

Town of West Yellowstone

Tuesday, November 21, 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

6:00 PM

Facilities Planning Study

Discussion

TOWN COUNCIL MEETING

7:00 PM

Pledge of Allegiance

Comment Period

- Public Comment
- Council Comments

Treasurer's & Securities Reports

Purchase Orders: #5967 to Elemental Solutions Group, scada system for Madison lift station, \$19,600.00.

Claims

Business License Applications

Consent Agenda

Minutes: **November 7, 2023 Town Council Meeting**

Town Manager & Staff Reports

Advisory Board Reports

ACTION ITEMS

Business Improvement Advisory Board Recommendations

- Western Transportation Institute Proposal, Traffic Calming Measures
- Reimagining Rural

Discussion/Action

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 Budgeted

PHONE: 406-646-7795

FAX: 406-646-7511

info@townofwestyellowstone.com

PURCHASE ORDER 5310-430630-941 KA

Date 11-16-23

Ship Via

Order No. 005967

Department Public Works

TO: Elemental Solutions Group

ADDRESS:

PLEASE FURNISH THE TOWN OF WEST YELLOWSTONE WITH:

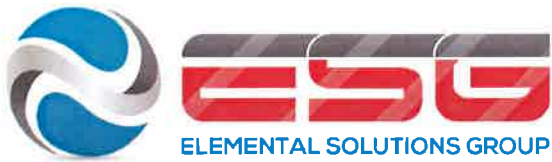
Quantity	Description
	Scada System for Madison Lift Station

Estimated Cost \$ 19,600.⁰⁰

Authorized By

Requested By:

VENDOR COPY - White OFFICE COPY - Canary



ELEMENTAL SOLUTIONS GROUP

21 Dons Way, Blackfoot, ID 83221
 833-473-0693
 accounting@e-sgroup.com

Invoice

Invoice Date	Invoice #
11/7/2023	E232E015

Bill To
Town of West Yellowstone Attn: Peggy Russell PO Box 1570 West Yellowstone, MT 59758

Ship To
Town of West Yellowstone Attn: Jon Brown 440 Yellowstone Avenue West Yellowstone, MT 59758

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
JB	Net 30	BLS	11/7/2023	UPS		

Quantity	Description	Price Each	Amount
1	One - Duplex NEMA 1 wall mount control panel for operation on a 480-volt 3 phase 3 wire service. Controls to operate two 10 HP motors on a pump down mode	18,500.00	18,500.00
1	Freight	1,100.00	1,100.00

Thank you for your business.	Sales Tax (0.0%)	\$0.00
	Subtotal	\$19,600.00

11/17/23
11:53:45

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/23

Page: 1 of 8
Report ID: AP100

For dates posted from 11/07/23 to 11/17/23, FSB - Operating account
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50596		1089 Gallatin County Treasurer	759.00					
	Sept2023	09/30/23 Tech surcharge	230.00		COURT	7458 212200		101000
	Sept2023	09/30/23 MLEA	280.00		COURT	7467 212200		101000
	Sept2023	09/30/23 Victims Assistance	49.00		COURT	7699 212200		101000
	Oct2023	10/31/23 Tech surcharge	80.00		COURT	7458 212200		101000
	Oct2023	10/31/23 MLEA	120.00		COURT	7467 212200		101000
50598		2264 MORNING GLORY COFFEE & TEA	33.75					
	350517	11/15/23 Dispatch coffee	33.75		POLICE	1000 420230	220	101000
50600	E	2964 CITI CARDS	3,576.13					
	10/06/23	Court Supplies	296.27		COURT	1000 410360	220	101000
	10/06/23	Social Serv Supplies	38.71		SOCSEK	1000 450135	220	101000
	10/13/23	League of Cities&Towns	328.00		LEGIS	1000 410100	370	101000
	10/14/23	League of Cities&Towns	316.00		ADMIN	1000 410210	370	101000
	10/14/23	League of Cities&Towns	328.00		LEGIS	1000 410100	370	101000
	10/14/23	League of Cities&Towns Roos	492.00		ADMIN	1000 410210	370	101000
	10/14/23	League of Cities&TownsThompson	492.00		FINADM	1000 410510	370	101000
	10/16/23	Rec Supplies	85.00		REC	1000 460440	220	101000
	10/31/23	Admin Supplies	14.99		ADMIN	1000 410210	220	101000
	10/24/23	WildWest TC	100.85		LEGIS	1000 410100	220	101000
	11/01/23	Fuel for Travel	35.20		ADMIN	1000 410210	370	101000
	10/26/23	Repair parts	113.16		STREET	1000 430200	361	101000
	10/28/23	Building InspectBooks	241.87		BULDNG	1000 420531	215	101000
	10/30/23	Building InspectBooks	376.36		BULDNG	1000 420531	220	101000
	11/01/23	Building InspectBooks	176.99		BULDNG	1000 420531	215	101000
	11/03/23	Rec Supplies	140.73		REC	1000 460440	220	101000
50602	E	2673 First Bankcard	1,453.38					
	11/01/23	Apple	5.99		ADMIN	1000 410210	335	101000
	10/05/23	Walmart Admin Supplies	240.59		ADMIN	1000 410210	220	101000
	10/05/23	T-Mobile	70.00		ADMIN	1000 410210	345	101000
	10/05/23	Harbor FreightStreet Supplies	95.38		STREET	1000 430200	220	101000
	10/05/23	SunPro Street Supplies	61.44		STREET	1000 430200	220	101000
	10/09/23	Apple	0.99		ADMIN	1000 410210	335	101000
	11/01/23	Apple	5.99		ADMIN	1000 410210	335	101000
	10/12/23	Suttons Saw Service	275.23		PARKS	1000 460430	369	101000
	10/05/23	Water Supplies	23.99		WATER	5210 430500	870	101000
	10/13/23	Adobe	19.99		ADMIN	1000 410210	335	101000
	10/18/23	Apple	5.99		ADMIN	1000 410210	335	101000
	10/19/23	T-Mobile	123.30		ADMIN	1000 410210	345	101000
	10/25/23	T-Mobile	340.76		TWNHLL	1000 411250	345	101000
	10/25/23	SunPro Park supplies	64.09		PARKS	1000 460430	220	101000
	10/28/23	Apple	5.99		ADMIN	1000 410210	335	101000

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	11/01/23	Apple	5.99		ADMIN	1000 410210	335	101000
	11/01/23	Cleaning Supplie	10.16		POVAH	1000 411255	220	101000
	11/01/23	Small Equipment	97.51		BULDNG	1000 420531	212	101000
50603	E	2673 First Bankcard	445.16					
	10/11/23	Social Supplies	50.18		SOCSER	1000 450135	220	101000
	10/16/23	Social Supplies	29.98		SOCSER	1000 450135	220	101000
	10/17/23	Help Fund Supplies	21.82		HELP	7010 450135	220	101000
	10/18/23	Social Supplies	89.00		SOCSER	1000 450135	220	101000
	10/24/23	Help fund supplies	23.75		HELP	7010 450135	220	101000
	10/24/23	Help fund supplies	24.90		HELP	7010 450135	220	101000
	10/26/23	Social Supplies	88.68		SOCSER	1000 450135	220	101000
	10/30/23	Social Supplies	67.49		SOCSER	1000 450135	220	101000
	11/02/23	Help fund supplies	49.36		HELP	7010 450135	220	101000
50606		2845 Kasting, Kauffman & Mersen, PC	5,940.00					
	11/02/23	legal services 10/1-1031/23	5,940.00		LEGAL	1000 411100	352	101000
	11/02/23	phone/fax	0.00		LEGAL	1000 411100	345	101000
	11/02/23	travel	0.00		LEGAL	1000 411100	373	101000
50608	E	2673 First Bankcard	815.66					
	08/16/23	Zoom Equipment	-174.75		LEGIS	1000 410100	212	101000
	08/16/23	Zoom Equipment	-287.99		LEGIS	1000 410100	212	101000
	08/23/23	Postage- RT Audit Letters	95.46		FINAN	1000 410510	311	101000
	08/25/23	Paper	105.98		FINAN	1000 410510	220	101000
	08/25/23	Postage	12.76		ADMIN	1000 410210	311	101000
	08/24/23	Office supplies	15.82		FINAN	1000 410510	220	101000
	08/24/23	Office Supplies	35.99		FINAN	1000 410510	212	101000
	08/30/23	Binders	20.37		FINAN	1000 410510	220	101000
	09/15/23	Cleaning Supplies	4.88		PARKS	1000 460430	220	101000
	09/15/23	Cleaning Supplies	32.90		PARKS	1000 460430	220	101000
	10/26/23	GFOA Membership-KT	160.00		FINAN	1000 410510	380	101000
	11/02/23	Cleaning supplies	100.30		PARKS	1000 460430	220	101000
	10/27/23	Hotel- Switchback Training- DH	346.97		SOCSER	1000 450135	370	101000
	10/27/23	Hotel- Switchback Training-KT	346.97		FINAN	1000 410510	370	101000
50609	E	2673 First Bankcard	2,814.79					
	10/04/23	Library Supplies	18.16		LIBRY	2220 460100	220	101000
	10/05/23	Books	22.99		LIBRY	2220 460100	215	101000
	10/04/23	Books	153.89		LIBRY	2220 460100	215	101000
	10/09/23	Books	35.00		LIBRY	2220 460100	215	101000
	10/09/23	books	40.87		LIBRY	2220 460100	215	101000
	10/10/23	Copier	37.10		LIBRY	2220 460100	398	101000
	10/14/23	Handicapped DoorOpener	1,759.98*		LIBRY	1000 411259	366	101000
	10/15/23	Membershipfee	14.99		LIBRY	2220 460100	398	101000

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	10/16/23	Books	19.96		LIBRY	2220 460100	215	101000
	10/16/23	Books	18.96		LIBRY	2220 460100	215	101000
	10/21/23	Books	14.39		LIBRY	2220 460100	215	101000
	10/23/23	Books	9.49		LIBRY	2220 460100	215	101000
	10/23/23	Books	20.28		LIBRY	2220 460100	215	101000
	10/25/23	Books	-0.49		LIBRY	2220 460100	215	101000
	10/26/23	Books	11.98		LIBRY	2220 460100	215	101000
	10/27/23	Supplies	18.47		LIBRY	2220 460100	220	101000
	10/30/23	Books	82.35		LIBRY	2220 460100	215	101000
	10/31/23	Books	423.64		LIBRY	2220 460100	215	101000
	10/30/23	Books	22.47		LIBRY	2220 460100	215	101000
	10/31/23	Books	18.25		LIBRY	2220 460100	215	101000
	10/31/23	Supplies	15.16		LIBRY	2220 460100	220	101000
	10/31/23	Supplies	23.91		LIBRY	2220 460100	220	101000
	11/02/23	Supplies	32.99		LIBRY	2220 460100	220	101000
50614		95 Energy West-Montana	1,648.16					
	11/01/23	nat gas 210361788 updl	288.76		UPDH	1000 411252	344	101000
	11/01/23	nat gas 210360293 Police	27.76		POLBLD	1000 411258	344	101000
	11/01/23	nat gas 210361746 Pub Services	299.93		STREET	1000 430200	344	101000
	11/01/23	nat gas 210361811 old firehall	70.84		PARK	1000 460430	344	101000
	11/01/23	nat gas 210363966 old bld ins	64.26		STREET	1000 430200	344	101000
	11/01/23	nat gas 210360540 library	105.68		LIBBLD	1000 411259	344	101000
	11/01/23	nat gas 210364599 Povah	395.63		POVAH	1000 411255	344	101000
	11/01/23	nat gas 210361697 Iris Lift St	39.28		SEWER	5310 430600	344	101000
	11/01/23	nat gas 210365425 Twn Hall	328.26		TWNHAL	1000 411250	344	101000
	11/01/23	nat gas 210361655 Mad Add Sewe	27.76		SEWER	5310 430600	344	101000
50615		2952 DIS Technologies	839.50					
	12743 11/05/23	Monthly Managed IT	839.50		IT	1000 410580	355	101000
50616		2952 DIS Technologies	1,165.00					
	12746 11/05/23	Monthly IT	740.00		IT	1000 420160	398	101000
	12778 11/10/23	Software Subscription	425.00		DSPTCH	1000 420160	216	101000
50618		E 2673 First Bankcard	225.04					
	10/09/23	Costco-Disptchsupplies	38.61		DSPTCH	1000 420160	220	101000
	10/09/23	Police Supplies	16.24		POLICE	1000 420100	220	101000
	11/01/23	Police Supplies	18.17		POLICE	1000 420100	220	101000
	11/01/23	Dispatch Supplies	54.97		DSPTCH	1000 420160	220	101000
	10/31/23	Dispatch Supplies	58.05		DSPTCH	1000 420160	220	101000
	10/10/23	Misc fee	39.00		DSPTCH	1000 420160	870	101000

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50619	E	2673 First Bankcard	1,146.39					
		10/05/23 Misc Supplies	69.35		POLICE	1000 420100	398	101000
		10/10/23 Supplies	26.14		POLICE	1000 420100	220	101000
		10/10/23 Transunion	225.00		POLICE	1000 420100	398	101000
		10/13/23 Supplies	30.17		POLICE	1000 420100	220	101000
		10/17/23 Misc Supplies	7.88		POLICE	1000 420100	870	101000
		10/18/23 Vehicle Oil change	111.85		POLICE	1000 420100	231	101000
		10/18/23 Vehicle Cleaning	20.00		POLICE	1000 420100	357	101000
		10/18/23 Travel Rooms	328.00		POLICE	1000 420100	370	101000
		10/18/23 Travel Rooms	328.00		POLICE	1000 420100	370	101000
50623		3400 Julie Brown	1,785.00					
		11/02/23 Town Offices	825.00		TWNHLL	1000 411250	357	101000
		11/02/23 Library	225.00		LIBRY	1000 411259	357	101000
		10/02/23 Dispatch w/laundry	370.00		DSPTCH	1000 411258	398	101000
		11/02/23 Povah	325.00		POVAH	1000 411255	350	101000
		11/02/23 RendTrlhd	40.00		TRLHD	1000 411256	350	101000
50624		2558 Hebgen Basin Fire District	55,849.00					
		11/01/23 November 2023	48,294.00		FIRE	1000 420400	357	101000
		11/01/23 November 2023	7,555.00		FIRE	1000 420400	140	101000
50651		3254 USDA Forest Service	909.44					
		BF011107AE 11/14/23 Special UseTransPipelineWa	658.84		WATER	5210 430500	335	101000
		BF011107AE 11/14/23 Special UseTransmissionSewe	250.60		SEWER	5310 430600	335	101000
50652		2 Forsgren Associates P.A.	9,667.50					
		123458 10/25/23 WWCollectionFPS/PER	9,000.00		WATER	5210 430500	398	101000
		123458 10/25/23 GeneralOn-CallTasks	667.50		PLNG	1000 411000	357	101000
50653		2958 SHI International Corp	301.00					
		B17075146 07/05/23 MS Office Buldng Inspection	301.00		BULDNG	1000 420531	216	101000
50654		379 Energy Laboratories, Inc	107.00					
		593337 11/08/23 Water samples	107.00		WATER	5210 430500	348	101000
50655		2551 TK Elevator	505.34					
		3007523578 10/01/23 Povah Elevator maintenance	505.34		POVAH	1000 411255	350	101000

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50656		3437 T-Mobile	235.19					
	99345434-1	10/30/23 Security Cameras	53.66		TWNHLL	1000 411250	345	101000
	992548743-	10/30/23 Security Cameras	181.53		TWNHLL	1000 411250	345	101000
50657		3115 Spiffy Biffy	187.50					
	2084	11/02/23 Monthly Rental	187.50		PARKS	1000 460430	357	101000
50658		764 General Distributing Co.	68.88					
	1304789	10/31/23 Welding supplies	68.88		STREET	1000 430200	231	101000
50659		40 Jerry's Enterprises	287.10					
		10/31/23 fuel	227.10		STREET	1000 430200	231	101000
	101023-1	10/10/23 Fuel Voucher	60.00		HELP	7010 450135	231	101000
50660		3339 iWorQ	2,500.00					
	201913	11/01/23 PublicWorksPackage12/23-11/24	2,500.00		STREET	1000 430200	357	101000
50661		3261 Targhee Services	1,030.09					
	102723-1	10/27/23 2017dodgeram tires #1	120.00		STREET	1000 430200	361	101000
	102723-2	10/27/23 2014fordinterceptor	349.19		STREET	1000 430200	361	101000
	102923-1	10/29/23 2020dodgeram tires	120.00		STREET	1000 430200	361	101000
	102923-2	10/29/23 2019dodgedurango	219.95		STREET	1000 430200	361	101000
	102923-3	10/29/23 2017dodgeram tires valvestem	21.00		STREET	1000 430200	361	101000
	102923-4	10/29/23 2017dodgeram tires #2	199.95		STREET	1000 430200	361	101000
50662		3355 Rod's Diesel and Generator	1,786.37					
	230356	09/01/23 Annual ServicegeneratorPolice	736.98		DSPTCH	1000 420160	398	101000
	230356	09/01/23 Lift station	512.70		SEWER	5310 430630	369	101000
	230356	09/01/23 Lift station	536.69		SEWER	5310 430630	369	101000
50663		2099 Quick Print of West Yellowstone	626.13					
	18433	11/07/23 LCRR Water test forms	594.72		WATER	5210 430500	327	101000
	18438	11/08/23 Office supplies	31.41		STREET	1000 430200	220	101000
50664		999999 JESSE LON ANDERSON	600.00					
	11/07/23	Exonerated BondLonAnderson	600.00		COURT	7469 212401		101000
50665		999999 GISELLE HANSEN	315.00					
	11/07/23	Court Interpreter 7hrs	315.00		COURT	1000 410360	350	101000

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50666		3440 APG West Payment Processing	199.88					
	447134	11/09/23 WWTP Bid Ads	199.88		ADMIN	1000 410210	327	101000
50667		1061 Lane and Associates	152.46					
	9944	10/30/23 Drug tests	152.46		ADMIN	1000 410210	351	101000
50668		2537 Balco Uniform Co., Inc.	193.00					
	76965	11/07/23 Uniforms Sosa	193.00		POLICE	1000 420100	226	101000
50669		3239 Salt Lake Wholesale Sports	398.25					
	94012	11/10/23 Glock supplies	398.25		POLICE	1000 420100	212	101000
50670		135 Food Roundup	137.04					
		10/31/23 Rec Supplies	137.04		REC	1000 460440	220	101000
50671		3314 Intrinsik Architecture	305.00					
	20230377	11/10/23 Zoning code Review	305.00		PLNNG	1000 411000	354	101000
50672		1934 Brenda Martin	100.62					
		11/08/23 Petty Cash Postage	100.62		POLICE	1000 420100	311	101000
50673		3315 IAS EnviroChem	1,130.00					
	2307067	11/15/23 Sewer testing fees	1,130.00		SEWER	5310 430600	348	101000
50674		999999 KYLE BURDEN	75.00					
		11/15/23 Refund Sum Rec Fees Burden	75.00		SUMREC	1000 346051		101000
50675		999999 LOUISE GRAHAM	825.00					
		11/16/23 Refund Sum Rec fees Graham	825.00		SUMREC	1000 346051		101000
50676		999999 ANA C NASCIMENTO	75.00					
		11/16/23 Refund Sum Rec Fees Nascimento	75.00		SUMREC	1000 346051		101000
50677		999999 MELISSA SOSTRE	50.00					
		11/16/23 Refund Sum Rec Fees Sostre	50.00		SUMREC	1000 346051		101000
50678		2963 Gallatin County Emergency	500.00					
	231116-02	11/16/23 SFY24CommunityNotificSyst	500.00		DSPTCH	1000 420160	398	101000

11/17/23
11:53:45

TOWN OF WEST YELLOWSTONE
Claim Approval List
For the Accounting Period: 11/23

Page: 7 of 8
Report ID: AP100

For dates posted from 11/07/23 to 11/17/23, FSB - Operating account

* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
50679		1934 Brenda Martin	118.66					
	10/21/23	Event Supplies	118.66		POLICE	1000 420100	220	101000
50680		3179 Yellowstone Point S	35.00					
	22019 11/16/23	Tire repair	35.00		STREET	1000 430200	239	101000
50681		3241 Bridger Analytical Lab	300.00					
	2311161 11/10/23	water testing fees	300.00		WATER	5210 430500	348	101000
		# of Claims	46	Total:	102,217.41			
			Total Electronic Claims	10,476.55	Total Non-Electronic Claims		91740.86	

Fund/Account	Amount
1000 General Fund	
101000 CASH	\$86,442.19
2220 Library	
101000 CASH	\$1,054.81
5210 Water Operating Fund	
101000 CASH	\$10,684.55
5310 Sewer Operating Fund	
101000 CASH	\$2,497.03
7010 Social Services/Help Fund	
101000 CASH	\$179.83
7458 Court Surcharge HB176	
101000 CASH	\$310.00
7467 MT Law Enforcement Academy (MLEA)	
101000 CASH	\$400.00
7469 City Court - Judge Jent	
101000 CASH	\$600.00
7699 Victims Assistance Program	
101000 CASH	\$49.00
Total:	\$102,217.41

WEST YELLOWSTONE TOWN COUNCIL
Town Council Meeting
November 7, 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, Forsgren Associates Engineer Camille Miller, Island Park News Reporter Jan Neish, Fire Chief Shane Grube

The meeting is called to order by Mayor Travis Watt at 6:00 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.

WORK SESSION

Mayor Watt calls the meeting to order and recognizes Jan Neish of the Island Park News. Neish typically tunes into the meetings virtually, but is present at the meeting in person. She shares a quick story and some gummy worms for the council and staff to munch on!

Camille Miller, engineer for Forsgren Associates, addresses the council regarding the bidding process for the new wastewater treatment facility. She reports that the lease with the US Forest Service for the new facility is complete, the environmental review is complete, and Montana DEQ has approved the design. This means they are ready to put the project out for bid. She explains that their goal is to find a contractor to build the facility. The first advertisement went into the Bozeman Daily Chronicle today. The project will be advertised three times in accordance with Montana Code Annotated. A pre-bid conference will be held on November 20, 2023 and representatives from Aero-Mod and Forsgren will be present. Bids will be due January 9, 2024. She explains that between now and the bid opening, Forsgren will be answering questions, clarifying details, and potentially issuing addendums to the bid documents. She explains the process they will follow to evaluate the bids, determine whether the bids are responsive, starting with the lowest bid. Forsgren anticipates issuing a recommendation letter for the Town Council on January 16, 2024. The Council inquires about a completion date and penalty for not completing the project on time. Miller explains that the damages charged to the contractor would be \$1500/day. She clarifies that they could change that amount through an addendum if the Town desires. She explains that they will have to seek approval of the bid from Montana DEQ, too. She explains that getting the design approved by Montana DEQ was a long process and required a lot of discussion. She lists several design changes that were recommended by DEQ prior to final approval, the most notable being the replacement of the spiral staircase with a standard staircase-which required an expansion of the building. She explains that all the design changes add up to a 5% increase of the project cost. Town Manager Dan Walker thanks Miller for coming to the meeting and bringing the council up to date.

Public Comment Period

No public comment is received

Council Comments

Council Member Mathews thanks the community for supporting the football team this season. Mayor Watt echoes his comments about fall sports, basketball season is already underway.

ACTION TAKEN

- 1) Motion carried to approve the Treasurer's & Securities Report for September 2023. (McBirnie, Benike)

- 2) Motion carried to approve Purchase Order #5962 to Aqua Pro for a new fire hydrant in the Madison Addition which total \$5,530.16. (McBirnle, Benike)
- 3) Motion carried to approve Purchase Order #6318 to Montana Tactical to purchase seven new duty rifles for the police officers for \$12,250.00. (McBirnle, Benike)
- 4) Motion carried to approve the claims, which total \$133,115.52. (McBirnle, Mathews)
- 5) Motion carried to approve the Town Council Meeting minutes of the October 24, 2023 Town Council Meeting, amended to reflect that Lisa Griffith was present physically and Jane Mersen was not present. (McBirnle, Benike) Griffith is opposed.
- 6) Motion carried to approve the Mistletoe Magic Holiday Bazaar event, waive the resort tax bond, vendor fees, and rental fees for the Povah Community Center. (McBirnle, Mathews)
- 7) Motion carried to approve the Wildfire Defense Race Series event for 2023 and waive the resort tax bond. (McBirnle, Benike)

DISCUSSION

- A) **Town Manager & Staff Reports:** Town Manager Dan Walker thanks Camille Miller of Forsgren Associates for coming tonight to keep the Council informed of the progress of the wastewater treatment facility project. He cautions the Council that there will likely be multiple change orders as they work through this project. He reports that he and Town Clerk Liz Roos met with Town Attorneys Jane Mersen and Lillia Tyrell about the revisions to the Personnel Policy Manual. Tyrell is currently working through the manual and then they will send it to the unions and employees for review. Forsgren Associates has completed an evaluation of the Town Hall building, commissioned by MMIA. The roof and leaking issues with the building will not be covered by insurance. Walker explains that pending the outcome of the citizens initiative on marijuana businesses that is being voted on today, they are ready to present an emergency temporary zoning ordinance to regulate such businesses. The results of the election will not be final until the canvass is certified by the County. He reminds the Council that Veteran's Day is this weekend and the Town Hall will be closed on Friday. He thanks Brian Benike for his military service. Chief Mike Gavagan also recognizes Officers Juan Trujillo and Dallen Griffel as veterans.
- 6-7) Town Clerk Liz Roos explains that both event permits still need to be reviewed and approved internally but they are repeat events from previous years.

The meeting is adjourned at 7:40 PM. (McBirnle, Benike)

Mayor

ATTEST:

Town Clerk

HIGHLIGHTS
SOCIAL SERVICE OFFICE
NOVEMBER 3-16 2023

- Dianna is on vacation so Debbi is busy
- Placed our monthly food order from MFBN. Pick up date is November 16th.
- We received 50 turkeys from MFBN
- Ordered items for the Turkey Bags from Market Place
- Assisting many clients with Unemployment questions. THANKS to Vely for being able to assist the office.
- Helped a client with her SNAP card replacement
- Visited with Jan Neish from the Island Park newspaper. I gave her a tour of our facility
- Students came over and volunteered on Tuesday in the Clothing Bank
- On Sunday 9/19, students are coming to the office to help put together the Turkey Bags
- Lobby food is still popular
- Donated extra bread and eggs to the Senior Center
- Vely delivered Kid Packs to the school for us
- Bus voucher given to client
- Bus voucher was given to a client so he could go to a Dr. appointment
- Assisting the United Women with the Adopt a Star program
- Dianna is working on a grant for Christmas
- Several individuals have given us money for Thanksgiving/Help Fund
- Handing out the Turkey Bags beginning on Friday 11/17/2023

Wishing Everyone a Happy Thanksgiving



Week of 11.13.2023

- Reconciled court accounting through October 2023.
- Attended the Community Engagement Town Hall meeting hosted by the League.
- Attended the monthly engineering meeting.
- Attended the Coffee with Clerks meeting for November 2023.
- Attended the MAP meeting.
- Helped prepare the Town Council packet while Liz was away.
- Continued working on the AFR, focus this week was tying out payroll for last fiscal year.
- Worked on FPS funding.
- Completed entering all of the claims.



NOVEMBER 17, 2023

TO: Town Manager Dan Walker, Town Council

FROM: Liz Roos, Town Clerk

SUBJECT: Town Clerk Report

- Monitored the ballot box from October 20 through election day, November 7. We collected 141 ballots in the box at the Town Hall. Preliminary turnout numbers for the election indicate the total votes cast was 368. In 2022, our turnout was 420. In 2021, turnout was 320. The final canvass is scheduled for November 20.
- Placed ads to advertise the Wastewater Treatment Plant project in the Billings Gazette, Missoulian, Idaho Falls Post Register, Idaho Statesman (Boise), and Salt Lake Tribune. Forsgren is running the ad in the Bozeman Daily Chronicle twice to meet the publication requirements.
- Facilitated police officer interviews on 11.14.23
- Processed payroll for November 17, 2023 and prepared agenda/packet for November 21, 2023 Town Council Meeting.
- Quick trip to Florida to check on the college age daughter that is trying to save the world in a semester! She has been volunteering in schools this fall in Mexico and Costa Rica, and is headed to Argentina next.



Public Services Dept. Bi-Weekly Report: Nov 3rd through Nov 16th, 2023

Work Performed

INTERMENT: Jack Heid, 11-09. Sewer backup at public library. Water leak at dog kennel. Prep UPDL for community dinner. Replace elbows and ball valves on backflow preventers inside crawlspace, service line at dining hall. Replace light fixture in the north corridor at UPDL. Redo gas line elbows and tighten all fittings behind the three ranges. We'll be coming back to fully winterize the kitchen and get the gas cycled off once the community dinner is wrapped up after November 16th. Calls for curb stop service requests going into winter shutdown: ongoing. Vehicle and equipment maintenance: ongoing, our fleet is old and it's a constant battle to keep things running. Inservice's and fluid changes on 06 Durango and 08 GMC. Block heater out on 904, articulation pins worn, hood struts will need replaced. Replace plow springs, stems, and mushroom shoe assemblies on vee plows and pickup trucks. Fix leaking hydraulic lines, couplers, rings. Build new hose and have ready to go during blowouts this winter. Replace bald tires on vehicles. Rewire strobes on equipment, taillights and replace if needed. Brake adjustments on vehicles. Full service on 22 sienna, fluids, brakes, and tire rotation. Power short on truck 112, install kill switch (ordered new keyed ignition assembly from freightliner in Belgrade). Repaired upper flights on rotary reel, cutting edges being redone. Replaced camshaft, seals, gaskets, slip yoke, trunnion bearing and turbo on 99 rotary loader. The wiper components and motor for the cab have just been shipped, so we'll be replacing all next week on both rotary trucks. Out-service on CH 55 (diagnosed electric issues on master board and joystick/ ram controls). Replace hydraulic hoses and build out replacements for line blowouts this winter, get extra couplers and fittings on hand. Connection arms on the push box of the old 936 are now modified to fit the new 624 loader. Weld trash trailer doors back on after they rusted completely off, work on repacking hubs on rims of all trailers, look over brakes. We'll be doing some corrosion control as time allows. Weld hooks on bucket of backhoe for the new forks. Reinforce support column on back of crane truck. Out-service on 2017 ram 6.4L, replaced front pads, rotors and calipers. Replaced disc kit on rear brakes. We'll be looking to get a combination vee-plow- push box on this unit next season to streamline our snow removal operations. Begin repairing the sheetrock damage in the town hall council chambers from the roof that had leaked for over 12 years. HVAC building upgrades: ongoing. Old freezer compressor seized up at the Povah. Ordered replacement compressor from Way West Services. Get ice machines up and running at the UPDL and the Povah Center. Manhole inspections for the facilities planning study: ongoing. Continue filling in low spots within each snow storage area. Adjust door closers. Help the social services department haul spoiled and unwanted items. Help offload donated food for community holiday giveaway. Signage updates and pole repairs: ongoing. Need to order a few more snowmobiling traffic control signs. Performed water samples and WW samples. Continue weekly BOD testing to narrow down where the elevated levels are coming from. Rake off surface debris from Cell B at sewage lagoon, redirect flows within IP cells. Prep for WW lagoon for site visits next week for the WW plant project pre-bid meeting, get the solar panels taken down and removed for A & B cells re-circulators. Pull all hoses from the evaporators and make sure the rest of the infrastructure piping is put away properly going into the winter, get boat pulled. Replace tubing and update wiring on WW monitoring wells. Install new restroom vents at the PW shop. Replace heaters, flush sensors, hand dryers, door handles, closers, doorway thresholds, flush levers, wax rings on toilets, stall door hardware, light fixtures, and cadets in facilities as needed. Seized up attic fan at town hall, get replacement coming. 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. Pothole repairs. Restock supplies at public works shop and reorganize our stock at town park. Continue to adjust and tighten hardware on door closer and lavatory fixtures. 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. Rocky Mountain Electric will begin staging their material and supplies for the highway lighting upgrades this spring. Continue cleaning up loose tree limbs, brush and debris around town while the weather still holds out. 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 stations are now all off of the streets and cleaned, disinfected and put away behind the museum for the winter. Onboarded a new seasonal operator, Michael (recommended by councilman McBirnie, thanks Jeff).

Administrative

Continue lining up projects and go over scheduling with contractors. Coordinate with vendors on equipment upgrades and repairs. Finalized parts lists and placed orders for upcoming plow season. Met with Curt Owen from Freightliner to put together asset inventory assessment on our fleet and to look at some pricing options for leasing some used trucks next season. Continue working with Fleet pride in Idaho Falls as well on some of those same purchase options for us. Working with Kodiak's snow removal products rep, Shane Pierce on some updates to our fleet and leasing options. Rescheduled meeting with Walt Kettula, MDOT's head of purchasing on new equipment. Will be seeing what funding opportunities or assistance programs may be available to the town. Discuss snow removal callout and process with Tri-State Excavating. Spoke with business owners regarding the upcoming season and went over encroachment permits, reminded them that they need to be submitted yearly and early. Got back to Bridger Built regarding the reroof at the police department this spring and possibly the museum in the fall. Work with Smart Cover monitoring systems on the low power alarm at the town's spring box. Get parts ordered as needed. Look over light pole concerns for Joe Moore near the Golden Stone Inn. Called in this weekend for an alarm going off at town hall that ended up being the low fuel sensor for the new comms tower. Dunne Communications I believe has resolved the issues and the fire chief has set the threshold limits to a lower mark. Took our local reporter, Jan Neish around town to show her our facilities and some of the projects currently taking place and others on the horizon in the coming years. Met our new account rep with GovDeals, Louise Lyons. Discussed upgrades for our Scada system with Delco Western and have componentry coming. Spoke with Mary at the museum on helping them with some items prior to going into this winter. Spoke with Judi Kieffer on proposed changes and renovations to the interior of the holiday Inn, set her up with building official. Got businesses in touch with the state building official. Coordinated HVAC services with Sprinter Heating and Cooling: ongoing. Worked with Way West Services to get the new compressor ordered on freezer that we had go out at the povah center last week. Dana should be onsite and getting installed next week. Coordinated fabrication repairs to some of the town's fleet vehicles and equipment with Midwest Welding and Allstate Machine Shop.

Facilitated the necessary updates to the town hall roof where water intrusion has taken place over the years. Worked with Todd at American Insulation to get roof at town hall insulated (they just finished up on 11-15). 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 Department Heads, Finance Director, Attorney, DEQ, Engineers, and Utility Providers. Meet with engineers regarding facility planning study, elevated BOD readings, trunkline models and the upcoming lead and copper rule. Coordinated with Behm Electric on power supply updates and needed service. Met with contractor regarding sewer and water upgrades. Coordinated the cleaning of lift stations and some spot cleaning through the towns SAS mainlines with 3H Construction prior to going into winter so there are no surprises/ backups. The scheduled cleaning for Whiskey Spring holding tank with Midco fell through, we've been ghosted. Working with Zach at Liberty Lawn and Landscape on treating invasive weeds this spring, he's putting together a contract for us. Schedule Roger at Kenco Security to come down and service monitoring panel at town hall and get parts replaced. Scheduled site visit at the WW lagoon with Goble Sampson and GSE Construction regarding bidding on the upcoming wastewater treatment plant project. Working on coordinating the light pole replacement project with Lee Boren at ES2 Engineering/ Rocky Mountain Electric, poles are now ordered and are on schedule to be placed this spring. Kelden and Lee just did a site visit up here last Saturday to look over the mobilization area. Discussed concerns from business owners regarding sidewalks. I've begun conducting a full sidewalk inventory to identify tripping hazards and problem areas. Will be seeking funding from "safe routes to school" programs. Coordinating the updates to strobes and radios on our fleet vehicles with our vendor, Jeff Gurr. We're getting these units programmed by another vendor out of Anaconda. Fill in shifts on equipment/ grader. Continued SAS line, field verification and manhole inspections for Forsgren Engineering. Continue to deal with staffing issues and go over laundry list items with the guys to help streamline our efficiency within the public works department. Continue to put out building cleaning rotation schedule for public works crew. Met with Claud Coffin regarding what they'll need from the town for the community feed on November 16th. Had the crew to take care of some miscellaneous repairs in kitchen at the dining hall. Continue reaching out to certified techs who are willing to work on the town's outdated equipment. Ben Smith with T&E has been very helpful in coming down to help with repairs, especially on these old 60-series Detroit's. Go over the recent BOD spike in the collection system with Jon Brown. (Keep in mind we've only seen this spike since late August, NOT the past several years. I think there may have been some confusion on that from council last meeting). Me and Brown are narrowing down the possible culprits with weekly testing. We now know that the spike is coming from Alley B. Researching a 1500 gpm capable bypass pump for the wastewater collection system should a total power and generator failure ever take place at the iris station. Also looking into a mobile backup generator as well. This will also be beneficial with the new mechanical plant when isolating cells and with the expansion of the 80 acres when we go to modify the Iris station to match needed capacity. Discuss utility locating call-out procedural issues with our local providers. Conduct appropriate name authorization changes on town's account at Napa. Coordinate hauling abandoned vehicles for the Police Department, as needed. Continue to explore options for a used vector 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, infrastructure, and mechanic training opportunities for public works crew. 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. Jon is doing a fantastic job taking inventory and being proactive at meeting the EPA's deadline next October for the nationwide lead and copper rule. 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

11/6/23: Water/Wastewater rounds. Wastewater monitoring well samples taken from MW-8 MW-10 MW-11 wells. These wells are checking the water Quality after it leaves the treatment plant.

11/7/23: Water/Wastewater rounds. BOD sampling in the sewer collection lines in alley B looking for the high BOD source. Samples taken to IAS labs.

Checking on progress on dump truck at fleet pride they are repairing the electrical system that controls the dump bed. Spent the afternoon with Jan Neish from the island park news showing her where the new treatment plant is going.

11/8/23: Water/Wastewater rounds. lagoon blower Maintenance- service work.

Lead and copper inventory- The Town sent out letters to the customers asking for information on water pipes in their home and by their water meters to confirm what kind of pipe material the home has if it is Galvanized pipe- copper or plastic pipe there is detailed instructions with this letter explaining how to perform this and if we need to assist them with help.

11/13/23: Water/Wastewater rounds. working on replacing the air relieve valve in Water well #4 this is to insure know air gets into the water system on well start up this prevents water hammer in the distribution system.

11/14/23: Water/wastewater Rounds. working on removing the algae control units and evaporator hoses and storing them for the winter season.

Lagoon weir changes getting the lagoons as low as we can before they freeze.

11/15/23: Water/Wastewater rounds. Worked on Equipment getting the backhoe new fork blade attachments welded on the front bucket and the service truck crane repaired and welded.

11/16/23: Water/Wastewater rounds. had hill and son construction come up from Rexburg Idaho and clean Madison station and Iris lift stations removing the grease build up in the wet wells also cleaning several line segments in the collection system that are problems thru out town.

Had the pleasure of taking Lisa Griffith around the water and wastewater facility's and showing her the infrastructure and also were the new treatment facility will be I think this is good for every town council member. it helps in making better decisions when you understand and can put eyes on projects.

11/17/23: Water/Wastewater rounds. finished cleaning the Iris lift station removing large amounts of grease. Cleaning down Alley A line and B line making sure they are cleaned for the winter so we do not have any major backups.

If you have any questions please feel free to contact me.

Jon brown

City of West Yellowstone
**Proposed Technical Support to Install Traffic Calming to Increase
Safety in West Yellowstone, MT**

September 1st, 2023

Submitted by:

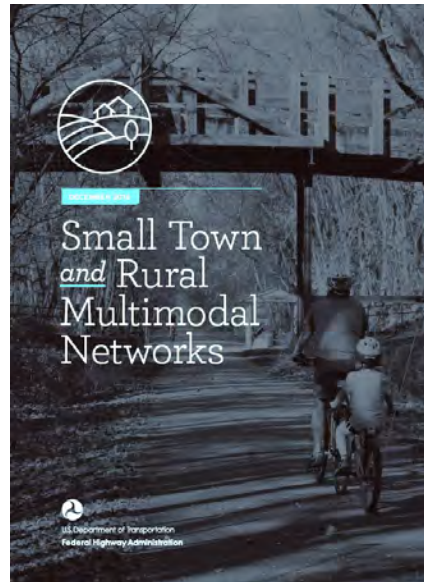
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Cover photos from left to right: pop-up curb extension in Bozeman; WTI was part of team that created Small Town and Rural Multimodal Network Guide; community walk audit in Hamilton, MT.

Introduction

The Western Transportation Institute (WTI) is pleased to propose technical support to plan and implement interim traffic calming projects through our Small Urban, Rural and Tribal Center on Mobility (SURTCOM). This proposal outlines technical support activities based on conversation with the City of West Yellowstone along with estimated cost and a draft schedule. SURTCOM funds require a 2:1 match from non-federal sources, which may be provided through cash or in-kind support.

Goals

- Advise the City of West Yellowstone staff and community partners on the process for interim traffic calming installations through low-cost improvements to existing road and transportation infrastructure.
- Engage and partner with the Montana Department of Transportation (MDT) on the traffic calming projects that are along State Highways

Background/Scope of Services

Streets designed with a focus on cars and vehicular travel result in higher traffic volume and speeds. WTI works to implement “pop-up” style traffic calming to demonstrate the effectiveness of different installation types on slowing vehicle travel and increasing pedestrian and bicyclist safety, consistent with MDT Vision Zero goals. These projects engage locals and incorporate placemaking elements, such as flower filled planters, which help develop a community focused sense of place. This project seeks to build a partnership between WTI, the State of Montana’s Main Streets Program, the City of West Yellowstone, the West Yellowstone Community Foundation, and MDT. WTI will provide technical assistance to the City of West Yellowstone to work through the “pop-up” traffic calming process including engagement, planning, implementation, and evaluation. Proposed tasks in this project include:

Task 1: Getting to Know the Community and Key Stakeholders

1. Conduct a site visit of existing roadways/ facilities with the City of West Yellowstone staff to understand locations of concern. Possibly the 1st week of October.
2. Engage with MDT to find out the feasibility of traffic calming along State right-of-way as well as how many projects are realistic.
3. Review previous community engagement processes and stakeholder input to understand West Yellowstone’s priorities for temporary and/or permanent bike/pedestrian/traffic calming improvements.
4. Attend a city council meeting to meet city leaders, community members, and talk through the pop-up traffic calming/placemaking process.

Task 2: Pop-up Traffic Calming Technical Assistance

Provide technical assistance for City of West Yellowstone staff and partners around the engagement, procurement, installation, and evaluation process for curb extensions or appropriate traffic calming treatment at 5 possible locations.

1. Organize up to 5 pop-up traffic calming and place making projects along Hwy 20, 191, and other local streets as identified by the stakeholders and community engagement processes. This process will engage local leaders and residents and provide resources for conducting data collection, walk audits and pop-up projects. A goal of this task is to empower West Yellowstone stakeholders to lead walk audits and pop-up demonstration projects in the future.
 - a. Conduct walk audits as necessary with local representatives
 - b. Engage with MDT as necessary for the project
 - c. Propose traffic calming designs and seek feedback for preferred options
 - d. Assist with materials & supplies procurement
 - e. Guide local leaders/stakeholders to implement preferred option
 - f. Evaluate changes in traffic volume/speed, roadway use, and public perception through radar data and a community survey
 - g. All project materials and installations will be MUTCD compliant.

Task 3: Final Report & Community Based Final Presentation

1. Create a report summarizing pop up process, results, and recommendations
2. WTI to put together content and conduct a community presentation to provide overview of pop-up projects and next steps.

Deliverables

1. Technical assistance to include recommended material &, supply list, permitting, and cost estimates for the installation of up to 5 traffic calming installations in West Yellowstone
2. Planning, installation, and evaluation of up to 5 community pop-up traffic calming and place making installations. .
 - a. Utilization of durable, high visibility, and visually appealing materials
3. Summary report & final presentation: process, results, and recommended next steps

Timeline

Task	2023/2024											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Project Management/coordination												
1. Getting to know the community and key stakeholders												
2. Traffic calming technical assistance, prep & installation												
3. Final Community Presentation, report & next steps.												

Budget Estimate

WTI Personnel

Tasks	Hours	Subtotal	IDC (at 45%)	Total
Project Management	63	\$3,530.64	\$1,588.79	\$5,084.12
Task #1	45	\$2,549.79	\$1,147.41	\$3,697.20
Task #2	200	\$9,131.08	\$4,108.99	\$13,240.07
Task #3	70	\$2,991.44	\$1,346.15	\$3,815.59
Total Personnel	378	\$18,202.95	\$8,191.33	\$26,394.28

*For specific and detailed budget breakdown, see budget spreadsheet

Travel

Task	Travel	Cost	Total + IDC (at 6%)
Task #1	Community meeting & walk audit	\$350.00	\$371.00
Task #2	Evaluation & installation	\$350.00	\$371.00
Total Travel	-----	\$700.00	\$742.00

Materials & Supplies

Task	Materials/Supplies	Total
Task #2 & #3	Delineators, Planters, Road Paint, Other* (estimate)	\$10,000.00

Total Budget

Budget Item	Description	Total
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Personnel	Staff time for all tasks, travel and project close out	\$23,184.69
Travel	Two trips to and from West Yellowstone – Task 1 & Task 3	\$742.00
Materials & Supplies	All materials for traffic calming and project completion	\$10,000.00
Total Budget	-----	\$33,926.69

Budget Breakdown

Budget Item	Description	Total
WTI Contribution	Staff time for all tasks	\$23,184.69
Town of West Yellowstone Contribution	Materials & Supplies*, travel for WTI staff	\$10,742.00

* estimate and total cost will depend on approved designs and needed materials but will not exceed this amount

Western Transportation Institute Project Team Experience and Qualifications

The Mobility and Public Transportation program area at WTI provides a comprehensive approach to solving transportation issues facing rural communities, federal lands, and tribal agencies through research, outreach, and education/training. It does this through facilitating transportation coordination among transportation providers, including human service, tourist industries, and other organizations, and increasing mobility for individuals of all ages and abilities by using innovative solutions that include bicycle, pedestrian, and all other modes of transportation.

This program expanded in 2004 from a focus specifically on public transportation (transit) to include bicycling and pedestrian travel. The program considers how various modes interact, and how individual and public mobility can be improved by linking the various modes. Today, the Mobility and Public Transportation Program focuses on how to improve mobility in rural and frontier areas by coordinating resources so that even basic public transportation services can be provided. This is a challenge in rural and frontier areas due to a scattered population or seasonal visitors (tourists), who must travel great distances to reach medical and other life-line services (educational campuses, business centers, airports), and recreational sites.

Project Team:

Rebecca Gleason, PE, MS has worked for 15 years as a research engineer in WTI’s Mobility and Public Transportation Program Area. Her work is focused on reducing car dependency in small urban and rural communities by creating bicycle, pedestrian and transit transportation networks that enable people to get where they need to go. Ms. Gleason has managed

numerous research projects at WTI since 2006 and has worked as part of a team to create The Small Town and Rural Multimodal Networks Guide and the MSU Bicycle Master Plan.

Matthew Madsen, MPH, CHES manages the Pop-up Traffic Calming Projects and GoGallatin programs and works on Safe Routes to Schools and Safe Routes to Parks programs with community partners. Matt has over 10 years of experience in the field of Community Health working on projects ranging from Safe Routes to School, to Active Living Coalition coordinating, Health Education, Affordable Housing Program Development, and project management of Traffic Calming Projects.

Student Involvement: Part of WTI's mission is working with MSU students to help prepare them for careers in transportation. WTI may include students as part of the team to assist with items such as data collection and analysis, walk audit participation, pop-up project assistance.



Pop-up Traffic Calming & Place Making

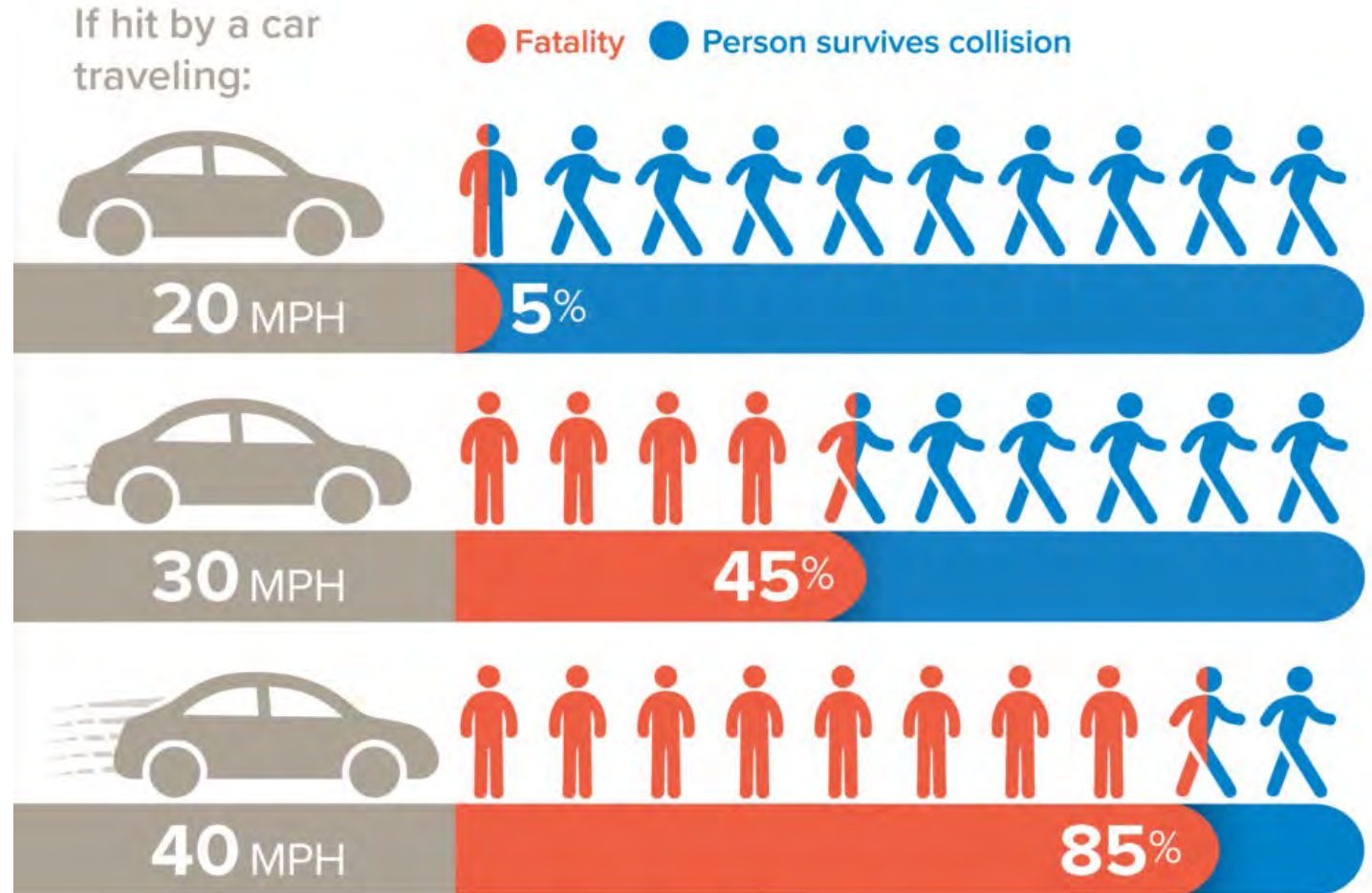
WTI – West Yellowstone

Matthew Madsen – Research Associate
Western Transportation Institute



Why

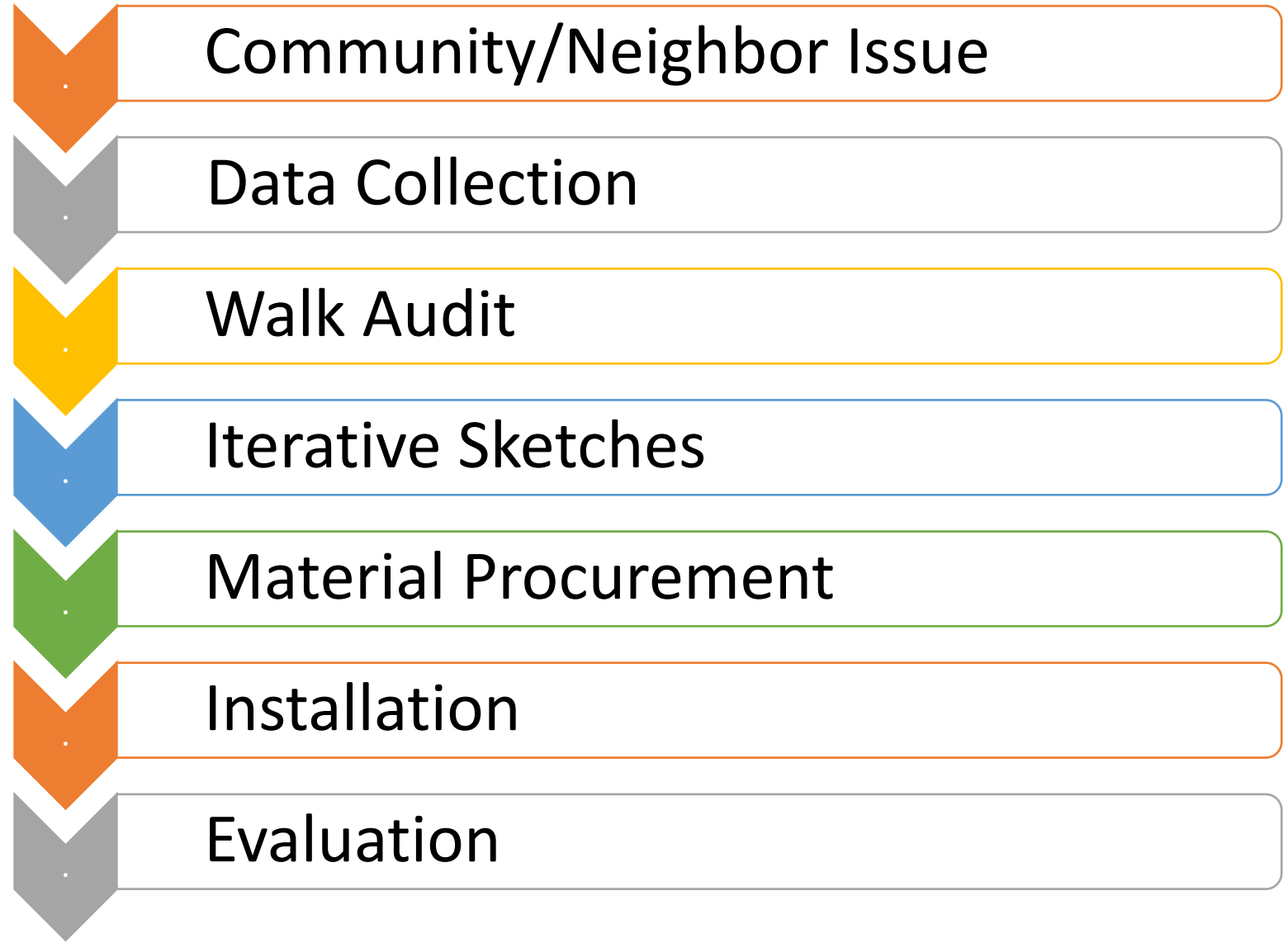
- Business or neighborhood complaint
- Traffic Speeds
- Pedestrian/Cyclist Safety
- Place Making



National Traffic Safety Board (2017) Reducing Speeding-Related Crashes Involving Passenger Vehicles. Available from: <https://www.nts.gov/safety/safety-studies/Documents/SS1701.pdf>

Pop-up Project Process

Where funding would come in

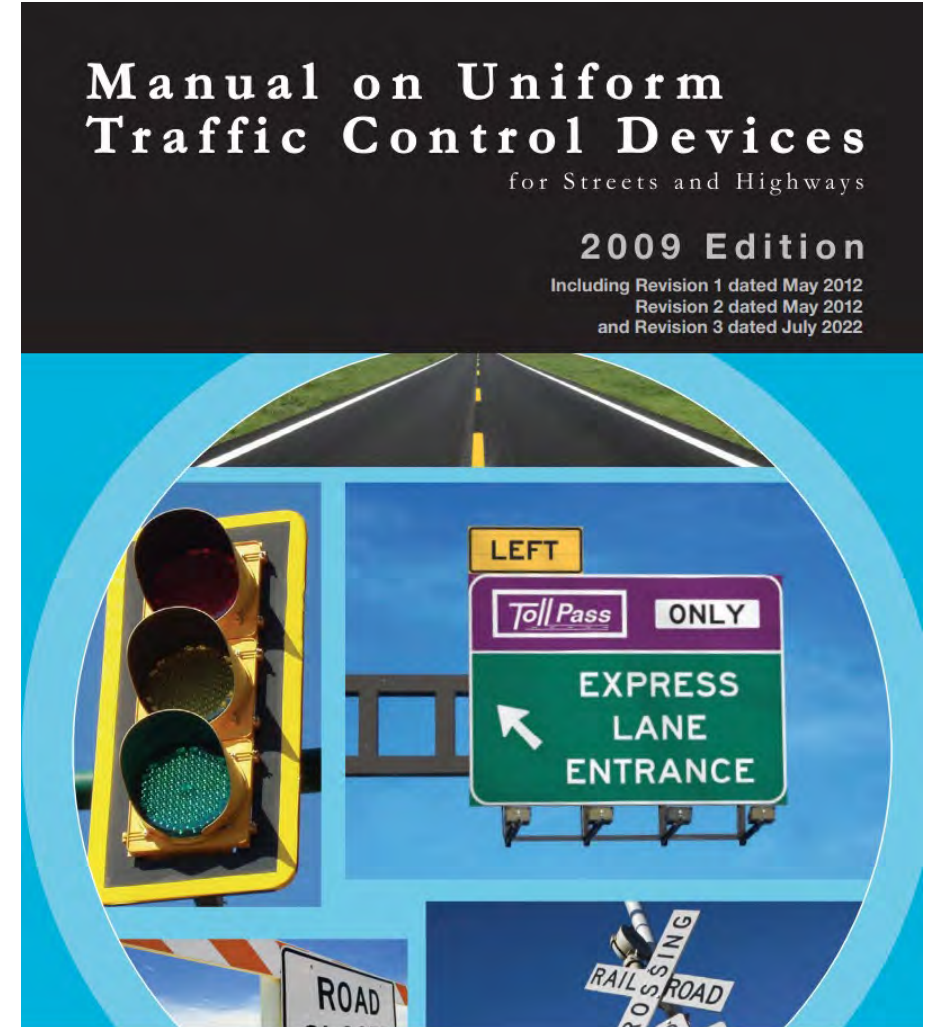


A Community Engagement Tool



Project Design

- Iterative process
- Follow MUTCD – MDT Standards
- Durable materials & supplies



Evaluation

Merged Vehicle Speed & Traffic Volume Data

W Beall Ave.	Before	During	Change
Avg speed	20.7 MPH	20.2 MPH	-0.5 MPH
85 th percentile speed	25.2 MPH	24.1 MPH	-1.1 MPH
Max speed	86 MPH	92 MPH	+6 MPH
% traveling over 15 mph speed limit	90.3%	89.1%	-1.2%
% traveling over 25 mph speed limit	18.2%	12.7%	-5.5%
Avg daily vehicle volume	1832	1755	

Driver Yielding Rates

Curb Extensions	# of pedestrians	Driver Yielding Opportunities	# of Drivers who yielded	% yielding
Without Curb Extensions	1298	624	475	76%
With Curb Extensions	837	488	381	78%
% Change in Yielding Rates with Curb Extensions				+ 2%

Evaluation

"It works really well in slowing down traffic and making crossing safer. I like how it funnels traffic into slowing down. I think it visually makes it seem more like a neighborhood installment, which says we're here and we care. Thanks for doing this! It makes all of us more safe."

"The only thing that really concerns me about this traffic project is the fact that Beall St is a specifically marked bike route street. The street already gets pretty narrow when there's cars parked on both sides. The traffic calming project makes it even narrower and I would feel very uncomfortable driving next to a biker through that area."

Curb Extensions

- Increase safety and visibility of pedestrians, reduce crossing distance, and slow drivers' speed.
- Can be installed at intersections or mid-block pedestrian crossings.



Pedestrian Refuge Island

- Minimize exposure to vehicle traffic by offering mid-crossing protections, allowing pedestrians to cross one lane of traffic at a time.



Parklet

- A raised and protected space that can be used for café style seating, bus stops, or other park amenities.



November 16, 2023

Subject: Reimagining Rural, MSU Extension

Dear Members of the West Yellowstone Town Council,

The Business Improvement Advisory Board recommends that the Town of West Yellowstone participate in MSU Extension's Reimagining Rural program.

Reimagining Rural is a three-part series of community meetings to learn what is working in other small towns and discuss what might be possible for our town. Dates: 1/29/24, 2/12/24, 2/26/24. These meetings would take place in lieu of our usual BIAB January and February meetings.

This program does not cost anything to participate. MSU provides a small stipend (\$200) to host the local events. The West Yellowstone Foundation is willing to manage the stipend so that it will not be a burden on town staff. BIAB members, Carrie Coan, Kelli Hart and Leah Sherman would plan and facilitate the local meetings.

The benefits cannot easily be quantified. We anticipate inspiring more people to get involved in local projects, we hope to see additional collaboration and emerging leaders. We believe this will benefit local businesses, both directly and indirectly. A stronger community makes for stronger businesses.

We request that the council approve that the BIAB apply for and facilitate the Reimagining Rural program in West Yellowstone.

Thank you for your consideration.

Sincerely,

The Business Improvement Advisory Board



ReIMAGINING RURAL

REIMAGINING RURAL VIRTUAL GATHERING 2024 APPLICATION

REIMAGINING RURAL VIRTUAL GATHERING EXPLAINED

At its heart, Reimagining Rural brings people together in your town to learn some new ideas of what is working in other small towns and to have discussions about what is possible for your town. In the first three years, Reimagining Rural communities were eligible for small seed grants from Montana Community Foundation to implement an idea that came out of Reimagining Rural discussions. We hope that grants will be available this year but will not know until the program is underway.

Communities selected for Reimagining Rural will host three nights of gatherings where people come together to hear speakers share fresh new ideas on rural community vitality. Following the speakers, those gathered locally will have time to discuss the ideas presented with the help of a local trained facilitator.

- **Monday, January 29, 2024** – Rural is Changing, Not Dying
- **Monday, February 12, 2024** – New Ways to Get Things Done in Small Towns
- **Monday, February 26, 2024** – Stories of What is Working in Small Towns

COMMUNITY BENEFITS

The Reimagining Rural Virtual Community Gathering is a great opportunity to energize local leaders, as well as rethink what is possible for your community.

Participating communities will:

- Receive up to \$200 to defray costs of local event.
- Have community coaching available as you plan your local event.
- Receive free facilitator training for the local facilitator you choose.
- Receive individualized free marketing materials to assist in local promotion.
- Have access to county data on some of the changes happening.

COMMUNITY REQUIREMENTS AND EXPECTATIONS

The virtual gathering is designed to be as inclusive and expansive as possible for each community. Therefore, communities must apply to participate to demonstrate you have broad support for participating in Reimagining Rural. **Complete and return the application to the address below by December 15, 2023.** If you have questions, please email communityvitality@montana.edu.

Please mail or email the completed application to:

Tara Mastel
MSU Extension Community Vitality
PO Box 2182
Red Lodge, MT 59068
communityvitality@montana.edu



Reimagining Rural Virtual Community Gathering Application

ReIMAGINING RURAL

Please complete this application and return it to MSU Extension PO Box 2182 Red Lodge, MT 59068 or to communityvitality@montana.edu by December 15, 2023.

Community: West Yellowstone

Individual Completing the Application: Carrie Coan

Sponsoring Organization (if applicable): Town of West Yellowstone's Business Improvement Advisory Board & West Yellowstone Foundation

Mailing Address: PO Box 255 420 Yellowstone Ave City/Zip Code: 59758

Email: ed@wyfmt.org Phone: 406-646-1152

Organizing Committee

Please let us know who will be assisting with the planning and organizing of your community's local event. We will communicate with this group about all aspects of this event. Include **names, email, mailing address and phone numbers** of two or three people who will lead the planning for your town.

- | | | |
|------------------|--|--------------|
| 1.) Carrie Coan | ed@wyfmt.org | 406-646-1152 |
| 2.) Kelli Hart | kelli@freeheelandwheel.com | 406-640-5713 |
| 3.) Leah Sherman | leahksherm@gmail.com | 802-279-1031 |

How will Reimagining Rural benefit your community?

Very briefly (4-5 sentences) share why you think your community would benefit from being a part of Reimagining Rural. What are your ideas or your vision for how participating could improve your community? What impact do you hope this has on your community and/or your community members? Don't worry! There are no wrong answers.

We hope that this process will strengthen existing relationships and create new ones. Although our group's focus is on businesses, we think this program will increase community participation in many different areas. The Reimagining Rural process will help make our community conversations more inclusive and productive. We are excited to see what this program might inspire within our one-square-mile town.

Collaboration/Community Partnership Roster

Having people from all parts of your community participate is the key to a successful Reimagining Rural event. To get more than “the same ten people” to attend, it is best to make sure that many different people are informed and involved in helping make the event happen.

There are many ways to partner to make Reimagining Rural a success including simply attending, helping with marketing, or helping organize part of the event. Some groups to consider asking to help include: your community foundation, school, local paper, local radio station, healthcare, civic organizations, senior centers, chamber of commerce, youth organizations, law enforcement or faith-based organizations.

Please list ten potential partners in your community who may help make your event a success. Please have at least three individuals sign below as a commitment to hosting, supporting or participating in your local gathering.

Individual, Group or Organization Name	Interest/Role	Possible Contributions (Assets they bring)	Signature of Commitment

Return your application by December 15, 2023, to:

Tara Mastel, MSU Extension Community Vitality, PO Box 2182, Red Lodge, MT 59068 or communityvitality@montana.edu