipment operator for next Wednesday. Continue to put out building cleaning and trash route rotation schedule for public works crew. Discuss utility locating call-out procedural issues with our local providers. Coordinate hauling abandoned vehicles for the Police Department, as needed. Continue to explore options for a used vactor truck, once again when the town has a major backup in any SAS mainline/ lift station and contractor is not available, or their equipment is down the town will run into problems (town staff continues to open problem areas on a weekly basis at intersecting SAS manholes where sanitary debris has potential of accumulating). Go over importance of water service requests, access dates for turning on & off curb stops with Jon Brown. Discussed encroachment issues with town residents and staff. Continue looking for utility locator training opportunities for public works crew. Continue meeting with public works staff to discuss ongoing laundry list items within the department and how we can work more effectively and improve our operations for next year. Discuss easement and setback requirements with business owners and residents, clarify municipal codes. Schedule parts orders and updates to town's fleet. Place orders for necessary O&M supplies, follow up with vendors on supply chain issues. Coordinate with staff at Forsgren and Jon Brown to review best management practices for wastewater collection/ treatment facility and water distribution system. Investigate weir levels on cells A & B at lagoon and adjust as needed. Coordinate monthly coliform/ bac- T samples with Jon Brown. Adjust water well pump outputs, accordingly, keep the distribution systems pressure regulated remotely. Follow up on proposals for CIP projects. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Review city policies, procedures, collective bargaining agreement, safety protocols and codified ordinances. Evaluate 2024 budgetary needs, review purchase orders and submit weekly invoices. Enter timesheets and payroll for crew. Respond to WY pump status reports and dispatch to town as necessary. Ticket entry for 811's new "positive response" reporting software.

Water/Wastewater report

7/31/23; Water/Wastewater rounds.

Finishing up removing all the metal scrap at the lagoon facility from Millcreek metals now just cleaning up the leftover debris around the 22 Acers.

Working on Chlorination system at well #4 switching I/P beds back and forth to optimize usage on #2- #3 to #8 Cleaning out I/P bed #9 for future use.

8/1/23; Water/ Wastewater rounds.

Lagoon adjustments, Iris lift station cleaning wet well and water level components.

Working on perimeter fence around Well #4 adding jack fences and gate system.

Numerous water meter issues around town and inspections. Working on inventory for water meters trying to get are hands on some Very difficult to find.

Working on evaporators at lagoons, Electrical/ mechanical.

8/2/23; water/wastewater rounds.

Wastewater samples collected and taken to IAS labs in Pocatello.

Electrical repair at Madison lift station Scada System battery Back-up.

Finishing up fence at well #4 Manhole inspections for FPS study also compiling info for Forsgren Engineering for Study.

8/3/23; Water/wastewater rounds.

Water Bacteria Bac-Tee samples taken thought-out town at the otherized sampling points and delivered to Bridger labs for analysis.

Finishing up electrical at Madison lift pump station. Installing some drop manholes so they are at ground level.

If you have any Questions fill free to contact me.

Jon Brown.

Hebgen Basin Solid Waste District
P.O. Box 226
West Yellowstone, Montana 59758

Town of West Yellowstone
P.O. Box 1570
West Yellowstone, Montana 59758

RECYCLING INTERLOCAL AGREEMENT

August ____, 2023

The Town of West Yellowstone, (the “Town”) and the Hebgen Basin Solid Waste District, (the “District”) hereby enter into this Recycling Interlocal Agreement pursuant to §7-11-104, MCA, and agree as follows:

1. The Town is a local government unit with self-governing powers, organized under the laws of the State of Montana. The District is a solid waste district within Gallatin County, Montana with the authority set out in § 75-10-112, MCA, which includes the authority to enter into interlocal agreements.
2. This Interlocal Agreement does not establish a separate legal entity. The representative for the Town is Daniel Walker. The representative for the District is John Burns.
3. The Town and the District are committed to providing recycling opportunities for the citizens of the Town and citizens of the District.
4. In order to provide such opportunities, the Town and the District will each separately contract with Four Corners Recycling or such other similar recycling services as necessary to provide the following:

- a. One triple bin-recycling container to be located at the Transfer Station (rent and maintenance of this container will be paid for by the District).
 - b. One triple bin-recycling container to be located at the city shop (rent and maintenance will be paid for this container by the Town)
 - c. Additional containers may be used if necessary for overflow and depending on availability. The Town will pay rent and maintenance for additional containers located on Town property and the District will pay for rent and maintenance for additional containers located at the Transfer Station.
5. The District will pay for the first nine (9) “pulls” (emptying or replacing) of all containers in both locations and the Town will pay for all pulls of all containers in both locations as necessary after the first nine.
 6. The Town will be responsible for monitoring and maintaining the city shop site on which the Town container is located.
 7. The District will be responsible for monitoring and maintaining the transfer station site on which the District container is located.
 8. The term of this Agreement is three years, beginning on July 11, 2023 and ending July 10, 2026. This Agreement may be terminated by either party with ninety (90) days written notice of termination delivered by certified mail, return receipt requested to the other party at the addresses set out above.

Approved by the Town of West Yellowstone on the ____ day of August, 2023.

Mayor Travis Watt

ATTEST: _____

Elizabeth Roos, Town Clerk

Approved by the West Yellowstone/Hebgen Basin Solid Waste District on the __ day of _____, 2023.

Board Chair

ATTEST: _____

Board Secretary

Public Comment Period

Gus Tureman addresses the Town Council on behalf of the Greenup West Yellowstone organization. Tureman explains that they are seeking support from the Town to bring back recycling solutions to West Yellowstone. He presents a cost-sharing proposal between the Town and the Hebgen Basin Solid Waste District to establish a large public access recycling bin. He estimates the approximate cost for the proposal, based on 9 pulls a year for the 3-compartment bin, to be around \$6500/year. He says that access to the bin would have to be monitored but it needs to be in an easily accessible area. One of the ideas they came up with is to have the bin open only between 7 AM and 3 PM, Monday-Friday, the same hours worked by public works. The bin would only accept steel/aluminum cans, plastic bottles (plastics #1 & #2 only), and office paper. Tureman emphasizes that this proposal is an approximate and they won't know until they try it for a year or two how well it will work. He says the Solid Waste Board would like to meet with representatives from the Town to discuss this project. The board is meeting this Thursday, April 18, 2019 at the Povah Center at 1:00 PM. Tureman also explains that it will take 60 days just to get the bin, so he recommends they act as quickly as possible as it will be mid-summer before they can even get started. He thanks the Council for their time and the support for the project. Mayor Schmier thanks Tureman and the Green Up West Yellowstone organization for their efforts so far.

Liz Watt, member of the Parks & Recreation Advisory Board, addresses the Council to express concerns about the recent hiring decision for the Recreation Coordinator position. Watt questions the criteria used to make the decision and why other candidates were overlooked.

Council Comments

Jerry Johnson reminds everyone that on May 9, 2019, there will be a get together to say thank you and send off for Mike and Elaine White, who recently sold their veterinary clinic after serving the community for many years.

Pierre Martineau notes that Chris Burke was recently nominated to be a Montana Ambassador, Kathi Arnado received awards from the State of Montana for operating the food bank and the 1% resort tax legislation increase passed the House of Representatives.

Chris Burke notes that the Chamber of Commerce was nominated for the marketing campaign of the year award, but it was awarded to the Gardiner community. He also notes that he participated in the Week of the Young Child events last week.

Mayor Schmier echoes the comments from the other council members and the progress that has been made.

Public Hearing: Variance Request, Hideaway RV Park/Delaware North, RV spacing

Mayor Schmier reads the hearing notice. The hearing was noticed in the April 5 and April 12, 2019 editions of the West Yellowstone Star. Mayor Schmier asks for clarification on the variance, as a very similar variance was approved for the same location a couple weeks ago. Justin Cook of Delaware North explains that the previous variance was a little confusing, they are actually requesting to leave the four RV spaces on the south side of the property as they have been historically. They are reducing the overall usage of the property and anticipate saving up to 350 gallons of water per day during the peak season. No public comments are received.

DISCUSSION

- 3) Mayor Schmier asks for clarification regarding the placement of Space #8, which appears to be right on the sidewalk. Cook explains there is actually 5' of space between that RV and the sidewalk. Johnson says that he talked to the neighboring property owner who only requested that the residents of the park are informed of the correct way to exit the property, noting that some of the seasonal residents tend to cross private property rather than exiting on public property.

WEST YELLOWSTONE TOWN COUNCIL
Town Council Work Session
May 21, 2019

COUNCIL MEMBERS PRESENT: Jerry Johnson, Brad Schmier, Chris Burke, Greg Forsythe, Pierre Martineau

OTHERS PRESENT: Town Manager Daniel Sabolsky, Public Services Superintendent James Patterson, Finance Director Lanie Gospodarek, Social Services Director Kathi Arnado, Chief of Police Scott Newell

Richard & Teri Gibson, Fire Chief Shane Grube, Kyle Burden, Wendy Swenson-WY Chamber, Tal Partouch, Marysue Costello-WY Chamber, Agata Morrill, Gus Tureman, Shelley Johnson, Jan Dean-Fall River Electric, Randy Wakefield-Fall River Electric, Robbie and Debbie Hermanson, Bill Howell, Grant Jackson, Bob Patzke, Denice Sabolsky, WY News Editor, Brenda Martin, Jim Kitchen-Yellowstone Nature Connection

The meeting is called to order by Mayor Brad Schmier 7:00 PM in the Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.

Portions of the meeting are being recorded.

The Treasurer's Report with corresponding banking transactions is on file at the Town Offices for public review during regular business hours.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6799 to J & V Restaurant Supply to purchase a Hobart dishwasher for the Union Pacific Dining Lodge for \$6028.26 + freight. (Martineau, Burke)
- 2) Motion carried to approve Purchase Order #6800 to Overhead Door Company of Southwest Montana to purchase a locking countertop door and installation for \$2910.00. (Burke, Martineau)
- 3) Motion carried to approve the claims, which total \$147,056.35. (Forsythe, Martineau) Schmier abstains from #45662 and #45681, Burke abstains from #45669.
- 4) Motion carried to approve the Consent Agenda, which includes the minutes of the May 7, 2019 Town Council meeting. (Burke, Martineau)
- 5) Motion carried to approve the new business license application for Drupastyle LLC to operate a nightly rental business at 321 N Electric Unit #5. (Forsythe, Johnson)
- 6) Motion to approve the new business license application for KW Corp to operate a monthly rental at 408 Gibbon Avenue. (Johnson, Burke) Motion fails, unanimously.
- 7) Motion carried to table the new business license application for KW Corp to operate a monthly rental at 408 Gibbon Avenue based on the need for a better parking plan. (Johnson, Martineau) Motion passes.
- 8) Motion carried to accept and approve the proposal from Green Up West Yellowstone to establish a public access recycling bin in the Town limits. (Burke, Schmier)
- 9) Motion carried to approve the lot subdivision for Partouch & Erlich LLC and review the parking spaces required for the property and approve the purchase of five cash-in-lieu parking spaces, if required. (Schmier, Martineau) Burke is opposed.
- 10) Motion carried to approve the lot subdivision of Block 22, Lot 15 of the Madison Addition made by the Human Resource Development Council of District IX. (Burke, Martineau) Johnson and Forsythe are opposed, motion passes.

Dan Walker

From: Burns, John <john.burns@gallatin.mt.gov>
Sent: Wednesday, July 12, 2023 2:29 PM
To: Dan Walker
Cc: Jon Simms; Jane Mersen
Subject: RE: Recycling Interlocal Agmt (7-6-23).docx

Hi Dan,

I have a call in to Dave Leverett to see if I can get that info. Just a quick look at the claims, looks like the Town pulled 6 last year and we pulled 9 but I could be off. Hopefully, Dave will call back soon.

Thanks,

John Burns
Manager
West Yellowstone Transfer Station
P.O. Box 226
West Yellowstone, MT 59758
406-646-9298
Fax: 406-646-9301

From: Dan Walker <dwalker@townofwestyellowstone.com>
Sent: Wednesday, July 12, 2023 1:51 PM
To: Burns, John <john.burns@gallatin.mt.gov>
Cc: Jon Simms <jsimms@townofwestyellowstone.com>; Jane Mersen <jmersen@kkmlaw.net>
Subject: RE: Recycling Interlocal Agmt (7-6-23).docx

That would be very helpful if it is easy to access.

DW

From: Burns, John <john.burns@gallatin.mt.gov>
Sent: Wednesday, July 12, 2023 1:44 PM
To: Dan Walker <dwalker@townofwestyellowstone.com>
Cc: Jon Simms <jsimms@townofwestyellowstone.com>; Jane Mersen <jmersen@kkmlaw.net>
Subject: RE: Recycling Interlocal Agmt (7-6-23).docx

Four Corners only supplies me with the pulls from the transfer station and not the Town. We could get that info from them.

John Burns
Manager
West Yellowstone Transfer Station
P.O. Box 226
West Yellowstone, MT 59758
406-646-9298
Fax: 406-646-9301

RESOLUTION NO. 793

A RESOLUTION OF THE WEST YELLOWSTONE TOWN COUNCIL NOTIFYING THE GALLATIN COUNTY ELECTION ADMINISTRATOR OF THE TOWN'S DESIRE TO CONDUCT THE 2023 CITY GENERAL ELECTION BY MAIL BALLOT IN ACCORDANCE WITH SECTION 13-19-202, MCA.

WHEREAS, voter turnout in West Yellowstone municipal elections has historically been low and mail ballot elections statistically increase voter turnout in elections; and

WHEREAS, the Town of West Yellowstone will hold a general election on November 7, 2023, as required by 13-1-104(3), MCA; and

WHEREAS, Montana law provides a method for conducting mail ballot elections for local elections; and

WHEREAS, pursuant to Section 13-19-104, MCA, such elections can be conducted by a mail ballot election; and the Gallatin County Election Administrator has determined that a mail ballot election conducted in accordance with the provisions of Title 13, Chapter 19, Parts 1-3, MCA is in the best interests of the Town and the electors thereof, and pursuant to Section 13-19-202, MCA, the Town of West Yellowstone may notify the County Election Administrator of its intent to conduct a mail ballot election; and

WHEREAS, the Election Administrator shall prepare a written plan, including a timetable, for the conduct of the elections and shall submit it to the Secretary of State at least 60 days prior to the date set for the election in accordance with 13-19-205 MCA; and

WHEREAS, an official ballot will be mailed to every qualified elector of the Town of West Yellowstone with the goal of increasing voter participation in the municipal elections for 2023; and

WHEREAS, the Election Administrator will have a drop off site at the Town Hall for electors who do not wish to mail their ballot; and

WHEREAS, the Election Administrator will have ADA accessible marking devices for the disabled to mark their ballot in privacy at the County Election Department; and

WHEREAS, for any election conducted by mail, ballots must be mailed no sooner than the 20th day and no later than the 15th day before Election Day and all ballots must be mailed the same day in accordance with 13-19-207, MCA.; and

WHEREAS, the Town of West Yellowstone desires to reduce barriers for qualified electors in the election process to as few barriers as possible.

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator of the Town's desire to conduct the 2023 city's general election by mail ballot in accordance with Sect. 13-19-202, MCA.

BE IT FURTHER RESOLVED THAT, the Town Council of the Town of West Yellowstone hereby notifies the Gallatin County Election Administrator that ballots should be mailed **20** days before the election.

BE IT FURTHER RESOLVED THAT, except as provided in Sect. 13-19-204, MCA, the decision to conduct an election under the provision of Sect. 13-19-202, MCA, is within the sole discretion of the Election Administrator.

BE IT FURTHER RESOLVED THAT the Town Clerk is hereby directed to forward a certified copy of this resolution to the Gallatin County Election Administrator in accordance with the provisions of Sect. 13-19-202, MCA.

BE IT FURTHER RESOLVED THAT within five (5) days of receiving this request, the Election Administrator shall respond to the West Yellowstone Town Clerk in writing, state that this request is either granted or denied for reasons specified. If granted, the Election Administrator shall prepare a plan as provided, in Sect. 1319-205, MCA.

APPROVED BY THE WEST YELLOWSTONE TOWN COUNCIL
this ____ day of _____, 2023.

Mayor

Council Member

Council Member

Council Member

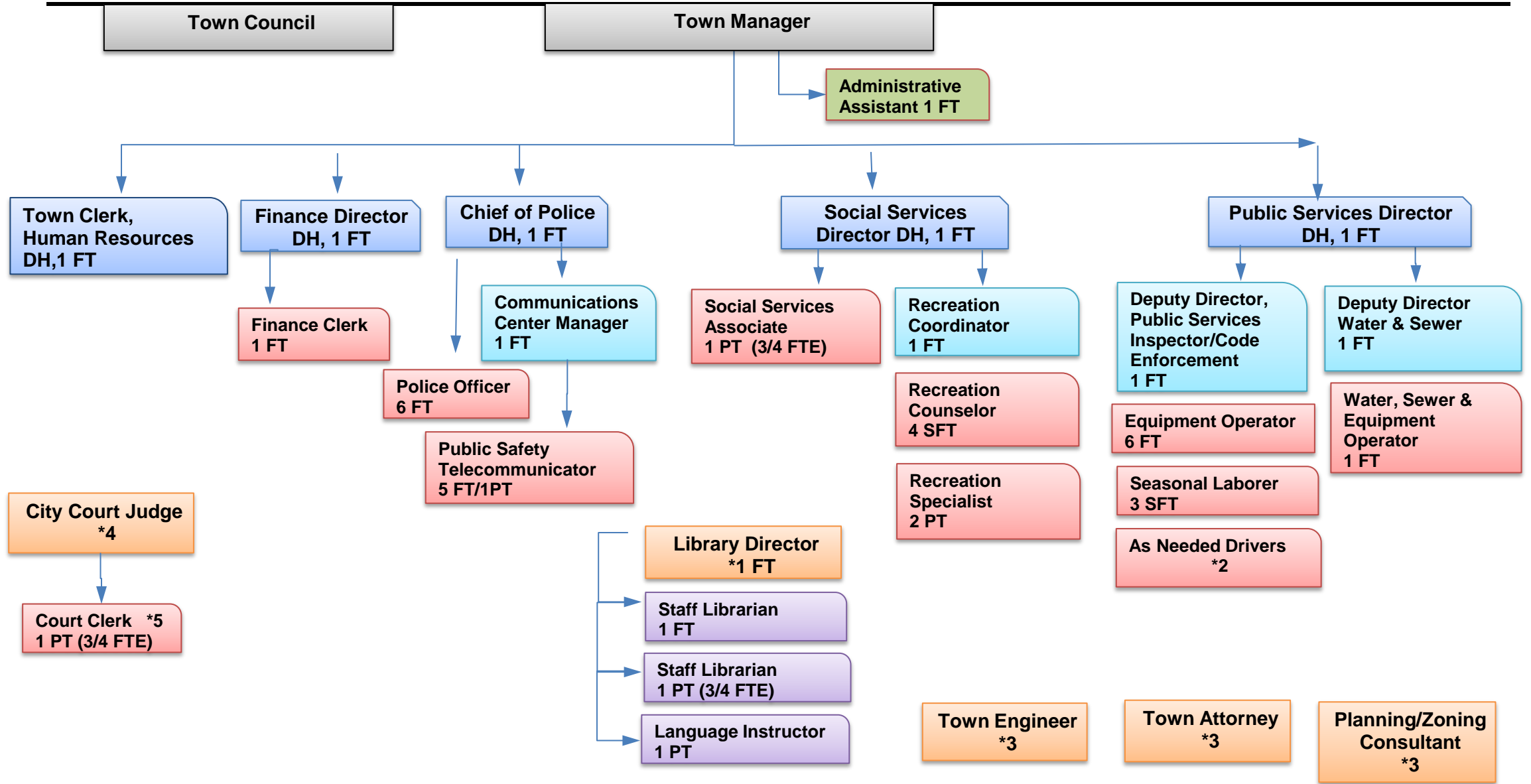
Council Member

ATTEST:



Town Clerk

Town of West Yellowstone Staffing Plan



*1: Library functions are governed by State Law and Agreements; Director is appointed by the Library Board and directs staff.

*2: List of people with CDLs will be maintained to call as needed.

*3: Employed under contract

*4: Appointed by Town Council

*5: Under supervision of the Town Manager

FT= Full-Time Status Permanent
 PT= Part-Time Status Permanent
 SFT= Full Time Status Limited Term

SPT= Part-Time Status Limited Term
 STS= Short-Term Status
 DH= Department Head



Staffing Plan Considerations July 2023

Staffing Plan Proposals:

1. Add 6th FTE Police Officer.
2. Add Human Resources to Clerk's Job Title.
3. Move Recreation Coordinator under Social Services Department.
4. Change job title from Public Services Superintendent to Public Services Director.
5. Change job title of Public Services Deputy Superintendents to Deputy Directors and add "code enforcement" to Deputy Director Public Services/Inspector.
6. Change job titles from Assistant Librarian and Children's Librarian to "Staff Librarian" x2.
7. Move one "Staff Librarian" to $\frac{3}{4}$ FTE from 1 FTE.

Justification:

1. Add 6th FTE Police Officer.

WYPD has been at the same staffing level since 1996/1997. Our records management system has changed a few times over the years, but we were able to pull Calls for Service numbers going back to 2016, here is a small sample:

2016 – 2,325

2017 – 3,963

2020 – 4,622

2022 – 5,023

2023 – (as of June 5) – 2,390

I believe every other department in town has increased personnel over this time period, it is time for the PD to adjust staffing too.

Officer Safety and 24/7 – 365 coverage issues: We currently have an LE on 24/7, 365 days a year. We currently have two-day officers, doubling as School Resource Officers, working 6 am – 6 pm. We have two-night officers, working 6 pm – 6 am. And we have one swing shift officer working 3:00 pm – 3:00 am, on one half of the week. The swing officers are also responsible for covering vacations, trainings, sick days, etc. across all shifts. This requires that person to not only move from night shifts to day shifts, but also rotate which days of the week they are working to cover shifts. I feel that it is extremely important, for officer safety, to have a second officer working most night shifts. During the day shift, multiple options exist for backup (FWP, YNP, GCSO, MHP, Forest Service, etc. Currently at night, backup is an off-duty PD officer who is likely in bed, or a Big Sky deputy (assuming availability), an hour away. Additionally, we handle twice the volume of calls between 6:00 pm and 3:00 am then we do during day shifts. The type

and nature of calls in the evening are typically more dynamic in nature, often requiring a two-officer response based on safety as well as policy and procedure. The additional officer would provide us with two officers on in the evening on all nights, except when one of the swing shift officers would be covering trainings, vacations, sick days, etc. Another officer would also allow us to better handle normal attrition within the department due to departures. New officers require a minimum of 6 months of training, after the months long process of finding and hiring a new officer. We will lose officers over the years, history proves this. Transporting prisoners to the Gallatin County Detention Center also creates staffing issues. If we have two on most nights, one officer can transport and the other covers calls in town.

2. Add Human Resources to Clerk's Job Title.

- Add title to Staffing Plan and Job Description.
- Job Description updated in 2022 to reflect new job duties, title was not updated.

Human Resources Functions added in 2022:

- Assist with the coordination of recruitment, job postings, selection, and onboarding, new employee orientations, benefits explained.
- Assists in identifying and coordinating human resources training for staff.
- Assists with employee recognition and wellness.
- Assists the Town Manager with researching and preparing for confidential collective bargaining.
- May participate as a member of the Town's collective bargaining team.

3. Move Recreation Coordinator under Social Service Department.

- Recommendation made by Answers & Consulting, Inc. in 2020 that was never implemented.
- Recreation position aligns better with the current Directors vision for self-reliance, whole health, and well-being.
- Ability to provide high quality recreational opportunities that align with that vision.
- In order to maintain a full-time Recreation Coordinator position, we need to provide sustained and ongoing year-round high quality recreational opportunities and events for all ages.
- Ability for closer supervision and evaluation of programs.
- Will need to work with the Social Services Director to reset mission, expectations, and programming for the Recreation Department.
- Review and make adjustments to Job Description if necessary.
- Parks maintenance and upkeep will remain a function of the Public Services Department.

4. Change job title from Public Works Superintendent to Public Works Director.

- Clerical adjustment to align with other department heads titles.
- Change title in the Staffing Plan and on the Job Description.

5. Change job title of Public Services Deputy Superintendents to Deputy Directors and add "code enforcement" to Deputy Director Public Services/Inspector.

- Change title in the Staffing Plan and on the Job Description.

6. Change job titles from Assistant Librarian and Children's Librarian to "Staff Librarian" x2.

- Will not change job duties or responsibilities.

7. Move one "Staff Librarian" to ¾ FTE from 1 FTE.

- This needs to be done to accurately represent benefit levels as outlined in the union contracts.

*Proposed changes to the Staffing Plan (other than adding a FTE PD Officer) will not trigger any compensation increases.