

Town of West Yellowstone

Tuesday, September 19, 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.

TOWN COUNCIL MEETING 7:00 PM

Pledge of Allegiance

Comment Period

- **Public Comment**
Jim Kitchen, Yellowstone Nature Connection
- **Council Comments**

Treasurer's & Securities Reports

Purchase Orders: #6602 to HK Contractors, paved pathway on North Electric, \$33,387.50.

Claims

Business License Applications: Yellowstone ATV, Change of Location

Consent Agenda

Minutes: **September 5, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

Public Hearing: FY 2023 Municipal Budget, Budget Amendment

ACTION ITEMS

Resolution No. 797, FY 2023 Budget Amendment

Discussion/Action

Ordinance No. 275, 2021 Fire Codes, 1st Reading

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

PHONE: 406-646-7795

MONTANA

(BUDGET ITEM)

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER

2820 - 430 262 - 365

KT

Date 9-13-23

Ship Via

Order No. 006602

Department

PUBLIC WORKS

TO: HK Contractors

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

Quantity	Description
	Paved pathway down N. Electric St.

Estimated Cost \$ 33,387.50

Authorized By _____

Requested By: _____

VENDOR COPY - White OFFICE COPY - Canary



A CRH COMPANY

HK CONTRACTORS, INC.

The Preferred Source

6350 S Yellowstone Hwy • P.O. Box 51450 • Idaho Falls, ID 83405
Phone 208-523-6600 • Fax 208-524-1426

Sand & Rock Products • Asphalt • Paving • Construction • Earthwork • Hauling

To: Town Of West Yellowstone	Contact: Jon Simms
Address: P.O. Box 1570 West Yellowstone, MT 59758	Phone: (406) 646-7609
Project Name: Pathway	Bid Number: SHG23191
Project Location: Electric St, West Yellowstone, MT	Bid Date: 9/12/2023

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
10	Prep & Pave Pathway. Excavate Out & Haul Off Unsuitable Base Material. Place & Compact 6" Of 3/4" Crushed Road Base To Proper Grades. Place Weed Sterilant Down. Place 2" Of Hot Asphalt Mix.	3,075.00	SF	\$10.50	\$32,287.50
20	Mobilization	1.00	LS	\$1,100.00	\$1,100.00
Total Price for above Items:					\$33,387.50

Total Bid Price: \$33,387.50

Notes:

- Due to the current volatility of oil pricing, a fuel surcharge will be assessed based on the total asphalt tons placed. Total asphalt tons est. is 48 tons. See the fuel surcharge chart given. Example: 48 placed tons x current weekly surcharge rate of \$1.40 = \$67.20 surcharge.

The above estimate is based off of 3,075 SF

PRICES GOOD FOR 30 DAYS WITH WORK PERFORMED DURING THE SEASON QUOTED.

1-HK does not guarantee water drainage on slopes less than 2%.

2-This bid is for the above mentioned items only.

OWNER / PRIME CONTRACTOR contracts with H-K to perform the work on the terms and conditions herein set forth and agree to pay H-K for faithful performance of the work.

Work to be paid by unit price. The total of the unit prices determined by multiplying the quoted unit prices by the total units utilized in the project.

Payment Terms: Unless otherwise specified, Owner shall pay contract price on the completion of the project or if the project takes more than one month, then upon invoice for work completed during the prior billing period. A late fee of 1.5% per month will be paid on any balance remaining unpaid for more than 30 days from the date of the invoice. In addition to all other charges, Owner agrees to pay all attorneys' fees and court costs incurred in collecting and account placed with an attorney for collection, whether or not suit is filed.

Special Provisions: AS PER ITEMS STATED ABOVE. ALL ENGINEERING, STAKING, TESTING, FEES, PERMITS BY OWNER / PRIME CONTRACTOR. ANY OTHER ITEM NOT SPECIFICALLY MENTIONED ABOVE IS NOT PART OF THIS PROPOSAL.

Special Terms: This estimate shall become a contract only after it is accepted and signed by a duly authorized agent of H-K and thereafter may be modified only by written agreement signed by duly authorized agents of both parties.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: HK Contractors, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Shane Glon 208-523-6600 shane.glon@hkcontractors.com</p>
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SUNROC CORP. DBA Depatco



CONSTRUCTION DIVISION

910 Pier View Dr., Suite 201, IDAHO FALLS, IDAHO 83402 (208) 458-4000

CONTRACT PROPOSAL

Customer: City of West Yellowstone Address:	Contact: Jon Simms Phone: 406-604-9074 Email: jsimms@townofwestyellowston
Project: West Yellowstone Concrete Project Location:	Addendum: Date:

SUNROC CORPORATION MAY WITHDRAW THIS PROPOSAL IF WRITTEN ACCEPTANCE IS NOT RECEIVED FROM THE BUYER WITHIN 15 DAYS OF THE PROPOSAL DATE

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	MOBILIZATION	1.000	LS	\$19,500.00	\$19,500.00
20	CASTING POND CONCRETE	5,340.000	SF	\$ 21.10	\$112,674.00
30	N ELECTRIC ST SIDEWALK	3,520.000	SF	\$ 14.00	\$49,280.00
40	ADA REMOVE AND REPLACE	6.000	EA	\$11,340.00	\$68,040.00
50	PREP OF ELECTRIC ST CONCRETE	3,502.000	SF	\$ 5.30	\$18,560.60
				Grand Total:	\$268,054.60

NOTES :

All Prep for casting pond to be done by others. ADA Remove and Replace is tear out, new curb, prep of ADA, and placement of new ADA. Mobilization includes MDOT requirements for out of state contractors. All our vehicles will have to be registered in Montana if we are awarded the project.

- 1.) All bonus/deduct to go to responsible party.
- 2.) Price is based on full production paving. Any downtime will be charged at standby rate.
- 3.) QC/QA for the mix at the plant and a mix design is included, all other QC/QA and/or testing by others.
- 4.) All grade to be approved by engineer/surveyor/owner prior to DePatco mobilizing to project.
- 5.) Any overruns due to poor grade will be paid as per ton price regardless of whether that is paid to the contractor by the owner.
- 6.) No items may be added or deleted from quote without prior consent of DePatco.
- 7.) Quantities are an estimate only. Contractor is responsible for verification of actual quantities. To be billed as per unit price * the actual quantity installed.
- 8.) Any handwork patching (non-paver), will be billed at per ton price plus an additional \$2.80 per sf.
- 9.) No winter conditions included.
- 10.) Surveying, testing, fees, permits, traffic control and any other items not specifically mentioned in item descriptions is by others or on a time and material basis.
- 11.) No soft spot repair is included.
- 12.) No rock excavation, blasting, and haul off and replacement of rock is included. No dewatering included.
- 13.) All electrical trenching and landscape sleeves to be done by others.
- 14.) As per Idaho State Law, all utility services are only to within 5.0' of building.

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50407		1089 Gallatin County Treasurer	1,604.00					
	06/30/23	Tech surcharge	230.00		COURT	7458 212200		101000
	06/30/23	MLEA	250.00		COURT	7467 212200		101000
	06/30/23	Public Defender	0.00		COURT	7468 212200		101000
	06/30/23	Victims Assistance	0.00		COURT	7699 212200		101000
	07/31/23	Tech surcharge	180.00		COURT	7458 212200		101000
	07/31/23	MLEA	190.00		COURT	7467 212200		101000
	07/31/23	Victims Assistance	245.00		COURT	7699 212200		101000
	08/31/23	Tech surcharge	210.00		COURT	7458 212200		101000
	08/31/23	MLEA	250.00		COURT	7467 212200		101000
	08/31/23	Victims Assistance	49.00		COURT	7699 212200		101000
50408		266 Utilities Underground Location	26.69					
	3085370	08/31/23 excavation notifications	13.34		WATER	5210 430500	357	101000
	3085370	08/31/23 excavation notifications	13.35		SEWER	5310 430600	357	101000
50409		2264 MORNING GLORY COFFEE & TEA	33.75					
	339184	09/01/23 Dispatch coffee	33.75		DISP	1000 420160	220	101000
50411	E	2964 CITI CARDS	2,756.64					
	08/04/23	EID AquariumSumRec	60.00		SUMREC	1000 460449	871	101000
	08/11/23	MusiumofRockies SumRec	360.00		SUMREC	1000 460449	871	101000
	08/16/23	APCUPSBatteryBackups	179.98		ADMIN	1000 410210	220	101000
	08/16/23	YellAerialAdventureSumRec	576.73		SUMREC	1000 460449	871	101000
	08/18/23	GravityFactorySumRec	296.80		SUMREC	1000 460449	871	101000
	08/23/23	USPSEnvelopePostage	990.00		FINADM	1000 410510	311	101000
	08/23/23	USPSEnvelopes	227.15		FINADM	1000 410510	220	101000
	08/30/23	Staples	65.98		ADMIN	1000 410210	220	101000
50413	E	2673 First Bankcard	8,388.39					
	08/04/23	Supplies	101.67		STREET	1000 430200	220	101000
	08/07/23	Water supplies	164.46		WATER	5210 430500	220	101000
	08/07/23	Park Supplies	707.13		PARKS	1000 460430	220	101000
	08/09/23	Apple.com	5.99		STREET	1000 430200	345	101000
	08/09/23	Apple.com	0.99		STREET	1000 430200	345	101000
	08/11/23	Cleaning Supplies	52.00		TWNHLL	1000 411250	220	101000
	08/12/23	Brimar Industries Signs	1,103.17		STREET	1000 430200	243	101000
	08/13/23	Adobe Pro	19.99		STREET	1000 430200	345	101000
	08/14/23	Parks Supplies	19.94		PARKS	1000 460430	220	101000
	08/15/23	EquipmentRepairsupplies	124.15		STREET	1000 430200	369	101000
	08/16/23	Int'l Code council	1,870.00*		BULDNG	1000 420531	335	101000
	08/16/23	Apple.com	5.99		STREET	1000 430200	345	101000
	08/17/23	Cleaning Supplies	214.19		TWNHLL	1000 411250	220	101000
	08/23/23	Parks Supplies	203.76		PARKS	1000 460430	220	101000

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	08/23/23	Apple.com	5.99		STREET	1000 430200	345	101000
	08/23/23	Parks supplies	489.99		PARKS	1000 460430	220	101000
	08/23/23	Copy paper	39.99		ADMIN	1000 410210	220	101000
	08/24/23	Water Supplies	75.60		WATER	5210 430500	220	101000
	08/29/23	T-Mobile	175.00		STREET	1000 430200	345	101000
	08/29/23	Supplies	52.21		STREET	1000 430200	220	101000
	08/29/23	Water Supplies	372.51		WATER	5210 430500	220	101000
	08/29/23	Park supplies	27.56		PARKS	1000 460430	220	101000
	08/30/23	Apple.com	5.99		STREET	1000 430200	345	101000
	08/31/23	Park Supplies	650.04		PARKS	1000 460430	220	101000
	09/01/23	Anchor Post Signs	714.14		STREET	1000 430200	243	101000
	09/01/23	Truck Liner	1,179.95		STREET	1000 430200	361	101000
	09/02/23	Apple.com	5.99		STREET	1000 430200	345	101000
50414	E	2673 First Bankcard	239.12					
	08/07/23	Conference	239.12		POLICE	1000 420100	370	101000
50415		151 Gallatin County WY TS/Compost	5,998.00					
	08/31/23	Household waste	5,998.00		PARKS	1000 460430	534	101000
50417		2845 Kastig, Kauffman & Mersen, PC	7,650.00					
	09/08/23	legal services 8/1/23-8/31/23	7,650.00		LEGAL	1000 411100	352	101000
	09/08/23	phone/fax	0.00		LEGAL	1000 411100	345	101000
	09/08/23	travel	0.00		LEGAL	1000 411100	373	101000
50420	E	2673 First Bankcard	2,336.93					
	08/03/23	Subscriptions	218.40		LIBRY	2220 460100	215	101000
	08/05/23	Books	19.96		LIBRY	2220 460100	215	101000
	08/08/23	Books	15.77		LIBRY	2220 460100	215	101000
	08/07/23	Books	18.97		LIBRY	2220 460100	215	101000
	08/09/23	Books	74.22		LIBRY	2220 460100	215	101000
	08/09/23	Books	213.76		LIBRY	2220 460100	215	101000
	08/09/23	Copier fee	36.25		LIBRY	2220 460100	398	101000
	08/10/23	Supplies	7.49		LIBRY	2220 460100	220	101000
	08/10/23	Books	102.48		LIBRY	2220 460100	215	101000
	08/11/23	MT Library togo E-book&Audio	1,016.43		LIBRY	2220 460100	398	101000
	08/15/23	Subscriptions	14.99		LIBRY	2220 460100	398	101000
	08/17/23	Supplies	33.34		LIBRY	2220 460100	220	101000
	08/18/23	Supplies	13.98		LIBRY	2220 460100	220	101000
	08/18/23	Books	205.51		LIBRY	2220 460100	215	101000
	08/18/23	Books	37.31		LIBRY	2220 460100	215	101000
	08/22/23	Supplies	30.99		LIBRY	2220 460100	220	101000
	08/29/23	Supplies	4.99		LIBRY	2220 460100	220	101000
	08/29/23	Books	57.23		LIBRY	2220 460100	215	101000
	08/29/23	Supplies	91.45		LIBRY	2220 460100	220	101000

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* ... Over spent expenditure

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	08/30/23	Books	16.39		LIBRY	2220 460100	215	101000
	09/01/23	Books	107.02		LIBRY	2220 460100	215	101000
50421		2546 Century Link QCC	24.52					
	653019731	08/24/23 long dist chg 406-646-7600	24.52		DISPAT	1000 420160	345	101000
50424		2558 Hebgen Basin Fire District	55,849.00					
	09/01/23	September 2023	48,294.00		FIRE	1000 420400	357	101000
	09/01/23	September 2023	7,555.00		FIRE	1000 420400	140	101000
50427		2952 DIS Technologies	834.60					
	12373	09/05/23 Monthly Managed IT	834.60		IT	1000 410580	355	101000
50428		2952 DIS Technologies	2,557.00					
	12376	09/05/23 Monthly IT	735.00		IT	1000 420160	398	101000
	12208	08/08/23 IT & Upgrade	1,822.00		DSPTCH	1000 420160	216	101000
50430	E	2673 First Bankcard	388.66					
	08/04/23	Help Fund Supplies	49.58		HELP	7010 450135	220	101000
	08/10/23	Soc Ser Supplies	15.32		SOCSER	1000 450135	220	101000
	08/13/23	Help Fund Supplies	124.57		HELP	7010 450135	220	101000
	08/22/23	Help Fund SelfReliance Fair	149.10		HELP	7010 450135	790	101000
	08/22/23	Help Fund SelfReliance Fair	8.91		HELP	7010 450135	790	101000
	08/25/23	Help Fund Supplies	23.21		HELP	7010 450135	220	101000
	09/01/23	Help Fund SelfReliance Fair	17.97		HELP	7010 450135	790	101000
50431	E	2673 First Bankcard	2,398.06					
	08/15/23	Firehole BBQ	453.07		POLICE	1000 420100	398	101000
	08/15/23	NewRadarUnittoreplacedefectone	1,825.00		POLICE	1000 420100	212	101000
	08/21/23	SocialMediaSoftware	119.99		POLICE	1000 420100	327	101000
50432		3400 Julie Brown	3,815.00					
	091323	09/13/23 Dispatch Building	757.50		DSPTCH	1000 411258	398	101000
	091323	09/13/23 Library	562.50		LIBRY	1000 411259	357	101000
	091323	09/13/23 Rendezvous Ski building	120.00		TRLHD	1000 411256	350	101000
	091323	09/13/23 Town Hall	1,650.00		TWNHLL	1000 411250	357	101000
	091323	09/13/23 Povah Building	725.00		POVAH	1000 411255	350	101000
50462		2195 Code Publishing Company	245.00					
	0011842	08/31/23 MunicipalCodeNewPages	245.00		ADMIN	1000 410210	398	101000

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* ... Over spent expenditure

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50463		3218 Shred the Thread	350.00					
	0023-24-01	08/29/23 SumRecTshirtttransfers	350.00		SUMREC	1000 460449	220	101000
50464		171 Montana Food Bank Network	625.03					
	30771-1	07/13/23 Food Bank Supplies	625.03		HELP	7010 450135	220	101000
50465		533 Market Place	57.11					
	08/10/23	Sum Rec Supplies	28.76		SUMREC	1000 460449	220	101000
	08/22/23	Fruit,Frozenfood	28.35		POLICE	1000 420230	220	101000
50466		135 Food Roundup	440.58					
	08/31/23	Sum Rec Supplies	440.58		SUMREC	1000 460449	220	101000
50467		3242 Fisher's Technology	604.86					
	08/02/23	Dispatch supplies	604.86		DSPTCH	1000 420160	220	101000
50468		155 MT Dept of Justice	1,390.22					
	24-08-148	08/25/23 CJINS2licenses7/1/23-6/30/2	1,390.22		DSPTCH	1000 420160	398	101000
50469		2 Forsgren Associates P.A.	15,378.75					
	123355	08/25/23 Task2022-03W&SExtentPlansBthrm	2,689.37		WATER	5210 430500	354	101000
	123355	08/25/23 Task2022-03W&SExtentPlansBthrm	2,689.38		SEWER	5310 430600	354	101000
	123355	08/25/23 WWCollectionFPS/PER	10,000.00		WATER	5210 430500	398	101000
50470		3430 KOCH'S Tennis Court Service	29,870.00					
	09/01/23	Resurface twoTennisCourts	29,870.00		PARKS	4000 460430	936	101000
50471		999999 DANIEL KORLIKER, BUFFALO RIDER	500.00					
	09/13/23	RefundResortTaxBondKorliker	500.00		RT	2100 214000		101000
50472		999999 ASHLEY WEAVER-BARE IT ALL LTD	500.00					
	09/13/23	Refund ResortTaxBondWeaver	500.00		RT	2100 214000		101000
50473		999999 J MARK MARTIN-PURSUIT E-BIKES	500.00					
	09/13/23	RefundResortTaxBondPursuit	500.00		RT	2100 214000		101000
50474		999999 JONATHAN RESENDIZ-TAQUERIA	500.00					
	09/13/23	RefundResortTaxBondResendiz	500.00		RT	2100 214000		101000

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* ... Over spent expenditure

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50475		999999 MARY A.B. GALLARDO-ISLAND BBQ	500.00					
	09/13/23	RefundResortTaxBondGallardo	500.00		RT	2100 214000		101000
50476		999999 DARCY LAGANA-YELL TETON TOURS	500.00					
	09/13/23	RefundResortTaxBondLagana	500.00		RT	2100 214000		101000
50477		999999 DEREK DRAIMIN-MONTANA ADVENTURE	500.00					
	09/13/23	RefundResortTaxBondDrainin	500.00		RT	2100 214000		101000
50478		999999 BRANDIN MALDEWIN	31.09					
	09/13/23	RefundonOverpaymentonUtilities	31.09		WATER	5210 214100		101000
50479		2500 Black Mountain Productions	12,441.70					
	09/07/23	Music in the ParkFinalpymnt	12,441.70		MAP	2101 410130 398		101000
50480		40 Jerry's Enterprises	454.91					
	08/31/23	Fuel	354.91		STREET	1000 430200 231		101000
	082223-1	08/22/23 Fuel Voucher	60.00		HELP	7010 450135 231		101000
	081623-1	08/16/23 Fuel Voucher	40.00		HELP	7010 450135 231		101000
50481		3226 Peggy Russell	36.44					
	08/03/22	Bulk Mailing postage	7.32		WATER	5210 430500 311		101000
	08/03/22	Bulk Mailing postage	7.32		SEWER	5310 430600 311		101000
	09/27/22	Police postage	4.50		POLICE	1000 420100 311		101000
	03/15/23	Court Postage	17.30		COURT	1000 410360 311		101000
50482		3280 Fall River Propane	120.00					
	2567174	09/01/23 Propane Tank Rental	120.00		WATER	5210 430500 870		101000
50483		3212 Mike's Mobile Auto and Diesel	1,907.00					
	175	09/02/23 Repairs	1,907.00		STREET	1000 430200 361		101000
50484		254 Firehole Fill Up/Economart	15.20					
	175	08/17/23 Fuel-Propane	15.20		STREET	1000 430200 231		101000
50485		65 T & E	7,931.47					
	0463885	08/29/23 Repair parts	487.35		STREET	1000 430200 369		101000
	0463687	08/25/23 Repair parts	7,444.12		STREET	1000 430200 369		101000

09/14/23
15:23:46

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/23

Page: 6 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
50486		764 General Distributing Co.	68.88					
	1283628	08/31/23 Welding supplies	68.88		STREET	1000 430200	231	101000
50487		2099 Quick Print of West Yellowstone	93.71					
	18016	08/04/23 Water Supplies	22.24		WATER	5210 430500	220	101000
	18138	08/25/23 Water Supplies	8.49		WATER	5210 430500	220	101000
	18188	09/05/23 Water Supplies sm equipment	62.98		WATER	5210 430500	212	101000
50488		3241 Bridger Analytical Lab	300.00					
	2309116	09/08/23 Testing samples	300.00		WATER	5210 430500	348	101000
50489		3003 Kyle Tanner	200.00					
	09/11/23	Uniform reimbursment	200.00		BLDNG	1000 420531	226	101000
50490		3309 AQUAPRO	7,321.82					
	A23251	09/05/23 12 3/4" meters	4,996.12		WATER	5210 430500	220	101000
	A23250	09/05/23 Water supplies	585.62		WATER	5210 430500	220	101000
	A23243	09/05/23 Hydrant Repair supplies	1,740.08		WATER	5210 430550	369	101000
50491		3422 Sprinter Heating & Air LLC	23,530.46					
	20235	08/31/23 Boiler Repairs PW Shop	3,606.78		STREET	1000 430200	357	101000
	20216	08/29/23 HVAC upgrades Police	3,600.00		POLICE	1000 411258	920	101000
	20241	09/01/23 Library Service Systems	2,301.60		LIBRY	1000 411259	357	101000
	20258	09/08/23 HVAC in Chief's Office	6,910.40		POLICE	1000 411258	920	101000
	20281	09/13/23 HVAC Services Povah	2,947.04		POVAH	1000 411255	350	101000
	20282	09/13/23 HVAC Services Town Hall	3,264.64		TWNHLL	1000 411250	357	101000
	20252	09/06/23 Service to all Systems Learnin	900.00		LRNCTR	1000 411254	350	101000
50492		1372 MONTANA SUPREME COURT	550.00					
	Judge	04/14/23 Fall JudgeTraining9/25-28/23	300.00		COURT	1000 410360	380	101000
	Clerk	04/14/23 Fall ClerkTraining 9/26-28/23	250.00		COURT	1000 410360	380	101000
50493		3431 Abril Garcia	90.00					
	04/06/23	Court Interpreter	90.00		COURT	1000 410360	350	101000
50494		2903 Kerry Parker	1,040.40					
	09/13/23	SpringTraining April 2023	586.12		COURT	1000 410360	370	101000
	09/13/23	Fall Training Sept 2023	454.28		COURT	1000 410360	370	101000

09/14/23
15:23:46

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 9/23

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
50495		3327 Larry Jent	746.71					
	09/13/23	Fall Training 9/25-29/23	746.71		COURT	1000 410360	370	101000
		# of Claims 50	Total: 204,241.70					
		Total Electronic Claims	16,507.80	Total Non-Electronic Claims		187733.90		

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$129,491.43
2100 Local Option Taxation-Resort Tax	
101000 CASH	\$3,500.00
2101 Marketing & Promotions (MAP)	
101000 CASH	\$12,441.70
2220 Library	
101000 CASH	\$2,336.93
4000 Capital Projects/Equipment	
101000 CASH	\$29,870.00
5210 Water Operating Fund	
101000 CASH	\$21,189.22
5310 Sewer Operating Fund	
101000 CASH	\$2,710.05
7010 Social Services/Help Fund	
101000 CASH	\$1,098.37
7458 Court Surcharge HB176	
101000 CASH	\$620.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$690.00
7468 Public Defender Fee	
101000 CASH	\$0.00
7699 Victims Assistance Program	
101000 CASH	\$294.00
Total:	\$204,241.70



Revised

Town of West Yellowstone Business License Application

Business Name: Yellowstone ATV
 Applicant: Robert Quattlebaum
 Contact Person: Robert Quattlebaum
 Mailing Address: P.O. Box 394
 Physical Address of Business: 12 North Electric Street, West Yellowstone, MT
 Phone Number: 406-640-2643 Fax Number: _____
 Email Address: RQB@BAUM@Gmail.com Website: www.yellowstoneatv.com

Signature of Property Owner of Record: [Signature]

Subdivision: Old Town
 Block: 26 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.

Side by Side (ATV) Rental 8 units

Business License Fee: \$ _____
 Resort Tax Bond: \$ _____

[Signature]
 Signature of Applicant

Total Amount Due: \$ _____

Signature of Applicant
8-15-2023
 Date

FOR OFFICE USE ONLY			
Date Approved: _____	<input type="checkbox"/> Town Council	<input type="checkbox"/> Administration	_____
Date _____	Check # _____	Amount \$ _____	License # _____
SCN _____	BLP _____	STX _____	RDX _____

August 16, 2023

We are requesting that you approve the parking plan to include a summer lease agreement with Yellowstone ATV (Russ Quattlebaum) for the summer months when we are not operating snowmobiles located at 15 Electric Street. We call this building the Bears Den, located at 15 Electric Street.

A quick history of the building will show that the building was originally built in 1991 and had 4 apartments, a snowmobile storage and operation, and a youth activity center, The Bears Den Activity Center. In 1997, we ceased operating the activity center and added a small movie theater. The theater utilized part of the snowmobile storage space. At this time we went through the parking review and in addition to the spaces provided for the activity center, purchased seven in lieu of parking spaces. The council approved these changes. We closed the Bears Den Cinema in September of 2016 and in 2017 were able to convert the vacated space to four badly needed employee studio apartments.

The new apartments required only six parking spaces. We currently have 13 parking spaces on property and 7 'in lieu' spaces purchased at the time of the theater insertion. The snowmobile rental operation was designed to be a part of the Three Bear Lodge operation. Most snowmobile and snowcoach patrons are part of an all-inclusive package. At Three Bear Lodge we handle the check-in of guests, fill out paperwork, handle payments, and outfit their snowmobile clothing. At this point, the patrons walk through our parking lot to the snowmobile staging area for orientation. We have never used the front of the Bears Den for snowmobile patron parking.

The retail area of the lobby where Yellowstone ATV would operate is 430 sq ft.
The building main floor area has a total open area of 1040 sq ft.
Restrooms are available for employee and customer use.

Thank you,

Travis Watt
GM, Three Bear Lodge
406-646-7353

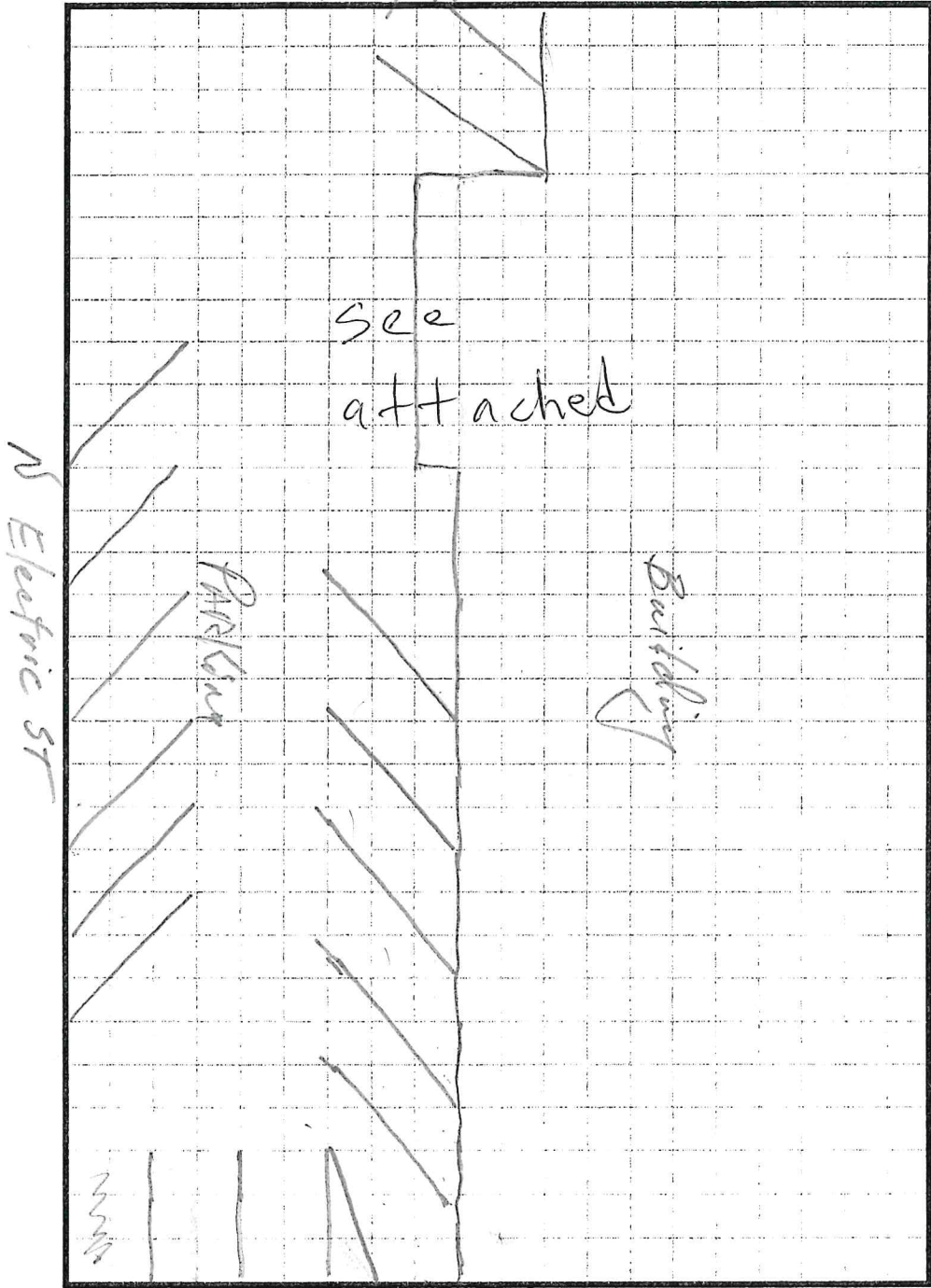
Site Plan

Business Name: Yellowstone ATV

Business Owner: Robert Quattblom

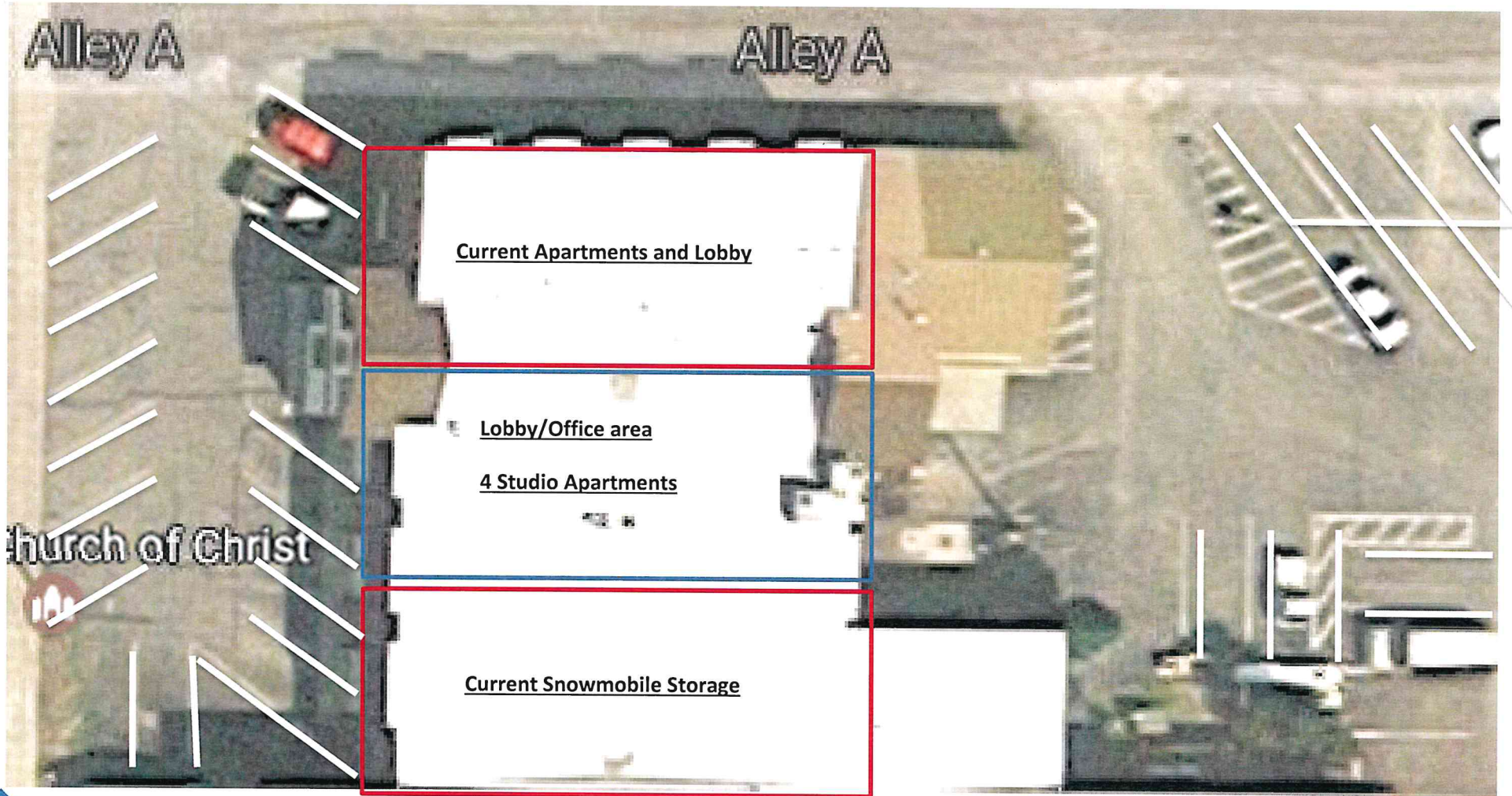
Business Street Address: 12 N. Electric Street

Block: 26 Lot: 9 Subdivision: Old Town
Alley A



Scale: 1 inch = 20 feet

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



**The Bears Den Apartments
15 Electric Street**

From: [Kyle Tanner](#)
To: [Elizabeth Roos](#)
Subject: 15 Electric St Bears Den, Yellowstone ATV and Geyser gear summer parking calculations
Date: Wednesday, September 13, 2023 11:06:54 AM

1. Bears den 8 apartments X 1.5 = 12 parking spaces
2. Yellowstone ATV parking is by seats similar to snow coaches. 8 utvs with 18 seats divided by 3 = 6 parking spaces
3. Geyser gear parking is general business at 3.6* short term parking. 430 sqf divided by 1000 = .43 X 3.6= 1.54 rounded up to 2 parking spaces
4. 12 + 6 + 2 = 20 space needed of the 20 spaces available.
5. Parking is sufficient.

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
September 5, 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, Chief of Police Mike Gavagan, Town Clerk Liz Roos, Town Attorney Jane Mersen by Zoom

The meeting is called to order by Mayor Travis Watt at 7:00 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.

Public Comment Period

Dr. Debra Fountain, the newly hired superintendent for the West Yellowstone School, introduces herself. She explains that the school is struggling, they are running on a skeleton staff, lack a shop teacher, an art teacher, and even hired her two adult children to teach this year. She says the lack of affordable housing is a huge problem, they have five teachers living in Island Park and worries about what they will do if the road is closed this winter. She says they cannot afford basic needs in West Yellowstone on a teachers salary. Fountain says that she is here to ask for help. Test scores from last year were recently released and they need a lot of help there, too. She asks the Town to do whatever they can to help with affordable housing for teachers.

Council Comments

Mathews thanks the Police Department for their help with recent school trainings. Benike also thanks the Town for assistance with the Wretched Mess Arts Fest.

ACTION TAKEN

- 1) Motion carried to approve Purchase Order #6589 to Mountain West Precast for \$71,236 for a pre-fab 2-stall restroom at the tennis courts. (McBirnie, Benike)
- 2) Motion carried to approve Purchase Order #6604 to Sprinter Heating & Hydronics to spray closed cell insulation to seal the roof at the Town Hall for \$71,200. (Mathews, Benike)
- 3) Motion carried to approve the claims, which total \$191,347.19. (McBirnie, Benike)
- 4) Motion carried to approve the minutes of the August 22, 2023 Town Council Meeting with the correction that Brian Benike was present by Zoom. (McBirnie, Benike) Griffith is opposed.
- 5) Motion carried to approve the Marketing and Promotions Fund Big Event Proposal. (McBirnie, Benike) Griffith is opposed.
- 6) Motion carried to approve Resolution No. 796, a resolution to lift the open container ordinance for a fly casting event on September 10, 2023 between the hours of 5:00 pm and 10:00 pm at the Bob Jacklin Casting Pond. (McBirnie, Benike)
- 7) Motion carried to direct staff to draft a resolution to proclaim the name of the casting pond as the Bob Jacklin Casting Pond. (Griffith, McBirnie)
- 8) Motion carried to approve the site plan for 321 Hayden Street for a 2-story storage/residential building. (Mathews, Griffith) Benike and McBirnie abstain.

- 9) Motion carried to approve the site plan for the 17 Madison Avenue drive-through with the understanding that the Town will be listed as additionally insured on the liability insurance policy. (Griffith, McBirnie)

DISCUSSION

- 5) John Greve explains that the Marketing and Promotions Fund Advisory Board has previously had a limit of \$40,000 award per event, but would like to sponsor a big event and support it up to \$100,000. He explains they have averaged about \$80,000 in awards per year for 16 years, but the fund currently has \$233,000. He says they have discussed raising the cap for each event, which they have done in the past. The Council discusses the guidelines for the MAP Fund and changes that have been made over the years. Greve explains that they did consider blacking out certain dates but decided to consider all applications. He explains that they intend to solicit for events by January 2024 and accept applications for five months. Greve explains that events that apply for this specific funding will not have be limited to 35% of the event cost as is required of other events. Griffith suggests that the board consider increasing the 35% limitation rather than putting \$100,000 towards one event.
- 8) KC Tanner, Deputy Public Services Director/Building Official, presents the site plan for 321 Hayden. He reports that a site plan for this property was approved previously and this is an update. He says that the plans meet the regulations. McBirnie comments that the housing units in the building will be long-term residential and not used for employee housing. He intends to provide housing for employees of police, fire, school, etc. The council discusses including directional arrows for the parking inside the building and direct Tanner to add that to the site plan.
- 9) Tanner explains that the drive-through has been reviewed by DRG and Planning. A drive-through beacon system will be installed to warn cars and pedestrians. Tannr explains that the owner has also agreed that there will be no off-premises signage. They also discuss painting the curb. They decide the Town will be responsible to paint the curb in order to designate the drive-through.
- A) **Town Manager & Staff Reports:** Town Manager reports that he was out of the office last week, fishing in Alaska. The fishing was great, the weather was not. The wastewater treatment plant project is proceeding. All replies from Forsgren Associates and Aero-Mod have been sent to Montana DEQ and they are waiting for a response. They received confirmation from Forsgren Associates that MMIA will be here Thursday to evaluate the building for an insurance claim, as contracted by MMIA. He will be attending the Montana Planners Association conference in Helena for the next meeting and will attend by Zoom. He also mentions that he is working through a potential lease with Verizon Wireless for a new cell phone tower on the west side of Town.

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

Mayor

ATTEST:

Town Clerk

Police Department - Department Head(s) Report September 7 – September 13, 2023

- 145 Calls for service
- 16 Citations issued
- 25 Warnings
- 1 Arrest
- 7 new cases generated
- 21 Public Assists
- 9 Agency Assists
- Calls included traffic stops, school resource officer calls, illegal camping, animal complaints, vehicle crashes (4), Welfare Checks, 911 calls, lost/found articles, parking, suspicious persons/activity, citizen assists, Theft (2), Agency Assists, Search & Rescue (2), Reckless Driving, Domestic, Missing Persons (3), parking, Identity Theft, Garbage and other fun stuff.
- Follow-up with Steve Crawford, head of DCI Narcotics and Human Trafficking. DCI is going to get involved in a drug investigation we are conducting. We also have his Human Trafficking guy coming to West the last week of November to conduct two separate trainings. He will be conducting training for the police officers and then conducting training for the community. We will be hosting a community education event for hotel managers and employees, restaurant managers and employees, as well as the general public on Human Trafficking. These community members likely interface with potential human traffickers more than law enforcement. This training will be designed to teach what to look for, appropriate questions to ask, how to report, see something say something, etc.
- WYPD hosted a train-the-trainer training class for the WRAP. The WRAP is a transport restraint system for combative prisoners. It is a very safe (for both the subject and the LE) system to use for transporting combative and uncooperative prisoners. 5 PD officers, 2 GCSO deputies, and 1 Fire Chief are now certified trainers of this device.
- We had three missing person calls this last week and two Search & Rescue events. Stressful!
- We have started to promote a ride-a-long program as a community interaction event. We are offering to provide a 2 – 3 hour ride-a-long with a police officers to engage, interact, and educate the community on what an officer in our community does. Our last ride-a-long was a guy visiting the area from California who is trying to become a police officer. He will likely be putting in an application.
- On our Facebook page, the PD has started Town Ordinance Tuesday. Every two weeks, we will be posting a different town ordinance. Our hope is to educate the community about the various ordinances in town and to stimulate so conversation about them. Should be educational for the PD and the community.
- We will be conducting firearms training at the WYSSA range next Wednesday with a qualification.
- Brenda met with Ryan, Tyler and Jason with Central Square to discuss go live plans. With the delays we have had, due to call volume and covering shifts, we may have to push the go live date back further in the year.

- John Hinkle from Gallatin County came to the PD to help navigate integrations of Central Square and spent the day working with Brenda.
- Brenda finished the ISO report information for Chief Grube.
- We have had several issues with the camera system, trying to work through those with DIS, they did say our camera system is getting out of date and we will need to plan on replacing some of the elements in the future.
- Brenda and Bonnie will be out of the office from 9/19 – 9/21 for training in Bozeman.
- The new resident GCSO Deputy is scheduled to start in West sometime next week, fingers crossed.
- The PD and HBFD's first joint quarterly training event is scheduled for October 4th. Tentative training for that day will be a table top discussion on Rescue Task Force, we will be going over the PD issued trauma kits and how to use the items in it, and we will be training the FD personnel on how to use the WRAP.

Until next week,

Mike & Brenda

Public Services Dept. Bi-Weekly Report: Sept 1st through Sept 14th, 2023

Work Performed

Cremation: Tom Koelzer. Grading: ongoing. Begin running York Rake throughout the town snow parks and old airport to clean everything up. Vehicle and equipment maintenance: ongoing, our fleet is old and it's a constant battle to keep things running. HVAC building upgrades: ongoing. Manhole inspections for the facilities planning study: ongoing. Continue filling in low spots within each snow storage area. Work on casting pond: ongoing. Street sweeping, brooming aprons in alleyways and sidewalks: ongoing. Signage updates and pole repairs: ongoing. Performed water samples and WW samples. Rake off surface debris from Cell B at sewage lagoon, redirect flows within IP cells. Replace flush sensors, hand dryers, door handles, closers, doorway thresholds, wax rings on toilets, stall door hardware, light fixtures, and cadets in facilities as needed. Water and SAS inspections: ongoing. Continue installing utility locate whiskers 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. 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. Restock supplies at public works shop and reorganize our stock at town park. Continue to adjust and tighten hardware on all playground equipment, door closer and lavatory fixtures. Clean out signage trailer and roll off container at PW shop. Sightline hazards and tree work. Continue to fill in potholes along town streets, alleyways 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, brush and debris around town. Working on intersection sightline hazards. 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. Crews continue to study and practice pre-trips for CDL examination. Trash route and litter collection: ongoing.

Administrative

Continue lining up projects and go over scheduling with contractors. Spoke with vendors on equipment upgrades and repairs. Line up cremation service. Set up leadership training for KC and Vely at MSU. Coordinated HVAC services with Sprinter heating and cooling, inspections, and repairs, set up duct cleaning. Continuing to look for a good dumping location for spoils from the street sweeper and from other miscellaneous work detail debris. The former 20 acres we had at the WW plant was our old spot, now we're having a hard time finding a new location for spoils. If anyone has solutions or good ideas please contact me. Meetings with DEQ, Engineers, Department Heads and Utility Providers. Met with Joe Moore regarding upcoming casting pond phasing. Met with Bridger Built general contractors to get the town hall building repaired where water intrusion has taken place over the years. Lined them up to replace the first 2 rows of wood sheathing, underlayment, and shingles on the north and east sides of town hall as well as the dormer on the south end. Coordinate with Behm Electric to eliminate power supply to more of the streetlights along Highway 20 that are crumbling and falling down. Have Tyler

Behm add additional service outlets at city park, reached out to look at lighting upgrades needed at the PW Shop. Met with Ed Geiger regarding security camera needs to help mitigate vandalism. Set up accounts with Reo-link and T-Mobile for remote access and recording capabilities. Met with contractor regarding sewer and water upgrades. Coordinate with John Deere on newly leased 772 grader and arrival time. Line up extra cleaning for Whiskey Spring holding tank this fall. Spoke with Liberty Lawn and Landscape about weed control in town. Line up Kenco Security to come down and service monitoring panel at town hall. Working on coordinating the light pole replacement project with ES2 Engineering/ Rocky Mountain Electric, get things moving along. Working with Ark Lock and Security to look at options for access controls/ software into town hall and the community center. Help lineup install of kiosks at casting pond and trailhead. Tri State dug without calling in a locate and this led to them cutting through the mainline power going out to our chlorine building on the north side of the new bike trail. I keep reminding them of how important it is to call 811 locates in prior to digging. Met with HK Contractors for bid on the installation of a new sidewalk on N. Electric St. from Alley D to the Madison Apartments (this will be an asphalt walkway). Discuss townwide concerns about sidewalk issues with residents. Setup meeting with KM Construction on sidewalk repairs for next week. Coordinating the updates to strobes and radios on our fleet vehicles with our vendor, Jeff Gurr. Fill in shifts on equipment, trash route, litter collection and skimming suspended sewage from Cell B at WW lagoon as needed. Continued SAS line, field verification and manhole inspections for Forsgren Engineering. Dealt with staff issues, forwarded paperwork to the town attorney regarding personnel problems. Spoke with Musgrove Engineering on lighting standards and requirements for miscellaneous projects. Continue to put out building cleaning and trash route rotation schedule for public works crew. Let our part-time/ seasonal employees know that their last day for the year will be October 6th. 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

9/5/23; Water/Wastewater rounds. water bacteria samples and wastewater Effluent samples taken and delivered to the labs.

9/6/23; Water/Wastewater rounds. working on Altitude valve at water tank repairing and adjusting. Working on water services inspections for lead and copper inventory.

9/7/23; Water/Wastewater rounds. Completing CCR certification report for EPA-DEQ they have now Accepted the certification. Lagoon adjustments on I/P beds. Lead and copper inventory-paper work.

9/8/23; Water/Wastewater rounds. Working on air relief valve in water well #4 Manhole inspections, lift station Maintenance- Electrical and controls.

9/11/23; Vacation

9/12/23; Vacation- had to deal with a customer on a business license with Peggy

9/13/23; Water/ Wastewater rounds. shutting down water well #4 for the season and Winterizing. Whisky springs is now the primary source of water that the town is using, the spring has increased flow about 300 GPM this saves the town money not running the pumps.

9/14/23; Water/Wastewater rounds. working on FPS study with Forsgren Engineering collecting manhole and sewer line info for them. Lead and copper inventory paper work.

If you have any Questions please contact me. Jon Brown

From: [Kyle Tanner](#)
To: [Jon Simms](#)
Cc: [Elizabeth Roos](#); [Dan Walker](#)
Subject: Bullet points 9/14/2023
Date: Thursday, September 14, 2023 9:47:26 AM

Bullet points 9/14/2023

#1 building inspection, owner \ engineer meeting 432 parkway A

#2 concrete inspection for 517 DeLacey Ave

#3 hold down inspection for 512 Gibbon Ave

#4 framing inspection for 300 Nez perce

#5 final inspection 316 Lewis

#6 parking review 15 Electric



SEPTEMBER 15, 2023

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Facilitated meetings for the Health Care Services Advisory Board, Downtown Improvement District, and Marketing & Promotions Fund Advisory Board
- Responded to multiple emails regarding the terminated lease for the Union Pacific Dining Lodge with the Fly Fishing Federation. The lease was signed in 1981 for 50 years, but the FFF moved out of the building in 1994. I cannot find the original lease or termination letter, but I have found references in the Town Council minutes from 1994 about the FFF abandoning the building and moving to Livingston. We just figured out today that the individual that is making the inquiries is the same individual that caused a fair amount of disruption two years ago because he is convinced the Forest Fenn treasure is buried in the vicinity of the UPDL or Museum. (And no, he does not believe that the treasure has already been found.)
- Transferred and set up new phones/email accounts for Public Works department
- Prepared agenda and packet for 9.19.23 Town Council Meeting





Week of 09.11.2023

- Prepared for the 09.19.2023 Town Council meeting.
- Attended the West Yellowstone Engineering monthly meeting.
- Attended the West Yellowstone Project call regarding the WWTP.
- Sent out the Uniform Application regarding the WWTP.
- Worked on Annual Financial Report.
- Reconciled court account.
- Applied scholarships to summer rec recipients.

SOCIAL SERVICE OFFICE

WEEKLY HIGHLIGHTS

SEPT 8-14, 2023

- We are receiving food from businesses as they are closing for the season
- Loaning out medical equipment
- Sharing bread and produce with the Senior Center
- Security cameras are being installed in the basement and exterior of the building
- Several emergency boxes prepared for individuals
- TEFAP food from Bozeman was picked up by Dianna
- Busy promoting the upcoming Self-Care Fair

TOWN OF WEST YELLOWSTONE

NOTICE OF PUBLIC HEARING

The Town Council of the Town of West Yellowstone will hold a formal amended budget hearing for the fiscal year 2022-2023. Said hearing will be held during the regular Town Council meeting, Tuesday, September 19, 2023, which begins at 7:00 PM, The hearing will be held in the Town Hall Council Chambers, located at 440 Yellowstone Avenue.

The public hearing will review the 911 Emergency fund for the fiscal year 2022-2023. The Public is invited to attend, and any taxpayer or resident may be heard, for or against, any portion of the proposed amended budget.

The proposed amended budget is available for public review at the Town Offices, located at 440 Yellowstone Avenue, West Yellowstone, Montana. Personnel at the Town Offices can be reached at 406-646-7795.



RESOLUTION NO. 797

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, IN THE COUNTY OF GALLATIN AND STATE OF MONTANA TO
AMEND THE BUDGET FOR THE FISCAL YEAR 2022-2023**

WHEREAS, the Town is required to reflect changes to the budget by resolution and,

WHEREAS, the 911 Emergency Special Revenue fund has expended more than anticipated for the new radio tower for this fiscal year and,

WHEREAS, the total authorization of expenditure for the 911 Emergency Special Revenue fund has been exceeded by \$71,289.46

**BE IT HEREBY RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF WEST YELLOWSTONE, MONTANA:**

1. That the Fiscal Year 2022-2023 911 Emergency Special Revenue fund expenditure budget be amended to reflect an authorization of the total cash available of \$71,289.46.

**PASSED AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF WEST
YELLOWSTONE, MONTANA, THIS 19th DAY OF SEPTEMBER 2023 AND
APPROVED BY THE MAYOR OF THE TOWN OF WEST YELLOWSTONE.**

Mayor Travis Watt

Council Member Brian Benike

Council Member Lisa Griffith

Council Member Jeff McBirnie

Council Member Jeff Matthews

ATTEST:



Town Clerk Elizabeth Roos

ORDINANCE No. 275

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WEST YELLOWSTONE AMENDING THE WEST YELLOWSTONE MUNICIPAL CODE TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL FIRE CODE WITH CERTAIN APPENDICES, AMENDING SECTION 15.04.130.

WHEREAS, the Town Council of the Town of West Yellowstone believes that regulating development, businesses and the construction of buildings to comply with the most recent version of the International Fire Code is in the best interests of the health, safety and welfare of the citizens of West Yellowstone; and

WHEREAS, the Montana Department of Justice, through A.R.M 23.12.601, adopted the 2021 Edition of the International Fire Code with certain appendices which the Town should also adopt; and

WHEREAS, the Town Council of the Town of West Yellowstone, at a duly notice meeting on _____, 2023, read this Ordinance and on _____ held a duly noticed public hearing for the second reading of this Ordinance at which time it allowed for public comment on the Ordinance; and

WHEREAS, upon second reading, the Town Council determined that adoption of the most current version of the International Fire Code was in the best interests of the citizens of the Town.

NOW THEREFORE, BE IT ORDAINED by the Town Council of the Town of West Yellowstone that Section 15.04.130 be amended to adopt the 2021 International Fire Code, along with Appendix B-Fire Flows, Appendix C-Hydrants, Appendix D-Access Roads Sections D101-D105.3 and Appendix I- Fire Protection Systems Non-Compliant Conditions.

REPEALER: All ordinances and parts of ordinances in conflict with provisions of this ordinance, except as provided above, are hereby amended or repealed.

EFFECTIVE DATE: This ordinance shall be in full force and effect thirty (30) days after final adoption by the Town Council of the Town of West Yellowstone.

SEVERABILITY: If any portion of this ordinance or the application therefore to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which may be given effect without the invalid provisions or application and, to this end, the provisions of this ordinance are declared to be severable.

PASSED BY the Town Council and approved by the Mayor of the Town of West Yellowstone, Montana, this ____ day of _____, 2023.

Mayor Travis Watt

Council Member Jeff Mathews

Council Member Brian Benike

Council Member Jeff McBirnie

Council Member Lisa Griffith

ATTEST:



Town Clerk Elizabeth Roos